

Doncaster Civic Theatre Back Stage Security Issues & Compliance

We have recently had incidents of members of the public gaining access backstage when Hirers leave access doors unattended.

This obviously has serious repercussions regarding the issues of Child Protection and security of property.

The Theatre has invested heavily in the building security installing CCTV which is monitored from stage management.

The outside entry doors to the Civic Theatre backstage area have coded locks and door closure units and the dressing room fire doors are designated emergency use only.

There is signage in all areas explaining the need to keep the doors closed at all times and compliance with the Child Protection Policy of the Council is your responsibility and a part of your contractual duties.

Obviously if there is an issue with ventilation then we understand that it may be necessary to open doors but they should be manned at all times that they are open and this is the responsibility of the Hirer.

In order to ensure compliance with this security requirement, it is essential that all hirers provide a door person to ensure security of the building and people in it.

You are required to provide a register of people back stage in the event of an evacuation and the door person can also actively monitor the entrance and exit of people backstage.

If you do not find this possible then **the Theatre will supply a person for this purpose at a charge of £8.00 per hour.**

Please inform us no later than **1 month prior to hire** whether you can supply your own door person so that we do not double book.

The Door Person's sole task should be to police entry into the backstage area and ensure the safety of the Children therein.

Dance competition organisers are also bound by these security measures and therefore should supply a list of every school competing and the competitors in each school.

I trust you understand the importance of this communication and will adhere to it for the safety of the children and your possessions / property.

I attach the Theatres risk assessment for backstage security for your information.

Yours sincerely,

Kevin Johnson
Theatre Manager