



**M.A.D.**

**MONIFIETH AMATEUR DRAMATICS**

**Youth  
Theatre**

January 2011

---

**Collective Effort: Collective Achievement**

---

## CONTENTS

Youth Team Structure	1
Role Descriptions	2
Mission Statement	4
Child Protection	5
Procedure For Reporting Child Protection Issue	6
Child Protection – Cause For Concern	7
Positive Behaviour Strategy	9
Physical Intervention Report	11
Anti-Bullying Policy	12
Equal Opportunities Policy	15
Data Protection Policy	17
Environmental Policy	18
Health and Safety Policy	20
Complaints Procedure and Policy	25
End of Session Evaluation (Worker)	26
End of Session Evaluation (Youth)	27
Parental Evaluation	28
Membership Application	29
Volunteer Application	30
Risk Assessment	31

---

# YOUTH TEAM STRUCTURE



# ROLE DESCRIPTIONS

## **YOUTH SECTION DIRECTOR**

The Youth Section Director is responsible for the overall running of the youth sections. As a member of the committee, you will also be responsible of keeping the management up to date with the youth group's progress and development.

You will manage the youth section by working with a team to produce an effective, engaging and fun programme that will reflect the needs of the participants and the community. The programme should also reflect the key aims and objectives of M.A.D overall.

You will provide regular support and supervision to the group leaders to assess practice and service delivery. Support and supervision for the Youth Section Director will be carried out by the M.A.D. committee during monthly committee meetings.

You will keep regular contact with the committee and M.A.D. members as well as carry out regular observations of sessions to ensure that the programme is being delivered to its full potential.

You will work closely with the Child Protection Officer (CPO) to develop and maintain the M.A.D. child protection policy and ensure an effective and safe environment for the young people.

## **YOUTH SECTION SUPPORT WORKER**

As Support Worker for the youth section, you will work alongside the Youth Section Director as an assistant to the role.

You will be the first contact for group leaders if they are having any problems and will carry out regular support and supervision sessions.

You will also help to develop the youth section programmes and, on occasion, run sessions and workshops in relation to the key themes and objectives of the session.

You will work alongside the youth director and committee to identify and apply for funding.

You will be responsible for youth section advertisement and promotion.

## **YOUTH SECTION GROUP LEADERS**

As group leader, you will design and deliver an effective programme that promotes the aims and objectives of both the youth section and M.A.D. In doing so, you must ensure the programme can be read, understood and delivered by any member of M.A.D.

You will work directly with the young people so you must be caring, empathic and engaging. You will deliver the programme and observe sessions to see how effective they are and where improvements are needed.

You will answer directly to the youth section director and support worker, and on occasions, you will need to present your work to the committee for review.

You will create dialogue with parents and guardians before and after each session to keep them engaged with the process. Seek feedback from parents constantly and every quarter; ask for written feedback from both the parents and the young people.

You will also answer to the child protection officer and be responsible for your own disclosure Scotland updates. You will provide relevant child protection training for all M.A.D. members as well as training for programme and workshop development.

You will seek out funding opportunities and develop fundraising events with the young people to ensure funds are kept high at all times. You will seek out relevant independent training and liaise with the youth section director to approve these.

## **YOUTH SECTION VOLUNTEERS**

Youth section volunteers will assist group leaders in planning, delivering and evaluating sessions. They will be required to have a youth and/or drama background and lots of enthusiasm.

You will be required, on occasion to deliver activities or sessions independently with young people and therefore, you will be required to complete an enhanced disclosure before taking up individual or lone youth section work.

# MISSION STATEMENT

## PHILOSOPHY

Youth theatre is a creative, inspiring, dynamic and powerful art form that can truly impact on the overall development of young people.

As an amateur group, we intend to take drama back to its grassroots and introduce young people to the world of theatre and performance as seen and experienced by the senior members of Monifieth Amateur Dramatics.

We provide a safe, accessible and inclusive youth section where young people can express themselves through performance or by learning about the theatre environment and lifestyle. Our work gives young people a creative voice and the opportunity to build self-confidence, social skills, creative knowledge and respect for themselves and their community.

We will provide a programme that is designed by our own M.A.D. members but that also remains true to the young people and their own vision. We will remain completely inclusive on all levels and the young people will have the opportunity to shape and influence the programme.

We believe in working together as a group and as members of the Monifieth Community. Our motto; "Collective Action: Collective Achievement" applies to our volunteers practice, the participation of our young members, parents, senior M.A.D. members and the Monifieth Community at large.

## AIMS

- To provide a safe and inclusive service for all young people in the community, irrespective of culture or social background.
- To build and improve the confidence, self-esteem and self-respect of our young members through theatre practice and creative learning.
- To raise awareness and respect of the community and those who live in it through cultural understanding, creative judgement, collaborative practice and interaction.
- To give young people the opportunity to perform and learn about the theatre environment in a safe and welcoming setting.
- To promote team work and positive relationships with peers, adults and the community.

# Child Protection Policy

It is the policy of Monifieth Amateur Dramatics to ensure that all participants in workshops, festivals and drama productions are safeguarded from physical, sexual and emotional harm while taking part. Monifieth Amateur Dramatics requires that all tutors, workshop leaders or helpers, production staff and other paid or voluntary helpers working with children and young people follow the Code of Conduct set out below.

