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### **Gecko Workshop Requirements**

- Gecko will provide a practitioner who is suitably experienced in delivering age/experience appropriate workshops.
- The practitioner will be DBS checked when working with participants in schools.
- Gecko's Safeguarding Policy forms part of the workshop leader's contract with Gecko and they must sign it to confirm they have read, understood and agree to abide by the policy when delivering workshops.
- Gecko employees are covered by Gecko's Public and Employer's Liability Insurance [£5m each] with Performers Arts Insurance Policy [no. 23835600CHC7275] through Wrightsure Services Ltd. Tel 01708 860999, email [performers@wrightsure.com](mailto:performers@wrightsure.com) Gecko can provide copies of certificates as required.
- Gecko's workshop leader will undertake a dynamic risk assessment of the space and the participants throughout the workshop.

**Maximum Group Size: 20 per practitioner.** We are able to work with larger numbers if the group is split into two or more separate workshops. For groups of more than 20 that cannot be separated into two or more sessions, an additional practitioner will be required and an additional space.

#### **Room:**

- Workshop space used will be an appropriate size for the group, allowing sufficient personal space so as not to come into contact with an obstruction / fellow performer, with additional break out space when possible.
- An appropriate floor for working barefoot which is clean, clear and safe (a sprung floor is ideal, and a concrete or solid floor is not appropriate).
- It is preferable that the working space does not have mirrors - if this is unavoidable, an effort should be made to cover up mirrors where possible.
- The working space must be kept as clear as possible of other objects to minimise the chance of injury through slips and trips and to allow the maximum amount of space for practice. Participants should be advised to keep belongings in an allocated area or neatly around the edges of the space.
- The working space should be warm, clean and well ventilated at a temperature of not less than 18.3°C and ideally a comfortable 21°C with natural lighting.
- A ceiling high enough to allow jumping, leaping and lifting without obstruction.

**Equipment:**

- Gecko will bring an iPod or laptop for music playback. The host should provide an amp or stereo system through which an iPod or laptop output can be played (with stereo jack input). The host will also need to provide some large sheets of paper or a flipchart, some coloured pens and some masking tape or blue tack. No tables or chairs are needed unless requested for the workshop content.

**Clothing**

- Performers and participants will be advised to wear clothing suitable for physical activity, such as tracksuit bottoms, leggings, t-shirts and sweatshirts, no jeans, skirts or low cut tops. No jewellery should be worn by any participants. We do prefer to work in an environment where participants are in their own clothing, rather than uniforms.
- We normally do our workshops in bare feet; however participants should bring trainers or other suitable sports shoes just in case.

**Pre-workshop information**

- The host should provide the workshop leader with a full list of contact details, addresses and directions to the premises in advance of the workshop.
- Any statements of special requirements relating to any attending participants MUST be discussed with the company prior to a workshop taking place. We have experience in working with groups of multiple abilities and are keen to discuss ways of working with all participants.

**Additional notes**

- We ask that all distractions during workshops are kept to a minimum; this means as few observers as possible. However, in the case of school workshops a qualified teacher MUST be present at all times throughout the workshop.
- Gecko workshops are highly physical and participants must be advised to bring water to keep hydrated throughout the practice. Otherwise the host should provide water within the workshop space for the practitioner and participants.
- The Host is responsible for doing a risk assessment of the event, for health and safety and for first aid provision.