



# Company Policy Handbook



A Theatre Company That Acts Differently

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## A Theatre Company that Acts Differently

Since its inception in 1979, Spectacle Theatre Ltd has developed into an international award winning Theatre Company specialising in working with disadvantaged youth and communities. We provide 'creative solutions for Business, School and Community' through creating and delivering bi-lingual workshops, training and productions.



## Spectacle Theatre's Services

**'Soft Skills' workshops** that actively *build confidence and self esteem*, for people aiming to re-enter the labour market, young teenage mothers and fathers , young offenders, NEETS and college entrants.

**'Creative Solutions for Business'** using 'role play' techniques to develop effective team working, communication skills, presentations and problem solving for your business.

**'Train the trainer'** Spectacle shares its knowledge of '*best practice*' in the provision of Drama or Theatre. Appropriate for Community / Youth workers or School teachers wishing to develop issue based or drama provision for young people.

**'Conference Development'** working with you we create a '*conference framework*' to address and deliver training around identified key issues.

**'Foundation Phase'** Spectacle uses theatre techniques such as '*Mantle of the expert*' '*Rolling role*' to support Welsh Government's aims for Foundation phase for children aged 3-7. These projects extend into outdoor play provision, performance and teacher training.

**'Touring Theatre Production'** Spectacle creates new plays to tour to community and school that support work on *Identity & self image, domestic violence & abuse, children's welfare, alcohol and substance misuse, bullying, racism, child poverty and other contemporary issues.*

**'Master class'** eminent professionals delivering Master Class skill training, in the performance arts, marketed to industry professionals, students and schools.

**All work can be delivered bilingually, all staff have current enhanced CRB check.**

## Child Protection and Vulnerable People Policy

### Aims

The aim of Spectacle Theatre Ltd policies for safeguarding children, young people and vulnerable adults is to promote good practice:

- Providing children, young people and vulnerable adults with appropriate safety and protection.
- Allowing all staff and volunteers to make informed and confident responses to specific safeguarding issues.

### Policy for Safeguarding Children and Young People

We strongly believe all children and young people have a right to protection from harm. All Spectacle staff understands their professional responsibilities to safeguard children and promote their welfare and are clear about actions they must take if they have concerns about a child's welfare.

All organisations which make provision for children and young people must ensure that:

- The welfare of the child / young person is paramount.
- All children and young people, whatever their age, culture, disability, gender, language, racial origin, religious belief and/or sexual identity have the right to protection from abuse.
- All suspicion and allegations of abuse will be taken seriously and responded to swiftly and appropriately.
- All staff and volunteers have a responsibility to report concerns to the appropriate officer.

A child is defined by the Children Act 1989 as anyone less than 18 years of age. Everyone must follow the All Wales Child Protection Procedures 2008 and any Local Safeguarding Children Board protocols for promoting and safeguarding the welfare of children. They must know who to contact to express concerns about a child's welfare.

### Spectacle Theatre Ltd believes that:

- All child abuse contravenes children and young people's rights.
- All children and young people have equal rights to protection from abuse and exploitation.
- The situation for all children and young people must be improved through promotion of their rights as set out in the UN Convention on the Rights of the Child. This includes the right to freedom from abuse and exploitation.
- Child abuse is never acceptable. We have a commitment to protecting children and young people with/ for whom we work.

When we work through partners, they have a responsibility to meet minimum standards for the safeguarding of children and young people in their programmes.

## **Policy for Safeguarding Vulnerable Adults**

Protection from abuse should become an integral part of the policy and practice of all organisations working with, or coming into contact with, vulnerable adults.

The broad definition of a vulnerable adult is:

‘A person who is 18 years of age or over, and who is or may be in need of community care services by reason of mental or other disability, age or illness and who is or may be unable to take care of him/herself, or unable to protect him/herself against significant harm or serious exploitation’

(Law Commission – Who decides? Making decisions on behalf of mentally Incapacitated adults 1997)

People with learning disabilities, mental health problems, older people and disabled people may fall within this definition. All vulnerable adults have a right to protection from harm.

We must ensure that:

All vulnerable adults, whatever their age, culture, disability, gender, language, racial origin, religious belief and/or sexual identity have the right to protection from abuse.

All suspicion and allegations of abuse will be taken seriously and responded to swiftly and appropriately.

