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April 2020

**Youth Theatre – Summer Term 2020**

**Below you will find:**

* Code of Conduct for Participants / Parents / Guardians
* Online Classes registration form

I am sure you will all appreciate that we want to ensure that we are providing a safe online space for all our participants and our new online code of conduct and registration information have been created to reflect this.

These forms must be returned ahead of the first session of the term – without this the participant will not be admitted to the zoom meeting.

If you have any questions about this information, please don’t hesitate to get in touch.

Kind regards

Robyn

**Education Manager**

**Safeguarding for online learning**

**Overview**

* Workshops taking place should be normal teaching practice and the video environment should be considered a 'classroom'. Tutors will have the same expected professional behaviours and safeguarding roles as set out Norden Farm’s Safeguarding Policy and Practice document and considerations as laid out below.
* All workshops must take place using the Norden Farm Zoom account. Security procedures are in place to ensure the learning environment is safe and secure.   
    
  These include:  
  + A unique password for each lesson
  + Recording feature is disabled
  + Student screen sharing is disabled
  + Group Leader controls who can enter from the Zoom Waiting Room
  + Group Leader can remove anybody from the lesson at any time
  + Virtual backgrounds disabled
* All lessons will be accessible for Norden Farm staff to 'drop in' and oversee at any time for the purposes of quality assurance and safeguarding
* As per our standard safeguarding policy the named safeguarding officer will be on call at all times when teaching is taking place to report any safeguarding concerns

**Participants, Parents and Guardians must agree to the following code of conduct:**

* Make sure you are on time for scheduled lessons – the zoom waiting room will open shortly before the start of the session
* Do not unmute yourself unless the Group Leader tells you to
* If you are unable to attend a scheduled workshop, send an email to [boxoffice@nordenfarm.org](mailto:boxoffice@nordenfarm.org) so that the Group Leader can be updated
* Always consider the other members of your group. We want you to have fun learning about different aspects of Youth Theatre but also to be considerate to others
* Listen to your tutors - they are professionals with years of performance and teaching experience. They are here to guide the group and help you improve your skills
* Parents/guardians should be nearby when the lesson takes place but are not expected to directly take part in the lesson
* Parents/guardians should announce their presence to the tutor at the start of the lesson
* Other children are not allowed to be present during lessons
* Students should maintain an 'open door' policy during lessons
* Students should be dressed appropriately for a lesson, wearing clothes suitable for being seen in public
* Parents/guardians must also adhere to the expectations of dress and setting
* Language must always be appropriate during lessons, including any family members that may pass in the background

**Online Classes Registration Form**

Please complete and return the below form ahead of the first session.  
  
Norden Farm holds this information to be able to register students to the correct class and to contact parents / guardians to pass on information or in the event of an emergency.

This information is not shared by Norden Farm and will only be held on file while your child is enrolled on the course, after this time your information will be destroyed.

|  |  |
| --- | --- |
| **Registration Form** | |
| To be completed by the adult legally responsible for the young person if aged 17 or under. | |
| **Group** |  |
| **Student Name** |  |
| **Would like to be known as** |  |
| **Student Date of Birth** |  |
| **Address** |  |
| **Emergency Contact** (relationship / number) |  |
| **Email Address** (parent / guardian) |  |
| **Responsibility** I understand that I am responsible for myself (if 18 or over) / my young person (if 17 and under) during the online session | **Signed:** |
| **Code of Conduct  (parent / carer)** I confirm that I have read the Online Code of Conduct understood the information provided and agree to the guidelines it lays out. | **Signed:** |
| **Code of Conduct  (participant)** I confirm that I have read the Online Code of Conduct understood the information provided and agree to the guidelines it lays out. | **Signed:** |
| As with the nature of online classes – participants will be on camera. While we will not be filming sessions which take place online, we do require signed photo / video permission for your children / young person to appear on camera during these sessions. | |
| **Photography / Video consent** I confirm that I have understood that Norden Farm Youth Theatre classes will be taking place digitally, and that my child / young person will be on camera for the duration of each class.  No recording / still photography will take place, and there will be no data stored or shared. | **Signed:** |

Please return the completed form to [robyn.bunyan@nordenfarm.org](mailto:robyn.bunyan@nordenfarm.org)

These forms must be returned ahead of the first session of the term – without this the participant will not be admitted to the zoom meeting