



Company Policy Handbook



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The following policies and procedures have been adopted by the Trustees of Spectacle Theatre Ltd.

These policies will be reviewed annually.

They are to be read in conjunction with the companies Memorandum and Articles of Association.

Mr Eric Roberts

Chair of the Trustees

Date

Ms Rebecca Elley

Trustee

Date

Objectives of the Association

The objects for which the association is established are to promote, maintain and advance education, particularly by the production of educational theatre and the encouragement of the Arts, including the arts of drama, mime dance singing and music and to further the development of public appreciation in the said arts.

Vision

Our vision at Spectacle Theatre is to create participatory theatre that is fully inclusive and meaningful, is integrated into our lives and contributes to the wellbeing of our community. This vision sits at the heart of our professional programme of participatory theatre productions, drama-based workshops and mentoring service.

Through the services and opportunities, we offer, Spectacle Theatre endeavours to make the Arts accessible to the communities in which they live.

Strategy

The strategies that we have developed to achieve the charities aims and fulfil our vision are to:

- work closely and inclusively with our community to provide participant led activities about what matters to them
- encourage community relationship building through intergenerational activities
- develop and nurture partnerships with new and existing groups and/or organisations
- Provide high quality, educational and participatory theatre production and accompanying student workshops and teacher resources, available to schools/colleges, at their campus'
- Provide safe and welcoming workshop environments for all participants to explore their own creativity
- Provide all services in Welsh and English through employment of passionate and dedicated bi-lingual staff

Activities

In line with the strategies outlined above, we have established 3 key areas of activity which embodies Spectacle Theatre's programme of work.

Performance

We create theatre performance with and for our community. This provision includes

- Professionally delivered plays for school and community

- Facilitation of community groups to produce their own performances
- Professionally led Youth Theatre
- Celebratory events with the community
- Site specific performance

Workshops

We create bespoke workshops for all sections and ages of the community, working for and with you to achieve agreed outcomes. We provide

- workshops for schools, colleges and community groups and young offender's institutions
- workshops for residential homes and hospitals
- workshops for the outdoors

Mentoring

We provide mentoring (advice, training and support) for our community.

We provide this through

- Work experience for school students
- Work placement
- Volunteering opportunities
- Training

Artistic Values

We believe in the beneficial impact that participation and appreciation of the theatre arts and creative practices can have on the wellbeing of individuals and communities.

We view participation as the agreement to work through invented and agreed fiction. This agreement is an integral part of our work and is worked for through negotiation, inclusion, challenge and a willingness to be truthful. We regard appreciation as the engagement of individuals and communities with our professional practice.

When invited we aim to go and work with people whoever or wherever they are in a non-judgemental and inclusive way. We believe in enjoyment and fun as a method of engagement and as an end in itself.

To allow Spectacle Theatre and our partners to work free from restrictions upon creativity, processes, subject matter etc, we endeavour to source our funding from individual and appropriate grants and funding bodies that allow the freedom of participant led projects. Projects are envisioned, and appropriate funding sourced and on some occasions projects can emerge from the briefs set by some funds, if appropriate to the vision and strategies of Spectacle Theatre and relevant to our community and participants.

Safeguarding 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 meet 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 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 Disclosure and Barring Service 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 Disclosure and Barring Service 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 DBS check is required for the post-holder. As good practice, Spectacle Theatre staff will be DBS checked annually.

Spectacle Theatre Ltd volunteering policy

This policy sets out the broad principles for voluntary involvement in Spectacle Theatre Ltd. It is of relevance to all within the organisation, including volunteers, staff, members, and those elected or appointed to positions of responsibility.

This policy is endorsed by the Board of Spectacle Theatre Ltd and will be reviewed annually, to ensure that it remains appropriate to the needs of Spectacle Theatre Ltd and its volunteers.

