

DARE Drama - RISK POLICY INFORMATION SHEET

Please ensure you read the following information and sign below to confirm agreement of our terms and conditions, and risk policy information.

HEALTH, SAFETY & CHILD PROTECTION STATEMENT: DARE Drama is committed to providing an environment that is safe for the participation in drama activities. DARE Drama will not tolerate any acts which result in harm or injury to any vulnerable persons. Policies and Procedures are in place to meet all external requirements. A Risk Management Strategy is in place and current. Details in relation to specific issues are available upon request.

Expectations of students: students are expected to show respect in general and to other students; to act in a manner which will keep themselves and others safe; and to accurately and immediately to report inappropriate behaviour of any other persons to studio teacher..

Trial / Registration: DARE Drama policy requires registration of each student by way of signed Registration Form and trial deposit being paid before 1st trial class. Trial classes are consecutive. Fee should be settled in full after the third trial class and before the following class (unless a payment plan has previously been organised). Ongoing term fees should be settled in full by the end of week 3 of each term (unless a payment plan is in place).

Attendance & Missed Lessons: Parents are expected to advise of non-attendance in advance of the activity. Missed lessons are not refunded but may be made up in the same week at a different studio.

Re enrolment & Exit Procedure: Enrolment is on an opt out basis - this means your place is reserved until you tell us you are not returning. We we ask that you communicate to us with as much notice as possible when you know you are leaving for any reason ideally a term ahead. As part of the confidence building process, if a child has decided to leave for any reason, we ask that the child themselves personally advise the teacher that they will not be returning. This final step, often very hard for children, is a huge indicator of how well we have served your child, and knowing they have the strength and courage to say goodbye, or "thanks - but no thanks".

Arrival / Departure Time & Procedure: Parents are responsible for making sure students arrive safely to class, not more than 10 minutes or less than 5 minutes before the activity is due to start. Students should be dropped off and picked up from the studio door if the car park is not directly visible. If a student is to walk home alone, this should be advised beforehand in writing . If any parent is exceptionally and unavoidably late to pick up, students may wait in the studio with the teacher. Parents should make contact to advise of tardiness and ensure this is not a regular occurrence.

Food & Drink: No food is to be brought for consumption during the activity. Please finish all snacks outside before class. A personal water bottle may be brought by each student but please NO GLASS BOTTLES.

Image capture – Presentations and in-studio: DARE Drama policy is that the parent and family audience may image/video capture their children in context at Presentation sessions. DARE drama instructors may take images in studio during the year or at presentation days for use on their social media sites (Facebook & Instagram), and permission for this is requested in writing on the enrolment form. If an image is recommended to be used for editorial or marketing purposes (other than Social Media) then parental or guardian approval will be sought and granted in writing prior to any use.

Parent Attendance: Parents are discouraged from remaining in class during the session, as experience has shown this inhibits the participation of the students. We appreciate both parents and students may be feeling a little anxious on day one, so parents are welcome to sit just outside the door where they can see and hear everything without having an obvious presence in the room.

Non-participant student attendance/waiting: By arrangement siblings or students for later activity may wait in studios for their activity time subject to the discretion of the teacher or Principal.

Bringing friends to have a go: DARE Drama provides two opportunities a year (during Term 1 and 3) for students to bring friends along for a free trial of the sessions. These sessions are specially designed for the extra time it takes to welcome new students, and as such friends who want to trial at other times must adhere to the 3 week trial period procedure including a paid deposit, organised in advance.

On site Equipment: The halls used by DARE Drama have a variety of tables / chairs / gymnastics / music / curtains / stage areas, and other miscellaneous equipment belonging to the hirer of the space. These areas are not to be accessed or interfered with by Students, unless authorised by Instructors.

Use of toilet during class times: DARE Drama expects parents to ensure Students have been to the toilet before coming to class. Facilities are available on site. A specific time may be allowed for individual visits with a buddy system employed, if circumstances require. These will be supervised in an appropriate manner.

Contacts: Emergency contact numbers are required with registration. The provided number must be open and accessible during the activity time. Any change must be notified in writing prior to next attendance.

Medical Conditions: The enrolment form seeks information on conditions which may impair a student's capacity to engage safely in drama activity. Any change in condition must be reported to the Principal, to ensure appropriate action.