

Chaperone Check List

	Yes/No	Comments
1. Have you checked that each child has a licence to perform?		
2. Does each child seem well enough to perform?		
3. Have you got next of kin contact details for each child?		
4. Has the child/ren got any medical conditions you need to be aware of?		
5. Has the child/ren got any dietary needs you need to be aware of?		
6. Have refreshments been made available for the children?		
7. Is the dressing room suitable for the child/ren?		
8. Are the toileting facilities suitable for the child/ren?		
9. Are you aware of the location of fire exits and fire procedure?		
10. Is the child/ren aware of the fire procedure and the location of the fire exits?		
11. If the children are required to work outside are they protected from inclement weather?		
12. Are you aware of whom the nominated Fire Officer is?		
13. Are you aware of whom the nominated First Aider is?		
14. If parents are not collecting their own children, have you got written confirmation of who the child/ren is to go home with?		
15. Is your Record Sheets/Recording up to date?		