**Terms And Conditions**

Altitude Arts reserves the right to make date/venue changes if necessary. If the classes, programmes or camps are not permitted to run due to Health Guidelines in relation to COVID19, Altitude arts will accommodate you with an alternative option. Altitude Arts will operate to the highest safety standards. Altitude Arts employees will not be held responsible for any accidents or loss of personal property, however caused. Participants whose conduct is deemed detrimental to the best interest of the programme will be dismissed-no refund will be made. The use of mobile phones is not permitted at Altitude Arts, except in exceptional situations where approval has been requested from a staff member. Altitude Arts reserve the right to modify or delete any activity in the event of unforeseen circumstances. Places are allocated on a first come first served basis. Permission is granted to seek medical treatment in the event of an accident. A confirmation email will be sent as proof of booking. Payment is regarded as acceptance of the booking conditions. Photographs/Videos may be taken for promotional use, and parents and guardians are asked at the time of booking online whether or not you consent to your child being photographed or videoed.

I have read and understand Altitude Arts' Working with Covid Policy, Privacy Policy and Child Safeguarding Statement attached to the registration, and I understand the reasons for requesting the personal information sought about myself and my child in this Registration form. I consent to the collection and processing of the data given, for these purposes, by Altitude Arts. I understand that I can request a copy of this information, and revise or withdraw my consent by contacting the service at any time.

**Revised Covid Policy – 27/03/21**

Altitude Arts staff are all covid certified with NYCI (National Youth Council of Ireland) We will have a covid compliance officer with us in every class.

• Masks are no longer mandatory. It is the up to the discretion of the parent and/or guardian whether their child wears a mask.

• Children must understand and comply with all Altitude Arts safety requirements, hand washing and coughing etiquette.

• Parents must inform Altitude Arts immediately if their child has any symptoms of Covid19 symptoms.

• Our programme and procedures are altered to facilitate the new guidelines.

• Signage will be displayed at various locations in each venue.

• Hand Sanitizer will be provided at each class.

• Our Staff are trained in hand hygiene procedures and will remind children to follow the same.

• Anyone showing symptoms of covid prior to, or outside hours of classes, should not attend until they have been tested and have a negative result.

• If a facilitator or child is displaying symptoms of covid, our staff at Altitude Arts will follow all the necessary procedures to ensure the safe isolation of the person until it is possible for them to go home. Masks will be provided for anyone displaying symptoms.

• Altitude Arts will complete an incident report and comply with all HSE contact tracing guidelines.

**Privacy Statement and Policy - 06/06/2021**

**Our Privacy Statement**

Altitude Arts will use personal data only where consent to do so is affirmative, freely given, specific, informed and unambiguous. This privacy statement provides information on why we gather and how we will use your personal data.

The personal data you have provided is used solely for purposes of your professional services with the Company.

Altitude Arts will only use your personal data in-line with the terms of this privacy statement.

**Your rights:**

Altitude Arts is committed to upholding your rights as provided for by the General Data Protection Regulation (GDPR) including:

The right to be informed about how we will use your personal data.

The right of access to a copy of the personal data we hold and information on how we process it.

The right to have incorrect or incomplete personal data corrected.

The ‘right to be forgotten’ and have personal data deleted if you so request.

The right to restrict how we process your personal data.

The right to object to the processing of your personal data.

**Our Privacy Policy**

The privacy of all our participants and of all those who engage with our activities is of absolute importance to us and Altitude Arts does not collect any personal information without prior knowledge or permission. Any use of personal information will be done solely in ways that are compatible with this Privacy Policy.

Our Policy encompasses activities that include the following: workshops, classes, performances, rehearsals, auditions and other relatable activities. Our policy encompasses activities that include the following: social media web pages, discussion boards, online booking forms, online workshops, focus groups and consultations, subscription procedures, online surveys and online feedback owned and operated by Altitude Arts through altitudearts.ie or ialtitudearts@gmail.com. All information supplied through these means is treated with the highest standard of confidentiality and security.

