**Welcome**

Welcome to Power Drama School. We hope your child/children will have a very positive experience at Power Drama School. We are members of Create and also The Speech and Drama Teachers of Ireland Association. In order that all of our students can learn in a supportive environment we have a number of policies and procedures in place to ensure that we provide a professional and caring service to all of our students. We ask you to please read our Code of Conduct and Child Protection Policy before registering your child.

**Power Drama School’s Code of Conduct**

Our code of conduct (behaviour) helps us to ensure that everyone at **Power Drama School** can learn in a supportive environment that is safe and free from harm.

Our teachers promise to encourage every student, to treat all students fairly and with respect. Our code of conduct will be taught to all students attending classes.

**Bullying**

At Power Drama School we do not allow bullying.

Bullying can be someone:

* Calling people names or saying hurtful things.
* Swearing at you.
* Pushing you around.
* Hurting your body in any way, such as pushing, pinching,

punching or kicking you. (Physical abuse)

* Leaving you out or ignoring you. (Emotional abuse)

**Respect for Staff/Property**

* Students are asked to listen to the instructions of their teachers during class.
* All students are asked to have respect for **Saint Macullin’s Centre** and any theatre/performance space we will use during the year. This means that students will not damage the property in any way during classes/performance
* Students are asked to respect Power Drama School equipment while at classes – CD player, IPod, Props, Costumes etc
* Students are expected to tidy up after themselves and are responsible for bringing their belongings home after class.
* The use of mobile phones is not permitted during class.

Information on our Child Protection Policy
for Parents/Guardians

Here at Power Drama School we are committed to providing a safe environment for children and young people. Children’s welfare and safety is our top priority. We comply with Children First: National Guidelines for Child Protection and Welfare. To help us achieve this, we have a Child Protection Policy and Procedures which guide our work.

Parents/guardians are children’s primary carers. We work in partnership with parents/guardians to ensure children’s safety and enjoyment of the activities we offer. We ask you to take some time to read our guidelines and programme information. If you have any questions or concerns you can talk to Loraine Power; our Designated Person for Child Protection.

Here are some questions you might want to ask:

What is a child protection policy?

A child protection policy is a statement of the organisation’s commitment to keep children and young people safe and to report any concerns about their welfare. The policy will contain procedures for how this is done in the organisation.

These will usually include:

* A code of behaviour for staff.
* A safe recruitment policy.
* A Designated Person who deals with child protection issues.
* Procedures for reporting concerns to the HSE.
* Procedures for dealing with allegations against staff or volunteers.
* A confidentiality policy.
* A complaints policy.
* An accidents and incidents reporting policy

What should I expect from an activity or group my child takes part in?

* You can expect your child’s safety and welfare to be the top priority.
* You will be informed about and asked to give your consent for all activities your child is involved in.
* You will be asked for some personal information, such as contact details and any health information which is relevant for your child.
* You can expect that members of staff are carefully selected and suitable to work with children and young people.

What does confidentiality mean?

* Confidentiality means that information in relation to you or your children will only be shared with people who ‘need to know’.
* Personal information about your family will be treated with respect and records will be securely stored.

Who does the organisation report to, if they have a child protection concern about a child or young person?

* If we have a child protection concern about a child we are obliged to report it to a Duty Social Worker in the Health Service Executive (HSE), or in an emergency, to An Garda Síochána.
* Reckless endangerment of children is a criminal offence under Irish law which could result in criminal prosecution and imprisonment for failure to comply with the relevant provisions of the appropriate legislation.

What information will be passed on?

* We will pass on the child’s name, address and age, your name and address and will say what the reason for concern is.
* We will also include the name of the person making the report.
* Anyone making a report of suspected child abuse, provided they act ‘reasonably and in good faith’ will have immunity from civil liability (Protection for Persons Reporting Child Abuse Act, 1998).

Do I have a right to see information about me or my child?

* Yes. You have a right to see any records that are kept about you or your children.

Is there a code of behaviour for staff, children and young people,
volunteers, parents?

* Yes. A code of behaviour for staff, including volunteers, is part of our child protection policy.
* We have a code of behaviour for children and young people.
* We have an anti-bullying policy.
* We also ask parents/guardians to comply with certain measures to ensure their children’s safety (see below).

Who can I talk to if I have a concern about a child?

* If you have a concern about a child or young person, you can talk to Loraine Power our Designated Person. She will listen to your concern and explain our Child Protection Policy to you.
* Alternatively, you can contact a Duty Social worker in the HSE directly (contact details for local area Duty Social Worker).

Is there a complaints policy? Who can I talk to if I have a complaint?

* Yes, we have a complaints policy.
* If you have a complaint you can talk to or e-mail Loraine Power (powerdramaschool@hotmail.com). We will endeavour to respond to your complaint within forty- eight hours.

Are staff vetted by the Gardaí and are references checked for all staff and volunteers?

Yes, all teachers are Garda Vetted to work with children. References are checked for all staff. Volunteers assisting at shows who are in direct contact with students are Garda Vetted. We are members of Create and the Speech and Drama Teachers of Ireland Association.

Can I come and visit or stay and watch the activities if I want to?

* Yes. You are always welcome to visit. Sometimes when children/young people are rehearsing for a show they may prefer their parents wait and see the show on stage rather than at rehearsals but you and your child/children can decide which you would prefer to do.

**Parents Co-operation**

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| **In order to help ensure children and young people’s safety and welfare we ask parents to:*** Bring and collect children **on time** for class. Staff at Power Drama School, are not responsible for children outside of scheduled class times.
* If your child has permission to walk home alone after class or if another adult has permission to collect your child please let us know.
* Give us any relevant information you think it is important for us to know in order to ensure your child’s safety, happiness and wellbeing. (Eg: medical requirements of the child, ability to participate in activities – any difficulty in reading, speaking, concentrating etc, emergency contact details. Information of any additional supports your child may need. )
* Follow directions of staff when requested.
* Complete and sign registration and consent forms for programmes as requested.
* Ensure your child wears comfortable clothes and footwear to classes and rehearsals.
* Ensure your child brings all of his/her belongings home at the end of class.

We hope your child has an enjoyable experience at Power Drama School and we thank you for your co-operation. |