

# LEADA

**Terms and  
Conditions**

## **Terms and Conditions**

**LEADA CAMBS CIC Drama classes** offer children and young people between the ages of 5 - 18 years the chance to learn, to act and develop confidence in a fun, safe environment. As a member of LEADA, your child can expect to be taught by our highly qualified Drama tutors, who are fully trained to offer a wide range of drama skills and styles, including puppetry, mime, stage combat, voice and movement. Your child will also be taught by qualified guest tutors and choreographers holding an enhanced DBS certificate. LEADA membership fees cover Drama classes, usually 10 in a term, rehearsals and performance events.

As a member of **Viva La Voce**, adults age 18+ will be guided by Linda Ekins, a professional vocal coach, and, with guest vocal artists and musicians, offered a wide range of techniques, exercises and skills to improve their vocal strength and confidence. They are not expected to read music scores and they don't need to audition for a place in Viva la Voce. Once the membership fee is paid, members can enjoy a minimum of 10 sessions per term and discounted access to other music events, designed to supplement the classes. As class members gain confidence in singing, they will be invited to take part in performances.

These Terms and Conditions supersede any previous Terms and Conditions distributed in any form.

LEADA CAMBS CIC reserve the right to change any of the Terms and Conditions at any time and with minimal prior notice.

The Terms and Conditions are set out to inform parents, children and adult members what to expect as a member of our organisation. By enrolling at LEADA Cambs CIC, you confirm that you have read and accept these Terms and Conditions.

### **1. Attendance**

It is the parents'/carers' responsibility to encourage regular attendance of classes so your child may progress and be able to engage in activities fully and with confidence.

If your child cannot attend due to illness or other commitments, where possible, you should inform the tutor no later than 16:00 hours on Wednesday to avoid delays in starting the class and so that adjustments can be made to lesson plans if necessary. Text [Mob:07523712633](tel:07523712633)

It is the parents'/carers' responsibility to encourage commitment in preparation for performance. Tutors should be informed of planned absences in advance so that the rehearsal schedule may be altered to accommodate them.

If, for whatever reason, there is a problem with your child taking part in a performance, we request that steps be taken to resolve the problem, through discussion with the tutor. This needs to be done promptly to resolve issues and minimise disruption.

We understand that as the children love taking part in Drama classes, this is an obvious means to control behaviour by withdrawing the privilege of attending. However, we ask that you try to avoid this as it affects the progression of ongoing work with your child and that of the other children in the class.

We understand how difficult it is to balance leisure activities with exam revision. We accept that your child's exam timetable takes precedence. We request that we are informed of dates when your child may not be able to attend (ie they are taking a GCSE exam on Thursday) We will manage how much they will be required to learn so that it does not put undue pressure on students who are studying for exams determining options, or CGSE or A level exams. We will make their Drama experience meaningful, interesting and above all a fun break in routine, which will help to dispel exam anxiety.

We want all our members to enjoy and freely take part in our classes. We request that any concerns, no matter how trivial they appear to be, are raised and discussed with the tutor or relevant Directors who are here to help you get the most out of being a member of LEADA. We pride ourselves on being flexible and able to accommodate everyone and resolve any issues which may arise. To simply stop attending is not beneficial to the child and causes unnecessary anxiety and stress for everyone else.

Parents requested to help their child to endeavour to do their best, persevere if they encounter difficulties and support others in the class/ cast of their show.

**Viva La Voce** members benefit from attending all sessions as they progress with each technique and skill encountered and gained but in the event of absence, it would be appreciated if members let the tutor know in advance so that lesson plans can be modified if necessary. Members are given enough notice to ensure that they can attend a performance and sing well with confidence. They are encouraged to face the fear and do it anyway as doing so is a key part of boosting confidence. However, nobody is forced to perform if they don't want to.

## 2. Fees & Refunds

All class fees should be paid in advance at the beginning of each 10-week term/ course. You will be invited to pay The **LEADA membership fee** for the term and this covers all classes and extra events, some of which are free or discounted.

**LEADA Drama Classes:** this assures your child's place in the class. It instills a commitment to attend every class and this will help them to become part of a team and social group. It will build confidence and raise self-esteem, social and communication skills.

**There is a free taster session.** After this, if they like it, they pay the LEADA Membership fee. If Drama is not from them, they pay nothing

**There is a bursary funded by the Healthy Fenland fund.** The bursary is to enable families on low income to have access to the classes, giving children and young people a unique opportunity to develop confidence and life skills which help them to progress with raised self-esteem.