Commitment

Spectacle Theatre Ltd recognises the right that people have to participate in the life of their communities through volunteering. It also acknowledges that volunteers contribute in many ways, that their contribution is unique, and that volunteering can benefit users of services, staff, local communities and the volunteers themselves.

Spectacle Theatre Ltd values the contribution made by volunteers and is committed to involving volunteers in appropriate positions and in ways which are encouraging, supportive and which develop volunteering.

Volunteering policy

Spectacle Theatre Ltd recognises its responsibility to arrange its volunteering efficiently and sensitively so that the valuable gift of the volunteer's time is best used to the mutual advantage of all concerned.

Definition

Volunteering is an important expression of citizenship as well as an important component of democracy. Volunteers are people who, unpaid and of their own free will, contribute their time, energy and skills to benefit the community.

Statement of values and principles

Volunteering is a legitimate and crucial activity that is supported and encouraged by Spectacle Theatre Ltd and is not intended to be a substitute for paid employment. The role of volunteers complements but does not replace the role of paid staff. Appropriate steps will be taken to ensure that paid staff are clear about the role of volunteers, and to foster good working relationships between paid staff and volunteers.

Volunteers will not be used during times of industrial action to do the work of paid staff.

The volunteer role is a gift relationship, binding only in honour, trust and mutual understanding. No enforceable obligation, contractual or otherwise, can be imposed on volunteers to attend, give or be set a minimum amount of time to carry out the tasks involved in their voluntary activity. Likewise the organisation cannot be compelled to provide either regular work or payment or other benefit for any activity undertaken by the volunteer.

Although volunteers offer time freely and willingly without binding obligation, there is a presumption of mutual support and reliability. Reciprocal expectations are acknowledged – both of what the organisation expects of volunteers and what volunteers expect of the organisation.

Volunteer Co-ordination

All volunteers will have a nominated member of staff or volunteer to offer guidance and advice to help the volunteer carry out tasks effectively. Volunteers will be informed of who to contact to receive support and supervision.

'Volunteer co-ordination' will be explicitly referred to in all relevant job descriptions within the organisation.

The nominated post holder with overall responsibility for the development of voluntary activities within the organisation is Steve Davis, the Theatre Manager. This person is responsible for the management and welfare of the organisation's volunteers

Recruitment & Selection

Spectacle Theatre Ltd is committed to equal opportunities and believes that volunteering should be open to all regardless of race, gender, religion, sexual orientation, political beliefs or offending background that does not create a risk to vulnerable groups including children. The acceptance of volunteer assistance for a particular role is made on merit, the sole selection criterion being the individual's suitability to carry out agreed tasks. Information about the volunteer not relevant to the performance of the volunteering tasks concerned will be disregarded by the organisation in terms of recruitment and selection.

Volunteering opportunities will be widely promoted in ways that makes them accessible to all members of the community.

Volunteers who are considered unsuitable for a particular task will either be offered alternative voluntary involvement with the organisation or referred to the nearest Volunteer Centre.

All volunteers will be asked to produce two references and will be invited to attend an informal interview. If the volunteer will be working with vulnerable groups (children and/or adults) there may be other safer recruitment procedures carried out including asking a volunteer to undergo an enhanced Disclosure and Barring Services (DBS) check. More detailed information will be made available specific to legislative requirements and to the particular volunteer position. Volunteers will have a clear and concise task description, which will be subsequently reviewed every six months. The

task description will be prepared in conjunction with the volunteer and the designated person referred to above.

New volunteers will be properly inducted into the organisation. Volunteers will be properly briefed about the activities to be undertaken and given all the necessary information to enable them to perform with confidence.

Training & Development

All volunteers will be made aware of and have access to all the organisation's relevant policies, including those relating to volunteering, health & safety, safeguarding vulnerable groups and equal opportunities. The development of training and support for volunteers is a high priority for the organisation in order to equip them with the necessary information and skills to carry out their tasks. It will be the responsibility of the designated person referred to above to see that this training is provided. It is the responsibility of the volunteer to attend relevant training.