We certify that all personal information disclosed to Altitude Arts is kept as securely as is reasonably possible. We use secured server areas and advanced firewalls to minimise risk of identifiable information being compromised.

**What personal information do we request?**

We request your name and your email address or mailing address for correspondence and recognise you as an individual for the purpose of events, workshops and classes for registration. We may also request this information for the purposes of conducting a survey or to provide additional services (for example, current awareness services and news updates and information about our activities, subscription services and account information).

Altitude Arts will not send you emails that you have not agreed to receive.

**How do you use information collected?**

Altitude Arts tracks general information about people visiting our website and other pages by reading our browser settings. This does not include any personal information.

We use the tracked information to profile our member and visitor base only. We retain the right to use this information in the marketing, promotion and publicity of Altitude Arts.

This information is strictly technical in nature and is used for statistical and administrative purposes only. None of this information is disclosed to third parties. It is treated strictly in accordance with the provisions of the Data Protection Acts, 1988 and 2003, and the European Union Data Protection Directive 1995.

**Is any of the information collected disclosed to third parties?**

Altitude Arts may share aggregate information about our users to third parties (such as our market developer) but we will not share any personally identifiable information about you without your express consent.

We do not intend to sell, lease, lend, disclose, or otherwise give or make available information about you, including your email address, to any third-party, without your consent.

As a resource, altitudearts.ie will have links to a variety of other sites. We are not responsible for any breach of security or for any actions of any third party sites who receive information from our users. We are not responsible for the privacy policies of these linked sites or how they treat information about their users.

**Would personal information be disclosed in any circumstance?**

Please note that we will release specific personal information about you if we are required to do so in order to comply with any valid legal process as with a search warrant, subpoena, statute, or court order.

We may also use collate information on persons engaged in Altitude Arts activities for uses not beyond research, grant and funding applications that will further enhance the company development.

Your Consent to this Agreement

For any persons engaging in Altitude Arts activities, you consent to the collection and use of information by us as specified above.

**Child Safeguarding Statement - 20/06/2020**

**1. Name of service being provided**

Altitude Arts

**2. Nature of service**

Altitude Arts is a professional theatre and arts organisation involved in performance, participation, training and education.

Youth

We work with young people of all ages, specifically with youth aged between 4 and 30. The largest cohort is currently within the age range of 9 to 18 and we, as an organisation, we are committed to ensuring that safeguarding their welfare is of the highest priority, regardless of their social economic or geographical situation.

We undertake to provide a safe environment and positive experience, the welfare of the young person being of paramount importance. Altitude Arts recognise the duty of care it has to its collaborative associates, employees, volunteers and all young people who access the organisation’s services and that we, as an organisation are ultimately responsible for ensuring that Altitude Arts meets its legal and moral obligations to them.

Altitude Arts has adopted a whole organisation approach to welfare and child safeguarding. All those involved with the organisation including staff and volunteers are made aware of the key role they play in safeguarding the welfare of young people.

We will ensure we are fully compliant with the Children First Act 2015. We will adhere to Children First: National Guidance for the Protection and Welfare of Children (2017) and to the policies and procedures we have developed to ensure this commitment is enshrined in all aspects of the organisation.

We engage and work directly with young people through the following activities:

• Drama and Arts based workshops

• Rehearsals

• Theatre and production performances

• School partnership projects

• Festivals

• Auditions

• Online Workshops

• Consultations, including on-line and in-person focus groups and youth participation bodies

• We communicate with young people from time-to-time online and via email and have procedures in place to manage this.

**3. Risk Assessment**

We have carried out an assessment of any potential risk of harm to a child while availing of our services. This includes the area of online safety when hosting workshops online with young participants. Below is a list of the areas of risk identified and the list of procedures for managing these risks.

