



Project Theatre
PERFORMING ARTS

Policies

2024

For members, parents,
staff & volunteers

Last updated and approved by
Board of Trustees 5 December 2023.

Effective 1 January 2024.

Our Policies

As part of membership of and participation in Project Theatre Performing Arts (legal name Project Theatre SCIO) and known hereafter in this document as 'Project Theatre' or the 'organisation' incorporating Classes, Film & Digital, School Holidays, Youth Theatre and other projects managed by Project Theatre, members, parents/guardians, volunteers and staff agree to work within our policies which are in place to ensure the health and safety, wellbeing and happiness of everyone and to ensure the charity meets its aims to provide a safe and supportive environment for everyone to learn and enjoy performing arts.

More about our charity structure and governance can be found in our Constitution, a copy of which can be available. More info at: projecttheatre.org/about. Please familiarise yourself with and adhere to these policies and refer to when needed.

Policies are reviewed annually, work under our Constitution and alongside Studio Rules, specific Youth Theatre Membership Agreement & Member/Parent or Staff/Volunteer Handbooks,. Agreement to all of these is given with sign up via booking system and fees payment which constitutes membership and volunteer registration or contracts for staff. Also available at projecttheatre.org/policies.

In this booklet, you will find:

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Our aims & values

Aims of Project Theatre:

- To promote youth involvement in drama and theatre activities in the Falkirk area.
- To provide a supportive and safe environment for young people to engage in drama and theatre-related activities on a regular basis.
- To encourage and facilitate the development of skills related to theatre and drama.
- To provide opportunities for all members to take part in regular youth productions on any theatre stage.
- To give members the opportunity to take part in additional workshops and events.
- To provide a place for people with an interest in theatre and drama to meet, make friends and have fun.
- To achieve our aims, we request respect and good manners throughout the time spent under our care.

Our Values:

- Promotion of self-belief and confidence in young people.
- The importance of empowerment and responsibility.
- The importance of commitment and loyalty.
- The importance of a sense of achievement and pride.
- The benefits of self-discipline.
- Promotion of good group awareness and dynamics.
- Promotion of good communication and social skills.
- The value of positivity, enthusiasm and energy.
- The value of the arts to the community and individual well being.
- The importance of participation as well as observation.
- A commitment to equality of access to our activities.
- The importance of a happy membership and staff.
- The establishment of a fair and supportive environment.
- The maintenance of high standards in all areas of the organisation.
- The value of diversity and variety in all areas.
- The need to constantly monitor, evaluate and adapt.
- Clear communication of rules and policies at all levels.
- An openness surrounding future plans and current systems.
- A degree of flexibility in all future plans.
- That all aspects of the organisation must be completely fair.
- The importance of good memories and positive experiences.

Our charitable aims, objectives, governance and structure are detailed in our **Constitution** which is available on our website and a hard copy or email copy can be made available on request.

Rules & conditions

The welfare and happiness of our members is always paramount.

Here are the rules, conditions, and guidelines to ensure this:

- Members under the age of 16 must be brought into the building and collected from sessions by a supervising adult. Where possible the same adult should collect them after sessions. Parents/Guardians must advise us if somebody else will be collecting the member. A PVG Disclosed member of staff will always supervise the students whilst they are in sessions. We hold no responsibility for the students once their session has ended.
- No members under the age of 18 are permitted to leave the building at any time during the session without permission or unless accompanied by parent or guardian including at break times as outside of the building, we hold no responsibility for their care. This includes going to shops or surrounding relatives' houses however nearby.
- Membership and participation fees are subject to annual reviews and are applicable from the period of January to December each year. In the event of fees being changed, notification will be given prior to the change. All fees must be paid on an annual and monthly basis unless agreed otherwise.
- Project Theatre may cancel any session/activity at any time, giving no less than 24 hours' notice unless in unforeseen and exceptional circumstances.
- Project Theatre accepts no responsibility for any accidents or injuries which arise from members misbehaving and/or not following these rules. It is understood that in an emergency basic first aid may be administered by a trained member of the Project Theatre team. Parents/guardians/members are aware that due to the nature of performing arts the teacher may need to make physical contact with members to correct stance and movement in classes.
- Parents/guardians/members grant permission for Project Theatre to use any photographs taken in or around classes for the purposes of publicity. Copyright for all photographs taken for Project Theatre are the property of Project Theatre and may not be used without permission.
If parents/guardians do not wish their child to be photographed or videoed notice should be given in writing.
- On occasions members will be issued with notes advising parents/guardians of a variety of issues regarding the organisation, therefore it may be advisable to ask your child on their return from a rehearsal/workshop if they have such notes. We know from experience that notes have been lost or found in bags weeks after and that the information in them had been important. Notice will also be conveyed electronically e.g. email, SMS. It is the responsibility of parents to check these.
- Project Theatre reserves the right to use your contact information providing you/your child is of registered member status to send you details of future events. We will never share your information with any third parties for any reason. All contact information is treated in the strictest confidence.
- Project Theatre adheres to a minimum staff/volunteer to member ratio as required for health & safety for example 1:10 and dependant on age, class size, space.

All members and parents of Project Theatre must:

- Be 3 years or over unless otherwise arranged by the organisation.
- Switch off/to silent mobiles during class/rehearsal. In an emergency - families can call 07754 533 581 / 07954173842
- Arrive on time for classes, workshops, rehearsals, and productions.
- Be willing to participate in all activities including fundraising and publicity events and co-operate with the rest of the group.
- Be prepared to give extra time commitment if they wish to take part in a production.
- Treat all Project Theatre equipment and premises with care.
- Wear uniform (t-shirt and jazz shoes minimum for Youth Theatre) suitable clothing which is loose and non-constrictive. Unsuitable clothing may result in a member being asked to sit certain activities out. Comfortable trousers must be worn with comfortable shoes such as trainers, dance shoes or pumps.
- Always demonstrate responsible behaviour.
- Be supportive and respectful to everyone at all times.
- Pay the required fees promptly at the time agreed. Subscriptions are payable even if absent from classes/workshops/rehearsals.
- Give notice of absence in advance of start time by phone/text or email.
- Not bring any valuables/money/mobile phones to sessions unless absolutely necessary. Project Theatre accepts no responsibility for any items lost or damaged in or outside of sessions. Parents/guardians of any members under the age of 18 found liable for broken items or vandalism will be billed for the damage. Members aged 18 or over shall be billed directly for any damage.

We will not accept:

- Unruly, uncontrolled or violent/aggressive behaviour.
- Rudeness, swearing and bullying of any description.
- Unwillingness to cooperate or participate in activities.
- Any behaviour that has a negative impact on the group as a whole.
- Anyone missing three rehearsals consecutively except for illness and this may result in loss of membership with no reimbursement of any monies paid and remaining fees may be due if member leaves production a certain time beforehand.
- Anyone falling behind in their subscriptions/payments without communication.
- Smoking/vaping or drinking alcohol or illegal substances or food/drink unsuitable for age group e.g. caffeine or energy drinks while in the charge of the organisation.
- Snacks/sweets being consumed during rehearsal time (except allocated breaks)
- Continually missing publicity or fundraising events.
- Mobile phones or other devices being used unnecessarily during sessions. Mobiles should be off or on silent and used for emergencies only.

Should any member experience any problems whatsoever please speak to us as soon as possible. We are all here to have the best experience.

Artistic policy

Project Theatre has a wide membership of young people and aims to promote community and youth involvement in performing arts across the Falkirk area through workshops, productions and community initiatives.

Through involvement in a diverse programme, exploring all aspects of performance, we support and resource an experience of quality performing arts. We are committed to providing an environment where everyone feels **welcome, valued and effective**.

We believe every person who joins us **positively changes** the way we work. The Creative and Production Team, Staff, Volunteers and Trustees work together to ensure that the programme reflects and develops each member. This process of evaluating the strength of every individual and then finding the creative environment that will allow their contribution to be productive is core to our inclusive creative method. It is the reason we can open our creative process to 'everyone'.

Through our classes and performance programme we aim to reflect the unique abilities and aspirations of our membership and the communities they are a part of.

We aim to give everyone a genuine ownership of the work they are part of. They get the opportunity to feed their thoughts and ideas into the running of Project Theatre through a range of forum and evaluation processes. The production work that they are part of will always endeavour to involve a form of devising process where appropriate where projects and characters are interpreted through the interaction of cast members and directors. This process creates informed and confident performers.

We aim to foster new and transferable skills within our membership as they develop through our inclusive theatre process.

By creating an environment where every individual's contribution is valued and celebrated, and combining this with a method of work that aims for excellence, our membership develops leadership and communication skills that enable them to contribute positively in other areas of their lives. They understand the value of engaging positively with all their peers if they themselves want to achieve. They can appreciate that contributions can be made in a variety of less conventional (not less effective) ways. This enables them to consider their own contributions and assess whether they too could broaden and develop their existing approaches and potential.