## CODE OF CONDUCT

As an adult working with children and young people as part of a Monifieth Amateur Dramatics activity, **you should:**

- Treat all children and young people with respect
- Provide a good example of acceptable behaviour
- Plan activities which involve more than one person being present, or ensure that other adults are within sight or hearing wherever possible
- Respect everyone's right to personal privacy
- Be available to listen to the concerns of young participants, and to refer them to other sources of help where appropriate
- Encourage young participants to feel comfortable enough to point out attitudes and behaviour they do not like
- Show understanding when dealing with sensitive issues and recognise that caution is required when discussing such issues
- Be aware that even caring physical contact with a child or young person may be misinterpreted

## You should not:

- Permit abusive behaviour such as bullying, taunting, racist behaviour
- Have inappropriate physical or verbal contact with children or young people
- Drink alcohol while in a childcare role, or offer alcohol to under 18's while in a childcare role.
- Jump to conclusions about others without checking facts
- Allow yourself to be drawn into inappropriate attention-seeking behaviour such as crushes or tantrums
- Show favouritism to any individual
- Exaggerate or trivialise any child abuse issues
- Make suggestive remarks or actions, even in jest
- Deliberately place yourself or others in a potentially compromising situation
- Believe that "it could never happen to me"

## Administration of an Event

All Monifieth Amateur Dramatics event organisers must follow the following good practice

- Carry out a risk assessment of the event, and ensure that risk is minimised
- Appoint a designated Child Protection supervisor, to whom any allegations or incidents are reported. (We call this person a "Youth Contact") They should have received Child Protection Training.
- Ensure that all staff or volunteers who will have unsupervised access to children have obtained an Enhanced Disclosure Scotland Certificate
- Ensure that staff or volunteers who have not been checked through Disclosure Scotland are **never** alone with children at any time

- Ensure that all participants – parents, helpers, volunteers, drama team etc – are fully aware of their responsibilities under the law.

### What to do if something goes wrong

If you have any reason to suspect that a child or young person is being abused:

- Inform the Monifieth Amateur Dramatics Child Protection Officer immediately of your suspicions
- Make a written record of all details of the facts known to you, and give a copy to the Child Protection Officer. If a child or young person tells you about abuse by someone else: Stay calm, do not be shocked, and try to act normally.
- Allow the individual to speak freely, without interruption, but do not question them or attempt to investigate yourself
- Offer support and reassurance, assure them that you believe what they say. Explain that you cannot keep it a secret, and that you will speak to a designated person about it
- Report the matter as detailed above.

If you receive an allegation of abuse about any other Leader, or about yourself,

- Immediately inform the Monifieth Amateur Dramatics Child Protection Officer, and keep a written record of all the facts as you know them
- Try to ensure that no-one is placed in a position which could lead to further compromise

Please note that the term “abuse” does not only relate to physical or sexual abuse, but any failure to care for young people according to our policy. This includes inappropriate jokes or gestures, use of alcohol or other actions that could lead young people into harm. In all cases, but particularly more serious concerns, you must refer the matter to a designated contact person, who has been trained in Child Protection Issues – do not try to deal with any possible cases of abuse on your own. At all Monifieth Amateur Dramatics run events, a named Youth Contact will be on hand at all times.

## Procedure for Reporting



If a young person discloses anything that would be considered a child protection issue, it should be discussed firstly with the Youth Section Director who will write a *Cause for Concern* on the disclosure. The youth section director will then report the incident to the child protection officer who will then decide on what action to take. In the event that the situation can't be resolved by our child protection officer, we will report the incident to; Social Services, NSPCC and the police.

## CHILD PROTECTION – CAUSE FOR CONCERN

Name of Participant:

Date of Birth :

Date of Concern:

Time of Concern:

Parents/Carers Names :

Home Address / Phone Number :

Concern identified by:

Designation:

Is the person making the report expressing their own concerns, or passing on those of somebody else ? Please give details :

What has prompted the concerns? Please give details :

Any Physical Signs ? If yes please give details :

Has the child been spoken to ? If yes please give details :

Have parents been contacted ? If yes please give details :

Has anyone been alleged to be the abuser ? If yes please give details :

Has anyone else been consulted ? If yes please give details :

Report prepared by :

Name :

Signed :

Date :

Please ensure this is passed to one of the designated persons immediately. Mark the envelope Private and Confidential.

# POSITIVE BEHAVIOUR STRATEGY

Monifieth Amateur Dramatics Youth Theatre will provide a safe and inclusive environment for our young members to learn about and practice drama and theatre. In doing so, we have to take into consideration the needs of our young members in order to deliver an effective programme.

Children and young people can be boisterous and mischievous and this is all part of exploration and development. To put it simply, Kids will be kids. However, we have to take into account that some of our young members will misbehave at some point and this can be caused by a number of factors.

In some cases, if negative behaviour occurs, then we will simply provide a time out period which will allow the child(ren) the opportunity to relax and calm down. In serious cases where physical harm is caused by a young person, they may be subject to a membership revision.