All staff and volunteers have a responsibility to report concerns to the appropriate officer.

All partner agencies and organisations must co-operate with each other on issues relating to the identification, investigation, treatment and prevention of abuse of vulnerable adults.

Each agency has a responsibility to share information on a ‘need to know’ basis so that effective decisions can be made and appropriate preventative action taken.

(The Inter-Agency Policy and Procedures for responding to Alleged Abuse and Inappropriate Care of Vulnerable Adults in South Wales).

### **Spectacle Theatre Ltd believes that:**

All vulnerable adults have equal rights to protection from abuse and exploitation.

Abuse of vulnerable adults is never acceptable.

We have a commitment to protecting vulnerable adults with/for whom we work. When we work with partners, they have a responsibility to meet minimum standards for protection of vulnerable adults in their programmes.

**Core Values and Principles:**

Vulnerable adults have the right to privacy, dignity, independence, self-determination, choice, fulfilment and the maintenance of all the rights and entitlements associated with citizenship.

A person's right to involvement in decision-making is promoted to the fullest capacity.

A person is enabled to protect him/herself from harm. Involvement of others significant to the person's life is identified and supported.

The response is appropriate and only as intensive as the situation demands.

A vulnerable adult and the alleged abuser have the right to the protection of the law.

A vulnerable adult will have the opportunity and right to comment or complain about the service they receive.

Vulnerable adults will have the opportunity and right to independent advice and advocacy when they request it. This will also apply to those vulnerable adults who are incapable of making such a request but are deemed in need of such independent advice and advocacy.

The awareness and understanding of other agencies, organisations and the public is raised and with it, a commitment to respond.

**Spectacle Theatre Ltd Roles and Responsibilities**

Spectacle Theatre Ltd will appoint a designated lead person for safeguarding children and young people and a designated lead person for safeguarding vulnerable adults.

All staff are aware of their own safeguarding responsibilities and can identify the designated lead persons.

All staff attend core training on safeguarding children and young people and/or safeguarding vulnerable adults, as appropriate.

All staff adhere to the safeguarding procedures and good practice guidelines.

Spectacle Theatre Ltd board of trustees' will review these policies annually.

**DEFINITIONS OF ABUSE – Children and Young People**

The term child abuse is used to describe ways in which children and young people are harmed, usually by adults and often by those they know and trust.

There are four main types of abuse, though a child may experience more than one kind at any one time.

**Physical Abuse** - Occasions when parents, carers, adults or other children deliberately inflict injuries on a child or knowingly do not prevent such injuries. It includes injury caused by hitting, shaking, biting, burning, giving children alcohol, inappropriate drugs or poison and attempts to drown or suffocate them.

**Emotional abuse** – Occasions when adults fail to show children and young people due care and attention or threaten, use sarcasm, taunt or shout at a child / young person causing loss of self-confidence or self-esteem. These may also occur when an adult repeatedly ignores or fails to respond to a child's progress or places unrealistic pressure to perform to high expectations constantly.

**Neglect** – Occasions where adults fail to meet a child / young person's essential needs, such as adequate food, warmth, clothing and medical care. It also includes occasions where children and young people are left alone without proper supervision.

**Sexual Abuse** – Occasions where males and females use children and young people to meeting their own sexual needs.

#### **DEFINITIONS AND INDICATORS OF ABUSE – Vulnerable Adults**

**Physical Abuse** – includes hitting, slapping, pushing, and misuse of medication, undue restraint or inappropriate sanctions.

Possible indicators include: multiple bruising, which is not consistent with the explanation given; cowering and flinching; unusually sleepy or docile.

**Sexual Abuse** – includes rape and sexual assault or sexual acts to which the vulnerable adult has not, or could not, consent and/or was pressured into consenting. Possible indicators include: unexplained and uncharacteristic changes in behaviour; excessive washing; deliberate self-harm.

**Psychological Abuse** – includes threats of harm or abandonment, humiliation, verbal or racial abuse, isolation or withdrawal from services or supportive networks. Possible indicators include: anxiety, confusion or general resignation; loss of confidence; excessive or inappropriate craving for attention.

**Financial Abuse** – includes theft, fraud, pressure around wills, property or inheritance, misuse or misappropriation of benefits.

