



DJW Talent Masterclasses | IMPROVE | Private Tuition & Consultancy Services

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THE DJW TALENT MASTERCLASSES | IMPROV PRIVATE TUITION | CONSULTANCY 'KEEPING THINGS RIGHT DOCUMENT'

DJW Talent endeavours to continue efforts in educating our staff, clients, students and parents by keeping things right in the workspace (Studio & Online) and ensuring a smooth running of Masterclasses | Improvisation Sessions | Consultancy and Private Tuition Services. DJW pride ourselves on offering outstanding communication on the running of workshops and updates. We encourage feedback to help us improve all aspects of the running of the company.

THIS DOCUMENT WILL BE REVIEWED | UPDATED EVERY 12 MONTHS

(Please check the bottom right hand corner of each page to ensure you have received a date accurate version of this document)

In this document you will find:

THE DJW CHILD PROTECTION & STUDENT SAFEGUARDING POLICY
THE DJW EQUALITY - INCLUSIVITY - DIVERSITY POLICY
THE DJW FIRE SAFETY + FIRST AID PROCEDURES
THE DJW GENERAL DATA PROTECTION REGULATION (GDPR)
THE DJW VALUES
THE DJW SCHOLARSHIPS

THE DJW TALENT CHILD PROTECTION & STUDENT SAFEGUARDING POLICY

Safeguarding Children and vulnerable adults in a non-formal educational context:

The DJW Talent Child Protection & Student Safeguarding Policy covers all studios | workshops and online tuition. Wherever it states children, in this document- DJW Talent recognise that children means, young people and may include vulnerable young adults and is also inclusive of older vulnerable adults and non vulnerable adults wherever applicable.

Safeguarding and promoting the welfare of children and vulnerable and non vulnerable adults (Students, including vulnerable adults) is the responsibility of everyone working with young people. The Education Act 2002 section 175 places a duty on the Lead Teacher and Governing Body to ensure their functions are carried out with a view to safeguarding and promoting the welfare of children (Including all students under our care, regardless of age).

This is reinforced in 'Safeguarding and Safer Recruitment in Education' (2007). Safeguarding encompasses the range of policies and measures schools have in place for all children. It includes elements that are designed to protect children from harm as well as preventative measures.

Safeguarding and promoting the welfare of children is defined in Working Together (2015) as: protecting children from maltreatment; preventing impairment of children's health or development; ensuring that children are growing up in circumstances consistent with the provision of safe and effective care; and taking action to enable all children to have the best outcomes.

Masterclasses | Improvisation Sessions and Private Tuition | Consultancy services are available for actors aged 16+ however, DJW prides itself on ensuring any potential cross over with age, whether it be a guest or a child needs to be present in class, we are on top of all policies to ensure safety in the workplace.

Keeping Children Safe in Education 2016 (KCSE 2016) outlines: Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who comes in to contact with children and their families and carers has a role to play in safeguarding children. In order to fulfil this responsibility effectively all professionals should make sure their approach is child centred. This means that they should consider, at all times, what is in the best interests of the child. School and college staff are particularly important as they are in a position to identify concerns early, provide help for children, and prevent concerns from escalating. All school staff should be prepared to identify children who may benefit from early help. Early help means providing support as soon as a problem emerges at any point in a child's life, from the foundation years through to the teenage years. We have included adults into our policy because safeguarding does not stop when you reach 16 years.

DJW take seriously all incidents that occur within our studios, offices, events, meetings and business settings and will address matters instantly with the students involved, parents and if needed the authorities.

In our studios, safeguarding children includes the following.

- A caring ethos: There are people to talk to: teachers, mentors and head office.
- Policies/Guidance: Child Protection Policy, Code of Conduct Policy, Anti-bullying policy, Whistle-blowing Procedures, Safe Recruitment, Behaviour Policy, Policies relating to children's medical needs, Special Educational Needs, Health and Safety policies.
- Curriculum: Safeguarding through our curriculum: exploring issues, thoughts and feelings; promoting skills and confidence to articulate and express views and feelings; know how to stay safe online. Circle time, SEAL (Social and Emotional Aspects of Learning), Drama workshops.
- Health and Safety: Premises, equipment and grounds.
- Common Assessment Framework

This may be used where certain children (and all other age groups, vulnerable and non vulnerable) have any unmet needs under the five Every Child Matters Outcomes:

1. Stay safe
2. Be healthy
3. Enjoy and achieve
4. Make a positive contribution to their community/society
5. Improve economic well being, free from negative impact of poverty.

Our general safeguarding measures lead on to other specific procedures and guidance: CAF (The Common Assessment Framework) Operational Guidance for Practitioners August 2008, Children in Need (LSCB website) and Child Protection. All DJW TALENT employees have a responsibility to protect children from bullying, harassment, physical, sexual and emotional abuse and/or neglect. It is of paramount importance that children and vulnerable adults and non vulnerable wherever applicable at DJW feel safe, secure and free from any form of abuse. Our workshops are committed to the protection and promotion of the children's (All students) welfare and providing an environment in which they may thrive.

All staff, teaching and non-teaching, are involved in a rolling programme of child protection training. Appointments policies and procedures acknowledge the importance of addressing issues involving the safeguarding of children. Every adult who has unsupervised contact with children is subject to UK Enhanced CRB checking procedures (to work with young people and vulnerable adults) - DBS Checks and must be identified by Passport or Drivers licence.

The primary Nominated Officer for DJW is **Daniel-John Williams**. Liaison with appropriate authorities (Safeguarding Children Officers, Social Services, Police, etc) is his responsibility entirely. **Emma Louise Teasdale** has also undergone a Child Protection course with NSPCC in Child Protection issues and will deputise in Daniel-John Williams' absence.

Designated Staff for Child Protection at DJW

Daniel-John Williams, Emma Louise Teasdale

DJW Tutors will be appointed for the leading of sessions and they will be enhanced DBS checked.

Key Points relating to effective safeguarding at DJW

In the event of serious allegations the nominated officer will refer the matter to the Police Family Protection Unit or Social Services Department the same day. The Interdependent Agencies will provide immediate guidance.

Never presume that abuse is an impossibility. Children may confide in young people or other children rather than adults. An awareness amongst peer mentors of these referral procedures is imperative.

Child Protection measures always operate in the best interest of the child. Child Protection Records will be confidential and access limited to a 'need to know' basis.

This policy is available to all staff and parents.

ALL CHILD PROTECTION REFERRALS SHOULD BE IMMEDIATE AND CERTAINLY WITHIN 24 HOURS OF ANY INCIDENT.

Staff Guidelines

The Safeguarding Children guidelines and other relevant current legislation is available at any time at central office.

Definitions of Categories of Abuse

- ABUSE is defined as physical, sexual or emotional neglect. The following categories of abuse are recognised for the purposes of the Child Protection Register:
- NEGLECT: Persistent or severe neglect, or the failure to protect a child from exposure to any kind of danger, including cold or starvation, or extreme failure to carry out important aspects of care, resulting in the significant impairment of the child's health or development, including non-organic failure to thrive.
- PHYSICAL INJURY: Actual or likely physical injury to a child, or failure to prevent physical injury (or suffering) to a child.
- SEXUAL ABUSE including HOMOPHOBIC ABUSE: Actual or likely sexual exploitation of a child or adolescent. The child may be dependent and/or developmentally immature.
- EMOTIONAL ABUSE: Actual or likely severe adverse effect on the emotional and behavioural development of a child caused by persistent or severe emotional ill-treatment or rejection.

Reporting Procedure

If you know or suspect that a young person is being abused you must refer the matter immediately to Daniel-John Williams or Emma Louise Teasdale.

If a young person asks to speak to you about a confidential matter you must hold the interview in a room which allows for appropriate privacy. It is advisable to suggest to the young person that another adult is present. If the young person is unwilling to have another adult present, try to ensure that a colleague knows that the interview is taking place.

Always point out to the young person that you cannot guarantee complete confidentiality. Depending on the problem other colleagues, parents and authorities may 'need to know'.

There will be occasions when a distressed young person needs comfort and reassurance which may include physical comforting such as that given by a parent. It should be ensured that what is seen by others to be – normal and natural does not become unnecessary and unjustified contact. Daniel-John Williams advises all members of staff to avoid all forms of physical contact, for their own protection.

If a young person makes some disclosures to you which fall within the defined categories of abuse, always use the **RECEIVE, REASSURE, REACT, RECORD, SUPPORT** procedure:

RECEIVE: what is said: accept what you are told – you do not need to decide whether it is true or not. Listen without showing shock or disbelief.

REASSURE: the young person: acknowledge her/his courage in telling; do not promise confidentiality; remind them that she/he is not to blame (but avoid criticising the alleged perpetrator) reassure her/him but do not promise what you may not be able to deliver: 'everything will be all right now' (it may not be).

REACT: respond to what the young person has said but do not interrogate; avoid leading questions such as 'Was it your father? Did he/she touch you?' Questions such as this can be used by defence counsel in a subsequent court case to suggest that you contaminated the young person's evidence; ask open-ended questions: 'Do you want to tell me anything else?' 'And?' 'Yes?' Where necessary, clarify what has been said to you so that you are clear and able to decide whether this is an abusive situation. There is a careful judgement to be made in ensuring that you have enough information to make an appropriate referral and allowing a young person to talk without being silenced, while making sure that you have not inadvertently led the young person, perhaps by an assumption behind the question. For example, asking 'Were you sitting up or lying down when this happened?' contains the answer in the question. Explain what you will do next.

RECORD: Make brief notes as soon as possible, during the interview if you can. Write up a subsequent record – include time, date, place. Describe observable behaviour. Record the actual words the young person used as far as possible. Do not destroy your original notes, however scrappy or incomplete, as these can be required as evidence.

SUPPORT: Consider what support is necessary for the young person. Ensure that you get support, as such interviews can be stressful.

Children achieve their maximum potential in an environment which is safe, secure and supportive of all their needs, including any needs they have for protection from abuse. DJW Talent is committed to promoting the welfare of all children by working in partnership with parents, with the Local Authority (LA) and with all relevant agencies and partners in child protection, in accordance with locally agreed procedures and practices.

Our policy applies to all members of the DJW community in its widest sense, including children and young people, their parents/carers, staff, governors, visitors, specialist staff, and all the local and wider community where they interface with DJW. Within its framework, the policy outlines their entitlements and responsibilities in securing the protection of children who attend DJW.