Training in the management of volunteers will be provided for those staff with direct responsibility for same.

Support, Supervision and Recognition

Volunteers will have a named person to whom they can take their volunteering concerns and seek guidance and support. Volunteers will have access to regular support and supervision. This will enable both the volunteer and the supervisor to identify, monitor and evaluate the volunteer's involvement, recognise achievements and identify individual training needs, including that relevant to their particular volunteering role and to their wider personal development. The frequency, duration and format of these sessions will be negotiated between the volunteer and the designated officer referred to above. Volunteers will be given the opportunity, where relevant, to share their views and opinions with the organisation's wider staff, at staff meetings etc.

A process will be developed in order to give formal recognition of the contribution of the organisation's volunteers (e.g. internal awards, articles in newspapers and newsletters, thank you letters etc.) or outline any existing process.

Expenses

Spectacle Theatre Ltd recognises that the reimbursement of expenses incurred in traveling to and from the place of volunteering or in the course of volunteering is important from an equal opportunities point of view. This is necessary to ensure that all individuals have access to voluntary opportunities.

The organisation's volunteers are able to claim reasonable out of pocket expenses, subject to the production of receipts as evidence of the expenditure. What can be reclaimed from the organisation and the calculation of expenses will be explained to the volunteer before they start any activity likely to give rise to expenses.

The organisation has a consistent approach to the reimbursement of expenses which are the same for volunteers, staff, etc. and are as approved by the Inland Revenue. It is the responsibility of the designated person referred to above to make volunteers aware of the procedure for the reimbursement of expenses.

Insurance

The organisation's liability insurance policies include the activities of volunteers and liability towards them. The organisation does not insure the volunteer's personal possessions against loss or damage

Confidentiality
The organisation will advise the volunteer on its confidentiality policy and procedures, where relevant. This would include those relating to personal information held by the organisation relating to the volunteer.

Settling Differences

The organisation aims to treat all volunteers fairly, objectively and consistently. The organisation seeks to ensure that volunteers' views are heard, noted and acted upon promptly and aim for a positive and amicable solution based on the organisation's guidelines for settling differences.

The designated officer referred to above is responsible for handling problems regarding volunteer complaints or conduct and these should be referred to him/her. In the event of a problem, all relevant facts should be obtained as quickly as possible. Support will be provided by the organisation to the volunteer while it endeavours to resolve the problem in an informal manner. If an informal resolution proves impossible, the organisation's wider disciplinary, grievance or complaints policies and procedures (which include volunteers) will be referred to.

Rights and Responsibilities

The organisation recognises the rights of volunteers to:

- know what is (and what is not) expected of them
- Have adequate support in their volunteering
- Receive appreciation
- Have safe working conditions
- Be insured
- Know their rights and responsibilities if something goes wrong
- Receive relevant out-of-pocket expenses
- Receive appropriate training
- be free from discrimination
- be offered the opportunity for personal development

The organisation expects volunteers to:

- be reliable
- be honest
- respect confidentiality
- make the most of training and support opportunities
- carry out tasks in a way that reflects the aims and values of the organisation
- work within agreed guidelines
- respect the work of the organisation and not bring it into disrepute
- comply with the organisation's policies

