

## **PRIVACY POLICY**

As part of the new Data Protection Regulation (GDPR) it is important we make you aware of the following:

- Why and when we collect your information
- How it is stored
- How it is used
- How it is kept secure

**Surrey Youth Theatre Godalming is the data controller and we are responsible for your personal data.**

### **When do we collect personal data for you and your child?**

We may receive your personal data through our website, email, phone number or in paper form in the following scenarios:

- When your child attends a taster session at one of our weekly sessions
- When you book a holiday workshop
- When you purchase tickets to some of our shows
- When you contact us with enquiries
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### **What information do we collect?**

- We ask for your name, your child's name and your address.
- Your child's date of birth, their age, school year and any medical conditions.
- Your phone number and email address.

### **Why do we collect your personal data?**

- The name of you and your child: so that we can address you correctly and also for our class register.
- Your child's date of birth: so that we can stream your child into the age appropriate class; in the case of an emergency; for costume size guidance.
- Your contact number, email and address: so that when your child is in our care, we are able to contact you; to communicate important class and performance information including invoicing and term dates; to keep you up to date with upcoming workshops and offers; to process ticket orders.
- Your child's medical details: so that we are able to adapt sessions accordingly if necessary and also to allow us to react appropriately in the case of an emergency.
- Your child's name, address and medical details: as part of our Child Safeguarding Policy

### **What Information do we share with Third Parties?**

We don't sell, trade or share any personally identifiable information with third parties unless required by law in the case of our performers under the age of 16.

This excludes trusted third parties who assist us by operating our box office services (The Little Box Office) and subscription fee banking (PayPal) and in the case of the LAMDA examination board for those taking LAMDA examinations.

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Last update: August 2021

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- We use Class Manager Ltd for our invoicing software and this can be viewed here <https://classmanager.com/privacy/#:~:text=Class%20Manager%20acts%20a%20data%20processor%20for%20the,you%20when%20you%20create%20an%20account%20with%20us.>
- We use a third-party provider, MailChimp, to deliver our newsletter. For more information, please see MailChimp's privacy notice on their website.
- For some of our shows, ticket sales and payments are managed by The Little Box Office. When you purchase a ticket (or tickets) through The Little Box Office online your name, address data, email and contact number will be stored in the Box Office system. Please see The Little Box Office's privacy notice on their website.

### **How do we protect your information?**

- Your electronic data is stored on one work laptop which has password protection
- Your child's name is listed on a paper class register. In the absence of the Artistic Director Laura Davies at the session, your emergency contact number may be listed on the class register so that in an emergency; the class teacher may contact you. The class register is destroyed safely after every session and is only seen by the class teacher.
- It is necessary to share some information with our class teachers e.g name, age, contact number, medical concerns, exam results. Our class teachers are regularly updated and trained on our privacy policy and are committed to protecting your data.
- Your enrolment forms are secured in a three lock filing cabinet at the business address.
- Once your child has left the youth theatre, we delete your contact details, other than the email address which is stored on our mail chimp newsletter list if you gave us permission to do so. You can unsubscribe from this at any time.
- Hard copies of your contact details are shredded.

### **Access to your personal information**

It is very important that the information we hold about you is accurate and up to date. Please let us know of any changes.

You are entitled to view, amend, or delete the personal information that we hold. Email details to [Laura@surreyyouththeatre.co.uk](mailto:Laura@surreyyouththeatre.co.uk).

Finally if you have any concerns about the way we are collecting or using your personal data, or you wish to discuss anything in this privacy notice, please contact Artistic Director Laura Davies [laura@surreyyouththeatre.co.uk](mailto:laura@surreyyouththeatre.co.uk)

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## **SAFEGUARDING POLICY-CHILD PROTECTION**

**“The welfare of the child is paramount”**  
**1989 Children’s Act**

Surrey Youth Theatre Godalming is committed to safeguarding the well being of its participants. To help us do this effectively we have implemented Child Protection and Health & Safety policies which are designed to protect members of our Youth Theatre as well as our staff and volunteers.