Where a Local Authority has reasonable cause to suspect that a child who lives, or is found, in their area is suffering, or is likely to suffer, significant harm, the Children Act states that: "the Authority shall make, or cause to be made, such enquiries as they consider necessary to enable them to decide whether they should take any action to safeguard or promote the child's welfare". (Section 47, Children Act 1989).

DJW will work with the LA in assisting with identification, recording and communicating concerns and offering support in cases where children are suffering from, or vulnerable to, harm. In support of the ethos of our school, the staff and governors are committed to the following principles:

- The welfare and well-being of the child is of paramount importance.
- Our policy works on the premise that abuse takes place in all communities and that schools are particularly well-placed to identify and refer concerns and also to act to prevent children and young people from being abused.
- We respect and value each child as an individual.
- We are a listening school, and encourage an environment where children feel free to talk, knowing that they will be listened to.
- The protection of children from abuse is a whole school issue, and the responsibility therefore of the entire school community.
- Our policy should be accessible in terms of understanding and availability. As a result the definition of child abuse and the key signs and symptoms are known and understood by all, and procedures are known and understood by all.
- Our policy will be developed in consultation with our relevant partners in Child Protection.
- We will use the school curriculum to resource our children to protect themselves from abuse, both as victims and as potential perpetrators.
- The school runs in an open, transparent way and areas of secrecy are discouraged.

Online Safeguarding *(Added in March 2020)*

GUIDELINES (Terms and Conditions)

All parents of students under the age of 16 must agree to monitor their online activity with DJW tutors, management and other students.

Under no circumstances must a tutor or older student at DJW contact a student under the age of 16 unless it is directly inclusive on the modules, work set along with respect of supporting the wellbeing and progression of the student. Parents must also be aware of any communications taking place outside of normal teaching hours.

Under no circumstances must a tutor include personal information, images or footage which is not within the context of the work set by DJW and must not request any information from a student which holds no relevance to the work set by DJW.

All students of all ages and all tutors must be dressed appropriately in a neutral setting.

Under no circumstances should a tutor or student record (footage, images or audio) any of the sessions unless specific to that module. (If a student is found to be doing this, it may lead to a termination of membership and registration. If a tutor is found to be doing this, it may lead to termination of employment.

DJW Talent prides itself on ensuring the safety of all students and visitors and will always request DBS forms wherever possible from anyone over the age of 16 (Including guests)

When a student is engaging with online tuition or guest Q&A's we respectfully ask that we avoid any external or background noise and turn mic's off wherever appropriate to avoid noise pollution during the sessions.

If a students behaviour is deemed unfit or is contributing negatively, they may be asked to leave the session or in some more urgent cases, students will be removed and a follow up telephone call will ensue.

We are constantly reviewing and updating our policies.

THE DJW TALENT

EQUALITY | INCLUSIVITY | DIVERSITY POLICY

DJW Talent is dedicated to encouraging a supportive and inclusive workspace, which focusses on Equality and Diversity. It is within everyones best interest to promote diversity, inclusivity and equality and eliminate discrimination in the workspaces DJW control.

Our aim is to ensure that all students and tutors are given equal opportunity and that our organisation is representative of all sections of society. Each student and tutor will be respected and valued and able to give their best as a result. This Policy is designed to set out the rules of engagement and challenges which may arise.

This policy also reinforces our commitment to providing equality and fairness to all in our clients and not provide less favourable facilities or treatment on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, ethnic origin, colour, nationality, national origin, religion or belief, or sex and sexual orientation.

We are opposed to all forms of unlawful and unfair discrimination and all students and parents, tutors and facilitators will be treated fairly and with respect and when DJW Talent is casting for an external project and seeks to employ, promote or submit for castings within workshops, it will be on the basis of their aptitude and ability.

With that in mind, we must allow individuals the platform to express themselves in their own way, with a mindful eye and ear on anything which may bring about concern to others. Deliberately being disruptive for sake of controversy or to disrespect, discourage, put down or create an anxiety producing atmosphere to others, will be met with a firm rejection and/or termination of agreement without any further warning.

DJW encourage difference of opinion, but we must be sensitive to the rest of the group. DJW tutors ask for students to positively aim to hit the brief set out in class and if students use this as an opportunity to rebel, express or promote negativity, it will be met with a possible termination of agreement with us.

All DJW students will be given help and encouragement to develop their full potential and utilise their unique talents. Therefore, the skills and resources of our organisation will be fully utilised and we will maximise the efficiency of our students and tutors.

The DJW Talent Promise:

- To create an environment in which individual differences and the contributions of all team members are recognised and valued, unless a student or member deliberately sets about creating an uncomfortable view point on subjects sensitive to others.
- To create a working environment that promotes dignity and respect for every student, client and tutor.
- To not tolerate any form of intimidation, bullying, or harassment, and to discipline those that breach this policy.
- To make training, development, and progression opportunities available to all students and tutors.
- To promote equality in the workplace, which DJW Talent believes is good management practice and makes sound business sense.
- To encourage anyone who feels they have been subject to discrimination to raise their concerns, so DJW Management can apply corrective measures.
- To encourage students, tutors, clients and facilitators to treat everyone with dignity and respect.
- To create an enjoyable space for professional development to take place.
- To create a safe space to ask questions and explore potential.
- To regularly review all our practices and procedures so that fairness is maintained at all times.
- To reject disruptive behaviour quickly, professionally and effectively.

DJW Talent will inform all students and tutors that an equality and diversity policy is in operation and that they are obligated to comply with its requirements and promote fairness in the workspace.

The policy will also be drawn to the attention of Parents, Facilitators, Clients, Guests, Students, Managers.

The DJW Talent 'Diversity & Inclusion Statement'

Individuals with different cultures, perspectives and experiences are at the heart of the way DJW works. We want to develop and retain the most talented people, regardless of their background and make best use of their talents. At DJW we are guided by our values in everything we do, and recognise that being a diverse and inclusive Acting Establishment helps us fulfil our responsibility to make a difference for students and the industry moving forward.

We seek to develop a work environment where we treat all students as individuals, fairly and in a consistent way. We work within the spirit and the practice of the Equality Act 2010 by promoting a culture of respect and dignity and actively challenging discrimination, should it ever arise.

We will remove unnecessary barriers for our students, clients and tutors seeking opportunities through DJW training and development, promotion and career planning with DJW Talent.

We will continue to support our leaders, managers and employees to demonstrate the principles of diversity and inclusion in their everyday activities, roles and functions.

This policy sets out The DJW Talent / Actor Training' approach to equality and diversity. DJW is committed to promoting equality and diversity and promoting a culture that actively values difference and recognises that people from different backgrounds and experiences can bring valuable insights to the workspace and

enhance the way we work and learn. Unless controversy is being used as a tool to gain attention, cause issues within the group and to be offensive, disruptive or disrespectful.

At DJW, we consider that equality means breaking down barriers, eliminating discrimination and ensuring equal opportunities and we consider diversity to mean celebrating difference and valuing everyone. Each person is an individual with visible and non-visible differences and by respecting this everyone can feel valued for their contributions which is beneficial not only for the individual but for DJW Activities and business too.

DJW acknowledge that equality and diversity are not inter-changeable but inter-dependent. There can be no equality of opportunity if difference is not valued and harnessed.

The DJW Talent Commitment:

Every student, client, parent, visitor and tutor is entitled to a working environment that promotes dignity, equality and respect for all. DJW will not tolerate any acts of unlawful or unfair discrimination (including harassment) committed because of a protected characteristic:

- sex;
- gender reassignment;
- marriage and civil partnership;
- pregnancy and maternity;
- race (including ethnic origin, colour, nationality and national origin);
- disability;
- sexual orientation;
- religion and or belief; and
- age.

No form of intimidation, bullying or harassment will be tolerated. If you believe that you may have suffered discrimination because of any of the above protected characteristics, you should consider the appropriateness and feasibility of attempted informal resolution by discussion in the first instance with a DJW Tutor or Facilitator in a relevant position of seniority.

You may decide in the alternative to raise the matter in writing or by telephone with The DJW Talent head office.

Identified types of discrimination:

There are various types of discrimination prohibited by this policy. The main types are:

Direct discrimination - occurs where one person is treated less favourably than another because of a protected characteristic set out in this policy.

Associative discrimination - this is direct discrimination against someone because they associate with another person who possesses a protected characteristic. For example, a student is discriminated against because he/she has a disabled sibling or parent.

Perceptive discrimination - this is direct discrimination against an individual because others think they possess a particular protected characteristic. For example,

THE DJW TALENT

FIRE SAFETY + FIRST AID

where students believe the individual has a sexual orientation differing from their own. It applies even if the person does not actually possess that characteristic.

Responsibilities of The DJW staff | tutors | guests and building or venue owners include:

- Appointing a competent person to help you understand our health and safety procedures, including a safe exit in case of an emergency such as a fire or accident.
- Appointing a competent person to lead the way should an emergency arise. (fire, accident, bullying or even harassment)
- Ensuring a competent person is able to explain and confirm our health and safety policy.
- Ensuring that all incidents are correctly reported and documented with a clear line of communication to parents, head office and ICE contacts for students.
- Appointing a competent person to carry out first aid until a parent or guardian has collected a youth student or an ICE contact has come to collect an adult student. This level of care also applies to waiting for medical services to arrive in more severe cases.
- Providing adequate and appropriate first aid provision.
- Ensuring that in the event of fire, there is a sufficient number of competent persons to implement emergency procedures.
- Reporting any incidents of specified injuries, diseases and dangerous occurrences, and keep appropriate records of any incidents.
- Ensuring that The DJW School of Acting Central Server is updated whenever an incident occurs.
- **Ensuring a Covid Policy is available and rules are followed.**

Under the Health and Safety at Work Act 1974, the tutor in charge is ultimately responsible for the health and safety of students onsite. (Proper advice and guidance should come from head office with regular checks and regular audits on all aspects of Health + Safety, Fire and First Aid)

DJW have legal responsibilities for those in their care. Workshops should consider carefully the likely risks to pupils and visitors, making allowances for them when drawing up policies and completing risk assessments. Each leading practitioner must carry out a DJW sweep and risk assessment at the start of every session.

First Aid Regulations

First aid in the workspace is covered by The Health and Safety (First Aid) Regulations 1981 and guidance documents L74 and GEIE3. Under these regulations, tutors in charge have an obligation to make adequate and appropriate first aid provision for their workspace.

Fire Safety Regulations

The Regulatory Reform (Fire Safety) Order 2005 is the sole piece of legislation for fire safety issues. The focus of the order is fire prevention. The local fire and rescue authority, the Health and Safety Executive, or other relevant local authority remains the enforcing authority.

