

CHAPERONE HANDBOOK

Safeguarding & Legal Duties

1. Your Primary Duty

You act **in loco parentis**.

Your responsibility is:

1. The child
2. The law
3. The production's compliance

Safeguarding always overrides production pressure.

2. Before Work Begins

✓ Check each child has:

- Individual Performance Licence **OR** BOPA cover **OR** are exempt
- Health, medical, and dietary requirements.
- Approved tutoring (if required)
- Clear permitted hours

✓ Review:

- Start/finish times
- Break requirements
- Supervision ratios

3. Supervision Rules

You must:

- Stay with the child at all times
- Never leave children unsupervised backstage or on-site
- Monitor dressing rooms and waiting areas
- Supervise sign-in and sign-out
- Ensure safe handover to parent/carer

You cannot supervise more than permitted ratios set by the Local Authority.

4. Working Hours & Breaks

You must monitor:

- Maximum hours at place of performance
- Maximum performance time
- Required rest breaks
- Earliest start and latest finish

Children must not exceed statutory limits under any circumstances.

5. Education (If Required)

- Confirm tutor is LA-approved
- Ensure minimum hours are met
- Record tutoring accurately

6. Safeguarding - What To Do

If you have a concern:

1. Ensure the child is safe.
2. Report immediately to Lead Chaperone / DSL.
3. Record factual notes (no opinions).
4. Do NOT promise confidentiality.

If immediate danger → Contact emergency services. You do not investigate. You report.

7. Professional Boundaries

- ✓ Remain calm and neutral
- ✓ No favouritism
- ✓ No personal social media contact
- ✓ No unnecessary physical contact
- ✓ No distraction from mobile phone use
- ✓ Maintain confidentiality

Your role is supervisory, not social.

8. Welfare Monitoring

Watch for:

- Fatigue
- Distress
- Illness
- Hunger/dehydration
- Emotional overwhelm

Stop activity if a child's wellbeing is compromised.

9. Documentation

You must keep accurate records of:

- Arrival/departure times
- Breaks
- Education sessions
- Incidents
- Safeguarding concerns

Records must be inspection-ready at all times.

10. Inspections

Inspectors may attend unannounced.

Be prepared to show:

- Licences (children's & own)
- Registers/timesheets
- Knowledge of permitted hours
- Safeguarding awareness
- Fire evacuation procedure including fire assembly point
- Designated medic
- Designated safeguarding lead

Remain professional and cooperative.

11. If You Are Unsure

Pause.

Seek guidance from the Lead Chaperone or Children's Coordinator.

Do not guess when it comes to compliance.

Safeguarding Reminder

Your authority comes from the law.

If something feels unsafe or non-compliant — it probably is.

The child's welfare is paramount.