

BIRMINGHAM ROYAL BALLET

Chaperone (Dance Track) Job Description

The Chaperone's first duty is to the children in his/her care; Chaperones act in loco parentis and should exercise the care which a good parent might be reasonably expected to give that child. The Chaperone is the key person to whom the child looks to for guidance, protection, clarification and support. We are legally obliged to chaperone the children at all times and children must not be allowed to go **anywhere** unchaperoned; the Chaperone must not have any distractions that would prevent him/her from carrying out his/her duties as Chaperone. The Chaperone must comply with BRB's Safeguarding Policy and follow the Good Practice Guidelines.

Key Relationships: Children, parents and carers involved in the Dance Track programme, Dance Participation Officer, Dance Track Coordinator, wider Learning, Engagement, Access and Participation team, Dance Track Teaching Staff, Pianists, Volunteers.

Key Responsibilities:

The Chaperone is there to provide care and control of the children in order to secure health, comfort, kind treatment and moral welfare. The Chaperone is responsible for, amongst other things, first aid arrangements (or knowing how to access them), for leading the child to safety in the event of an evacuation, and that the child is not exposed to situations/material that would not be suitable for children.

Chaperone duties and responsibilities include:

- Ensuring that all children are dropped off and collected safely and sign in and out of the building at the start and end of each session, returning sign in sheets at the end of each session.
- Ensuring that the children are provided with adequate refreshments
- The safety and well-being of the children that are in their care
- Monitoring the health and well-being of the children; knowing who the qualified First Aiders are and where to find them
- Being fully aware of the procedures for evacuating the building in case of fire or emergency, and the escape routes from whichever rooms the children are likely to use
- Supervising and caring for the children in the event of an emergency (e.g. fire alarm, first aid or dance injury), reporting any incident to the dance track coordinator as soon as possible.
- Making sure that the dance track coordinator is informed if a child suffers any illness or injury whilst in the care of the Chaperone and where appropriate completing the necessary paperwork
- Ensuring that the children are adequately supervised whilst changing.
- Ensure the children are occupied during times when they are not participating in class
- Supervising children during performances

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Communication

- Develop good communication channels with the Dance Participation Officer, Dance Track Coordinator and other members of the LEAP team
- Develop good communication with the artistic staff and musicians
- Develop excellent relationships with parents and carers
- Relay messages to the artistic staff and Dance Track Co-ordinator
- Complete sign in sheets on a weekly basis
- Report messages to the Dance Track Co-ordinator at the end of each session
- Communicate clear messages to parents
- Be the liaison between the Programme Manager/Co-ordinator and parents

General

- Ensure the studio is clean and safe for participation
- Ensuring the building is tidy and vacated before leaving.

Person Specification

- Experience of working with/ caring for young children
- Ability to make decisions in the best interest of the child
- Ability to work in a team and multi task
- Good interpersonal skills
- Excellent oral communication skills
- Strong organisational skills
- Enthusiasm and commitment

Essential Requirements:

- Current DBS check
- Chaperone Licence

Desirable:

- First Aid Training