In order to provide a safe and inclusive setting for our staff and young members, we also aim to provide our volunteers with the training needed to work with children and young people who have additional support needs.

Below is a table that highlights our three strike behaviour management system. The behaviour types marked in **BLUE** verbal and communicative behaviour and behaviour types marked in **PURPLE** are all physical.

CONSEQUENCE →	STRIKE ONE	STRIKE TWO	STRIKE THREE
BEHAVIOUR TYPE ↓			
Interrupting	Verbal Warning	Time Out	Removal From Session
Name Calling	Verbal Warning	Time Out	Removal From Session
Swearing	Time Out	Removal From Session	Contact Parents
Lude/Rude Gestures	Verbal Warning	Time Out	Contact Parents
Inappropriate Remarks including Racist/Sexist/Homophobic/ETC	Removal From Session	Contact Parents	Membership Suspension
Any of the above towards adult or Staff	Verbal Warning	Contact Parents and Remove From Session	Membership Suspension
Nipping/Biting/Scratching	Time Out	Removal From Session	Contact Parents
Pushing/Shoving/Tripping	Verbal Warning	Time Out	Contact Parents
Hitting/Slapping/Hair Pulling	Time Out	Removal From Session	Contact Parents
Fighting	Removal From Session	Contact Parents	Membership Suspension
Any of the above towards adult or Staff	Contact Parents and Remove from Session	Membership Suspension	N/A

In some severe cases of physical negative behaviour, the adults and volunteers on duty may have to physically intervene. Great care will be taken by those in charge to ensure the behaviour does not reach that level, but if it were to require physical restraint from the adults, all necessary follow-up procedures would be conducted.

After ANY physical intervention, parents must be contacted when it is safe to do so. The Physical Intervention report should be completed and returned to the Youth Director who will then review it with the worker and Child Protection Officer.

Our Positive Behaviour Strategy extends to our staff and volunteers and if any report of inappropriate behaviour from staff and volunteers was reported to the Youth Section Director, it will be subject to review by the Monifieth Amateur Dramatics Management Committee.

# Physical Intervention Report

Name of Worker: \_\_\_\_\_

Position: \_\_\_\_\_

Date of Intervention: \_\_\_\_\_

Name of Child Involved: \_\_\_\_\_

Please explain what happened? (Giving names, times and details)

Was any physical harm caused to yourself or the young person during the intervention?  
Please give details;

Were there any witnesses to the incident and intervention? Please specify who;

Have the parents been Contacted? YES/NO

Is there to be further action? YES/NO

FOLLOW UP COMMENTS;

YSD Signature: \_\_\_\_\_

Date Completed: \_\_\_\_\_

# ANTI BULLYING POLICY

## POLICY STATEMENT

MONIFIETH YOUTH THEATRE acknowledges that bullying behaviour is unacceptable and will not be tolerated. We endeavour to ensure that a secure environment is provided for every young person who wishes to participate in the performing arts. MONIFIETH YOUTH THEATRE acknowledges that bullying can take place and may need to be addressed amongst any combination of persons that are present at MONIFIETH YOUTH THEATRE, regardless of their role: participant, volunteer, staff or board member.

MONIFIETH YOUTH THEATRE's Anti Bullying Policy should be clearly displayed in its premises with a contact name and number for confidential support.

## DEFINITION OF 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 possessions, using threatening gestures).
Physical	pushing, hitting, kicking or any use of violence.
Racist	racial taunts, graffiti, gestures
Sexual	unwanted physical contact or sexually abusive comments
Homophobic	because of, or focusing on the issue of sexuality
Religious	because of or focusing on the issue of faith
Verbal	name-calling, sarcasm, spreading rumours
Cyber	all areas of internet, such as e-mail and internet chat room misuse mobile phone threats by text messaging and calls misuse of associated technology, i.e. camera and video facilities

## IMPLEMENTATION

MONIFIETH YOUTH THEATRE's youth team oversees the implementation and review of the Anti Bullying Policy. Youth Leaders and Participant Reps are used as a forum to discuss the problem of bullying and to agree systems to tackle unacceptable behaviour with young people. Participant Reps are offered as an initial contact point for a young person being bullied but Reps must not attempt to address the offending behaviour. Reps should inform a member of staff or a volunteer without necessarily betraying a confidence.

These groups endeavour to raise awareness about bullying through all appropriate channels including specifically the participants' handbook, induction procedures, posters and leaflets.

The group is also responsible for establishing procedures for the reporting of specific incidents of bullying. These will be dealt with on an individual basis and confidentially by the group unless more serious cases require the involvement of the Executive Committee and if sanctions are required.

MONIFIETH YOUTH THEATRE will provide appropriate awareness raising and training to all relevant staff and volunteers to reinforce this policy and to provide skills and techniques to counter bullying behaviour.

All staff and volunteers should be informed of what to do when an incident of bullying is reported.