Possible indicators include: unexplained or sudden inability to pay bills; sudden withdrawal of money from accounts; personal possessions going missing.

**Neglect and/or Acts of Omission** – includes failure to access medical care or services, failure to give prescribed medication, poor nutrition or lack of heating. Possible indicators include: poor hygiene and cleanliness; repeated infections; reluctant contact with health and social care agencies.

Whilst not classified as an individual category of abuse, racial and homophobia motivated abuse can take any of the above forms and needs to be noted. Domestic Abuse is a serious crime and must be treated as such.

Victims of domestic abuse may also be vulnerable adults within the meaning of the Adult Protection procedures.

### **Good Practice Guidelines**

All staff and volunteers should be actively encouraged to demonstrate exemplary behaviour in order to protect themselves from false allegations.

The following are practical examples of how to create a positive, non-threatening culture and climate.

### **Promoting Good Practice**

Abuse, particularly of a child, can arouse strong emotions in those facing such a situation. It is important to understand those feelings and not allow them to interfere with your judgement about the appropriate course of action to take.

Abuse can occur within many situations including the home, school, sports or arts environment or a social care setting. Some individuals will actively seek employment or voluntary work with vulnerable people in order to harm them.

A coach, instructor, teacher, mentor or volunteer will have regular contact with vulnerable people and be an important link in identifying cases where they need protection. All suspicious cases of poor practice should be reported following the guidelines in this document.

Good practice in reality means:

Always working in an open environment e.g. avoiding private or unobserved situations.

Being aware of personal space and keeping an appropriate distance.

Treating all vulnerable people with respect and dignity.

Always putting the welfare of vulnerable people first.

Building balanced relationships based on mutual trust, which empowers vulnerable people to share in the decision making process.

Being an excellent role model e.g. not smoking or drinking alcohol in the company of children and young people.

Securing parental consent in writing to act in loco parentis, if the need arises to administer emergency first aid and / or other medical treatment to children or young people.

Keeping a written record of any injury that occurs or any extraordinary situation.

Attaining written consent if staff / volunteers are required to transport children and young people in their cars.

## **Spectacle Theatre Ltd Code of Conduct for Working with Vulnerable People**

Staff and volunteers must never:

Hit or otherwise physically assault or abuse vulnerable people.

Develop physical, sexual relationships with vulnerable people.

Develop relationships with vulnerable people, which could in any way be deemed inappropriate or exploitative.

Act in ways that may be abusive or place vulnerable people at risk of abuse.

Use language, make suggestions or offer advice, which is inappropriate, offensive or abusive.

Behave in an inappropriate or sexually provocative manner.

Allow vulnerable people, with whom they are working, with to stay overnight at their home unsupervised.

Sleep in the same room as vulnerable people on residential experiences.

Do things of a personal nature that vulnerable people are able to do for themselves.

Condone, or participate in the behaviour of vulnerable people, which is illegal, abusive or unsafe.

Intentionally act in ways intended to shame, humiliate or degrade vulnerable people.

Discriminate against, show differential treatment, or favour particular individuals to the exclusion of others.

### **IT IS VITAL FOR ALL STAFF & VOLUNTEERS IN CONTACT WITH VULNERABLE PEOPLE TO:**

Be aware of situations which may present risks.

Plan and organise the work and the workplace so as to minimise risks.

Ensure that a culture of openness exists to enable any issues of concern to be discussed.

Ensure that a sense of accountability exists between staff so that poor practice or potentially abusive behaviour does not go unchallenged.

Empower vulnerable people – discuss their rights, what is acceptable and unacceptable, and what to do if there is a problem.

## PREVENTION OF ABUSE – DEVELOPING POSITIVE SERVICE CULTURES & GOOD PRACTICE

Wherever possible, abuse must be prevented. Creating 'safe care' or support for vulnerable people involves a holistic approach, which is centred upon the needs of the cared-for/supported person. It also recognises that this will only be achieved through effective recruitment, induction, support, training and management of staff.

Staff are encouraged to be alert and to feel confident about reporting abuse. Staff who make confidential disclosures or 'whistle-blow' are supported and protected.

Staff are knowledgeable about signs and causes of abuse in both community and service settings. Detailed knowledge and understanding of procedures is underpinned by appropriate and ongoing training and support.