### **CHILD PROTECTION POLICY STATEMENT**

*Surrey Youth Theatre Godalming is committed to creating and maintaining the safest possible environment for children and young people in order for them to benefit from and enjoy all the opportunities the Youth Theatre has to offer.*

We do this by:

- Recognizing that all children have the right to freedom from abuse.
- Recognizing that the welfare of the child is paramount
- Ensuring no child or group of children must be treated any less favorably than others
- Ensuring that our staff are carefully selected and vetted.
- Ensuring that all staff are aware of the referral procedures at Surrey Youth Theatre
- Ensuring staff and volunteers accept responsibility for helping to prevent the abuse of children in their care.
- Continuing to develop awareness in all staff and volunteers of the need for Safeguarding and their responsibilities in identifying abuse.
- Responding swiftly and appropriately to all suspicions or allegations of abuse, and providing parents and children with the opportunity to voice any concerns they may have.
- Informing children and parents of the policy and procedures as appropriate
- Appointing a nominated Safeguarding Officer who will take specific responsibility for child safety and act as the main point of contact for parents, children and outside agencies.
- Ensuring access to confidential information is restricted to the Safeguarding Officer and/or Director or the appropriate external authorities.
- Reviewing the effectiveness of our Child Protection Policy annually.
- Referring to all associated policies and procedures which promote children’s safety and welfare eg with regards to: health and safety, anti-bullying, protection of children online, and photography
- Ensuring that outside agencies are involved as appropriate.
- Ensuring young people know that there are adults at Surrey Youth Theatre whom they can approach if they are worried.

*Surrey Youth Theatre Godalming is committed to providing and maintaining a safe and healthy working environment for all its staff, volunteers, guests, visitors and members while in or working at its premises.*

- Children are made aware of the importance of practising each activity safely
- Children are made aware of the importance of listening to instructions
- A member of staff who is first aid trained is always present
- A small first aid pack remains in the building
- Parents are required to fill in a consent form detailing wishes in a medical emergency
- Children are advised to warm up before any strenuous physical exercise
- Children are required to wear sensible footwear and clothing
- Children are made aware of the fire exits in the building

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- Children are aware of what to do in the event of a fire
- Children are advised against lifting each other and making unnecessary physical contact
- Children must refrain from bringing scooters, skateboards etc into the building
- Children are required to report spillages to a staff member
- Children must not bring anything that may be used as a weapon to youth theatre
- Staff members are expected to check for any hazards before, during and after a session
- Any accidents are to be logged by a member of staff in the building's accident log book which is stored in the locked cupboard in the rehearsal room.

## **CHILD ABUSE**

### **Potential signs of child abuse:**

*Staff and Helpers can help to prevent harm by keeping an eye out for the signs or indicators of harm, and then taking appropriate action early.*

Staff and Helpers should pay attention to:

- Physical signs of abuse or neglect. This could include bruises, burns, fractures (broken bones) or regular patterns of injuries.
- Behavioural signs of abuse or neglect. This could include showing little or no emotion when hurt, seeming to be afraid of their parents, alcohol or drug abuse, or engage in inappropriate sexual behaviour.
- If the child talks about being abused.

### **How to Respond:**

- Make a formal notification to the Safeguarding Officer or Director if you encounter abuse in the course of your time at SYTG.
- They will talk to you and make a report or fill out an Incident Report Form (Appendix B).
- You are required to make a report each time you become aware of any further grounds for your belief.
- You don't have to prove that the abuse has occurred.
- It is your principal responsibility to report your belief.

*Each situation is different and requires a different response. To consider the most effective response to ensure the child's safety and wellbeing, you may need to gather information and facts. This could include:*

- Make notes – fill out an Incident Report Form (Appendix B). Date and sign the entry.
- Continue to observe – record what you observe on the additional notes section on the overleaf of the incident Report Form, and date and sign each entry.
- Consult colleagues – get support and advice from the Safeguarding Officer. Compare notes and brainstorm possible strategies.
- Develop action plans based on procedures – Consult procedures and processes about what to do.
- Talk to other agencies about helping the family – collaborate with or engage community health services or local government services (see contacts below)
- Talk to the child - do this with respect for the child's or young person's need for privacy and confidentiality.
- Talk to the parents or carers - only do this when it will not jeopardise the safety of the child or young person.

