

THE COTSWOLD PLAYERS

Licensed Chaperone

Description of role

The role is to ensure that proper provision is made to secure a child's health, comfort and kind treatment. The chaperone is in *loco parentis* and should exercise a duty of care that any parent/carer might be reasonably expected to give that child.

The management committee of the Cotswold Players will empower and support the chaperone in any decisions relating to a child's welfare and general well being.

Duties:

- 1 Parental consent forms and signed Code of Conduct forms should be kept for each child, with emergency contact numbers available at all times. However, this information **must not** be disclosed other than to authorised personnel.
- 2 Attendance records must be kept for each child for both the dress rehearsal and performance period. These records must be retained and made available in the event of a visit from a Local Authority officer.
- 3 Accident forms should be completed to record any accident, injury or illness of any child.
- 4 The chaperone should ensure that suitable travel arrangements are in place for each child and that the child is collected by the person agreed by prior arrangement.
- 5 The chaperone should be satisfied that any risks that may affect the child/ren in their care have been identified and that effective control measures are in place.
- 6 The chaperone should have a basic understanding of emergency first aid, acquainting themselves with the names of appointed first aiders, their whereabouts and the location of the first aid equipment in the Cotswold Playhouse.
- 7 The chaperone should be able to recognise the signs and take action when a child is tired or unwell.
- 8 The chaperone should ensure that the Young Persons Officer is kept informed of any concerns.

Notes relating to duties

- 1 Completed Parental consent forms and Code of Conduct forms will be obtained by the Young Persons' Officer and copies supplied to the licensed chaperone for their use during rehearsals and performances.
- 2 Attendance templates will be supplied by the Young Persons' Officer.
- 3 All such written records must be returned to the Young Persons' Officer at the conclusion of the performance.
- 4 The Cotswold Players' Accident Book is kept on the shelf behind the bar.
- 5 The First Aid box is held behind the bar.
- 6 The Young Persons' Officer is Christine Mauler, who can be contacted by email at cmauler@talktalk.net or on mobile 07974 019558.
- 7 In the event of Christine Mauler not being available for an emergency issue, chaperones should contact Dave Kilmister, Chairman of the Cotswold Players.
- 8 A reference copy of Gloucestershire County Council's 'Code of Practice for Chaperones approved by Gloucestershire County Council' can be found in the ring binder on the shelf behind the bar, together with Cotswold Players Policy, Procedures and relevant documentation.