

# **OB1 Theatre School – Online Safeguarding Policy**

## **Introduction**

At OB1 Theatre School, the safeguarding and welfare of every student is our highest priority. This Online Safeguarding Policy outlines the procedures, expectations, and safeguarding standards we uphold when delivering lessons, classes, or communication through any online platform. It applies to all digital sessions, including but not limited to LAMDA lessons, online singing lessons, meetings, assessments, workshops, and any other online interaction facilitated by OB1 Theatre School.

If you have any questions, concerns, or require clarification regarding this policy, please contact us at:

**Email:** theatreschool@ob1.co.uk

By accessing or participating in OB1 online lessons, you agree to the terms outlined in this policy.

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## **1. Access and Supervision**

### **1. Parent/Guardian Account Access (for students under 18)**

All online lessons must be accessed through a parent or guardian's account or device. Students must not access lessons through private accounts without adult oversight.

### **2. Adult Presence on Premises (for students under 18)**

A parent/guardian or trusted adult (aged 18+) must remain within the same premises for the duration of the lesson. They do not need to be visible on screen but must be available.

### **3. Open-Door Environment**

Lessons must take place in a quiet communal or family space with the door left open. Bedrooms or private spaces are not appropriate learning environments for online sessions.

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## **2. Lesson Environment and Conduct**

### **4. Neutral and Safe Background**

Students must position their device against a neutral background, free from personal items or sensitive information.

### **5. Dress Code and Behaviour**

Students must be appropriately dressed for a learning environment and behave respectfully at all times, following the OB1 Code of Conduct.

### **6. Safe Working Area**

Parents/guardians must ensure the performance space is clear of hazards.

This includes removing furniture that may cause injury, ensuring adequate floor space, and securing pets that could distract or cause harm.

**7. Technical Safety**

Internet connections, cameras, and microphones should be functioning and secure. Any technical issues should be communicated promptly.

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**3. Tutor Commitments**

**8. No Recording or Photography**

OB1 tutors will not take photos, screenshots, audio recordings, or video recordings of any online lesson unless explicit written permission has been granted for a specific purpose.

**9. Professional Setting**

Tutors will deliver lessons from a neutral, professional, and appropriate environment and will always behave in accordance with OB1's Safeguarding, Privacy, and Code of Conduct policies.

**10. Communication Standards**

All communication between tutors and students must remain professional, appropriate, and solely related to teaching. Tutors will communicate with parents/guardians for all administrative or pastoral matters.

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**4. Student and Parent Expectations**

**11. Punctuality and Respect**

Students are expected to arrive on time, follow lesson instructions, and show respectful behaviour during all online interactions.

**12. Accountability for Equipment**

Parents are responsible for ensuring students have the necessary equipment and internet connection to participate safely.

**13. No Recording Policy**

Parents and students must not record online lessons, take screenshots, or share any part of the session publicly, unless written permission has been granted by OB1 Theatre School.

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## 5. Safeguarding Responsibilities and Disclosure

### 14. Duty to Disclose Information

OB1 Theatre School has a legal and ethical duty to report concerns that may indicate a student is at risk of harm.

### 15. Mandatory Reporting

- If there are concerns about **child welfare or abuse**, relevant information may be shared with **Social Services**.
- Information relating to **criminal activity**, including but not limited to drugs, terrorism, or treason, will be disclosed to the **police**.
- Only appropriate and necessary information will be shared, following safeguarding guidelines.

### 16. Responding to Concerns

Tutors must report any safeguarding concerns immediately following OB1 procedures. Parents will be informed where appropriate unless doing so would place the child at further risk.

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## 6. Breach of Policy

### 17. Non-Compliance

If any aspect of this policy is not followed, tutors reserve the right to pause, postpone, or suspend lessons until the issue has been resolved.

### 18. Repeated Breaches

Continued breaches may result in the removal of online lesson privileges at the discretion of OB1 Theatre School.

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## 7. Updates and Policy Changes

### 19. Policy Review

This Online Safeguarding Policy is reviewed regularly to reflect changes in legislation, safeguarding guidance, school practice, and technological developments.

### 20. Amendments Without Notice

OB1 Theatre School may update this policy at any time without prior notification. Parents/guardians should review this document periodically to remain informed.