

**DUCHY**  
BALLET

# THE NUTCRACKER

**2017/18**

**Handbook for dancers,  
parents & carers**

**Hall for Cornwall  
March 2018**

*Inspiring young dancers*

## Contents

Welcome

Contact details

Parental Consent Form (to be returned)

Emergency Medical Information (to be returned)

Parent Volunteer Form (to be returned)

Child Protection Policy

Fundraising

Sponsor me – I'm a dancer!

Advertising

Sponsorship



DUCHY  
BALLET

## Welcome to Duchy Ballet.

Whether you have recently joined us for the first time, or have performed with Duchy Ballet in the past, we are delighted to have you with us and look forward to working with you in the coming months.

Duchy Ballet exists to encourage a love of dance and dancing, and provide opportunities for dancers of all ages to perform within a professional setting. As well as this, it enables everyone to develop a sense of team spirit while striving to do the best we can for others.

I am sure you will enjoy your time with us. If you have any questions please get in touch; there is a Contact List in this Handbook.

Enjoy your dancing!

All good wishes,

Kay Jones

Artistic Director

**DUCHY**  
BALLET

## Contact details

### Management Team:

**Kay Jones**

Artistic Director

01872 552298

[kay@duchyballet.co.uk](mailto:kay@duchyballet.co.uk)

**Maureen Pascoe**

Producer

01726 843043

[maureen@duchyballet.co.uk](mailto:maureen@duchyballet.co.uk)

**Debbie Adams**

Chair/Administration

01726 851240/ 07817783147

[admin@duchyballet.co.uk](mailto:admin@duchyballet.co.uk)

**Zoe Green**

Child Protection Officer

[cpo@duchyballet.co.uk](mailto:cpo@duchyballet.co.uk)

**Louise Cooke- Davies/Michelle Moore**

Friends of Duchy Ballet

[friends@duchyballet.co.uk](mailto:friends@duchyballet.co.uk)

**Becky Melton**

Programme Editor/Advertising

[duchyballet@gmail.com](mailto:duchyballet@gmail.com)

### Trustees:

Anna Corbett (Chair)

Alistair Whyte

Kay Jones

John Maddocks

*Inspiring young dancers*

**2018 Production – The Nutcracker**  
Hall for Cornwall March 2018 (and preceding rehearsals)

**Parental Consent Form**

I hereby give permission for my daughter/son\* \_\_\_\_\_  
to take part in Duchy Ballet's production on 8<sup>th</sup>, 9<sup>th</sup> and 10<sup>th</sup> March . I will ensure she/he\*  
attends all rehearsals, and understand that failure to do so will result in her/him\* being  
asked to withdraw from Duchy Ballet. I accept that the only permissible form of absence is  
due to illness, and I agree to inform either Mrs Jones or Mrs Pascoe if this occurs (see  
CONTACT LIST for details).

I agree to pay the annual *Duchy Ballet Performance Fee*. This Fee includes the cost of my  
child's costume(s) (but not shoes and tights), weekly rehearsal fees at Poltair School and  
Dress Rehearsal costs charged by the Hall for Cornwall.

\*I enclose one cheque/cash\* payment of £150

\*I enclose 4 cheque payments of £37.50 as follows:

- one dated 10<sup>th</sup> September

- 3 other instalments dated 31<sup>st</sup> October, 30<sup>th</sup> November and 31<sup>st</sup> December

**\*Please delete as appropriate. All cheques should be made payable to Duchy Ballet.**

I acknowledge that I may be responsible for the purchase of any necessary footwear my  
child may require.

I have read Duchy Ballet's Child Protection Policy and agree to abide by the Policy. I note  
that only adults who have undergone a Disclosure and Barring Service check or obtain a  
chaperone registration will be allowed to chaperone at the Hall for Cornwall.

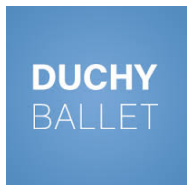
I am also aware that I may be required to chaperone my child at rehearsals, and it is my  
responsibility to ensure my child behaves appropriately at all times.

**Finally, I consent to my child being photographed and filmed for this production, during  
rehearsals and at performances and am happy for these to be used for publication and  
advertisement for Duchy Ballet both in print and online.**

Signature of Parent/Guardian\*: \_\_\_\_\_

Name of Parent/Guardian\*: \_\_\_\_\_ Date: \_\_\_\_\_

\*please delete as appropriate.



**Emergency Medical Information  
Confidential**

The information collected on this form will only be used for the purpose of emergency procedures during performances. The data will not be disclosed to any external sources without your written consent, other than in an emergency. Information will be shredded after the performances.