Further information

WCVA

www.wcva.org.uk/volunteering

Local Volunteer Centre

www.volunteering-wales.net

Health and Safety Policy 2017-18

This is the statement of general policy and arrangements for:		<u>Spectacle Theatre Ltd</u>
Steve Davis Theatre Manager		has overall and final responsibility for health and safety
Carys Parry		has day-to-day responsibility for ensuring this policy is put into practice
Statement of general policy	Responsibility of: Name/Title	Action/Arrangements (What are you going to do?)
Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace	Steve Davis, Theatre Manager	<p>Induction to company base on arrival</p> <p>Ensure employees have read, understand and signed the company policy and procedures hand book</p> <p>Provide training for all company equipment used in workplace</p> <p>Ensure risk assessments conducted prior to undertaking all sessions as outlined in handbook</p> <p>Ensure identified actions arising from risk assessments are implemented prior to sessions</p> <p>Ensure staff are aware of and follow Independent Theatre Council guidelines and best practice</p>
Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work	Steve Davis, Theatre Manager	<p>Provide continuous professional development for staff</p> <p>Provide regular supervision by line manager</p> <p>Debrief of projects</p> <p>Ensure staff have received appropriate training in electrical safety, personal protective equipment and lifting heavy objects</p> <p>Ensure staff receive appropriate training and knowledge of procedures when working away from base</p>
Engage and consult with employees on day-to-day health and safety conditions	Steve Davis, Theatre Manager	<p>Ensure staff are aware of the procedure for reporting accidents at work</p> <p>Ensure staff know where the First Aid kit is positioned</p> <p>Ensure that staff know who the Emergency First Aider is</p> <p>Ensure staff know of accident book procedures</p>

Implement emergency procedures – evacuation in case of fire or other significant incident. You can find help with your fire risk assessment at: https://www.gov.uk/workplace-fire-safety-your-responsibilities	Steve Davis, Theatre Manager	Ensure all staff are aware of the emergency drill and where to assemble in case of emergency Ensure emergency signage is in place and staff are aware of center location plan showing fire escapes Carry out Fire Safety Risk Assessment and regularly review
Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances	Steve Davis, Theatre Manager	Ensure staff are aware of procedure for company vehicle safety maintenance regarding tires, diesel, seat belts Ensure staff are aware of no smoking policy in company vehicle Ensure staff are aware of law regarding driving and mobile phone usage Ensure staff are aware of toilets, washing facilities, drinking water Ensure all equipment is PAT tested for office and off base use.

You should review your policy if you think it might no longer be valid, eg if circumstances change.

If you have fewer than five employees, you don't have to write down your policy.

Health and safety law poster is displayed at (location)	Company Office
First-aid box is located:	Company Office / Van
Accident book is located:	Company Office / Company Van

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 always.

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 loose
- 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 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

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.

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).

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.

Spectacle Theatre Ltd 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 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. Spectacle Theatre Ltd acknowledges the connection between the climate and other environmental crises and the threat of current and future homelessness, disease, food and water shortages and poverty for millions of people around the world, as well as the major damage being caused to our natural eco-systems.

It therefore recognises its responsibility to reduce its carbon and environmental footprints and formally commits itself to be an environmentally responsible charity.

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.

To take this forward it commits to the following actions:

Management

1. Spectacle Theatre Ltd mandates the CEO to take executive responsibility for taking forward and implementing this commitment.

They are also requested to report annually on progress made, including statistical information. This report to include where appropriate information on Spectacle theatre Ltd annual:

- Energy carbon footprint
- Electricity
- Water
- Transport fuel
- Gas
- Total waste production
- % of waste recycled
- Total paper consumption

- % Recycled paper
- % Renewable energy used
- Any other relevant environmental criteria.

This annual environmental report will be presented at the Annual General Meeting.

2. Spectacle Theatre Ltd annual impact statement will include a summary of this annual environmental audit of the charity.
3. Progress on improvement of Spectacle Theatre Ltd environmental performance will be a standard item at Quarterly Trustee meetings
4. All staff contracts will include a clause stating that staff will be expected to help Spectacle Theatre Ltd in carrying out its aim of being an environmentally responsible organisation, in how they carry out their day-to-day duties.
5. Induction procedures for new staff will include information on the charity's environmental practices.
6. Spectacle Theatre Ltd, where appropriate will seek to have relevant environmental clauses included in any future contracts agreed with outside bodies.
7. Spectacle Theatre Ltd will include environmental responsibility training in any future staff training programmes, especially for those involved in providing advice to vulnerable clients.
8. Spectacle Theatre Ltd will observe existing environmental legislation as a minimum standard and seek to out-perform current legislative requirements where practical.
9. Spectacle Theatre Ltd will develop and maintain a sustainable transport policy for their staff, seeking to reduce unnecessary travel and making the transport that is necessary as sustainable as possible and will monitor progress annually.