We look for opportunities to collaborate locally, nationally and internationally.

We are aware of the valuable contributors that our members are as ambassadors both of our performance work and for the process that they are part of. They understand that this reflects its relevance in a wider society. Their experience of collaborative projects will add to the new thoughts and approaches for the future of our organisation and other network organisations.

Positive Performance

We believe everyone can shine on stage and we like to give everyone that chance. Positive Performance is the way we achieve this so that everyone can Perform to their Potential!

Positive Performance, conceived by our Founder, is the empowerment approach that Project Theatre takes in all the work we do.

“Positive Performance is the real, active way in which we are doing the work we do to help make performing arts more open, fair and fun regardless of ability or experience.”

Jamie O’Rourke, Artistic Director & Founder

We believe performance should always be a positive force for everyone involved and create positive, innovative, open opportunities and conditions rather than being discriminatory, difficult to access, material or financially focused and non-progressive.

How does Positive Performance work as an Empowerment Approach?

- Allows young people the space and the inspiration to create their own art and to have fun doing it.
- Empowers young people to make their own decisions and be responsible for their own actions.
- Encourages people to overcome the geographic or social barriers that might stop them from taking part.
- Increases young people’s self-esteem, knowledge and skills.
- Provides opportunities for young people to develop their social networks in safe and friendly environment.
- Provides opportunities for everyone to access high quality performances and creative activities.
- Works with other local partners to maximise our contribution to the regeneration of the area.
- Promotes good training, professional development and sharing best practice.

Why do we believe in Positive Performance?

- We believe that by empowering young people we will help make them more confident, ambitious young people. This helps our members to become more active citizens and through this we improve the communities we work with.
- We also believe that the arts provide an outlet for fun, laughter and enjoyment. They celebrate identity and diversity and provide a platform to explore complex issues.
- We value the importance of artistic quality and work with experienced artists. We empower our staff and volunteers so that they feel they are working in a safe and supportive environment where they can increase skills and enjoy their work.

What we do to achieve Positive Performance:

Ensuring access into Project Theatre is not restricted based on ability, age or experience through:

- No unnecessary auditions or screening / filtering processes
- Broad Membership Age Range of 7-18yrs
- No strict geographic area limit
- Volunteers are welcome from 14 upwards and are trained by us
- Ensuring Involvement in Project Theatre is not restricted on the basis of financial requirements:
 - Affordable Annual Membership Fee
 - Low costs for workshops/classes and productions /opportunities compared to other similar theatre organisations offering similar services
 - Costs are reduced due to funding, grants and ticket sales contributing to costs and not organisation profit

Ensuring the work we do is upto date, innovative and relevant to those involved:

- Members have input into workshop, event and production ideas and event structure
- We regularly take written, online and oral feedback from members and audiences and record and present this publicly
- We use techniques and ideas used by contemporary national and international youth theatre organisations and theatre and performing arts specialists
- We believe in contemporary and collaborative ways of working and using devised, outdoor and other forms of theatre and creative arts as well as traditional work

We are interested in the development of each individual child's potential, confidence, experience and talent rather than:

- Façade quality of productions
- Competitiveness with other organisations
- Amount of members
- Finances generated from projects

Health & safety

It is the policy of Project Theatre to provide healthy and safe conditions equipment and systems of work for all our staff, volunteers and members as much as possible, and to provide training and information as is necessary.

Through the way we work and behave, all our members, volunteers and staff and stakeholders will be protected from risks of activity-related injury or ill health as much as possible.

It is our intent to demonstrate an ongoing and determined commitment to improving health and safety throughout our organisation. We will ensure the health and safety of all our members and any other people who may be involved with our activities.

We will comply with all relevant requirements of health and safety legislation. We will endeavour to follow industry best practice and follow the guidance of the Health and Safety Executive and other regulatory bodies.

This policy reflects our commitment to ensuring that health and safety is paramount to the organisation, and that effective health and safety actively contributes to our success.

We do not however accept full responsibility for the health and safety of people whilst on external premises during our events, as these venues are under their own standard Health & Safety policies and regulations which we do not control but we will communicate with venue management and other partners to do everything in our power to ensure good health and safety practice during our activities where extra care may be required by way of risk assessment and ongoing care.

We accept responsibility for our activities and members health and safety safeguarding but do not always have full venue health and safety policy responsibility.

All individuals at every level in Project Theatre have some level of responsibility for ensuring that this Policy is followed, and breaches of this policy will be acted upon seriously.

Training in basic health and safety will be provided for staff and volunteers as part of an ongoing training process and as changes are made to this Policy, more intensive training may be provided for staff with named responsibility.

In the event of accidents or incidents Project Theatre will, if necessary, contact parents immediately and all details of the accident or incident will be recorded in an incident report form.

This policy will be updated and reviewed annually to reflect changes both in Project Theatre and in the relevant venues/spaces it uses.

Child protection

Project Theatre is committed to creating an environment that enables children and young people to learn and develop in a safe, understanding and encouraging environment.

Project Theatre recognises that it is a privilege to work with children and young people and that it is also a great responsibility. Parents/Guardians trust Project Theatre to look after their children, and to care for them, give leadership, and keep them safe. Project Theatre needs to ensure that we honour their trust.

Children & young people – refers to persons under the age of 18, however, information and advice in this policy also applies, in spirit, to those young adults over the age of 18 who are deemed to be "vulnerable."

Project Theatre will take appropriate steps to ensure that children and young people are not exposed to reasonably foreseeable risk of injury, whether to their physical or mental health and wellbeing. Project Theatre is committed to the protection from harm and the safeguarding of all children and young people who attend its activities.

Project Theatre endeavours to safeguard children and young people by, recognising it's 'Duty of Care', by adopting child protection guidelines through:

- Ensuring that staff, assistants, helpers and volunteers respond appropriately should abuse be discovered or disclosed and that any reported incidents of abuse are fully recorded.
- A child protection code of conduct for staff, assistants, volunteers and helpers.
- Establishing clear procedures for reporting concerns.
- Ensuring that procedures for recruitment and selection of staff, assistants, volunteers and helpers are rigorous, clear, fair and uniformly applied.
- Providing effective management for staff and assistants, helpers and volunteers through supervision, support and training.
- Monitoring and reviewing the Child Protection Policy.

This policy will work in tandem with our Rules and Conditions and Code of Conduct

Policy Aims

- Demonstrate Project Theatre's commitment to safeguarding all children and young people who use our services.
- Provide information, training, guidance and support to staff, assistants and volunteers in relation to child protection.
- Provide a clear and effective framework for staff, assistants and volunteers for safeguarding children.
- Provides clear procedures for reporting and recording suspicions, disclosures and allegations of abuse, including allegations against Project Theatre personnel.

Definitions

Project Theatre recognises the following definitions of child abuse:

Physical Abuse - this may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child or the threat of physical abuse.

Emotional Abuse - the persistent emotional ill treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve making a child feel or believe that they are worthless or unloved or inadequate.

Sexual Abuse - this involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of or consents to what is happening. It may also include non-contact activities, e.g. involving children in looking at or in the production of pornographic material, or encouraging children to behave in sexually inappropriate ways.

Neglect - the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development.

Abuse of Vulnerable Adults – Vulnerable adults are defined as people aged 18 years or over who are, or may be, in need of community care services because of mental disability or other disability, age or illness, and who are, or may be, unable to take care of themselves or unable to protect themselves against significant harm or exploitation.

Abuse of Position of Trust - this guidance is primarily intended to protect young people over the age of sexual consent but under 18 years of age and vulnerable adults where a relationship of trust, with an adult exists The Sexual Offences Act 2003 states that it is a criminal offence for any person aged 18 years or over, who is in a position of trust (i.e. Project Theatre staff member, assistant or volunteer), developing a sexual relationship with a person under 18 years.

Bullying - is not an official category of child abuse but is damaging, harmful and oppressive. Project Theatre acknowledges that regardless of who the perpetrator might be, signs of bullying should be reported and appropriate action taken. Antibullying strategies should be enforced. (See also Anti-Bullying Policy)

General Principles

- Project Theatre recognises that it is a privilege to work with children and young people; and that it is also a great responsibility. Parents trust us to look after their children, and to care for them, give leadership, and keep them safe. We need to ensure that we honour their trust.
- Project Theatre recognises that child abuse can occur in all cultures, religions and all social classes. All children have the right to be protected. Children who have been abused deserve care, respect and sensitivity.

- Project Theatre will take appropriate steps to ensure that children/young people are not at risk of injury, whether to their physical or mental health and wellbeing.
- Project Theatre is committed to the protection from harm and safekeeping of all children/young people who attend our activities ensuring that leaders and workers respond appropriately should abuse be discovered or disclosed and any concerns about abuse is fully recorded.
- Project Theatre is committed to a Child Protection Code of Conduct for all workers including staff, assistants and volunteers to ensure positive interaction between workers / and children / young people.
- Project Theatre is committed to having suitable and adequate supervision of children/young people while they are attending Project Theatre activities.

