



**YOUNG ACTORS
ASSEMBLY**

SAFE STUDIO HANDBOOK

JANUARY 2020



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www.youngactorsassembly.com



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WELCOME TO A BRAND NEW WORLD



"I'm proud of what I'm achieving."

JASPER - SUNDAY 40 WK SCREEN ACTOR

OUR PROMISE

At Young Actors Assembly our mission is clear.

We give young people a platform to share their story and in doing so, we listen and they are heard. We are passionate about creating a generation of young people who are more respectful and concerned about their rights and the rights of others.

Modelling effective leadership skills and respecting young peoples values has a profoundly positive influence on each student's personal and social development. At Young Actors Assembly we are committed to sharing a culture of respect, acceptance and understanding.

Our highest priority is to nurture and support our students with skills to move throughout their lives with confidence and our structured classes and internal operations all reflect that commitment.

Our team of qualified educators bring a diverse range of professional experience and cultural perspectives to Young Actors Assembly. They are passionate about teaching and value high quality education and all hold valid working with children checks.

Each of our coaches are committed to continuing their professional development through attending our monthly training sessions and share a responsibility to present themselves as appropriate role models for young people.

We provide a sacred space where actors are empowered to master the skills which enhance their lives and careers. We don't just develop actors, we shape storytellers who are respected for their work ethic, bravery and originality.

This is our promise to you.

David Cuthbertson

FOUNDER & DIRECTOR

CODE OF CONDUCT



YOUNG ACTORS ASSEMBLY STUDENTS...

- Are courteous and respectful to teachers, support staff and fellow students at all times.
- Wear appropriate footwear (or no shoes and socks) to avoid slipping.
- Adhere to our no-bullying policy.

"YAA STUDENTS ARE TAUGHT TO HAVE A STRONG SENSE OF IDENTITY"

- Are connected with and contribute to their world
- Have a strong sense of wellbeing
- Confident and involved learners
- Effective communicators.

YOUNG ACTORS ASSEMBLY FAMILY MEMBERS...

- Strictly follow the drop off and pick up procedure.
- Understand the appropriate time and place for discussions with teachers.

COACH CODE

Young Actors Assembly Coaches and Team Members are handpicked for their respect and experience working with you people. Our coach code begins here:

- 1.Begin each term with Young Actors Assembly prepared class plan.
- 2.Meet and greet parents and students at the start of each term.
- 3.Arrive 10 minutes prior to class commencing to prepare the room.
4. Finish each class 5 minutes early to ensure smooth crossover of classes.
- 5.Ensure that your mobile is always turned off during teaching hours.
- 6.Will not develop any special relationships with students that could be seen as favouritism.
- 7.Will not exhibit behaviours with students which may be construed as unnecessarily physical.
- 8.Facilitate any changes to the syllabus that may need attention.
9. Ensure that all children treat each other with respect.
10. Educate YAA values and positive affirmations throughout each class towards all students.
- 11.Ensure all syllabus projects are completed and scheduled.
- 12.Ensure children are accompanied by one other child when using the bathroom.
- 13.Become accustomed to all emergency exits and first aid kits at each venue.
- 14.Take note of any incidents in Incident form after class,
- 15.Follow up the issue with workshop co-ordinator or creative director.If time permits,
16. Do not have the right to contact any student outside of the class via communication technologies such as: social media, email, mobile phones, text or websites.





**"I transformed my fear
into freedom."**

SAVANNAH -40 WEEK SUNDAY SCREEN ACTOR

HIRING AND TRAINING

POLICE AND SAFETY CHECKS

All Young Actors Assembly staff and contractors will have valid Working With Children status.

**"Young Actors
Assembly prides itself
on hiring and training
exceptional personnel
as teachers and
support staff."**

TEACHER TRAINING, MENTORING AND SUPERVISION

Young Actors Assembly teachers and support staff maintain an excellent level of knowledge, understanding and procedural awareness throughout the year. We ensure a very high level of expertise in child safety and wellbeing through:

APPLICATION AND INTERVIEWING PROCESS

Our comprehensive application process makes clear the responsibilities of each role on the team and is designed to ensure the right fit for each position. Suitable applicants are interviewed to assess their suitability for the role and a probation period accompanies each new hire. References are checked and the feedback recorded in the applicant's file.

**Safety meetings every 6 months
whereby teachers and team
members are:**

- 1. Updated on Child Protection Training**
- 2. Updated on First Aid procedures**
- 3. Updated on process of Reporting Hazards / Incidents.**

RESPONDING AND REPORTING

'Child abuse is an act (or omission) which endangers a child's health, wellbeing and/or development.'

Child Abuse includes:

Sexual Abuse

Emotional Abuse

Exposure to Family Violence

Neglect

Grooming

In the event that any team member suspects any form of child abuse, the following procedure must occur:



ROSH = Risk of Significant Harm

Refer to Department of Community and Justice website to cross check Guidelines for Reporting.

