

## Terms and Conditions

**LEADA CAMBS CIC offers children between the ages of 5 and 18 years the chance to learn to act and develop confidence in a fun, safe environment.**

**As a member of our school your child can expect to be taught by our highly qualified Creative Director, Linda Ekins, who is fully trained to offer a wide range of drama skills and styles. Your child will also be taught by qualified guest tutors holding an enhanced DBS certificate.**

As a member of Viva La Voce, you will be guided by Linda Ekins, a professional vocal coach, and, with guest vocal artists and musicians, offered a wide range of techniques, exercises and skills to improve your vocal strength and confidence.

These Terms and Conditions supersede any previous Terms and Conditions distributed in any form. LEADA CAMBS CIC reserve the right to change any of the Terms and Conditions at any time and with minimal prior notice. The Terms and Conditions are set out to inform parents, pupils and members what to expect as a member of our organisation. By enrolling at LEADA Cambs CIC, you confirm that you have read and accept these Terms and Conditions.

### **1. Attendance**

It is the parents'/carers' responsibility to encourage regular attendance of classes so your child may progress and be able to engage in activities fully and with confidence.

If your child cannot attend due to illness or other commitments, where possible, you should inform the tutor no later than 16:00 hours on Wednesday to avoid delays in starting the class and so that adjustments can be made to lesson plans if necessary.

It is the parents'/carers' responsibility to encourage commitment in preparation for performance.

Tutors should be informed of planned absences in advance so that the rehearsal schedule may be altered to accommodate them.

If, for whatever reason, there is a problem with your child taking part in a performance, we request that steps are taken to resolve the problem, through discussion with the tutor. This needs to be done promptly to have time to resolve issues and minimise disruption.

We understand that as the children love taking part in Drama classes, this is an obvious means to control behaviour by withdrawing the privilege of attending. However, we ask that you try to avoid this as it affects the progression of ongoing work with your child and that of the other children in the class.

We understand how difficult it is to balance leisure activities with exam revision. We accept that your child's exam timetable takes precedence. We request that we are informed of dates when your child may not be able to attend (ie they are taking a GCSE exam on Thursday) We will manage how much they will be required to learn so that it does not put undue pressure on students who are studying for exams determining options, or CGSE or A level exams, while at the same time making their Drama experience meaningful, interesting and above all a fun leisure activity, which will help to dispel anxiety.

To simply stop attending is not beneficial to the child and causes unnecessary anxiety and stress for everyone else. We want all our members to enjoy and freely take part in our classes. We request that any concerns, no matter how trivial they appear to be, are raised and discussed with the tutor or relevant Directors who are here to help you get the most out of being a member of LEADA. We pride ourselves on being flexible and able to accommodate everyone and resolve any issues which may arise.

Parents should help their child to endeavour to do their best, persevere if they encounter difficulties and support others in the class/ cast of their show.

Viva La Voce members benefit from attending all sessions but in the event of absence, it would be appreciated if members let the tutor know in advance if possible so that lesson plans can be modified if necessary.

## **2. Fees & Refunds**

All class fees should be paid in advance at the beginning of each 10-week term/ course.

LEADA Drama Classes: this assures your child's place in the class.

Viva La Voce classes are paid termly in advance and is a cost-effective option. A drop-in fee is available for those attending sessions ad hoc

Refunds will not be given in the event of a student missing a class due to illness or holiday. If the class is unable to take place due to the Tutor or venue being unavailable, a refund will be given for that week.

Classes may take the form of a theatre visit or workshops at a different venue. This will be part of the planned programme for the class. Whenever possible you will not be charged extra for such events.

## **3. Parents**

It is the parents' /carers' responsibility to supervise their child before and after their class times. LEADA tutors and chaperones are not responsible for your child outside of class times.

The staff of the Queen Mary Centre are not responsible for the supervision of your child at any time. They are only responsible with regard to health and safety regulations for the care and safety of anyone present in the building.

It is the parents'/ carers' responsibility to stay with their child until the tutor invites the children into the drama class space at the beginning of the lesson. Children are not allowed in the Drama space without supervision for health and safety reasons.

