

Theatrix UK

Performance & Show Procedure

Effective from: September 2026



Date Adopted: 23rd August 2026

Date of last review: 23rd August 2026

To be reviewed on/before: 23rd August 2027

Theatrix UK provides children with opportunities to perform through showcases, musicals, sharing events, community performances and other special events.

Our priority is to create exciting, positive and professional performance experiences while ensuring the **safety, wellbeing and enjoyment of every child involved.**

This procedure applies to all Theatrix UK performances, productions, additional rehearsals, technical rehearsals, dress rehearsals and show weeks.

1. Participation in Performances

Parents/carers will be informed in advance when their child is invited or expected to participate in a performance.

Information will normally include:

- Performance date(s);
- Venue;
- Rehearsal requirements;
- Approximate arrival and collection times;
- Costume requirements;
- Any additional fees;
- Ticket information where applicable; and
- Any other important arrangements.

Parents/carers are responsible for reading the information provided and informing Theatrix promptly of any dates their child cannot attend.

2. Casting

Where a production requires individual roles, casting decisions will be made by the Theatrix UK creative team.

Casting may take into consideration:

- Age;
- Acting, singing and dance ability;
- Confidence;
- Character suitability;
- Vocal requirements;
- Attendance;
- Commitment;

- Behaviour;
- Rehearsal availability;
- Ability to work as part of an ensemble; and
- The overall requirements of the production.

Casting decisions are made with the **production as a whole** in mind.

Not every child will receive a principal role, solo, featured dance or equal amount of stage time.

We encourage children to understand that **every role contributes to the success of a production**, including ensemble roles.

Casting decisions made by the creative team are final.

3. Auditions

Where auditions are required, children will be given appropriate information and preparation wherever possible.

Staff will aim to make auditions positive, encouraging and age appropriate.

An audition does not guarantee a particular role.

Children should not be placed under unnecessary pressure by staff or parents/carers regarding casting outcomes.

4. Rehearsal Commitment

Productions require commitment from everyone involved.

Once a child accepts a place within a production, parents/carers are expected to make every reasonable effort to ensure they attend required rehearsals.

Additional rehearsals may take place outside normal class times, particularly as the performance approaches.

Parents will be given as much notice as reasonably possible.

If a child is going to miss a rehearsal, parents/carers should inform Theatrix UK in advance.

5. Attendance & Casting Changes

Repeated or significant absence may affect a child's ability to safely and confidently perform their role.

Where necessary, Theatrix UK reserves the right to:

- Adapt choreography or staging;
- Reallocate lines;
- Introduce an understudy;
- Change a role;
- Remove a child from a particular number or section; or
- Make other reasonable changes required for the production.

These decisions will only be made where necessary for the safety, confidence or smooth running of the performance.

6. Additional Show Rehearsals

As a production approaches, additional rehearsals may be scheduled.

These could include:

- Full-company rehearsals;
- Principal rehearsals;
- Dance or singing rehearsals;
- Technical rehearsals;
- Dress rehearsals; and
- Theatre rehearsals.

Parents/carers should check the rehearsal schedule carefully.

Where a rehearsal is marked as **compulsory**, attendance is expected unless exceptional circumstances have been discussed with Theatrix UK.

7. Show Week

Show week can involve longer hours, unfamiliar venues, costumes, lighting, sound and significant excitement for children.

Theatrix staff will aim to ensure children receive appropriate:

- Supervision;
- Breaks;
- Access to water;
- Toilet breaks;
- Rest periods; and
- Reassurance.

Parents should ensure children arrive having eaten appropriately and with any food, drinks or belongings requested by Theatrix.

Any food supplied or brought to the venue must follow Theatrix UK's allergy and food-safety requirements.

8. Sign In & Sign Out

During show rehearsals, technical rehearsals, dress rehearsals and performances, Theatrix UK operates a **formal sign-in and sign-out procedure**.

Parents/carers must bring their child to the designated entrance, stage door or registration point.

Children must be **signed in and handed over to a member of Theatrix staff or authorised chaperone**.

At collection, parents/carers must come to the designated collection point and their child must be **formally signed out**.

Children must never leave a performance or rehearsal venue without being signed out.

Children will only be released to their parent/carer or an authorised collector.

This procedure should be followed alongside the **Theatrix UK Collection & Late Collection Procedure**.

9. Backstage Safeguarding

Only authorised individuals will be permitted within designated backstage or changing areas.

This may include:

- Performers;
- Theatrix staff;
- Licensed/approved chaperones where required;
- Approved volunteers;
- Theatre staff; and
- Other authorised production personnel.

Parents/carers should **not enter backstage areas** unless they have been specifically authorised to do so.

All adults working backstage are expected to follow Theatrix UK's safeguarding procedures.

10. Chaperones & Supervision

Where required, Theatrix UK will arrange appropriate supervision and chaperoning for children participating in performances.

Children will be allocated to appropriate groups or dressing rooms where necessary.

Children must:

- Listen to staff and chaperones;
- Remain within their allocated area;
- Tell an adult if they need to leave the area;
- Behave appropriately backstage; and • Never leave the venue without permission.

Parents/carers should ensure their child understands the importance of following staff and chaperone instructions.

11. Dressing Rooms

Children should respect the privacy of other performers within dressing and changing areas.

Photography and filming by children, parents, volunteers or unauthorised individuals is **not permitted within changing or dressing areas**.

