



PARENT/GUARDIAN INFORMATION ONLINE ACTIVITY WITH FULL HOUSE THEATRE January 2021

Zoom:

The sessions will be held virtually via Zoom. To download Zoom go to: <https://zoom.us/>. This can be downloaded to a mobile telephone or computer but please make sure that you have a working camera and microphone in order that you can participate fully.

On the day of each session, you will receive a link to the Zoom session for that day. Only people with a link will be able to gain access to the session to ensure safety and privacy. This link will be sent to the main contact email address provided above.

When connecting to the session, please ensure that your username will be recognisable to the practitioner, e.g. that it is your child's or one of the contact's provided on this form's names. The practitioner may not be able to admit a participant with a name they do not recognise to ensure that the group remains safe.

Please make sure you are on time for sessions: you may not be admitted to the session if you are more than 5 minutes late as it can be disruptive to the other participants.

In using a company such as Zoom, we cannot guarantee total security with regard to data control. By signing this form you will be confirming that you understand this and are happy to enter into a practitioner relationship with Full House Theatre and that working with us remotely on this basis you understand and accept the risks.

The link below provides you with more information with regard to Zoom and their privacy policy:
<https://zoom.us/docs/en-us/privacy-and-security.html>

If you do have concerns about online security and feel that you cannot agree to these conditions, then online sessions may not be the best option for you.

Zoom is free for you to use, but please be aware that this will require data and internet usage which, depending on your data package, you may incur a cost. Please refer to your own internet/mobile telephone provider for this information.

Connection

If connection is lost during a session, the practitioner will try to reconnect as soon as possible. If they are not able to re-establish a connection they will text all main contact mobile phone numbers provided.

If you lose your connection to the activity and are not able to reconnect please email Full House Theatre to let them know ASAP. This contact address will be provided when you receive the full programme information.



Safeguarding

At Full House Theatre we take safeguarding very seriously, no less so for online activity. For further information about our safeguarding policy please click [here](#)

Please ensure that your child complies with the following guidelines for safe participation in our online activity:

- All participants must be wearing 'day time' clothes i.e. tops with covered shoulders and appropriate bottoms, even if you don't think the practitioner is going to see the child's bottom half. All members of the household who might also be seen on camera should also be dressed appropriately.
- Participants should situate themselves in an appropriate place, i.e. not their bedroom or a bathroom, and if possible backgrounds should be 'blurred'.
- Parents/guardians do not need to take part in activities with their child, but should remain nearby throughout the session in case of any connectivity issues or if your child requires your support.
- Please ensure that the language used by your child is appropriate and that any members of the household nearby, and therefore with the potential to be heard on the device's microphone, are also mindful of using appropriate language.

Staff Code of Conduct

All Full House Theatre practitioners running online sessions are required to abide by Full House Theatre's Code of Conduct. The items relating specifically to online activity are summarised below. Please click [here](#) for the full Code of Conduct:

- All online activity will be led by a Full House Theatre practitioner who will hold an enhanced DBS check and will have undertaken NSPCC Online Training.
- Sessions will be overseen by a member of Full House Theatre core staff. This may change from session to session.
- Practitioners and Full House staff will wear the Full House Theatre uniform of a pink or blue logo t-shirt or hoody, or similar appropriate clothing.
- Practitioners and Full House staff will participate in sessions using official Full House Theatre email and virtual meeting accounts.
- Practitioners and Full House staff will ensure that they have a neutral or 'blurred' background for sessions.
- Staff will record the length, time, date and attendance of any sessions held.