It is the parents'/carers' responsibility to be ready to receive the children at the end of the lesson. Tutors and chaperones will hand over the children in First Stage at the end of the lesson. If an alternative adult will be collecting your child, please let us know who they are, prior to the start of class.

Upstage and Centre Stage children will make their own way to meet those collecting them at an agreed meeting place e.g. the foyer

Parents should stress to their children the importance of waiting inside the building to be collected, particularly in the Winter months

## **4. Property**

It is important that all Children's items of clothing and property are clearly marked with the owner's name as there are many other clubs and visitors to the Queen Mary Centre.

Children should not bring valuable items to class.

We accept no responsibility for any items left on the premises.

## **5. Uniform**

There is no compulsory uniform for LEADA members.

Relaxed, comfortable clothing and suitable footwear should be worn for Drama classes

## **6. Health and Safety**

### **LEADA Drama Classes:**

Children and adults shall act in such a manner to ensure there is no risk to anybody's safety.

Children and adults shall be mindful of each other and show consideration and respect.

Food and drink should not be taken into class except in certain circumstances e.g. your child is Type 1 diabetic. However, members are encouraged to have bottled water to hand.

Children in First Stage are supervised by chaperones if needing to use the toilet. Older children have free access to toilet facilities.

There is always at least one appointed first aider in attendance during all classes. All staff undergo basic first aid training. Where necessary, if any assistance is given, parents will be notified and the treatment recorded in the Accident Book.

Any incidents of bullying should be reported to the tutor who will endeavour to resolve issues. (Please see Child Protection Safeguarding policy)

### **Viva La Voce Classes:**

Please inform the Tutor if you have any medical conditions or additional needs which may cause difficulties in engaging effectively in the classes. The Tutor will endeavour to accommodate you, so your enjoyment of the class is not impaired.

If refreshments are supplied, please inform the tutor of dietary requirements eg, gluten free options or peanut allergies.

Members are expected to be respectful and considerate to other members. All adults have the right to feel safe and confident through engaging in LEADA activities. Please see our Adult Safeguarding Policy.

Members and staff of LEADA Cambs CIC are fully protected by our insurance policy as long as they comply with regulations regarding Health and Safety. Reckless behaviour may affect the policy terms and conditions.

Great care is taken to minimise risk of injury in all classes and rehearsals. Risk assessments are carried out and any issues flagged up are dealt with as appropriate.

## **7. Child Protection**

The Tutors and Chaperones in LEADA Cambs CIC have been subjected to an Enhanced Disclosure assessment through the Disclosure Barring Service (formerly CRB), which confirms suitability for working with children, young people and young adults. Please see our Child Protection Safeguarding Policy.

## **8. Bullying**

We do not tolerate bullying in any form.

We reserve the right to ask anyone found to be bullying to leave the classes.

If you have any concerns, please speak to a Tutor or our Child Protection Safeguarding Director, Lindzi Morgan ([lindzi@leada.biz](mailto:lindzi@leada.biz)) Please see our policies on; Child Protection Safeguarding, Adult safeguarding, Equalities and Diversity.

## **9. Photographs and videos**

Photographs may be taken during class or during show rehearsals and performances.

The media may be contacted in relation to a special achievement or fundraising event and photographs may be placed by LEADA in the local papers and/ or social network sites connected to LEADA:

- Facebook page (LEADA Cambs and Viva La Voce)
- LEADA website ([www.leada.biz](http://www.leada.biz))
- Wisbech Forum, Twitter etc

Names of individuals will not be included unless they have received an award

Any performances may be filmed by an appointed Photographer/ Film-maker.

To comply with Child Protection Safeguarding, audience members will not be permitted to film performances or rehearsals using mobile phones or other photographic devices unless they are the appointed photographer.

To comply with Data and Child Protection it is necessary that we have parents' permission to publish photography or video footage of your child. Please read carefully the following occasions when your child's image may be used.

Photographic images may be used:

- on the LEADA website
- marketing or promotional literature
- Posters, flyers, programmes
- in any relevant news articles, in print or digital format.