Under the order, the 'responsible person' for the premises must carry out a fire risk assessment and nominate a sufficient number of competent persons (fire marshals) to assist in implementing the emergency procedures identified in the fire risk assessment. DJW Tutors should follow the advice and guidelines permitted at each venue.

Reporting Incidents

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) DJW tutors in charge are to report certain serious workplace accidents, occupational diseases and specified dangerous occurrences (near misses) - The DJW Central Server must be updated at all times and a guardian of students under the age of 16 should be notified, along with ICE contacts for adults. DJW head office must always be informed of any near misses.

DJW are reviewing our policies, protocols and procedures regularly.

THE DJW TALENT

GENERAL DATA PROTECTION REGULATION (GDPR)

Introduction

We hold personal data about our employees, clients, suppliers and other individuals for a variety of business purposes.

The policy below sets out how we seek to protect personal data and ensure that staff understand the rules governing their use of personal data to which they have access in the course of their work with us at DJW Talent. In particular, this policy requires staff to ensure that the Data Protection Officer (DPO) be consulted before any significant new data processing activity is initiated to ensure that relevant compliance steps are addressed.

The DPO's in charge are Daniel-John Williams (DJW Talent company founder and director. In the absence of Daniel-John Williams, Managing Director; Emma Louise Teasdale shall be appointed the DPO) - Data Protection Officer.

We take data protection seriously and confirm within our promise below that we will never share your details with third parties unless we are instructed to do so by manner of 'castings' or 'training' opportunities or by instruction in 'law'. DJW often collect data which holds personal information such as name, address, telephone number, email which may be passed to casting directors when you are applying for specific roles. Your photo and showreel may also be part of the data we hold and if instructed by you, we will distribute this information as often as possible to maximise your chances of securing an audition. If at anytime you wish for DJW to cease searching, you can opt out by sending us an email. Please note that bank details may be shared if payments are being made directly.

Definitions

We use personal data for business purposes, including:

- Personnel, administrative, financial, regulatory, payroll and business development purposes.
- Compliance with legal, regulatory and corporate governance obligations
- Gathering information as part of investigations by regulatory bodies or in connection with legal proceedings or requests
- Sharing information with other agencies for safeguarding purposes
- Ensuring business policies are adhered to (covering email and internet use)
- Operational reasons, such as recording transactions, training and quality control, ensuring the confidentiality of commercially sensitive information, security vetting and DBS checking
- Investigating complaints
- Checking references, ensuring safe working practices, monitoring and managing staff

- Access to systems and facilities and staff absences, administration and assessments
- Monitoring staff conduct, disciplinary matters
- Monitoring student progress, conduct and incident report
- Gaining consent from parents or guardians
- Facilitating communications with parents, including regular and emergency contact
- Marketing our business
- Improving our services

Personal data

Information relating to identifiable individuals, such as job applicants, current and former employees, agent, contract and other staff, parents and guardians, students, suppliers and marketing contacts.

Personal data we gather may include: individuals' contact details, educational background, financial and pay details, details of certificates and diplomas, education and skills, marital status, nationality, job title, footage, images and an editable CV, showreels and self tapes. We may use this data to seek employment, educational and experience opportunities or in the case of medical, legal or safety issues.

Sensitive personal data

Personal data about an individual's racial or ethnic origin, medical details, allergies, learning requirements, physical or mental health or condition, criminal offences, or related proceedings—any use of sensitive personal data should be strictly controlled in accordance with this policy.

Scope

This policy applies to all staff. You must be familiar with this policy and comply with its terms.

This policy supplements our other policies relating to internet and email use. We may supplement or amend this policy by additional policies and guidelines from time to time. Any new or modified policy will be circulated to staff before being adopted.

Who is responsible for this policy?

As our Data Protection Officer, DANIEL-JOHN WILLIAMS has overall responsibility for the day-to-day implementation of this policy. Your data will only be used for internal dealings in accordance of DJW Talent. Your data is used for Marketing purposes (Events happening within DJW) Third parties will only be invited to view your data when CV's, headshots, self tapes and showreels are requested for the purpose of a casting, which you should have instructed us to do so on your behalf.

Our procedures - Fair and lawful processing

We must process personal data fairly and lawfully in accordance with individuals' rights. This generally means that we should not process personal data unless the individual whose details we are processing has consented to this happening.

The Data Protection Officer's responsibilities:

- Keeping the board updated about data protection responsibilities, risks and issues

- Reviewing all data protection procedures and policies on a regular basis
- Arranging data protection training and advice for all staff members and those included in this policy
- Answering questions on data protection from staff, board members and other stakeholders
- Responding to individuals such as clients and employees who wish to know which data is being held on them by DJW TALENT
- Checking and approving with third parties that handle the company's data any contracts or agreement regarding data processing.

Responsibilities of the IT Manager

- Ensure all systems, services, software and equipment meet acceptable security standards.
- Researching third-party services, such as cloud services the company is considering using to store or process data.
- Ensuring appropriate security measures are in place when handling external hard drives.

Responsibilities of the Marketing Manager

- Coordinating with the Data Protection Officer to ensure all marketing initiatives adhere to data protection laws and the company's Data Protection Policy.

The processing of all data must be:

- Necessary to deliver our services.
- In our legitimate interests and not unduly prejudice the individual's privacy.
- In most cases this provision will apply to routine business data processing activities.

Our Terms of Business contains a Privacy Notice to clients on data protection. The notice:

- Sets out the purposes for which we hold personal data on customers and employees.
- Highlights that our work may require us to give information to third parties such as expert witnesses and other professional advisers.
- Provides that customers have a right of access to the personal data that we hold about them.

Sensitive personal data

In most cases where we process sensitive personal data we will require the data subject's explicit consent to do this unless exceptional circumstances apply or we are required to do this by law (e.g. to comply with legal obligations to ensure health and safety at work). Any such consent will need to clearly identify what the relevant data is, why it is being processed and to whom it will be disclosed.

Accuracy and relevance

We will ensure that any personal data we process is accurate, adequate, relevant and not excessive, given the purpose for which it was obtained. We will not process personal data obtained for one purpose for any unconnected purpose unless the individual concerned has agreed to this or would otherwise reasonably expect this.

Individuals may ask that we correct inaccurate personal data relating to them. If you believe that information is inaccurate you should record the fact that the accuracy of the information is disputed and inform the DPO, Daniel-John Williams.

Your personal data

You must take reasonable steps to ensure that personal data we hold about you is accurate and updated as required. For example, if your personal circumstances change, please inform the Data Protection Officer so that they can update your records. This may include address, contact details, images and footage (CV's etc) held by DJW Talent.

Data security

Our duty is to keep personal data secure against loss or misuse. Where other organisations process personal data as a service on our behalf, the DPO will establish what, if any, additional specific data security arrangements need to be implemented in contracts with those third party organisations.

Storing data securely

- In cases when data is stored on printed paper, it should be kept in a secure place where unauthorised personnel cannot access it.
- Printed data should be shredded when it is no longer needed.
- Data stored on a computer should be protected by strong passwords that are changed regularly. We encourage all staff to use a password manager to create and store their passwords.
- Data stored on CDs or memory sticks must be locked away securely when they are not being used. (This includes external hard drives)
- The DPO must approve any cloud used to store data.
- Servers containing personal data must be kept in a secure location, away from general office space.
- Data should be regularly backed up in line with the company's backup procedures.
- Data should never be saved directly to mobile devices such as laptops, tablets or smartphones.
- All servers containing sensitive data must be approved and protected by security software and strong firewall.

Data retention

We must retain personal data for no longer than is necessary. What is necessary will depend on the circumstances of each case, taking into account the reasons that the personal data was obtained, but should be determined in a manner consistent with our data retention guidelines. Sometimes data must be kept for account purposes and that of Inland Revenue inspections (7-10 years)

Transferring data internationally

There are restrictions on international transfers of personal data. We will not transfer personal data anywhere outside the UK without first consulting the Data Protection Officer.

Subject access requests

Under the Data Protection Act 1998, individuals are entitled, subject to certain exceptions, to request access to information held about them. Subject access request will be referred immediately to the Data Protection Officer, DANIEL-JOHN WILLIAMS.

Please contact the Data Protection Officer if you would like to correct or request information that we hold about you. There are also restrictions on the information to which you are entitled under applicable law.

Processing data in accordance with the individual's rights

We will abide by any request from an individual not to use their personal data for direct marketing purposes and notify the DPO about any such request. (We are however, under the agreement of DJW Talent Media, rights reserved to keep headshots, self tapes and showreels for a minimum of 50 years for the purpose of marketing.

Training

All staff will receive training on this policy. New joiners will receive training as part of the induction process. Further training will be provided at least every two years or whenever there is a substantial change in the law or our policy and procedure.

Training is provided through an in-house seminar on a regular basis.

It will cover:

- The law relating to data protection
- Our data protection and related policies and procedures.

Completion of training is compulsory.

GDPR provisions

Where not specified previously in this policy, the following provisions will be in effect on or before 25 May 2018.

Privacy Notice - transparency of data protection

Being transparent and providing accessible information to individuals about how we will use their personal data is important for our organisation. The following are details on how we collect data and what we will do with it:

- What information is being collected?
- Who is collecting it?
- How is it collected?
- Why is it being collected?
- How will it be used?
- Who will it be shared with?
- Identity and contact details of any data controllers
- Details of transfers to third country and safeguards
- Retention period

Conditions for processing

We will ensure any use of personal data is justified using at least one of the conditions for processing and this will be available upon request. All staff who are responsible for processing personal data will be aware of the conditions for processing. The conditions for processing will be available to data subjects in the form of a privacy notice.

Justification for personal data

We will process personal data in compliance with all six data protection principles:

- Lawfulness, fairness and transparency.
- Purpose limitations
- Data minimisation
- Accuracy
- Storage limitations
- Integrity and confidentiality

We will document the additional justification for the processing of sensitive data, and will ensure any biometric and genetic data is considered sensitive.

Consent

The data that we collect is subject to active consent by the data subject. This consent can be revoked at any time.

Criminal record checks

Any criminal record checks are justified by law. Criminal record checks cannot be undertaken based solely on the consent of the subject. We ask for DBS checks to be volunteered upon request along with a copy of your passport and proof of address.