Review – This environmental policy shall be reviewed annually upon its adoption.

Data Protection Policy

1. Introduction

Spectacle Theatre Ltd needs to collect and use certain types of information about the Individuals or Service Users who come into contact with Spectacle Theatre Ltd in order to carry on our work. This personal information must be collected and dealt with appropriately whether is collected on paper, stored in a computer database, or recorded on other material and there are safeguards to ensure this under the Data Protection Act 1998.

2. Data Controller

Spectacle Theatre Ltd is the Data Controller under the Act, which means that it determines what purposes personal information held, will be used for. It is also responsible for notifying the Information Commissioner of the data it holds or is likely to hold, and the general purposes that this data will be used for.

3. Disclosure

Spectacle Theatre Ltd may share data with other agencies such as the local authority, funding bodies and other voluntary agencies.

The Individual/Service User will be made aware in most circumstances how and with whom their information will be shared. There are circumstances where the law allows Spectacle Theatre Ltd to disclose data (including sensitive data) without the data subject's consent.

These are:

- a) Carrying out a legal duty or as authorised by the Secretary of State
- b) Protecting vital interests of a Individual/Service User or other person
- c) The Individual/Service User has already made the information public
- d) Conducting any legal proceedings, obtaining legal advice or defending any legal rights
- e) Monitoring for equal opportunities purposes – i.e. race, disability or religion
- f) Providing a confidential service where the Individual/Service User's consent cannot be obtained or where it is reasonable to proceed without consent: e.g. where we would wish to avoid forcing stressed or ill Individuals/Service Users to provide consent signatures.

Spectacle Theatre Ltd regards the lawful and correct treatment of personal information as very important to successful working, and to maintaining the confidence of those with whom we deal.

Spectacle Theatre Ltd intends to ensure that personal information is treated lawfully and correctly.

To this end, Spectacle Theatre Ltd will adhere to the Principles of Data Protection, as detailed in the Data Protection Act 1998.

Specifically, the Principles require that personal information:

- a) Shall be processed fairly and lawfully and, in particular, shall not be processed unless specific conditions are met,
- b) Shall be obtained only for one or more of the purposes specified in the Act, and shall not be processed in any manner incompatible with that purpose or those purposes,
- c) Shall be adequate, relevant and not excessive in relation to those purpose(s)
- d) Shall be accurate and, where necessary, kept up to date,
- e) Shall not be kept for longer than is necessary
- f) Shall be processed in accordance with the rights of data subjects under the Act,
- g) Shall be kept secure by the Data Controller who takes appropriate technical and other measures to prevent unauthorized or unlawful processing or accidental loss or destruction of, or damage to, personal information,
- h) Shall not be transferred to a country or territory outside the European Economic Area unless that country or territory ensures an adequate level of protection for the rights and freedoms of Individuals/Service Users in relation to the processing of personal information.

Spectacle Theatre Ltd will, through appropriate management and strict application of criteria and controls: Observe fully conditions regarding the fair collection and use of information

- Meet its legal obligations to specify the purposes for which information is used
- Collect and process appropriate information, and only to the extent that it is needed to fulfill its operational needs or to comply with any legal requirements
- Ensure the quality of information used
- Ensure that the rights of people about whom information is held, can be fully exercised under the Act. These include:
 - The right to be informed that processing is being undertaken,
 - The right of access to one's personal information

- The right to prevent processing in certain circumstances and
- The right to correct, rectify, block or erase information which is regarded as wrong information)
- Take appropriate technical and organizational security measures to safeguard personal information
- Ensure that personal information is not transferred abroad without suitable safeguards
- Treat people justly and fairly whatever their age, religion, disability, gender, sexual orientation or ethnicity when dealing with requests for information
- Set out clear procedures for responding to requests for information

4. Data collection

Informed consent is when

- An Individual/Service User clearly understands why their information is needed, who it will be shared with, the possible consequences of them agreeing or refusing the proposed use of the data
- And then gives their consent.

