



## **FARINGDON DRAMATIC SOCIETY - PANTOMIME CHAPERONE DUTIES**

Thank you very much for agreeing to act as a chaperone for this pantomime. We rely on volunteers like you to help run this well-loved community event and we are hugely grateful.

### Duties of the Chaperone

Please remember that the primary role of the chaperone is to SUPERVISE THE CHILDREN AND ENSURE THEIR SAFETY IN THE CLASSROOMS AT ALL TIMES.

Please

- Ensure children keep to the rules for children (see below).
- Remain available in your designated room (in case of emergencies). Even if the room is empty, the children may return at any time and must be supervised at all times.
- *Fill in the register*
  - sign each child in on the register (in the folder in your room).
  - Sign out each child on the register at the end of the performance, and ensure each child is collected by an adult.
- *Fill in the refreshments form* – please fill in the order form for refreshments, supplied by one of the front-of-house staff, and collect money from the children. One of the front-of-house staff will collect the money and order form from you. Orders will be delivered to you just before/during the interval.
- Children will be told when they are due on stage by the nominated co-ordinator. They will be collected by the nominated co-ordinator.
- In case of an emergency, you will be supplied with a contact mobile number for front-of-house staff.
- Stay at the end of the performance until all the children have been collected by their parent or guardian.
- Put all sheets back in the folder in your room.
- Report any injuries to the front-of-house co-ordinator.

### Rules for children

- Children must **NOT** leave the classroom area once the audience has started to arrive (i.e. 20 minutes before the performance is due to start) **NOT EVEN** during the interval.
- Children should only leave the classroom
  - If they are due on stage (they will be collected by the nominated co-ordinator to ensure they are there on time.)
  - For make-up.
  - To go to the toilet.
- Girls and boys must not go into each other's changing rooms.
- The taking of photographs or video within the dressing rooms is strictly forbidden.
- They must not touch/use any items that belong to the school, and they must take great care of the furniture. They must put all furniture back in its place before leaving at the end of the performance.
- They must not eat crisps and sweets (as we have found that this causes a lot of mess in the classrooms). They may bring fruit/cereal bars, and they can pre-order ice-creams/drinks for the interval (see above).

Once again, thank you for being a chaperone. Your help is greatly appreciated.

**Reviewed and revised May 2018 (GVF).**