**Act First Drama School online Safe Guarding policy**

**Introduction**

This safeguarding policy sets out how we will conduct and deliver lessons online and our teachers' and students' standards and expectations. This policy applies to any and all content delivered online. Should you need to get in contact with us for any reason regarding this policy, our contact details are: Email: Sarah@act-first.co.uk

1. We ask you to ensure all students are being contacted through a parents’ or guardians’ own account.  
2. Please note that our teacher's Zoom (or equivalent) accounts will be used exclusively for lessons and only during lesson time. Please send an email to Sarah Hitchin at: Sarah@act-first.co.uk for any questions or queries outside of lesson time.  
3. Make sure you are working against a neutral background, preferably in a shared space ie. not a bedroom.  
4. The pupil must take lessons in a room with an open door, and parents/guardians must ensure that one of them or a trusted adult shall be on the same premises as the pupil while the lesson takes place.  
5. Pupils are expected to dress and behave appropriately.  
6. Photos/video. In the unlikely event a section of the lesson needs to be recorded. Our teachers will inform both the student and parents before doing so.   
7. Please ensure you have done a risk/safety check of the space in which you will be performing. This includes the removal of any pets that could cause harm.

DUTY TO DISCLOSE INFORMATION  
We have a legal obligation to process safeguarding related data about you/your child should we have concerns about you/their welfare. Information about child abuse will be disclosed to social services. Information about drugs, terrorism, or treason will be disclosed to the police.

CHANGES TO THIS NOTICE  
Our online safeguarding policy is regularly reviewed to reflect changes in law, our business practice or the technology we use, and as a result this policy may be amended from time to time without notice. You should therefore endeavour to review this policy regularly, in order to keep up to date with any such changes. If any of the provisions of your policy are not complied with, our teachers have the right to suspend lessons with your child until the conditions are met.