

## **Volunteer Team**

Parent support team is made up of family members (directly related to students), staff members and volunteers who have a blue card—Working with Children. Fun The job of the Parent support team is to keep the dancers safe; help facilitate the getting on and off the stage, and to have fun with the students. The idea of the job is to alleviate stress and help create magical memories for our students. Above all else, we are here to help dancers thrive, enjoy their special moments and send them back to their parents with bright happy smiles!

## **Kindness and Respect**

During a live production nerves can be frayed. However, it is important that we speak respectfully to all students, volunteers, parents, production crew, staff, photographers, film crew during the rehearsals and show. You are not required to tolerate disrespectful behaviour from anyone. If you require help, please find someone in uniform to help you—you are not alone. If you feel threatened or unsafe Mr Radiance our team or the Empire Theatre Staff will come to your aid.

## **Safety**

Priority one is safety. All students under bronze medal age (approximately grade 2) will required to be signed in and signed out to parents at each drop off. Parent support team is responsible for each student in their care until they return them to the parents.

- If you require a first aid officer please go side stage and we will page one for you.
- Evacuation procedures discussed at live meeting.
- If a child requires help with toileting 2 adults are required to accompany them. If you find yourself alone, please ask for help.
- Prop safety—dancers are not to touch the props unless directed as these can be heavy and unsafe.
- Fly props—be aware that props are flown in and out via overhead lines, watch above, listen to the Empire Staff and steer clear of out of bounds zones.
- Projection screen—don't let students anywhere near projection screens our out of bounds zones.
- Footwear-closed in shoes are required at the Empire Theatre unless dancing.
- The runner will come and get each group as required. Once you have danced, please feel free to return to your space. Parents will then arrive and sign the students out. Once all of your charges have been safely returned to their parents, you are free to leave.

## **Rehearsals at the Empire Theatre**

Bronze medal and above will be required to rehearse on Friday night from approximately 4 to 8pm. Younger students will not be required for this rehearsal.

All students in Show 1 will be required on Saturday morning for a FULL hair and make-up rehearsal as the photographer gets the best shots before the audience arrives. No parking for parents at the Julia Street back entrance. Please park at the usual Empire parking zones. Bronze medal students and above will sign in at their dressing room door, junior students will sign in directly to parent support team. Parent support team need to be the first ones into the rooms ready to accept these arrivals prior to parent collection.

## **Confidentiality & Privacy**

As a Parent support team, you may be privy to additional information regarding phone numbers, medical details, behavioural issues etc. Please keep all details confidential. Privacy of students is paramount. We ask that you do not share on social media photographs of other people's students. If you do have some fab photos from backstage, please send to us directly, we can check on the students in the photos and share if appropriate.

### **Check list—**

#### Supplies To Bring

- ~~Make up~~
- Gel
- Pen
- Hair spray
- ~~Clean snacks (no nuts)~~
- Water
- Age appropriate books, cards, colouring, games etc
- Blanket

#### **Check list- to Do**

- Pack supplies to bring
- Sign in students
- Get students ready for stage
- Watch a magical performance
- Get students ready for their parents
- Sign back over
- Pack up costumes into garbage bags
- Clean touch points in dressing rooms
- Be excited about a job well done, safe students and a fun adventure