Thorough and credible records are kept and regularly checked.

A good balance is maintained between confidentiality and positive information sharing.

### **What we will Do:**

Spectacle Theatre Ltd will meet our commitment to protect vulnerable people from abuse through the following means:

**Awareness:** We will ensure that all staff and volunteers are aware of the issues of safeguarding and the risks to vulnerable groups.

**Prevention:** We will ensure, through awareness and good practice, that all staff and volunteers minimise the risks to vulnerable people.

**Reporting:** We will ensure that all staff and volunteers are clear what steps to take where concerns arise regarding the safety of vulnerable people.

**Responding:** We will ensure that action is taken to support and protect vulnerable people where concerns arise regarding possible abuse.

## RESPONDING TO ALLEGATIONS OR SUSPICIONS

It is not the responsibility of anyone working in Spectacle Theatre Ltd, in a paid or unpaid capacity, to decide whether or not abuse has taken place. There is however, a responsibility to act on any concerns and report them to the designated lead person, at Spectacle Theatre Ltd, who will then contact the appropriate authorities.

Spectacle Theatre Ltd will assure all staff / volunteers that it will fully support and protect anyone, who in good faith reports his or her concerns that a colleague is, or may be, abusing a vulnerable person.

Where there is a complaint made, there may be three types of investigation:

A criminal investigation.

A safeguarding investigation.

A disciplinary or misconduct investigation.

The result of the police and safeguarding investigation may well influence the disciplinary investigation, but not necessarily.

### **Confidentiality**

Every effort must be made to ensure that confidentiality is maintained for all concerned. Information should be handled and disseminated on a need to know basis only. Information must be stored in a secure place with limited access to designated people, in line with data protection.

### **Independent Safeguarding Authority (ISA) and Criminal Records Bureau (CRB) Checks**

The Independent Safeguarding Authority barring lists act as a workforce ban on those individuals who have harmed children, young people or vulnerable adults in their care. They add an extra layer of protection to pre-employment processes alongside Criminal Records Bureau checks. Employers will be able to check applicants against the ISA lists. There is a list for working with children and young people and a separate list for working with vulnerable adults.

A risk assessment will be carried out for each post within Spectacle Theatre Ltd to determine whether a CRB check is required for the post-holder. As good practice, Spectacle Theatre staff will generally be CRB checked which is renewable every 3 years.

## Independent Theatre Council Code of Conduct for Performers Working in Schools



### Aims

These guidelines are designed to highlight safety issues, prepare the company members for situations that may arise when working with children and enable them to feel confident and act professionally in the school environment.

### Company Vehicle

- Drive very slowly on the school premises and make sure some members of the company accompany the van on foot whenever it is in motion. Take particular care when reversing.
- If you don't know where to go it is better to stop the van and send someone into the school on foot rather than drive around the school grounds.
- When parking (even if only temporarily to find out where to go or unload) never obstruct fire exits. Once the van is unloaded park it in the car park as directed by the school.
- Keep the van locked at all times on the school premises.
- Never give a pupil a lift in the company vehicle.

### The Performers and Preparation Space

- The company should try to make sure that the performance space is 'out of bounds' to the children until the performance is ready to begin.
- Do not accept help from the children with the set or preparation. They should not be in the performance space.
- Once the performance space is set up carry out a health and safety check before allowing the children to be let in. (A risk assessment checklist is included in this pack)
- Company members should stay in the performance and preparation area and avoid wandering around the school.
- Find out where the staff toilets are-never use the children's toilets.
- Make sure you use a private and, if possible, lockable changing area.

### Conduct Around the School



- Do not smoke anywhere on the school premises (including the van).
- Alcohol and recreational drugs should not be taken onto school premises under any circumstances and company members should not consume alcohol before arriving at the school.
- Prescribed drugs should be kept hidden and out of reach of the children (eg in the locked van)
- Move around the school quietly- avoid shouting, loud laughter, slamming doors any unnecessary noise. It is a good idea to turn off any music in the van when arriving on school premises.

- Make sure language and conversation is appropriate.
- Wherever possible find out and follow school procedures (eg signing in).
- Ensure your actions do not conflict with school rules (eg some schools do not allow sweets, chewing gum etc)
- You are an ambassador for the Company and a role model for the children: make sure everything about you reflects this.
- Take responsibility for clearing up completely after the show. Take any rubbish with you.
- Report any accidents or breakages immediately.
- Company members should wear badges bearing the Company logo and their own name whilst on the school premises (except while wearing their costumes).

