



Act Out Performing Arts

Policies & Statements

Equality and Diversity

Act Out Performing Arts believes in offering a varied and high-quality product, available to anyone, irrespective of their protected characteristics (race, religion, gender, sexuality, age, marital status, disability, gender assignment or maternity.) As a North/East London school, we have a diverse clientele and aim to celebrate and encourage our children's backgrounds and unique qualities; and we aim to reflect that in our staff.

In both our enrolment and recruitment procedures, we will not discriminate:

- Any child is eligible to enroll
- If a child has any particular requirements, e.g. a one-on-one approach, we will do the best in our ability to put in place the reasonable adjustments and ensure they are catered for.
- Our staff are required to have sufficient training (teachers: degree/diploma); (Assistants: A-Levels, 18+.) Within these requirements, anyone is eligible to apply to interview.
- We offer to provide feedback to any unsuccessful candidates outlining why they were not successful in getting the position.

Aims for 25/26

- Continue to offer supportive, friendly & nurturing classes, taught by excellent industry professional teachers, as well as wraparound childcare options.
- Focus on growing the classes, addressing the age group split; and continuing to offer high-quality and exciting performance opportunities with high production values including annual theatre show in a professional theatre (Redbridge Drama Centre/Halo Theatre/Dugdale Theatre), Festive concert, Outdoor performances, North London Festival, performances in our local community inc. Spring Lane Care Home N10, Muswell Hill Christmas Lights, Walthamstow Christmas Markets
- Supporting our young people who are interested in pursuing a career in the arts by setting up an agency, representing & submitting our young performers for professional work and supporting them through industry workshops.
- Connect with our local community and council including accessing any funding to offer performing arts opportunities to low-income families.

Data Protection Statement

As per our contract, enrolled parents will be added to our mailing list and database. They will be our uploaded to Mail Chimp and ClassForKids accounts, of which we are subject to their terms and conditions.

No contact details will be passed on to third parties and subscribers can unsubscribe at any point.



Complaints

Our Terms & Conditions are outlined clearly as part of the Contract. As per the contract, any parent has the right to complain or offer feedback.

Complaints will be handled professionally and objectively. They will be investigated by a minimum of 2 members of the team to ensure objectivity.

All complaints must receive a response within 48 hours.

Behaviour Management

Act Out Performing Arts endeavours to create a supportive and safe environment where young people feel empowered to explore creatively. We use positive reinforcement techniques including:

- 3 Golden rules: "Listening, Caring and Sharing, Have Fun"
- Praise and champion positive behaviour (based on golden rules)
- Get to know our students, be interested and engaged
- Large group crowd control: Call & response, "Hands on top, that means stop", Mirroring claps

In the event that a student's behaviour is disrupting class or other student's ability to engage:

- Teacher will step outside with student or take them to one side
- If required, give them some time to calm down, suggest breathing exercises or slowly counting
- Have a calm chat: explain why their behaviour is not acceptable, offer an alternative, try to understand why they are displaying this behaviour
- In the event that Act Out feels the behaviour may be linked to a Safeguarding concern, our team will revert to Safeguarding procedure
- If required, parent/guardians will be notified at pick up
- If required, parent/guardians will be e-mailed an incident form
- If required*, a phone call or face-to-face meeting will be arranged with parent/guardians to work together to create a personalised behaviour plan

*Behaviour that must be shared with parent/guardians includes but is not limited to: any violence (i.e. intentional hitting, kicking, throwing), bullying, inappropriate or discriminatory language, shouting/screaming at fellow student or teacher, threats, damage to property, theft.

In the event that a student's behaviour remains untenable, despite implementation of a behaviour plan, to the extent that other students/staff may be at risk, they may be asked to discontinue classes.