Checklist – Arrival at the venue

The Chaperone may find it useful to photocopy this page to use at each job they attend.

* Familiarise yourself with the venue’s layout
* Identify all hazard areas
* Locate all fire exits
* Ask to hear sound of fire alarm if possible
* Arrange fire drill (with alarm) for children
* Locate first aid facilities
* Inspect dressing rooms (separate for 5 years and over)
* Locate and inspect toilets
* Locate and inspect rest rooms
* Locate and inspect school room
* Check on meal arrangements
* Check total number of children
* Check total number of Chaperones
* Acquire list of children’s names
* Check each child’s Performance Licence
* Ensure you have emergency home contacts for each child
* Where relevant, ensure you have details of each child’s medical problems and/or medication
* Ensure there is a signing in and out procedure