Implementation

Designated Officer: Jamie O'Rourke is designated as the Designated Child Protection Officer. This role includes taking responsibility for processing volunteer PVG application forms, handling disclosure or suspicions of abuse, coordinating referrals and investigations and liaising with relevant agencies.

Guidelines on the procedures on how to implement this Policy will be made available to all staff, assistants, helpers and volunteers through training and a flowchart for how to respond to allegations or concerns regarding child abuse. Workers will be given supervision, support and training.

Assessment and monitoring: Project Theatre will continually monitor the implementation of this policy, its practices and procedures and review the policy on an annual basis. Project Theatre undertakes to make and retain a full and detailed record of any reported incident or suspicion of abuse.

Code of Conduct

This Code of Conduct applies to all Project Theatre staff, volunteers, helpers and any other individuals who come into contact with children and young people (under the age of 18), whether as part of their administrative, teaching, supervising or ancillary duties.

Project Theatre:

- Is committed to creating an environment that enables children and young people to learn and develop in a safe, understanding and encouraging environment.
- Recognises that it is a privilege to work with children and young people; and that it is also a great responsibility. Parents/Guardians trust Project Theatre to look after their children, and to care for them, give leadership, and keep them safe. Project Theatre needs to ensure that we honour their trust.
- Will take reasonable steps to ensure that children and young people are not exposed to a reasonably foreseeable risk of injury, whether to their physical or mental health. Project Theatre is committed to the protection from harm and safekeeping of all children and young people who attend its activities ensuring

that staff, assistants and volunteers respond appropriately should abuse be discovered or disclosed and any reported incidents of abuse are fully recorded.

- Is an equal opportunities organisation and has a policy of open access to courses and activities for children and young people, regardless of sex, sexual orientation, marital status, religion, socio-economic background, colour, race, nationality, ethnic origin, age or disability.

Guidelines for staff and volunteers:

- Children and young people should be treated equally with respect and dignity
- At all times provide an example of good conduct and be a positive role model. This includes refraining from smoking, drinking alcohol, taking substances or swearing/inappropriate language in the company of children and young people
- Build balanced relationships with all children and young people and should not have inappropriate physical or verbal contact with children or young people
- Give enthusiastic and constructive feedback and not negative criticism. Workers should not show favouritism to any individual, resort to bullying tactics or reduce a child to tears as a form of control
- Recognise the developmental needs and capacity of children and young people, avoiding excessive training and not pushing them against their will
- Put welfare of each child and young person before achieving goals
- Challenge unacceptable behaviour and report all allegations and suspicions of abuse to Project Theatre's Child Protection Officer.
- Record any injury that occurs in the official Accident /Incident Log Book at the venue, along with details of any treatment given.
- Give guidance and support to inexperienced assistants, volunteers or helpers.
- Do not jump to conclusions about others without checking facts.
- Do not exaggerate or trivialise child abuse issues.
- Do not rely on the good name of Project Theatre or associated professional bodies (e.g. NODA, SCDA, YTAS) to protect them.

Physical Contact:

- Respect a child/young person's right to privacy and encourage them to have concern for others, especially with unsound/unacceptable behaviour.
- From time to time, it may be required to undertake tasks of a personal nature for children/young people (e.g. assist with dressing and visits to the toilet). In performing these tasks workers should be responsive to the child's/young person's reactions. If they are fully dependent on you, talk about what you are doing and give choices where possible. Workers should not do things for a personal nature that a child can do for themselves.
- Physical contact can be required for correctional purposes or support only. It is recommended to seek permission from individual before contact made.
- Workers should be aware that it is possible to have actions misinterpreted, no matter how well intentioned.

Inappropriate comments/behaviour

The use of inappropriate language and comments to or about children and young people or other workers or parents and guardians is not acceptable. Workers should not make suggestive or derogatory remarks or gestures to or in front of children and young people or be drawn into inappropriate attention seeking behaviour.

Disclosure / Contractual Relationship

Staff and volunteers must have been cleared by Disclosure Scotland through the Protecting Vulnerable Groups (PVG) Scheme. In situations where greater supervision of children is required (e.g. productions), an appropriate ratio of adults with Disclosure should be in place in each area.

This Code of Conduct forms part of the contractual arrangements used by Project Theatre between staff, independent contractors, assistants, helpers or volunteers and any other individuals who are engaged by Project Theatre and come into contact with children and young people (under the age of 18) as part of that engagement.

Workers are expected to understand the nature of this Code of Conduct, and in signing an Employment Contract, or contract of any other type (including volunteer agreement or work experience placement) are deemed to have understood and agreed to abide by this Code of Conduct.

Anti-bullying

Statement of Intent

We are committed to providing a caring, friendly and safe environment for all members so they can learn in a relaxed and secure atmosphere. Bullying of any kind is unacceptable in our organisation. If bullying does occur, all members should be able to disclose and know that incidents will be dealt with promptly and effectively. Anyone who knows that bullying is happening is expected to tell the staff or volunteers.

What Is Bullying?

Bullying is the use of aggression with the intention of hurting another person. Bullying results in pain and distress to the victim.

Bullying can be:

- Emotional – being unfriendly, excluding, tormenting (e.g. hiding books, threatening gestures)
- Physical – pushing, kicking, hitting, punching or any use of violence
- Racist – racial taunts, graffiti, gestures
- Sexual – unwanted physical contact or sexually abusive comments
- Homophobic – because of, or focussing on the issue of sexuality
- Verbal – name-calling, sarcasm, spreading rumours, teasing
- Cyber/Online – all areas of internet, such as email & internet chat room misuse
Mobile threats by text messaging & calls, misuse of associated technology, i.e. camera & video facilities

Why is it Important to Respond to Bullying?

Bullying hurts. No one deserves to be a victim of bullying. Everybody has the right to be treated with respect. Those who carry out bullying need to learn different ways of behaving.

Project Theatre has a responsibility to respond promptly and effectively to issues of bullying.

Objectives of this Policy

- All staff, volunteers, members and parents should understand what bullying is.
- All staff and volunteers should know what our policy is on bullying, and follow it when bullying is reported.
- All members and parents should know what our policy is on bullying, and what they should do if bullying arises.
- As a youth focused charity, we take bullying seriously. Members and parents should be assured that they will be supported when bullying is reported.
- Bullying will not be tolerated.

Signs and Symptoms

A child may indicate by signs or behaviour that he or she is being bullied. Adults should

be aware of these possible signs and that they should investigate if a child:

- does not want to come to sessions or rehearsals, is frightened of walking to or from our group, changes their usual routine or is unwilling to go to Project Theatre
- becomes withdrawn anxious, or lacking in confidence
- starts stammering
- attempts or threatens suicide or runs away
- cries themselves to sleep at night or has nightmares
- feels ill a lot
- begins to perform poorly
- comes home with clothes torn or books damaged
- has possessions which are damaged or " go missing" or asks for money or starts stealing money (to pay bully) or has fees or other monies continually "lost"
- has unexplained cuts or bruises
- becomes aggressive, disruptive or unreasonable or is bullying other children or siblings
- stops eating
- is frightened to say what's wrong
- gives improbable excuses for any of the above
- is afraid to use internet or mobile or nervous & jumpy when message is received

These signs and behaviours could indicate other problems, but bullying should be considered a possibility and should be investigated

Procedures

1. Report bullying incidents to staff, tutors or volunteers.
2. In cases of serious and persistent bullying, the incidents will be recorded by staff and parents will be informed and will be asked to come in to a meeting to discuss the problem.
3. If necessary and appropriate, police will be consulted.
4. Bullying behaviour or threats of bullying must be investigated and the bullying stopped quickly.
5. An attempt will be made to help the bully (bullies) change their behaviour.

Outcomes

- The bully (bullies) may be asked to genuinely apologise. Other consequences may take place.
- In serious cases, suspension or even exclusion from the organisation will be considered.
- If possible, the members will be reconciled.
- After the incident / incidents have been investigated and dealt with, each case will be monitored to ensure repeated bullying does not take place.

Prevention

We will use methods for helping children to prevent bullying. As and when appropriate, these may include:

- Writing a set of group rules and code of conduct.
- Signing a behaviour contract.
- Writing stories or poems or drawing pictures about bullying.
- Reading stories about bullying or having them read to group.
- Making up role-plays.
- Having discussions about bullying and why it matters.

Bullying Incident Report Form

Using a bullying incident report form is an essential part of addressing and preventing bullying in any organisational setting. The purpose of this report form is to establish a standardised procedure for reporting and addressing bullying incidents within if and when they occur.

Staff who have witnessed bullying are encouraged to use the Bullying Incident Report Form to document and report the incident.

