

Stages' Policies & Procedures

General Information

1. **Class Fees** are non-refundable. After a trial lesson, classes fees for the remainder of the term must be paid in full by the following class.

2. **Attendance/Punctuality** - Students are expected to attend each class and arrive on time. Missing classes can cause problems when working on group projects or performances. Please call, text or email if your child will not be attending class, so that I can plan accordingly.

3. **The Drama Space**- Your child will be expected to treat the drama space and equipment with respect. All resources used need to be cleared away by the class. Chairs & tables must be carried to avoid damage to the floor. Any other equipment must not be touched unless permission is given, as this is a shared area. The stage must only be used when permitted in order to avoid injuries.

4. **Observation of classes** is not permitted as it can make the children self-conscious and less likely to participate. However, we will host a showcase to give students a chance to share some of their work with family & friends.

5. **Food/Beverages** - Water bottles are encouraged (please label and do not share them). No other food or drink is permitted in order to keep the hall clean. We have a juice/water break in which we sit together & drink or visit the toilets.

Please encourage your child to use the toilet facilities before the lesson in order to avoid disruptions.

5. **What Else To Bring?** – In most cases students do not need to bring anything but a water bottle if desired. In Stages 2 there may be scripts that have been sent home to practice which will need to be brought back in. Students who are in those classes should also bring a sharpened pencil with them each week. Please leave electronics and other valuables at home, as Stages cannot be held responsible for lost, stolen or damaged items.

6. **Dress/Personal Appearance** - Appropriate dress is required for all Stages' students. As a general rule, if you're not sure don't wear it! All students should dress in comfortable clothing that allows them to move. Jogging bottoms, a t-shirt and clean indoor trainers or pumps are recommended. Students may be asked to remove shoes for certain activities so socks must be worn. Stages T-Shirts and Hoodies are available to order in class or on the website. Long hair should be tied back.

7. **Behaviour** - All students are required to adhere to Stages' rules. Please take time to read this and go through expected behaviour with your child. We hold our students to a high standard of behaviour to ensure a safe environment for all. Please read carefully and know that we take everyone's behaviour seriously because we care about the safety and enjoyment of all of our students! We're here to have fun!

8. At the end of their class time, the children will be dismissed to their parents or guardians by their teacher.

*Please send a note in with your child if someone other than the parent/guardian listed on your child's Emergency Form will be picking your child up. If you need an alternate arrangement, please see me.

***NO STUDENT is to be left unattended before or after classes. Please drop off and pick up your child on time.**

Stages' rules

1. Show respect...every person is important
2. Listen to others...then they will listen to you.
3. Be mindful of what words you use; they can hurt and cause damage.
4. Always applaud after a performance; it takes a lot of courage to perform in front of others. Always give positive feedback. Avoid putting others down...performing is hard enough, we need to support each other.
5. For your own safety do NOT run around the room or climb on the stage unless instructed to do so.
6. Take turns; don't always take charge of every exercise.
7. Stay with your class at all times. Do not leave the drama room without permission.
8. Respect and obey all staff. Teachers, visiting workshop leaders and Volunteers
9. Take pride in Stages, wear the uniform with pride and take good care of the equipment.
10. Be mindful of what words you use; they can hurt and cause damage.
11. Keep your hands to yourself. NO FIGHTING (even play fighting)
12. Leave all toys and games at home for their safety
13. Put your name on your personal belongings.
14. Do not touch items belonging to others.
15. YOU are responsible for YOUR actions. NEVER use the excuse that someone else was doing it too, to excuse your own behaviour!

Follow all rules. They are there to keep you safe and happy.

Discipline policy

All students enrolled at Stages will be expected to follow rules established for the purpose of safety and a smooth running program. The following steps will handle all discipline actions unless otherwise indicated:

1. Questioning from the staff to the student, followed by a reminder of rules and proper behaviour.
2. Verbal warning by staff or Teaching Artist.
3. Removal from activity and time out for the remainder of the activity time period. At this point 'Behaviour notice' will be recorded and if warranted, given to parents on collection.
4. If the child has a continual behaviour problem the parent will be asked to meet with the creative director to discuss how the behaviour can be improved. Children with major discipline problems will be asked to leave the class. Remaining fees will be non-refundable.

