

**Watermill Theatre Outreach Department's  
Take Part Guidelines**  
*For Participants, Parents and Guardians*

We hope you will find these guidelines a useful resource as you engage with our Outreach activities. Please do take the time to read them. By participating, you understand and agree to follow the guidelines outlined below.

***As well as being an Outreach space, The Watermill is a working theatre; we have put these guidelines in place to keep participants, staff and our wider community safe.***

For more information or if you have any queries, please contact the Outreach team using the contact details at the bottom of this document.

**OUR LOCATION AND PARKING**

Unless stated otherwise, sessions will take place at The Watermill, in The Studio. There is free parking onsite. If you are staying onsite during the session or just dropping your child off, please park/wait in a designated space and be considerate of others. We ask that as much as possible, parents & guardians of young people participating in evening sessions don't stay in the car park during sessions so that the spaces are free for audience members. During these times, there will be a car parking attendant directing the traffic. On such occasions, please follow their instructions.

The Studio and Outreach Department is located at the far right-hand side of our site as you face the buildings. There are signs pointing to The Studio about the car park and site. When you arrive in the main car park, head towards the farmhouse gate which is on your right-hand side. Turn left and The Studio is straight ahead of you, by some storage sheds.

The safety of children is the responsibility of parents/guardians until they arrive at The Studio space and see their child enter the Studio, and after they are signed out of the space.

**ATTENDANCE AND TIMING**

Please arrive on time for your session to avoid disruption to the group. If you know you are going to be late, please contact a member of the Outreach team using the details below. If you are more than 10 minutes late to a session, without explanation, a member of the Outreach team may contact you.

If The Watermill have arranged a taxi and you are unable to attend, please give as much notice as possible. If this becomes an ongoing issue, it may affect our ability to offer this service to you.

## **ABSENCE**

We hope you can understand if we need at any time to cancel a session due to sickness within our facilitator team, but we will always try our hardest to avoid cancelling.

In usual circumstances, for most groups the expectation is that you will attend a full term of sessions. In certain circumstances, where you have an unavoidable commitment, please inform the Outreach team as early as possible.

If a participant misses more than two sessions, particularly in a period leading up to a performance or sharing, we may be in contact to discuss their commitment/availability for the project.

## **CHECKING IN AND OUT**

Facilitators must witness that all children and young people are dropped off and collected at the beginning and end of sessions. Please help our facilitators by ensuring you check your child in and out. The safety of children is the responsibility of parents/guardians until they arrive at The Studio space and see their child enter the Studio, and after they are signed out of the space. It is likely the space will not be open and the young people in the care of the facilitators until the start time of the session.

If you know you are going to be late to collect your child, please let the Outreach team know as soon as possible. Because we cannot start the next group until all participants have left, it is essential that you collect promptly. If it is the final session of the day, facilitators cannot leave until all participants have left the site.

Facilitators cannot drive participants in their own vehicle, unless in exceptional circumstances discussed with parents, carers or guardians.

## **PARENTS AND GUARDIANS ONSITE**

Parents, guardians and carers are welcome to stay onsite during a session. They should wait in the bar area or in the gardens. These spaces are accessed by heading through the car park, towards the theatre and along the brick pathway. Parents and guardians who stay onsite are fully responsible for any child or young person in their care who is not taking part in the session.

For safety reasons, under no circumstances should anyone enter the main theatre auditorium without being accompanied by a member of staff.

## **READINESS TO TAKE PART**

If participants have any additional needs or experience exceptional circumstances during a term, which may affect engagement, please let us know.

No participant will be able to take part in our outreach activities without our information form having been completed first, by a parent or guardian, or by themselves if they are over the age of 18.

We expect all participants to dress in clothes that appropriately cover them and are safe and comfortable to move around in. We encourage children and young people to not attend in school uniform, to enable them to move freely and also promote self-expression.

Our expectation is that all participants will arrive ready to engage in the work. We expect all mobile phones to be out of sight, in a bag and on silent during sessions.

### **GROUP DYNAMICS**

We strongly discourage siblings from attending the same group, but we will assess this on a case-by-case basis, in line with the expectations as described below.

We think carefully about the dynamic of a group, splitting participants into appropriate age categories. We expect participants to attend the right group for their age. In exceptional circumstances, and on a case-by-case basis we may review this only in discussion with guardians, participants, and facilitators.

### **OUR EXPECTATIONS**

Whilst our priority is to engage everyone in our community where possible, for the safety and wellbeing of all our participants and staff, we expect everyone to adhere to the expectations detailed below.