### Conduct with the Children

- Treat all children and young people with respect (eg don't automatically laugh at something a child says to you – they may not have intended it to be funny). Listen to them carefully.
- Never work or perform without the presence of teachers.
- Avoid being left alone with a single child.
- Do not initiate any physical contact with children – it should not be necessary. If the nature of your workshop activities requires any physical contact with the children this should be discussed with their teachers in advance.
- If a child initiates physical contact (eg approaches you for a hug) deflect them if possible (eg offer them a hand shake).
- Do not encourage children to sit on your knee (sit beside them).
- You are not in the school in a disciplinary capacity (leave that to the teachers).
- Never reprimand or shout at a child.
- Avoid getting involved in issues that arise amongst the children (eg don't try to break up a fight). If a child informs you of a problem tell a member of the teaching staff. Don't hang around while the teacher deals with the situation.
- If a child has an accident you are not responsible for administering first aid – find a member of the school staff to deal with it.
- Occasionally the work you are doing in the school (eg issues around bullying or drugs) may give rise to children approaching you with their problems. Without being dismissive try to avoid becoming involved. Do not agree to keep the issue secret and encourage them to tell a teacher or parent.
- If something a child tells you leads you to suspect they are being abused you are obliged to report it (initially to a teacher).
- If you become involved in any situation with a child that concerns you inform your Company Manager as soon as possible.
- Maintain professional behaviour at all times.



## Performance/ Workshop Space Risk Assessment – Company Checklist

Health and safety is the responsibility of the whole company but it is practical to appoint one member of the company to carry out this simple risk assessment check before the children are admitted to the performance space.

- Lighting – set up properly and safety chains attached
- Cables – all gaffer-taped down or protected by cable mats away from seating area
- Gangways between seats clear
- Fire exits not obstructed
- Fire exit lights working and not covered
- Fire drill – make sure all the company are ware of procedure
- Fire extinguishers, buckets and blankets – make sure all the company know where they are
- Staging – secured properly
- Scenery properly erected and secured
- Floor cloth (if any) gaffer-taped down
- Ropes – not hanging lose
- Floors – clean and dry
- Ladders – removed and stored safely
- Spare equipment – removed and stored safely
- Sharp objects (scissors, knives) packed away safely
- Dangerous substances (eg glue) stored away safely
- Personal belongings cleared and locked away
- Radiators and heating sources clear (no equipment stored against them)
- Rubbish cleared away
- Sound check completed (NB loud amplified sound and feedback can damage young ears)
- Ensure no member of the company is smoking
- Make sure children cannot get access back stage (if this is impossible inform teachers of the danger)
- Audience filing –in process agreed with teachers

- NB:
- All scenery, props and costumes should be fire-proofed.
  - All portable electrical appliances should be PAT-tested

## Spectacle Theatre Equal Opportunities Policy

The aim of this policy is to communicate the commitment of the board of trustees and members to the promotion of equality of opportunity in Spectacle Theatre Ltd

It is our policy to provide equality of membership to all, irrespective of:

- gender, including gender reassignment
- marital or civil partnership status
- having or not having dependents
- religious belief or political opinion
- race (including colour, nationality, ethnic or national origins, being an Irish traveller)
- disability
- sexual orientation
- age
- Pregnancy and maternity

We are opposed to all forms of unlawful and unfair discrimination. All members of the organisation will be treated fairly and will not be discriminated against on any of the above grounds. Decisions on membership, selection for office, training or any other benefit will be made objectively, without unlawful discrimination, and based on aptitude and ability.

We recognize and accept that the Equality Act 2010 makes it unlawful for staff to discriminate directly or indirectly, or harass customers or clients because of the protected characteristics of disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, and sexual orientation in the provision of goods and services. Although discrimination in goods and services because of age is not yet covered by the Equality Act 2010, we include it as a matter of good practice.

We allow for the concept of associative discrimination, defined in the Equality Act 2010, which is where an individual is directly discriminated against or harassed for association with another individual who has a protected characteristic (although this does not cover harassment because of marriage and civil partnership, and pregnancy and maternity).

