

Online Workshop Policy

Written: April 2020

Please read carefully prior to any workshop.

SAFEGUARDING

1. Our Actors are all DBS-checked and hold an enhanced DBS. As workshops will be taking place outside of a school environment the safeguarding procedures put in place by the school will no longer apply. In the event that a minor safeguarding Issue occurs during a live session the actor will either: make a note, and The Drama Hut will contact the parent/care giver after the session or, the actor will discretely discontinue the session for the child or children involved, and The Drama Hut will contact the parent/care giver after the session. In the event that the Safeguarding issue is more serious a detailed report of the case will be made and forwarded to the appropriate authority (Child Protection Agency in your borough or the Police in the most extreme instances and where legally necessary). If parents have any concerns regarding safeguarding, they should contact The Drama Hut directly and immediately at info@thedramhut.com.
2. For live sessions the children must be in an appropriate room (not any kind of bedroom/bathroom) with the door open (unless the parent is present throughout the lesson) and have a good amount of light for the actor to be able to see what is happening if you choose to have the video on. The room should be a clear space for the children to work in. To minimise the risk of injury it is the parent/care givers responsibility to check that all obstacles have been removed and that the floor is not wet or slippery - the children will be moving around a lot.
3. Both the actor and children must be wearing appropriate clothing. Appropriate attire will ensure that children are fully clothed in loose clothing that does not prohibit movement.
4. It is not a requirement for parents to sit in on workshops, but they must start all calls and be present in the building while the session is taking place in.

CONSENT

1. As the service provider, we have a duty of care to our participants, however, due to the nature of online, remote learning sessions, it is essential that the parent/guardian take full responsibility for the safety and wellbeing of participants whilst engaging in our workshops.
2. Please note that all sessions are recorded and held for 30 days for legal purposes. We may also record some sessions, for internal training purposes only.

By booking your child into the workshop, you accept full responsibility for them.

FAQS

HOW DOES 'ZOOM' WORK?

Zoom is a cloud-based video conferencing service. Minors (persons under 18 years of age) are not permitted to create an account per Zoom's Terms of Service. Therefore, all participant bookings should be made by and in the name of their parent/guardian. Prior to the workshop, you will be sent an email asking you to register, following this you will be sent a link which will allow you to access the workshop.

All our workshops are presented 'live' and offer the children opportunity for interaction with the actor. The parent/care giver is expected to login and your child be ready for their workshop on time. The parent/care giver must start the video call and remain in the building while the club is taking place – they do not need to stay for the session but should be nearby should your child need any assistance. Please note that all workshops will take place over the Zoom platform and parent/care givers should make sure they are familiar with the application before their first session.

DO I NEED INTERNET ACCESS?

Yes. You will need a strong Wi-Fi connection for the best experience. Using an ethernet cable to 'hard wire' your internet into a computer could offer further stability and speed.

WHAT DEVICE SHOULD I USE?

We recommend that you use a device with the largest screen available. A desktop or laptop is ideal (phones and tablets can be too small to see clearly). Some people may be able to mirror their computer screen to their TV for an even better view.



WHAT HAPPENS IF OUR INTERNET FAILS.

We cannot be held accountable for any technology failure at the parent/care givers end. This includes (but is not exclusive to) if the audio cannot be heard clearly enough, if picture quality is very poor, internet connection is slow and patchy etc. It is the parent/care givers responsibility to make sure suitable technology is being used. It is strongly advised that the client makes sure no one else in the house is live-streaming anything when using the same broadband/internet source during a live session and to test-drive the Zoom Conferencing platform in advance.

WILL MY CHILD BE SEEN AND HEARD?

We would strongly recommend that they can as they will get the most out of the session this way. All participant's cameras and audio can be enabled by the parent /carer giver at the beginning of the session. Our actor will mute all children at times throughout the session, so they can be heard clearly but there will be opportunity for them to speak at given times. You will need to help your child 'pin' our actor as the main speaker – this can be done simply by clicking on the 'pin' option on his or her screen from the drop down menu represented by three dots on the upper right hand side of the screen. If you prefer for your child not to be seen/heard, you are able to turn both functions off from your device – if this option is chosen, it will alter the way our actor is able to interact with your child, although they will still be able to use the chat and reaction function which will be explained at the beginning of the session.

HOW CAN I ASK QUESTIONS?

Participants and/or parents will be able to communicate with the host by using the 'chat' option.

WHAT SHOULD I WEAR?

Appropriate clothing that you can move easily and safely in. Trainers or dance shoes – we do not recommend dancing in socks or bare feet, even on carpet. Remove all jewellery, and tie up long hair off the face.

HOW MUCH SPACE DO I NEED?

We understand that space is going to be limited. Movement will be designed to be kept as compact as possible. However, it is important that your space is clear and tidy. Parents/guardians should ensure that participants have a safe and hazard-free space to dance in. Please consider potential risks, choose an appropriate space and remove any hazards. We also know pets can get excited when you're dancing and want to get involved, but please keep them away to avoid tripping.