**Ilkley Playhouse Greenroom Classes for young people aged 8 to 18 POLICY DOCUMENT**

**Behaviour Management and Bullying**

We expect a high standard of behaviour at Greenroom classes and consideration may be given to a child’s place if their behaviour is a cause for concern.

We aim for an orderly but fun atmosphere. We recognise the need for individuality and expression being part of a drama club.

We have a zero tolerance on bullying and will speak to a child and parents immediately if this is suspected.

Challenging behaviour will be approached in a calm, firm and positive manner. It may be necessary to make arrangements with parents to find a strategy for dealing with consistent inappropriate behaviour.

**Child Protection and Safeguarding**

Damien O’Keeffe is the nominated Child Protection and Safe-guarding Officer at Ilkley Playhouse. Both Andrew Leggott and Lisa Debney, the Tutors are experienced teachers and have a strong understanding of the need to protect the children in our care, both having undergone Safeguarding Training, and appropriate DBS checks.

**Data Protection**

We as an organisation hold a child registration form and email address for each registered family and only limited staff have access to these. They will not be given out to any third parties. All group emails will be sent as blind copies.

We will hold a registration form for each child with personal information such as full name, address, date of birth and contact telephone numbers as well as an opportunity for parents or carers to share details of allergies, disabilities or anything else it may be advantageous for us to know before teaching their child performing arts activities.

**Fire and Evacuation Procedures**

All children in the class will be made aware of their nearest fire exit and fire and incident evacuation procedure. Regular evacuation drills will be carried out.

In the event of a fire alarm all the children should line up near the given exit. The session lead will escort the children out of the building to the designated meeting place and take a register. Emergency services will be called if necessary.

**First Aid/Medical Matters**

Any First Aid issues should be reported immediately to the Tutors. Lisa Debney is the certificated First Aider and will deal with these in the first instance. If deemed necessary parents will be called or an ambulance summoned and the parents notified. Registration forms require parents to sign to say they agree with any emergency first aid being administered should this be required. There is a First Aid Kit on the ground floor, easily available to the classes

The Registration form should also be used to make the Tutors aware (in confidence) of any allergies/medical conditions/medication/disabilities which may affect their child in the Greenroom situation.

**Health and Safety**

Damien O’Keeffe is appointed Health and Safety Officer. Andrew Leggott and Lisa Debney will take all required steps to ensure safe and healthy conditions for everyone in attendance.

We will ensure compliance with all relevant health and safety legislation.

We expect all staff, volunteers, students and parents to accept and comply and take reasonable care of their own well-being and have regard for that of others.

A book is kept for recording any accidents or illnesses, which should be reported to the tutors.

**Managing allegations**

It is essential that any allegation of abuse or misdemeanour made against a member of staff, students or volunteers in our setting is dealt with fairly, quickly, and consistently, in a way that provides effective protection for the child and at the same time supports the person who is the subject of the allegation.

If an allegation is made this should be reported to our Theatre Manager and/or Chair of the Executive Theatre Committee.

**Mobile phones**

We understand that a young person may bring their mobile phone with them to the sessions and may need to use it to contact their parent or carer if necessary. Children will not be allowed to ‘play’ on their device during a session. However, these may be used as props for a Dramatic scene or to provide background music or sound effects. The Playhouse will not be responsible for the loss of any such personal equipment on the premises.

**Online safety and Photo policy:**

We take photos and videos during classes and at shows and community events. We allow parents to take photos and videos at our shows and events where possible and practical. Some copyrighted plays prohibit such photography.

We ask that careful consideration is given to others when sharing on social media and other children’s names must not be used next to a photograph which is posted publicly. We use the internet and social media platforms for sharing news, keeping in touch with parents and for advertising. We understand the need to protect our children throughout this. We will only post accurate and appropriate news, photos and videos, never naming a child and always with the agreement of the parents. Such permission is included on the Registration form

All our social media accounts are password protected with limited users having access to the accounts to monitor them on a daily basis. All our social media accounts have strict settings for general public tagging and commenting.

We keep our parents up to date with news by regular emails. The email address will be provided by the parent for this purpose and emails will stop once the child leaves the group. Emails will always be used in a professional manner. We may email our Greenroom class students directly, with the permission of the parent and always with another adult copied in.

**Registers**

A register will be compiled for each group session, taken on arrival and a record of attendance will be kept for the remainder of the School year.

**Staffing - Volunteers, Students and Guest Tutors**

Staff include Andrew Leggott and Lisa Debney. There may be times when a student, volunteer or guest tutor is in attendance. However, they will be under the supervision of a member of staff at all times.

**Uncollected child policy**

We expect all children to be collected at the advertised class finish time (unless permission has been granted for them to leave alone). In the event a child has not been collected after 10 minutes we will try to telephone the parent or carer. We may leave a voice message and send SMS or other forms of message. If collection is unduly delayed it may be necessary to contact the relevant local authorities. The child will never be left alone and will remain in our care. They will be assured and comforted.

**Visitors**

It is unlikely that visitors will be received during a Greenroom class, although parents collecting their children may be invited to view the scenes presented at the end of a session. It may be that new parents might wish to stay on the premises throughout a class to reassure their child during one or two early sessions.

**COVID 19 – Health and Safety Provisions**

**The Playhouse will fully comply with all aspects of Government Policy and Recommendations in force from time to time.**

**Face Masks** These may be worn to travel to classes at the discretion of the parents, and during classes as required by the Tutors. However, they may not be worn for exercises where they interfere with facial expressions. The Tutors will wear appropriate face protection as required.

**Personal Hygiene** Antibacterial Hand Gel will be provided and should be used by students before and after the sessions. Regular hand-washing is recommended. Tissues will be provided to catch coughs and sneezes.

**Cleaning** An enhanced cleaning routine will be adopted with cleaning before and after each session. We will ensure that each session room is as well ventilated as possible.

**Social Distancing** Subject to the current Government regulations we will ensure appropriate distancing between the students, seated and standing. There will be no personal contact, and even when acting, distance will be maintained. Overly large class sizes may be split between different rooms. Direct face to face acting will be avoided. Toilets will be limited to one person at a time. Parents will be encouraged not to enter the building.

**Attendance/Notification of illness** Any child displaying COVID-19 symptoms or having a temperature of 38.5 degrees or above should not attend. If one or more children become ill with COVID-19, the Playhouse should be notified immediately, and classes may have to be suspended.

**Equipment/Paper issue** Home printing will be encouraged if necessary but the issue of paperwork in class will be avoided. Pens/pencils will not be issued or shared. Fees should be paid online wherever possible.

**Personal Equipment** Students should bring their own water bottles and on no account share. No other food or drink should be brought to Greenroom. Sensible clothing and footwear should be worn.

***ASFL/10/23***