BEHAVIOR WARRANTING IMMEDIATE REMOVAL FROM STAGES DRAMA SCHOOL - NO EXCEPTIONS!

Fighting, physical intimidation or verbal threatening / abuse of another student or staff member.

Parents

Please cooperate with us by sharing these rules and procedures with your child before they attend our classes. Please share with your child the importance of good behaviour at classes and everywhere they go. The family's participation in these efforts is crucial. We want your child to have a wonderful time at Stages while keeping the classes safe and enjoyable for everyone.

Equal Opportunities Policy

Stages Drama School considers itself a community where each individual's needs should be recognised and each of its children's talents and aptitudes should be fostered. Stages is committed to a policy of equal opportunities for children, parents and staff.

Stages will not discriminate against anyone on grounds of their racial or ethnic origin, gender, sexual orientation, religious beliefs or where practicable, disabilities.

This policy extends to the school's recruitment and admissions procedures.

Stages welcomes its duty not to be discriminatory in its practices. The care for each child is central to the school's aims and provision. Furthermore, the school understands the contribution that drama education can make in encouraging positive and questioning attitudes towards Equal Opportunities in the context of the wider community and recognises that;

Developing understanding of the views and right of groups to which we do not ourselves belong is an important part of learning to live in society.

Stages curriculum is enhanced by children learning to understand and respect differences of gender, race, religion, age, ability and social disadvantage.

Stages undertakes, therefore, to promote the self-esteem and to foster the social and emotional growth of each child.

To ensure that both boys and girls have access to a full and balanced program and opportunities.

To provide through the behaviour of staff, positive role models.

Racists or sexist language and behaviour, and other acts of intolerance are not accepted.

Stages recognises the value to children of having both male and female role models. However, vacant posts will always be filled by the best applicant, irrespective of gender.

Any child, parent or member of staff who considers that there has been a breach of this policy should inform the Principal / Creative Director who will investigate the matter and take action, as appropriate.

Safeguarding Policy

Responsibilities of Stages:

Prior to every class a risk assessment is undertaken of the space and risk is monitored throughout the class

I, Coral Dickinson, am the designated person for child Protection at Stages and I engage in training in Safeguarding children and in effective recruitment of Staff, volunteers, chaperones and other individuals with responsibility for children ensuring that they are appropriately DBS checked.

We ensure that children are supervised at all times;

We know how to get in touch with the local authority social services, in case we need to report a concern.

Parents :

All parents will be directed to the group's Safeguarding Policy and procedures and given a hard copy if requested;

All parents have the responsibility to collect (or arrange collection of) their children after classes, rehearsals or performances. It is NOT the responsibility of the teacher to take children home.

Physical Contact :

All adults will maintain a safe and appropriate distance from children;

Adults will only touch children when it is absolutely necessary in relation to the particular activity and this will be done appropriately.

Adults will seek the consent of the child prior to any physical contact and the purpose of the contact shall be made clear.

Managing sensitive information :

Only the class teacher will be permitted to take photographs of the children during the class. Permission will be sought from the parents for use of photographic material featuring children for promotional or other purposes. Photographs of the children may only be uploaded to STAGES' WEBSITE or FACEBOOK PAGE with permission from parents, guardians or carers. Individual children will never be named on the internet.

STAGES will ensure confidentiality in order to protect the rights of its members, including the safe handling, storage and disposal of any sensitive information such as enrolment forms & DBS / criminal record disclosures.

Suspicion of abuse :

It is every adult's responsibility, if they suspect abuse, to report it to the relevant authority.

- If you see or suspect abuse of a child while in the care of Stages, please make this known to the person with responsibility for child protection.
- Please make a note for your own records of what you witnessed as well as your response, in case there is follow-up in which you are involved.
- If a serious allegation is made against any member of the group, chaperone, venue staff etc., that individual will be suspended immediately until the investigation is concluded.

