



Bright Light Productions

Chaperone Briefing Sheet

Love, Loss and Discovery Concert

Chaperone Requirements

All chaperones must:

- Hold a valid Local Authority Chaperone Licence.
- Provide **photo ID** and **enhanced DBS certificate** (valid within 3 years or on update service).
- Sign in with Bright Light Productions before starting duties.

Duties of a Chaperone

1. Supervision
 - Remain responsible for your allocated children at all times.
 - Ensure children are never left unsupervised, including backstage and during rehearsals.
 - Keep children safe from harm, bullying, or inappropriate behaviour.
2. Sign In / Out
 - Record attendance on the official register.
 - Only release children to their parent/guardian or another named, authorised adult.
3. Backstage & Rehearsal Areas
 - Ensure children are in the right place at the right time.
 - Monitor rest breaks, ensuring adequate food, drink, and toilet access.
 - Enforce separation of under-18 and adult changing areas wherever possible.
4. Wellbeing
 - Report any illness, injury, or welfare concern immediately to the DSL.
 - Provide reassurance and support to children, treating all with fairness and respect.
 - Remain alert to signs of stress, distress, or fatigue.

Code of Conduct

- Always maintain professional boundaries.
- Never be alone with a child – always remain in open/visible spaces.
- Do not use personal phones or cameras in supervision areas.
- Do not share personal contact details with children or parents.
- Act as a positive role model in language, behaviour, and dress.

Emergency Procedures

- In an emergency, call **999** first, then inform the DSL.
- For safeguarding concerns, immediately contact:
 - Bethany Edwards (DSL) – 07837 439556
 - If unavailable/concern involves DSL: **William Thirlaway (Director)** – 07460 853468

✓ Reminder: Your role is to act *in loco parentis*. You are legally responsible for the welfare and safety of the children in your care for the duration of the concert.