We recognise that the provision of equal opportunities in all our activities will benefit the organisation. Our equal opportunities policy will help members to develop their full potential and the talents and resources of the members will be utilised fully to maximise the effectiveness of the organisation.

Spectacle Theatre Ltd recognises that there is a statutory duty under British Law to implement equality of opportunities. This policy takes into consideration the changes to legislation under the Equality Act 2010. We are ensuring compliance with current legislation through our management association the Independent Theatre Council. Legislation is in force for England and Wales, parts of Scotland but not Northern Ireland, which provides a legal framework for implementing equal opportunities in society. Current legislation is attached to this document and will be reviewed at the Annual General Meeting of the

company. This applies to all employees, applicants for employment, volunteers and members of the group alike.

We recognise that perceptive discrimination is covered in the Equality Act 2010 and defined as follows. Perceptive discrimination is where an individual is directly discriminated against or harassed based on a perception that he or she has a particular protected characteristic when he or she does not, in fact, have that protected characteristic (although this does not cover harassment because of marriage and civil partnership, and pregnancy and maternity).

We recognize that third party harassment is covered by the Equality Act 2010 And is defined as follows; Third-party harassment occurs where an employee is harassed and the harassment is related to a protected characteristic (although this does not cover harassment because of marriage and civil partnership, and pregnancy and maternity), by third parties such as clients or customers. For an employer to be liable, the harassment must have occurred on at least two previous occasions; it must be aware that the previous harassment has taken place; and it must have failed to take reasonable steps to prevent harassment from happening again.

We recognize that victimization is covered by the Equality Act 2010 and is defined as; Victimization occurs when an employee is subjected to a detriment, such as being denied a training opportunity or a promotion because he or she made or supported a complaint or raised a grievance under the Equality Act 2010, or because he or she is suspected of doing so, or being about to do so.

Spectacle Theatre Ltd is committed to the principles and practice of Equality. Spectacle Theatre Ltd values the diversity of the local population. We want our services, facilities and resources to be accessible and useful to every citizen regardless of gender, age, ethnic origin, religious belief, disability, marital status, sexual orientation, or any other individual characteristic which may unfairly affect a person's opportunities in life.

### **Equality commitments**

We are committed to:

- promoting equality of opportunity for all persons
- promoting a good and harmonious learning environment in which all men and women are treated with respect and dignity and in which no form of intimidation or harassment is tolerated
- preventing occurrences of unlawful direct discrimination, 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
- taking lawful affirmative or positive action, where appropriate
- breaches of our equal opportunities policy will be regarded as misconduct and could lead to termination of membership

This policy is fully supported by the Chair and Board of trustees and was adopted by the board on 14 09 2011

### **Implementation**

The Chair and Board of trustees have specific responsibility for the effective implementation of this policy. We expect all members to abide by the policy and help to create the equality environment which is its objective.

In order to implement this policy we shall:

- Communicate the policy to members by issuing an induction pamphlet to all existing, and new members
- Spectacle Theatre Ltd will endeavour through appropriate training to ensure that it will not consciously or unconsciously discriminate in the selection or recruitment of applicants for membership of the board or employees of the company.
- Incorporate specific and appropriate duties in respect of implementing the equal opportunities policy into roles and responsibilities of committee members
- Incorporate equal opportunities notices into general communications practices (e.g. announcements, annual report at annual general meeting, notices and newsletters). This policy will be read out to all members at each annual general meeting
- Ensure that adequate resources are made available to fulfil the objectives of the policy

### **Monitoring and Review**

We will establish appropriate information and monitoring systems to assist the effective implementation of our equal opportunities policy. The effectiveness of the equal opportunities policy will be reviewed regularly (at least annually) and action taken as necessary.

### **Complaints**

Members who believe that they have suffered any form of discrimination, harassment or victimisation are entitled to raise the matter through the agreed procedures. A copy of these procedures is available from the Chair of the Board of trustees. All complaints of discrimination will be dealt with seriously, promptly and confidentially.

Every effort will be made to ensure that members who make complaints will not be victimised. Any complaint of victimisation will be dealt with seriously, promptly and confidentially. Victimisation will result in disciplinary action and may warrant dismissal.