**Viva La Voce classes** are paid termly in advance. **There is a free taster session.** After this, if they like it, they pay the LEADA Membership fee. If Viva is not from them, they pay nothing. Classes may take the form of a theatre visit or workshops at a different venue. This will be part of the planned programme for the class. Whenever possible they will not be charged extra for some events or payments may be discounted.

Refunds will not be given in the event of a student missing a class due to illness or holiday. If the class is unable to take place due to the Tutor or venue being unavailable, an additional class will be scheduled.

## 3. Parents' Responsibility

It is the parents' /carers' responsibility to supervise their child before and after their class times. LEADA tutors and chaperones are not responsible for your child outside of class times. The staff of the Queen Mary Centre are not responsible for the supervision of your child at any time. They are only responsible with regard to health and safety regulations for the care and safety of anyone present in the building. It is the parents'/ carers' responsibility to stay with their child until the tutor invites the children into the drama class space at the beginning of the lesson.

Children are not allowed in the Drama space without supervision for health and safety reasons.

It is the parents'/carers' responsibility to be ready to receive the children at the end of the lesson in the foyer. Tutors and chaperones will hand over the children in Upstage at the end of the lesson. If an alternative adult will be collecting your child, please let us know who they are, prior to the start of class.

Centre Stage members will meet those collecting them at an agreed meeting place e.g. the foyer. Parents should stress to their children the importance of waiting inside the building to be collected, particularly in the Winter months.

Children and young people will not be allowed to make their way home alone. We have a duty of care to ensure safe handover to parents /carers. Centre Stage members must be collected before 21:00. After this time, LEADA will be charged for another hour of Venue Hire. Should this happen the cost may be passed on to the parent.

#### **4. Property**

All Children's items of clothing and property must be clearly marked with the owner's name as there are many other clubs and visitors to the Queen Mary Centre.

Children should not bring valuable items to class. We accept no responsibility for any items left on the premises.

#### **5. Uniform**

There is no compulsory uniform for LEADA members. Relaxed, comfortable clothing and suitable footwear should be worn for Drama classes. Children are united by the creation of Drama they do together while maintaining their sense of identity.

#### **6. Health and Safety**

**LEADA Drama Classes:** Children and adults shall act in such a manner to ensure there is no risk to anybody's safety. Children and adults shall be mindful of each other and show consideration and respect.

Food and drink should not be taken into class except in certain circumstances e.g. your child is Type 1 diabetic. However, members are encouraged to have bottled water to hand.

Younger Children in Upstage (Key Stage 1) are supervised by chaperones if needing to use the toilet. Please ensure your child uses the toilet before the class starts, to avoid disruption to the lesson. Older children have free access to toilet facilities.

There is always at least one appointed first aider in attendance during all classes. All staff undergo basic first aid training. Where necessary, if any assistance is given, parents will be notified and the treatment recorded in the Accident Book.

Any incidents of bullying should be reported to the tutor who will endeavour to resolve issues. (Please see Child Protection Safeguarding policy)

**Viva La Voce Classes:** Please inform the Tutor if you have any medical conditions or additional needs which may cause difficulties in engaging effectively in the classes. The Tutor will endeavour to accommodate you, so your enjoyment of the class is not impaired.

If refreshments are supplied, please inform the tutor of dietary requirements eg, gluten free options or peanut allergies.

Members are expected to be respectful and considerate to other members.

All adults have the right to feel safe and confident through engaging in LEADA activities. Please see our Adult Safeguarding Policy.

LEADA Members, audiences and staff are fully protected by our insurance policy as long as they comply with regulations regarding Health and Safety. Reckless behaviour may affect the policy terms and conditions. Great care is taken to minimise risk of injury in all

classes and rehearsals. Risk assessments are carried out and any issues flagged up are dealt with as appropriate.

## **7. Child Protection**

The Tutors and Chaperones in LEADA Cambs CIC have been subjected to an Enhanced Disclosure assessment through the Disclosure Barring Service (DBS, formerly CRB) which confirms suitability for working with children, young people and young adults. Please see our Child Protection Safeguarding Policy.

## **8. Bullying**

We do not tolerate bullying in any form. We reserve the right to ask anyone found to be bullying to leave the classes. If you have any concerns, please speak to a Tutor or our Child Protection Safeguarding Director, Amy Field

Please see our policies on; Child Protection Safeguarding, Adult safeguarding, Equalities and Diversity.

## **9. Photographs and videos**

Photographs may be taken during classes. The media may be contacted in relation to a special achievement or fundraising event and photographs may be placed by LEADA in the local papers and/ or social network sites connected to LEADA:

- Facebook page (@LEADA Cambs CIC)
- Instagram
- LEADA website ([www.leada.biz](http://www.leada.biz))
- Wisbech Forum
- QMC Facebook page and website
- Oasis Facebook page

Names of individuals will not be included unless they have received an award  
Any performances may be filmed by an appointed Photographer/ Film-maker.