Data portability

Upon request, a data subject should have the right to receive a copy of their data in a structured format. These requests should be processed within one month, provided there is no undue burden and it does not compromise the privacy of other individuals. A data subject may also request that their data is transferred directly to another system. This must be done for free.

Right to be forgotten

A data subject may request that any information held on them is deleted or removed, and any third parties who process or use that data must also comply with the request. An erasure request can only be refused if an exemption applies. As mentioned above, we must hold certain information in order to comply with the possible inspection of Inland Revenue and or for marketing purposes. Marketing material such as CV's, headshots, self tapes and showreels may be kept for up to 50 years as stated in our DJW Talent terms and conditions. We may use this information on your behalf in order to secure auditions/meetings or jobs within the acting industry. To opt out of this you may be asked to terminate the agreement in writing.

Privacy by design and default

Privacy by design is an approach to projects that promote privacy and data protection compliance from the start. The DPO will be responsible for conducting Privacy Impact Assessments and ensuring that all IT projects commence with a privacy plan. When relevant, and when it does not have a negative impact on the data subject, privacy settings will be set to the most private by default.

International data transfers

No data may be transferred outside of the EEA without first discussing it with the Data Protection Officer. Specific consent from the data subject must be obtained prior to transferring their data outside the EEA.

Data audit and register

Regular data audits to manage and mitigate risks will inform the data register. This contains information on what data is held, where it is stored, how it is used, who is responsible and any further regulations or retention timescales that may be relevant.

Reporting breaches

All members of staff have an obligation to report actual or potential data protection compliance failures. This allows us to:

- Investigate the failure and take remedial steps if necessary
- Maintain a register of compliance failures
- Notify the Supervisory Authority (SA) of any compliance failures that are material either in their own right or as part of a pattern of failures

Monitoring

Everyone must observe this policy. The DPO has overall responsibility for this policy. DANIEL-JOHN WILLIAMS will monitor it regularly to make sure it is being adhered to.

Consequences of failing to comply

We take compliance with this policy very seriously. Failure to comply puts parents, students, staff and the organisation at risk.

The importance of this policy means that failure to comply with any requirement may lead to disciplinary action under our procedures which may result in dismissal.

If you have any questions or concerns about anything in this policy, do not hesitate to contact the Data Protection Officer, DANIEL-JOHN WILLIAMS.

This policy will be reviewed at the next audit 12 months from now.

THE DJW TALENT

VALUES

British Values under section 78 of the Education Act 2002

Spiritual, Moral, Social and Cultural

DJW Talent and ALL Events within the company will:

Enable students to develop their self-knowledge, self-esteem and self-confidence;

Encourage students to accept responsibility for their behaviour, show initiative, and to understand how they can contribute positively.

Enable students to acquire a broad general knowledge of and respect for one another, the group, an audience, the public, the community and the region. (As Actors and Citizens of Britain)

Develop Confidence to speak in public, in groups.

Develop alternative ways to communicate, express and learn.

Encourage problem solving and imaginative thinking.

Further tolerance and harmony between different cultural traditions by enabling students to acquire an appreciation and respect for their own and other cultures.

Encourage respect for other people.

Ensure that all pupils within any DJW setting have a voice that is listened too and valued, and demonstrate how democracy works by actively promoting democratic processes such as a school council whose members are voted for by the pupils.

Create scenarios that will be performed, which allows pupils to see different points of views.

Constantly feedback.

Provide students the opportunity to learn how to argue and defend points of view, in a safe and controlled way.

The classes will be structured to have fun, encourage spontaneity, focus, work as part of a team and alone, allowing students to progress in a safe environment, learning to discipline themselves in a new way. We will also encourage students to self study and ask all students to create a portfolio.

We hope DJW enables our students experience:

- Improved self esteem and feelings of being valued and listened too
- Increased levels of respect for each other, leading to improved relationships with other pupils, staff and parents.
- Improved attainment and attendance, and a thirst for knowledge.
- An understanding and respect of religions, cultures, beliefs, thoughts and abilities different to their own.
- A wider and deeper understanding of the world in which they live.
- Leadership Skills.
- Confidence building and character building.
- Ensemble work.
- Reading, writing and performing.
- A deeper understanding of their creative thinking, their views and use of physicality.
- A deeper understanding of how they present themselves and how to use their voice and words affectively.

All DJW settings must meet the requirements set out in section 78 of the Education Act 2002 and promote the spiritual, moral, social and cultural (SMSC) development of their pupils. DJW strives to meet these requirements.

Health & Safety Explained: *(Continued)*

General Statement: DJW's safety policy is to do all that is reasonably practicable to protect its employees and students from personal injury, to prevent damage to property, to protect visitors and the general public from foreseeable risk so far as they have reason to come into contact with the company or its activities.

DJW must provide a safe place of work and proper access to that place of work, and to provide systems of work, which are safe and without risk.

DJW must initiate and sustain a constant and continuing interest in health and safety matters.

DJW must review and revise the Health and Safety Policy as often as may be necessary to comply with changing regulations and should consult with the oversight committee.

DJW should provide information, instruction, training and supervision necessary to ensure health and safety is at its peak performance within a policy.

Everyone at DJW events must not interfere with anyone's attempt to provide positive health and safety procedures. Eg: To deliberately alter information or warnings of risk or provide inaccurate or false information to lead someone into a health and safety

issue. No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare.

The Directors have the overall and final authority to ensure that the health and safety of employees and students are met in accordance with Section 2 of the Health and Safety at Work Act 1974. The Health and Safety Committee double up as persons from DJW oversight committee and will be notified of any risk, the committee are not responsible for the risk or accident of any person, however will be called upon for advice on how to eradicate further disruptions.

Accidents and Near Miss: If an accident, near miss or dangerous occurrence takes place on the school premises or during normal work activities, DJW asks that the tutor and students deals with the incident to the best of their knowledge and ability, depending on the severity of the incident, reporting anything more severe to head. A near miss is an unplanned event that did not result in injury, illness, or damage – but had the potential to do so. In the case of a near miss, the students and tutors should stop work or rehearsal immediately, make safe the area and decide if work can continue in a safe and secure manner. This should be reported to a member at head office.

First Aid Boxes: First Aid Boxes should be made available upon request from the school or venue that you are in.

Fire Prevention and Emergency Procedures: All staff will have been shown the evacuation procedure in force at DJW. It is the tutors and students responsibility to be familiar with the evacuation procedure and inform any new students about the evacuation procedure and the terms and conditions of the school as a whole. In the event of a fire alarm sounding, leave the building by the nearest fire exit and assemble at the correct assembly point. Details of the assembly points will be given to the students.

Good Housekeeping: Good housekeeping contributes to personal safety and fire prevention in the workspace. Always use a tidy and systematic method of working when at DJW. The build up of rubbish, empty containers and waste paper can be hazardous; please make sure they are disposed correctly at the end of each day. Students are responsible for clearing chairs and tables away at the end of a session to limit the risk of such items becoming hazardous.

Clear Access: Never block or obstruct doorways, gangways, corridors or stairs. Do not tamper with door closures. Do not leave drawers and doors open unnecessarily and do not trail cables across the floor. All chairs must be put away at the end of every workshop with no hesitation or exception unless requested specifically.

Spills: Any liquid substances should always be stored correctly and spillages dealt with immediately.

Performance Spaces: Due to the nature of theatre work and the associated hazards, performance spaces used for DJW's productions are considered restricted areas. Unless you are authorised by a senior member of staff, you must not enter these areas. Even if you have been authorised you must check what work activities are being carried out prior to entering any stage areas. Many of the venues that DJW use are hired and may have in-house rules and procedures attached to the hire contract; all staff involved in this work must check for any restrictions or safe working practices prior to commencement of work. The Head of Production and Stage Management, the Production Manager or the Production Supervisor will be able to assist in this. Similar requirements when dealing with being on set of a production for television, film, radio

etc. Always ensure that you are up to speed with the restricted areas policy, escape routes and health and safety procedures.

Child Protection: DJW Talent is proud of the carefully detailed Child Protection Policy that it has in place, which has been overviewed by the DJW committee. The protection of children and adults is paramount and all efforts are made to ensure the safety of every student, no matter what age.

Child Protection Explained:

There are three main elements to The DJW Child Protection Policy’.

- (a) **Prevention**
- (b) **Protection**
- (c) **Support**

The DJW Promise on Child Protection: Each student is under the care of DJW Talent at any age, however if the student is aged 18 or below then they will be classed as Priority in the Child Protection Promise held at DJW Talent. Appropriate measures will be taken to ensure effective safeguarding is being enforced. DJW cannot prevent unpredictable events from taking place, however; can and should implement safety measures to attempt prevention. We recognise that high self- esteem, confidence, peer support and clear lines of communication with trusted adults helps all children, and especially those at risk of or suffering physical, sexual or mental abuse. The school will establish and maintain an ethos where students feel secure and are encouraged to talk, and we promise to listen to all students concerns and most importantly they will always be taken seriously. The student should be given opportunities to talk and their wishes and feelings listened to and taken into account.

DJW will ensure that students know that there are adults in the school who they can approach if they are worried or are in any difficulty or at risk. The programme will include activities and opportunities for discussions which equip students with the skills they need to stay safe and / or communicate their fears or concerns about any form of abuse or discomfort due to physical, sexual or mental harm (*Neglect and other*) DJW will ensure that every effort will be made to establish effective working relationships with parents and staff and students.

All staff and visitors/guests will:

- ⌚ Be familiar with the DJW policy of ‘Keeping Students Safe’ at the workshops
- ⌚ Be familiar with the child protection policy including issues of confidentiality.
- ⌚ Remember that the students welfare and interests must be the paramount consideration at all times.
- ⌚ Never promise to keep a secret or confidentiality, where a student discloses abuse of any sort.
- ⌚ Be alert to signs and indicators of possible abuse.
- ⌚ Record concerns.
- ⌚ Deal with a disclosure of abuse from a child in line with the DJW School standards and policy. These must be passed to head office, followed by a written account. Staff should not take it upon themselves to investigate concerns or make judgements. This must be handled by DJW Head Office in the first instance.

- ⌚ DBS/CRB will be needed by all guests and adults attending workshops upon arrival.

Raising Awareness:

- The designated safeguarding person(s) (Head Office) should ensure that all the policies are known and used appropriately:
- Ensure the school's child protection policy is reviewed and updated quarterly.
- Ensure the child protection policy is available upon request and parents are aware that the policy exists.
- DJW will ask parents and guardians to sign a declaration to prove that the Policy has been read, understood and agreed with.
- Good practice dictates that any discussions regarding a safeguarding issue should always be done face to face and never via text message, social media, email or telephone. This also stands for most complaints.