Complaints from members of the public will be dealt with under agreed procedures (a copy of these procedures is available from Business development manager).

Date: 14 09 2011 .....

Signature: Eric Roberts..... Chair of board

## Spectacle Theatre Welsh Language Policy

### Aims

Spectacle Theatre acknowledges the importance of the Welsh Language in the artistic and cultural life of Wales. Within the constraints of funding the company will endeavour to promote and develop the Welsh language in the arts.

Within Spectacle Theatres community there is a growing welsh speaking community and an increasing demand for work through the medium of Welsh.

The company is committed to respond to that demand through the creation of Theatre productions and workshops through the medium of Welsh. We operate as a bi-lingual company. Our aim is to respond in the language we are spoken to. The area we operate in is bilingual and to this end we deliver work in both languages.

### Service Delivery

We will endeavour to employ actors, stage managers that are bi-lingual for all productions.

When appropriate English language theatre productions workshops will be accompanied by Welsh language workshops.

When recruiting all staff linguistic ability will be a consideration.

Non - welsh speaking office staff will receive training in responding to phone calls in welsh.

For welsh language productions, a Welsh speaking tour administrator will be employed for the duration of the project.

All official information displayed on stationary or marketing materials will be produced in both Welsh and English.

The company's logo will be bi-lingual in character and appear on all marketing materials.

The company will encourage and support members of staff who wish to learn or improve their Welsh.

There will be Welsh speaking members of the board who are nominated to and committed to ensuring the company's Welsh language policy is implemented.

## Environmental Policy

Spectacle Theatre Ltd is a Limited Company and charity who organise theatre productions for local audiences in Wales, England and Europe. These productions present both social and community themes and allow the audiences to enter into discussion after each performance. This allows opportunities for them not just to engage with the audiences but also helps with the understanding of the issues raised. They are committed to improving their environmental management and performance.

Of the services that we offer, transport is our most significant environmental impact. Having said this, because our performances also include a strong social and environmental theme, they also have a positive impact particularly in respect of environmental and climate change issues. Additionally we seek as a company to reduce the impact of our carbon footprint at every possible opportunity.

This policy is fully endorsed by the board of Spectacle Theatre Ltd; furthermore it has been clearly communicated to all employees through company induction and company meetings.

Spectacle Theatre Ltd is committed to the implementation of environmentally friendly measures.

In particular Spectacle Theatre Ltd will:

1. Meet and where appropriate, exceed the minimum requirements of all relevant legislation.
2. Use recyclable and recycled materials and products, when possible.
3. Aim to reduce costs and carbon footprint by creating a 'paperless office'

Adopt the following policies from January 2012

- Website development, enabling us to replace existing methods of communication with e-methods.
- All company stationary, marketing materials, report forms to be made from recyclable paper.
- Use scrap paper for internal documents.
- Promote and encourage recycling in the workplace. This to include 100% recycling of used paper and envelopes, the provision of recycling bags for paper, tin and glass.
- As part of the induction into the company new members to be informed where recycling bins are sited at Coleg Morgannwg and encouraged to deposit recyclable items there.
- Where possible, when travelling to and from workplace or when delivering work for clients, use car pooling to reduce emissions.
- Encourage employees, directors, members and volunteers to make suggestions to extend and enhance environmentally friendly measures in the workplace and during delivery of work.

- Designers to give consideration to revamping and reusing sets and costumes held in stock.
- All used sets and costumes to be recycled through offering them to Coleg Morgannwg, Monocle or similar organisations.
- Replace our existing computers with energy efficient models, recycle old IT equipment.
- All equipment (including computers and lights) turned off rather than left on stand by.
- Undertake research into the potential of using bio diesel for our company vehicle.
- Undertake research into LED lighting for enhancing touring theatre shows.

Develop increased usage of the following as a way to reduce costs and our carbon footprint.

- e-mail statements
- e-mail invoices
- e-mail marketing
- e-mailing lists
- encourage texting where possible
- QR codes

Monitor the progress of these procedures and annually review them.

## Contact Information

c/o Coleg Morgannwg

Llwynypia

Tonypandy

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[www.spectacletheatre.co.uk](http://www.spectacletheatre.co.uk)



Theatr Spectacle Theatre



SpectacleTheat1



<http://www.youtube.com/watch?v=a2K2QynR3PA>

