

Finchley Children's Music Group

GUIDELINES FOR CHAPERONES AT EVENTS

- A lead chaperone will be nominated for each event who will delegate tasks to other chaperones and brief them of their responsibilities.
- Each chaperone should be responsible for no more than 10 children.
- Chaperones must dress smartly and appropriately - for concerts this is usually in black. If required to sit on stage with the children it is important to do so without drawing the attention of the audience.
- Where applicable, the lead chaperone must ensure that each child in their care is appropriately licensed and should take possession of these licences and make them available for inspection.
- The lead chaperone must have essential information on each singer available, including emergency contact details and any particular needs.
- All licensed chaperones must be familiar with and endeavour to fulfil the terms of the guidelines issued to them by their local authority (Entitled: "Duties of Matrons").

TRAVEL & ATTENDANCE ARRANGEMENTS

1. Chaperones are responsible for all children from the time parents leave them until they are collected.
2. Children will usually travel to events as a group, unless the venue is local and parents are asked to make their own travel arrangements. Where children are travelling to or from an event independently from the group the parent must inform the lead chaperone in advance.
3. Lead chaperone will direct the taking of a register of children at strategic times, especially before arriving at or departing the gathering point or venue. The individual chaperones remain responsible for their group of children until point of handover to parents, whether at venue or following travel to a meeting point.
4. The chaperone team should have spare uniform, music, first aid and any other equipment appropriate for the event
5. Once signed in, no child under 16 years should be left unattended at the venue. Children between 14-16 years who wish to leave the venue during break times without a chaperone, may do so in small groups provided written permission has been given by a parent and permission have been signed out by the lead chaperone. No child under 14 years may leave the venue without a chaperone.
6. If return times are substantially altered, encourage all singers to contact parents as early as possible. Where a singer is unable to contact their parents, then chaperones will attempt to call / text.
7. If a parent fails to collect their child within 20 minutes of the agreed time and the lead chaperone is unable to contact the parents, a designated chaperone or parent who knows the child should take them home with them and the lead chaperone will continue to try to contact the parents. The Designated Safeguarding Lead should be informed and the situation recorded. The lead chaperone will keep in touch with the chaperone with the child - if parents cannot be contacted within a further 40 minutes, the lead chaperone or DSL should contact the police to refer the situation to Children's Social Services for support.

AT THE VENUE

1. Before going into the venue, singers should line up in an orderly and quiet way and be reminded of the FCMG expectations - positive, smiley and professional.
2. On arrival at the venue, the lead chaperone should contact the event organiser and ascertain the venue requirements for getting in, 'green room', toilets, performance space.
3. Clarify arrangements for timing and location of rehearsals/performance, particularly if any arrangements have changed

4. Confirm fire evacuation procedures, first aid procedures and any other venue specific risks or issues

HEALTH & SAFETY / SAFEGUARDING ISSUES

1. The chaperone is in loco parentis as the adult responsible for the care and welfare of the child. Their primary requirement is to ensure the safety and well-being of the child.
2. All chaperones should be aware of the fire evacuation procedures and exits, locations of first aid points, toilets, water supplies and location of lead chaperone.
3. The lead chaperone is responsible for ensuring that the risk assessment is appropriate and that the venue does not present any unacceptable hazards or dangers at that time.
4. Once signed in, no child under the age of 16 should be unattended at any point (unless specific written permission given is given by the child's parent/guardian)
5. Chaperones should be aware of the designated working times for the day and ensure that these are adhered to.
6. The chaperone team will ensure that there are adequate and frequent breaks for water, food, rest, toilet, exercise and recreation.
7. Chaperones need to be observant and watchful during both rehearsals and concerts to ensure that they are quickly aware if a child becomes ill, faint or dizzy. They must be removed from the rehearsal / performance immediately and appropriate medical assistance should be sought. Parents should be informed if further intervention is required. The child must not be left unaccompanied.
8. All instances of illness (however slight) or where a chaperone has had to administer basic first aid should be recorded and reported to parents when they collect the child.

ATTITUDES & PRESENTATION

1. Chaperones should remind singers that they are representing FCMG and are all individually responsible for promoting its excellent reputation.
2. FCMG expects positive and professional attitudes from all singers at all times and chaperones will encourage singers to embody this
3. All instructions should be given firmly and politely, modelling the excellent behaviours that we expect from the singers.
4. Make sure that children are in the right places at the right times. This includes escorting children to and from rehearsals and the performance and noting their entrances and exits on to the stage.
5. Chaperones are responsible for the line-up on stage and in the relevant waiting area / seating prior to performing. The lead chaperone will agree this with the conductor and the chaperones team will then coordinate the singers. If possible, singers should practise standing and sitting and the order and route in which they will file on and off stage.
6. Check that children are wearing correct uniform and be smartly presented - the choir is engaged as a *children's choir* and so must look like one:
 - Hair should be back off the face
 - All hair ties and socks must be black
 - All shoes must be polished
 - Nails must be free of coloured nail varnish
 - Make-up must be minimal
 - Remove and keep safe all earrings, watches and jewellery during the performance
7. Where a child has arrived for a performance with any unsuitable or missing uniform item, this should be reported to the lead chaperone who will ensure that parents are informed and encouraged to remedy as soon as possible.
8. All members of the choir (chaperones and singers) are responsible for ensuring that venues and transport (coaches) are left neat and tidy as they were found.

Approved by Trustees July 2019