

OB1 Theatre School – In-Person Safeguarding Policy

Introduction

At OB1 Theatre School, the safeguarding and welfare of every student is our highest priority. This In-Person Safeguarding Policy outlines the procedures, expectations, and safeguarding standards we uphold during all onsite classes, workshops, rehearsals, assessments, and performances delivered by OB1 Theatre School.

This policy applies to:

- All students
- Teachers and assistants
- Volunteers
- Visitors and contractors present on OB1 premises or hired venues

For questions or clarification, please contact:

Email: theatreschool@ob1.co.uk

By attending OB1 in-person sessions, you agree to the terms of this policy.

1. Access, Supervision & Collection

1. Registration

All students will be marked in at the start of every session. Parents/guardians must provide current emergency contact details and update any of changes.

2. Drop-Off and Collection

Children must be collected by a parent/guardian or a named authorised adult (18+). We must be informed in advance of any changes.

3. Going home - Students ages 10 -18

Student aged 10-18 may only go home independently with written permission from a parent or guardian.

4. Supervision of Students

Students will remain under supervision at all times while onsite. No student will be permitted to leave the premises unsupervised.

5. Late Collection

If a student is not collected on time, OB1 procedures will be followed and parents will be contacted via provided numbers.

2. Lesson Environment and Conduct

5. Safe Premises

OB1 ensures all teaching spaces are risk-assessed, clean, appropriately lit, and free from hazards.

6. Open-Door Environment

Where possible, teaching rooms operate with an open-door policy or with windows in doors for visibility.

7. Dress Code and Behaviour

Students must:

- Wear The OB1 Theatre School uniform
- Treat peers and staff with respect
- Follow the OB1 Code of Conduct

8. Safe Working Area

Teachers will ensure:

- Clear floor space for movement
- Adequate hydration breaks
- Warm-up and cool-down activities

9. Toileting

Teachers/assistants will not accompany students into toilets.

For younger children, a member of staff will wait outside the door and assist only where necessary.

3. Teacher/assistants Commitments

10. No Recording or Photography

Staff will not take photos or videos unless:

- Written permission or book form permission has been granted
- It is for a specific, approved purpose

11. Professional Conduct

Teachers/assistants will always:

- Maintain appropriate boundaries
- Use professional language
- Act in accordance with OB1 Safeguarding, Privacy, and Conduct policies

12. Physical Contact

Physical contact will be:

- Minimal and only when necessary for safety or correction
- Explained clearly in advance
- Appropriate and respectful

4. Student and Parent Expectations

13. Punctuality and Attendance

Students are expected to arrive and be collected on time and participate fully in lessons.

14. Medical and Additional Needs

Parents must inform OB1 of:

- Allergies
- Medication
- SEN requirements
- Injuries that may limit participation

15. Behaviour and Respect

Disruptive or unsafe behaviour may result in temporary removal from the session.

16. No Recording Policy

Parents and students must not record, photograph, or share any part of in-person sessions or shows without permission.

5. Safeguarding Responsibilities and Disclosure

17. Duty to Disclose

OB1 Theatre School has a legal and ethical duty to report concerns relating to the welfare of a student.

18. Mandatory Reporting

Information may be shared with:

- Social Services (where there are safeguarding concerns)
- Police (in cases of criminal activity)

Only relevant and necessary information will be shared.

19. Responding to Concerns

Teachers/assistants must report any safeguarding concern immediately through OB1 procedures.

Parents will be informed where appropriate unless doing so increases risk.

20. First Aid and Accidents

All accidents will be recorded, and parents notified.

A qualified first aider will be present during sessions where possible.

6. Breach of Policy

21. Non-Compliance

If this policy is not followed, OB1 may pause or remove a student from the session until the issue is resolved.

22. Repeated Breaches

Continued breaches may result in suspension or permanent removal from classes at the discretion of OB1 Theatre School.

7. Updates and Policy Changes

23. Policy Review

This policy is reviewed regularly to reflect changes in legislation or school practice.

24. Amendments Without Notice

OB1 may update this policy at any time.

Parents/guardians should review it periodically to remain informed.