

## Parent Chaperone Backstage Supervision Guidelines

### Your Role as a Chaperone

Your role during this performance is to supervise the members backstage – both in the dressing rooms and, for some of you, accompanying them to the side of the stage and/or to the toilets.

On arrival, you will be allocated a dressing room, and given a coloured lanyard, which we ask you keep on for the duration of your time backstage. You may not necessarily be in a Dressing Room with your own child. However, if your child is in the group you are supervising, it is important to remember that all children are looked after the same way and you are there to supervise the whole group.

It is company policy that all members stay in **their own** dressing rooms when they are not performing – please do not allow any members to leave the room unless they have permission for things such as toilet trips, or they have been called to the stage

Each dressing room has been allocated a “Lead Chaperone” - If you are the “Lead Chaperone” you will need to ensure that, in the event of an evacuation, you take the list of names off the wall with you to take the register once safely outside.

When members are needed on stage, a “runner” will come to collect the members and escort them, in silence, to the stage! If you are a chaperone who has an \* then you will accompany the children to the wings. These supervisors will wait for the children to come off the stage and will escort them back to the dressing room. Everyone else **must** wait in the dressing room for the members to return.

You may need to be on hand to help with any changes – particularly for the younger members. If this happens please make sure that children are keeping all their own things together so that nothing gets lost or misplaced.

It is essential during performance that noise be kept to a minimum. We do ask supervisors to help to control the level of noise. If you want to get the members in your dressing room quiet please raise your hand and wait – the members should know that this is the signal to stop what they are doing, be quiet, pay attention and listen – You should not need to raise your voice or shout at any time. If you have any issues with this please alert a member of the Backstage Team as soon as you can.

At the end of the performance, members should be responsible for the way their dressing room is left. All personal items must be taken with them and all litter placed in a bin liner provided. Please help in facilitating this. Do not let any child leave the room until you are happy.

## Important Information

- There will be several members of the NK & Studio2 team backstage during the rehearsals & performances. In each of the dressing rooms you will find a list, including photos, of all backstage personnel – If you have any questions, queries, issues or concerns during your time backstage please speak to one of these people who will be happy to help or, where necessary can pass on to another member of staff. PLEASE REMEMBER – Shows can be a busy time for the backstage personnel so please keep your questions etc relevant to the here & now. If you have a general question you can always email that to whomever is in charge of the production for them to address as soon as convenient.
- If you have a SAFEGUARDING or CHILD PROTECTION concern during your time backstage it is vital that you speak to the Backstage Supervisor as soon as possible to pass on this concern. They will then be able to follow the correct procedures. To familiarise yourself with our current child protection policy please visit the nkta website.
- It is essential that the dressing rooms are a safe environment for our members, any potentially dangerous objects or faults with general safety must be pointed out immediately to a member of the backstage team so this can swiftly be rectified.
- When you get to your allocated dressing room you should familiarise yourself with the emergency exits – each dressing room has a fire evacuation plan on the wall including diagrams of the evacuation routes and accompanying information – it is important that you read and understand this.
- NK Theatre Arts operates a “NO PHONES” policy backstage – this applied to members as well as parents & staff. Phones should be kept in bags at all times. As a chaperone if you do need to check a message or make a call please inform a member of the backstage team who will then enable you to step outside without leaving any members unattended. If you see any members with their phones out in your dressing room please politely remind them of the rule and ask them to put them away safe. **Please do not take any photos/videos backstage with your phone – even of your own child.**
- We expect our children to be well behaved at all times. If a member is not doing as asked or displays rudeness or unruly/unacceptable behaviour, please speak to a member of the backstage team who will deal with the matter. Please do not discipline any members
- Nobody else (*other than potentially the Forum Theatre front of house team*) will be allowed backstage during the performance – before, after or during the interval. If someone does try to access a dressing room without a lanyard please ask them politely to leave or speak to a member of the backstage team if you have any concerns.
- There are signs in each dressing room indicating who the First Aiders are and where the location of the First Aid kit and Ice packs are. If there is a medical or

other emergency, please let a senior staff member know so that a First Aid trained member of staff can attend. Please do not lift, carry or move a child in any way.

- Should there be any information you need to know regarding any of the members in your dressing room this will be discreetly passed on to you at the start of the evening.
- **TOILETS:** No members should leave the dressing room for the toilet without asking permission – it is important you know where the members in your care are throughout the entire evening. Any members in primary school must be accompanied to and from the toilets. Please try to keep the toilet visits to a minimum – especially during the performance so as not to miss their time on stage. You do not need to go in the toilets with the members but ensure you count how many go in and that the same number come out again before heading back to the dressing room. **IF YOU ARE SUPERVISING IN THE COMMUNITY CENTRE** – your nearest toilets are the ones used by the audience located in the bar area – it is **ESSENTIAL** that no members are allowed in the toilets with members of the public. Before and during the interval we therefore ask you to use the disabled toilet – and when the show is running please check the main toilets for public and ensure someone is monitoring this to stop anyone entering until the members are finished. It is vital that these toilet trips are well supervised at all times.
- Please never ever leave a room unattended – if you do need to leave the room please wait until a member of the Backstage Team is there.

## **GENERAL RULES**

We want the experience of being a part of a public performance to be a worthwhile and enjoyable one and that includes their time spent in the dressing rooms! All members are asked to bring something to occupy them during the run of a show. We have suggested quiet activities such as drawing, colouring, puzzle books, games, etc. Members may bring a tablet or phone or other electronic device however, that would be entirely at their own risk as NK cannot be responsible for any loss or damage to anything brought backstage. **REMEMBER – NO PHOTOS SHOULD BE TAKEN ON ANY ELECTRONIC DEVICES.**

Children are asked to bring with them a drink and a snack – if there is anyone without a drink please speak to a member of the backstage team who will be able to provide some water and cups.

No chewing gum is allowed backstage by anyone.

No slush's or ice creams are to be brought backstage for the children