




MUSICAL THEATRE
STAGEBOX POLICIES



STAGEBOX POLICIES | MUSICAL THEATRE

Professional Etiquette

-  Our members' professional etiquette is at the cornerstone of Stagebox. Stagebox members are expected to follow professional standards and we do not tolerate bullying. Our community is kind, respectful and inclusive.
-  All jewellery including 'invisible' earrings, watches and nail varnish must be removed prior to entry into the studio.
-  Mobile phones should be switched off and remain in the member's bag throughout the day at Stagebox unless being used for recording under the supervision of creatives.

Hair should be immaculate at all times in the Stagebox studio. Long hair must be tied back.

Full uniform must be worn to gain entry to the Stagebox studio.

Social media activity is closely monitored by the Stagebox Team. Any material found on any social networking site that could contravene our Child Protection Policy or be viewed as damaging the safety of any Stagebox member or the reputation of Stagebox (including photographs/videos etc) will be dealt with seriously.

We reserve the right to film and post video and photographic content at Stagebox including for Instagram, Facebook, YouTube, TikTok, social media, production press, EPK and national press. This includes resharing of content. If your child cannot appear in media please notify us before sign up to contact@stagebox.uk

Timings and Absences

- All days run from 10am - 5pm inclusive.
- Sign in is at 9:40am and sign out is at 5pm prompt.
- It is vital that members arrive on time. No latecomers will be admitted. Members must arrive 15 minutes before sign in/sign out time. In exceptional circumstances please contact the team via email to let them know your estimated arrival time.
- Children must attend training weeks in full (e.g. all 4 days). We reserve the right to deny entry to rehearse or perform in Stagebox productions and/or projects where a child has been absent from training or rehearsals due to non-attendance or illness.

Preparation and Training Groups

- Training groups are allocated by age and ability. Stagebox reserves the right to allocate studio groupings according to age.
- Year 3 - 8 is our Junior Studio and Year 9 - 13 is our Senior Studio. We train our members in age and mixed age setting.
- Members should have access to material in advance of classes so they are fully prepared for each session.
- Members should also bring a notepad and pen to each session so they are able to take notes on any feedback and track their development throughout their training sessions.
- No photographs are permitted in the Stagebox Studio except those taken professionally.
- One Stagebox bag will be permitted per member. No additional bags or suitcases will be allowed into the studio.

Conduct

- Members and parents/guardians are expected to behave in a polite manner to staff and fellow members and be respectful and kind to each other.
- We do not condone negative or aggressive behaviour from parents or guardians toward staff or children in our care.
- In the event of a member being disruptive in class we reserve the right to ask them to sit out or to send them home in severe circumstances.
- For the protection of staff and children, parents and members will not contact Stagebox staff via personal communication either through social media, email or phone. All communication should be directed to contact@stagebox.uk.



Health and Welfare Policy

- Any pre-existing physical/mental illness or injury must be reported to Stagebox in advance of training. Please ensure you provide full medical disclosure at sign up which will be treated confidentially.
- If your child develops any physical or mental health that our team need to be aware of to care for them please email us to update us to contact@stagebox.uk
- We reserve the right to send members home due to infectious illness or if they report they are too unwell to be in training. Pastoral Care and Stagebox decisions on illness and fitness to train is final.
- If a member has been recently unwell with hospitalisation and/or severe illness please provide a doctor's letter in advance of training.
- Where members miss any training due to illness (and this is not disclosed at sign up or provided under a care plan), we will not be able to re-admit them for the remainder of the week.
- Members must be available for all training days in full in order to attend the training week due to the intensive nature of training, health and safety and risk assessments. This includes production dates (The Company Project Live).
- Our centre leads are all licensed chaperones holding enhanced DBS checks with the local education authority. They also have extensive mental health and safeguarding training for paediatric care.
- Stagebox reserves the right to contact parents or guardians in the interests of the child if our centre leads feel a child is too unwell to continue with training.
- For health and safety reasons, whilst a child is in Stagebox care, it is the parent/ guardian's responsibility to ensure that you or another responsible adult (over the age of 18) is available to collect your child within no more than 1 hour in the event that your child is unwell.
- Parents must advise Stagebox in writing of any change to emergency contact numbers/telephone numbers/email addresses whilst a member is in Stagebox care. This is crucial so that we are able to contact you in any emergency.
- Stagebox reserves the right to refuse to allow your child to participate in any Stagebox related activity in the event that your child is deemed to be unwell or unfit to take part.
- Any illness/injury occurring whilst in Stagebox care must be reported to the Stagebox centre lead
- immediately at the time so they can ensure health and safety. If unwell or injured, it is the member's responsibility to seek help from pastoral care lead or staff.
- Stagebox reserves the right to call 999 in the event of an emergency whilst members are in Stagebox care.

