



ROYAL
OPERA
HOUSE

JOB DESCRIPTION

Role / Title:	Chaperone
Reports to:	Children's Coordinator and Safeguarding Manager
Department:	Human Resources
Manages:	Child Performers/Child Event Participants
Liaises with:	The Royal Opera, The Royal Ballet, Costume Department, Stage Management, and Learning and Participation. Parents of, and children engaged in performances/Learning and Participation projects, the Royal Ballet School, Health and Safety Manager, Human Resources Department

Overall Purpose of the Job:

As a chaperone for the Royal Opera House, your role is to operate as advocate for the child, and oversee the welfare and safety of all children in your care, and encourage good discipline and positive behaviour of the children.

Key Accountabilities:

Provide duty of care for all children under your supervision:

- Take all necessary steps to protect children who take part or are otherwise involved in performances, or events requiring chaperones
- Maintain constant supervision of the children at all times from the moment they enter the building
- Monitor children and remain in sight of the children under your supervision at all times
- Keep accurate records as required by licence directives
- Maintain confidentiality in relation to children's data, and personal information
- Understand the ROH's Health and Safety policies and procedures
- Ensure children in your care are only collected by a nominated adult
- Remain with the children until they have been handed over to parents or guardians.

Be familiar with and ensure that the conditions of each child's licence are met:

- Ensure children's special dietary requirements are followed
- Remain present at all times, no child should be left alone
- Act in the best interests of the child, for example no child should perform when unwell
- Report and record incidents using timesheet and/or H&S form
- Keep daily record sheet recording relevant times and submit at the end of each session

- Co-operate with officers of the Local Authority who may enter the premises

Act as an intermediary between the organisation and the child

- Advocate for all children in your care by ensuring no child is put at risk by the actions of the ROH
- Report any concerns about content, costume etc in line with ROH procedures
- Action any potential safeguarding concerns via the ROH reporting system

Safeguarding

- Comply with the ROH Safeguarding Policy: Children, Young People, and Adults at Risk.
- Be alert to all possible risks.
- Be an excellent role model by demonstrating high standards of personal conduct, challenge people/ behaviours if inappropriate.
- Engage children during intervals and breaks. Closely monitor the use of any personal devices by the children eg mobile phones.
- Adopt the ROH's guidelines for good practice to engage and encourage discipline from the children at all times, especially during breaks when the groups are moving through the building.

Training and Induction

- Attend ROH's annual safeguarding training

Note: *This Job Description reflects the current situation. It does not preclude change or development that might be required in the future.*

PERSON SPECIFICATION

Minimum skills knowledge and experience

- Must be a professional chaperone, holding a current licence and DBS check.
- Experienced in chaperoning children in theatre, performing arts, and/or TV
- Experience in Safeguarding in an arts, charity or education environment
- Able to act on own initiative and as part of a team
- Able to use discretion with sensitive issues and information.
- Provide equal and fair treatment and opportunity for all.

Motivation

- Genuine interest in working with children and in the performing arts

Desired skills, knowledge and experience

- NSPCC *Protecting children in entertainment training for chaperones*