



Dressing Rooms Policy

November 2022

PP-DRP-SGP-22



1. Introduction

This policy is in place to protect our young people whilst using the dressing rooms during productions and events. Also covered in this policy is our toilet guidelines for adults.

2. Dressing Room Guidelines

Dressing rooms should ideally be allocated by age where possible. At Phoenix, we have 4 age groups: Chicks (aged 3-6); Kestrels (aged 7-10); Falcons (aged 11-12); and Eagles (aged 13-18).

2.1. Changing areas

There should be clear, designated gender specific private changing areas for the young people to use. All young people will be reminded to knock on a toilet/changing room door before entering to ensure it is not occupied.

Changing areas are never to be used at the same time by two members of the opposite gender. Anyone who doesn't feel comfortable sharing with someone of the same gender, should not feel pressured to share and allowed to use a changing area on their own.

2.2. Undergarments

From time to time, our young people may be required to undergo a *quick change*. To protect their modesty, we ask that all members wear appropriate under garments underneath their costumes. For girls, this is a leotard. For boys, this is shorts and a vest or a leotard. We will endeavour to ensure that suitable quick change changing areas are also set up.

3. Dressing Room Supervision

Each age group will have their own leader/volunteer responsible for their care and safety whilst backstage. The lead for each age group will be supported by the rest of the dressing room team. It is the age group lead's responsibility to ensure that their young people are signed in upon arrival to the venue. In the event of an evacuation, it is the age group lead's responsibility to ensure their age group are all accounted for and conduct a roll call.

4. Chaperones

In addition to having an up-to-date DBS check, all leaders and volunteers, as well as anyone supporting in the dressing rooms, are required to have a chaperone licence issued by the local authority. Without a chaperone licence, you are not permitted in dressing rooms.

5. Toilet Guidelines for adults

Leaders, volunteers and any other adult present during a session, workshop, rehearsal or backstage during an event or production should not use the designated male/female toilets. All adults should use the separate disabled toilet when possible. This is to ensure that young people and adults are not using the same facilities.

6. Access

Access to all backstage areas, including dressing rooms is strictly prohibited to anyone who has not gained approval in advance. Only Phoenix leaders, volunteers and technical crew are permitted backstage during rehearsals and performances.

All Phoenix leaders, volunteers and crew members will be issued with a Phoenix lanyard which will clearly state their name and display an image of them. On the reverse will be their DBS and



Chaperone licence expiry dates. All leaders, volunteers and crew members are also required to display their chaperone licences on their lanyard as well.

6.1. Exceptions

The only exception to this rule is venue staff who have a genuine reason to enter these areas during a rehearsal or performance. Where possible, they should be accompanied by a member of the SLT.