Sign In / Sign Out Policy

- Members of UK high school (Year 3 to Year 11) must be dropped off and signed in by an adult over the age of 18 to be formally signed into the care of Stagebox staff.
- It is the responsibility of the parent/guardian to ensure that the Stagebox team are aware of any child protection concerns, requirements or court orders regarding their child. All disclosures are confidential and allow the team to appropriately care for and protect your child and others.
- Members of UK high school age (Year 12 and Year 13) may sign themselves in and out.
- If a member has not been collected within 20 minutes of sign out time and there has been no contact from the child's primary contact, the Stagebox team will attempt to contact the member's secondary contact to arrange for them to be collected. If a member has not been collected within an hour of sign out time, the Stagebox team will revert to our child protection policy to ensure the safety of the member and will notify the relevant authorities to seek further guidance.










ACTING
STAGEBOX POLICIES



STAGEBOX POLICIES | ACTING

Professional Etiquette

-  Our members' professional etiquette is at the cornerstone of Stagebox. Stagebox members are expected to follow professional standards and we do not tolerate bullying. Our community is kind, respectful and inclusive.
-  All jewellery including 'invisible' earrings, watches and nail varnish must be removed prior to entry into the studio.
-  Mobile phones should be switched off and remain in the member's bag throughout the day at Stagebox unless being used for recording under the supervision of creatives.
-  Hair should be immaculate at all times in the Stagebox studio. Long hair must be tied back.
-  Full uniform must be worn to gain entry to the Stagebox studio.
-  Social media activity is closely monitored by the Stagebox Team. Any material found on any social networking site that could contravene our Child Protection Policy or be viewed as damaging the safety of any Stagebox member or the reputation of Stagebox (including photographs/videos etc) will be dealt with seriously.
-  We reserve the right to film and post video and photographic content at Stagebox including for Instagram, Facebook, YouTube, TikTok, social media, production press, EPK and national press. This includes resharing of content. If your child cannot appear in media please notify us before sign up to contact@stagebox.uk

Timings and Absences

- Your child will be allocated a named studio in accordance with their age.
- Sign in for weekly training is 5 minutes before training using codes provided.
- It is vital that members arrive on time. No latecomers will be admitted. Members must arrive 5 minutes before sign in time.
- In the event of absence our host will note this and we will see you the following week.

Preparation and Training Groups

- Training groups are allocated by age and ability. Stagebox reserves the right to allocate studio groupings according to age.
- Preparation is key and we strongly encourage members to upload homework and tasks set by coaches termly.
- Year 3-8 is our Junior Studio (5pm-7pm) and Year 9-13 is our Senior Studio (7pm-9pm). We train our members in ages.
- Members should have access to material in advance of classes so they are fully prepared for each session.
- Members should also bring a notepad and pen to each session so they are able to take notes on any feedback and track their development throughout their training sessions.
- No photographs are permitted in the Stagebox Studio except those taken professionally.
- One Stagebox bag will be permitted per member for masterclasses. No additional bags or suitcases will be allowed into the studio.

Conduct

- Members and parents/guardians are expected to behave in a polite manner to staff and fellow members and be respectful and kind to each other.
- We do not condone negative or aggressive behaviour from parents or guardians toward staff or children in our care.
- In the event of a member being disruptive in class we reserve the right to ask them to sit out or to email home and advise in severe circumstances.
- For the protection of staff and children, parents and members will not contact Stagebox staff via personal communication either through social media, email or phone. All communication should be directed to contact@stagebox.uk.



Health and Welfare Policy

- Any pre-existing physical/mental illness or injury must be reported to Stagebox in advance of training. Please ensure you provide full medical disclosure at sign up which will be treated confidentially.
- If your child develops any physical or mental health that our team need to be aware of to care for them please email us to update us to contact@stagebox.uk
- We reserve the right to send members home due to infectious illness or if they report they are too unwell to be in training. Pastoral Care and Stagebox decisions on illness and fitness to train is final.
- If a member has been recently unwell with hospitalisation and/or severe illness please provide a doctor's letter in advance of training.
- Our hosts and centre leads are all licensed chaperones holding enhanced DBS checks with the local education authority. They also have extensive mental health and safeguarding training for paediatric care.
- Stagebox reserves the right to contact parents or guardians in the interests of the child if our centre leads feel a child is too unwell to continue with training.
- For health and safety reasons, whilst a child is in Stagebox care, it is the parent/ guardian's responsibility to ensure that you or another responsible adult (over the age of 18) is available to collect your child within no more than 1 hour in the event that your child is unwell.
- Parents must advise Stagebox in writing of any change to emergency contact numbers/telephone numbers/email addresses whilst a member is in Stagebox care. This is crucial so that we are able to contact you in any emergency.
- Stagebox reserves the right to refuse to allow your child to participate in any Stagebox related activity in the event that your child is deemed to be unwell or unfit to take part.
- Any illness/injury occurring whilst in Stagebox care must be reported to the Stagebox centre lead
- immediately at the time so they can ensure health and safety. If unwell or injured, it is the member's responsibility to seek help from pastoral care lead or staff.
- Stagebox reserves the right to call 999 in the event of an emergency whilst members are in Stagebox care.