#### **Participants**

The Watermill's expectation is that all participants have the **capacity to engage in group work**. This will be demonstrated by participants:

- Listening to and respecting all facilitators and other participants
- Focusing on the set task and asking for support as necessary
- Staying in the designated working space

In the event that the above expectations are not met by participants, The Watermill will respond with the following protocol:

*Step 1:* Verbal warning given in the room and concern raised with Outreach Director.

*Step 2:* Concern raised with Outreach Director and addressed with parents/guardians or participants.

*Step 3:* Outreach team to talk with parents/guardians or participants about group suitability, discussing alternative options for the participant where applicable or signposting to relevant services.

#### **Facilitators**

Our expectation of facilitators is that they **treat participants with respect**. This will be demonstrated by facilitators:

- Listening and respecting individuals' contributions
- Not tolerating bullying or inappropriate behaviour between participants or staff
- Supporting participants individual needs as necessary

Where facilitators are not adhering to expectations, this will be addressed by The Watermill Outreach Director or a member of management - you are welcome to raise concerns with us via the contact info at the bottom of this document.

### **OUR SAFE TOUCH POLICY**

It is in the nature of theatre work that moments of appropriate physical touch may occur between participants and facilitators. The four main areas where touch may occur:

- If a participant is upset and turns to a facilitator for comfort and reassurance, such as giving a hug or holding a hand, a facilitator may offer appropriate physical comfort for that moment.
- If the facilitator needs to intervene to prevent the participant from hurting themselves or others.
- Within the imaginative realm, such as when two characters in a story or improvisation hug/hold hands/high five. Participants and facilitators may initiate or receive touch within the narrative. This may also occur when exploring theatre styles such as physical theatre.
- Touch might occur within warm-ups/movement exercises, e.g. back to back, high fives, handshakes etc.

It is the responsibility of the facilitator that only appropriate touch occurs between facilitators and participants and between two or more participants within the context of the session. Facilitators will gauge permission and if necessary, vocalise what they are doing to encourage agency. For example, "Would it be alright if I put my hand on your shoulder to demonstrate this exercise?"

### **RISK ASSESSMENT AND SAFEGUARDING**

The Watermill Theatre has a Child and Adults at Risk Safeguarding Policy and Risk Assessments for sessions. These are available from the Outreach department on request.

### **PHOTOGRAPHIC AND VIDEO CONSENT**

The Watermill will ask for video and photographic permission for participants. Uses may include brochures, social media, website and advertisements. Names will never be used unless additional permission is sought.

By agreeing to photographic consent, you agree to the above. If circumstances change, please contact a member of the Outreach team.

### **SOCIAL MEDIA, PHONE AND EMAIL**

Staff and facilitators will not send or accept friend or follow requests, or make personal contact with participants, on any social media platforms. No contact will be made via facilitators' personal devices. All enquiries or concerns should come to the permanent Outreach team using the contact details below.

### **ONLINE WORKING**

For any online sessions, the waiting room feature will be activated. To help our facilitators, please ensure your Zoom username is the same name as you booked your place on this course.

Please **do not** share the Meeting ID or Password with anyone.

Please find an appropriate, preferably quiet space to take part. You may need to move around so please move any obstacles or trip hazards!

Under no circumstances should any participants record or take photos of online sessions. If sessions are going to be recorded for any reason, we will always let participants know or check consent.

### **CONTACT DETAILS**

Outreach Director	Heidi Bird	Email: <a href="mailto:heidi@watermill.org.uk">heidi@watermill.org.uk</a> Direct Line: 01635 570 927
Outreach Assistant	Matty Green	Email: <a href="mailto:outreach@watermill.org.uk">outreach@watermill.org.uk</a> Direct Line: 01635 570 934
Community Associate	Angharad Arnott Philips  Lixi Chivas	Email: <a href="mailto:angharad@watermill.org.uk">angharad@watermill.org.uk</a> Direct line: 01635 744754  Email: <a href="mailto:lixix@watermill.org.uk">lixix@watermill.org.uk</a> Direct Line: 01635 570 918 Work Mobile: 07470 114 826
Careers in the Arts Project Lead	Angharad Warren	Email: <a href="mailto:careersinarts@watermill.org.uk">careersinarts@watermill.org.uk</a>
Careers in the Arts Lead Facilitator	Aimee Winch	Email: <a href="mailto:careersinarts@watermill.org.uk">careersinarts@watermill.org.uk</a>

**The Watermill Theatre ADDRESS:** The Watermill Theatre, Bagnor, Newbury, Berkshire, RG20 8AE