

Junior Ensemble Chaperone

Responsible to: Company Manager

Commitment: We are requesting applicants commit to 6-9 days during the rehearsal period and 12-14 shows during the run. There is an element of flexibility and a rota will be drawn up and form part of a contract. Rehearsal dates are currently TBC and the performance schedule can be viewed here: [Peter Pan | Norwich Theatre](#)

Requirements: Applicants must hold a Chaperone License issued by Norfolk County Council or similar; have and maintain a clear Enhanced DBS check; and have undertaken the necessary training in safeguarding.

Main Purpose of the Role

Chaperones are responsible for the child cast of The All New Adventures of Peter Pan, Norwich Theatre's 2026/7 pantomime. They are there to provide and secure the children's health, comfort and welfare whilst participating in the rehearsals and performances of the show. The chaperones are responsible for, amongst other things, safety of the children, liaising with the parents and acting in loco parentis when in the theatre, and ensuring that the child is working within the legal guidelines under which they are licensed to perform.

Responsibilities

You will be expected to act as chaperone at rehearsals and performances as detailed below.

- Safeguard, support and promote the wellbeing of the children all times during the rehearsal or performance.
- Use appropriate language and actions in the presence of the children and ensure the same from other adults in the vicinity.
- Listen to the views of the child and advocate for them when necessary.
- Be aware of and agree to any arrangements made for the child to travel to and from the theatre
- Oversee children's arrival and departure at rehearsals and performances, ensuring they are signed in and out correctly.
- Remain with the children until they have been collected by the person previously agreed after the performance.

- Monitoring the health and wellbeing of the children, respond to any concerns regarding the child's wellbeing in an appropriate, proportionate and timely manner.
- Ensure the Company Manager is informed immediately if a child suffers any illness or injury at the theatre.
- Support the Company Manager to ensure that any accidents/incidents are reported and recorded in the accident book and reported to the parent/guardian
- Supervise and care for the children in the event of an emergency.
- Ensure the children are supervised in their dressing rooms, assist with costumes where appropriate.
- Ensure that the dressing rooms used by the children are always kept tidy and that any costumes are properly cared for.
- Ensuring the children are in the wings in time to go on stage.
- Ensure that the children are appropriately behaved during performances and rehearsals.
- Support and maintain good relationships with the adult staff/Company members and the Junior Ensemble parents/guardians.

Licence, Legislation and Policies

- Be fully aware of the conditions that form part of the license granted to the production to have the children perform.
- Ensure that all necessary working hour limits are adhered to.
- Ensure the children receive adequate rest breaks in line with licensing regulations
- Ensure all legislation, regulations and conditions imposed by the licensing authority are adhered to and report any concerns.
- Ensure ID badge issued by NCC or similar is worn at all times whilst on the premises.
- Co-operate with officers of the Local Authority who may enter the premises where a performance is taking place to ensure children performing are properly supervised and cared for and correct records are being kept.
- Comply with all Norwich Theatre policies including Safeguarding, Equal Opportunities, Health and Safety, IT, Data Security and Protection
- Ensure safeguarding concerns are reported to the Designated Safeguarding Officer (or deputy) and follow all reporting procedures as laid out in the safeguarding policy.
- Keep up to date with legislation and regulations that apply to licensing and child protection.

Organisational Wide Responsibilities

- To demonstrate and promote our core values of Creativity, Impactfulness, Honesty, Kindness, Inclusivity and Bravery
- To seek to advance Norwich Theatre's vision "To make all of our Creative Experiences have wide reaching positive impact."
- To ensure you are always an ambassador for Norwich Theatre's mission: "To provide creative experiences, rooted in the art of Performance and secure in our

sense of Place, which generate positive impact for all People and inspire Prosperity in all its forms.”

PERSON SPECIFICATION

	Essential
Experience & Knowledge	<ul style="list-style-type: none"> • Approval as a local authority chaperone • Experience of working safely with children, and supporting and promoting their wellbeing • Experience of working alongside children in a theatrical context
Attributes	<ul style="list-style-type: none"> • Aptitude and enthusiasm for working with and providing care for children • Organised, communicative and forward-thinking • A pleasant manner, able to relate easily to adults and children • Ability and willingness to work as part of a team • Ability to maintain confidentiality