1. Details of activity **Performance with Duchy Ballet**

Dates **8<sup>th</sup> (tbc), 9<sup>th</sup>, 10<sup>th</sup> March 2018**

2. Name of dancer .....

3. Address .....

.....

.....

Telephone number ..... Mobile .....

5. Age ..... Date of Birth .....

6. Emergency contact details (this contact needs to be available during all rehearsal & performance times)

Name of contact .....

Address .....

.....

.....

Telephone number ..... Mobile .....

Relationship .....

7. Personal Information: Please give details requested below or personal information which might be relevant.

A. Has your child, to your knowledge, been in contact with any infectious illness in the last three weeks?

YES /NO (delete as appropriate)

If yes, give details .....

B. Does he/she suffer from allergies, diabetes, migraine, epilepsy, bad period pains, sleepwalking, or any other illness or disability?

YES /NO

If yes, give details .....

C. Is he/she allergic to anything (e.g. antibiotics, elastoplast, aspirin or any such medicines, any particular food/drink)?

YES /NO

If yes, give details .....

D. Is he/she actively sensitive to penicillin?

YES/NO

If yes, give details .....

E. Is he/she receiving any medical treatment at present?

YES /NO

If yes, give details of illness/disability and treatment

.....  
.....

F. Date of last anti-tetanus injection (if appropriate) .....

G. Does he/she have any special dietary needs?

.....

H. Name & address of own Doctor

.....  
.....  
.....

Telephone number .....

**8. PARENTAL CONSENT:**

**(i) I have read the information provided and agree to my son/daughter taking part in the above activities.**

**(ii) I acknowledge the need for him/her to behave responsibly at all times.**

**(ii) I consent to any emergency treatment necessary. I therefore authorize Duchy Ballet to sign, on my behalf, any written form of consent required by the hospital authorities should medical treatment (a surgical operation or injection) be deemed necessary, provided that the delay required to obtain my signature might be considered, in the opinion of the doctor or surgeon concerned, likely to endanger my child's health or safety.**

Name of dancer: .....

Signature ..... Name (in CAPITALS please) .....

Relationship ..... Date .....



**Parent Volunteer form**

We need parent/ carers to support Duchy Ballet **for at least one performance** - if everybody helps then the workload is spread and the performances will be even more successful; this could be as a chaperone, front of house, stage door or as part of the backstage crew.

We also need parents to help before the performance with costume (full explanations given) scenery construction in the weeks before the performance and finding advertisers/sponsors for our programme as well as promoting Duchy Ballet around the county and beyond!

**This is a vital part of the organisation** and we would like parents/ carers to offer as much support as possible to their children in this capacity. It is also a chance to share the excitement of performances - no experience is necessary as there are plenty of experienced parents ready to share their knowledge! If you could sign up to a particular area using this form below to be given in at the post audition meeting or contact Debbie Adams at [admin@duchyballet.co.uk](mailto:admin@duchyballet.co.uk).

Name of Parent

Name of Dancer

Contact Details

Tel  
Mobile  
Email

I would be willing to help with .....



## Child Protection Policy

### Introduction

The Duchy Ballet believes that:

The welfare of children is paramount;

All children, whatever their age, culture, disability, gender, language, racial origin, religious beliefs and/or sexual identity have the right to protection from abuse

All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately;

All staff (paid/voluntary) working in dance has a responsibility to report concerns to the appropriate officer.

### Policy Statement

Duchy Ballet has a duty of care to safeguard all children involved in dance from harm. All children have a right to protection and the needs of disabled children and others who may be particularly vulnerable must be taken into account. Duchy Ballet will ensure the safety and protection of all children involved in dance through adherence to the Child Protection guidelines adopted by Duchy Ballet.

A child is defined as under 18 The Children Act 1989.

### Policy Aims

The aim of the Duchy Ballet Child Protection Policy is to promote good practice:

Providing children and young people with appropriate safety and protection whilst in the care of Duchy Ballet;

Allow all staff/volunteers to make informed and confident responses to specific child protection issues.

### Promoting good practice

Duchy Ballet will encourage the following:

Always working in an open environment (e.g. avoid private or unobserved situations and encouraging an open environment i.e. no secrets);

Treating all young people/disabled adults equally, and with respect and dignity;

Always putting the welfare of each young person first, before winning or achieving goals;

Maintaining a safe and appropriate distance with dancers (e.g. it is not appropriate to have an intimate relationship with a child or to share a room with them);

Building balanced relationships based on mutual trust which empowers children to share in the decision making process;

Making dance fun, enjoyable and promoting fair play;

Ensuring that if any form of manual/physical support is required, it should be provided openly and according to guidelines provided by the IDTA. Care is needed, as it is difficult to maintain hand positions when the child is constantly moving. Young people should always be consulted and their agreement gained. Some parents are becoming increasingly sensitive about manual support and their views should always be carefully considered.

