

NYB

National Youth Ballet

Dancer's Development Experience

Additional Information for Chaperones

- **Contact Numbers for the children:** The contact numbers are confidential. Please ask Nichola or Amelia to contact the parents if need be.
- **Medical Conditions:** You will be made aware of any important medical conditions, this information must be kept confidential.
- **Fire Drill:** On hearing the fire alarm please help to evacuate the building and meet outside LAMDA on Talgarth Rd. Amelia will take a register of the children. Please support this process by ensuring that the children remain calm and in the designated muster area. There is no expected fire drill practice.
- **Problems Occurring:** Please inform Amelia ASAP of any rising issues or problems with the children. All issues must go through Amelia, not other staff.
- **First Aid Kit:** is located in the common room. The first aid kit includes ice packs, and sanitary items. The designated first aider will administer any complex medicine that the children bring with them. If you administer any other medicines please complete the medication sheet in your pack. Amelia will collect this daily to be uploaded to the NYB database. If a child incurs a minor injury, please complete the minor injuries log. You will be made aware of who the first aid lead is each day.
- **Caretaker** If you see anything that needs to be repaired, please log with Amelia
- **Sign in / out:** All students and staff must sign in and out at the main desk every day.
- **Leaving the building:** No young person can leave the building during the day.
- **Name Badge:** You will be issued with a badge, this must be worn at all times.
- **Duty Rota:** Please check the daily rota to see when you are required to help during the daytime. If you are chaperoning the Junior Company, please sit with them at lunch to ensure they eat