

# THE OLD VIC

## School Visits to The Old Vic

Teacher name:

School name:

Date:

I understand that:

- When in or around the immediate vicinity of The Old Vic, students must be under the supervision of a school-appointed adult at all times.
- When in or around the immediate vicinity of The Old Vic, students are the full responsibility of the school-appointed adult and it is the school's responsibility to ensure their students conduct themselves in an appropriate manner that is respectful of the building, staff and other audience members.
- If seeing a production, the school-appointed adult will be responsible for the students for the duration of the visit including before, after or during the performance should any individuals chose to venture off the premises.
- If seeing a production, please note that Mark's Bar is our cocktail bar which pre-show also doubles as a foyer on the Circle and Baylis Circle levels. Anyone under 18 will not be served at the bar and we ask the school-appointed adult to ensure no attempts to purchase alcohol are made.
- If seeing a production, please note that Penny, our basement all-day cafe and bar, is open to the public from 8am. Anyone under 18 will not be served at the bar and we ask the school-appointed adult to ensure no attempts to purchase alcohol are made.
- Visiting groups are not permitted to consume their own food in the front of house spaces without prior arrangement.
- If seeing a production, the school-appointed adult must ensure that all phones are switched to airplane mode (rather than switching it to silent) to make sure everyone's experience is as enjoyable as possible. Photos and filming are not allowed in the auditorium.
- Teacher ratios should be a minimum of ten students to one adult.
- The school-appointed adult must be an employee of the LA/LEA/ELB or of the school governing body, and as such will ensure the health and safety of everyone in the school group.
- Schools will be expected to provide all appropriate and adequate insurance arrangements for their students and staff.
- The school-appointed adult will be expected to bring a register of the students in attendance in case of emergency.
- In addition to The Old Vic's own risk assessments, visiting or participating schools must also prepare their own.
- The Old Vic carries a public liability insurance, a copy of which is available on request.

Signed.....

Printed Name.....

To obtain a copy of our safeguarding policy, or if you would like to contact The Old Vic Designated Safeguarding Lead, please email [safeguarding@oldvictheatre.com](mailto:safeguarding@oldvictheatre.com).