Keeping up to date with the technical skills, qualifications and insurance in dance

Involving parents/carers wherever possible (e.g. for the responsibility of their children in the changing rooms). If groups have to be supervised in the changing rooms, always ensure parents/teachers/coaches/officials work in pairs.

Ensuring that if mixed teams are taken away, a male and female member of staff should always accompany them. (NB however, same gender abuse can also occur).

Ensuring that at festivals/residential events, adults should not enter childrens' rooms or invite children into their rooms

Being an excellent role model - this includes not smoking or drinking alcohol in the company of young people.

Giving enthusiastic and constructive feedback rather than negative criticism.

Recognising the developments/ needs and capacity of young people and disabled adults - avoiding excessive training or competition and not pushing them against their will.

*Duchy Ballet's Child Protection Policy continued:*

Securing parental consent in writing to act in loco parentis, if the need arises to give permission for the administration of emergency first aid and/or other medical treatment.

Keeping a written record of any injury that occurs, along with the details of any treatment given.

Requesting written parental consent if Duchy Ballet officials are required to transport young people in their cars.

#### **Practice to be avoided**

The following should be avoided except in emergencies. If cases arise where these situations are unavoidable they should only occur with the full knowledge and consent of someone in charge in Duchy Ballet or the child's parents. For example, a child sustains an injury and needs to go to hospital, or a parent fails to arrive to collect a child at the end of a session.

#### **Avoid spending excessive amounts of time alone with children away from others**

Avoid taking children to your home where they will be alone with you.

#### **Practice never to be sanctioned**

The following should never be sanctioned. You should never

Engage in rough, physical or sexually provocative games, including horseplay

Share a room with a child;

Allow or engage in any form of inappropriate touching;

Allow children to use inappropriate language unchallenged;

Make sexually suggestive comments to a child, even in fun;

Reduce a child to tears as a form of control;

Allow allegations made by a child to go unchallenged, unrecorded or not acted upon;

Do things of a personal nature for children or disabled adults that they can do for themselves;

Invite or allow children to stay at your home unsupervised.

#### **Guidelines for use of photographic filming at dance events**

There is evidence that some people have used dance events as an opportunity to take inappropriate photographs or film footage of young and disabled dancers in vulnerable positions. Therefore, photographing and videoing of pupils by the general public is disallowed at any event run by Duchy Ballet. Prior permission will be sought on the Parental Consent form for known photographers to photograph the dancers and for these photographs to be used online and in print.

Videoing as a training aid: there is no intention to prevent teachers using video equipment as a legitimate coaching aid. However, dancers and their parents/carers should be aware that this is part of the coaching programme and care should be taken in the storage of such films.

#### **Recruitment and selecting staff and volunteers**

Duchy Ballet recognises that anyone may have the potential to abuse children in some way and that all reasonable steps are taken to ensure that unsuitable people are prevented from working with children. When undertaking pre-selection checks the following should be included:

All volunteers/staff should complete an application form. This will include information about an applicant's past and a self disclosure form about any criminal record;

Consent should be obtained from an applicant to seek information from the DBS ( Disclosure and Barring Service);

Two confidential references, including one regarding previous work with children. These references must be taken up and confirmed through telephone contact.

Evidence of identity (passport or driving license with photo).

#### **Responding to suspicions or allegations**

It is not the responsibility of anyone working in Duchy Ballet in a paid or unpaid capacity to take responsibility or to decide whether or not child abuse has taken place. However, there is a responsibility to act on any concerns through contact with the appropriate authorities.

Duchy Ballet will assure all staff/volunteers that it will fully support and protect anyone, who in good faith reports his or her concern that a colleague is or may be abusing a child.

When there is a complaint against a member of staff there may be three types of investigation

**A criminal investigation**

**A child protection investigation**

**A disciplinary or misconduct investigation**

*Duchy Ballet's Child Protection Policy continued:*

The results of the police and child protection investigation may well influence the disciplinary investigation, but not necessarily.

**Suspected abuse**

Any suspicion that a child has been abused by either a member of staff or a volunteer should be reported to Zoe Green, the Designated Child Protection Officer who will take such steps as considered necessary to ensure the safety of the child in question and any other child who may be at risk. If for some reason Zoe Green is not available any member of the management team should be informed. Contact details are on a separate sheet of this booklet.

**Action to help the victim and prevent bullying in dance**

Take all signs of bullying very seriously;

Encourage all children to speak and share their concerns. Help the victim to speak out and tell the person in charge or someone on authority. Create an open environment

Investigate all allegations and take action to ensure the victim is safe. Speak with the victim and the bully/ies separately.