Mobile phone use may be restricted backstage where necessary.

Staff and chaperones will follow appropriate safeguarding practices when supervising dressing areas.

12. Costumes

Parents/carers will be informed about any costumes or base clothing they are required to provide.

Where Theatrix supplies costumes:

- Costumes remain the property of Theatrix UK unless otherwise stated;
- Costumes should be treated carefully;
- Costumes must not be altered without permission;
- Items should be returned when requested; and
- Parents may be asked to contribute towards replacement where an item is lost or deliberately damaged.

Children should arrive wearing any requested base layers or clothing.

Where possible, costume arrangements will aim to minimise unnecessary changing.

13. Hair & Make-Up

Parents/carers will be informed of any specific hair or stage make-up requirements.

Any make-up used should be age appropriate.

Children should never be forced to wear make-up if there is a genuine reason why this would be inappropriate for them.

Individual allergies, sensitivities or additional needs should be communicated to Theatrix in advance.

14. Personal Belongings

Children should only bring belongings requested or necessary for the performance.

Where possible, valuable items should be left at home.

Theatrix UK cannot guarantee the security of personal belongings at busy performance venues.

All costume pieces, shoes, bags, water bottles and other belongings should be **clearly labelled with the child's name**.

15. Behaviour During Shows

Children are expected to behave appropriately and respectfully during rehearsals and performances.

This includes:

- Listening to staff and chaperones;
- Treating other performers kindly;
- Respecting costumes, props and equipment;
- Remaining quiet when required backstage;
- Staying within designated areas; and • Following health and safety instructions.

Serious or repeated behaviour that compromises the safety or wellbeing of the child or others may result in the child being removed from part or all of a performance.

16. Photography & Filming

Theatrix performances may be photographed or filmed by authorised photographers, videographers or members of the Theatrix team.

Images or footage may be used in accordance with the permissions provided by parents/carers and Theatrix UK's photography and social media procedures.

Parents/carers will be informed where specific photography or filming arrangements apply.

Photography or filming is never permitted in changing areas or dressing rooms.

17. Audience Photography & Recording

Rules regarding audience photography and filming may vary depending on the production, venue, licensing conditions and safeguarding arrangements.

Parents/carers must follow any instructions provided by Theatrix UK or the venue.

Where photography or recording is prohibited, this must be respected.

18. Illness & Injury

Parents should not send a child to a rehearsal or performance if they are too unwell to safely participate.

If a child becomes unwell or injured during a rehearsal or performance, staff will follow the **Theatrix UK First Aid and Emergency Procedures**.

Parents/carers may be contacted and asked to collect their child.

Where necessary, Theatrix may adapt the performance to accommodate an unexpected absence.

19. Performance Fees & Refunds

Productions may involve additional costs including:

- Participation fees;
- Costumes;
- Venue hire;
- Production materials;
- Scripts or licensing;
- Rehearsals; and
- Other show-related expenses.

These will be communicated to parents/carers where applicable.

Once production costs, licences, costumes or other arrangements have been committed, fees may be **non-refundable**.

All payments are subject to the **Theatrix UK Payment Policy and Cancellation & Refund Policy**.

20. Tickets

Where performances are ticketed, parents/carers are responsible for purchasing the tickets they require.

A child's participation in a production does not automatically guarantee complimentary or reserved audience tickets unless specifically stated.

Ticket availability may be limited by venue capacity.

21. External & Community Performances

Theatrix may occasionally be invited to participate in community events, festivals, showcases or performances organised by external organisations.

Specific arrangements may differ depending on the venue or organiser.

Parents will receive relevant information before the event and must follow the stated arrival, collection, costume and supervision arrangements.

22. Parent/Carer Responsibilities

Parents/carers are responsible for:

- Reading all show information provided;
- Keeping rehearsal and performance dates available;
- Informing Theatrix promptly about absences;
- Ensuring children arrive punctually;
- Providing requested costumes, footwear or equipment;
- Following sign-in and sign-out procedures;
- Collecting children promptly;
- Informing Theatrix of relevant medical, additional or accessibility needs;
- Supporting children positively regardless of casting;
- Following theatre and venue rules; and
- Treating staff, volunteers, performers and other families respectfully.

23. Staff Responsibilities

Theatrix staff and authorised volunteers are responsible for:

- Prioritising children's safety and wellbeing;
- Maintaining appropriate supervision;
- Following safeguarding procedures;
- Maintaining accurate registers;
- Following sign-in and sign-out procedures;
- Providing appropriate breaks;
- Managing backstage areas safely;
- Communicating relevant information to parents;
- Responding appropriately to accidents, illness or emergencies; and
- Creating a supportive and encouraging performance environment.

24. Theatrix Performance Ethos

Performance opportunities should be something children **look forward to and feel proud of**.

We want our students to experience the excitement of theatre while learning about teamwork, commitment and supporting one another.

At Theatrix UK:

Every role matters.

Every child contributes.

We support our castmates.

We respect our team.

We work hard and have fun.

The child's safety and wellbeing always come first.

Policy Review: This procedure will be reviewed regularly and following significant productions or incidents where appropriate.

This procedure should be read alongside the **Theatrix UK Safeguarding & Child Protection Policy, Collection & Late Collection Procedure, EDI Procedure, Payment Policy and Cancellation & Refund Policy.**

Theatrix UK – Drama, Musical Theatre & Creative Opportunities for Little Ones