

# 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.

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## 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.

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## 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.

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## **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

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## **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.

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### 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.

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### 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.