Reassure the victim that you can be trusted and will help them, although you cannot and must not promise to tell no one else;

Keep verbatim records of what is said (what happened by whom, when etc), as soon as you have finished speaking with anyone involved.

Report any concerns to Zoe Green, Child Protection Officer, Debbie Adams, Chair of the Management team or any other adult making up the day-to-day management team or Board of Directors.

**Action towards bullies**

Talk with the bully/ies explaining the situation and try to get the bully/ies to understand the consequences of their behaviour. Seek an apology to the victim(s).

Inform the parents of all involved of the incident.

Insist on the return of borrowed items.

Provide support for the teacher of the victim.

Impose sanctions as necessary

Encourage and support the bully/ies to change behaviour.

Hold meetings with the families to report on progress.

Inform all Duchy Ballet Board members of action taken.

Keep a written record of all details, including action taken

## Fundraising

As you may have gathered, staging a professional quality performance such as ours is very expensive. Our productions cost in excess of £300 per dancer, only part of which was met by the Duchy Ballet Membership Fee. The **Friends of Duchy Ballet**. They are currently planning a number of exciting events to help with fundraising.

However, none of this will be possible without everyone's help. Therefore, Duchy Ballet is **expecting every child to organise some kind of fundraising event**. This could be done in a variety of ways, some of which are listed below:

- hold a coffee and cake morning for your friends and family
- guess the number of sweets in the jar
- sponsored silence
- sponsored dance/read/walk
- asking friends and family to take part in '**Sponsor me - I'm a dancer!**' Your sponsors will be asked to make a minimum donation of £10. For this, the dancer will receive an entry in the programme looking like this:

*Kay Jones is sponsored by ...  
Bennett Jones Accountants  
Coodes Solicitors  
Rowe's Honda  
Tor Mark*

In fact, just about anything you can think of is a good way of raising money! This handbook includes a **Sponsor me - I'm a dancer!** sheet which outlines how you go about collecting sponsors. Details of your event can be posted on our web site and facebook to publicise activities as widely as possible. You will then be able to focus on publicising your event in your local area.

Remember: you don't need to organise anything big; think about something you would enjoy doing yourself and then go for it! If you are able to take a few photographs

during the event please do so and email them to [duchyballet@gmail.com](mailto:duchyballet@gmail.com) who will make sure everyone knows about what you've been doing.

If you have any queries regarding fundraising, please contact

Louise Cooke Davies or Michelle Moore

## Good Luck Messages

Imagine a young dancers delight when they open the programme to see a message from friends and family wishing them good luck just before they step out on stage on opening night!

Whether you keep it a surprise or you let them know to look out for it, the dancers always love seeing a personal message for them. Young or old it does help to calm the nerves!

So if you wish to put a message in this year's programme please fill out the form below and return to 1 Parkventon, Bugle, St Austell, PL26 8QY by the 25th of January or hand to a member of the committee in an envelope marked c/o Becky Melton

Cost of message £10.00

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### Good Luck Message for The Nutcracker 2018

Name of Dancer: \_\_\_\_\_

Name of person placing message: \_\_\_\_\_

Contact number of person placing message: \_\_\_\_\_

Message (Max 25 words)

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\*Please make cheques payable to Duchy Ballet

For Duchy Ballet use: CHQ/CASH received by:

*Inspiring young dancers*





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### *Advertising/Sponsorship*

Advertising is one of the best ways to get your business seen, Duchy Ballet aims to showcase not just ourselves but also local companies and those a little larger!

However, we cannot find all the advertisers needed to support our programme by ourselves so we ask the members of this year's cast to help us in finding any business that would like to advertise with us. Whether it is your own or someone you work for, we take any business into consideration.

This programme is purchased by the majority of the audience, which gathers from across Cornwall and beyond and is not only there to accompany our performances, but an opportunity to promote other local businesses.

As well as advertising space, we also offer sponsorship packages. Not only do you get the benefits of advertising but you also will be promoted on our frequently visited website and even get a few tickets to the performance itself.

Following this page is a guide to the advertising spaces and costs as well as details of our sponsorship packages. If you feel that this is something that your business may be interested in, please do not hesitate to contact the duchy ballet committee in person or by emailing [duchyballet@gmail.com](mailto:duchyballet@gmail.com)

We would like all parents/grandparents/older siblings/aunts or uncles to help find companies that would be willing to place an advert in our 20<sup>th</sup> Anniversary programme, which is going to be bigger than ever - if every dancer helped to place one advert it would be brilliant!

Advertising and sponsorship prices will be available at the callback meeting along with an online handbook

We look forward to hearing from you

*Inspiring young dancers*





**Notes page**