Spectacle Theatre Ltd will ensure that data is collected within the boundaries defined in this policy. This applies to data that is collected in person, or by completing a form.

When collecting data, Spectacle Theatre Ltd will ensure that the Individual/Service User:

- a) Clearly understands why the information is needed
- b) Understands what it will be used for and what the consequences are should the Individual/Service User decide not to give consent to processing
- c) As far as reasonably possible, grants explicit consent, either written or verbal for data to be processed
- d) Is, as far as reasonably practicable, competent enough to give consent and has given so freely without any duress
- e) Has received sufficient information on why their data is needed and how it will be used

5. Data Storage

Information and records relating to service users will be stored securely and will only be accessible to authorised staff and volunteers.

Information will be stored for only as long as it is needed or required statute and will be disposed of appropriately.

It is Spectacle Theatre Ltd responsibility to ensure all personal and company data is non-recoverable from any computer system previously used within the organisation, which has been passed on/sold to a third party.

6. Data access and accuracy

All Individuals/Service Users have the right to access the information Spectacle Theatre Ltd holds about them. Spectacle Theatre Ltd will also take reasonable steps ensure that this information is kept up to date by asking data subjects whether there have been any changes.

In addition, **Spectacle Theatre Ltd**

will ensure that:

- It has a Data Protection Officer with specific responsibility for ensuring compliance with Data Protection
- Everyone processing personal information understands that they are contractually responsible for following good data protection practice
- Everyone processing personal information is appropriately trained to do so
- Everyone processing personal information is appropriately supervised
- Anybody wanting to make enquiries about handling personal information knows what to do
- It deals promptly and courteously with any enquiries about handling personal information
- It describes clearly how it handles personal information
- It will regularly review and audit the ways it hold, manage and use personal information
- It regularly assesses and evaluates its methods and performance in relation to handling personal information
- All staff are aware that a breach of the rules and procedures identified in this policy may lead to disciplinary action being taken against them

This policy will be updated as necessary to reflect best practice in data management, security and control and to ensure compliance with any changes or amendments made to the Data Protection Act 1998.

In case of any queries or questions in relation to this policy please contact the Spectacle Theatre Ltd Data Protection Officer:

Steve Davis is the named Data Protection officer.

Signed:

Position:

Date:

Review Date:

Internal Financial Policy

Spectacle Theatre Ltd. Company Limited by guarantee 1555311

Charity Number 1059118 VAT Number 656131251

The company's financial procedures were reviewed in January 2017 by the Trustees.

