



THE ACTORS' WORKSHOP

Teaching Talent

YOUNG PERSON'S RISK ASSESSMENT

- *If you are 18 or younger, this form must be signed by a parent/guardian.*
- *If you are 19 or over, you must sign this form yourself.*

Under the Health and Safety (Young Persons) Regulations 1997, it is necessary to carry out a risk assessment for all young persons. The risk assessment identifies all the tasks a young person is expected to perform and what degree of risk is involved. Parents/Guardians must be supplied with a copy of the assessment and agree that the young person may carry out the tasks indicated. If they do not agree, then the young person will not be permitted to carry out those tasks. Should any parent/guardian have concerns regarding health and safety, please contact The Actors' Workshop on 07970 748640

Risk Assessment Carried Out By: CLARA MARULLO – Director, The Actors' Workshop

Risk Assessment Agreed By: DAN WINTER – Safety Officer, The Actors' Workshop.

The following list of activities is often encountered at THE ACTORS' WORKSHOP:

Potential activities that might arise and hazards identified in the operation of DRAMA WORKSHOPS, DANCE WORKSHOPS, SINGING WORKSHOPS, AUDITION AND PRESENTING TECHNIQUE, FILMING AND OCCASIONAL PROJECTS, STRESS MANAGEMENT GROUPS – AND PERFORMANCES:

Nature of Activity	Hazard Present		Risk Assessment		
	Yes	No	High	Med	Low
Warm up exercises		X			X
Voice Work		X			X
Drama Work		X			X
Dance Work		X			X
Film Work		X			X
Improvisation		X			X
Guest Teachers		X			X
Rehearsals		X			X
Performances		X			X

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Main Risks Identified:

All activities above involve the possible risk of unforeseen accidents.

Controls/Emergency Arrangements (Fire precautions, First Aid etc) to minimise risk:

1. Suitably qualified and CRB checked teachers/staff present at all times.
2. Awareness of emergency procedures (e.g. Fire Prevention and Safety Training, and First Aid – Clara has completed a First Aid Course and all regular staff will undertake Fire Prevention and Safety Training for Factory 8.)
3. Maintenance of the general safety of the working environment. (First Aid Kit and Accident Book replenished and maintained. Fire Extinguishers checked regularly, robust evacuation procedures in place, all electrical equipment maintained in excellent working order.)
4. Registers kept of contact details/emergency contacts for all workshop participants. Clara's phone (contact number for The Actors' Workshop) is always ocharged, switched on and available during classes. If Clara is not present, whoever is teaching will have his/her phone on and will give out the number to parents before the class.

IF YOU ARE AGED 18 OR UNDER, YOUR PARENT/GUARDIAN MUST SIGN BELOW:

Name of young person _____

Date of Birth _____

Risk Assessment Agreed by (Parent's name) _____

Parent/Guardian Signature _____

Date _____

IF YOU ARE AGED 19 OR OVER, YOU MUST SIGN BELOW:

Name _____

Signature _____

Date _____



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CHILD PROTECTION POLICY

Updated July 2012

Introduction

The Actors Workshop is fully committed to safeguarding the well being of its performing arts students involved in attending classes in the disciplines of Dance, Drama and Singing. Our policy applies to all staff and chaperones, and any volunteers working in the school. All staff are expected to work within this policy to safeguard children (under the age of 18 years of age) attending classes, rehearsals, workshops or productions organised by The Actors Workshop.

Underlying Principles

All children deserve the opportunity to achieve their full potential.

All children have the right to be safeguarded from harm and exploitation whatever their:

- Race, religion, first language or ethnicity
- Gender or sexuality
- Age
- Health or disability
- Location or placement
- Political or immigration status

Responsibility for protection of children must be shared because children are safeguarded only when all relevant agencies and individuals accept responsibility and co-operate with one another. Statements about or allegations of abuse or neglect made by children must always be taken seriously.

Roles and Responsibilities

- Establishing a safe environment in which children can learn and develop.
- All staff must be made aware of the need to be aware of child protection issues.
- Ensuring safe recruitment in checking the suitability of staff and chaperone volunteers to work with children.
- All staff & chaperones will be required to have Criminal Records Bureau (Enhanced DRB) clearance.

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- Ensuring that parents have an understanding of the responsibility placed on the school and staff for child protection.
- Parents will be expected to provide supervision for their children when an authorised chaperone is not available.
- The Director – Clara Marullo - will ensure annual child protection updates for all employed staff.

Actions to be taken if child protection concerns are identified

The Actors Workshop will ensure all staff understand their responsibilities in being alert to the signs of abuse and responsibility for referring any concerns to the director who is responsible for child protection.

Any concern should be notified to the workshop director immediately. (She has had extensive child protection training through North Somerset Council). The director will contact Bristol Social Services Department and the police with any concerns raised. Social Services Departments are responsible for investigating any concern and deciding on the course or action.

Contact numbers

Bristol Social Services 0117 903 6444

NSPCC 0800 800 500

Childline 0800 1111