#### PROCEDURES

1. Incidents should be reported to staff and subsequently to the Youth Theatre Director
2. Incidents will be recorded by staff
3. In serious cases, parents should be informed and will be asked to visit to discuss the problem
4. If necessary and appropriate, police will be consulted
5. The bullying behaviour or threats of bullying must be investigated and the bullying stopped quickly
6. An attempt will be made to help the bully (bullies) change their behaviour

#### OUTCOMES

1. The bully (bullies) may be asked to genuinely apologise and other consequences may take place
2. In very serious cases, suspension or exclusion could be considered
3. If possible, the participants will be reconciled
4. After the incident(s) have been investigated and dealt with, each case will be monitored in striving to ensure repeated bullying does not take place

#### MONITORING & RECORD KEEPING

- All incidents should, ideally, be written up within 24 hours.
- Reports should be signed by the staff member/volunteer, with the name printed and designation.
- Reports and records should be passed to the Artistic Director who in turn will take responsibility for the safe storage and processing of this information.
- All information gathered should be treated with strict confidentiality

#### EVALUATION

Records of incidents are kept and used to inform future practice. Spot checks and occasional surveys are also used. Evaluation and review will ensure that the Youth Theatre remains responsible to changing needs whilst striving to protect young people from bullying.

#### WHAT WE INTEND TO ACHIEVE

Our Anti-Bullying Policy aims to achieve a reduction in bullying due to:

- The vigilance and responsiveness of staff and volunteers to bullying behaviour
- Acknowledgment by young people that bullying will be tackled
- Raised awareness about bullying and the forms it can take
- A greater proportion of young people informing an adult if they are being bullied
- The involvement of staff, volunteers, parents and young people in implementing the Anti-Bullying Policy

MONIFIETH YOUTH THEATRE  
BULLYING INCIDENT REPORT SHEET

Your name and role at MONIFIETH YOUTH THEATRE:

Date of incident:

Name of person reporting incident:

Time of incident:

Location incident took place:

Description of incident (continue on a separate sheet if necessary):

Action taken (continue on a separate sheet if necessary):

Your signature:

Today's date:

# Equal Opportunities Policy

## STATEMENT OF POLICY

The aim of this policy is to communicate the commitment of the Board of Directors and Senior Management team to the promotion of equality of opportunity at **MONIFIETH YOUTH THEATRE**. **MONIFIETH YOUTH THEATRE** is committed to combating discrimination through the promotion of equal opportunities in respect of:

- Provision of services
- Working practices of the organisation
- Employment and training

**MONIFIETH YOUTH THEATRE** will try to ensure that in respect of the above, no person shall receive less favourable treatment than others because of her or his:

- Gender, including gender reassignment
- Marital or civil partnership status
- Having or not having dependants
- Religious belief or political opinion
- Race (including colour or ethnic origins)
- Nationality
- Disability
- Sexual orientation
- Age
- Trade Union activity
- Educational background

We are opposed to all forms of unlawful and unfair discrimination. All job applicants, employees and others who work with us will be treated fairly and will not be discriminated against on any of the above grounds.

## PRACTICES AND COMMITMENTS

In order to ensure that **MONIFIETH YOUTH THEATRE'S** services are accessible to all, **MONIFIETH YOUTH THEATRE** will follow these principles:

- Promoting a good and harmonious working environment in which all persons are treated with respect
- Preventing occurrences of unlawful direct and indirect discrimination, harassment and victimisation
- Fulfilling all our legal obligations under the equality legislation and associated codes of practice
- Complying with our own equal opportunities policy and associated policies
- Publicity materials, publications, advertisements, events, workshops and performances shall avoid language which presents a stereotyped, offensive or detrimental view of any group or individual's background on any of the above grounds. However, performances and workshops will necessarily need to present such language and views when tackling hard hitting issues.

**MONIFIETH YOUTH THEATRE** will make its services available to disabled people, including wheelchair users – by using premises that are wheelchair accessible for its activities whenever

possible; to make use of signers and interpreters where appropriate and by ensuring these facilities are published for potential participants.

**MONIFIETH YOUTH THEATRE** should not allow its publicity, events, premises or facilities to be used for the expressions of views in conflict with this policy.

- Regarding breaches of equal opportunities policy as misconduct which could lead to disciplinary proceedings.
- **MONIFIETH YOUTH THEATRE** values diversity and recognises the wealth of benefits diversity can bring to the organisation.

### **IMPLEMENTATION**

The Artistic Director and Theatre Manager have specific responsibility for the effective implementation of this policy. Other line managers also adopt these responsibilities.

In order to implement this policy we shall:

- Ensure the policy is communicated to all employees, volunteers, board members, job applicants and relevant others (such as freelance artists).
- Provide/source training and guidance as appropriate for all staff
- Incorporate equal opportunities notices into appropriate communication practices
- Obtain commitments from other persons or organisations such as subcontractors or agencies that they too will comply with the policy in their dealings with our organisation
- Ensure that adequate resources are made available to meet the policy's objectives

### **COMPLAINTS**

Any party who believes that they have suffered any form of discrimination, harassment or victimisation are entitled to raise the matter through either the complaints or grievance procedures (whichever the most relevant) detailed in **MONIFIETH YOUTH THEATRE 's** Policy and Procedures Manual. All complaints will be dealt with seriously, promptly and confidentially. In addition to our internal procedures, employees have the right to pursue complaints of discrimination to an industrial tribunal of the Employment Tribunal under anti-discrimination legislations.

