

Appendix 1

This appendix should be read in conjunction with the ECTC Safeguarding Policy. The policy and appendix must be issued to all chaperones and volunteers, and others responsible for or involved in the performance. Persons involved should note, in particular, **Sections 6 and 9 of the policy**.

Under the Children and Young Persons Act 1933, the Children and Young Persons Act 1963 and the Children (Performances and Activities) (England) Regulations 2014, all children who take part in licensed performances must be supervised by a responsible adult.

If they are not supervised by a parent or guardian, they must be supervised by an approved Chaperone who is responsible for looking after children during a performance. A chaperone is expected to exercise the same care and control as a good parent would, with a view to securing the child's health, comfort, kind treatment and moral view. **The Chaperone must have a valid licence issued by the Local Authority.**

The following documentation must be completed and evidenced **at least two weeks prior to any performances** involving children and adults at risk. Documentation must be made available to one of the following officers - Town Clerk, Facilities Officer, Deputy Clerk or Assistant Facilities Officer:

- 1) List of Volunteer chaperones together with their current license details confirming they have been DBS checked and are approved. (The Education and Inclusion service of the IW council provide online chaperone training and child safeguarding training, which explains the roles and responsibilities of a chaperone and information on child protection/safeguarding.) **This training is mandatory for chaperones and must be completed before your licence can be issued.**
- 2) A list of volunteers who will be responsible for supervising/managing other areas – to include the gallery, servery and ticket collection.
- 3) A list for each performance showing the total number of children/adults at risk who are performing and how many children/adults at risk each chaperone will be responsible for (cannot exceed 12 per chaperone).
- 4) Evidence of BOPA for each performance
- 5) A signing in/out list for children/adults at risk who are performing, for each performance. The chaperone is required to sign children in and then out once they have been collected by a parent (or nominated person).
- 6) Emergency contact numbers for each child/adult at risk.
- 7) Details of the nominated First Aider for each performance.
- 8) Completed risk assessments for each performance (ECTC facilities staff can provide advice and assistance if required). Boys and girls from the age of five must have separate changing rooms with a chaperone for each.
- 9) Details of where all personal information/data will be stored.