



## SAFEGUARDING POLICY

Reviewed 15<sup>th</sup> May 2019

### **Directors responsible**

Principal – Suzanna Duxbury: 07540792849

### **Designated Safeguarding Lead**

Principal – Suzanna Duxbury: 07540792849

### **In an emergency, contact**

NSPCC Helpline: 0808 800 5000

## **The purpose and scope of this policy statement**

Dramatis works with children and young peoples as part of its activities. These include; lessons and workshops within a private and public capacity.

### **The purpose of this policy statement is:**

- to protect children and young people who receive Dramatis services. This includes the children of adults who use our services.
- to provide parents, staff and volunteers with the overarching principles that guide our approach to child protection.

This policy statement applies to anyone working on behalf of Dramatis, including subcontracted teachers, the board of trustees, paid staff.

### **Legal framework**

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in England. A summary of the key legislation and guidance is available from [nspcc.org.uk/child protection](http://nspcc.org.uk/child-protection).

### **We believe that:**

- children and young people should never experience abuse of any kind
- we have a responsibility to promote the welfare of all children and young people, to keep them safe and to practice in a way that protects them.

### **We recognise that:**

- the welfare of the child is paramount
  - all children, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have a right to equal protection from all types of harm or abuse
  - some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues
  - working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare.

### **We will seek to keep children and young people safe by:**

- valuing, listening to and respecting them
- appointing a nominated child protection/safeguarding lead.
- developing child protection and safeguarding policies and procedures which reflect best practice
  - using our safeguarding procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, parents, families and carers appropriately

- creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise
- recruiting staff and volunteers safely, ensuring all necessary checks are made
- providing effective management for staff and volunteers through supervision, support, training and quality assurance measures
- implementing a code of conduct for staff and volunteers
- using our procedures to manage any allegations against staff and volunteers appropriately
- ensuring that we have effective complaints and whistleblowing measures in place
- ensuring that we provide a safe physical environment for our children, young people, staff and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance
- recording and storing information professionally and securely.

## **Related policies and procedures**

This policy statement should be read alongside our organisational policies and procedures, including:

- Procedures for responding to concerns about a child or young person's wellbeing
- Dealing with allegations of abuse against a child or young person
- Role of the designated safeguarding officer
- Managing allegations against staff and volunteers
- Safer recruitment policy and procedures
- Adult to child supervision ratios
- Code of conduct for staff and volunteers
- Anti-bullying policy and procedures
- Photography and image sharing guidance
- Child protection records retention and storage policy
- Whistleblowing policy

We are committed to reviewing our policy and good practice annually.

This policy was last reviewed on: 15<sup>th</sup> May 2019

Signed: Suzanna Duxbury

Date: 15<sup>th</sup> May 2019

Contact the NSPCC's Knowledge and Information Service with any questions about child protection or related topics

## **Definitions**

### ***Children and young people/students***

All safeguarding and child protection legislation and guidance recognises considers a child or young person as anyone up to the age of 18. This policy is in place to safeguard all the young people that Dramatis works with. Some aspects of this policy, such as the staff code of conduct will be in place to protect all young people, regardless of age.

### ***Vulnerable adult***

Is someone over the age of 18, who is considered 'vulnerable' for one reason or another. However, there is no simple definition based on age or disability; not all those with a physical or other disability should be classed as 'vulnerable'. Note: some young people may experience periods of vulnerability.

### ***Dramatis Workers***

This policy applies to all full and part-time paid staff as well as volunteers at Dramatis, any contract or sessional paid staff or volunteers, all Directors and young people. For the purpose of this document any reference to Dramatis staff will include all those mentioned above.

## **Roles and Responsibilities**

### **Safeguarding Officer**

The Safeguarding Officer has the following responsibilities:

- a) To ensure that this policy and procedures are disseminated, implemented and adhered to;
- b) To be familiar with and understand all legislation and guidance relating to safeguarding and child protection.
- c) To receive all information from Dramatis workers, young people, parents or carers about any child protection concern or issue, to assess this information promptly and take any appropriate actions and maintain records.
- d) To liaise with and be familiar with relevant staff in external child protection agencies, and to make referrals as and when necessary.
- e) To arrange appropriate training and support for all relevant staff.
- f) To provide support during and after incidents involving child protection.
- g) To monitor and maintain secure and confidential records to provide feedback to Dramatis on the concerns and incidents, and the outcomes of these.