However, parties wishing to make a complaint to a tribunal will usually be expected to raise their complaint under our internal grievance procedure in the first instance.

### **MONITORING AND REVIEW**

Regular monitoring of Youth Theatre services and participants takes place to ensure that the equal opportunities policy is implemented and effective. **MONIFIETH YOUTH THEATRE** is proactive in programming services and activities which target underrepresented groups in particular, whether they are participants, volunteers or staff.

- Reports are made to the Board of Directors detailing ethnic origin, disability, etc. of participants, where appropriate and targets are established to encourage the increased integration and encouragement of disenfranchised young people. These are clearly identified in the Artistic Development Plan and Annual Service Plan.
- A comprehensive induction programme for new participants, staff and volunteers incorporates the Youth theatre's Equal Opportunities Policy and emphasises the role and expectations upon all new individuals to assist in ensuring its implementation.
- Our volunteer policy will also support and include Equal Opportunities principles and practices which all volunteers sign an agreement.

A Handbook for all new participants reinforces further the Equal Opportunities message and this is re-issued on an annual basis.

# Data Protection Policy

All organisations have a duty of care over any data they process.

**MONIFIETH YOUTH THEATRE**, as a “not for profit” organization, is exempt from the Data Protection register but as a measure of good practice have registered. We are fully aware of the confidential nature of some of the data we hold, and as such we have created a Data Protection Policy, to give staff and volunteers guidance on what is good practice when handling confidential and sensitive data.

All information held by **MONIFIETH YOUTH THEATRE** is strictly for its own use. Information should not be shared with any third party without prior consent of the data subject. Everyone in the workplace has a duty to protect the privacy of information relating to individuals.

Information about individuals at **MONIFIETH YOUTH THEATRE** is held with the right of subject access, allowing any individual access to the information held about them.

Information held by **MONIFIETH YOUTH THEATRE** follows the basic eight principles of The Data Protection Act 1998, which are :-

- Fairly and lawfully obtained and processed
- Held only for specific purposes
- Adequate, relevant and not excessive
- Accurate and up-to-date
- Not kept longer than necessary
- Processed in accordance with the data subject’s rights
- Subject to appropriate security measures
- Only transferred to countries that have suitable data protection controls

## Security Measures

- Keep files containing personal and confidential information locked away.
- Don’t allow unauthorised people to be left alone with personal data.
- Clear away any personal data before leaving the office at the end of each day.
- Encrypt and password-protect e-mail and database facilities.
- Keep track of any personal data that is taken away from the office through a booking in and out system.
- When deleting electronic files, ensure that they have been completely removed from your computer (i.e. empty recycle bin).
- Change passwords regularly.
- Do not pass personal data to a third party, without express permission from the subject of the information.

## Protecting information from loss or damage

- Keep full backups of any electronic data.
- Protect manual files and electronic backups from fire.
- Be aware of the potential risks from computer viruses.
- Don’t take documents away from the office unless it is a secure copy.
- Ensure you don’t delete any files that may require keeping. If in doubt check with your line manager.

# Environmental Policy

As a young people's organisation it is important that MONIFIETH YOUTH THEATRE adopts and implements a policy that promotes good environmental practice. This policy aims to develop a more structured, managed approach to the environment and the way MONIFIETH YOUTH THEATRE operates in relation to sustainability. MONIFIETH YOUTH THEATRE recognises that for this policy to be effective it will need the support of everyone associated with the organisation including the Executive Committee, staff, volunteers and participants.

The guiding principles of this policy are to:

- help protect the environment
- help conserve the Earth's resources
- create a better and safer working environment

## Priorities

MONIFIETH YOUTH THEATRE recognises that, as a small organisation, the move into new premises will create major changes and pressures in itself in 2009. It therefore proposes to identify a number of priorities with actions that can be maintained and targets that can be achieved.

## Paper

Contrary to the expected trend towards the "paperless office" paper consumption continues to rise by about 20% each year. Paper is therefore a major purchasing cost that can be brought down quite easily by reduction, re-use and recycling.

### *Purchasing.*

Recycled papers are readily available at equivalent quality, "printability", appearance and range as virgin papers. The use of the latter raises a number of key environmental issues such as loss of natural habitat, damage to the water table, high chemical and energy use in manufacture and detrimental effects from the land filling or incineration of paper waste.

### *Action:*

- Unless otherwise needed for a special purpose all paper purchased should be 100% recycled.

### *Reduction:*

Reducing the amount of paper used can make significant cost savings.

### *Actions:*

- Ensure that all photocopying and publications are produced in double-sided format
- Only print emails and emailed information/reports if it essential to have a hard copy. Consider printing only key pages of reports.
- Save reports on disc/cd.

Re-use. This can have similar cost benefits.

*Actions:*

- Collect all paper that has been printed on one side and re-use it for printing in draft or for scrap message pads.
- Recycle (externally). There are major environmental benefits to be gained by recycling used paper rather than sending it to landfill or for incineration.