SAFETY PROCEDURES

1. Physical Safety

1.1 Drop off & Pick Up

All parents are expected to follow the following procedure for drop off/pick up specific to each location:

Foveaux St Studio

- Parents should park on the street and walk with their child to the building.
- Parents are not permitted to double park to drop off / pick up.
- Parents deliver child and pick up at the front door of the building.
- Teacher will deliver students to and from the studio to the front door.
- Teacher will be at the door for a 5 minute maximum change over after which time they will be back in the studio for the next class.
- Parents who are running late to drop off or pick up their child should email classes@youngactorsassembly.com to notify the teacher.

Village Nation Studio

- Parents should park on the street and walk with their child to the building.
- Parents are not permitted to double park to drop off / pick up.
- Parents deliver child and pick up at the front door of the building.
- Teacher will deliver students to and from the studio to the front door.
- Teacher will be at the door for a 5 minute maximum change over after which time they will be back in the studio for the next class.
- Parents who are running late to drop off or pick up their child should email classes@youngactorsassembly.com to notify the teacher.

"At the Young Actors Assembly we are constantly reviewing and improving our procedures to ensure the safety and wellbeing of our students and families."

All students under 13 should be accompanied to and from class by an adult. Students 13+ are permitted to arrive and depart the classes on their own (unless parent specifies otherwise).

Miranda Studio

- Parents should park on the Kingsway and walk their child to the gate.
- Parents are not permitted to double park to drop off / pick up.
- Parents are not permitted to drive onto the school grounds.
- Parents deliver child and pick up at the waiting area at the Kingsway gate.
- Teacher will deliver students to and from the studio to the gate.
- Teacher will be at the gate for a 5 minute maximum change over after which time they will be back in the studio for the next class.
- Parents who are running late to drop off or pick up their child should email

classes@youngactorsassembly.com to notify the teacher.

SAFETY PROCEDURES

1. Physical Safety

Riley Studio

- Parents should park on the street and walk with their child to the building.
- Parents are not permitted to double park to drop off / pick up.
- Parents deliver child and pick up at the waiting area at the top of the stairs.
- Teacher will deliver students to and from the studio to waiting area.
- Teacher will be at the door for a 5 minute maximum change over after which time they will be back in the studio for the next class.
- Parents who are running late to drop off or pick up their child should email classes@youngactorsassembly.com to notify the teacher.

1.2 Class Activities requiring Special Attention

- Suitably qualified teachers will be contracted to ensure safe procedures are followed. e.g. Stage Combat.

"At the Young Actors Assembly, the safety of our students and staff is our first priority"

1.3 Safety in the Studio

When in the studio, students are expected to remain in the allocated space for the duration of their lesson.

Miranda only:

No shoes must be worn past the threshold of the studio space. Students must not touch the Drama Blocks. Stacked at the side of the space. Climbing on these blocks is strictly prohibited.

1.4 Technical Equipment

All YAA equipment is regularly tested to ensure it meets industry safety standards.

SAFETY PROCEDURES

1. Physical Safety

1.5 Teacher Punctuality and Supervision of Students

All teachers are expected to...

- Arrive 15 minutes prior to the class starting to ensure the studio is set for the class
- Remain supervising students throughout the lesson time including throughout the class breaks
- Be aware and monitor those students that do not have permission to leave the studio in the lunch break
- Have knowledge of those students that have permission to publish and take class photos accordingly
- Check the bathroom facilities upon arrival and ensure the venue is left in a similar state upon leaving
- Remain supervising students until all parents arrive to collect them
- Ensure alarm is deactivated upon arrival and secured on departure of the venue (Miranda location only)

1.6 Safety on Location

When on location, appropriate risk assessment will be carried out and students will be informed of specific safety requirements relevant to each location.

"Allergies or serious health conditions are required to be disclosed at the time of a students' enrolment"



1.8 Allergies, Medical Conditions and Action Plans

Any allergies or serious health conditions are required to be disclosed at the time of a students' enrolment. If a parent notes any health concern on the Enrolment Form, a Health and Wellbeing Form must subsequently be completed by the parent to ensure the YAA team are educated on how to deal with any arising health matters.

1.7 FIRST AID

1. First aid kits should be provided to tutors by YAA Head Office.
2. Staff must be able to readily access first aid kits
3. First aid kits should be fully stocked with all items within their expiry date
4. Ensure sufficient staff are trained in first aid
5. Ensure staff members' first aid qualifications are current
6. Put a system in place to update staff members first aid qualifications (3yrs)
7. Relevant staff members should update CPR qualifications every 12 months
8. Ensure all new tutors at YAA have access to first aid equipment + procedures

In the event of any incident, the following procedure must be followed:

1. **Prioritise student needing First Aid attention**
2. **Use First Aid Kit / CPR Procedure / Anaphylaxis Guidelines as provided**
3. **Seek assistance from nearby staff in person or by phone**
4. **Notify YAA Head Office of the incident via Incident Report**

How to do CPR - DRABCD

When you are required to perform CPR, these seven steps:

Danger — Is there any danger to you or other people? Check that the area around you is safe for you and the patient to remain there.

Response — Is the person responsive? Ask them their name or see if they respond to touch. If they do respond, continue to check for injury, keep speaking to them and monitor their response and the situation.

