

London LAMDA Studio – Online Safeguarding Policy

Introduction

This safeguarding policy sets out how we will conduct and deliver lessons online and the standards and expectations of both our teachers and students. This policy applies to any and all content delivered online. Should you need to get in contact with us for any reason regarding this policy, our contact details are: Email:

londonlamdstudio@gmail.com

1. We ask you to make sure all students are being contacted through a parents' or guardians' own account.
2. Please note our teachers Zoom (or equivalent) accounts will be used exclusively for the purpose of lessons and only during lesson time. Please send an email to Georgina at londonlamdstudio@gmail.com for any questions or queries outside of lesson time.
3. Make sure you are working against a neutral background, preferably in a shared space ie. not a bedroom.
4. The pupil must take lessons in a room with an open door and parents/guardians must ensure that one of them or a trusted adult shall be in the same premises as the pupil while the lesson takes place.
5. Pupils are expected to dress and behave appropriately.
6. Photos/video. In the unlikely event a section of the lesson needs to be recorded. Our teachers will inform both the student and parents before doing so. To read how we are using this content please see our pages privacy policy.
7. Please make sure you have done a risk/safety check of the space that you will be performing in. This includes the removal of any pets that could cause harm.

DUTY TO DISCLOSE INFORMATION

We have a legal obligation to process safeguarding related data about you/your child should we have concerns about you/their welfare. Information about child abuse will be disclosed to social services. Information about drugs, terrorism, or treason will be disclosed to the police.

CHANGES TO THIS NOTICE

Our online safeguarding policy is regularly reviewed to reflect changes in law, our business practice or the technology we use, and as a result this policy may be amended from time to time without notice. You should therefore endeavour to review this policy regularly, in order to keep up to date with any such changes. If any of the provisions of your policy are not complied with, our teachers have the right to suspend lessons with your child until the conditions are met.



LONDON LAMDA STUDIO

SPEECH & COMMUNICATION TUITION