Information sharing:

- When there is a concern that a student/child is at risk of significant harm, all information held by the school must be shared with Children's Social Care, police and health professionals. Section 47 of the Children Act 1989 and sections 10 and 11 of the Children Act 2004. If designated safeguarding leads are in doubt, they should still contact the authorities or parents in less immediate cases.
- On occasions when safeguarding concerns exist for a child in the context of a family situation and siblings attend other educational establishments or the children are known to other agencies, it may be appropriate for the designated safeguarding staff to consult with, on a confidential basis, their counterpart from other establishments or other agencies to share and jointly consider concerns.
- It is good practice to seek consent from the child or their parent before sharing information. Children over the age of 12 years are considered to have the capacity to give or withhold consent to share their information, unless there is evidence to the contrary; therefore it is good practice to seek their views. In all instances, whether an admission is made or withheld it is the duty of DJW to report any worries or issues, with as much evidence and information gathered as possible. If the young person is over 18, they should be involved in decision-making about information sharing, unless they do not have the capacity to give consent.
- However, consent is not always a condition for sharing and sometimes we do not inform the child or family that their information will be shared, if doing so would:
 - place a person (the child, family or another person) at risk of significant harm, if a child, or serious harm, if an adult; or
 - prejudice the prevention, detection or prosecution of a crime; or
 - lead to unjustified delay in making enquiries about allegations of significant harm to a child or serious harm to an adult.

- Parents/carers should be aware that our school will take any reasonable action to safeguard the welfare of its pupils. In cases where DJW has reason to be concerned that a child may be suffering significant harm, ill treatment or neglect or other forms of harm staff have no alternative but to follow the guidelines of the DJW Policy and procedures and contact Children's Social Work Service Duty and advise the team to discuss their concerns.
- In general, DJW will discuss concerns with parents/carers before approaching other agencies, and will seek their consent to making a referral. Appropriate staff will approach parents / carers after consultation with the oversight committee. However, there may be occasions when school will contact another agency before informing parents / carers, if DJW Talent decides that contacting them may increase the risk of significant harm to the child.
- The DJW child protection policy cannot be separated from the general ethos of the school, which should ensure that children are treated with respect and dignity, feel safe, and are listened too.
- DJW will offer appropriate support to individual student/children who have experienced abuse or who have abused others.
- Where children and young people have experienced or declared sexually inappropriate/harmful behaviour and/or exhibited sexually inappropriate/harmful behaviour towards others. The highest level of Protection and safeguarding will come into effect by DJW and the oversight committee.
- A child going missing from DJW could be avoided by following a simple system of parents collecting from the workshop area and not waiting for them in the car park. Very little can be done if that is the drop off and collection arrangement that parents have with the child. DJW encourages a face to face pick up.
- Children who are absent, or go missing during the school day are vulnerable and at potential risk. Staff members should follow procedures for dealing with children who are absent/ go missing, particularly on repeat occasions, to help identify the risk of abuse and neglect including sexual abuse or exploitation and to help prevent the risks of their going missing in future.
- Where child sexual exploitation, or the risk of it, is suspected, frontline practitioners should seek to discuss face to face with DJW at their earliest convenience.

Radicalisation: Radicalisation is defined as the process by which people come to support terrorism and violent extremism and, in some cases, to then participate in terrorist groups. The process of radicalisation is different for every individual and is a complex process; it can take place over an extended period or within a very short time frame. It is important that staff are able to recognise possible signs and indicators of radicalisation.

Procedures in the event of an allegation against a member of staff or person at DJW Talent:

These procedures must be followed in any case in which it is alleged that a member of staff, governor, visiting professional or volunteer has:-

- a. behaved in a way that has harmed a child or may have harmed a child, physically, mentally or verbally.

- b. possibly committed a criminal offence against or related to a child.
- c. behaved in a way that indicates s/he is unsuitable to work with children or vulnerable adults.

Inappropriate behaviour by staff/volunteers/visitors could take the following forms:

- **Physical:** Intentional use of force as a punishment / throwing objects or rough physical handling.
- **Emotional:** Intimidation, belittling, scapegoating, sarcasm, lack of respect for children's rights and attitudes which discriminate on the grounds of race, gender, disability or sexuality.
- **Sexual:** Sexual behaviour towards pupils, sexual harassment, sexual assault and rape.
- **Neglect:** Failing to act to protect a child or children, failing to seek medical attention or failure to carry out appropriate/proper risk assessment.

A safeguarding complaint that meets the above criteria must be reported to DJW Head Office immediately. If the complaint involves a senior member of staff, you must report this to head office or the police must be informed. DJW should carry out an urgent initial consideration in order to establish whether there is substance to the allegation. DJW should not carry out the investigation or interview pupils in this instance. As part of this initial consideration, DJW should consult with the oversight committee who will then contact the Local Authority within one working day.

If YOU are confided with information by someone being abused or hurt in anyway:

- *Stay calm.
- *Do not transmit shock, anger or embarrassment.
- *Reassure the child. Tell her/him you are pleased that s/he is speaking to you.
- *Never enter into a pact of secrecy with the child. Assure her/him that you will try to help but let the child know that you will have to tell The DJW Head Office in order to do this and state why.
- *Tell her/him that you believe them. Children very rarely lie about abuse; but s/he may have tried to tell others and not been heard or believed.
- *Tell the child that it is not her/his fault.
- *Listen and remember, take notes if you must.
- *Check that you have understood correctly what the child is trying to tell you.
- *Praise the child for telling you. Communicate that s/he has a right to be safe and protected.
- *Do not tell the child that what s/he experienced is dirty, naughty or bad.
- *It is inappropriate to make any comments about the alleged offender.
- *Be aware that the child may retract what s/he has told you. It is essential to record all you have heard.
- *At the end of the conversation, tell the child again who you are going to tell and why that person or those people need to know.
- *As soon as you can afterwards, make a detailed record of the conversation using the child's own language. Include any questions you may have asked. Do not add any opinions or interpretations.

You must not deal with this yourself. Clear indications or disclosure of abuse must be reported to DJW Head Office and then make sure that the Children's Social Work Service has been notified without delay. You have the right to insist that this happens whilst you are present.

General Privacy: DJW Talent will collect basic information from the Artist, for example: Name, Address, Telephone number, Email address, ICE and Medical information. Copy of Passport and a recent in date DBS. We also ask for a DJW approved CV / Headshot, Monologue and Self tape. DJW Talent might ask for bank details and require the student or parent / guardian to pay fees on time. Failure to meet this requirement will lead to a late payment note, resulting in a re-registration fee. DJW is committed to ensuring that your privacy is protected. Any details which you provide about yourself and any personal information which identifies you – such as your name, address, email address or telephone numbers, DBS and passport/ driving licence, will only be retained by admin. Any information you provide will only be used for the purpose(s) for which you have given your consent, in accordance with UK Data Protection legislation.

THE DJW TALENT

COMPLAINTS | CONCERNS | QUESTIONS

DJW Talent, Questions, Queries, Concerns, Complaints, Comments or Compliments Procedure:

We value our students | parents and clients feedback and want to give you the opportunity to feed your thoughts and views back to head office. Sometimes issues are best resolved immediately, face to face, over the phone or in writing by email or post.

DJW Talent prides itself on dealing with urgent matters swiftly and encourages feedback regularly. The tutor running classes for the students at any DJW event or workshop should always finish the class, by asking if anyone has any Questions, Queries, Concerns, Complaints, Comments or Compliments. This gives students the immediate opportunity to flag something or offer feedback there and then.

Sometimes, the opportunity might not feel right or the topic is too sensitive for an open conversation.

Ways to contact us for conversation.

Email: Emails can be sent to head office which are carefully monitored by Managers.

Call: All phone calls from Monday-Friday 9.30am-5.30pm: 078 5550 5551. The phone line is direct to head office and will usually be answered by a manager (*In the event that a DJW staff member answers, you are welcome to leave a message and someone will call you back*)

In the unlikely event that you have a concern, complaint or question regarding a member of staff or a manager, you should always consider putting it in writing (electronically is just as efficient as post) so the matter can be officially logged and dealt with accordingly.

We hope to hear from you soon, but hopefully with good news, comments or compliments. (*We like to know when we have done something good too*)

We are always interested to hear your feedback with your experience at DJW on Google, Facebook, [yell.com](https://www.yell.com) if you ever wanted to leave a review.

We pride ourselves on offering a unique, holistic and personal approach to help nurture and support our students.

THE DJW TALENT

SCHOLARSHIPS

The DJW Scholarships (Terms and Conditions)

If you receive a scholarship offer for one of the DJW Masterclasses as a result of attending an audition with us, it may look like one of the following:

- 1) **DJW Masterclass Scholarship** (Terms and Conditions Apply) This Scholarship will enable you free monthly fees for one year (11 Months - September to July). Fees will still need to be paid for in the usual way. On or before 1st every Month.
- 2) **DJW Discovery Scholarship** (Terms and Conditions Apply) This Scholarship will reduce the usual monthly fees by half. Payments are to be made on time in the usual format.

Terms and Conditions;

DJW reserve the right to terminate the offer of a scholarship at anytime if you are in breach of the Agreement which you should read, agree and sign online to confirm your acceptance of the terms within.

You will be expected to work to the same guidelines and conditions as any other student and failure to meet those expectations will result in immediate termination of your place on the course.

Late payments will be dealt with in the same manner as those who are paying for fees in full.

If you enter into an acceptance of the award, you will have access to the workshops, sessions, castings, headshot, monologue, self tape, voice reels and showreel sessions (additional fees may apply as they are not included in your scholarship offer)

Failure to attend classes consistently will result in a possible termination without warning. The aim is to complete 75% or more of the course.

Punctuality is paramount and you must adopt the same etiquettes for time keeping as everyone else.

Thank you for taking the time to read this document. If you are joining, you need to now complete your online application form which can be found via the DJW Website.

THE DJW

Masterclass Acting | IMPROV | PRIVATE ACTING TUITION & CONSULTANCY SERVICES STUDENT AGREEMENT

Please note that changes may occur without warning in order to stay up to date with Government and Industry announcements, requirements and regulations and it is your responsibility to ensure that you check the DJW website and social media platforms, Emails and Messages regularly, however, we will endeavour to notify you at our earliest convenience wherever possible of any last minute changes via your email.