- There are three signatories to the company cheque book. Eric Roberts the chair of the trustees, Steve Davis and Carys Parry. Any two of the signatories can sign a cheque. If there is a payment to be made over £500, the chair of the board must be one of the signatories. A cheque cannot be signed by the person to who it is payable. Most of the company's normal transactions are carried out electronically. The company has recently changed its list of signatories with the Co-operative bank, removing previous signatories no longer employed or directors of the company.
- The Theatre Manager is responsible for the day to day finance of the company and maintaining proper records of expenditure and income and VAT. He works closely with Marion Barnes of Mitchell and Meredith the company's accountants.
- Excel spreadsheet are used to maintain records of all income and expenditure and hardcopy files of all invoices, receipts with a coded link to the spreadsheet. The company uses internet banking and is registered for VAT. The Vat is paid on a quarterly basis and checked by the accountant annually. The company does not use petty cash.
- The company keeps records of the schedule D numbers of its freelance personnel and records of payments.
- The bank provides statements every month and these are reconciled on a three-monthly basis. The company has an overdraft facility with the Co-operative bank which can only be used with the permission of the trustees. Cheque signatories can only spend up to approved budget expenditure and not beyond it. Cheque books are kept locked in the company office. Only the Company manager has a key for the locked drawer. The financial year ends on 31 March each year. Accounts are drawn up after each financial year within three months of the end of the year and presented to the next Annual General Meeting. The board of trustees agree the yearly expenditure budgets which are divided into core company costs and project costs. Each project has its own budget. These budgets with the proposed artistic plan are presented to the board of trustees for agreement and amendment at the beginning of the financial year. The trustees meet at least four times a year and at the AGM. At these meetings, a finance report of actual expenditure and income against projected is presented as a quarterly financial report to the trustees. The accountant is invited to attend all trustee meetings. Over the last year the trustees have invited observers to the meetings who have brought specialist knowledge in governance and finance.
- The accounts of the company are audited annually. The Trustees have examined the major strategic risks business and operational risks which the charity faces and confirm that systems have been established so that regular reports can be produced and that steps can be taken to lessen these risks. The Company manager is responsible for holding the cheque book (unused and partly used cheque books) which are kept in a locked drawer in the companies registered office. Blank cheques will never be signed. The relevant payee's name will always be inserted on the cheque before signature; cheque stub is always properly completed.
- All payments out of the bank account are evidenced by an original invoice. The original invoice is retained and filed. It is referenced with: cheque number, date cheque drawn, amount of cheque, who signed the cheque. If not supported by an original invoice then the cheque is photocopied and the relevant information written alongside the cheque.
- All freelance payments of fees are recorded and paid through the BACS system. A printed record of the payment is kept. All staff have a letter of agreement signed by the trustees

outlining duties and hours. All expenses / allowances will be reimbursed providing that they are evidenced by:

- Fares are evidenced by tickets.
- Other expenditure is evidenced by original receipts.
- Car mileage is based on Independent Theatre Council / Equity rates
- Spectacle Theatre does not accept liability for any financial commitment unless properly authorised. Any orders placed, or undertakings given, the financial consequences of which are likely to exceed in total £5,000, must be authorised by the trustees and written in the company minutes. In exceptional circumstances, such undertakings can be made with the Chairperson's approval who will then provide full details to the next meeting of the trustees. (This covers such items as new service contracts, office equipment, purchase and hire).
- All fundraising and grant applications undertaken on behalf of the organisation are done in the name of Spectacle Theatre Ltd with the prior approval of the trustees or in urgent situations the approval of the Chairperson who will provide full details to the next trustees' meeting.
- The financial year ends on 31 March each year. Accounts are drawn up after each financial year within three months of the end of the year and presented to the next Annual General Meeting. The board of trustees agree the yearly expenditure budgets which are divided into core company costs and project costs. Each project has its own budget. These budgets with the proposed artistic plan are presented to the board of trustees for agreement and amendment at the beginning of the financial year. The accounts of the company are audited annually.
- Spectacle Theatre Ltd endeavours to adhere to good practice in relation to its finances always.

Conflict of Interest Policy

Conflict of interest policy – board of trustees

SCOPE This policy identifies potential conflicts of interests for trustees of Spectacle Theatre Ltd and sets out procedures for avoiding conflicts of interest.

RESPONSIBILITIES OF TRUSTEES

- A member of a management committee is a charity trustee and as such has a duty to act in the best interests of the charity. A trustee who does not follow this duty may be in breach of trust.
- Trustees are the employer of the staff of that scheme.
- All trustees will be asked to sign a declaration which states that they will declare any personal interest which might conflict with, or be seen by others to affect, their ability to perform their duties fairly and impartially.

POTENTIAL CONFLICTS OF INTEREST FOR TRUSTEES

- Trustees may have a large range of interests in private, professional and public life which might cause conflicts of interest at times. These include: being related to or having a relationship with a member of Spectacle Theatre Ltd staff being a member of another organisation that may be a Licensee in Spectacle Theatre Ltd, or being a member of another organisation that may benefit from a Grant being distributed by Spectacle Theatre Ltd
- Any conflicts of interest which may arise should be minuted at meetings of trustees.

