

Non-Broadcast Inspection Report

Children and Young Persons Acts, 1933 and 1963
 The Children (Performances and Activities) (England) Regulations 2014

Name of Production	Wokingham May Fayre
Producer	Shelley Otway-Wood
Date & time of visit	5 May 2025 at 10:45
Name of visiting officer	Chris Barker
Place visited	Centre Stage in Wokingham Town Centre
Chaperones:	
Who is present (& authority)	(see overleaf)

Supervision:	
How many children is each caring for?	Minis – 3 chaperones for 10 children Juniors – 3 chaperones for 17 children Seniors – 3 chaperones for 24 children In addition – Shelley and Ruby
Is the supervision satisfactory?	Yes
Are the chaperones and children aware of fire drill and exits?	Yes
What arrangements are there for First Aid and medical assistance?	One of the chaperones is a trained First Aider
Have there been any illnesses or injuries??	One girl was a little overcome and apprehensive
If so, how was this dealt with?	A chaperone accompanied her out of the rehearsal room and sat with her until she felt able to return
Do the records show what happened?	N/A
Have there been any other problems?	<ul style="list-style-type: none"> • Serious safety issue with the stage due to carpeting and staples. • Several groups being assigned to the same rehearsal room. • No clear route from the Town Hall to the stage.
What was done to overcome them?	Please see comments at the end of this report.
Does chaperone have contact point for all parents?	Yes

Travel Arrangements:	
What arrangements are made for children getting to and from the venue? Are they satisfactory	Parents responsible

Records:	
What are the signing in / out procedures? Are they satisfactory?	Parents brought their children to the Town Hall where they were signed in. Same arrangement for collecting children at the end of the performance
Is there an appropriate licence/exemption for each child present? (give details overleaf of all unlicensed children).	Yes One child absent due to illness

Accommodation:	
Do all children have separate dressing rooms from adults?	N/A – children arrive in performance clothes
Do girls and boys over 5 years have separate dressing rooms for each sex?	N/A
Are dressing rooms clean, adequately ventilated and generally satisfactory?	N/A
Are there separate toilets for children?	No – limited number of toilets in the Town Hall having to be used by both adult and child performers.
Are toilets clean and satisfactory?	Yes
Are washing/showering facilities for children clean, sufficient in number and satisfactory?	N/A
Are washing/showering facilities separate from adults?	N/A
Do the children use other accommodation, e.g. rest rooms? Are they satisfactory?	Children spent an hour in the rehearsal room which would have been satisfactory had an adult choir not been assigned to the same room for their rehearsal.

Children's well being	
Do they seem fit and well?	Yes
Do they seem to be enjoying the experience?	Very much so
When not actually performing, are the children suitably and adequately occupied?	When not performing their own routine, the children watched other troupes perform their routine
Is other accommodation e.g. rest-rooms, green-room etc satisfactory?	See comments at the end
Does care/supervision of children seem satisfactory?	Definitely
Do children seem to be worked too hard?	No

Complaints:	
Does visiting officer have any complaints following the inspection?	I have no issue with Steppin Out's arrangements for safeguarding their child performers.
What instruction have they issued and to whom?	N/A

Comments:

I arrived, unannounced, shortly after the children had signed in. Rehearsals were under way, so I waited at the side of the room. I was very pleased to have been challenged by one of the chaperones as to who I was and why I was there. I spoke to each chaperone, checked they each had their licence card visible, and ticked them off my list. All chaperones I had been advised would be present, were. In addition, Shelley and Ruby (teacher) were present.

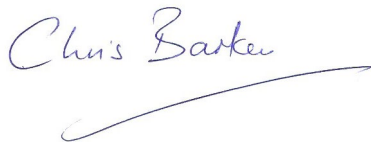
It became apparent, almost from the moment I arrived, that arrangements for performers at the May Fayre were very chaotic. Shelley made me aware of the issue she had with the stage and informed me she had spoken to the organizer to register her concern. Whilst some of the staples were removed, little could be done about the carpeting issue before the children performed.

The other issue of concern was several groups being assigned to the same rehearsal room. While Steppin Out were in the middle of their rehearsal, an adult choir of 50+ members entered the room so they could rehearse their performance. Shelley immediately took action to move her children to the far end of the room and quickly created a physical barrier using chairs to separate her children from the adults. She also used this break in rehearsals to encourage her performers to use the toilets if they needed to. Many did, and the chaperones managed this very well.

Whilst this was happening another chaperone went outside to check the route the children would be taking to get to the stage. He raised a concern that only part of the route was protected by barriers, meaning the children would have to negotiate their way through members of the public. Shelley therefore organized her children to walk in pairs with chaperones at the front, back and sides of the children as they filed out of the Town Hall. Once at the stage area, the children were asked to congregate in a tight group under a tree, and the chaperones surrounded them until they were called on stage.

Despite all these concerns, Shelly remained calm and positive, encouraging her children, and praising them for their behaviour. I was re-assured that Shelley had her children's wellbeing and safety very much at the front of her mind and felt she managed some very difficult circumstances quickly and effectively.

Signature of visiting officer:



Date: 14 May 2025

CHAPERONES PRESENT		
First Name	Surname	Authority
Shelley	Otway-Wood	Wokingham
Georgia	Edgely	Wokingham
Michelle	Caldwell	Wokingham
Naomi	Ling	Wokingham
Gunter	Kuhnle	Wokingham
Hazel	Jones	Wokingham
Deepa	Farrell	Wokingham
Paula	Alderman	Wokingham
Jade	Duckett	Wokingham
Rachel	Stone	Wokingham