The Bullying Incident Report Form can be obtained from the Project Theatre internal online admin drive or paper copy if needed.

Confidentiality: The completed form should be submitted to the Artistic Director and all reports made using the Bullying Incident Report Form will be treated confidentially. Reporting parties are encouraged to provide as much information as possible while understanding that their privacy will be respected.

Non-Retaliation: Project Theatre is committed to protecting individuals who report bullying from retaliation. Retaliation against reporting parties is strictly prohibited and will be subject to disciplinary action.

Investigation Process: Reports submitted through the Bullying Incident Report Form will be promptly and impartially investigated. The investigation process may include interviews with the individuals involved, as well as any witnesses. The investigation will aim to determine the veracity of the report and may result in corrective and follow up actions.

Corrective and Follow Up Action: Individuals found to have engaged in bullying may face corrective and follow up actions, which could include meeting with parents, counselling, training, disciplinary actions, or conflict resolution measures.

Mental health & wellbeing

1. Statement of Commitment:

Project Theatre is dedicated to prioritising the mental health and wellbeing of our young participants and staff and volunteers through and alongside our programme of activities and events. We firmly believe that a supportive and inclusive environment is vital for fostering their artistic talents and personal growth, development and resilience.

2. Definitions:

Mental Health: The emotional, psychological, and social well-being of individuals, encompassing their emotional resilience, coping mechanisms, and overall happiness.

Wellbeing: The state of being comfortable, healthy, and happy, both mentally and physically.

3. Leadership and Responsibilities:

- Artistic Director: Responsible for overall policy implementation and overseeing staff and volunteers.
- Mental Health Coordinator/Champion: Appointed staff member responsible for coordinating mental health efforts.
- Youth Leaders: Encouraged to create a safe and inclusive environment.
- Volunteers: Expected to support and uphold this policy.

4. Training:

Staff, volunteers, and youth leaders as necessary will receive training on recognising signs of mental health issues and how to provide initial support. For example, they will learn to identify signs of anxiety or depression and how to offer a listening ear.

5. Mental Health Awareness:

Regular workshops and discussions on mental health issues will be organised within the organisation. For example, we will invite mental health professionals to speak about managing stress and building emotional resilience.

6. Confidentiality:

All discussions and records related to mental health concerns will be kept confidential, shared only with those who need to know and with the consent of the young participants or their legal guardians. For example, if a participant shares their struggles with a mental health issue, this information will only be shared with their permission.

7. Supportive Environment:

Project Theatre is committed to creating an environment where young participants feel comfortable discussing mental health concerns, free from judgment and discrimination. We will actively promote a culture of empathy and support.

8. Access to Support:

Information about local mental health resources and professionals will be provided to participants and their families. This information will include helplines, crisis intervention services, and local support groups for young people.

9. Communication:

Open and honest communication about mental health is encouraged. Young participants will be informed about designated channels for reporting and addressing concerns, such

as speaking to their leaders, the Mental Health Coordinator/Champion or using a confidential suggestion box.

10. Prevention and Early Intervention:

We will implement strategies to prevent mental health issues. For instance, our workshops may include relaxation techniques, and we will encourage activities promoting self-care. Early intervention will involve offering support and resources at the first sign of a concern.

11. Crisis Management:

In case of a mental health crisis, staff and volunteers will follow an established procedure, including contacting emergency services when necessary. For instance, if a participant experiences a severe panic attack during a rehearsal, the staff will know how to handle the situation, and emergency contact information will be readily accessible.

12. Evaluation and Review:

This policy will be reviewed annually and updated as needed to ensure its effectiveness and relevance. We will also conduct anonymous surveys among participants and parents to gather feedback.

13. Inclusivity:

We recognize and respect the diverse needs of our participants, including those with different backgrounds, abilities, and experiences. We are committed to adapting our approach to ensure inclusivity.

14. Consent:

Whenever professional help is sought for a young participant, clear procedures for obtaining consent from the participant or their legal guardians will be followed.

15. Feedback:

Project Theatre welcomes feedback from young participants and their families regarding the effectiveness of this policy and its implementation. This feedback will inform future revisions, ensuring that our approach is responsive to the evolving needs of our community.

This policy is aimed at creating a nurturing and safe space where our young participants can not only develop their artistic talents but also grow as resilient and emotionally healthy individuals.

Photography & video

Project Theatre recognises that publicity; pictures and videos of both members and volunteers enjoying activities and performances on stage are necessary to promote the group as a whole and encourage people to join or volunteer and audiences to buy tickets and support us.

Video and photographic images are also used to improve future performances or dances to ensure our members can perform to their potential. To facilitate this, it is essential to use photographs and video images of members and staff/volunteers. involved.

Risk factors

It is important we are all aware of some of the potential risks of photography and filming which can include:

- Children may be identifiable when a photograph is shared with personal information
- Direct and indirect risks to children and young people when photographs are shared on websites and in publications with personal information
- Inappropriate photographs or recorded images of children
- Inappropriate use, adaptation or copying of images.

Project Theatre is committed to ensure that the publication of photographs and video images always show the organisation and its members both appropriately and with due respect. This policy applies to both printed and digital media.

In order to ensure we meet these standards we will ensure and enforce:

- All parents/guardians and volunteers have given consent for filming and photographing on their membership registration / sign up form.
- Any filming/photography will only be taken by a photographer/videographer authorised by the organisation.
- The use of cameras or mobile phones with camera or video capability, in dressing rooms and other inappropriate environments is forbidden.
- In the context of a production programme, it is of course difficult to avoid the use of the participants first name and surname. However, we should avoid any additional information that may help locate the child. In general, where at all possible the individuals should not be named.
- To only use images of children in suitable clothing to reduce the risk of inappropriate use. Some activities, for example dance, present a much greater risk of potential misuse.
- To not allow photographers unsupervised access to children
- To not approve photograph sessions outside the event or at a child's home.

Online & social media

Project Theatre operates on several social media platforms. These house rules guide people using these platforms to engage with us as members and for the public. We

welcome opinions both positive and negative. We understand that you may not always necessarily agree with us or others. However, when stating your point please do not abuse, use offensive language or go off topic to us or other people and be mindful of the public reputation all charities understandably wish to maintain.

Your content is public: Once your comment is online it is in the public domain - everyone with internet access can read it. Do not forget that you are legally responsible for what you post / comment / submit.

Language and relevance: Do not use swear words or offensive language and keep submissions relevant. If you have a question about content removed email us.

Trolling: Spamming us repetitively with the same point – even after we have tried to engage and address points / issues - deters other followers from engaging with us. This behaviour will not be tolerated.

Report abuse: If you are offended by a user's post, please report it to the relevant platform. If you would like it removed by us, please email hello@projecttheatre.org

No libel or other abuse: You must not make or encourage comments which are: defamatory, false or misleading; insulting, threatening or abusive, obscene or of a sexual nature, offensive, racist, sexist, homophobic, transphobic or discriminatory against any religions or other groups.

Confidentiality: Please respect people's privacy. You are not allowed to submit confidential or private information. For example, you must not upload the telephone number, email address or any other contact details of any other person.

No advertising: Postings on our public socials or in members groups must be relevant to Project Theatre or in response to material we have posted. Postings that advertise a commercial service or product may be removed. Please contact us directly if you would like us to consider including details of non-Project Theatre events.

Removal of content, warnings and suspensions: If you breach any of the above rules we will use the following steps: 1. Project Theatre will always try to resolve the issue first with anyone who violates the house rules 2. If Project Theatre needs to moderate or delete posts, we will always explain our reasons for doing so, pointing to the relevant section of the house rules 3. Project Theatre reserves the right to ban followers from our pages for serious violations or repeat violations of the house rules We want Project Theatre's social media pages to be an open, welcoming and constructive space. We really do not want to have to remove any content so please do keep in the spirit of our pages. If you have any questions do not hesitate to contact us at any time.

Privacy policy & terms of use

General Data Protection Regulation (GDPR) Compliant. Effective May 2018.

Project Theatre is committed to maintaining the trust and confidence of our members, parents, audiences, supporters, staff, volunteers and trustees who are involved in the organisation and/or visit our website and comply with appropriate legislation such as GDPR etc. Our privacy policy provides information on what, how and why we collect, store and use personal information when you visit our website and/or use our services.

About us

We are Project Theatre (SCIO), a Scottish Charitable Incorporated Organisation, registered in Scotland with registration number SC046661 and registered address 30A La Porte Precinct, Grangemouth, FK3 8NG

About you

You are a person:

- using our organisations' website which is currently at www.projecttheatre.org
- filling out an online or paper contact or feedback form

About this notice

This privacy notice explains how we use any personal information we hold about you and your rights about this.