*Actions:*

- Place paper recycle bins at key positions in office
- Encourage their use
- Implement a rota of volunteers to take to recycling centre

### Energy

The new building incorporates a number of energy saving features. These include solar heating of the water, energy efficient lighting, push-button water taps and flushing sensors. There are however a number areas where awareness by staff and volunteers can make additional savings:

- Switch off lights that are not needed
- Switch off lights when a room is empty
- Place "switch off" notices in key areas of the building
- Ensure that all pc power save features are activated
- Ensure pc monitors are switched off when not in use

### Conclusion

These proposals are not considered to be comprehensive and represent merely the first stage in creating a greater awareness of sustainable and green issues and how MONIFIETH YOUTH THEATRE as an organisation can address them. This document will be distributed for consultation and then, following any amendments, will be taken to the Committee for approval. It is intended that the actions will be monitored and the policy reviewed on an annual basis.

# Health and Safety Policy

It is the policy of **MONIFIETH YOUTH THEATRE** to provide, as far as is reasonably practicable, safe and healthy working conditions for employees and volunteers. **MONIFIETH YOUTH THEATRE** aims to ensure any work undertaken by the organisation does not adversely affect the health and safety of other persons. **MONIFIETH YOUTH THEATRE** also aims to provide a safe and healthy environment for participants, audience members, and anyone visiting its premises.

## **The aims and objectives of the policy are:**

- To promote and maintain standards of safety, health and welfare that comply fully with the Health & Safety at Work Act, 1974, other relevant legislation and codes of practice.
- To protect employees, volunteers, participants and others, including the public from foreseeable hazards.
- To provide all employees & volunteers with the necessary information, instruction, training and supervision needed to ensure that safe working practices are adhered to and safety awareness is developed.
- To ensure that employees, volunteers & participants are aware of their responsibilities to take care of themselves and others.
- To encourage consultation and cooperation between employees, volunteers, participants and management on any aspect of health and safety.
- To regulate any risk created by work operations and where necessary consult with outside bodies in order to maintain a safe working environment.

## **Responsibilities**

### **The Executive Committee**

The Executive Committee has ultimate responsibility for health and safety. The Committee is responsible for taking all reasonable steps to ensure that adequate resources are made available, thereby maintaining a suitable, safe working environment.

### **The Health & Safety Officer**

The Health & Safety Officer will review the Health & Safety Policy of the organisation and its codes of practice. The Health & Safety Officer will also :-

- Review the implementation of the policy by the organisation
- Bring to the attention of the Executive Committee all new legislation, codes of practice and other matters affecting health and safety
- Advise on matters of accident prevention and implementation of Health and Safety Policy within the organisation
- Review the Accident Book at each meeting
- Identify training needs in relation to areas of Health & Safety
- Complete risk assessments every 6 months, or more frequently whenever working conditions change

### **Theatre Manager**

The Theatre Manager oversees Health & Safety issues on a day-to-day basis. The Theatre Manager, working under direction of the Executive Committee and the Health & Safety will :-

- Communicate the Health & Safety Policy to all relevant people
- Delegate the day to day running of the Health and Safety Programme within the organisation
- Receive and action all reports, verbal and written, regarding health and safety issues

- Complete risk assessments every 6 months and delegate action points in conjunction with the Health & Safety Working Party
- Maintain liaison with all individuals connected with health and safety
- Arrange adequate training programmes in relation to health and safety
- Ensure that effective maintenance systems are in place and that all identified maintenance is implemented
- Ensure health and safety aspects are incorporated in all job instructions

### **First Aiders**

Designated First Aiders are responsible for :-

- Administering First Aid to injured employees, volunteers & participants
- Ensuring all accidents are recorded
- Ensuring that all medical equipment and facilities are adequate

### **Employees, Volunteers & Participants**

Employees, Volunteers & Participants should :-

- Make themselves familiar with and conform to the Health and Safety Programme at all times
- Observe all safety rules at all times
- Wear appropriate safety equipment when required
- Must not interfere with anything provided to safeguard their health & safety
- Report all accidents, damage and dangerous occurrences to either the General Manager or a member of **MONIFIETH YOUTH THEATRE** staff
- Take reasonable care of themselves and others who may be affected by their actions

### **Arrangements For Maintaining A Safe And Healthy Working Environment**

**MONIFIETH YOUTH THEATRE** recognises there are a number of hazards throughout the premises that require control to be exercised in order to maintain the health and safety of employees, volunteers, participants and other visitors. These controls and procedures are detailed as follows:

#### **Accident Reporting**

A record of all accidents, however minor, should be entered in the accident book. The Accident Book is kept at the reception desk. Injuries should be reported immediately in order that repeat accidents can be prevented. 'Near Miss' accidents should be reported to the General Manager, or senior member of staff on duty, immediately so that preventative measures can be taken.

#### **First Aid Points**

First Aid boxes are located :-

In the Kitchen

#### **Training**

All Health & Safety training needs will be identified by the Health & Safety Officer in conjunction with the Theatre Manager. Training will be provided, where appropriate, in areas of health and safety awareness, first aid, the use of protective equipment and safety devices and manual handling.

