

Stevenage Lytton Players

Youth Theatre Policy



Document Title:	SLP Youth Theatre Policy
Authored by:	SLP Trustees
Issue Number:	4
Issue Date:	7 December 2025
Review Date:	December 2026

1. Introduction and Purpose

- 1.1. We provide a happy and fun environment for your child to develop drama skills, providing them with activities which stimulate and challenge them. They will have the opportunity to make new friends and learn new skills, whilst exploring in a creative, comfortable and friendly setting.

2. Workshop/Rehearsal times

- 2.1. Workshops run on Sundays between 2pm and 8pm – the times differ when we run different groups and when we are rehearsing for a show. In most cases they will not start before 2pm or finish after 8pm.

3. What should you provide?

- 3.1. We ask you bring your children in appropriate shoes and clothes they can move around in and that you don't mind getting dirty.
- 3.2. We do have a bar which sells soft drinks and sweets, but you can provide your child with snacks and water/juice drinks.
 - Please supply all food and drink in secure containers.
 - We will inform you if we have any youth members with allergies.

4. What shouldn't you bring?

- 4.1. We cannot be held responsible for anything lost or broken that they bring, so please leave it all at home.
- 4.2. If your child requires any medication during the workshops/rehearsals (e.g. inhalers, penicillin etc.), please inform one of the team and make sure this is covered on the "Additional Information For Youth Membership" form. We cannot administer any medication without the correct training and/or authorisation from parents/carers.

5. Children and young people with special educational need and disabilities

- 5.1. All children and young people in our youth section who have any additional needs, have equal opportunity to participate and be involved. Please speak to our youth leader about any support your child may need or any reasonable adjustments we may be able to put in place. These could include having a parent stay on premises or be in the workshop space.

6. Dropping off and Picking up

6.1. If your child is unable to arrive at the appropriate time please let the team know.

6.2. *Mini Group- Reception to year 2*

- Parents/carers will need to stay on the premises throughout the 30 minute session.

6.3. *Junior Group (year 3-year 5) and intermediate group (year 6-year 9)*

- Please make sure there is a responsible adult dropping your child off at the appropriate time as well picking them up promptly. When picking them up from the theatre please make sure you come into the building so we can confirm they have been collected safely. If your child does need to make their way home by themselves on a regular basis, please provide the team with written permission and the reason why.

6.4. *Seniors (year 10 to 17 years)*

- For those under 16 years please see above.
- For those young people who are 16 and over we will assume they will arrive at the appropriate time and leave promptly on their own, unless the team are told otherwise by parents/carers.

7. Behaviour

7.1. Please ensure that your children understand how important it is for the safety and enjoyment of everyone involved, that they behave appropriately during workshops and rehearsals.

7.2. We expect your child to behave in an acceptable manner towards the workshop leaders and each other during their time with us. We have a three strike system for unacceptable behaviour which can include:

- Bullying other members
- Doing physical harm to other members e.g. shaking, hitting, kicking, grabbing etc.
- Being disrespectful to other members or workshop leaders
- Any behaviour that can cause distress to others or make others not want to come back to the group
- Cyber bullying
- Playing with equipment e.g. sound system, lights during a show (unfortunately this has happened)
- Other behaviour considered unacceptable in a working theatre

7.3. Workshop leaders will judge whether the behaviour requires a “strike”. All behaviour issues will be written down on the day by the workshop team.

7.4. You will be informed of any incidents involving your child. Should three negative incidents occur within a year your child will be asked to leave the Stevenage Lytton Youth Theatre.

- **1st Strike:** we will discuss the incident with you and make it clear this is the first strike.
- **2nd Strike:** apart from discussing with you the incident we will also give you a letter covering the two incidents that have led to this. At this point we would like to have a meeting with you, your child and the team to discuss any issues and avoid the
- **3rd Strike:** your child’s removal from the group.

7.5. We do not want to have to remove anyone from the group. If there are any things we need to know regarding your child's behaviour, please talk to the team and cover it in the "Additional Information For Youth Membership" form.

8. Ages at Performance

8.1. All youth members must be under the age of 18 at the time of performance.

8.2. Youth members may not take part in adult productions unless a part specifically requires a child of a particular playing age.

9. Photography and Social Media

9.1. We do take photographs during workshops and rehearsals. These are used for publicity purposes. If you do not want us to take photographs of your child please make sure you let the team know and cover it in the "Additional Information For Youth Membership" form.

9.2. We also ask everyone to be careful regarding comments on social media.

9.3. We encourage you to become a member of the "Stevenage Lytton Youth Theatre" Facebook Page. You will need to apply to join the page and please make sure you answer the questions correctly when joining.

9.4. We have a WhatsApp group for parents. To join this you will have to give your mobile number to a member of the team and make sure you have the app.

10. Other relevant documents

- Record of concern forms
- Communication sheet
- Safeguarding Policy SLP
- Inclusivity Policy

11. Reviewing This Policy

11.1. The Trustees will review this policy at least annually or earlier if:

- legal or regulatory changes occur,
- related policies are updated, or
- an incident highlights the need for revisions.

11.2. Feedback from members may be considered when updating the policy.

Approved by the Trustees of the Stevenage Lytton Players

7 December 2025

Signatories:

I have read, understood and agree to comply with this policy.