Our website

This website is designed to provide general information about Project Theatre, its services and its associated undertakings. It is essential that you verify all information with us before taking any action in reliance upon it. It is a condition of allowing you free access to the material on this website that you accept that Project Theatre will not be liable for any action that you may take in reliance on such information. Information is subject to change without notice. This website complies with United Kingdom and EU Law regarding Data Protection (GDPR). Project Theatre will not accept responsibility for compliance with the laws of any other jurisdiction. Unless otherwise noted, you should assume that everything you see or read on this website is copyrighted, and may not be used without the written permission of Project Theatre, except as provided in these Terms and Conditions or in the text on this website. This material includes, but is not limited to, the design, layout, look, appearance and graphics. Project Theatre neither warrants nor represents that your use of materials displayed on this website will not infringe rights of third parties not owned by or affiliated with Project Theatre. Project Theatre has not reviewed any or all of the sites linked to this website and is not responsible for the content of any off-site pages or any other websites linked to this website. Your linking to this website, off-site pages or other sites is at your own risk and without the permission of Project Theatre. Your use of this website and any dispute arising out of such use of the website is subject to the laws of England, Scotland and Wales. Details of how to contact Project Theatre can be found on our contact page.

The information we may hold about you

- information you provide us in an online or paper form (for example, your name and contact details)
- communications with us (for example by email or notes of phone calls)
- your usage of our website, for example, what you look at our access, traffic data, location data, weblogs and other communication data, information about your computer, including – where your browser provides this – your IP address, operating system and browser type
- Sensitive personal data: Data laws recognise that certain categories of personal information are more sensitive such as health information, race, religious beliefs and political opinions. We do not actively collect this type of information about our customers unless there is a clear reason for doing so. For example, when signing up for Organisation we require medical information and emergency contact details.

How we will use information about you

We collect and hold information about you:

- to manage our organisation and improve what we do and, if you agree:
- to communicate with you about ourselves, our projects and what we are doing as an organisation
- to help us increase our number of audiences or otherwise earn or raise money to support the organisation and its activities

Information about you which may be used to demonstrate the impact and reach of our work to funders is anonymised. We do not share anything which identifies you.

Any feedback you give us we can use in public communications. But we will not do so in such a way that people would know it was from you – unless we get your permission.

We may share information about you:

- with analytics providers for the purposes of improving our website or social media pages
- with other organisations who may help us deliver services to you but this will always be with your consent

We may share information about you with law enforcement agencies or other organisations or individuals if we are obliged to by law or court order. We will try to inform you of this requirement wherever possible, unless we are legally restricted from doing so.

What you get in return for your information

The value we aim to give you in return for you letting us use information about you is:

- to let you know about when and where our events are taking place
- to tailor what we send you by better understanding what you are interested in

Marketing Communications

We may want to communicate with you about ourselves and our organisation. We will only do this if you explicitly give us permission to do this. For example, we will not add you to our mailing list if you just give feedback or contact us through the contact form. You have the right to opt out at any time from us contacting you for marketing purposes. If you no longer want to be contacted please contact us.

Fundraising Communications

Project Theatre is a registered charity (SC046661) and is registered with the Office of the Scottish Charity Regulator. Under legitimate interest, we may contact you by post or email to promote ways you can support the organisation and its activities. This contact will be based on your interest in the organisation. Aside from this, and only if you have given your consent, we may contact you to seek your financial support

Social Media

If you choose to interact with us via any of our social media streams (e.g. Facebook, Twitter, Instagram etc) Project Theatre may receive or have access to information about you, this is based upon what you have chosen to share in your social media accounts. We do not use this information and rely solely on the social media channels aggregated marketing data tools along with posts directly on our pages. To change any permission or to manage the viewing of our posts, please refer to your social media provider.

Contacting us, your rights to your personal information

Under the **General Data Protection Regulations**, you have the right to:

- **Request access to your personal information** - You have a right to request a copy of the personal information that we hold about you.
- **Request correction of your personal information** - You have the right to request that we correct the personal information we hold about you, although we may need to verify the accuracy of the new information you provide to us.
- **Request deletion of your personal information** - You have the right to request that we delete or remove personal information where there is no good reason for us continuing to process it. Please note that we may not always be able to comply with your request for erasure if there are specific legal reasons - which will be notified to you at the time of your request.
- **Object to processing of your personal information** - You have the right to object to the processing of your personal data where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation, which makes you want to object to processing on this ground as you feel it impacts on your fundamental rights and freedoms. You also have the right to object where we are processing your personal data for direct marketing purposes. In some cases, we may demonstrate that we have compelling legitimate grounds to process your information which override your rights and freedoms.
- **Request restriction of processing your personal information** - You have the right to request that we suspend the processing of your personal data in the following scenarios: (a) if you want us to establish the accuracy of the data; (b) where our use of the data is unlawful, but you do not want us to erase it; (c) where you need us to hold the data even if we no longer require it as you need it to establish, exercise or defend legal claims; or (d) you have objected to our use of your data, but we need to verify whether we have overriding legitimate grounds to use it.

- **Request transfer of your personal information** - You have the right to request that the personal information we hold about you is transferred to you or to a third party. We will provide to you, or a third party you have chosen, your personal information in a structured, commonly used, machine-readable format. Please note that this right only applies to automated information which you initially provided consent for us to use or where we used the information to perform a contract with you.
- **Withdraw consent** - In circumstances where we are relying on your consent to process your personal data, you have the right to withdraw your consent at any time. However, this will not affect the lawfulness of any processing carried out before you withdraw your consent. If you withdraw your consent, we may not be able to provide certain products or services to you. We will advise you if this is the case at the time you withdraw your consent.

If you are a European citizen and consider our use of your personal information to be unlawful, you have the right to lodge a complaint with the UK's supervisory authority, i.e. the Information Commissioner's Office.

If you would like a copy of some or all of the information we hold about you – or otherwise want to contact us, please contact us at <http://www.projecttheatre.org/contact>

We want to make sure that the information we hold about you is accurate and up to date. You can ask us to correct or remove information you think is inaccurate.

We may need to request specific information from you to help us confirm your identity and ensure your right to access your personal information (or to exercise any of your other rights). This is a security measure to ensure that personal information is not disclosed to any person who has no right to receive it. We may also contact you to ask you for further information in relation to your request to speed up our response.

Time limit to respond: We try to respond to all legitimate requests within one month. Occasionally it may take us longer if your request is particularly complex or you have made multiple requests. In this case, we will notify you and keep you updated.

Users Under 18

If you are under 18, please ensure that you obtain your parent/guardian's consent beforehand whenever you provide Personal Information to the website. Users without such consent are not allowed to provide us with Personal Information.

Cookies

Cookies are text files placed on your computer by a website when you use it to collect standard internet log information and information about behaviour of visitors to that site.

For further info on cookies, visit www.aboutcookies.org or www.allaboutcookies.org.

We may use the information we collect as a result of you accepting a cookie from our site to track your use of the website and to compile reports on the use of the website overall by all visitors. You can set up your browser not to accept cookies – and the websites above tell you how to remove cookies from your browser.

In a few cases, some features of our website may not function fully as a result.

More information on Data Protection & Privacy

For information on General Data Protection Regulation (GDPR) please visit www.eugdpr.org

Disclaimer

The information contained on our website is for general information purposes only. The information is provided by Project Theatre and while we endeavour to keep the information up to date and correct, we make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability or availability with respect to the website or the information, products, services, or related graphics contained on the website for any purpose. Any reliance you place on such information is therefore strictly at your own risk.

In no event will we be liable for any loss or damage including without limitation, indirect or consequential loss or damage, or any loss or damage whatsoever arising from loss of data or profits arising out of, or in connection with, the use of this website.

Through this website you may be able to link to other websites which are not under the control of Project Theatre. We have no control over the nature, content and availability of those sites. The inclusion of any links does not necessarily imply a recommendation or endorse the views expressed within them.

Every effort is made to keep the website up and running smoothly. However, Project Theatre takes no responsibility for, and will not be liable for, the website being temporarily unavailable due to technical issues beyond our control.

Changes

We keep our privacy policy and terms of use under regular review and will place any updates on this website.

Things that could change in the future without us coming back to you to get your agreement or permission again:

- we could move our website to a different address
- we could change the services we use to sell tickets or do mailings.

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You may print or download to a local hard disk extracts for your personal and non-commercial use only. You may copy the content to individual third parties for their personal use, but only if you acknowledge the website as the source of the material. You may not, except with our express written permission, distribute or commercially exploit the content. Nor may you transmit it or store it in any other website or other form of electronic retrieval system.

Fundraising & Promotion

Project Theatre recognises the importance of effective fundraising and promotion to raise awareness, engage the community, and support its mission of providing young people with high-quality and transformative performing arts experiences.

This policy outlines guidelines and procedures for all fundraising, promotion and publicity activities conducted on behalf of the organisation.

1. Purpose:

The primary purpose of fundraising and promotion and publicity for Project Theatre is to:

- Raise funds to support productions, workshops, training, and other educational initiatives that benefit young participants.
- Promote upcoming productions, classes, and events.
- Showcase the talents and achievements of young performers.
- Attract new members, participants, volunteers, staff and audiences.
- Enhance the organisation reputation in the community.