## Use Of Electrical Equipment

All users of theatre lighting, sound equipment and other electrical items must receive comprehensive instruction before they are allowed to operate the equipment. Training will be given by **MONIFIETH YOUTH THEATRE's** own technician, or by another member of **MONIFIETH YOUTH THEATRE** staff. Equipment operators must also demonstrate the ability to adhere to health and safety procedures before being able to operate equipment unsupervised.

## Ladders

All ladders shall be regularly checked under risk assessment procedures and any defects noted and reported immediately to the Theatre Manager. Anyone intending to work at height should ensure another member of staff is aware that they are doing so before they start work. Staff should not use ladders if they are in the building alone. The technician, or anyone using the ladders in the auditorium, must have a responsible person in the space with them at all times when working at height.

## Activities With Young People

- Drama leaders are responsible for leaving the workshop space clear of furniture at the end of every session. Chairs should be safely stacked and fire exits must be left clear of any obstructions
- Leaders must ensure that fire exits remain clear **during sessions** when furniture may be moved around
- Whilst the organisation recognises that the nature of performing arts involves physical activity, young people must be given the option to sit out of activities where they feel unsafe
- Leaders should consider the appropriateness of the activities to the age, ability
- and experience of the young people they are working with in relation to health
- and safety issues
- Young people should be properly instructed in the use of technical equipment and supervised where appropriate
- Young people should be regularly reminded of their contribution to the health and safety of themselves and others. Disciplinary action will be taken when individuals disregard health and safety rules
- Leaders must always consider health and safety issues in the design, construction and use of a set for performance projects
- Leaders should familiarise themselves with fire procedures and consider all health and safety issues when working at outreach venues

## Fire

**MONIFIETH YOUTH THEATRE** will make every effort to reduce both the likelihood of fire and severity of fire, and consequently asks employees, volunteers and participants to be vigilant and report anything that could be hazardous.

Employees, volunteers & participants should familiarise themselves with the posted fire precautions and drill procedure

For regular workshop sessions, fire drills will take place on the first session of each new term.

Workshop leaders should ensure anyone who misses the first session, or joins later in the term, is given a safety briefing the first time they attend.

## Fire Evacuation Procedures

- If you discover a fire
  - raise the alarm
  - do not attack the fire
- If you hear the fire alarm
  - leave the premises by the nearest available exit
  - close all doors behind you

- report to person in charge at the assembly point – the disabled area of the car park - who will check the register
- Call the fire brigade if you are the person previously designated to do so.

DO NOT RETURN TO THE BUILDING UNTIL YOU ARE TOLD IT IS SAFE TO DO SO BY EITHER A FIREFIGHTER OR A MEMBER OF YOUR YOUTH THEATRE STAFF

### **Fire Evacuation Procedures For Performances**

Prior to the performance commencing, instructions will be given to :-

- **All Front of House Staff**
- **All Members of the cast**
- **All Stage Staff and Technical Crew**

A designated member of the front of house team will act as 'Fire Marshall'. And will help enforce the evacuation plan. The designated 'Fire Marshall' shall remain in the foyer throughout the performance – and should not undertake any other duties that would obstruct their duties should an evacuation become necessary.

If the fire alarm sounds :-

- Staff and Volunteers should help evacuate all participants, staff and audience members exiting the building via the nearest fire exit
- All participants, staff and volunteers should assemble at the disabled area of the main car park
- The senior technician on duty should ensure all the technical team are evacuated, and the senior member of stage staff should ensure all cast members are safely evacuated
- In the event of an actual fire, the designated 'Fire Marshall' shall follow the fire procedures and call the fire brigade. The 'Fire Marshall' should, if it is safe to do so, facilitate the checking of toilets, kitchen and offices to ensure the building is unoccupied
- Once the all clear has been given, either by a firefighter, or by the 'Fire Marshall' in the case of a false alarm, staff should facilitate an orderly return to the building

### **General Housekeeping**

One of the major contributions towards the maintenance of poor health and safety standards is bad housekeeping. Everyone has responsibility for ensuring that housekeeping is up to standard in the areas in which they work. All areas of the building should be kept tidy and free from clutter. Any potential health and safety issues should be reported immediately to the General Manager or another member of **MONIFIETH YOUTH THEATRE** staff.

### **General**

All employees, volunteers, participants and work placements will be given a copy of the Health & Safety Policy with their relevant Handbooks. They will be guided through health and safety awareness and procedures at their induction. Participants will be informed of health and safety issues relevant to them at group induction sessions. Relevant sections of the policy (e.g. accident and fire procedures) will be included in the Participants' Handbook.

Employees, volunteers & participants are asked to consult the General Manager if they are in doubt concerning the implementation of safe working procedures or if they consider arrangements to be unsafe.

Employees, volunteers & participants must abide by the rules and regulations in force for the maintenance of a healthy and safe environment as detailed above. When health and safety is

disregarded it will be brought to the attention of the Board of Directors where disciplinary action may be recommended.

**Monitoring**

The Theatre Manager will ensure that working conditions are regularly monitored, ensuring that safe working practices are being followed. The Theatre Manager is also responsible for investigating work-related accidents and is responsible for acting on findings from any such investigations to prevent a recurrence.