We encourage you to check your emails (*including junk and spam folders before heading to the studio or online session every week and daily for any potential updates or opportunities and castings*) Please also read the DJW Media Agreement, which can be found online. By signing up, you acknowledge that you have read this student agreement and the media agreement and accept the contents within.

Please create a Portfolio which should be brought to class every week. We encourage everyone to read the entire contents of each document as this is the driving manual for The DJW Masterclass and can be referred to at anytime. Having this manual in your portfolio can be useful if any issues arise.

We look forward to guiding you through your journey of professional development and supporting you whilst you expand your confidence as an actor. In order to do this most effectively and at the same time, ensure the smooth running of any of our services, we would be grateful if you could take time to familiarise yourself with the following conditions of entry and to read, understand and agree to the terms and conditions below. When you apply online, you are agreeing to all of the terms and conditions of entry within this agreement, the course content, the media agreement and the DJW 'Keeping Things Right' document.

Confidentiality

All coaching materials (scripts, books, in-house teachings, extracts, methods, techniques, workshop activities, auditions and DJW News) presented within The DJW Masterclass/ Improv/Online or Private Tuition and Consultancy, are the copyright of DJW Talent (Formerly known as The DJW School of Acting) (*acknowledging publisher and performer rights for scripts, books and extracts wherever possible*) and therefore must not be divulged to any person(s) or party outside the Masterclass Workshop/Activity/Service or Event, without the express written permission of DJW Talent Management. Upon occasion, DJW reserves the right to photograph, film and record audio within the sessions. The collected data respectfully belongs to DJW Talent and may be used for publicity or public showing (*Social Media, Website, Newsletters etc*) the student or parent | guardian herein acknowledges their consent for DJW to do this. Please remember that any publishing of photos or materials from a student must first be agreed by DJW and must include @djwtalent tags on all social media platforms, if agreed.



Duty of Care

You have a duty of care in respect of health and safety toward yourself and others whilst attending any DJW service or event). Should any matter arise which may give you concerns towards such welfare being maintained, this must be reported to a DJW employee | tutor or management immediately. Similarly please notify staff at registration if you are taking any essential medication or have any medical conditions that we need to know about. We encourage everyone to familiarise themselves with the Inclusivity, Equality and Diversity Policy, along with Child Protection and Safeguarding Students Policy, the Fire and Safety Policy and our DJW GDPR. By applying online to join the school, we will take that to mean you have read, understood and agree, positively to all of our procedures and protocols.

Declarations

If you are under the age of 16 a parent | guardian must complete all registration forms on your behalf and make sure you are signed in and out of the studio. Similarly if you are under the age of 16 and participating in online sessions, Q&A's and private tuition then a parent | guardian must monitor all online activity. If you are over 16 years of age, DJW Talent asks that you volunteer to provide a CRB | DBS, that is up to date within the context of the terms and conditions. Students visiting the studio are given a small break during the day and it is understood that whilst every effort is made to safeguard all students, we are unable to monitor if a student leaves the building for fresh air or refreshments. By signing this agreement, you agree that your child (Aged 12-16) may leave the studio for 10-15 minutes during their break. (Any younger students are not permitted to leave the building, unless for emergency and must be accompanied by a DJW Member or safeguarding chaperone). A register will follow, to ensure everyone has come back on time for the class to continue. Students leaving the studio must do so in pairs or groups and never alone. Whilst DJW Masterclasses & Improvisation Sessions are geared towards ages 16+ - Upon occasions the events and activities held by DJW Talent might see young people in attendance for various reasons. This includes Online sessions.

By signing this agreement you agree and confirm that there is no reason for DJW Talent to have any concern that you should not be eligible to programme with us or to work alongside children | minors (under the age of 16). All ages 16+ will be classed as an adult attending the school. You may be asked to provide a passport or driving licence as proof of identity. All health matters which may restrict your ability to learn or engage must be declared upon registration. Whilst we appreciate this can be a very personal thing to disclose, it will better prepare tutors and management for any events of sickness or turns in your health. (Your Mental Health is important to us, so notifying Management during registration of any concerns you have, will make for a smoother welcome.

Notices

DJW kindly ask that all students maintain good time keeping whilst taking part in studio and online sessions and should be ready to work at least 15 minutes prior to the session is due to commence. Punctuality and attendance is very important and if a student is absent for longer than 30 days, registration may be terminated and school fees will still need to be settled in the usual way. If the student wishes to return after termination then a re-registration will need to be actioned, along with a re-registration fee and any outstanding fees due. Upon registration, you agree that you understand your membership commitment to your training and that fees should be paid via the payment option selected upon registration and should be settled on time. *(please visit the website or ask head office for more details)* Please note, we only accept emails and phone calls as a

way of communicating absences, complaints or concerns and DJW will not be able to monitor or accept messages from multiple social media or text messaging platforms. If you need to speak with a member of the team for any reason:

info@djwtalement.co.uk

(Payments, absences, registrations, concerns, welfare)

daniel@djwtalement.co.uk

(Questions, queries, programming, workshops, homework concerns, welfare and agency)

Please always check the your emails and website before class to see if there have been any last minute changes.

Protocols

Attendees shall conduct themselves professionally at all times and shall endeavour by all reasonable means, to ensure DJW staff are not brought into any disrepute. All students attending workshops agree to also try to learn monologues, duologues, scenes and scripts by the times set by a DJW tutor. Failing to be off script or if you are not 'performance ready' means you may not be eligible to perform. The dress code of the school should be comfortable with options to wear DJW uniform giving due consideration to maintaining unrestricted movement and good personal hygiene during coaching sessions. Personal visitors to any Masterclasses or events/activities are not permitted. All electronic devices must be switched off or placed in silent mode during coaching to minimise disruption to the class and to safeguard other students within the group. The consumption of drugs and alcohol is strictly forbidden and you must not come into the studio whilst under the influence of such intoxicants or consume during sessions (including breaks). Any personal belongings brought to Masterclass or events/activities by a student remain the responsibility of the student and DJW Talent cannot accept any liability, for loss or damage to property. The student shall ensure that the building fabric where sessions are hosted and any DJW Talent property, is properly cared for whilst under their charge. Students will always be asked at the start of every session to share news and will be asked if they have any questions or concerns at the end. This is to allow everyone the opportunity to express themselves and to clear up any confusion they might have experienced in class so they can leave the studio confidently and with sharp, clear knowledge. All students are asked to focus on the brief set out within the workshop and to approach all workshops with a willingness to learn, try and share. Whilst we welcome opinions and views from everyone, we must remain respectful and mindful of other people in the room. If a students behaviour creates unwanted or unnecessary controversy, anxiety or discomfort in other students or tutors, or causes disrespect purposefully, then the student will be marked as 'disrupting the class' and this agreement may be terminated, immediately. We want to give everyone a platform to express their thoughts and ideas, but we have to keep a watchful eye and a listening ear wide open to ensure all students are expressing themselves positively and without intent on disrespect or purposefully targeting someone in the room.

Online | Home Study

By agreeing to the terms and conditions within this document, you accept that all online private tuition or group sessions are not to be recorded (*footage, photo and audio*) and must not be shared on any social media or to any party outside of DJW. If a student is found to be doing this, it may lead to a termination of membership and registration, along with future sessions being cancelled with no refund. If a tutor is found to be doing this, it may lead to termination of employment. The information provided during sessions are strictly between the tutor, students and parents.



internet

It is the responsibility of all members to ensure a strong connection, and any missed sessions can not be refunded. Students and tutors must attend sessions in a neutral setting and be dressed appropriately, with minimal noise disruption. For students under 16 years of age, we advise parental consent and session monitoring will be needed. Sessions include private tuition, weekly classes and Q&A workshops etc. *(failure to adhere to these conditions may result in you being asked to leave the session)*

Online Safeguarding

All parents of students under the age of 16 must agree to monitor their online activity with DJW tutors. Under no circumstances must a tutor at DJW contact a student under the age of 16 unless it is directly inclusive on the modules, work set, along with respect of supporting the wellbeing and progression of the student. Parents must also be aware of any communications taking place outside of normal teaching hours.

Under no circumstances must a tutor include personal information, images or footage which is not within the content of the work set by DJW and must not request any information from a student which holds no relevance to the work set by DJW.

DJW Talent prides it self on ensuring the safety of all students and visitors to the Masterclasses, events or activities and will always request DBS forms wherever possible from anyone over the age of 16 (including guests) We are constantly reviewing and updating our policies.

DJW Masterclass & Improvisation Policies

All students and parents are encouraged to familiarise themselves with the policies which can be found on the website and can also be requested from head office. Most policies, protocols and procedures can be found in your welcome pack. By applying for Masterclasses or Improvisation Sessions, we take that to mean you have read, understand and positively agree to everything contained within each document. The **KEEPING THINGS RIGHT** document is worth reading to give you peace of mind that we have safeguarding in place and at the centre of everything we do.

Fees

DJW Talent requires all fees to be paid by the due date and in the format agreed by you when registering. Payment options can be found on the website or requested from head office. Fees are non transferable and non refundable. DJW have no payment breaks excluding the month of August. If the student withdraws from the course during the year, fees will still need to be paid as normal, until the end of the course in July. The yearly courses run from September through to July. Fees will be payable to DJW Talent via BACS transfer.

DJW School Uniform

A DJW Hoody can be issued upon registration and alternative uniform is optional (polo, joggers, hats) and can be purchased by contacting head office. Please make sure you wear comfortable clothing to all classes, as movement must not be restricted due to clothing. DJW Uniforms are designed to be comfortable and practical, so please let us know the sizes for polo shirt, hoody and joggers if you wish to purchase any.

DJW Annual Holidays | Breaks

April (two weeks)
August (four weeks)
December (two weeks)

Holidays are included in the yearly timetable which reflect the fee prices. April and December holidays are taken into account and are included within the school fees and timetable. *(Please note, there are no payment breaks other than the month of August)*

Declaration

I understand that by enrolling as a student for the DJW Masterclasses, Improvisation, Private online tuition and consultancy services, I shall at all times comply with the requirements and regulations contained within the policies and the full terms and conditions of DJW Talent which may from time to time be amended. I understand that non-compliance with this agreement would constitute a fundamental breach of such conditions. If a DJW student has an inconsistency of attendance or disruptive behaviour the contract may be terminated. By applying to be part of the Masterclasses, Improvisation, Private tuition or consultancy services, you confirm that you have read, understood and agree to the terms and conditions positively within the Media Agreement and all other Procedures and Protocols.

