



**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.

In response to the COVID-19, we have put some changes or additional Guidelines in place. These are highlighted in red.

For more information or if you have any queries, please contact the Outreach team using the contact details below.

OUR LOCATION AND PARKING

Outreach sessions are currently taking place offsite at either Sutton Hall, Stockcross or Boxford Village Hall. The addresses for the halls are at the bottom of this document. There is parking onsite.

In usual circumstances, sessions will take place at The Watermill and there is free parking onsite at The Watermill. If you are staying onsite during the session or just dropping your child off, for safety reasons, please park/wait in a designated space and be considerate of others.

The Outreach Department is located at the far right-hand side of our buildings. 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. It is sometimes hidden behind a white Watermill van.

The safety of children is the responsibility of parents/guardians until they arrive at The Studio space and after they leave 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

During these times, we will of course be understanding regarding attendance. If anyone within your 'bubble' develops COVID-19 symptoms, please follow government guidelines, and STAY AT HOME. If a participant develops symptoms or test positive after taking part in a session at The Watermill, please contact the Outreach team straight away and follow government guidelines.

If a session is cancelled due to local or national lockdown or confirmed case of COVID-19 within the group, sessions will be moved online until restrictions are lifted.

In usual circumstance, 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, 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

On arrival all participants will be asked if anyone in their bubble has COVID-19 symptoms. Everyone will be recommended to sanitise their hands.

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

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

PARENTS AND GUARDIANS ONSITE

Unfortunately, during COVID-19 only participants can stay onsite.

In usual circumstances, 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.

We expect all participants to dress in clothes that appropriately cover you/them and are safe and comfortable to move around in. We encourage children and young people to change out of school uniform, to promote self-expression and the ability to move freely.

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 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 or 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.

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 holding a hand or a giving a hug, 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. Participants and facilitators may initiate or receive touch within the narrative.
- 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 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

The waiting room feature will be activated for all sessions. 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 Meeting ID or Password

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.

CONTACT DETAILS

Outreach Director	Heidi Bird	Email: heidi@watermill.org.uk Direct Line: 01635 570927
Community Associate	Lixi Chivas	Email: lixix@watermill.org.uk Direct Line: 01635 570918 Work Mobile: 07470 114826
Community Associate	Angharad Arnott- Philips	Email: angharad@watermill.org.uk Direct Line: 01635 570918 Work Mobile: 07470 114826

SUTTON HALL ADDRESS: Sutton Hall, Stockcross Church Rd, Stockcross, Newbury RG20 8LN

BOXFORD VILLAGE HALL: Boxford Village Hall, Rood Hill, Boxford, Newbury RG20 8DD

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