# Complaints Policy and Procedures

**MONIFIETH YOUTH 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 it provides. 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 **MONIFIETH YOUTH 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 Youth Theatre Director or Theatre Manager on the next available working day.

## **Written Complaint**

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

## **Procedure**

All complaints, written or verbal, are logged and the Youth Theatre Director or Theatre Manager will formally acknowledge receipt of the complaint, and provide a written response to the complainant within a 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 **MONIFIETH AMATEUR DRAMATIC'S** Committee.

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 by the Board of Directors or at shorter interval should legislation of good practice require it.**

## END OF SESSION EVALUATION - WORKER

SESSION LEADER:

OTHER VOLUNTEERS:

NUMBER OF YOUNG PEOPLE:

**SESSION OVERVIEW** – *Provide a basic statement about the session plan and any key points to consider for the session.*

**SESSION EVALUATION** – *Please provide a brief statement highlighting how the session went today, highlighting any key points, behaviour, pros/cons, etc.*

**FORWARD PLANNING** – *Taking today's session into account, are there any points to consider for the next session?*

## END OF SESSION EVALUATION – YOUTH

OVERALL, WHAT DID YOU THINK OF TODAY'S SESSION?



GOOD



OK



BAD

WHAT DID YOU DO THIS SESSION?

WHAT DID YOU LIKE THE BEST?

WHAT DID YOU NOT LIKE?

## PARENTAL EVALUATION

Monifieth Amateur Dramatics Youth Section believes in collaboration with all members of the community. As part of our drive to build on this, we like to involve our young members parents every so often, in the hope of getting external feedback regarding the youth section we provide.

If you could spare a few minutes to complete this form, we will be able to take steps in improving our service for your children and for the community. Please continue on separate paper if needed.

Name
How long has your child been a member?
Has your child ever been involved with another youth theatre? Please specify;
How do you feel our youth section is performing?
In your opinion, do you believe your child has been enjoying our sessions? Please Specify;
Has your child's creative judgment improved? (Have they become more creative?) Please Specify;
Has your child's behaviour or personality changed? Have they become more confident? Please specify;
Do you have any concerns about our youth section? Please Specify;
Are there any further comments you would like to make?

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# MONIFIETH YOUTH THEATRE REGISTRATION FORM



Return to:  
Monifieth Youth Theatre Director  
72 High Street  
Monifieth  
DD5 4AG

**It is the responsibility of parents/guardians/carers to ensure that Monifieth Youth Theatre is kept informed of any changes to the details requested below. All data will be held confidentially.**

**Name of child/young person** \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Telephone Number(s): \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_ School Year Group: \_\_\_\_\_

Name of school or college : \_\_\_\_\_

### **Details of parent/guardian/carer**

Name: \_\_\_\_\_

Relationship to child/young person: \_\_\_\_\_

Contact number(s) in emergency: \_\_\_\_\_

Name(s) of any siblings in Youth Theatre: \_\_\_\_\_

### **Medical Needs and Emergency Procedures**

Any special needs (medical or other relevant info): \_\_\_\_\_

In the event of Monifieth Youth Theatre being unable to contact the person named above in an emergency, please nominate a second responsible adult who we could contact:

Name: \_\_\_\_\_

Relationship to child/young person: \_\_\_\_\_

Contact number (s): \_\_\_\_\_

### **Permission for use of photographs and video photography**

We require parental/guardian permission for any photographs or video photography that we undertake for promotional, educational or merchandising purposes. Signing the declaration below gives your consent for your child to be photographed or filmed in any Monifieth Youth Theatre production or workshop **for the duration of their membership.**

*I consent to my child/ward being photographed or filmed for the purposes outlined above:*

*Signature of parent/guardian/carer* \_\_\_\_\_

*A full copy of Monifieth Youth Theatre Child Protection Policy is available on request. Please contact Monifieth Youth Theatre Director 72 High Street, Monifieth DD5 4AG.*

# MONIFIETH YOUTH THEATRE

## Volunteer Application



Return to:

Youth Theatre Director  
Monifieth Theatre  
72 High Street  
Monifieth  
DD5 4AG

YSD@monifieththeatre.co.uk

**It is your responsibility to ensure that The Monifieth Youth Theatre is kept informed of any changes to the details requested below. All data will be held confidentially.**

Name \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Telephone Number(s): \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Age: \_\_\_\_\_

### Previous drama/youth theatre experience

---

---

---

---

---

---

---

---

**(Please attach a current CV)**

Any other relevant info: \_\_\_\_\_

Are you CRB Cleared: \_\_\_\_\_

**In the event of Monifieth Youth Theatre being unable to contact the person named above in an emergency, please nominate a second responsible adult who we could contact:**

Name: \_\_\_\_\_

Relationship to you: \_\_\_\_\_

Contact number (s): \_\_\_\_\_

*Print Name* \_\_\_\_\_

*Signature* \_\_\_\_\_

*Date* \_\_\_\_\_

## Risk Assessment

<b>Potential Hazard</b>	<b>Persons at Risk</b>	<b>Risk Factor</b>	<b>Actions/Measures Taken</b>