

The policies that follow have been discussed and ratified by the members of St Faith's Players. All members, current and future, are expected to adopt these policies and take ownership of them.

Vision & Mission Statement

The vision of St Faith's Players is to provide a successful and sustainable group that provides a range of opportunities for people to develop their interests and skills in the performing arts.

All of us at St Faith's Players intend to ensure that members and friends have the best time possible while taking part in our activities. We believe that members and friends have a right to feel safe and comfortable while they are with us. We intend to:

- Make you feel welcome in a safe environment
- Always think about your needs as a main consideration
- Treat all people fairly
- Listen to what you want to tell us
- Do our best to ensure that you enjoy your time and experiences with the group
- Do what we say we will do!

Mission:

To provide opportunities for the community to engage in educational, cultural and social activities related to the performing arts.

Aims:

To offer the local and wider community the opportunity to experience live theatre through the performance of plays, concerts and theatrical entertainment. To encourage membership that is open to all, irrespective of age, faith / non-faith, gender, race and sexual orientation in a climate of mutual respect.

- To ensure that all members are protected from physical, sexual and emotional harm
- To foster the skills of members in all aspects of performance and production.
- To offer members challenges to achieve their full potential.
- To manage and offer resources effectively and imaginatively to ensure a sustainable future.

Membership

There are three kinds of membership: Life Membership, Full Membership & Friends Membership

1. Life Membership

2. Full Membership

- Single Full Membership
- Senior Citizen Full Membership (for those of 65 and over)
- Joint Full Membership
- Joint Senior Citizen Full Membership
- Student Full Membership
- Child Full Membership

3. Friends Membership

- Single Friends Membership
- Senior Citizen Friends Membership (for those of 65 and over)
- Joint Friends Membership
- Joint Senior Citizen Friends Membership
- Student Friends Membership

Entitlements and Benefits of Membership

Life Membership

Life Membership can be offered to Full Members who have made a significant contribution to the group, at the discretion of the Committee. Life Membership confers all the rights and benefits of Full Membership but with the exception of annual subscriptions.

Full Members are entitled to:

- attend the Annual General Meeting and all Business Meetings
- receive minutes and all communications relating to the effective running and management of the group, productions and social events
- voting rights for those over the age of 16

Full Members benefit by:

- Discount on tickets for the First Night of Productions
- Opportunities to act and / or work in a technical , backstage or front of house capacity *
- Receiving mailing of forthcoming events
- Attend all St Faith's Players activities
- To take part or participate in a production Full Membership is a requirement

*where Child Members are involved Health and Safety matters shall be addressed

Friends Members are entitled to:

- To attend the Annual General Meeting and all Business Meetings without voting rights
- Receive all communications relating to the effective running and management of the group, productions and social events

Friends Members benefit by:

- Discount on tickets for the First Night of Productions
- Opportunities to assist in a front of house capacity *
- Receiving mailing of forthcoming events
- Attend all St Faith's Players activities

*where Child Members are involved Health and Safety matters shall be addressed

Participation Fees

Participation fees are different to Membership fees and are payable by all those involved in a production. These fees contribute to the costs of refreshments and venue during rehearsals and performances and are collected at the outset of rehearsals.

Officers

The Officers of the group shall be a Chairperson, Hon. Secretary and Hon. Treasurer plus two Officers without determined roles elected annually at the Annual General Meeting. Other members may be co-opted to assist these members as and when required. Elected Officers can remain in post for a maximum of four years but may seek re-election for any role after a break of one year.

General Meetings

- The Annual General Meeting shall be held in the January of each year. These meetings are open to all Members. A quorum shall consist of fifteen voting members plus two of the elected officers.
- Business Meetings shall be held at least six times a year. These meetings are open to all Members. A quorum shall consist of nine voting members plus two of the elected officers.
- An Extraordinary General Meeting shall be convened whenever the Officers consider it necessary or on a written request by at least five Full Members stating the reason for the meeting. A quorum shall consist of fifteen voting members plus two of the elected officers.

Finance

- The annual subscriptions shall be determined at the Annual General Meeting.
- An audited set of accounts to 31st December shall be provided by the Hon. Treasurer in time for the Annual General Meeting and a report of the group's financial position given.
- Auditors for the group are appointed at the Annual General Meeting.
- A financial report to be presented to each Business Meeting.
- No monies shall be spent on behalf of the group by any member without prior consultation with the Hon. Treasurer or, in his / her absence, with one of the other elected officers. Requests for expenditure should be presented at the nearest forthcoming Business Meeting and may be part of a business plan. In the case of emergencies all Officers in situ shall be consulted for their approval.