Please read, understand and sign The DJW Registration ICE form (In Case of Emergency) online at www.djwtalement.co.uk

By signing the Registration form you understand that a swearing amnesty has now been agreed by you and in some cases sensitive adult themed subject matters may be discussed within workshops (age appropriate where possible) as in some cases this may be compulsory in a casting for theatre, television or film. This includes any students or guests aged under 16 years old.

Any questions please feel free to contact head office.

Thank you

DJW Management

DJW MASTERCLASSES | IMPROVISATION | PRIVATE ACTING TUITION & CONSULTANCY SERVICES

COURSE CONTENT | CHECK POINTS AND GLH

The DJW Masterclasses & Improvisation sessions run every week throughout the year which offers a variety of studio workshops which cover character development sessions, script breakdowns, marketing, clear routes to market and using creativity at the core of every conversation to help the actors understand the world of the story they are working on. Each session should challenge the actors perception of the relationships within every scene and to focus on the stakes, the obstacles and objectives needed to make the scenes truthful and memorable.

Online private acting tuition, consultations and guest Q&A's are also available for anyone unable to attend weekly sessions or live too far away to commit to the face to face courses. This is now available for anyone with access to internet, emails and Zoom, worldwide.

Daniel-John Williams, the founder and director of DJW Talent, has created a unique actor training programme which supports students at the early stages of their journey into acting with an aim to help them develop professionally whilst inspiring them with tips and techniques acquired over thirty years in the business. Whilst these sessions are available to those at the early stages of their journey, the courses are very much open too and available for professional actors. The workshops are designed to be inclusive for actors who have already trained and those entering the industry for the first time.

DJW are passionate about working with raw, undiscovered talent and professional, experienced actors and offer all students the support and advice they need about the ever changing entertainment industry and it is a safe place to discover strengths and nurture talent whilst carving out a possible career plan and highlight areas of improvement needed, in order to be in with a chance to be taken seriously in castings.

The team at DJW Talent are passionate about the professional development of actors and performers whilst guiding those who are serious about a career in the business to give them the essential tools, but also welcome those who are seeking to attend classes for hobbyist purposes.

Our standards are high, however our expectations are simple:

Follow the rules. Try your best. Hit the brief. Practice good etiquette. Be respectful. Do the work.

You can find more information about etiquette and values in our 'Keeping Things Right' document.

The DJW team also believe in encouraging our students to build strong foundations with a professional approach from day one, as this is what will give them opportunity and career longevity. The DJW in-house style and approach allows students to explore, experience, emerge and establish themselves whilst building confidence, learning new skills and making new friends. Professional development and locating opportunities whilst encouraging students to break down barriers is what we do best.

DJW are responsible for securing roles in TV dramas & comedies, feature films, commercials, theatre tours and award winning short films. We have a fantastic working relationship with casting directors, producers, directors, writers and other working professionals in theatre, television and film. DJW Talent know what casting directors and production companies are looking for when hiring actors, so our sessions are focussed on shaping talent to enable them to be industry ready.

DJW recognise and acknowledge that drama based activities are transferable skills and it is without reservation that the Masterclasses, Improvisation and Private Acting Sessions include workshops which will enhance our students confidence and creative thinking. The aim of The sessions are to allow each individual the chance to soundboard their thoughts and feelings and express those ideas through a safe and supportive platform. DJW encourage all students to work as part of a creative ensemble and also to develop as a professional solo artist/performer.

WHY CHOOSE DJW ACTOR TRAINING

DJW founder and director; Daniel-John Williams is the course content creator and developer of all the training undertaken at each DJW Workshop and he uses experiences obtained during his time training in London and working as a professional or with professionals as an actor, producer, director, agent and casting director and has carefully selected workshops to challenge students to think outside the box, inside the box and in some cases with no box at all.

Daniel-John Williams has been involved in the industry since 1992 and has a wealth of experience and knowledge in theatre, television & film and he has creatively contributed to countless projects in various capacities and roles.

He continues to work in theatre, television and film as an actor, producer, casting director and agent. He brings his knowledge and experiences back to DJW students to be able to share the tricks and treasures of the industry, so they too can be part of this exciting entertainment business.

In 2021 Daniel was asked by BBC's Strictly Come Dancing to offer a personal, private acting Masterclass to **Sara Davies** and she sailed through to the next round with rave reviews from the judges saying 'The acting worked wonders'

In 2024 Daniel wrapped on **Universal Studios How To Train Your Dragon**. His career has seen him working at LionHead Studios for X-Box, BBC, Channel4, ITV and worked on countless creative projects for some instantly recognisable TV shows, Films and Companies. Daniel-John was an acting coach for actors involved in Coronation Street, Shameless, Waterloo Road, and Peppa Pig.

The DJW School of Acting as it was previously known and DJW Talent have received QA International recognition at GOLD level since 2015-2023 and is registered with QA INTERNATIONAL for the excellent services that we provide.

Daniel-John Williams the lead practitioner at DJW is passionate about sharing knowledge and skills to those who are seeking to pursue a career in acting and the aim is to bring a comprehensive and unique set of modules to the studio, each week.

COURSES | IN-HOUSE APPROACH

The DJW training consists of multiple sets of modules, strategically designed to enhance the actors/performers knowledge, confidence and experiences. Actors will be expected to do additional work outside of the studio with homework, portfolio building and other research and development tasks set. We always approach sessions with a platform known as 'seedling'

The word seedling is used to illustrate the journey and growth of each performer throughout the modules. Performers will start by planting their feet firmly into the course and whilst they **explore** themselves and others, they will be set challenges and scenarios which allows them to **experience** the industry and the world of performance so they can **emerge** from seedlings to grow and evolve to **establish** themselves as strong contenders in the world of casting in theatre, television and film.

Students will enrol onto a one year membership plan which will cover carefully designed modules to give actors the essentials for the business. By signing up as a Member for a September start, it is understood that the student is enrolling for the year and a minimum of 75% attendance is expected. Fees will be collected for the year via the payment plan set up at the start, with no payment breaks.

Students should not consider DJW as a substitute to higher education. When a student signs up for the year, they acknowledge and agree that they are committed to completing the year and all fees must be settled via the payment plan selected when registering.

The modules are carefully designed to offer students a unique approach to acting and performing whilst developing confidence in performance and character building which will better equip them for the industry. DJW realises that keeping up skills is paramount to staying focussed and creative. Like any athlete, training never ends.

DJW Workshops may cover improvisation, presentations, devising, scripted work, movement, ensemble and solo work, breaking down scripts, mime, voice, breathing, comedy stand up, character development, animal study, mimic/copying, confidence building, industry knowledge, stage craft, accents, professional development, understanding human behaviours, imaginative spaces and everything else you need for your actors toolkit.

DJW also encourage actors to engage in headshot, self tape and professional monologue shoots, voice reels and showreel days. *(Additional fees will apply)* to help build portfolios when applying for work through the agency.

Every week DJW students will engage in 3 hours contact time MASTERCLASSES or 2 hours contact time for Improvisation in the studio with Daniel-John Williams or in his absence a qualified tutor. All private acting tuition is flexible and consist of 1 hour sessions or 3 x 2 hour sessions if booked in advance.

The date for enrolment and registration is in July - August every year. Any late arrivers will not be eligible to enrol past December and only if spaces are available. Please note that fees will need to be settled before a student can participate in workshops. If you are joining late in October, November or December, you may be required to settle any class fees missed and from September of that entry point.

POINTS OF ENTRY

Anyone wishing to join Masterclasses or Improvisation Sessions in any of our locations should read the terms and conditions which can be located on the website or upon request. There will be no points of entry after December. All courses have an early entry point in July and August, for a September start. All courses end in July. You do not have to complete the course in any specific order, giving you the flexibility to join any year. DJW have important checkpoints throughout the year to assess students achievements, shortfalls, attendance, attitude to class and overall wellbeing and development.

CHECK POINTS

Regular attendance is paramount. DJW endeavour to audit the students progress, quarterly and attendance is part of that audit. The DJW team members and students will be able to provide feedback at these quarterly checkpoints *(Please see more details below under GLH)* This will also give the students chance to raise any questions, queries, concerns, compliments, complaints or comments regarding the structure or workload of the programme or to seek

additional information to allow them a deeper insight into a subject matter. DJW encourage student steering groups to be held.

Every DJW audit may also create an opportunity for students to receive comprehensive feedback from a tutor or head office and an opportunity to discuss career options, character development, areas of potential improvement and appraisals. Student attendance, etiquette, behaviour and contributions to the course will be monitored and feedback will be provided to ensure the student is on the right path.

Students are monitored on their commitment and determination to classes, efforts in rehearsals and any end of year performances. DJW team members and management may ask to see portfolios throughout the year or invite students to hold presentations.

If a student is falling behind in their studies, for example: if they can't keep up with course content or they are showing low attendance, unable to demonstrate a consistent professional attitude or are unable to clearly demonstrate or present a strong work ethic, support will be given and DJW will host reviews regularly and may invite a student to discuss options to support them. Students who are constantly disruptive, may be asked to leave the school without warning or a refund.

GUIDED LEARNING HOURS (GLH)

Students should endeavour to complete 3 hours training every week. DJW appreciate students may become unwell, need additional holidays and breaks and we are flexible with our commitment to being reasonable, realistic and fair when authorising absences. However after our checkpoint reviews and audits, student attendance will need to be monitored to ensure the attendance is above 75%.

Students are encouraged to participate in all rehearsals, fundraising events, performances and if a student is unable to attend this may also result in a student being unable to perform in a final end of year project.

BREAKDOWN OF GUIDED LEARNING HOURS (GLH)

THREE HOURS PER WEEK MASTERCLASSES

or

TWO HOURS PER WEEK IMPROVISATION

An actor can be categorised in the following ways:

Explore (A student has 75% or more, class attendance and offers an acceptable amount of attitude, commitment and effort towards the course)

Experience (A student has 75% or more, class attendance and offers a good amount of attitude, commitment and effort towards the course and successfully contributes creatively with breakthrough moments, becoming more evident during class)

Emerge (A student has 75% or more, class attendance and offers an excellent and very high standard in attitude, commitment and effort towards the course and contributes a unique creative approach to the course, demonstrating examples of work with efficiency and knowledge with regular breakthrough and standout moments)

Establish (A student has 75% or more, class attendance and offers an extremely high standard in attitude, commitment and effort towards the course and can successfully demonstrate that they have Established themselves within the course, with examples of work, including knowledge, leadership skills, standout performances and confidence in all aspects of the course)

PORTFOLIOS

Portfolios will be used throughout the year, for record and note keeping, collecting monologues, duologues, scenes and warm up exercises. The portfolio is an important part of the development of each student. DJW team members, tutors and management can ask students to complete research or homework for the next session and it is important for students to keep the portfolio updated, neat and tidy. The portfolio is also a place for students on all levels to write down any messages intended to inform parents or themselves, any additional changes due or important notices. Portfolios will be the driving manual for all students and will become a point of reference for those engaging in the programme or those wishing to recap on content within the training. Students should use the portfolio as a point of reference. At some point in your training you may be asked to lead a student workshop, known as a student leadership. Please be prepared to host a one hour workshop.

