



Duties of Chaperone:

1. **General:** A Chaperone is required to act as a responsible guardian of children in his / her care at all times when children are licenced to take part in live entertainment or films. It is a post of responsibility and trust, which requires the post holder to be ever mindful of the need to safeguard the welfare of the child, and to protect against exploitation and mortal danger.
2. **Health:** A report must be submitted to the parent and the Education Authority immediately a child is believed to be ill or unfit to perform, so that a medical examination can be arranged. In such cases a child will be withdrawn from the performance until the School Medical Officer has examined the child. If it proves necessary to send the child home a suitable escort must be provided.
3. **Extraneous duties of Chaperones:** It is to be clearly understood that the Chaperone must not undertake any duties which will at any time separate her from the children, or in any way interfere with the supervision of the children in her care.
4. **Supervision:** Except while they are actually performing or are in charge of an approved teacher, children must be under the supervision of the Chaperone from the time of their arrival at the theatre until they are handed over, at the end of the last performance, to the care of a parent or other authorised adult who will accompany them to their home, (see also paragraph 7).

The Chaperone must ensure that all children have their own dressing room.

5. **Communication with children:** All communications written or otherwise with children must be made through the named Chaperone.
6. **Licences:** The Chaperone must make herself thoroughly familiar with the terms of the licences granted by local authorities and ensure that as far as possible, the conditions are fulfilled. She must take charge of all licences and birth certificates (if any) for safe custody and produce them for inspection when required by a duly authorised officer.

THE FOLLOWING ADDITIONAL DUTIES APPLY WHEN CHILDREN ARE ON TOUR

7. **Chaperone to accompany children:** The children must be in constant charge of the Chaperone who must accompany them at all times when they are out in the streets. She / he must arrange to sleep in the house in which the children sleep, near to the rooms occupied by the children. If this is not possible, another responsible adult should be appointed by her / him, in consultation with the employer, to carry out this duty. She / he should in any event visit the house each day.
8. **Lodgings:** Special care must be exercised by the Chaperone to secure in advance adequate and comfortable lodgings for the children. Not more than two children should be allowed to sleep in a bed. Lodgings must be clean, light and well ventilated and situated so as to obviate any journey lasting longer than 45 minutes to and from the theatre. If the lodgings have not been selected by the Chaperone, he / she should immediately on arrival, inspect them and report at once to the employer of the children

if he / she considers them to be unsatisfactory in any respect. Each child should have a bath at least once a week.

9. **Food:** Arrangements must be made to provide the children with a balanced diet and a warm drink must be made available before bedtime. The children's meals, when taken outside the lodgings should be at the usual times, with the Chaperone or authorised supervisor.
10. **Education:** Except when schools are closed, children are required to make full- time attendance at school each week unless otherwise agreed by the licences, or to receive adequate instruction by an approved teacher, in which case a suitable room for the children's education must be provided.
11. **Savings:** The agreed sum of money to be saved by each child must be banked by the Chaperone each week and the bank books retained by the Chaperone until the expiry date of the contract. The children should not be allowed to withdraw any money except in special circumstances. Out of pocket expenses - lodgings, meals, etc, should be kept separate from the agreed rate of payment.
12. **Declaration:** I have read the attached document, and agree to ensure that everything possible is done to protect the child's health and safety at all times, and to ensure that no exploitation takes place.

Signature:

Date: