

# URBAN EDGE

# Child Protection Policy

## Responsibility

Urban Edge Theatre School Principal is ultimately responsible for the correct application of the Child Protection Policy. The Principal will ensure that all freelance contractors and Chaperones where applicable are fully aware of the policy and apply it.

## Recruitment

The Principal of Urban Edge Theatre School will undertake effective recruitment, including appropriate vetting of staff and volunteers. All teachers and chaperones dealing directly with children will be required to have Enhanced Disclosure Certificates from the Criminal Records Bureau before the start of an engagement.

## Events & Outreach work

There will be briefings before events where several workers are involved to inform as to the chain of responsibilities, and be provided with contact details. All staff helping will be required to hold recent Enhanced Disclosure Certificates. If parents volunteer to help at an event they must always be with a member of staff who is CRB checked.

## Health & Safety

Urban Edge Theatre School will keep up to date with health and safety regulations in artistic management practice and with changes in legislation regarding the protection of children and young adults.

## Photographs, films or web-based materials

Photographs, film or web-based materials of children or young adults participating in any Urban Edge Theatre School event or class will only be taken with the consent of the parents and in consultation with the children and young adults involved.

## Data Protection

Urban Edge Theatre School will support confidentiality in line with the Data Protection Act 1998 and will not hand out any information about freelancers or children and young people to other arts organisations other than in the ordinary course of business.

## Supervision

Whilst in Urban Edge Theatre School's care, no child will be allowed to leave the premises after or during a class, without supervision deemed appropriate by the Principal.

## Child Pick up from classes and events

Parents/guardians/ will be required to inform the Director in writing of the identity of the person who will be escorting their child(ren) from Urban Edge Theatre School classes or events and, if applicable this will be from week to week. Where parents/guardians/carers wish to allow their child(ren) to travel home from Urban Edge Theatre School classes or events without adult supervision, Urban Edge Theatre School will require that authorisation before the course commences.