If you disagree with any of the points above, you must enclose a letter stating your objections and return it with the signed registration form. We will ensure your wishes are carried out, sensitively.

Members of Viva La Voce who wish not to be filmed or photographed, should notify the photographer/ film-maker to have their wishes respected.

## **10. Volunteers**

Volunteers are encouraged to come forward to support our work.

This may take the form of backstage work, Making/ building props, set, costumes etc or Front of House duties. Volunteers may also work as role players and supervisors, fund raisers and event organisers.

Any volunteers working directly with children, will require a DBS certificate. LEADA Cambs CIC will request a DBS check undertaken by the Government's Disclosure and Barring Service before being appointed. LEADA Cambs CIC will also require two references.

All chaperones are volunteers and they will be subjected to an enhanced DBS check. There is no cost to Volunteers for a DBS certificate or a chaperone licence.

Chaperones and DBS checked volunteers will need to attend a safeguarding course organised by the Safeguarding Director, Lindzi Morgan. and every time the licence is renewed (every three years)

Volunteers will be invited to apply and be informally interviewed. They will be given induction training (depending on skills required) and will be supported by a dedicated member of the management team. Please see the Volunteers policy

## **11. Equality and Diversity**

We promote equality of opportunity and provide a supportive and inclusive environment. Please see our Equalities and Diversity Policy

## **12. Data protection**

We collect information to use only in connection with running our classes as necessary.

Your information is kept securely and only a limited number of appointed staff have access to your details.

Certain information is necessary to ensure safety, customer satisfaction and contact details for emergencies and to provide information about the classes.

We will ask your permission to keep only necessary information about you.

We will not pass on your details to any other organisation or interested parties.

Images of children in previous performances and classes, may be used to promote our work. We will ask your permission to continue to use these images after membership has ceased. If you do not want your images to remain in our archive, they will be permanently deleted.

Your details will be withdrawn from our records (deleted or paper copies shredded) when you or your child ceases to be a member.

We will keep an email address to inform you of returning dates and term start dates but this information will be deleted from our records, should you not respond. Once this happens you will need to re-register if you or your child wish to return to classes.

Membership includes news updates in the form of posts and Newsletters sent via email or mail chimp. When membership ceases you will no longer receive news updates.

If in the event of admin error, you are receiving emails from LEADA Cambs CIC and you are no longer a member, please let us know so that we may respect your privacy and delete your contact details.

### **13. Purchasing tickets for performances**

Tickets for performances will be on sale to purchase ahead of the performances or on the performance date, providing there are places still available.

Tickets will be sold on a first come first served basis.

Tickets for the performances will be sold at class sessions or on the door at the venue.

Performing events, Living History events at venues other than the Queen Mary Centre may be charged for by the venue. Your agreement to purchase entrance is with the venue and not with LEADA Cambs CIC and will therefore be subject to the terms and conditions of the venue concerned.

### **14. Our Pledge to you**

We pledge to provide a positive experience for those engaging in our classes. Concerns and complaints will be taken seriously, dealt with and resolved asap.

Any concerns relating to the classes content or what is being asked of class members should be addressed to Linda Ekins, Creative Director and principal tutor ([linda@leada.biz](mailto:linda@leada.biz))

Any concerns relating to finance or the website should be directed to Steve Ekins, Finance and IT Director ([steve@leada.biz](mailto:steve@leada.biz))

Any Concerns relating to Safeguarding/Child protection should be directed to Lindzi Morgan, Safeguarding and Child Protection Director ([lindzi@leada.biz](mailto:lindzi@leada.biz))

Any concerns relating to Marketing, press releases or status updates on social media should be directed to Kris Lightburn Marketing Director ([kris@leada.biz](mailto:kris@leada.biz))

Any queries from parents or members in general may be addressed to Valerie Robins, Director, who will pass them on or resolve them ([valerie@leada.biz](mailto:valerie@leada.biz)) or Linda Ekins ([linda@leada.biz](mailto:linda@leada.biz))