



KEYWORTH SCHOOL OF THEATRE DANCE

December 2025

Golden Chaperones

Firstly, thank you for volunteering to be chaperones/assisting back stage. We can't put shows on without your help. We will soon be working on which children will be with you. We **do** give you your own children (unless you request not to have them in your group) and try to give you a mix of ages and dances so you do not have to get the whole group ready at the same time. We also make sure every child has a friend or someone they know well in the groups. You can practice your role at the rehearsal on Sunday 8 March at Rushcliffe Spencer Academy and then you will be either chaperoning Saturday all day or Sunday all day (as per the day you have already advised).

We are going to have a chaperone meeting on Thursday 26 February at 6pm at Webster Hall where you will be able to ask questions and hear from experienced chaperones. We will issue a list of duties in advance of the meeting.

For now, there are a few things we need to organise first:

1. The council would like us to have some 'licensed chaperones' backstage to assist/oversee the DBS checked parents. They run courses and are holding one at Webster Hall on Thursday 15 January at 6pm. You will receive a volunteer chaperone licence and a DBS check. The course will last about an hour and we are looking for some volunteers. The cost is £45.00 (we could pay half or all of it but these costs would come out of the charity pot). If you attended the course last time, your licence will be expiring. You can either attend the course for free as a refresher and get your licence/DBS renewed for free that evening, or just attend at the end of the course at 7:15pm to get your licence renewal actioned. Please let us know if you would like to attend.
2. If you are not attending the course, please give us a copy of your DBS (enhanced) check (if you haven't already). This can be a clear photograph of it. If you do not have a DBS certificate dated within 3 years of the show we will need to apply for one for you via DDC (free for volunteers, although there is an admin cost of £16.80, which we would like you to pay if you are able so we are not dipping into the charity pot). To arrange this, please **email** us your date of birth, full name, including title, and phone number. We set up the check and you complete a form. We are your document checkers and will arrange to do this. As soon as you receive your DBS check certificate via DDC, please register for free on the Government update service. This means that the next time you are a KSTD chaperone we can access your check on the update. It is free to subscribe and free to renew every year.
3. If you are already on the update service due to your volunteering or work elsewhere, we can access the update with your permission on the government update service. To do this please **email** your DoB, name and certificate number. If we can not access your details on the update service for whatever reason we would need a physical DBS certificate dated within 3 years of the show.

We have a lot of chaperones across the two days at the theatre and there is a huge amount to organise, so please can you help us by very swiftly completing the following steps:

1. providing a copy/photo of your certificate, or your DoB, name and certificate number so we can check on the update service
2. letting us know if you are attending the licensed chaperone course as a new attendee, as a refresher, or at the end for licence renewal
3. if you do not have a DBS within the last 3 years, providing your personal details so we can organise a check for you

Thank you

Kirsty

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