2. Fundraising Activities:

Fundraising activities may include but are not limited to ticket sales, sponsorships, donations, grant applications, merchandise sales, and special events.

3. Transparency and Accountability:

Project Theatre is committed to transparency and accountability in all fundraising and promotional efforts. Donors and sponsors will receive clear information about how their contributions will be used.

4. Ethical Fundraising:

Project Theatre is committed to ethical fundraising practices, including:

- Honesty and transparency in all fundraising communications.
- Respecting donor privacy and confidentiality.
- Avoiding conflicts of interest in fundraising activities.
- Using funds raised for intended purposes as specified in fundraising appeals.

We are **Committed to Good Fundraising** and use the **Fundraising Guarantee from Scottish Fundraising Adjudication Panel** for those registered with **the Office of the Scottish Charity Regulator**

Fundraising is the life blood of many Scottish charities and we need to raise funds from voluntary sources. We could not fulfil our charitable mission without the support of generous, thoughtful and committed donors. We value the support of donors and understand the need to balance our duties to beneficiaries, with our duties to donors. That's why we make this commitment to you.

We will comply with the law as it applies to charities and fundraising and we commit that we will guarantee to adhere to best practice as outlined in the Fundraising Code of Practice.

We will monitor fundraisers, volunteers and third parties working with us to raise funds, ensuring that they also comply with this Code of Practice.

We guarantee to operate in line with the values of the Code; to be Legal, Open, Honest and Respectful in all our fundraising. To promote and underpin these values, we commit to the following standards:

- We will be clear about who we are and what we do
- We will give a clear explanation of how you can make a gift and change or stop a regular donation
- If you do not want to give or wish to cease giving, we will respect your decision
- We will respect your rights and privacy
- We have a procedure for dealing with people in vulnerable circumstances and it will be published on our website or will otherwise be available on request
- We will hold your data securely
- We will communicate with you in accordance with your selected preferences.

If you feel we have not adhered to these standards, or think we could do better please contact us and we will deal with your complaint quickly and thoroughly.

We commit to ensuring our complaints process is clear and easily accessible and we will provide clear and evidence-based reasons for our decisions on complaints.

However, should you be dissatisfied with our response, you will be able to take this further by contacting the Scottish Fundraising Adjudication

Panel: info@goodfundraising.scot

5. Ethical and Responsible Promotion:

Project Theatre is committed to ethical and responsible promotion, including:

- Providing accurate and truthful information in all promotional materials.
- Respecting the privacy and consent of participants, staff, volunteers, and audience members when using their images or stories in promotional content.
- Avoiding any form of discrimination, defamation, or inappropriate content in promotional materials.

6. Compliance with Laws and Regulations:

All fundraising and promotion activities must comply with applicable laws, regulations governing charitable organisations including copyright and intellectual property laws and licensing, as well as regulations governing advertising and marketing practices.

8. Fiscal Responsibility:

Funds raised will be managed responsibly, and financial records will be maintained accurately and transparently.

9. Use of Funds:

Funds raised through fundraising activities will be used for the following purposes:

- Production costs, including costumes, sets, and technical equipment.
- Educational workshops and training programmes.
- Operational expenses directly related to the organisation's mission.
- Scholarships and financial assistance for young participants.

10. Donor Recognition:

Project Theatre will recognise and thank donors and sponsors appropriately. Recognition may include acknowledgment in programs, on the website, and at events.

11. Privacy and Consent:

Project Theatre will obtain written consent from individuals featured in promotional materials, including photographs, videos, and testimonials and clearly specify the intended use of the content.

12. Digital and social media:

Project Theatre will maintain a strong online presence through its website and official social media accounts. Social media content will be monitored for appropriateness, and engagement with the community will be encouraged.

13. Media Relations:

Project Theatre will establish relationships with local media outlets and utilise press releases, interviews, and feature stories to promote its activities and achievements.

14. Promotion of Educational Mission:

Promotion and publicity efforts will emphasise Project Theatre's educational and artistic mission and the positive impact of theatre on young participants, focusing on personal growth, teamwork, creativity, and skill development.

15. Collaboration:

Project Theatre may collaborate with other organisations, businesses, or sponsors for joint promotional activities that align with its mission and values.

16. Monitoring and Evaluation:

Project Theatre will regularly monitor and evaluate the effectiveness of its promotion and publicity efforts, making adjustments as needed to achieve its goals.

17. Fundraising and Promotion Team:

A dedicated fundraising and promotion team or committee may be established to oversee fundraising activities, solicit donations, and manage fundraising campaigns.

18. Reporting:

Regular reports on fundraising and promotional activities and financial status will be provided to the Board of Trustees and stakeholders.

19. Compliance and Review:

This policy will be reviewed periodically to ensure compliance with charity and changing laws, best practices and evolving community needs.

20. Communication:

Project Theatre will communicate this policy to all staff, volunteers, participants, and stakeholders to ensure understanding and adherence.

21. Approval:

This policy has been approved by the Board of Trustees of Project Theatre and is effective as of date of Policies booklet updated.

By adhering to this policy, Project Theatre aims to maintain the highest standards of ethical fundraising and financial accountability while ensuring the continued success of its programmes for young performers and maintain a positive and responsible public image while effectively engaging the community and fulfilling its mission to provide enriching theatre experiences for young participants.

Equality, diversity & inclusion

Project Theatre is committed to promoting equal opportunities and valuing the benefits of diversity and social inclusion in everything we do.

Our challenge is to promote an environment within which we can utilise the widest range of knowledge, skills and experience as well as ensuring compliance with the relevant legislation and codes of practice.

We believe that a diverse team adds value to any organisation and for our organisation; we genuinely believe that this makes it a place where people want to work and learn.

Project Theatre has always been different. A different kind of organisation with a different view of the world. It is a special place where we have the opportunity to create the best productions and projects possible — projects that change lives and help shape the future. It is a privilege we hold dear.

Diversity is critical to innovation and it is essential to Project Theatre's future. We aspire to do more than just make our organisation as diverse as the talent available. We must address the broad underlying challenges, offer new opportunities, and create a future generation of performance makers as diverse as the world around us. We also aspire to make a difference beyond Project Theatre.

This means fostering diversity not just at Project Theatre but throughout our entire community, from the audience we welcome to our shows to the staff and volunteers we work with. We are committed to advancing inclusion and diversity across Project Theatre and the communities we're a part of.

We want every person who joins our team, every audience visiting our shows or parents calling for support and information to feel welcome and included. We believe in equality for everyone, regardless of race, age, gender, gender identity, ethnicity, religion, or sexual orientation. That applies throughout our organisation with no exceptions.

Those we work with will have the right to share and celebrate their identity as they wish and one way we can do this is by knowing pronouns of members if they wish to tell us them and using these and displaying them if and as requested.

We are working hard to expand our recruiting efforts so we continue to work with talented people from groups that are currently underrepresented in our sector and community.

We are proud of the progress we have made, and our commitment to diversity is unwavering. But we know there is a lot more work to be done.

Environment & sustainability

Project Theatre aims to improve our environmental performance by promoting sustainable practises, reducing our energy usage where possible and being committed to the general principle to reduce, reuse and recycle what we can.

Our ongoing mission is to be a socially responsible and environmentally sustainable creative organisation committed to protecting people and the planet.

As part of this effort Project Theatre is proud to be a member of the Green Arts Initiative.

We also are aware of and support the Theatre Green Book Initiative, an initiative undertaken by the whole of theatre – working with sustainability experts Buro Happold which sets out the path to a sustainable future. In three volumes it sets standards for making productions sustainably, for making theatre buildings sustainable, and for improving operations like catering and front of house.

Across the organisation we are striving to achieve sustainability in everything we do where possible. Some of our other activities include:

Energy

- Implement energy-efficient technologies and practices to reduce energy consumption.
- Invest in renewable energy sources and encourage everyone to save energy by turning off lights and equipment when not in use.

Waste

- Develop and implement a waste reduction and recycling programme.
- Encourage the use of reusable products and reduce single-use items.
- Consider composting organic waste and food materials.

Travel

- Promote alternatives to traditional commuting, such as telecommuting and carpooling.

Materials

- Recycling cardboard, glass, paper, plastic, toner cartridges and used batteries.
- Source materials sustainably by choosing suppliers that prioritise environmentally friendly practices.
- Opt for materials that are recyclable, reusable, or biodegradable.
- Reduce packaging waste by using minimal, eco-friendly packaging.

Cleaning

- Switch to environmentally friendly cleaning products that are non-toxic and biodegradable.
- Use energy-efficient cleaning equipment and eco-friendly cleaning practices.

