

Slow Theatre Company

Volunteer Drama Assistant

Role and responsibilities:

As workshop assistant the most important role is to be kind, fun and child focussed.

Identify the class needs and follow the class facilitators instructions.

Our role at Slow is to nurture, develop and be with the children, using our creative arts to enhance their life experiences.

Practical role:

At the beginning of a class/workshop:

- Always take your lead from the class leader,
- Arrive early for a debriefing
- Always ensure you are in a space together with other leaders/volunteers.
- Dress appropriately and come with a cheerful expectation.
- We love new ideas, just check them with the class leader before implementing them.
- You may be asked to check the space at the beginning of the class for hazards. We have a Health and Safety check list for this which we'll train you in, but please think safety as you take part.

During the workshop/class

You may....

- Assist children in games so they are always included, understand the game and can express themselves.
- Take the lead with games whilst, ensuring that all children's voices are heard.
- Sit and silently oversee a group, offering suggestions when needed and

drifting away when not.

Help to manage the overall atmosphere of the class and help enable it to be full of laughter creativity and positivity.

- This may mean stepping in and dealing with a situation, listening to an argument or trying to dissolve a disagreement.
- We avoid using words such as 'naughty', 'stop', 'be quiet'. Children come to us in their spare time, they chose to come. We are not their school and we are not their parents. Therefore we use language such as, 'Do you need a moment?', 'Would you like to sit out and join us in a minute?' 'Are you doing okay over there?', 'Oh great, you joined us, we are so happy you are back...'
- We try not to raise our voices, but it will be necessary if immediate danger is at hand.
- Help children to manage any difficulties (eg, nerves before a show, by refocusing them on the fun!). We just try to engage all children in a fun activity when this happens. The journey really is as important as the final show. If they are very young, we play lots of games, do theatre craft and remember just sitting and chatting to them can be so much fun!

Personal Care:

- If you have been on our safeguarding training you may take a child to the toilet door, but you always wait outside. First ensure no one else is in and then always wait for them. Check with the class leader regarding this at all times, the rest of the team should always be aware where each of us are. We never assist a child in the toilet. Please refer immediately to your Designated Safeguarding Officer if there is a need for this.

One to one assistance

- We do at times have children that respond well to one to one time. This

always happens in the same place as the other activities, you will be briefed to how to help that particular child and you must always speak up if you feel less confident doing this.

Once you know the class, you will think of lots of ideas and we'd love to hear these.

In our home ed group:

We do none of the personal care, so we do not take the children to the toilet, the parents stay in the room and offer solace, if they need a hug, or a biscuit if they are hungry. If a child does leave the activity we always try to bring them back in but the parents in this class also share this responsibility so we discreetly acknowledge they have left and then move on with the activity.

Day workshops

- There will always be a clear schedule for the day with times and people allocated to jobs. These days include eating lunch. Our job is to eat with them, watch out for food allergies or cross-contamination of foods, and we must help the children to clear up after themselves.
- There is always a First Aider, and Designated Safeguarding Officer (DSO) on site - these will be made clear to you at all times.

Show days and rehearsals in show venues

- Always follow the leader's schedule and keep on site at all times.
- Pace yourself, and make sure that you hand over to someone else when leaving for a toilet break/eating/smoke.
- You will always be close to other volunteers/staff, if you ever feel alone, let us know - this won't have been our intention but things do happen.

Smoking

- This is not prohibited in site of any class/child/rehearsal space, this includes outside traveling to and from group activities.

Online & media

- Please adhere to the media and online policy for volunteers.

Just a few request from us for all classes:

- Please always come dressed in your Slow T.Shirt for all Slow activities, *please be alert and ready to fulfil your role in a professional manner. Always inform us, by text or telephone if you are unwell or unable to attend a session for any reason.*
- *If you need to move on and leave us, we require that you give us 8 weeks notice.)* We are a very small company and your input is important, so we'll need time to replace you.

What more can you get from volunteering with us ?

- Please let us know if you are interested in using your volunteering for the DofE or Arts Award and we'll gladly help you along with this.
- As time goes on, we gladly look for external training for all of our volunteers in areas of interest for them.
- All volunteers will have to undertake internal safeguarding training in the first three months. For volunteers staying longer than 6 months we will pay for further external safeguarding training, first aid and other such training where needed by the company and you.
- We agree a probationary period with clear goals and then identify a suitable monitoring and support process. This may be staff meetings, peer

support or more formal supervision, as necessary to the work of the group.

And finally:

Slow's funds are specifically directed, and do not include expenses for volunteers food or travel. However we pay for training and always try to find exciting opportunities for you to take part in.

Finally, as a volunteer at Slow you are welcome to be with us as little or much as you wish. We will respect your input and consider you an important part of the team. What we ask from you is honesty, consistency and dependability and an agreement on what time you will be able to offer us.