

Production Checklist: Information to Provide Your Chaperone Before Day One

An approved chaperone plays a vital role in safeguarding children working in film, television, theatre, commercials, photography and live events. Providing the right information before the first working day enables the chaperone to carry out their duties effectively and helps the production run smoothly. Ideally, the following information should be shared at least 24 hours before the child's first call time.

Pre-Day One Checklist

Before the child's first day, production should confirm that the chaperone has received:

- ☐ Child Performance Licence/s or BOPA
- ☐ Medical and emergency information
- ☐ Safeguarding/medics contacts
- ☐ Call sheet
- ☐ Risk assessments
- ☐ Production schedule (where applicable)
- ☐ Relevant script pages (where applicable)
- ☐ Tutor information (where applicable)
- ☐ Maps and access details
- ☐ Production contact list
- ☐ Arrival instructions

Good Communication = Better Safeguarding

A well-informed chaperone can support the child, anticipate potential issues and work collaboratively with production to create a safe, positive and professional working environment. Early communication helps everyone focus on the child's welfare while keeping the production running efficiently.

Essential Information

1. Call Sheet

Provide the latest call sheet, including:

- Child's call time
- Chaperone call time (if different)
- Full location address
- Parking arrangements
- Unit base details
- Location maps
- Nearest hospital (where included)
- Production office contact details
- Key crew contacts

2. Production Schedule

Share the relevant schedule showing:

- Filming or rehearsal times
- Estimated wrap time
- Breaks
- Meal times
- School sessions (where applicable)
- Travel arrangements

The chaperone should know how long the child is expected to be on site, even if filming plans change.

3. Script or Scene Information

Provide:

- Relevant script pages
- Scene numbers
- Description of the child's role that day
- Any emotionally demanding scenes. This enables the chaperone to assess suitability and prepare the child appropriately.

4. Child Performance Licence

Where required, provide confirmation that:

- The Child Performance Licence has been issued and share a copy.
- Licence conditions have been reviewed
- The chaperone knows any restrictions on working hours

5. Risk Assessments

Share all relevant risk assessments, particularly where scenes involve:

- Water
- Animals
- Vehicles
- Stunts
- Harnesses
- Weapons (real or replica)
- Fire or pyrotechnics
- Smoke effects
- Night work
- Large crowds
- Adverse weather
- Physical activity

The chaperone must be aware of any safeguarding or welfare concerns before filming begins.

6. Medical Information

Provide confidential information regarding:

- Allergies
- Medical conditions
- Medication requirements
- Emergency contacts
- Additional needs
- Dietary requirements

Only those who need this information should have access to it.

7. Safeguarding Information

Supply:

- Safeguarding policy
- Designated Safeguarding Lead (DSL)
- Welfare contact
- Reporting procedures
- Emergency contacts

The chaperone should know who to contact immediately if a safeguarding concern arises.

11. Welfare Facilities

Inform the chaperone of:

- Green room or holding area
- Toilet facilities
- Quiet space
- Education room
- Changing facilities
- Rest area

Children should always have access to suitable welfare facilities.

On Arrival

Please ensure the chaperone knows:

- Where to report
- Who to sign in with
- Where the child holding area is located
- Fire evacuation procedures
- First aid arrangements
- Daily briefing time

During the Production

Please keep the chaperone informed of:

- Schedule changes
- Scene changes
- Additional rehearsals
- Delays
- Overtime requests
- Location moves
- Weather-related changes

The chaperone should never discover significant changes after they have happened.

Production Responsibilities

Production should ensure that:

- The child is never left unsupervised.
- Working hours comply with licence conditions and legislation.
- Adequate rest breaks are provided.
- Education requirements are met where applicable.
- Welfare remains the priority throughout the production.
- The chaperone is included in all decisions affecting the child's welfare.