### **Dramatis Workers**

All staff have the following responsibilities:

- a) To adhere to all the points and procedures outlined within this policy

b) To report any incidents, concerns, suspicions and or allegations they have regarding a young person's wellbeing and or safety, in line with dramatis reporting procedures

c) To attend induction or any training courses including on-going training in relation to safeguarding and child protection, as appropriate

## **Dramatis Workers Conduct and Support**

### Training and support

All new Dramatis staff, during their induction period, will receive thorough information and training

All existing staff will receive up to-date training and information regarding changes in legislation, guidance and procedures regularly from the Safeguarding Officer

### **Code of conduct**

Dramatis expects all members of its staff to have a clear understanding of the responsibilities and powers their positions of trust carry. This code of conduct clearly outlines what is acceptable behaviour and what is not, and how to behave appropriately when working with young people; thereby ensuring that the 'position of trust' is not abused. This will not only protect those in the positions of trust but also safeguards those being cared for.

Where a staff member breaches the code of conduct. Dramatis disciplinary policy and procedure will be followed.

### General conduct

#### **Staff must always:**

- Treat everyone with respect and dignity
- Respect and be sensitive to individuals' beliefs and religions
- Act as a good role model
- Assess the risks likely to be incurred in all situations, activities, buildings and trips to ensure all potential dangers have been identified and the risk minimised.
- Ensure that the appropriate ratio of teachers/volunteers to class participants is appropriate to the needs, age, size and gender of the group.
- Take any allegations, suspicions or concerns about abuse which a young person makes seriously (including those made against staff) and report them following appropriate procedures

#### **Staff must never:**

- Engage in inappropriate behaviour, relationships or contact (e.g. physical, verbal, sexual, including horseplay)
- Allow or encourage others to engage in inappropriate behaviour/contact (as above)
- Use inappropriate or demeaning language, via any method of communication, i.e. writing, phoning, email and or via the Internet.

- Give personal money to any young person they are working with unless in extenuating circumstances
- Use alcohol, drugs or other substances when working with young people
- Deliberately put themselves or others in compromising or potentially dangerous situations.
- Provide lifts to young people in any vehicle unless prior arrangements have been made and with permission of the relevant person.
- Rely on just their good name and or reputation to protect then against situations which could lead to allegations

Some of the team building activities carried out by Dramatis will involve physical contact amongst participants and teachers/volunteers. This is fine as long as they are carried out in an open environment and participants are made aware of the specifics of the contact. Young people must be given the choice to not participate in an activity, should they not wish to.

## **Issues not covered by this policy**

This policy does not deal with any complaints workers may have about their employment.

If an individual knowingly or maliciously makes an untrue allegation (eg in order to cause disruption within Dramatis), Dramatis will take appropriate disciplinary action against them. It may constitute gross misconduct.

Individuals should note that they will not be protected from the consequences of making a disclosure if, by doing so, they commit a criminal offence.

## **Confidentiality and Privacy**

Whilst all Dramatis Workers (both paid and unpaid) will ensure that young people's rights to privacy and confidentiality is respected, there may be times when this confidence is breached. If a child discloses voluntarily information about him/herself or another young person, which raises child protection concerns and any matters of crucial concern then these concerns will be reported to the Safeguarding Officer or Chair of Directors. Dramatis will ensure that the young person is involved, consulted and kept informed about what action, if any, is to be taken, and during each step of the reporting procedure.

Any personal information gathered about a young person will be stored in a safe and confidential place. Only those who need to know will have access to this information. It may be necessary to pass this information on to the relevant authorities, such as social services, police, NSPCC, and either parents/guardians or carers (if appropriate). When doing so Dramatis will ensure that the young person is involved and gives consent in making that decision. The only situation when a referral can and will be made without the consent of the young person will be if that young person is at serious risk of harm (e.g. life threatening or of a serious nature).

## **Child Protection**

### **What is Abuse?**

Child abuse occurs when a child or young person has suffered from, or is at significant risk of suffering from, ill-treatment or impairment of development, by any persons who knowingly collude with or fail to prevent the ill-treatment of the child by ensuring reasonable standards of care and protection.

All staff and volunteers should be aware that abusers are not just strangers; they can include parents, carers, family members, friends, people in positions of trust/authority, other children and young people, and anyone who has contact with children and young people.

