

International British Theatre School (IBTS)

Online Safeguarding & Child Protection Policy (Summary for LAMDA)

Reviewed: 15 November 2025

Next Review Due: 15 November 2026

1. Our Beliefs About Child Safety (Online Environment)

What are your organisation's beliefs in relation to child safety? Do you have a child safety policy, procedures or web page?

At IBTS, we believe:

- **Every child has the absolute right to feel safe and protected online**, without exception.
- Online learning environments must be **as safe as, or safer than, physical classrooms**.
- Safeguarding applies to **all staff, freelancers, exam-day supervisors, volunteers, and visiting examiners**.
- Children must be protected from:
 - Inappropriate online interactions
 - Grooming or manipulation
 - Cyberbullying
 - Unsupervised contact with adults
 - Exposure to unsuitable content or communication

IBTS maintains:

- A **full Online Safeguarding and Child Protection Policy**
- **Written procedures** for online lesson safety, exam safety and reporting concerns
- A safeguarding page on our website outlining expectations for parents, learners, and staff

All staff are trained annually, with a specific module on **safe online delivery for performing arts education**.

2. What IBTS Does to Keep Children Safe Online

What do you do to keep children/Learners safe?

IBTS maintains strict online safety measures:

Technical Controls

- All lessons delivered via secure platforms (Zoom/Teams) with:
 - Waiting rooms enabled
 - Password-protected sessions
 - Screen sharing locked to teachers only
 - Chat monitored
 - Filming/recording disabled unless authorised
- Learner names displayed as **first name only**.
- No private messaging between staff and learners.

Staff Conduct Controls

- All staff have:
 - Enhanced DBS/PVG/International Police Checks

- Annual safeguarding training
 - Training in online risk indicators
- All communication with learners occurs via **official IBTS channels only**.
- No staff member may contact a learner privately via:
 - Social media
 - Personal email
 - Personal phone number

Environmental Controls

- Staff must conduct online sessions from a **neutral, professional background**.
 - Learners must join from a public or supervised space in the home, not bedrooms where possible.
 - Parents are encouraged to be within hearing range at all times.
-

3. Online Lesson and Exam Measures (Formal and Informal)

Think about your Learners lessons and exams and what measures you have in place that are formal or informal.

Formal Measures

- **Two-adult rule:** Sessions are monitored by:
 - A second staff member
 - or**
 - A parent/guardian present in the room or immediately outside the door

- **Attendance registers** for all online sessions.
- **No 1:1 with a child** unless:
 - A parent/guardian is present or
 - A second IBTS staff member is online as an observer.
- **Exam-specific protocols:**
 - Parents must be present at the start and end of the online exam.
 - Learners must show their space to the camera to ensure no coaching or assistance is occurring.
 - Examiner interactions are monitored for compliance.

Informal Measures

- Staff build positive relationships while maintaining **professional boundaries at all times**.
- Any family concerns are escalated quickly to the designated safeguarding lead.
- Tutors routinely check in with children's wellbeing before and after lessons.

4. Online Contact and 1-to-1 Instruction Policy

IBTS recognises that some online performing arts and LAMDA preparation sessions may be **delivered 1-to-1**. These sessions are permitted **only under strict safeguarding controls** to ensure the safety and wellbeing of every learner.

General Rule

IBTS staff must not be alone online with a learner **unless** they are delivering a **scheduled and approved 1-to-1 lesson**.

Safeguarding Measures for 1-to-1 Lessons

When 1-to-1 online tuition takes place, IBTS requires:

1. Parent/Guardian Awareness and Approval

- The parent/guardian must be fully aware of the 1-to-1 session.
- The session must be booked through official IBTS systems or with written consent.

2. Parent/Guardian Presence in the Home

- A parent/guardian must be physically present in the home and within hearing distance throughout the entire session.
- Parents are encouraged to periodically observe or check in.

3. Cameras On at All Times

- Both the learner and the teacher must have cameras switched on throughout the session.
- Staff are not permitted to teach with video switched off.

4. Secure, Monitored Platform

All 1-to-1 sessions must take place on an official IBTS-approved platform where:

- Waiting rooms are enabled
- Sessions are locked after entry
- Screen sharing is controlled by the teacher
- No private chat functions are used
- Joining links are not shared outside the family

5. No Private Communication

- Staff must never communicate with learners using personal numbers, emails, or social media.
- All communication goes through official IBTS channels.

6. Session Logging and Oversight

- Every 1-to-1 session is recorded in the **IBTS Lesson Log**, including teacher, learner, date, duration, and purpose.
- A senior staff member may **enter or observe** any 1-to-1 session at any time.

7. Professional Boundaries

- Staff must maintain clear, professional boundaries and follow the full IBTS Safeguarding & Child Protection Policy.
- No discussion unrelated to the lesson content is permitted.

Group Lessons

- Wherever possible, IBTS schedules group classes with multiple learners.
- These follow the same safeguarding controls as 1-to-1 lessons, with enhanced visibility and monitoring.