

MIX UP THEATRE – ONLINE GUIDELINES

GUIDELINES FOR STAFF

Mix Up Theatre provide several classes and workshops online. We run these activities through digital platforms such as Zoom. This document provides guidelines for all workers to keep themselves and the young people safe.



REMOTE WORKING WITH YOUNG PEOPLE AND CHILDREN

When working from home staff will be using their own devices to access online classes and workshops.

- If young people's images need to be downloaded for photo or video editing, then they will be deleted once the edit has taken place and the edited film is uploaded on Mix Up Theatre media platforms.
- Mix Up Theatre staff should be the only adults attending the sessions – unless children require assistance from parents / carers etc.
- Parents / carers will book into the sessions and will have full information regarding the times and dates sessions will take place. If extra classes are required, they will be organized with consent of parents / carers.
- Parents / carers have the option to give image consent for the child or young person. If any student has not given permission, recording of the class cannot take place. Consent option is on registration form at Mix Up Theatre.
- If, for whatever reason, a parent / carer or young person are not happy with the use of content, then the company will not share the content.
- Staff should ensure children and young people attending abide by their set of online guidelines and behaviour expectations from in-person classes.
- As with in-person classes, any continuous behaviour issues should be discussed with a parent / carer.