

Good Practice, Welfare and Safety

For Tiptree Amateur Dramatic Society

Introduction and Background:

This document is to outline to all members what TADS requires as a good practice and the welfare to each of our members. This will run alongside our Child Protection Policy and Health and Safety Policy. By having these policies in place it allows the group to work closely together and provides everyone with an understanding as to how the group is run. It protects all members both juniors and adults and shows that the group has a well-structured backbone and follows current legal legislation.

Definition of a Child

The welfare of the child is "paramount" (1989 Children's Act)

For the purposes of 'children in entertainment' a child is a person aged from birth until the end of their compulsory schooling.

Chaperones

It is not required by law to have a chaperone. In our instance the group members that have been CRB checked will be able to help with the running of the junior membership and assist when needed in productions.

Parents who have been CRB checked may also help within the group if it is required, this will be down to the committee and/or the director of the certain play where it requires assistance with the juniors.

Records

Upon arrival to a rehearsal or performance a record will be kept of who is present at the particular event, this applies to both adults and juniors for the attention of the emergency services if they ask for group numbers in the event of an incident or fire.

On arrival to any venue a full risk assessment will be carried out and any relating details will be kept on file, including contact details and fire escapes. The director can point these out.

Our health and safety policies and child protection policies are also on record and can be provided either on request or when a new member joins the group, and are available from the TADS website.

The rehearsal schedule for each particular show will contain the dates and times when each member of cast is needed. We must have, from any junior member involved, a signed form from their parent/guardian as to how they arrive and leave the rehearsal and show premises. If the rehearsal finishes earlier than the expected time all members should stay at the premises until every junior has left. Only with written permission from the parent/guardian to allow a junior to travel to and from the premises with an adult member will this be allowed in the group.

We will not allow any members to leave the premises during a rehearsal or show period unless permission or reasons have been given. As soon as a rehearsal begins all members are the responsibility of TADS and so we look out for everybody's welfare.

Supervision

We must ensure that the appropriate behaviour is maintained at all times and that we follow the requirements of the director(s). It is important that all members are focused and concentrate on their involvement in the particular show that they are in.

With any member if they are unsure, or feel insecure about a certain area within the group then they should speak to either the director and/or committee so that the problem can be sorted out sufficiently and correctly.

Set up and Show Weeks

With regards to setting up for a show it is important that common sense and taking your time with a certain job is the top rule for set building. Don't try to manage a job on your own, always ask for help and advice. Make sure it is clear on how you are going to undertake a certain task.

During show week it is important to maintain discipline and calm behaviour backstage. It is necessary to work to the guidelines laid down by the director, stage manager or anyone else in a position of authority backstage. Over-excitement and exuberance backstage can lead to accidents and to people feeling unwell and can also be stressful for those running the show.

Juniors will have their own separate dressing rooms; adults must not share with them. Where direct involvement with a junior is necessary such as help with dressing or application of make-up this must be done in a designated area outside the dressing room. Once members are ready for the show they must remain quietly backstage and wait for their instruction to go on stage. Remain calm and hold back on eating too many sweets or drinking too much cola and pop!

When help is needed in dressing juniors there must always be two adults in attendance. When giving stage directions regarding certain moves needed in a show such as a grapple, a cuddle, a push over or any move that requires contact with the junior, the director must make a clear statement to that junior as to what is required and to what is going to happen. At no time must a junior be put in a position, when intimate contact is needed, that they can become confused and not know clearly what is expected of them.

If you have any questions or queries regarding this document or with any matters within the TADS society then please do not hesitate to contact the committee.

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Kind Regards
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