

## **ROLES of a CHAPERONE – Training Orchestra**

The Stoneleigh chaperone system works to support Naomi's work, with as little interruption to the rehearsal as possible. It is also required to fulfil our child protection obligations.

### **Duties**

The chaperones oversee/help with the setting up of the rehearsal room and remain in the rehearsal room for the practice. At the end of the rehearsal, they supervise the returning of the room to its original state. They are expected to monitor player behaviour, help if a player isn't feeling well, help find music etc. and should keep an eye out for players who are chatting or using mobile phones. If you do not feel comfortable intervening yourself, please alert a committee member on duty.

You should find yourself on duty for only one duty a term (unless you are a Committee member), but if your allocated days are inconvenient, please use the SYO TO WhatsApp group to locate a swap and email agreed changes to [to\\_coordinator@stoneleighyouthorchestra.org.uk](mailto:to_coordinator@stoneleighyouthorchestra.org.uk).

Three chaperones should remain in the rehearsal room, while one sits in the lobby to register the players and keep an eye on the door. Prior to the break, one of the chaperones should prepare biscuits for the children. One of the four chaperones is always a member of the Committee.

When you are on duty, please try to arrive early and go into the hall to supervise the players setting up chairs and stands. During the rehearsal, please keep an eye on the players and be ready to step in if you see players chatting or using mobile phones. If a player isn't feeling very well, they can slip out of the room and one of the chaperones can help them.

There will be a short break halfway through the rehearsal:

- Before the rehearsal, if needed, fetch spare biscuits and a couple of tea towels from our box in the cupboards on the stage.
- Put out biscuits on plates – three or four packets. Children should have one each.
- Have the kettles or urn ready for tea / coffee for the adults for at the break.
- Clear up, wash up and tidy away.
- (Committee member) Bring the register, with phone numbers in case of emergency, or unexpected absence. The fire folder will be in the kitchen cupboard.
- (Committee member) Bring a pint of milk, and a tea towel for drying up.

At the end of the rehearsal, please supervise the following

- Music back into folders and into the music box
- Stands folded and back into the boxes
- Chairs stacked in piles of 10 facing the rear wall of the hall

**Safeguarding** – please note the following

- Chaperones should try to avoid being alone at any point with an individual child
- Adults must not use the toilet facilities at any time whilst they are in use by any of the children – we suggest using the disabled toilet.
- In the event of fire or evacuation at the centre, the collection point is the green in

front of the flats opposite the entrance to the centre.

- At least two chaperones should stay until all players have been collected after rehearsals. All TO players must be collected from inside the centre – one of the chaperones on duty should man the door to ensure no players leave on their own (unless written permission for this is added to the register)
- If you have any concerns at all, please raise them at the earliest opportunity with the Chairman, Julian Hardwick or the Child Protection Officer, Bridget Merchant.

Thank you for your help.