Risk identified - Procedure in place to manage identified risk

1 Risk of harm not being recognised by Altitude Arts’ staff. - Procedure for provision of, and access to child safeguarding training, induction and information, including the identification of the occurrence of harm

2 Risk of harm not being reported properly and promptly by Altitude Arts’ staff. - All personnel are provided with procedures for the reporting of child protection or welfare concerns to Tusla, including information on the role and responsibilities of the Designated Liaison Person and any other Mandated Persons

3 Risk of young person being harmed by Altitude Arts’ staff. - Procedure for the safe recruitment and selection of staff and volunteers that will be working with youth have been through the procedure of Garda Vetting. Policy of behaviour/supervision/ training and support of staff/volunteers as stated in Altitude Arts’ Child and Vulnerable Adult Policy

4 Risk of harm due to bullying of a young person. - Altitude Arts staff and all involved persons in such incidents will act in accordance with the procedures compliant with the Altitude Arts Anti-bullying Policy

5 Risk of harm caused to a young person due to an insufficient number of trained staff present whilst participating on a Altitude Arts’ event or workshop.- Altitude Arts act in accordance with the company Code of Behaviour Policy and Adult/Young People Ratios for staff/volunteers in Altitude Arts’ Child and Vulnerable Adult Policy These principles are also stated in Altitude Arts’ Safeguarding Policy for Working with Youth Online

6 Risk of continued harm arising from the mishandling of an allegation of misconduct or abuse by a young person against a member of Altitude Arts’ personnel. - Procedures for the management of allegations of misconduct against workers/volunteers of a young person availing of our services as stated in the Altitude Arts’ Child and Vulnerable Adult Policy

7 Risk of harm caused by Altitude Arts’ personnel communicating with young people in an inappropriate manner via social media, texting, digital device or other manner. - Procedures in accordance with Altitude Arts’ Safeguarding Policy for Working with Youth Online. Procedures In accordance with Altitude Arts’ Child and Vulnerable Adult Policy

8 Risk of harm caused to a young person by Altitude Arts’ staff through inappropriate use of video/images taken by a staff member/volunteer/Youth Worker or participant while attending an Altitude Arts’ event - Procedures in accordance with Altitude Arts’ Policy on Privacy, Data and Fair Use of Images and Altitude Arts’ Child and Vulnerable Adult Policy

9 Risk of harm due to inappropriate use of a young person/persons personal data. - Procedures in accordance with Altitude Arts’ Policy on Privacy, Data and Fair Use of Images

10 Risk of harm to a young person from inappropriate alcohol or drug misuse while engaged in an Altitude Arts’ activity, workshop or event. Altitude Arts policy on Drugs and Alcohol.

11 Risk of harm to a young person from a third party while participating in an online workshop. - Procedures in accordance with Altitude Arts’ Safeguarding Policy for Working with Youth Online

12 Risk of harm caused to a young person or an Altitude Arts’ employee as a result of discrimination or racism while engaged in any Altitude Arts’ activities.- Procedures in compliance with Altitude Arts’ Equality Policy

**4. Procedures**

Our Child Safeguarding Statement has been developed in line with requirements under the Children First Act 2015, Children First: National Guidance for the Protection and Welfare of Children (2017), and Tusla’s Child Safeguarding: A Guide for Policy, Procedure and Practice.

• Procedures for the management of allegations of abuse or misconduct against workers/ volunteers of a child availing of our service

• Procedures for the safe recruitment and selection of workers and volunteers to work with children

• Procedures for provision of and access to child safeguarding training and information, including the identification of the occurrence of harm

• Procedure for reporting of child protection or welfare concerns to TUSLA; Procedure for maintaining list of the persons in the relevant service who are the mandated persons

• Procedure for appointing a relevant person.

• All procedures listed are available upon request.

**5. Implementation**

Altitude Arts recognizes that implementation is an on-going process. Our service is committed to the implementation of this Child Safeguarding Statement and the procedures that support our intention to keep children safe from harm while availing of our service.

This Child Safeguarding Statement will be reviewed on 20/06/2022, or as soon as practicable after there has been a material change in any matter to which the statement refers.

Signed: L. Manley

Larissa Manley

Managing Director

Altitude Arts

Ballina,

Tipperary

Tel: 00353 (0)87 7675848