

# Swan Theatre: Chaperoning arrangements



## Production Assistant

After making the application for the Performance certificate the Production Assistant should liaise with the young person's parents to inform that the theatre requires and has applied for a Performance certificate and is also required to make chaperoning arrangements for the young person. If the parents are able to be present during rehearsals, and or the performance, this will satisfy the chaperoning requirement, provided they are not involved in any other activities in the theatre at the time.

If the parents are not available the Theatre will need to arrange chaperones for the young person for rehearsals and performances.

The Production assistant having identified chaperones for the rehearsals and performances will need to discuss with the young person the basis of the chaperoning (see below) and establish their agreement to the minimum requirements for chaperoning. The young person's failure to co-operate with the chaperoning arrangements will mean they will not be able to participate in the production.

The Production Assistant will then send a briefing to all chaperones for the detailed arrangements for the chaperoning.

The production assistant will brief the cast to;

Make them aware that there is a young person in the production who will be chaperoned by their parents or a licenced chaperone as a requirement of their participation in the production

Ask all the cast and production staff to are aware of and co-operate with the chaperone in carrying out their role and help support the chaperone in observing the young person at all times.

# Swan Theatre: Chaperoning arrangements



## Chaperones

All chaperones should work within the guidance for chaperones and be familiar with the Swan Theatre Safeguarding policy and Child protection arrangements.

Chaperones will be present and able to observe the young person at all times (except on stage).

The requirement for chaperoning during changing can be accomplished by the chaperone standing outside the disabled toilet while the young person changes inside, (the chaperone having checked that the toilet is unoccupied). However within the theatre chaperones have agreed that young people can change in the appropriate changing rooms with other members of the cast provided:

The young person has been asked (at each rehearsal and performance) if they are comfortable to do this and they have confirmed that this is their preference.

The young person is aware that if they become uncomfortable about anything which happens in the changing room they must inform the chaperone.

The young person will only stay in the changing room while changing and not use it as a place to wait or socialise. (Members of the cast are also asked to avoid creating a situation where the changing room is used to socialise and wait by the young person).

The chaperone will wait outside the door of the changing room.

If the young person is in the changing room for more than 10 minutes at a time the chaperone will knock on the door and enter to observe.

RB

2/7/15