It is also important to remember that although most abusers are men, women also abuse. Abusers come from all backgrounds, races, classes and professions.

Children and young people who are abused are often abused by an adult they know and trust.

Disabled children and young people are more vulnerable to abuse. They are more dependent on intimate care and occasionally they may be less able to tell someone about or escape from abusive situations.

Misunderstandings and misinterpretations of different cultural and religious beliefs and practices often means that children and young people from these communities may be more vulnerable to abuse going undetected.

**Definitions of abuse** The following categories of abuse should be considered when working with young people. It is important to remember that abuse will often fall into more than one category at any one time.

It is accepted that in all forms of abuse there are elements of emotional abuse, and that some are subjected to more than one form of abuse at any one time. Attention must be drawn to other sources of abuse such as social exclusion, domestic violence, mental illness or drug/alcohol misuse.

**Neglect** The persistent or severe neglect of the child/young person, including failure to meet the child's basic physical and psychological needs, i.e. food, warmth, shelter, clothing, care and protection.

**Physical** Any form of non-accidental injury to, or failure to protect from injury a child/young person. This may involve, hitting, shaking, poisoning, throwing, and burning/scalding.

**Emotional** Severe or persistent rejection or emotional ill treatment of the child/young person, which would negatively affect the emotional or behavioral development of the child/young person.

**Sexual** The actual or likely sexual exploitation of the child/young person by any person, whether or not that child/young person is aware of what is happening. This would include physical contact (penetrative or non-penetrative) and non-physical contact (looking at pornographic materials, watching sexual activities).

## **Child sexual exploitation (CSE)**

CSE is a form of sexual abuse where children are sexually exploited for money, power or status. It can involve violent, humiliating and degrading sexual assaults. In some cases, children are persuaded or forced into exchanging sexual activity for money, drugs, gifts, affection or status. Consent cannot be given, even where a child may believe they are voluntarily engaging in a sexual activity with the person who is exploiting them. Child sexual exploitation doesn't always involve physical contact and can happen at home.

**Female Genital Mutilation (FGM)** FGM involves all procedures involving partial or total removal of the external female genitalia or other injury to the female genital organs. It is illegal in the UK and a form of child abuse with long lasting harmful consequence.

Prevention of Extremism and Radicalisation (PREVENT) Radicalisation is defined as the process by which people come to support terrorism and extremism and, in some cases, to then participate in terrorist groups.

Extremism is vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. Also included in the definition of extremism is calls for death of members of armed forces whether in this country or overseas.

Recognising abuse the following information is designed for you to use as a guide to help you become more alert to and aware of the signs of possible abuse. It isn't intended to turn you into an expert.

Recognising possible abuse is a complex and complicated procedure and it is not your responsibility to decide whether a young person has been abused or is at significant risk. However, you do have a responsibility to act on any concerns and report them in accordance with your reporting procedures.

It is important to know and remember that lists below are not definitive but should act as a guide to assist you in becoming more aware. Young people may show some of these indicators at some time, but the presence of one or more should not be taken as proof that abuse is occurring or has occurred.

**It is not the responsibility of Dramatis workers to determine whether abuse has taken/is taking place.** All concerns should be reported to the Safeguarding Officer and to the relevant and appropriate people. There may be other factors (within the family) for reasons in sudden or noticeable changes in behaviour, such as death, the birth of a new sibling etc.

## **Neglect**

This can be a difficult form of abuse to recognise, and yet it can have some of the most lasting and damaging effects.

The physical signs and changes in behaviour that may indicate neglect may include:

- Constantly hungry, perhaps food being stolen from others
- Constantly dirty or in an unkempt, unwashed state
- Inappropriately dressed for the weather conditions
- A loss of weight or being constantly underweight
- Being tired all the time
- Failure to attend medical appointments or not requesting them
- Mentioning of being left alone or unsupervised

## **Physical abuse**

It's quite normal for young people to get cuts and bruises as part of their daily life; however, some young people will have bruising or cuts that could only have been caused non-accidentally. Important indicators are where on the body the bruises or injuries occur, whether an explanation was given or the lack of explanations fits the injury, and whether there was a delay in seeking medical treatment when treatment may be necessary.

