

PARTICIPATION POLICY

By coming to Drama Drop-In/Droplets, participants agree to...

- Be punctual to sessions and stay for the whole session as much as possible.
- Be committed and enthusiastic.
- Be warm, generous and kind.
- Welcome new members to the group and be encouraging.
- Respect each other's ideas, work and performances and accept each other's beliefs, values and opinions.
- Report any concerns in relation to a safe environment.

The group will also make their own personal commitment to a set of standards decided mutually by the group in sessions as and when an additional agreement is needed.

We commit to ensuring:

- equality of opportunity for all
- a place where people are treated with dignity and respect, and valued for who they are and the contribution they make
- active opposition to all forms of prejudice, discrimination, bullying and harassment on the grounds of gender, race, ethnic or national origin, religion, colour, creed, age, class, caring responsibilities, maternity, marital status, sexuality, physical ability or mental health
- an atmosphere of mutual respect which recognises and accepts differences between people
- treating everyone fairly with dignity and respect, irrespective of their age, disability, race, gender, religion or sexuality
- treating each person as an individual
- paying attention to the needs/wishes of each person
- that each person has a right to lead their life in the manner of their choice – provided that they do not endanger others
- enabling people to express their views, and in a way that respects the views and sensitivities of others, and enable people to make suggestions and complaints
- each person's independence
- the well-being of each person, both physically and mentally
- enabling people to make their own decisions and choices

SAFEGUARDING OF CHILDREN AND VULNERABLE ADULTS

Action Transport Theatre actively encourages the safety and well-being of children, young people and vulnerable adults, and an environment which supports this.

We aim to create a safe environment where children, young people and vulnerable adults can enjoy rewarding and stimulating experiences in our sessions.

We recognise that, regardless of gender, ethnicity, disability, sexual orientation or religion, they should be:

- listened to and heard
- valued and respected as individuals
- respected for their identity and uniqueness
- encouraged and praised
- involved in decisions as appropriate

Action Transport Theatre takes any suspicion, disclosure or allegation of abuse very seriously, and the company Safeguarding Procedures set out the supportive, confidential and professional nature of how suspicion, disclosure or allegation of abuse are reported both internally within Action Transport Theatre and to appropriate statutory authorities.

All staff in this organisation accept and recognise our responsibilities to develop awareness of the issues which cause children, young people and vulnerable adults harm.

We endeavour to safeguard them by:

1. Adopting child protection/safeguarding guidelines through procedures and a code of conduct for staff and volunteers
2. Sharing information about child protection and good practice with children, parents and carers, staff and volunteers
3. Sharing information about concerns with agencies who need to know, and involving parents and children appropriately
4. Following carefully the procedures for recruitment and selection of staff and volunteers
5. Providing effective management for staff and volunteers through supervision, support and training
6. Regularly monitoring and reviewing our policy and good practice

The definition of 'child' or 'young person' relates to anyone under the age of 18, and also to those above the age of 18 who are vulnerable for reasons of mental and physical ability.

DBS (Disclosure & Barring Service) checks are undertaken on ATT staff and session leaders over the age of 18, as required.

HEALTH AND SAFETY

Whilst at Action Transport Theatre it is important to be aware of possible health and safety issues. ATT maintains safe and healthy working conditions, equipment and systems of work for all staff, project participants, freelancers and visitors.

All employers and participants have a responsibility to co-operate with supervisors and managers to achieve a healthy and safe workplace and to take reasonable care of themselves and others.

Whenever an employee or participant notices a health and safety problem that they are not able to put right, they must immediately tell Karen Parry, General Manager, or another ATT staff member.

Things to consider:

- Do not use electrical equipment without permission.
- Do not use rooms in Whitby Hall without permission
- Be careful with hot drinks
- Keep drinks and liquids away from electrical and computer equipment
- Emergency exits must not be blocked or obstructed in any way
- You must not enter areas of the building marked 'no entry'
- In the event of a fire, remain calm, leave by the nearest fire exit. Do not go back into the building for personal belongings and do not run. Make sure you meet at the fire assembly point in the car park alongside Whitby Hall
- Any accidents should be reported to Nina Hajjiyanni, Artistic Director, and if she is not available, to another member of staff, who will enter the details into our accident book and administer any first aid (if necessary).