**MAIN PURPOSE:**

Chaperones are responsible for the child cast of a production. They are there to provide and secure their health, comfort and welfare whilst participating in the show. The chaperones are responsible for, amongst other things, first aid and health and safety of the children, liaising with the parents and acting in loco parentis when in the theatre, and ensuring that the child is working within the legal guidelines under which they are licensed to perform.

**MAIN RESPONSIBILITIES:**

* Safeguard, support and promote the wellbeing of the children involved in productions.
* Be fully aware of the conditions that form part of the license granted to the production to have the children perform.
* Ensure that all necessary working hour limits are adhered to.
* Support and supervise the children at all times during the performance or activity.
* Use appropriate language and actions in the presence of the children and ensure the same from other adults in the vicinity.
* Listen to the views of the child and advocate for them when necessary.
* Be aware of collection arrangements made for the child to travel home from the theatre. This is to be confirmed at each drop off.
* Respond to any concerns regarding the child’s wellbeing in an appropriate, proportionate and timely manner.
* Ensure the children receive adequate rest breaks in line with licensing regulations
* Monitoring the health and wellbeing of the children, providing or arranging suitable first aid if required.
* Ensure the Head Chaperone and / or Company Manager is informed immediately if a child suffers any illness or injury at the theatre. An accident and incident form is to be completed.
* Supervise and care for the children in the event of an emergency.
* Ensure the children are supervised in their dressing rooms.
* Ensuring the children are in the wings in time to go on stage.
* Ensure that the children are quiet and well behaved during performances and rehearsals.

**Other:**

* To always act as a representative and in the best interests of the Kings Theatre.
* Maintain confidentiality in regards to personal information held about the children.
* Undertake required training as identified.
* Undertake any other reasonable activity or responsibility as directed by Hed Chaperone / Production Team / Exec management.

This job description is not exhaustive and will be reviewed on a regular basis and will, in consultation with the post holder, be adjusted as necessary or appropriate in line with the developing nature of the Kings Theatre’s services.

|  |  |  |
| --- | --- | --- |
| **PERSON SPECIFICATION** | | |
| Attainments, special aptitudes and knowledge | Essential | * Registration with the relevant professional bodies (Chaperone Licence and DBS checks in date) * Previous experience discharging proper care for a child. * Experience safeguarding, supporting and promoting the wellbeing of a child. * Experience of working in a fast-paced environment, managing multiple projects at once. |
|  | Desirable | * Experience in chaperoning, ideally within a theatre or arts venue. * Experience working with parents, venues and local authorities. * Understanding of GDPR Compliance good practice. |
| Interests | Desirable | * Theatre & The Arts |
| Disposition | Essential | * A presentable, professional and approachable manner. * An organised, flexible and responsive approach to responsibilities, a creative problem solver and confident decision maker – especially in time limited situations. * Understanding of chaperone duties, with the ability to use own initiative and work without supervision. * Collaborative & communicative in all activity, informing the Head Chaperone of actions taken. * Absolute attention to detail, ability to complete the required paperwork accurately. * Ability to maintain confidentiality and work in a discreet manner where required. * Ability to have conversations with children about behaviour and expectations as well as communicate these conversations to parents at the end of a session. |