The physical signs and changes in behaviour that may indicate physical abuse may include:

- Injuries that cannot be explained on any part of the body
- Bruises which reflect hand marks or fingertips from slapping or pinching
- Cigarette burns, bite marks, broken bones, scalds
- A fear of approaching parents or other adults for an explanation
- Aggressive behaviour or severe temper outbursts
- Flinching when touched or approached
- Depression, withdrawn behavior
- Running away from home
- Reluctance to get changed in front of others

## **Emotional abuse**

Again, this can be very difficult to identify; often those who appear well cared for may be emotionally abused by being put down or belittled. Some young people may be receiving little or no love, affection and/or attention from their parents/guardians/carers. Those not allowed to mix/play with others may be experiencing emotional abuse.

The physical signs and changes in behaviour that may indicate emotional abuse may include:

- A failure to thrive or grow
- Sudden speech disorders
- Delayed development either physically or emotionally
- Exhibiting neurotic behaviour such as hair twisting or rocking
- Reluctance to have their parents/guardians contacted or approached regarding their behavior
- Exhibiting a lack of confidence or the need for approval or attention
- Fear of making mistakes
- Exhibiting self-harming behaviour

## **Sexual abuse**

Adults who exploit their power and use young people to gratify their own sexual needs abuse both girls and boys of all ages, cultures and abilities, including babies, toddlers and young people. More often than not the young person's behaviour will cause you to become concerned; however, there are physical signs which highlight concerns. In all cases, young people who talk about sexual abuse do so because they want it to stop. Therefore, it is vitally important that they are listened to and taken seriously.

The physical signs and changes in behaviour that may indicate sexual abuse may include:

- Stomach pains, discomfort when walking or sitting down

- Bruising or injuries to parts of the body that are not normally seen
- Pregnancy
- Sudden or unexplained changes in behaviour and/or mood, e.g. becoming aggressive or withdrawn
- Nervousness or fear of being left with specific persons or groups
- Acting in a sexually inappropriate way with peers/adults
- Sexual knowledge/drawings/language inappropriate for their age or level
- Running away
- Self-harm/mutilation, suicide attempts
- Eating disorders such as bulimia or anorexia
- Indicating that they have secrets which cannot be told to anyone
- Bedwetting
- Substance abuse (drug and alcohol)

Child sexual exploitation (CSE) Some of the following signs may be indicators of sexual exploitation:

- Children who appear with unexplained gifts or new possessions;
- Children who associate with other young people involved in exploitation;
- Children who have older boyfriends or girlfriends;
- Children who suffer from sexually transmitted infections or become pregnant;
- Children who suffer from changes in emotional well-being;
- Children who misuse drugs and alcohol;
- Children who go missing for periods of time or regularly come home late; and
- Children who regularly miss school or education or don't take part in education.

## **Responding to any suspicions, concerns or allegations**

Concerns about behaviour of a Dramatis worker, volunteer, child/student or director Any concerns must be raised immediately with the safeguarding officer/principal of Dramatis

All staff have the right to report any concerns or suspicions they may have about another member of staff in confidence and free from harassment, being treated unfairly or being penalised.

Where an allegation has been made about a member of staff, they will receive support throughout the process and thereafter as necessary.

All procedures will adhere to Dramatis disciplinary policy. Any support mechanisms put in place by Dramatis will not jeopardise any investigation or put young people at risk.

For more information, please refer to the separate “Whistleblowing and Managing Allegations Policy” which gives the procedures to be followed in more detail.

### **Concerns about a young person and responding to disclosure**

Action to be taken if you have a concern about a young person’s safety and well-being

- Act immediately
- Follow the steps outlined in the section entitled: ‘if a young person confides in you, you must’
- Keep a detailed record of what you witnessed, heard or were told, recording the facts, time, date and who was present. Use the Safeguarding Incident Report Form which can be found at the end of this policy.
- Make young people aware of the Dramatis procedure

### **Action to be taken by Safeguarding Officer**

Act immediately.

Consider if the young person is in immediate danger; if so, contact the police, social services and if appropriate, their parents. Follow procedure as above.

if the young person is not in immediate danger, find out as much as possible about the situation or incident from the young person. Do not ask interrogating questions; just ask questions for clarification only.

Allegations or suspicions made about a member of staff must be dealt with in accordance with Dramatis disciplinary policy and procedure.

Contact the local social services team relevant to the young person

A list of relevant pan Sussex contact numbers are listed in the appendices.

You may also need to agree with the local social services team about ongoing support for the young person, once any concerns have been made.