*It is NOT the responsibility of the Staff member or Helper to decide whether or not a child is being abused.*

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**Surrey Youth Theatre Godalming's designated Safeguarding Officer is:**

Laura Davies, Youth Theatre Director 07738760987 or [laura@surreyyouththeatre.co.uk](mailto:laura@surreyyouththeatre.co.uk)

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## **HEALTH AND SAFETY POLICY**

It is the policy of Surrey Youth Theatre to provide, as far as is reasonably practicable, safe and healthy working conditions for students, employees and volunteers. Surrey Youth Theatre aims to ensure any work undertaken by the organisation does not adversely affect the health and safety of other persons. Surrey Youth Theatre also aims to provide a safe and healthy environment for participants, audience members, and anyone visiting its premises.

### **THE AIMS AND OBJECTIVES OF THE POLICY ARE:**

- To promote and maintain standards of safety, health and welfare that comply fully with the Health & Safety at Work Act, 1974, other relevant legislation and codes of practice.
- To protect employees, volunteers, participants and others, including the public from foreseeable hazards.
- To provide all employees & volunteers with the necessary information, instruction, training and supervision needed to ensure that safe working practices are adhered to and safety awareness is developed.
- To ensure that employees, volunteers & participants are aware of their responsibilities to take care of themselves and others.
- To encourage consultation and cooperation between employees, volunteers, participants and management on any aspect of health and safety.
- To regulate any risk created by work operations and where necessary consult with outside bodies in order to maintain a safe working environment.

### **RESPONSIBILITIES:**

**The Artistic Director** has ultimate responsibility for health and safety and responsible for taking all reasonable steps to ensure that adequate resources are made available, thereby maintaining a suitable, safe working environment.

The Artistic Director will also:

- Bring to the attention of staff all new legislation, codes of practice and other matters affecting health and safety
- Advise on matters of accident prevention and implementation of Health and Safety Policy within the organisation
- Review the Accident Book
- Identify training needs in relation to areas of Health & Safety
- Complete risk assessments every 6 months, or more frequently whenever working conditions change
- Communicate the Health & Safety Policy to all relevant people
- Delegate the day to day running of the Health and Safety Programme within the organisation
- Receive and action all reports, verbal and written, regarding health and safety issues
- Maintain liaison with all individuals connected with health and safety
- Arrange adequate training programmes in relation to health and safety
- Ensure that effective maintenance systems are in place and that all identified maintenance is implemented
- Ensure health and safety aspects are incorporated in all job instructions
- Review the implementation of the policy

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**Employees, Volunteers & Participants Should:**

- Make themselves familiar with and conform to the Health and Safety Programme at all times
- Observe all safety rules at all times
- Wear appropriate safety equipment when required
- Must not interfere with anything provided to safeguard their health & safety
- Report all accidents, damage and dangerous occurrences to the Artistic Director
- Report all health & safety concerns to the Artistic Director
- Take reasonable care of themselves and others who may be affected by their actions

**ARRANGEMENTS FOR MAINTAINING A SAFE AND HEALTHY WORKING ENVIRONMENT**

Surrey Youth Theatre recognises there are a number of hazards throughout the premises that require control to be exercised in order to maintain the health and safety of employees, volunteers, participants and other visitors. These controls and procedures are detailed as follows:

**1. Accident Reporting**

A record of all accidents, however minor, should be entered in the accident book. The Accident Book is kept at the teacher's admin desk in the rehearsal building. All injuries should be reported immediately in order that repeat accidents can be prevented. 'Near Miss' accidents should be reported to the Artistic Director, or senior member of staff on duty, immediately so that preventative measures can be taken.

**2. First Aiders**

It is advised that all Surrey Youth Theatre Teachers are first aid trained and are able to:

- Administer First Aid to injured employees, volunteers & participants
- Ensure all accidents are recorded
- Ensure that all medical equipment and facilities are adequate

**3. First Aid Points**

First Aid boxes are located on the admin desk during each session.

**4. Training**

All Health & Safety training needs will be identified by the Artistic Director. Training will be provided, where appropriate, in areas of health and safety awareness, the use of protective equipment and safety devices and manual handling. Staff are responsible for completing first aid training independently.

