



**Theatre Workout Ltd**  
13A Stratheden Road, Blackheath  
London, SE3 7TH  
Tel: +44 (0)20 8144 2290  
www.theatreworkout.co.uk  
enquiries@theatreworkout.co.uk

## **Advice to Teachers: Workshops booked through Theatre Workout Ltd Child Safety & General Information**

The safety and welfare of the child whilst working with Theatre Workout is paramount. We employ suitably trained and experienced staff and aim to provide a secure and safe environment for your students.

**Updated 26 June 2008**

### **Child Safety: West-End Workshops**

#### **Insurance**

- For the safety of the client and employees of Theatre Workout, Theatre Workout Ltd holds Entertainers Liability Insurance. Insurance is held with Hencilla Canworth Ltd, and the policy number is ECL/0229. This insurance includes:
  - Employers Liability: £10m
  - Public Liability: £2m
  - Products Liability: £2m
- Should any client require additional insurance they are advised to:
  - Contact Theatre Workout to increase the existing liability insurance for your group. This will incur a fee to the client
  - Arrange their own insurance to cover all aspects of their business with Theatre Workout
- Clients are advised to contact Theatre Workout in writing regarding any issue relating to Public Liability Insurance.

#### **Child Supervision**

- Theatre Workout is not responsible for your students during your visit.
- Theatre Workout recommends groups consist of at least 1 adult per 10 students.
- A minimum of 1 teacher **must** remain with the group at all times and encourages active participation by teaching staff in the workshop. Should no supervising staff be present at any time, Theatre Workout staff are instructed to stop a workshop and remove themselves from the space until supervising teachers return.
- In an emergency there are always other members of staff on hand at a venue to help: front of house, office and education staff being the first port of call.
- Theatre Workout recommends that students under the age of 14 are always escorted by an adult when they need to leave the workshop space for any reason.

#### **Risk Assessment**

- Theatre Workout may be able to obtain Risk Assessments for clients when made available by the venue. Should a Risk Assessments not be available, appropriate contact information will be offered for clients to arrange to conduct their own Risk Assessment.

## **Evacuation**

- In the event of an emergency evacuation, please follow venue staff instructions.
- Please be aware that each workshop venue used by Theatre Workout will have its own evacuation procedure. Workshop leaders and group leaders should both take responsibility for checking evacuation procedures on arrival at the workshop venue
- Details of the Assembly Point can be obtained from venue staff

## **Child Safety: All Workshops with Theatre Workout:**

### **Accidents and illness**

- Theatre Workout staff are trained to avoid risk in any exercise, and will always exercise caution when conducting any exercise. However, Theatre Workout can take no responsibility for unavoidable accidents outside of its control during the workshop or within the workshop venue.
- In the event of a student suffering an accident during a workshop with Theatre Workout:
  - Both Theatre Workout staff and the group leader will establish what action needs to be taken and will put any measures in place together
  - Theatre Workout staff can not provide any form of medical treatment. If necessary, Theatre Workout staff will contact the emergency services. The group leader must ensure that the child is cared for until further help arrives
  - Details of all accidents should be reported to the Theatre Workout main office in writing by both the workshop leader and the group leader
  - First Aid Kits are usually located within each workshop venue. Please consult venue staff if necessary

### **Emergency contact details**

- Supervising teaching staff should have access to emergency contact information for the students in their care, and should have parental consent for the students to participate in any workshop with Theatre Workout.
- In an emergency, Theatre Workout workshop leaders will contact the Theatre Workout main office for more information.

### **Breaks**

- During a standard two hour-long workshops no break is given. Students are permitted to use facilities within the venue if they need to go. Theatre Workout staff are not responsible for their supervision when outside of the workshop space.
- During a workshop of more than two hours, toilet and refreshment breaks will be provided. Students and/or school staff must provide the groups refreshments unless arranged with Theatre Workout in advance.
- Lunches: During all-day workshops Theatre Workout may be able to arrange lunch to be delivered to the workshop venue by arrangement. Alternatively students can bring a packed lunch or make provision to purchase lunch locally.

### **Safeguarding Children**

- All workshop leaders and assistants are made aware of the Department of Health's guidelines "what to do if you're worried that a child is being abused" and would alert the Theatre Workout main office of any concerns.

## **Police Checks/Disclosure**

- Any member of Theatre Workout who may be unsupervised while working with students be subject to CRB checks. However, Theatre Workout recommends that Theatre Workout staff are never left unsupervised by the client.

## **General Information Regarding Workshops:**

### **Clothing**

- Participants are advised to wear suitable clothing for their workshop. All workshops are interactive and often involve physical activities. Heeled shoes, revealing or tight-fitting clothing is unsuitable.

### **Photography and Filming**

- Theatre Workout permits the use of photography and filming in its workshops provided that copies are provided to Theatre Workout for the companies own documentation.
- Should Theatre Workout wish to use such documentation for its own marketing and promotion activities, the company will seek written consent for the items use.
- Permission to take photos or to film outside the workshop studio must be obtained from the venue management.

### **Complaints**

- Any complaints must be made in writing to:

Adam Milford, The Director,  
Theatre Workout Ltd,  
13a Stratheden Road,  
Blackheath,  
London,  
SE3 7TH

Alternatively you may email [enquiries@theatreworkout.co.uk](mailto:enquiries@theatreworkout.co.uk).

- Theatre Workout will aim to respond within 14 days.

### **Booking Information**

- All invoices are inclusive of VAT at 17.5%. Once paid, a VAT receipt will be issued.
- Once a booking is confirmed, no refunds or exchanges are allowed.
- Failure to pay an invoice by the due date may result in the cancellation of a booking.
- Once a booking is confirmed, details of the booking will be confirmed in writing on the receipt. The receipt will state the subject of the workshop. The client must check all information to ensure no mistakes are made.
- Should the details of a booking be incorrect the client must alert Theatre Workout to resolve at least 7 days prior to the start of the workshop.
- Theatre Workout offers to tailor each workshop to a clients needs. Any specific requirements must be given to Theatre Workout in advance. Workshop leaders may not be able to adapt the workshop on the day.
- Should a workshop be cancelled or delayed by Theatre Workout, a full or pro-rated refund will be made for the cost of the workshop.