**Practical Implementation Guide for Schools**

This guide provides clear, practical instructions for schools hosting PCLC’s Youth Theatre play. It outlines the respective responsibilities of Peninsula Community Legal Centre (PCLC) and the school to ensure the **Safety and Wellbeing Framework** is implemented effectively in each school environment.

**PRE – PERFORMANCE**

**PCLC will:**

* Provide information pack including:
	+ Content notes
	+ Ready-to-distribute parent letter
	+ Opt-out procedure template
	+ Incident response protocols
	+ Resources for class activities
	+ Student Resources
	+ Referral pathways
* Brief school staff

**School will:**

* Assign adequate wellbeing staff (ideally two staff)
* Allocate a quiet space easily accessible from performance
* Distribute information to parents and students
* Identify any students who may need additional preparation or support

**ON PERFORMANCE DAY**

**PCLC will:**

* Provide theatre and facilitation staff
* Arrive 1 hour before performance
* Provide information about content and what to do in case the play triggers emotions.
* Enact incident response protocols if an incident occurs.
* Provide pathway in case students need legal support.

**School will:**

* Have support staff visible and available to students
* Support students in need.
* Manage the quiet space
* Ensure identified students are seated near exits so they can leave easily if needed.

**POST PERFORMANCE**

**PCLC will:**

* Follow up 1 week after the performance.
* Provide resources, referrals and guidance for continued support
* Collect evaluation from students and staff

**School will**

* Provide feedback on student impact
* Flag any additional support needs

**Additional Details**

**Quiet space**

* A quiet, private room away from the performance area with comfortable seating for 2-4 people
* Easy access without crossing through main performance space
* Room should be available until 30 minutes after the performance

**Opt-Out Procedures**

* Parents/carers can request their child not participate without providing reasons
* Students can choose alternative supervised activities during the performance
* No academic penalty or stigma attached to non-participation
* Students who initially choose to participate can leave at any time
* School handles opt-out requests through your usual student absence procedures
* School arranges appropriate supervision for non-participating students
* Supervising staff are briefed that students may arrive during the performance if they choose to leave
* Maintain confidentiality about which students have opted out

**Student pre-performance facilitation**

* PCLC will brief students about the performance topic and themes and explain the availability of support and quiet spaces without stigma
* Remind students they can leave if needed and return when ready
* Normalise different reactions and emphasise that all responses are okay

**Emergency Procedures**

**Medical Emergencies**

* Our staff are first aid trained and will provide immediate response
* School's standard medical emergency procedures take precedence

**Trauma Activation or Severe Distress**

* School counseling / wellbeing staff provide immediate trauma-informed response
* Clear procedures exist for contacting families and external services if needed

**Disclosure Management**

* All disclosures are handled according to legal requirements and best practice
* School's mandatory reporting procedures are followed
* Immediate safety and support for the disclosing student is the priority

**Contact**

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