**5. Use Of Electrical Equipment**

All users of theatre lighting, sound equipment and other electrical items must receive comprehensive instruction before they are allowed to operate the equipment. Training will be given by the Artistic Director OR an official at The Town Council who are in control of the hall's equipment. Equipment operators must also demonstrate the ability to adhere to health and safety procedures before being able to operate equipment unsupervised.

**6. Ladders**

Surrey Youth Theatre trusts all ladders shall be regularly checked under risk assessment procedures by the Town Council and any defects noted and reported immediately to the Artistic Director. Surrey Youth Theatre also have a responsibility to report any concerns to the Town Council. Anyone intending to work at height should ensure another member of staff is aware that they are doing so before they start work. Staff should not use ladders if they are in the building alone. The technician, or anyone using the

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ladders in the auditorium, must have a responsible person in the space with them at all times when working at height.

## **7. Activities With Young People**

- Drama leaders are responsible for leaving the workshop space clear of furniture at the end of every session. Chairs should be safely stacked and fire exits must be left clear of any obstructions
- Leaders must ensure that fire exits remain clear during sessions when furniture may be moved around
- Whilst the organisation recognises that the nature of performing arts involves physical activity, young people must be given the option to sit out of activities where they feel unsafe
- Leaders should consider the appropriateness of the activities to the age, ability and experience of the young people they are working with in relation to health and safety issues
- Young people should be properly instructed in the use of technical equipment and supervised where appropriate
- Young people should be regularly reminded of their contribution to the health and safety of themselves and others. Disciplinary action will be taken when individuals disregard health and safety rules
- Leaders must always consider health and safety issues in the design, construction and use of a set for performance projects
- Leaders should familiarise themselves with fire procedures and consider all health and safety issues when working at outreach venues
- Young people should be informed of their responsibility in keeping themselves safe during rehearsals inc correct clothing etc. This is detailed in the Safeguarding Policy.

## **FIRE PREVENTION AND SAFETY PROCEDURES**

- Surrey Youth Theatre will make every effort to reduce both the likelihood of fire and severity of fire, and consequently asks employees, volunteers and participants to be vigilant and report anything that could be hazardous.
- Employees, volunteers & participants should familiarise themselves with the posted fire precautions and drill procedure
- For regular workshop sessions, fire drills will take place on the first session of each new term. Workshop leaders should ensure anyone who misses the first session, or joins later in the term, is given a safety briefing the first time they attend.

### **Fire Evacuation Procedures During a class:**

On discovering a fire or hearing the alarm the person should:

- raise the alarm
- not attack the fire
- leave the premises by the nearest available exit
- report to person in charge at the assembly point – the disabled area of the car park - who will check the register

The most senior teach present will

- Collect the register if safe to do so
- Ensure all teachers and students have been evacuated
- Close all doors behind them
- Call the fire brigade

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- Check off the register
- Wait until it is safe to re enter the building by an official of the fire service or the Town Council

### **Fire Evacuation Procedures For Performances**

Prior to the performance commencing, instructions will be given to :-

- All Front of House Staff
- All Members of the cast
- All Stage Staff and Technical Crew

A designated member of the front of house team will act as 'Fire Marshall'. And will help enforce the evacuation plan. The designated 'Fire Marshall' shall remain in the foyer throughout the performance – and should not undertake any other duties that would obstruct their duties should an evacuation become necessary.

If the fire alarm sounds :-

- Staff and Volunteers should help evacuate all participants, staff and audience members exiting the building via the nearest fire exit
- All participants, staff and volunteers should assemble at the disabled area of the main car park
- The senior technician on duty should ensure all the technical team are evacuated, and the senior member of stage staff should ensure all cast members are safely evacuated
- In the event of an actual fire, the designated 'Fire Marshall' shall follow the fire procedures and call the fire brigade. The 'Fire Marshall' should, if it is safe to do so, facilitate the checking of toilets, kitchen and offices to ensure the building is unoccupied
- Once the all clear has been given, either by a firefighter, or by the 'Fire Marshall' in the case of a false alarm, staff should facilitate an orderly return to the building

### **GENERAL**

- All employees, volunteers, participants and work placements will be made aware of the Health & Safety Policy. They will be guided through health and safety awareness and procedures at their induction. Participants will be informed of health and safety issues relevant to them.
- Employees, volunteers & participants are asked to consult the Artistic Directors if they are in doubt concerning the implementation of safe working procedures or if they consider arrangements to be unsafe.
- Employees, volunteers & participants must abide by the rules and regulations in force for the maintenance of a healthy and safe environment as detailed above. When health and safety is disregarded it will be brought to the attention of the Board of Directors where disciplinary action may be recommended.