Some of our other current and recent activities include:

- Members and Staff volunteering for local community projects such as the Let's Get Grangemouth Clean litter picks.
- Our paperwork is encouraged to be paperless or using recycled paper.
- Our Film & Digital group Movie Makers' inaugural climate change film project in 2023/24 providing space for discussion and reflection, as well as giving a voice to young people in creating an educational dramatisation film on green issues

At Project Theatre, we are committed to maintaining a clean and safe environment for all participants and visitors. As such proper waste disposal within our studio involves:

1. Waste sorting to promote recycling and reduce environmental impact. Bins for recyclables, general waste, and specific items like paper and plastic will be provided.

2. No Littering: Littering, including dropping trash on the floor or in common areas, is strictly prohibited.

3. Food and beverage containers should be properly disposed of in designated bins. ensuring containers are empty and free from liquid before disposal.

4. We encourage the use of reusable water bottles to reduce the consumption of single-use plastic bottles.

5. Participants are expected to clean up their work areas after classes/workshops, rehearsals, or activities including removing props, costumes, or personal belongings.

6. Reporting litter concerns: If participants notice litter or waste that needs attention, they should inform studio staff or use the appropriate channels to report the issue.

7. Outdoor spaces: When using outdoor spaces or public areas near the studio, participants are expected to respect local litter and recycling policies.

8. Education and awareness: Project Theatre will periodically organise educational programmes and activities to raise awareness about responsible waste disposal and general environmental and sustainability issues.

By adhering to this litter policy, we contribute to a clean and safe studio environment while fostering a sense of responsibility and environmental stewardship among our members and participants.

Volunteering

1. Introduction

Project Theatre Performing Arts charity is dedicated to enriching our community through the power of performing arts. Volunteers play a crucial role in achieving our mission. This policy outlines the guidelines and expectations for individuals contributing their time and skills as volunteers.

2. Volunteer eligibility

Adult volunteers must be at least 16 years old unless special approval is granted and there are Youth Volunteers aged 14yrs e.g. Class Assistants. Parents of members can and are encouraged to volunteer within the organisation.

Prospective volunteers will undergo a registration process, including a PVG check, and onboarding to ensure alignment with our organisation's values.

3. Volunteer roles and responsibilities

Volunteers may be assigned roles as agreed based on their skills, interests, and organisational needs.

Volunteers are expected to fulfil their commitments, attend onboarding sessions, meetings and adhere to the organisation's policies and procedures.

4. Time commitment

Volunteers agree to commit to a certain of hours per week or month, as agreed upon registration and during the onboarding.

There will be flexibility in scheduling, but regular attendance is crucial for the success of our projects.

5. Training and Onboarding

All volunteers will undergo an onboarding programme to familiarise themselves with our organisation's mission, values, and policies.

Ongoing training opportunities will be provided and recorded to enhance volunteer skills and knowledge such as child protection, first aid and mental health first aid.

6. Code of Conduct

Volunteers are expected to conduct themselves in a professional and respectful manner, treating fellow volunteers, staff, participants and parents with dignity, respect and courtesy and represent the organisation well to the public at all times.

Confidentiality must be maintained regarding sensitive information related to the organisation, its participants, and other volunteers.

7. Communication

Open and transparent communication is essential. Volunteers are encouraged to express concerns or provide feedback to improve our organisation and what we do.

Regular check-ins, meetings and updates will be conducted to ensure volunteers remain informed about organisational activities.

8. Volunteer Charter

We have pledged our support to become Volunteer Charter Champions through Volunteer Scotland.

This Charter sets out the 10 key principles below for assuring legitimacy and preventing exploitation of workers and volunteers.

This charter supports the foundations for a good volunteer experience and gives individuals, groups and organisations the opportunity to express their support for the spirit of volunteering while upholding the principles of good volunteer practice.

10 Key Principles:

1. Any volunteer activity is a freely made choice of the individual. If there is any compulsion, threat of sanctions or force, then any such activity is not volunteering.
2. Volunteers should receive no financial reward for their time however out of pocket expenses should be covered. No one should be prevented from volunteering due to their income.
3. Effective structures should be put in place to support, train and develop volunteers. This also includes collaboration with paid workers.
4. Volunteers and paid workers should be able to carry out their duties in safe, secure and healthy environments. Free from harassment, intimidation, bullying, violence and discrimination.
5. Volunteers should not carry out duties formerly carried out by paid workers. Nor should they be used to disguise the effects of non-filled vacancies or cuts in services.
6. Volunteers should not be used instead of paid workers or undercut their pay and conditions of service. Nor undertake the work of paid workers during industrial disputes.
7. Volunteers should not be used to reduce contract costs. Nor be a replacement for paid workers in competitive tenders or procurement processes.
8. Volunteers should not be used to bypass minimum wage legislation. Nor generate profit for owners.

9. Volunteers and paid workers should be given the opportunity to contribute to the development and monitoring of volunteering policies and procedures Including the need for policies that resolve any issues or conflicts that may arise.
10. Volunteer roles should be designed and negotiated around the needs and interests of volunteers, involving organisations and wider stakeholders Finding legitimacy and avoiding exploitation through consensus depends on mutual trust and respect.

8. Volunteer Coordinator

A Volunteer Coordinator is appointed to facilitate communication between volunteers and the organisation.

The Volunteer Coordinator's responsibilities include:

- Assigning roles to volunteers based on their skills, interests and availability.
- Coordinating training sessions and providing ongoing support to volunteers.
- Managing volunteer schedules and ensuring adequate coverage for events or projects.
- Serving as a point of contact for volunteers to address questions or concerns.
- Collaborating with other staff to integrate volunteers into the organisation effectively.
- Uphold and support volunteers to understand and adhere to policies, regulations and the values and principles of such initiatives as the Volunteer Champion Charter.

9. Relationship with staff

Volunteers are expected to collaborate and communicate effectively with paid staff members with the understanding that we are all one PT Team working together.

Clear lines of communication will be established to ensure that the contributions of both volunteers and staff are valued and integrated seamlessly.

Volunteers are encouraged to seek guidance from staff when needed and to contribute their unique perspectives to enhance overall organisational effectiveness.

10. Recognition and appreciation

Project Theatre Performing Arts acknowledges and appreciates the valuable contributions of time, passion and energy of its volunteers.

Recognition events and appreciation gestures will be organised to celebrate volunteers' dedication and achievements such as annual awards and social events.

11. Expenses and remuneration

Project Theatre Performing Arts charity may reimburse pre-approved, reasonable expenses incurred by volunteers in the course of their duties. Examples include but are not limited to:

- Petrol or transportation costs for extensive, non-local travel related to volunteer activities.
- Materials or supplies purchased for specific volunteer projects.

Remuneration for volunteer services is not provided. Volunteers contribute their time and skills on a non-compensatory basis.

12. Termination of volunteer services

Either party may terminate the volunteer relationship with reasonable notice.

Grounds for termination include violation of organisational policies, misconduct, or inability to fulfil commitments.

13. Amendments to the volunteer policy

This policy may be revised as needed. Volunteers will be notified of any changes, and their feedback will be considered during the revision process.

By volunteering with Project Theatre Performing Arts, individuals agree to abide by this policy and contribute positively to our mission. Thank you for your commitment to enriching our community through the performing arts.

Grievance & complaints

Grievance (Members)

Project Theatre defines grievances as concerns, problems or complaints raised by a member, parent/guardian, staff or volunteer about an actual or supposed incident, circumstance, procedure or person's actions or behaviour which has caused serious harm or grief which are against the organisation rules, code of conduct and constitution and which is regarded as just cause for complaint.

Grievances must be made in writing to the organisation. However, before using the grievance procedure it is expected that a member, parent/guardian, staff or volunteer will try to resolve their complaint informally if at all possible. The formal stage of the procedure should only be used when the informal stage has failed to resolve the issue or is not making progress at reasonable speed.

Bullying, child protection and health and safety issues are not necessarily dealt with using this policy (or this policy solely in isolation) but their own respective policies and procedures. If a Project Theatre member wishes to raise a grievance against the organisation processes or individuals in the organisation the below process is to be followed.

Informal Stage

It is recommended that the individual in the first instance aims to resolve the grievance informally with the relevant member of the Staff or Volunteer / Production/Creative Team or Trustee. However, if individual feels incapable of resolving the grievance on their own then this may be facilitated by an independent member or Board of Trustees if appropriate.

Formal Stage

If the informal stage does not prove successful, the matter should be referred in writing to the Chair of the Board of Trustees for consideration. Grievances will be considered by a Grievance panel made up from the Chair and other Trustees, management and creative/production team (if production related and unless grievance involved such members of the production team).

Appeals

Appeals against the decisions taken at the formal stage will be considered by an Appeal Panel made up from the Chair of the Board of Trustees and other Trustees, management and creative/production team (if production related and unless grievance involved such members of the production team).

There will be no further right of appeal.

