

**Gala Theatre**  
***Guidance Notes for Groups***  
***Containing Young Performers***

**Gala Theatre**  
**Millennium Place**  
**Durham**  
**DH1 1WA**



**The following notes are some guidelines which should be useful if you are bringing young performers into the Gala Theatre. These notes have been drafted in accordance with the Durham County Council Child Protection Policy and the Children (Performances) Regulations 1968 and Children and Young Persons Act 1963**

- Any group of performers under the age of eighteen MUST have an approved chaperone for every TEN children. This is a minimum requirement.
- A thorough young performers' Risk Assessment must be provided to the Gala Theatre for approval prior to the event. The Gala Theatre has a generic young performers' Risk Assessment available on request.
- Children under the age of sixteen are NOT permitted to be left unsupervised in dressing rooms at any time.
- An accurate register of ALL persons entering or leaving the building must be kept at Stage Door. An adult should be responsible for ensuring the accuracy of this record at all times. In the unlikely event of an evacuation, this register will be used to account for all personnel.
- Unless instructed otherwise, all personnel MUST enter and exit the theatre via the Stage Door only.
- Young performers are NOT permitted to leave the backstage area unless accompanied by an adult.
- Backstage corridors and lobby areas must be kept clear at all times. For safety reasons, chaperoned performers should remain in Dressing Rooms unless required on stage.
- Young performers MUST be accompanied to and from the stage by an approved chaperone. There are NO EXCEPTIONS to this rule.
- When backstage, noise should be kept to a minimum. A back-stage tannoy system is used at the theatre for calling performers to the stage and for emergency announcements.
- The Council has adopted a policy of a total ban on smoking on all of their land and premises. The Visiting Company shall be responsible for ensuring that this ban is strictly enforced.
- No alcohol is to be brought onto the premises. Anyone breaching this rule will be asked to leave the building immediately.
- Please keep Dressing Rooms clean and tidy. Rubbish bins are provided.
- No food is to be consumed in Dressing Rooms.
- DO NOT hang costumes or other items of clothing on the Dressing Room make-up mirrors. This is a fire risk.
- The Gala cannot accept responsibility for any valuables left unattended in dressing rooms. Please speak to a member of staff if you require any valuables to be stored safely.
- ALL electrical appliances brought onto the Gala Theatre premises MUST hold a current PAT test certificate for electrical safety. NO exceptions will be made.
- Running is NOT permitted backstage; and footwear is required at ALL times, even when required to perform in bare-feet on stage.

- When on-stage, please ensure performers are aware of their surroundings. The stage is often dark and there may be a lot of equipment / props in the wings which can be hazardous. If you spot anything which might pose a danger to yourself or those around you, DO NOT try to move it yourself, but report it to a member of staff immediately.

Particular hazards to note include doors being pushed open onto performers standing behind. This is a risk both in Dressing Rooms and in the back-stage corridors.

- Any accident, however minor, MUST be reported to a member of staff immediately. ALL accidents are required to be recorded in the accident book stored at stage door.
- If in doubt about anything **PLEASE ASK A MEMBER OF GALA STAFF**