### **Action to be taken if the young person is in immediate danger:**

Contact the police by dialing 999.

Get medical help if necessary or provide appropriate first aid removing yourself, the young person, and all bystanders from harm

Refer the young person to the local social services team or emergency duty team (if out of normal office hours). Give them as many details as you know, and what any future action may be.

Contact parents or carers. DO NOT contact them if this will place the young person or others in the household at further risk of harm. If this is the case contact the police.

As soon as possible inform the Safeguarding Officer. Record all the details on the relevant incident/disclosure forms.

### **If a young person confides in you, you must:**

- Stay calm and approachable; do not let your shock show
- Listen very carefully to what is being said without interrupting
  - Explain at an appropriate time as early as possible that the information being given by the young person may need to be shared and passed on to others – but stress only to those who need to know. Do not in any circumstances promise to keep it a secret
- Make it clear that you are taking them seriously and acknowledge how difficult this must be
- Allow the young person to speak at their own pace
- Reassure the young person that they are doing the right thing in telling you
- If you need to ask questions, then only ask questions for clarification, avoid asking questions that suggest particular answers, avoid asking probing questions – you do not need to know all the details; that is the job of the experts
- Let the young person know what will happen next; who you will report the information to, what will happen once it has been reported
- Record all the details of what was said, use the exact wording used by the young person; do not try to interpret any of the information yourself. Record details such as names mentioned, dates, times, who the information went to, what action was taken next; don't forget to sign and date the form (see incident/disclosure form)

Dramatis staff will always ensure that the young person's welfare is paramount when considering what action will be taken. Dramatis will also take into account the age and maturity of the young person, involving them in any decisions being made concerning them

### **Legislation to protect children and young people**

- The Children Act 1989 and 2004
- Rehabilitation of Offenders Act 1974 (UK wide)
- Protection of Children Act 1999 (POCA)
- Human Rights Act 1998 and The United Nation's Convention on the
- Rights of the Child (signed up to by the UK Government in 1991)

- The Protection of Children Act 1999 and the Police Act 1997
- Criminal Justice and Court Services Act 2000
- Sex Offenders Act 1997
- Sexual Offences (Amendments) Act 2000 (Abuse of trust)
- The Data Protection Act 1984 & 1998 (UK wide)
- Health and Safety at Work Act 1974
- Public Interest Disclosure Act 1998
- The Care Act 2014
- Female Genital Mutilation Act 2015

All available from: [www.legislation.hmso.gov.uk/acts.htm](http://www.legislation.hmso.gov.uk/acts.htm)

Useful Guidance to protect children and young people to Keeping it Safe – A young person-centred approach to safety and child protection (NCVYS Publication) o Working Together to Safeguard Children (Department of Health) o What to do if you're worried a child is being abused ((DoH)

## **Summary of process for reporting safeguarding concerns**

As an organisation Dramatis recognises its responsibility to safeguard all children and young people and ensure all staff are aware of their duty to report concerns with relevant agencies.

Staff should therefore follow the procedure outlined below if they are aware of a safeguarding concern.

### **Awareness of a Safeguarding Concern**

- a) you see something which leads you to suspect harm to a young person
- b) a third party informs you about alleged harm
- c) a child discloses harm to you
- d) a colleague's persistent behaviour concerns you

### **Listen. Record.**

- Do not lead or question
- Explain you are concerned for their well-being
- Clarify to the young person what is meant by confidentiality within the service and the need to report
- Record the disclosure

### **Contact principal/ or Safeguarding Officer or the Chair of Directors immediately.**

Principal: Suzy Duxbury 07540792849

Chair: Rob Abbott

## **Making a Referral**

You have an important role to play in keeping children and young people safe. If you have concerns about a child you should inform social services or the Police.

West Sussex

MASH: 01403 229900 Out of Hours: 0330 222 6664 Email: MASH@westsussex.gcsx.gov.uk

When you contact these agencies, they will take full details of the child and your concerns and will either:

a) Provide advice and information, or b) Direct you to an appropriate team or organisation, or c) Make a formal referral to the social care team

You should confirm your referral in writing within 24 hours.

In an emergency dial 999 and inform the appropriate service.

It is unlikely that you cannot reach any of the above contacts. Use WhatsApp or SMS Messaging if the phone is not answered to allow recipients to evaluate level of urgency and whether situation can be resolved without a call-back late at night.