UNDERSTANDING AND DEALING WITH CONFLICT OF INTEREST

All known and potential conflicts of interest coming to the attention of a trustee shall be declared. Details must be recorded. Minutes should be kept of any meeting where a conflict of interest has been declared. The procedures identified below should be followed if potential conflicts of interest have been declared.

RELATIONSHIPS BETWEEN TRUSTEES AND STAFF

- It is strongly advised that trustees do not enter personal relationships with a member of staff. To do so could render suspect any decisions that are taken or at the very least be perceived by other members of staff as affecting how decisions are made.

- If the above does occur, the individual concerned should inform the chair of the committee; if the person concerned is the chair, the vice-chair should be informed.
- A trustee who is related to or has a relationship with a member of staff employed by Spectacle Theatre Ltd must not be part of any quorum at any meeting where discussions take place on terms and conditions of employment or working conditions of staff, or where the member of staff directly benefits from the decision.
- Bank mandates should not include the names of individuals who are related, or are having a relationship, as signatories.
- Arrangements should be made for supervision and appraisals to be undertaken by someone other than the person who is related to or having a relationship with the individual.

BEING A MEMBER OF ANOTHER ORGANISATION WITH SIMILAR OBJECTIVES TO Spectacle Theatre Ltd OR WHICH IS A LICENCEE IN Spectacle Theatre Ltd

- A trustee must act in the best interests of Spectacle Theatre Ltd (whilst attending Spectacle Theatre Ltd) meetings or meetings where attending as a Spectacle Theatre Ltd representative) even if there is a conflict of interest with the other statutory or voluntary organisation of which he or she is a member or a member of staff. Any trustee who does not follow this duty may be in breach of trust.
- A trustee must act in accordance with the code of conduct and declare any personal interest which might conflict with, or be seen by others to affect, their ability to perform their duties fairly and impartially.
- A trustee shall withdraw from a meeting of trustees or of a sub-committee of the trustees where any resolution is to be made concerning a matter in which he or she has, directly or indirectly, an interest or duty which is material and which conflicts or may conflict with the interests of Spectacle Theatre Ltd.
- A trustee who is a member of another organisation which has the potential for conflict of interest must not be part of the quorum in relation to a resolution at any meeting where discussions take place on matters of funding or any other matter which could result in the gaining of information which could be prejudicial to Spectacle Theatre Ltd.
- Where the committee feels the individual trustee could unduly influence the outcome of a decision they may ask the said trustee to withdraw.

MANAGEMENT COMMITTEES / BOARDS OF DIRECTORS – CHAIRS OF SCHEMES

- A trustee who is elected chair at any meeting has a second or casting vote, so she or he is in a particularly vulnerable situation if there is a potential conflict of interest. In addition to the procedures listed above the following procedure must apply.

- A chair should not chair the part of the meeting where discussions take place on matters which concern his / her potential conflict of interest. In such a case the chair should withdraw from the meeting.
- The vice-chair, or if she / he is not available or has a potential conflict of interest, the secretary, or if she / he is not available or has a potential conflict of interest, the treasurer, or if she / he is not available or has a potential conflict of interest, a member of the committee should chair that part of the meeting.
- The acting chair has the second casting vote.

MEMBERS OF STAFF BECOMING TRUSTEES AND TRUSTEES BECOMING MEMBERS OF STAFF

- A current employee of Spectacle Theatre Ltd cannot be nominated or elected to be a trustee of Spectacle Theatre Ltd.
- A trustee of Spectacle Theatre Ltd may not accept paid employment with the organisation for which they are a trustee.

Contact Information

c/o TABS

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www.spectacletheatre.co.uk



Theatr Spectacle Theatre



SpectacleTheat1



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