



## GUIDELINES FOR CHAPERONES

1. Please sign in on the Fire List by the Stage Door and ensure the children in your charge have also done so.
2. The Chaperone Manager will allocate a dressing room to all the chaperones. Please familiarise yourself with the routes to the Emergency Exits – ask for a tour if you are unsure. There will be a Fire Drill either at a Technical Rehearsal or the Dress Rehearsal. The assembly point is in front of the main Hertford Theatre entrance. Roll call will be in the foyer.
3. The cast are allocated to dressing rooms by the Chaperone Manager and, on arrival, should go straight to there, hang up their costumes and find a chair for themselves. Then they need to go to the Make Up room under-stage – there is no Make Up for the Technical rehearsals.
4. Children should be escorted at all times. Chaperones should know where they are throughout.
5. The cast should know what costumes they need when. They are asked to be tidy, so should hang up their own costumes, but may need help with changing and hair. They need to be ready in good time for their next call. If costumes need any repair, they should be taken to Wardrobe as soon as possible.
6. The cast should be escorted to the side of the stage at the SECOND call. Everyone should be silent in the wings and noise should be kept to a minimum throughout backstage, including dressing rooms and canteen. Children are only allowed in the wings when due to go on stage.
7. If you are chaperoning at the first Technical, it is useful to make some notes on what happens when for those chaperoning during the rest of the week and leave these for others.
8. At the end of the rehearsal or performance, please ensure that children are collected by parents.

All Chaperones should be familiar with HD&OS Child Protection Policy and Procedures. Copies are available from the Chaperone Manager.

If you have any queries, please see the Chaperone Manager for the production.

Many thanks for your help – with current legislation the shows cannot go on without your assistance and it is much appreciated.

**HDOS**  
**January 2012**