Appendix 2 - Social Care Services – Pan Sussex Contact details Procedure for Making a Referral to Children's Social Care Referrals should be made to the Children's Social Care office where the child is living or is found in urgent situations outside office hours, the referral should be made to the relevant Emergency Duty Service/Out of Hours Team.

If the child is known to have an allocated social worker, referrals should be made to her/him or in her/his absence the manager or a duty officer in the relevant social work team. Where this is a child protection referral the referrer should follow this up in writing and Children's Social Care should respond.

See more at: <http://sussexchildprotection.procedures.org.uk/>

Brighton & Hove

Multi Agency Safeguarding Hub (MASH) C/O Whitehawk Community Hub and Library 179A Whitehawk Road Brighton BN2 5FL Telephone: 01273 290400 Email MASH@brighton-hove.gcsx.gov.uk

Out of Hours Emergency Duty Service Telephone: 01273 335905 or 335906

East Sussex

Single Point of Advice (SPoA) Mon-Thurs 8.30am-5pm and Fri 8.30am-4.30pm. Phone: 01323 464222 Email: 0-19.SPOA@eastsussex.gov.uk or 0-19.SPOA@eastsussex.gcsx.gov.uk

Out of Hours Social Care Service - Children's services: 01273 335905/6

West Sussex

MASH: Monday to Friday between 9am-5pm: 01403 229900

At all other times, including nights, weekends and bank holidays, contact the 'out of hours' emergency team: 0330 222 6664

Email: MASH@westsussex.gcsx.gov.uk

Designated Professionals Designated Doctor Safeguarding Children: 01424 758012 Designated Nurse Safeguarding Children: 01424 735664 Designated Nurse Looked After Children: 01323 446999

West Sussex

Designated Professionals West Sussex

Designated Nurse Safeguarding Children: 07770 800 247

Police - Safeguarding Investigations Unit Telephone 101 and ask for the Safeguarding Investigations Unit or in an emergency dial 999

Pan Sussex Safeguarding Children Board contacts

Sally Kendal West Sussex Safeguarding Children Board Business Manager  
SallyX.Kendal@westsussex.gov.uk

## **Pupil code of conduct**

This Code of Conduct is intended as a guide to all pupils. It sets out standards of conduct which pupils are expected to follow when involved in Dramatis activities. Pupils are requested to read this Code carefully and consider the issues it raises and should seek advice and guidance if necessary.

Dramatis pupils will comply with the following:

- Be polite and respectful and kind to everyone including fellow pupils and Dramatis workers.
- Follow instructions and class guidelines to keep yourself and others safe.
- Our classes may involve physical theatre. Physical contact that makes you uncomfortable or may harm others is not acceptable.
- Do not be a bully and if you see someone being bullied, immediately report it to your Dramatis Teacher.
- Phones should not be used in class. Please keep them on the side in silent mode.
- Photographs must not be taken of fellow pupils at Dramatis without their permission. The photo must not be placed on social media.
- All pupils are encouraged to be present and prompt. Dramatis attendance and participation in class is an essential part of the learning and rehearsal process. This is necessary for pupil success and will achieve the best results from your time at Dramatis.
- Do not become a distraction for others. Give every other pupil the opportunity to maximize their potential.
- Encourage your fellow pupils.
- Represent yourself in a manner that you will be proud of. Take advantage of the opportunities you have at Dramatis. The skills you learn will be valuable throughout your life.

## **Photographs and images of children**

An authorised Dramatis photographer takes pictures during performances of students' work for parents, production rehearsals and public performances. These photographs are used for archival, educational and publicity purposes, our Facebook page and to illustrate our publications, eg play programmes. However, it is a matter for the individual student's parents/guardians to decide whether or not we should be taking and using such photographs. Therefore

- Dramatis needs permission from the parent/guardian to photograph/video a child in a class, rehearsal or performance. This should be completed via tick box "new members" form at the beginning of their lessons.
- Dramatis prohibits any photography during shows apart from by a Dramatis authorised photographer who is made aware of any children who are not to be photographed as per a parental/guardian decision.
- The use of cameras or mobile phones with camera or filming capability in dressing rooms and other inappropriate environments is expressly forbidden.
- It is the responsibility of the parent/guardian of a Dramatis student to seek the permission of other Dramatis students' parents/guardians to include them in a group photograph/video and to post such images on social media.