Send for help — If the person was not responsive, call 000 immediately.

Airway — Check the person's airway (mouth and nose) and remove any potential obstructions. Tilt the person's head back by lifting their chin to open the airway.

Breathing — Is the person breathing? Is the breathing normal or gasping or wheezing? If the person is not breathing normally, commence CPR.

CPR — Thirty chest compressions followed by two breaths and repeat. CPR should continue until help arrives or the patient becomes responsive and breathes normally.

Defibrillate — If available, attach an automated external defibrillator (AED) and follow the voice prompts.



EMOTIONAL SAFETY

2.1 BEHAVIOUR MANAGEMENT

Students of the Young Actors Assembly are expected to abide by our Code of Conduct. If students breach our Code of Conduct, the safety of our students collectively is inhibited. The following procedure will occur:

Gentle reminder to abide by Code of Conduct

If breach continues, 1st warning is issued

If breach continues after 1st warning, parent is contacted.

"We have zero tolerance for bullying. Any reports of bullying from students or parents will be acted upon immediately."

2.2 BULLYING

Bullying is an ongoing and deliberate misuse of power in relationships through repeated verbal, physical and/or social behaviour that intends to cause physical, social and/or psychological harm. It can involve an individual or a group misusing their power, or perceived power, over one or more persons who feel unable to stop it from happening.

Bullying of any form or for any reason can have immediate, medium and long-term effects on those involved, including bystanders. Single incidents and conflict or fights between equals, whether in person or online, are not defined as bullying.

2.3 ACCEPTANCE & EMBRACING DIVERSITY

At the Young Actors Assembly we are committed to providing an environment of mutual respect where equal employment opportunities are available to all talent without regard to race, colour, religion, sex, pregnancy, national origin, sexual orientation, gender identity, gender expression or status as an individual with a disability.

2.4 TEACHING METHODS AND PEDAGOGY

This may include teacher tips on how to engage a class eg: lowering the volume of their voice to gain attention as opposed to shouting, inserting fun transitions and using humour.

Bullying can happen in person or online, via various digital platforms and devices and it can be obvious (overt) or hidden (covert). Bullying behaviour is repeated, or has the potential to be repeated, over time (for example, through sharing of digital records).

EMOTIONAL SAFETY



2.5 MENTAL HEALTH

At the Young Actors Assembly we are mindful of nurturing the mental health of our students. Any specific concerns teachers may have should be noted in an Incident Report. Our teachers are encouraged to recommend Headspace to students as a safe place to research mental health concerns.

2.6 POSITIVE ATMOSPHERE: VERBAL INSTRUCTION & FEEDBACK

Common phrases teachers use at Young Actors Assembly:

Insert examples of the words you want to hear every day in your studio eg: 'You did it!' 'Do you mind if I...?' 'Hello James, it's brilliant to see you!'

"YAA coaches use body language to communicate with students, build rapport with them, and make them feel safe and supported."

Make eye contact. It helps establish rapport and trust, and it shows that you're engaged and listening to the students.

Smile. It conveys happiness and encouragement. Frowns show sadness or anger. Big, open eyes suggest fear. An animated face draws the listener in.

Adopt different poses when you want your students to respond in a particular way.

Your hand on your chin encourages students to think about the answer and shows you're waiting for their answer..

Hands out and palms up shows that you're open to questions and answering in a non threatening way.

Observe wait time—don't stare and rush them. Appear relaxed and ready to listen

As actors we work with the body and believe that YAA coaches should reflect positive body language to all students and other staff members.

2.7 POSITIVE ATMOSPHERE: BODY LANGUAGE

Stand up straight. Poor posture—slumped shoulders, stomach sticking out—is not only physically unhealthy, but it can convey a whole range of attitudes and degrees of interest and respect.

Avoid folding your arms blocks you off and makes you appear unapproachable. Don't cross your arms or shuffle papers that aren't related to the lesson, and refrain from looking at your watch when a child is speaking.

Use the whole classroom. Walk around the students' desks to show interest, and indicate approval with a head nod. Caswell suggests leaning slightly forward and moving momentarily into their territory in a nonthreatening way.

Be aware of your facial expressions (or lack thereof!). They can easily convey any number of moods and attitudes, as well as understanding or confusion.

ARTISTIC SAFETY



3.1 How we respond to mistakes

At the Young Actors Assembly, we embrace mistakes as an integral part of learning. Mistakes are met with acknowledgement, discussion and praise in the knowledge that they will help our students grow.

3.3 Freedom of Expression

All students at the Young Actors Assembly are made to feel comfortable expressing their opinions artistically. Our teachers applaud individuality in performance and are training to nurture the minds and hearts of everyone. We value freedom of expression collaboration.

3.2 Encouraging Artistic Risk-Taking

At the Young Actors Assembly we understand that achievements in the arts are directly related to students feeling safe to take artistic risks within their class environment. Our students are encouraged to aim high and believe in their ability to consistently improve their artistic skills. Our team always empower their students by encouraging growth and expansion within their learning.