

## **Online Safeguarding and Terms and Conditions**

Participating in any workshop within the NYB Online Workshops on Zoom will confirm your agreement to the following terms and conditions and serves as confirmation of your agreement to follow all guidelines and expectations outlined. Disclaimer NYB strongly recommends that all participants ensure that they are well and injury free before participating in a workshop. It is the responsibility of parents/carers to ensure that this is the case with regard to their child or children.

Participation in any workshop means that you accept and assume responsibility for injury or damage that may result from participation in any workshop. Neither NYB, or the workshop leaders are responsible or liable for any injury, accident or damage to property occurring as a result of taking part in online workshops.

All live and recorded content is the property of NYB and is not to be shared with third parties. The classes must not be downloaded and saved to personal devices.

No photographs or recordings of any sessions can be made or shared publicly. Workshop joining instructions

- 1) All necessary joining information will be sent out one week prior to the commencement of the course/workshop.
- 2) Before signing into a workshop please make sure that the chosen space is safe to use and that participants are appropriately dressed and safe to take part, in line with the health and safety checklist below.
- 3) Please log in to the workshop at least 10 minutes before the workshop is due to start so that the teacher knows that the participants are there and so that workshops can start on time. Please also ensure that cameras are on at all times.
- 4) At the end of every workshop the teacher will end the meeting. Pupils are also required to leave the meeting once the workshop is finished.

## **Safeguarding Participants**

NYB will use Zoom to film the workshops. All live lessons may be recorded to protect both the participant and teacher in the case of impropriety. These recordings are not for any other use than as a record of the workshops and sharing them in any format via email or any other platform including but not limited to social media is not permitted.

A silent witness from the NYB team will be present throughout the workshops in addition to the designated teachers.

All participants must be suitably dressed as if they were attending a physical lesson and in line with the health and safety checklist below.

Remember that anyone who is in range of the camera can be seen at all times. Participants should not undertake lessons in their bedrooms, and teachers will teach in a neutral space if teaching from home.

Participants should ensure that they have referred to the guidelines for physical activities and have completed the 'health and safety checks' before beginning the workshop.

NYB will use the 'waiting room' to ensure that only the correct pupils are present in each workshop. NYB has undertaken considerable research into this area to ensure the safeguarding of participants and will continue to follow updates and changes that may be made to the delivery platform – Zoom.

Online workshops have been set up to ensure that they have the best possible sound and visual quality. Due to different internet speeds and peak time usage there may be occasional lags in the lessons, and to that end workshops are designed to circumnavigate this where possible.

Participants should mute their microphones unless asked to speak by the teacher. This will enable all participants to hear the teacher clearly. Using a 'thumbs up' to acknowledge the teacher may be requested to avoid feedback from microphones.

Parents or responsible adults must ensure that they have carried out a risk assessment of the space intended for use in the workshops in line with the Health and Safety checklist below.  
Etiquette

- 1) A good standard of behaviour and courtesy is expected from each child. Being punctual, tidy and well-mannered will be to the benefit of all the participants on the course.
- 2) Pupils must be polite and considerate to their peers and teachers at all times.
- 3) We reserve the right to remove a student from workshop.
- 4) No photography or filming is permitted during workshops. This applies to attendees and parents.

### **Fees**

- 1) All fees must be paid in advance.
- 2) Refunds are not available unless there are exceptional circumstances and are at the discretion of the General Manager only.

### **Data Privacy**

As delivery platforms will be monitored and subject to review, there should be no expectation of privacy. All information made available during lessons, in whatever format (video etc.), must be treated as confidential and/or proprietary and must not be subject to further sharing.

### **Physical Activity Guidelines**

Before undertaking any physical activity at home, please ensure that you use the checklist below to ensure the welfare and safety of any participant. Please also follow the post- activity checklist. If any participant has a specific health condition or an injury, please ensure this is noted on your application form.

Please check the below before commencing any lesson:

- Is there enough space to carry out this activity safely?
- Is the working area clear of obstacles that could cause injury?
- Are participants wearing appropriate clothing and footwear?
- Have participants taken off any jewellery that may get in the way?
- Is long hair tied back and off the face (if applicable)?
- Is the working space at a suitable temperature?
- Is any recorded music at a safe and suitable volume?
- Has an appropriate warm up for the forthcoming activity been carried out?
- Have participants had suitable nutrition and fluids before starting this activity?
- Is water readily available throughout the workshop?

Please check the following after any physical activity:

- Have participants carried out an appropriate cool down?
- Have participants re-hydrated after ending their activity?
- Have participants changed out of their practice clothes, if necessary? (Please be aware that it may be necessary to put on warm or dry clothes after exercising)

### **Safety Guidelines for Filming:**

1. All participants under the age of 16 must be supervised by an appropriate adult during the filming of their choreography.
2. Make sure that the space around you is clear and that you have enough space to work safely. If you are not sure please ask an adult to help. This is particularly important if you are working outside.
3. Make sure that you are fit to participate and have no injuries. If you have concerns, please speak to a qualified medical professional. Any exercise or fitness programme carries with it a risk of injury. If you choose to participate you agree that you are doing so at your own risk and with the permission of an appropriate adult. National Youth Ballet cannot be held liable for any resulting injury or damage to property.
4. Please make sure that you are wearing appropriate footwear and clothing to be able to participate safely.
5. Please ask permission from a parent or carer before posting any images or video to Instagram.
6. Video content must come from parents' account if participants are below the age of 13.

### **Consent for the Choreographic Challenge:**

1. The participant consents to NYB uploading and sharing on NYB social media platforms their one-minute choreographic video which they have submitted for judging.
2. The participant consents to NYB uploading and sharing the Zoom tutorials which they partake in during the Choreographic Challenge on NYB's password protected vimeo account.