

THEATRE FOUNDATIONS TERMS AND CONDITIONS, POLICIES AND PROCEDURES

CHILD SAFEGUARDING POLICY

- Every staff member will hold an Enhanced DBS certificate.
- We recognise our responsibility to take all reasonable steps to promote safe practice and to protect children from harm, abuse and exploitation and our legal duty to act appropriately to any allegations, reports or suspicions of abuse.
- This policy applies to our paid staff, cover teachers, assistants, volunteers or anyone working on behalf of Theatre Foundations. All staff have strict obligation to never subject a child or young person to harm or abuse. If this is not followed, any allegations or suspicions of abuse will be taken very seriously and fully investigated and, depending on the result, may be treated as gross misconduct.
- We have a designated Safeguarding lead who is in charge of ensuring that the child protection policy is adhered to. They will also track and record any safeguarding concerns and ensure that any concerns are shared with correct authorities.
- If any staff, parent or student has any concerns, please contact the Safeguarding lead.
- The Safeguarding lead is Kelsey O'Boyle and she can be contacted on 07458392236 or kelsey@theatrefoundationssurrey.co.uk

CHILD PROTECTION POLICY

At Theatre Foundations we will make every effort to protect children from harm when they are visiting our setting/ attending our classes. We will do this through:

- Appropriate recruitment and selection procedures for our teachers/assistants
- Ensuring all staff hold clear current DBS checks
- We will take all reasonable steps to ensure health safety and welfare for all those who attend Theatre Foundations
- We will take all practicable steps to ensure that no one working with us or for us would put a child in a situation of unreasonable risk to their health and safety.
- We will not harm or abuse children within our care and will take all reasonable steps to ensure no one working with us or around us within the community could harm or abuse a child in our care.

All involved with Theatre Foundations will follow our code of conduct as outlined in the Teacher's contract and they will all have read the Safeguarding Handbook.

BEHAVIOUR POLICY

- We expect all our students, parents, staff and visitors to behave appropriately when on site or online, acting with kindness and patience towards others.

ANTI BULLYING POLICY

- Bullying of any kind will not be tolerated and we encourage all students and parents to work together to make Theatre Foundations a safe and fun environment for all the students to learn and feel their best.
- We define bullying as “actions that are meant to be hurtful and which happen on a regular basis. Bullying can be direct or indirect.”
- Any incidents of bullying will be investigated in a calm and patient manner to both or all parties involved to get to the bottom of the cause/to prevent it from happening again.
- The outcome of the investigation will be decided on a case by case basis – however, this could result in a child being asked politely to leave if the bullying continues.

COVID POLICY

- If restrictions put in place by the government mean we cannot teach classes in venue, we reserve the right to transfer our classes to be held online and no refund will be given.
- Should we have to go online, the classes will be recorded for safeguarding purposes.
- If we are hosting an online class, any other person/s in the student's household will try to avoid being seen on camera during the lesson, for safeguarding purposes.
- The online classes would be password protected to prevent any uninvited guests and the password would change each week.
- The name of the student must be clearly stated as the Display Name to make sure we only allow the correct people into the class.

EQUAL OPPORTUNITIES POLICY

- We actively promote equal opportunity and diversity and strive to prevent discrimination against any individual or group within Theatre Foundations.

DISABILITIES POLICY

- If students have impairments or have any special requirements they are encouraged to inform us as soon as possible (usually on the application form). We rely on the parent/student to tell us what is needed. This will give us time to check that we can meet particular needs or, if not, make sure that suitable provision is in place by the time the student arrives.

HEALTH AND SAFETY POLICY

- We strive to keep the working environment clean, tidy and free from hazards.
- Our teachers endeavour to conduct our classes in a safe and proper manner, encouraging good warm up practices and make sure technique is corrected throughout.
- No jewellery must be worn, for the student's own safety.
- No chewing gum must be chewed when attending classes.
- Jazz shoes must be worn during class and if the student does not yet own jazz shoes, a pair of trainers will suffice.

- If a student has an injury, we expect to be informed of this prior to the session beginning so we never encourage a student to join in with something that may be of a negative effect to their physical health.
- If a student suffers from anxiety, or is experiencing any other mental health conditions, please let us know so we can ensure the student feels as comfortable as possible during our classes and that we handle any triggering situations as sensitively as we can.

FIRST AID POLICY

- There will always be a staff member present who is First Aid trained.
- There will always be a first aid box on site.
- Any additional medication (ie, EpiPens) must be given to the teacher at the beginning of each class and collected at the end.
- Please make sure Theatre Foundations is aware of any allergy that could present itself during one of our classes.

FIRE RISK ASSESSMENT

- All staff will be fully aware of the procedure, should there be a fire.
- Once per term the children will be briefed on the procedure during a class.

RISK ASSESSMENTS

- Risk assessments will be undertaken prior to commencement of any work, which is potentially harmful to health.

PAYMENT

- If a payment is missed, we reserve the right to turn the student in question away until the payment is made.
- No refunds can be given if a child misses a class.

LEAVING THEATRE FOUNDATIONS

- Half a term's notice is required, in writing, if a student wishes to leave.
- If the above is not met, then half a term's payment for the following term must still be paid, whether your child still attends or not.

COMPLAINTS PROCEDURE

- Any problems, concerns or complaints, please contact the principal, Kelsey and these will be dealt with on a case by case basis.

PRIVACY POLICY

- Any information submitted via Trial Application or Student Registration Forms is stored in a password protected device on a password protected system and any hard copies are stored in a combination lock safe when not in use.
- We will not forward your details onto any third parties without your permission.

- We will only disclose personal information if required by law.

PHOTOS/SOCIAL MEDIA

- By clicking 'yes', you are agreeing to have your child's photos taken by Theatre Foundations please read below to find out how these images will be taken, stored and used.
- All photos/videos will be taken on a phone belonging to Theatre Foundations or the Principal Kelsey's phone. Both phones will be password protected.
- Any photos or videos may be used at any time by Theatre Foundations for marketing on social media or any other form of advertising, even after the student has left.
- No full names of any student will ever be referred to online by Theatre Foundations.
- The student's school will also not be referred to online in reference to their photo/video.
- No parent (or student!) will ever be tagged in the photos/videos posted online.
- No teacher should have contact with a student via social media.
- No student should follow a teacher on social media.
- Following the Theatre Foundations social media accounts is allowed by both parties.