CONTINUED SUPPORT

DJW will monitor attendance, homework returns, portfolios and end of year assignments and performances (including rehearsals) to be able to offer constructive feedback to allow everyone the knowledge on what areas of improvement need to be worked on. If a student is not able to meet the requirements of the course, they are still able to continue training and complete the course but may not be eligible for certain performances or presentations/guest workshops. Student attendance, etiquette, behaviour and contributions will be monitored throughout the year and feedback can be given if requested to ensure the student is on the right path to successfully completing the course successfully and in alignment of professional conduct. A student who is falling behind may not be eligible to perform at any possible end of year projects.

If a student wants to get the best out of the Masterclasses, they must apply themselves fully. Students may be asked to leave the course if they are unable to apply themselves, keep up with the workloads, time commitments, keeping up regular attendance and conduct themselves professionally at all times.

NONE OF THE TIME: Students may be asked to consider their place within the training programmes if they are unable to keep up with their attendance, apply themselves to the workload, if they struggling with commitment, etiquette and hitting deadlines. If a students displays an attitude which falls into this category, they may be asked to leave or consider their place within the training programme with no refund available.

SOME OF THE TIME: Students will be supported and guided through stages of the course which might help them manage their time better so they can contribute to the course affectively. It is highly unlikely a student can pass the course with confidence if their attendance is lower than 75% or their portfolios and assignments, attitude and efforts in class falls below standard (*students can still continue to programme with DJW but will not be invited to perform at the end of year projects*) A student will need to contribute more to the class and show a willingness to learn and show evidence of what they have taken from the workshops.

MOST OF THE TIME: Students will be given an appraisal and guidance on how to maintain this level of input and be given advice on how to guarantee that they are displaying the correct level of professionalism which matches and meets industry standards, with advice on how they can continue to work to ensure they pass the course confidently. Most of the time is when a student has attended classes approximately 75%.

ALL OF THE TIME: You are on the right track and if you continue at this level of attendance and dedication to the course, you will be ending the year with a firm approval and reference from DJW to show potential employers, casting directors that you can conduct yourself in the right way. Your attitude, record keeping and overall contribution is of an extremely high standard. You can clearly demonstrate and explain your findings and things you have understood.

COURSE CONTENT

Each year the students will focus on core subject matters to better equip them moving forward. Basic and fundamental skills will always play a contributing and underlying presence within the courses with the continued injection of positive challenges and personal stretches which may take students out of their comfort zone in a controlled and supportive environment. Character development, self awareness and self discipline will be a constant focus. Self assessments and reflecting on your progress is encouraged with a particular push for student wellbeing. Meditation will be introduced and is to be used as a tool to centre the student and bring about a stillness and silence of which we can then proceed to bring life and colour to the studio.

Students will learn the art of storytelling through character development and drama based activities with an attention to truth and detail. Movement and Voice will blend in with all acting classes giving the a performer a chance to understand their voice and physicality as an instrument which needs constant fine tuning. The courses will use a pick and mix of techniques which will be condensed into the allocated time we have in the studio. Students are encouraged to do additional research and offer presentations to their cohort which they believe may offer a deeper insight into a topic raised in class but may not have the liberty of time to conclude.

Character development, scene building, blocking, prop power, stage craft, improvisation, combat, intimacy/spacial awareness and scripted work will be carefully laid out so the student can end up organically thinking about and working towards their professional development. The student will explore, experience, emerge and establish the best version of themselves, whilst highlighting possible areas of improvement. We are dedicated to giving the students a platform to speak and listen in equal measure and indulge in the DJW style and challenges.

Students will be asked to perform, almost every week and in some cases students will need to research, build portfolios, deliver presentations, focus on leadership skills and learn to work in pairs, teams and solo. Any student who is struggling will be provided with an extra helping hand when the time becomes available in class, but each student is requested to push themselves further and further out of their comfort zones until the uncomfortable becomes comfortable. It is highly likely that students will lead warm ups or cool downs as part of the course and will most definitely be asked to take work home with them for personal and self study.

DJW will need students to jump in at the deep end and apply themselves as much as they can to get as much out of the course as possible and this includes learning lines and rehearsing with scene partners outside of the studio. All students must have a notepad for note taking and messages for parents or reminders for next weeks session.

Students will be taught to respect one another's views and opinions, personal space and abilities. Everyone will be working from various understandings, backgrounds, expectations and speeds. It is the job of the DJW tutor or DJW team members to bring everyone closer together to work in harmony. The students job is to make sure they are prepared at all times. DJW have an inclusivity, equality and diversity policy which can be requested at any time.

DJW aim to create a safe space for students to express themselves, explore themselves and be themselves. By the end of a session everyone should be flowing with ideas and regardless of the module content for that session, students should have had a positive educational experience. All students will be approached professionally at all times. We ask that students conduct themselves in the same manner. Students will be informed at every possible opportunity what is expected from them and what is not acceptable. Students will also be given the opportunity at the end of every class to raise concerns, questions, queries, complaints, compliments or comments and we encourage students to use this time to provide feedback or ask for feedback.

DJW MASTERCLASSES | IMPROVISATION | PRIVATE ACTING TUITION & CONSULTANCY SERVICES

RESPECTING ONE ANOTHER | RESPECT IN THE REHEARSAL ROOM

The DJW School of Acting endeavours to continue our efforts in educating our staff, students and parents by keeping things right in the workspace and ensuring a smooth running of the School. DJW pride ourselves on offering outstanding communication on the running of the School and Agency. We encourage feedback to help us improve all aspects of the running of the company.

This document has been created for all students and parents so that there is a clear outline of expectations from our actors and tutors in the rehearsal space. In this instance 'rehearsal space' includes all venues and instances where DJW teaching is taking place and includes but is not limited to; class rehearsals and productions of which DJW is responsible for.

Please be aware that any breach in safety is taken incredibly seriously and will result in the following action(s) being taken.

A verbal warning, a written warning and as a final call to action, instructions to leave the school and agency with immediate effect.

DJW Talent are passionate about being fair and transparent whilst focussing on educating everyone in an inclusive, non-judgmental way when it comes to 'physical approaches to acting' - It is not always obvious and we are dedicated to ensuring that information is readily available to everyone, to minimise confusion in the future.

We should all have the right to voice concerns and be provided with an honest, inclusive, open space for communications, Q&A's and conversations to ensure everyone feels comfortable with physicality in the rehearsal room and when performing at DJW.

**YOU HAVE THE RIGHT TO SAY NO.
YOU HAVE THE RIGHT TO STOP A REHEARSAL.
YOU HAVE THE RIGHT TO STOP A SCENE.
YOU HAVE THE RIGHT TO RAISE CONCERNS.
YOU HAVE THE RIGHT TO FEEL SAFE.**

YOU ARE ENCOURAGED TO HAVE OPEN, HONEST, NON-JUDGEMENTAL GROUP DISCUSSIONS ABOUT WHAT WORKS FOR YOU IN THE REHEARSAL AND PERFORMANCE SPACE AND WHAT DOESN'T WORK FOR YOU.

Please make sure you have spoken at length with your scene partners if any physical touch will take place in the scene. Your boundaries might differ from someone else's. Please do not just assume that your physical approaches to acting are innocent and appropriate, without confirming with everyone else in the scene.

We appreciate that spontaneity occurs within scenes but you still need to be mindful of other actors 'safe zones' on the body. Which should always be discussed, agreed, addressed and rehearsed before any physical touch can be brought into a scene.

The industry differs in how they approach this subject matter, but for simplicity, we always start with a traffic light system.

Are you comfortable being touched here?

RED - NO

AMBER - POSSIBLY (Let's discuss it)

GREEN - YES

Please also note that safe zones might change on a weekly basis and conversations should happen every single week if physicality is to be included in the scene.

One week an actor may announce that their arm is in the GREEN ZONE and the next week it might be in the RED ZONE.

'Physicality' must be addressed / spoken about during rehearsal. ALWAYS. No excuses.

When you are acting using physical touch, please be aware that this can trigger some actors and they have a right to stop the rehearsal, the scene or make a formal complaint in person or in writing if their requests have not been respected.

DJW Talent have made it clear many times that any physical touch must be consensual and agreed upon and a 'comfort zone' must be established and discussed so all actors know their limits and boundaries to avoid these incidents.

Actors must also be aware of 'HORSEPLAY' which can be just as triggering as physical touch when it comes to creativity. DJW Talent are mindful that we do not want to restrict actors being 'in the moment' and we acknowledge that comments are sometimes not fuelled with much punch, but rather exploration

of thought, however: We must still be mindful of others in the space who might interpret your words differently.

Horseplay is rough play (physical and verbal) in which people push and hit each other or behave in a silly way. [old-fashioned] Synonyms: rough-and-tumble, clowning, romping, fooling around and engaging in foolish behaviours which can often lead to the crossing of barriers and boundaries. (physical and verbal)

This can include: Being suggestive, Joking about someone's appearance (positively or negatively) Intimidation (Joking or serious) Threatening, manipulating or suggesting and not making clear that you were 'acting'.

It's a complex minefield, but please always air on the side of caution. This is something we all need to focus on so we do not step over the invisible marker.

If you need to make a complaint, please refer to your 'Keeping Things Right' portfolio pages and please raise concerns immediately or when the next appropriate time presents itself or in writing to someone in Management. Please note that we want you to explore creativity and open your imaginations to the possibilities that are out there, but we just need to 'keep things right' and work collectively to make sure we are striving for 'company effort' and not wandering off in our own ideas.

If anyone at any time whilst under training at DJW and within a DJW rehearsal space feels that their personal boundaries are not being respected, you must report the issues immediately to a member of DJW staff who will contact management.

DJW MASTERCLASSES | IMPROVISATION | PRIVATE ACTING TUITION & CONSULTANCY SERVICES

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