

COTSWOLD PLAYERS

Chaperone Procedures

Name of production:

Production dates:

Director:

Chaperone/s:

For information, a child is regarded as one who is aged 16 or under:

- 1 Chaperones will be made aware of the society's Child Protection Policy and Procedures.
- 2 Chaperones will sign young people in to the building on arrival and sign them out on departure. A record of the person collecting the child should be made.
- 3 Chaperones will be aware of where young people are at all times and will ensure that they do not leave the building unsupervised unless in the company of or with the authorisation of their parents.
- 4 Chaperones should be aware of safety arrangements and first aid procedures, ensuring that any accidents are reported and recorded in the accident book. (*The accident book is kept by the First Aid box behind the bar*)
- 5 Chaperones should be aware of arrangements for children after performances.
- 6 If a child has not been collected it is the duty of the chaperone to stay with that child or make arrangements to get them home.

I confirm that I have been made aware of the Society's Child Protection Policy and Procedures and that I will comply with requirements specified.

I confirm that there is no reason why I would be considered unsuitable to work with children.

Signed: *Chaperone signature*

..... *Chaperone name (please print)*

Please return all records to the Young Persons' Officer on completion of the run.