Sign In/Sign Out Policy (Masterclasses)

- Members of UK high school (Year 3 to Year 11) must be dropped off and signed in by an adult over the age of 18 to be formally signed into the care of Stagebox staff.
- It is the responsibility of the parent/guardian to ensure that the Stagebox team are aware of any child protection concerns, requirements or court orders regarding their child. All disclosures are confidential and allow the team to appropriately care for and protect your child and others.
- Members of UK high school age (Year 12 and Year 13) may sign themselves in and out.
- If a member has not been collected within 20 minutes of sign out time and there has been no contact from the child's primary contact, the Stagebox team will attempt to contact the member's secondary contact to arrange for them to be collected. If a member has not been collected within an hour of sign out time, the Stagebox team will revert to our child protection policy to ensure the safety of the member and will notify the relevant authorities to seek further guidance.















SINGING

STAGEBOX POLICIES



STAGEBOX POLICIES | SINGING

Professional Etiquette

-  Our members' professional etiquette is at the cornerstone of Stagebox. Stagebox members are expected to follow professional standards and we do not tolerate bullying. Our community is kind, respectful and inclusive.
-  For online memberships, members must have a functioning camera and microphone to attend training.
-  For singing memberships, please refer to audio settings guidelines and have these prepared in advance of every lesson.
-  Cameras must remain on and members must be visible for all sessions.
-  Coaching must take place from a living space that is well lit and suitable for singing.
-  Members must have access to a speaker not on their laptop to ensure best settings.
-  All jewellery including 'invisible' earrings, watches and nail varnish must be removed prior to entry into the studio.
-  Mobile phones should be switched off and not used during coaching.
-  Hair should be immaculate at all times in the Stagebox studio. Long hair must be tied back.
-  Full uniform must be worn to gain entry to the Stagebox studio including for online and masterclasses.
-  Social media activity is closely monitored by the Stagebox Team.
Any material found on any social networking site that could contravene our Child Protection Policy or be viewed as damaging the safety of any Stagebox member or the reputation of Stagebox (including photographs/videos etc) will be dealt with seriously.
-  We reserve the right to film and post video and photographic content at Stagebox including for Instagram, Facebook, YouTube, TikTok, social media, production press, EPK and national press. This includes resharing of content. If your child cannot appear in media please notify us before sign up to contact@stagebox.uk

Timings and Absences

- Please sign in for weekly training 5 minutes before training using codes provided.
- It is vital that members arrive on time. No latecomers will be admitted. Members must arrive 5 minutes before sign in time.
- If you are late to a session, we cannot guarantee a reschedule and this may be used in your allocation for the term.
- In the event your child is too unwell to sing or there are any vocal health concerns please reschedule your session before the cancellation window where possible.
- In the event you are unsure if you are well enough to sing, please attend your session and the coach will advise accordingly and support as far as possible.

Preparation and Training Groups

- Please ensure your child has a vocal tube (either from the Stagebox store or online) as this is required for technical learning.
- Preparation is key and we strongly encourage members to upload homework and tasks set by coaches termly.
- Members should have access to repertoire in advance of classes so they are fully prepared for each session.
- Members should also bring a notepad and pen to each session so they are able to take notes on any feedback and track their development throughout their training sessions.
- No photographs are permitted in the Stagebox Studio except those taken professionally.

Conduct

- Members and parents/guardians are expected to behave in a polite manner to staff and fellow members and be respectful and kind to each other.
- We do not condone negative or aggressive behaviour from parents or guardians toward staff or children in our care.
- In the event of a member being disruptive in class we reserve the right to ask them to sit out or to email home and advise in severe circumstances.
- For the protection of staff and children, parents and members will not contact Stagebox staff via personal communication either through social media, email or phone. All communication should be directed to contact@stagebox.uk.



Health and Welfare Policy

- Any pre-existing physical/mental illness or injury must be reported to Stagebox in advance of training. Please ensure you provide full medical disclosure at sign up which will be treated confidentially.
- If your child develops any physical or mental health that our team need to be aware of to care for them please email us to update us to contact@stagebox.uk
- We reserve the right to send members home due to infectious illness or if they report they are too unwell to be in training. Pastoral Care and Stagebox decisions on illness and fitness to train is final.
- If a member has been recently unwell with hospitalisation and/or severe illness please provide a doctor's letter in advance of training.
- Our teachers all hold enhanced DBS checks.
- Stagebox reserves the right to contact parents or guardians in the interests of the child if our centre leads feel a child is too unwell to continue with training.
- Parents must advise Stagebox in writing of any change to emergency contact numbers/telephone numbers/email addresses whilst a member is in Stagebox care. This is crucial so that we are able to contact you in any emergency.
- Stagebox reserves the right to refuse to allow your child to participate in any Stagebox related activity in the event that your child is deemed to be unwell or unfit to take part.
- Stagebox reserves the right to call 999 in the event of an emergency whilst members are in Stagebox care.

Other

- It is the responsibility of the parent/guardian to ensure that the Stagebox team are aware of any child protection concerns, requirements or court orders regarding their child. All disclosures are confidential and allow the team to appropriately care for and protect your child and others.

