



Chaperones

Role Type: Volunteer

Time Commitment: As required (typically during rehearsals, performances, and events)

Location: Theatre, rehearsal/classes or event venues.

Overview

As a **Chaperone**, you'll be part of a team dedicated to ensuring the safety, comfort, and well-being of the children and vulnerable adults participating in our theatre activities. The Chaperone's role is crucial for maintaining a safe and supportive environment, where young performers can focus on their craft without worrying about anything else. You'll work alongside other chaperones to supervise, assist, and ensure that everyone is accounted for and following the necessary guidelines. This role requires a caring and responsible individual who is focused on safeguarding children and vulnerable participants.

It is a requirement of this role that a Chaperones are registered and have undergone training with the local authority. SMTC can support volunteers with this process.

Key Responsibilities

- Supervise children and vulnerable adults during rehearsals, performances, breaks, and other theatre activities.
- Ensure children are collected by authorised adults after rehearsals or shows, following proper procedures for check-in/check-out.
- Maintain a calm, friendly, and supportive presence for children, offering reassurance when needed.
- Assist with the emotional and physical needs of children during rehearsals or shows, making sure they are comfortable and safe.
- Work as part of a team with other chaperones to ensure that all children are properly supervised at all times.
- Communicate effectively with the production team, parents/guardians, and children to provide updates and support.

- Ensure that children's needs are met promptly, whether it's helping them with costume changes or offering breaks when required.
- Keep appropriate records as directed by the Safeguarding Officer
- Adhere to all safeguarding and child protection policies and procedures.

Skills Required

- **Chaperone Licence** (or willingness to undertake the relevant training and DBS checks).
- **Strong communication skills** – Ability to interact clearly with children, parents, guardians, and the production team.
- **Patience and empathy** – A calm, nurturing approach to working with children and vulnerable adults.
- **Knowledge of safeguarding protocols** – A clear understanding of child protection and safeguarding guidelines.
- **Attention to detail** – Ability to notice potential risks or issues and take quick action.
- **Teamwork** – Ability to work effectively with other chaperones to ensure children are always supervised.
- **Reliability and responsibility** – A dependable nature, with the ability to be trusted with the care and wellbeing of children.

KPIs (Key Performance Indicators)

- **100% compliance** with safeguarding protocols, ensuring all children are properly supervised and all safeguarding policies are followed.
- **Zero safety incidents** during your shifts, with no missed check-ins or drop-offs.
- Ensure **100% of children** are signed in and out by authorised adults.
- Maintain **positive feedback** (80% or higher) from children, parents/guardians, and the production team about your attentiveness and supportiveness.
- Provide **100% supervision** during rehearsals, performances, and breaks, ensuring that no child is left unsupervised.

Why You'll Love This Role

Being a chaperone means you're directly supporting the next generation of performers and ensuring their time with SMTC is positive, fun, and safe. It's a vital role where you can play a key part in the smooth operation of our shows and classes while providing

care and comfort to the young participants. Plus, you'll be part of a friendly team that works together to create a welcoming and safe atmosphere for everyone involved.