

# Ruby & Blu - Child-Friendly Policies

## Booking and Lessons - A Guide for Children

This page explains some of the things you need to know when you come to Ruby & Blu.

Your parent or grown-up looks after things like booking your lessons, paying for them and letting me know if you cannot come. You don't need to worry about any of that!

### Coming to your lesson

Please arrive at the time your lesson starts.

Try not to arrive early because I might still be teaching another child or group. Their learning time is important too.

The gate will be opened ready for the first lesson. If your lesson is later, please wait with your grown-up until it is time for your lesson.

### If you're late

Don't worry - you can still join your lesson. Your lesson will still need to finish at the usual time because another child or group might be coming after you.

### If you can't come

Your parent or grown-up should let me know. If you are part of a group, the rest of the group will still have their lesson. Sometimes I might be able to offer you another group to join, but this won't always be possible.

### If I have to cancel

Sometimes I might have to cancel a lesson too. If that happens, I will tell your parent or grown-up and make sure they know what will happen next.

### Talking about your lessons

I will talk to your parent or grown-up about things like bookings, lesson times, homework and how you are getting on. You do not need to contact me yourself outside your lessons.

### What happens each half term?

Near the end of each half term, I will ask your parent or grown-up if you would like to keep coming to Ruby & Blu. They will sort this out with me.

Most importantly, you can concentrate on coming to your lessons, learning and doing your best.

## Keeping You Safe at Ruby & Blu

When you come to Ruby & Blu, I want you to feel safe, comfortable and listened to. It is my job to help keep you safe while you are here.

### Before your lesson

Your parent or grown-up is responsible for you until your lesson starts. Please don't arrive early because I may still be teaching another child or group. Your grown-up should make sure you arrive safely and at the right time.

### While you're here

While you are having your lesson, I will do my best to make Ruby & Blu a safe and comfortable place for you.

You can talk to me if:

- Something is worrying you.
- Something has happened that has upset or frightened you.
- Someone is making you feel uncomfortable.
- You don't feel safe.
- You need help.

You will be listened to.

### If you tell me something important

Most things we talk about can stay between the people who need to know. But there is one really important exception.

If you tell me something that makes me think you or another child might not be safe, I might need to tell another grown-up who can help.

I cannot promise to keep something secret if I think someone might be in danger. I will only share information with people who need to know. This might include a grown-up at your school whose job is to help keep children safe.

### Your grown-up

Your parent or grown-up must make sure I have the information I need to help keep you safe. They must also make sure I have a telephone number where I can contact them while you are at Ruby & Blu.

### Going home

Your grown-up is responsible for making sure you are collected safely when your lesson finishes. They should arrive at the right time so that you are not left waiting.

If they are unexpectedly late, I will make sure you are safe while we work out what is happening.

### Remember

You can always tell me if something doesn't feel right. You will be listened to. You won't be asked to keep an unsafe secret. If I am worried about your safety, I will try to get the right people to help.

## Our Group Rules

Everyone who comes to Ruby & Blu has the right to feel safe, enjoy their lesson and be able to learn. That means we all have a part to play.

### We will...

- Be kind to each other.
- Listen when someone else is speaking.
- Give everyone a chance to join in.
- Try our best.
- Follow instructions.
- Look after our equipment and learning space.
- Respect other people's feelings.
- Let other people learn.

You don't have to get everything right. Making mistakes is part of learning!

### What if someone's behaviour is stopping other people learning?

Sometimes we all get distracted or make a poor choice. If that happens, I will usually remind you about what I expect and give you the chance to put it right.

But one person's behaviour shouldn't keep stopping everybody else from learning. If your behaviour keeps distracting, upsetting or stopping other children from learning, I will talk to you about it and may also talk to your parent or grown-up. We will try to find a way to make things better.

### Some things are never OK

- Hurt or threaten someone.
- Bullying someone.
- Say deliberately unkind things.
- Use racist, sexist or other discriminatory language.
- Deliberately damage things.
- Keep disrupting other people's learning.
- Take photographs or recordings of other children.
- Do something that makes another person feel unsafe.

If something serious happens, I may need to ask you to leave the lesson. If serious or disruptive behaviour keeps happening, I may decide that Ruby & Blu isn't the right place for you to have your tuition. That isn't a decision I would make lightly.

### What you can expect from me

- Treat you fairly.
- Speak to you respectfully.
- Listen to you.
- Help you when you are struggling.
- Give you the chance to learn.

- Take you seriously if something is wrong.
- Help make sure other people's behaviour doesn't spoil your learning.

Everyone matters in our group - including you.

# Your Information and Photos - A Guide for Children

When you come to Ruby & Blu, I need to know a few things about you. This page explains what I know, why I need it and what I do with it.

## What do you know about me?

- Your name.
- Your age.
- What school year you are in.
- Your parent's or grown-up's contact details.
- What you are learning.
- How you are getting on.
- When you come to lessons.
- Things that help me teach you.
- Information that helps me keep you safe.

I don't collect information about you just because I can. I only keep information that I need.

## What do you do with my information?

- Teach you.
- Plan your lessons.
- Remember what you've been working on.
- See how you're progressing.
- Talk to your parent or grown-up about your learning.
- Organise your lessons.
- Keep you safe.

I will look after your information and keep it as safe as I reasonably can. I won't sell your information to anyone.

## Who can you tell?

Usually, your information stays private. Sometimes I may need to share information with another grown-up. For example, if I am worried that you or another child isn't safe, I might need to talk to someone who can help. This could be someone at your school whose job is to keep children safe. I will only share what is needed.

## What about photographs?

Sometimes I take photographs at Ruby & Blu. Before I take a photograph where people will be able to tell that it is you, two things need to happen.

Your parent or grown-up needs to have given me permission. And I will ask you. You get a choice too.

## What if my grown-up said yes but I don't want a photo?

You can say no. If you say no, I won't take the photograph. It doesn't matter if your parent or grown-up has already said yes.

You can also change your mind. You won't be in trouble. You won't miss out on your learning. And I won't try to persuade you to say yes.

## What if I say yes but my grown-up said no?

Then I won't take an identifiable photograph. Both things need to be OK. Your grown-up saying yes doesn't take away your right to say no. And you saying yes doesn't change your grown-up's decision if they have said no.

## What about photos where you can't tell it's me?

Sometimes I might take a photograph where nobody can tell which child is in it. For example, it might just show some hands doing an activity or a piece of work without a name on it.

If nobody can reasonably work out that it is you, I don't normally need to ask for individual photograph permission. I will be careful about what else can be seen in the photograph. If I'm not sure whether somebody might be able to tell that it is you, I will treat it as a photograph of you and follow the normal photograph rules.

## Where might my photograph go?

- Sent privately to your parent or grown-up.
- Used on Ruby & Blu's social media.
- Used to show people what we do at Ruby & Blu.

I won't add information about you that people don't need to know.

## Can my information be changed?

Yes. If something about you is wrong or has changed, your parent or grown-up can tell me. Every half term I will remind them to check that the information I have is still correct. I will also ask them to check their choices about photographs.

## Do you keep everything forever?

No. Different information needs to be kept for different amounts of time. When I don't need information anymore, I will delete it or safely get rid of it. Some important information may need to be kept for longer - for example, information about payments or something that happened to keep a child safe.

## Remember

Your information is about you, so it matters. You can ask me questions about it. And when it comes to an identifiable photograph of you: You are always allowed to say no.