### **MONITORING**

The Artistic Director will ensure that working conditions are regularly monitored, ensuring that safe working practices are being followed and is also responsible for investigating work-related accidents and is responsible for acting on findings from any such investigations to prevent a recurrence.

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## **EQUAL OPPORTUNITIES POLICY**

### **STATEMENT OF POLICY**

The aim of this policy is to communicate the commitment of the Artistic Director to the promotion of equality of opportunity at Surrey Youth Theatre. Surrey Youth Theatre is committed to combating discrimination through the promotion of equal opportunities in respect of:

1. Provision of services
2. Working practices of the organisation
3. Employment and training

Surrey Youth Theatre will try to ensure that in respect of the above, no person shall receive less favourable treatment than others because of her or his:

- Gender, including gender reassignment
- Marital or civil partnership status
- Having or not having dependants
- Religious belief or political opinion
- Race (including colour or ethnic origins)
- Nationality
- Disability
- Sexual orientation
- Age
- Trade Union activity
- Educational background

We are opposed to all forms of unlawful and unfair discrimination. All job applicants, employees and others who work with us will be treated fairly and will not be discriminated against on any of the above grounds.

### **PRACTICES AND COMMITMENTS**

In order to ensure that Surrey Youth Theatre's services are accessible to all, Surrey Youth Theatre will follow these principles:

- Promoting a good and harmonious working environment in which all persons are treated with respect
- Preventing occurrences of unlawful direct and indirect discrimination, harassment and victimisation
- Fulfilling all our legal obligations under the equality legislation and associated codes of practice
- Complying with our own equal opportunities policy and associated policies
- Publicity materials, publications, advertisements, events, workshops and performances shall avoid language which presents a stereotyped, offensive or detrimental view of any group or individual's background on any of the above grounds. However, performances and workshops will necessarily need to present such language and views when tackling hard hitting issues.
- Surrey Youth Theatre will make its services available to disabled people, including wheelchair users – by using premises that are wheelchair accessible for its activities whenever possible; to make use of signers and interpreters where appropriate and by ensuring these facilities are published for potential participants.
- Surrey Youth Theatre should not allow its publicity, events, premises or facilities to be used for the expressions of views in conflict with this policy.

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- Regarding breaches of equal opportunities policy as misconduct which could lead to disciplinary proceedings.
- Surrey Youth Theatre values diversity and recognises the wealth of benefits diversity can bring to the organisation.

### **IMPLEMENTATION**

The Artistic Director has specific responsibility for the effective implementation of this policy. Other staff members also adopt these responsibilities. In order to implement this policy we shall:

- Ensure the policy is communicated to all employees, volunteers, job applicants and relevant others (such as freelance artists).
- Provide/source training and guidance as appropriate for all staff
- Obtain commitments from other persons or organisations such as subcontractors or agencies that they too will comply with the policy in their dealings with our organisation
- Ensure that adequate resources are made available to meet the policy's objectives

### **COMPLAINTS**

Any party who believes that they have suffered any form of discrimination, harassment or victimisation are entitled to raise the matter through the complaints procedure. All complaints will be dealt with seriously, promptly and confidentially.

In addition to our internal procedures, employees have the right to pursue complaints of discrimination to an industrial tribunal or the Employment Tribunal under anti-discrimination legislations.

However, parties wishing to make a complaint to a tribunal will usually be expected to raise their complaint under our internal grievance procedure in the first instance.

### **MONITORING AND REVIEW**

Regular monitoring of Youth Theatre services and participants takes place to ensure that the equal opportunities policy is implemented and effective.

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