Disclosure of abuse :

If a child confides in you that abuse has taken place:

- Remain calm and in control but do not delay taking action.
- Listen carefully to what has been said. Allow the child to tell you at their own pace and ask questions only for clarification. Don't ask questions that suggest a particular answer.
- Don't promise to keep it a secret. Use the first opportunity you have to share the information with the person with responsibility for child protection. Make it clear to the child that you will need to share this information with others. Make it clear that you will only tell the people who need to know and who should be able to help.
- Reassure the child that 'they did the right thing' in telling someone.
- Tell the child what you are going to do next.
- Speak immediately to the person with responsibility for child protection. It is that person's responsibility to liaise with the relevant authorities, usually social services or the police.
- As soon as possible after the disclosing conversation, make a note of what was said, using the child's own words. Note the date, time, any names that were involved or mentioned, and who you gave the information to. Make sure you sign and date your record.

Record Recording :

- In all situations, including those in which the cause of concern arises from a disclosure made in confidence, the details of an allegation or reported incident will be recorded, regardless of whether or not the concerns have been shared with a statutory child protection agency.

This record will be counter-signed by the person with responsibility for child protection. This record can be useful if a formal allegation is made later.

Rights & Confidentiality :

If a complaint is made against a member of the group he or she will be made aware of his rights under the group's disciplinary procedures.

No matter how you may feel about the accusation, both the alleged abuser and the child who is thought to have been abused have the right to confidentiality under the Data Protection Act 1998. Remember also that any possible criminal investigation could be compromised through inappropriate information being released.

In criminal law the Crown or other prosecuting authority has to prove guilt and the defendant is presumed innocent until proven guilty.

Accidents :

- To avoid accidents, chaperones and children will be advised of "house rules" regarding health and safety and will be notified of areas that are out of bounds.
- Children will be advised of the clothing and footwear appropriate to the work that will be undertaken.

- If a child is injured while in the care of the group, a designated first-aider will administer first aid and the injury will be recorded by the group. This record will be counter-signed by the person with responsibility for child protection.
 - If a child joins Stages with an obvious physical injury a record of this will be made by the class leader. This record will be counter-signed by the person with responsibility for child protection. This record can be useful if a formal allegation is made later, and will also be a record that the child did not sustain the injury while participating in the class / rehearsal. Criminal Record Disclosures :
 - If the group believes it is in its best interests to obtain criminal record disclosures for chaperones or other personnel it will inform the individual of the necessary procedures and the level of disclosure required. A Standard disclosure will apply for anyone with supervised access to children. An Enhanced disclosure will be required for anyone with unsupervised access.
- Stages will have a written code of practice for the handling of disclosure Information ensuring that information contained in the disclosure is not misused.

Chaperones

A chaperone is likely to be a parent or a current member of the group. They will have a current CRB where possible and if not, they will not remain unsupervised with the children.

- Chaperones will be appointed by Stages for the care of children during the production process. By law the chaperone is acting in loco parentis and should exercise the care which a good parent might be reasonably expected to give to a child. The maximum number of children in the chaperone's care shall not exceed 12.
- If a chaperone considers that a child is unwell or too tired to continue, the chaperone must inform the teacher.
- Chaperones will take a register when children arrive, sign them out at the end and be aware of where the children are at all times. A record will be made of the adult collecting.
- Children will be kept together at all times
- Children are not to leave the centre unsupervised by chaperones unless in the company of their own parents. This will be recorded.
- Children will be adequately supervised while going to and from the toilets.
- Chaperones should make it their priority to be aware of the safety arrangements and first aid procedures in the venue, and will ensure that children in their care do not place themselves and others in danger.
- Chaperones should ensure that any accidents are reported to and recorded by the group.
- If a parent has not collected their child, it is the duty of the chaperone to stay with that child or make arrangements to contact the parents via the teacher.