At all stages of the Grievance process members of the organisation may be accompanied by a person of their choosing. If this process involves dependants of the Grievance or Appeal Panel members, a decision will be taken as to who is appropriate to replace Panel members for decision making processes.

Complaints (Public)

Project Theatre strives for high standards in all aspects of its work, and through the policies and procedures in place, aims to be fair at all times and provide satisfaction to anyone using the services we provide.

The staff and volunteers who represent the organisation are committed to high standards of conduct and service at all times. Should complaints arise it is Project Theatre's policy to deal with these complaints quickly and efficiently.

Complaints may be made verbally or in writing, and the procedures are as follows:

Verbal Complaint

The complainant should ask to speak to the most senior member of staff available. The member of staff will take details of the complaint, identifying both the nature of the complaint and, if appropriate, the individual against whom the complaint is being made. Any complaint against an individual will be dealt with in a confidential manner. Should the complainant not want to speak to the staff member available, he/she can leave their contact details and they will be contacted by the Artistic Director or Chair on the next available working day.

Written Complaint

The complainant should write to the Artistic Director giving full details of their complaint and, if appropriate, who their complaint relates to.

Procedure

All complaints, written or verbal, are logged and the Artistic Director will formally acknowledge receipt of the complaint, and provide a written response to the complainant within 10 working days, detailing where necessary the further course of action to be taken. Where it is not possible to provide a full response within this time frame, a letter will be sent to the complainant outlining progress and indicating when a response is likely to be forthcoming. If the complainant is satisfied with the response, the matter will be considered to have been closed. If the complainant remains dissatisfied with the explanation, or course of action, he/she can appeal to the Chair of Project Theatre's Board of Trustees. The Chair will review the complaint and either decides that the action proposed is adequate or that a different course of action should be adopted. The outcome of this review will normally be communicated in writing to the complainant within 15 working days of the appeal being lodged.

If the matter remains unresolved, he/she has the right to consult a third-party arbitrator and an agreed process will be put in place.

This complaints procedure is reviewed annually or at shorter interval should legislation of good practice require it.

Other activities & potential conflicts

Project Theatre's objectives are to advance education of young people and to foster and develop an interest in the performing arts and performing arts process. Whilst ensuring a commitment to equal opportunities for all, Project Theatre encourages:

- Appropriate exchange/collaboration with external organisations
- Participation in activities that promote good practice for community benefit

Project Theatre recognises the importance of maintaining highest ethical standards and ensuring fair, unbiased treatment of members and staff and recognises that members may wish to be involved in other activities e.g. other groups, sports, dancing etc. This policy is intended to address, hopefully accommodate, and provide members flexibility while fulfilling obligations of membership and valuing commitment to Project Theatre.

This policy is intended to assist Project Theatre and person(s) concerned to prevent, as far as is practicable, conflicts of interest arising, however unintentional, in relation to productions and their activities. It is not the intention of the policy to prevent members from undertaking such other activities but simply to identify the need for such activities to be discussed with us to avoid any conflict of interest arising. Any additional activity which may cause conflict of interest requires contact to be made with the Director of production / leader of project concerned and if necessary, the Artistic Director.

2. Definition of Conflict of Interest

A conflict of interest arises when an individual's personal interests or activities outside of the organisation may compromise their ability to make impartial and fair decisions or actions regarding the organisation operations, members, or staff.

3. Disclosure of Other Activities

All members and staff are required to disclose any extra activities, involvements, or financial interests that may pose a potential conflict of interest or is of such a nature, timing or duration that it may have an adverse effect upon their membership of Project Theatre. This includes attendance at rehearsals and/or have a detrimental effect on productions or other events (fundraising and publicity) run by Project Theatre. Disclosures should be made to the organisations' leadership, such as the Artistic Director or designated personnel by email.

5. Extra Activities and Positions

Members or staff involved in extra activities or holding positions in other organizations related to the performing arts must ensure that these activities do not compromise their roles within the organisation including as volunteers, staff or trustees.

Any extra activities or positions that may compete with or negatively influence the Theatre's goals, reputation, or resources must be reviewed and addressed.

Where a potential conflict of interest is identified, this must be recorded. The decision as to whether this is approved or not would lie with the Artistic Director.

Areas to be considered, when determining whether a conflict of interest exists, include:

- Conflicting times for rehearsals due to attendance at other activities
- Being part of another activity which impacts on the timings of Project Theatre rehearsals, productions and events

Where no conflict of interest is identified, Project Theatre will confirm knowledge of the activity by ensuring that this information is recorded. Thereafter, it is the responsibility of the member concerned to advise Project Theatre of any change in circumstances relating to the activity. Project Theatre may review this on a regular basis.

Where the potential conflict of interest to arise is identified the member shall be asked to submit full details of intended extra activities then, in discussion with the organisation, consider methods of preventing such a conflict arising.

A record of activity information should be completed, indicating areas of concern and any mechanisms proposed to prevent a conflict of interest arising. The Artistic Director/Director of production will then either: -

- (a) Approve the extra activities on the basis of information provided
- (b) Approve the extra activities with some specified limitations in order to prevent a conflict of interests arising; or
- (c) Where a clear conflict of interest exists, refuse consent for the member to undertake the extra activities detailed whilst maintaining their Project Theatre membership. In such circumstances, the member concerned should be made aware that undertaking such extra activities could lead to rescinding of their Membership of Project Theatre.

If a member/parent disagrees with the decision to refuse consent for the activity then they may submit a grievance in accordance with the Grievance Policy.

Review

The Artistic Director/Director of production should arrange to meet with the member and parent concerned by the agreed review date to consider whether the circumstances surrounding extra activities have altered and to ensure, where applicable, that any condition(s) placed upon such activities are being adhered to.

If at this stage, or at any point during the individual's membership with Project Theatre, it becomes apparent that a member's extra activity is having an adverse effect upon their signed Membership of Project Theatre or have resulted in a conflict of interest arising, this matter should be investigated/discussed.

The Artistic Director/ Director of production will in such circumstances have the right to withdraw approval for the extra activity with immediate effect.

Equally, if any limitations or conditions were in place and are not being adhered to, or other such issues have arisen, action may be taken against the member concerned.

Agreement declaration

Membership registration and sign up (via our booking system) is acceptance of and agreement to the rules and policies contained in this booklet and the following agreement declaration. Payment of fees confirms membership and participation.

Infringement of these policies may result in membership termination or suspension with no re-imbusement of any monies paid and outstanding fees due.

The purpose of the policies and rules and their strict adherence is to ensure everyone learns, has fun and furthers the aims of Project Theatre.

Declaration

By joining Project Theatre:

I understand that whilst at Project Theatre, my child/children named above will be covered by **Public Liability Insurance**. However, **I hereby absolve Project Theatre and its staff/volunteers** connected with the organisation from liability resulting from any irresponsible actions carried out by my child/children during their attendance/involvement.

I understand that any failure to abide by these Policies may result in exclusion from activities and / or withdrawal of membership and loss of fees.

I understand staff and volunteers in direct contact with members are registered, have undergone **PVG Disclosure checks** as necessary, relevant training and have agreed to relevant Code of Good Practice policies.

I will ensure that my child/children is/are **escorted into the building** while being dropped off in good time for the start of each session and will be collected from within venue no later than 10 minutes after the end of each session.

I give permission for my child/children to be **photographed/filmed** for publicity/archive purposes. If you do not give permission, please let us know and we are happy to make alternative arrangements to suit your preference.

In event of illness or accident requiring hospital emergency treatment of my child/children and I cannot be contacted immediately, **I hereby authorise any member of the Project Theatre Team to sign on my behalf** any written form of consent required by the hospital authorities if any delay is considered inadvisable by doctor concerned.

Here to help

This booklet has a lot of information to digest and we do our utmost to make sure we update and simplify it as necessary. Every year it is reviewed to make sure it is practical, applicable and understandable as much as possible.

If you would like help with or discuss any aspect or make a suggestion, please do not hesitate to contact us at any time.

We appreciate your support and cooperation in making sure our organisation does right by our young people to allow them to **perform to their potential**.

Contact us

Email: hello@projecttheatre.org

Call or Text: 07754 533 581

Website: projecttheatre.org

Members & Parents (Private) Groups:

Youth Theatre: fb.com/groups/projecttheatreyt

Classes: fb.com/groups/ptclasses

Movie Makers: fb.com/groups/ptmoviemakers

PT Walks group (public): fb.com/groups/ptwalks

Facebook @projecttheatre

Instagram, Threads, YouTube & X @project_theatre

In person: Speak to us at classes and rehearsals!

The policies contained in this booklet have been approved by the Board of Trustees and compiled from and based on various sources including: Scottish Government, Falkirk Council, Volunteer Scotland, NSPCC, training and independent experts and advisors. Although we have strived to make sure all information is correct and up to date we can only guarantee this at the time of publication.

All policies will be reviewed annually unless a change in legislation or our constitution requires more immediate attention.