To comply with Child Protection/ Safeguarding, audience members will not be permitted to film performances or rehearsals using mobile phones or other photographic devices unless they are the appointed photographer.

To comply with Data and Child Protection it is necessary that we have parents' permission to publish photography or video footage of your child. Please read carefully the following occasions when your child's image may be used. Photographic images may be used:

- on the LEADA website, Facebook page and local Social Media forums and shared on Facebook and Instagram
- marketing or promotional literature
- Posters, flyers and programmes
- in any relevant news articles, in print or digital format

If you disagree with any of the points above, you must enclose a letter stating your objections and return it with the signed registration form. We will ensure your wishes are carried out, sensitively. Members of Viva La Voce who wish not to be filmed or photographed should notify the photographer/ film-maker to have their wishes respected.

## **10. Volunteers**

Volunteers are encouraged to come forward to support our work. This may take the form of backstage work, making/ building props, set, costumes etc or Front of House duties. Volunteers may also work as role players and supervisors, fund-raisers and event organisers. Any volunteers working directly with children, will require an enhanced DBS certificate.

LEADA Cambs CIC will request a DBS check undertaken by the Government's Disclosure and Barring Service before being appointed.

LEADA Cambs CIC will also require two references.

All chaperones are volunteers and they will be subjected to an enhanced DBS check. There is no cost to Volunteers for a DBS certificate or a chaperone licence.

Chaperones and DBS-checked volunteers will need to attend a safeguarding course organised by the Safeguarding Director, Amy Field and every time the licence is renewed (every three years)

Volunteers will be invited to apply and be informally interviewed. They will be given induction training (depending on skills required) and will be supported by a dedicated member of the management team.

Please see the Volunteers policy.

## **11. Equality and Diversity**

We promote equality of opportunity, providing a supportive and inclusive environment. Please see our Equalities and Diversity Policy

## **12. Data protection**

We collect information to use only in connection with running our classes as necessary. Your information is kept securely and only a limited number of appointed staff have access to your details. Certain information is necessary to ensure safety, customer satisfaction and contact details for emergencies and to provide information about the classes. We will ask your permission to keep only necessary information about you. We will not pass on your details to any other organisation or interested parties.

Images of children in previous performances and classes, may be used to promote our work. We will ask your permission to continue to use these images after membership has ceased. If you do not want your images to remain in our archive, they will be permanently deleted. Your details will be withdrawn from our records (deleted or paper copies shredded) when you or your child ceases to be a member.

We will keep an email address to inform you of returning dates and term start dates but this information will be deleted from our records, should you not respond. Once this happens you will need to re-register if you or your child wish to return to classes.

Membership includes news updates in the form of posts and Newsletters sent via email. When membership ceases you will no longer receive news updates.

If in the event of admin error, you are receiving emails from LEADA Cambs CIC and you are no longer a member, please let us know so that we may respect your privacy and delete your contact details.

## **13. Purchasing tickets for performances**

Tickets for performances will be on sale to purchase ahead of the performances or on the performance date, providing there are places still available.

Tickets will be sold on a first-come, first-served basis. Tickets for the performances will be sold at class sessions or on the door at the venue.

Performing events, Living History events at venues other than the Queen Mary Centre may be charged for by the venue. Your agreement to purchase entrance is with the venue and not with LEADA Cambs CIC and will therefore be subject to the terms and conditions of the venue concerned.

## **14. Our Pledge to you**

We pledge to provide a positive experience for those engaging in our classes. Concerns and complaints will be taken seriously, dealt with and resolved asap. Any concerns

relating to the classes content or what is being asked of class members should be addressed to Linda Ekins, Creative Director and principal tutor ([linda@leada.biz](mailto:linda@leada.biz))

Any concerns relating to finance or the website should be directed to Steve Ekins, Finance and IT Director ([steve@leada.biz](mailto:steve@leada.biz))

Any Concerns relating to Safeguarding/Child protection should be directed to Amy Field, Safeguarding and Child Protection Director

Any concerns relating to Marketing, press releases or status updates on social media should be directed to Linda Ekins Creative Director and Marketing ([linda@leada.biz](mailto:linda@leada.biz))

Any queries from Viva members in general may be addressed to Keith Holgate Director, who will pass them on or resolve them (LEADA What'sApp group) or Linda Ekins ([linda@leada.biz](mailto:linda@leada.biz))

Reviewed and Updated September 2023