

The Court Theatre Education

## **POLICIES AND PROCEDURES**

The Court Theatre will provide a fun, safe, organised and above all quality programme for participants that exposes them to high-quality arts experiences.

### **CONTACT DETAILS**

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Box Office: 03 963 0870

Education Manager (Rachel Sears): 03 963 0901 / 0220 901 705

[education@courttheatre.org.nz](mailto:education@courttheatre.org.nz)

### **PROGRAMME OPERATION**

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Younger students should be dropped off in the foyer, please don't let your children run across the car park.

Programmes will be based at The Classroom (and at times other spaces in the theatre), situated around the side of the theatre.

Any health or medical conditions (including treatment required, and whether child is 'self medicating') are to be communicated to Education Manager in CONTACT DETAILS (attached). Please include other information necessary to provide care (including cultural awareness).

Any changes to the above must be notified as soon as possible to the Education Manager.

Children under the age of 12 are expected to be signed in and out of the programme. Please notify the Education Manager or Programme Coordinator if they are being collected by someone other than those named on the enrolment form as being authorized to collect.

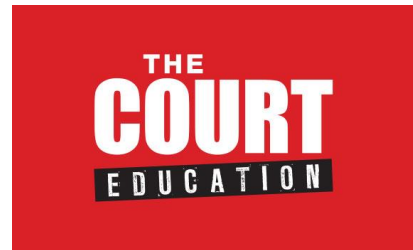
No child under the age of 12 will arrive/leave the programme unaccompanied, unless the permission has been received and signed by a parent/caregiver.

#### **Confidentiality**

The programme will ensure staff and student confidentiality. At all times the programme will comply with the Privacy Act 1993.

#### **Health and Safety**

The Court Theatre will ensure that all holiday programme staff are adequately trained in Health and Safety procedures and that staff comply with all relevant health and safety legislation including OSH requirements. When children are taken off site, staff will follow appropriate supervision and safety procedures.



### **Safety Checks and Hazard Identification**

Any hazards which may cause injury or harm will be identified and evaluated regularly to manage by minimising, isolating or eliminating.

### **Accidents**

In the event of any accident, staff will be immediately informed, appropriate first aid will be administered, and if the child requires urgent medical attention, parents will be contacted. If serious injury occurs, parents will be contacted and an ambulance called. If the situation is urgent, the Education manager will take necessary actions to inform parents and programme staff. All accidents and incidents will be recorded using Accident/Incident Forms.

### **Toilet Facilities**

Children will use the toilet block attached to the foyer.

### **Un-Well Children**

If a child becomes ill during their session they will be made comfortable in a quiet area, and parents/caregiver will be notified and expected to collect the child as soon as possible.

### **EMERGENCY PROCEDURES**

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Evacuation procedure should be displayed, clearly indicating where people can assemble outside the building. All staff are trained in emergency procedure and the evacuation plan.

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**SCHOOL HOLIDAY PROGRAMME:  
EMERGENCY CONTACT DETAILS**

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Child/ren's Name:

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Parent/Caregiver Name:

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Parent/Caregiver Phone:

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Emergency Contact Name:

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Emergency Contact Phone:

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Health/Medical Conditions:

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Please specify required treatment/s:

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Permission to sign themselves out at the end of the day. Y/N

Parent/Caregiver Signature

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Permission to leave the site at lunch time. Y/N

Parent/Caregiver Signature

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**Image Consent Forms – The Court Theatre**

Permission form for the use of a student’s photograph, video or other identifying information. Under the Privacy Act 1993, the organisation should not release any material that contains personal information about students or employees, without permission from the student’s parents or guardians (in the case of primary students) and the student as well (in the case of secondary students).

Student’s parent or guardian, as well as the student - if they are at secondary school - must fill in this form, and the form will be kept on file.

I, the student named below, agree for the photograph(s), video(s) that include me and my appearance to be uploaded to the The Court Theatre website(s) and used in print and to be made accessible and useable by users of that/those website(s). I understand and agree that, once uploaded, the photo(s) or video(s) may be accessed and downloaded by anyone with an online connection and that material published online is available to the world at large. I agree that the photo(s) or videos may be used for other than educational purposes, including in promotional or support materials. I understand that the photo(s)/video(s) may be adapted, re-used, stored, and further communicated to the public for any educational purpose. I agree that copyright in and ownership of the photo(s) or video(s) will belong to the The Court Theatre once uploaded.

Name of parent/guardian (please print) \_\_\_\_\_

Name of student \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Signature of parent/guardian \_\_\_\_\_ Date \_\_\_\_\_

Signature of student \_\_\_\_\_ Date \_\_\_\_\_