Group Policies

ALL Members are expected to familiarise themselves with the agreed policies and practices of the group and ensure they are actively embraced.

Equal Opportunities

Everyone irrespective of age, faith / non-faith, gender, race and sexual orientation is welcome to become a member of the group and to take part in all activities appropriate to the level of membership chosen.

Code of Conduct

This applies to all Members and includes:

- Respect for each other, valuing self-worth and demonstrating care and courtesy at all times.
- Respect and care for all venues and due consideration for others using the venues
- Respect and care for all resources relating to productions and events
- Commitment to take part in a production or event and to take responsibility to inform the relevant people in good time for any absence, sickness and lateness .

Safeguarding of Children, Young People and Vulnerable Adults

This policy respects fully the Safeguarding Vulnerable Groups Act of 2006 and the Protection of Freedom Act 2012. `Children` are defined as those aged under 16, `Young Persons` are defined as those aged between 16 and 18, `Vulnerable Adults` are defined as those aged over 18 by reason of mental or other disability, age or illness.

All those working with children and young people and vulnerable adults as St Faith's Players should:

- Treat all groups with respect
- Provide good examples of acceptable behaviour
- Ensure that all activities involve and are overseen by more than one adult being present
- Respect everyone's right to privacy as appropriate
- Be available to listen to the concerns of participants and to refer them to other sources of help where appropriate
- Ensure that actions cannot be misunderstood or cause offence
- Encourage all participants to feel comfortable and secure in pointing out attitudes and behaviour they dislike
- Show understanding when dealing with sensitive issues and recognise that caution is required when discussing such issues
- Be aware that even caring physical contact can be misinterpreted

Should not:

- Permit abusive behaviour e.g. bullying, taunting, racist behaviour
- Have inappropriate physical or verbal contact
- Jump to conclusions or judgements about others
- Be drawn into inappropriate attention seeking behaviour
- Show favouritism to an individual
- Exaggerate or trivialise any abuse issues
- Make suggestive remarks or actions even in jest
- Place yourself or others in potentially compromising situations
- Believe it could never happen to me

A Safeguarding Officer will be appointed for each production or event and the named person published in the relevant communications.

Duties of the appointed Safeguarding Officer will include:

- Implementation and Monitoring of the Safeguarding Policy
- Participation in any Disciplinary and Grievance Procedures
- Reporting to Officers and Members when appropriate

Misconduct

Misconduct occurs when there is evidence that any or all of the above have not been adhered to.

Gross Misconduct

Gross misconduct is deemed to occur where there is evidence of :

- Disruptive behaviour where safety and / or the progress or the quality of the rehearsal or performance is adversely affected.
- Bullying
- Sexual harassment
- Any evidence of illegal drugs
- The consumption of alcohol where safety and / or the progress or the quality of the rehearsal or performance is adversely affected.

Disciplinary and Grievance Procedure

Any incident should be recorded in an Incident Book by the relevant Officer or appointees. Officers of the group should be informed of all incidents at the time of occurrence.

Stage One

A verbal warning to be given by the relevant Officer or appointees relating to unacceptable conduct. In cases where children are involved the parents / carers must be informed by the Chair of the group or another Officer ideally on the same day. Communication to be in person or by telephone.

Stage Two

A written warning to be drafted by the relevant Officer or appointee and signed by the Chair or another Officer. In cases where children are involved the parents / carers must be the recipients of the written communication.

Stage Three

To be asked to leave the current production with written follow up. Again, in the case of children the parents / carers must be informed and receive the written follow up

Appeals

At any of the three stages the incident must be referred to the Chair, the Safeguarding Officer and other Officers for discussion and outcome. Outcomes should be communicated to all parties involved in the procedure within two weeks of the Appeal being lodged.

Health & Safety

A comprehensive Risk Assessment shall be drawn up for specific productions or events and addressed at Business meetings where appropriate.

At the outset of a production or event a member shall be identified as the Health & Safety Officer for that production or event. Duties of the appointed Officer will include :

- An initial Risk Assessment of the venue, inside and outside, for any immediate matters relating to Health & Safety
- Reference to all aspects of the Code of Conduct
- Procedures for registering and monitoring all those entering and leaving the venues and to include up to date contact information
- A nominated First Aider to ensure the location and maintenance of appropriate emergency supplies and outside contact numbers