**Welcome to the 2017 Young Actors Project**

**A note from your directors: Thought Plane Theatre**

Hello! We’re Steph and Sarah and we are Thought Plane Theatre. We are the lead artists and directors on this year’s Young Actors Project at Action Transport Theatre. We’re thrilled to be able to work with you on a new and exciting piece of theatre which will be staged at Whitby Hall in the Summer.

Before then we will meet for rehearsals over the next few months in order to craft and rehearse our piece called:

*To Go From All We Know.*

The piece will be partly devised by the company and scripted based on ideas around the theme of migration and communities leaving one place to go to another.  We have already begun exploring these ideas and will be continue to create our show together.

Thought Plane Theatre is really keen to treat young people like professional theatre makers and performers throughout the project which will be targeted at 11-25 year olds (average age around 14). We will have high expectations in all of our rehearsals and want to get the very best standard possible in all the work we’ll create together.

**This form will help us get to know you a little better as well as let you know Action Transport Theatre’s policies and safety notices for whilst you are in rehearsals.**

**Please return the final 4 pages (p7-10)** and keep this page as well as pages 2,3,4,5 for reference.

We will need to know

-**your availability**: we know this may change but it’s really important we know when our cast can make rehearsals in order for us to plan ahead.

-**permissions:** we will take breaks for snacks and lunches during our rehearsals and we need consent from the people who care for you as to whether you CAN or CAN’T leave the building during this time. Additionally, we need to know if we can take and use photos of you in the group on social media and promotional things.

**-talents:** let us know what other talents or interests you have perhaps in music or working on backstage elements of the show

**-about you:** we also need to know the obvious things like your age and email address so we can look after you properly whilst you’re with us so please get a parent to fill in the forms for you.

Let’s get going!

**Projects and Dates**

|  |  |  |
| --- | --- | --- |
|  Sat 18th and Sun 19th (10 -1pm) |  **Half Term**  |  |
| Friday 24th Feb (6-9pm) |  **Half Term** |  |
| Sat 4th & Sun 5th March (10-4pm) |  |  |
| Friday 7th & Sat 8th April (10-4)Tuesday 11th April (10-4) |  **Easter Hols**  |  |
| Sat 6th May 10-4pm  |  |  |
| Sat 24th & Sun 25th June (10-4pm) |  |  |
| Sat 8th & Sun 9th July (10-4pm) |  |  |
| Wed 26th July (4-9pm) |  |  |
| Fri 28th & Sat 29th July (10 -4pm) |  |  |
| **Intensive summer school week Monday 31st July-Sunday 6th August** |

**Contact Details:**

**Action Transport Theatre, Whitby Hall, Stanney Lane, Ellesmere Port, Cheshire, CH65 9AE**

**0151 357 2120**

**Steph Green and Sarah Weston, Lead Artists for Thought Plane Theatre**

**Jessica Egan-Simon, Project Manager for Action Transport Theatre**

jess@actiontransporttheatre.org

For directions to Whitby Hall visit: <http://www.actiontransporttheatre.org/your-visit>

**Participation Policy**

**We kindly request that participants of the ATT Young Actors’ programme will:**

* Attend sessions or rehearsals as per the schedule and be punctual
* Be committed and enthusiastic
* Welcome new members to the group
* Respect each other’s ideas, work and performances and accept each other’s beliefs, values and opinions
* Inform session leaders or another Action Transport Theatre staff member **in advance** if they are to miss a session or be will late (call 0151 357 2120)
* Recognise that if they fail to attend sessions, without informing an Action Transport Theatre staff member, they may lose their membership
* Report any concerns in relation to a safe environment

**Our policy aims to promote:**

* 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 to the organisation
* 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
* respecting each other’s privacy
* respecting each person’s confidentiality – the only exception being in situations where there is an overriding need to protect someone from harm
* 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

**PROTECTION OF CHILDREN AND VULNERABLE ADULTS**

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

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

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 Child Protection 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 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
* 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 Hajiyianni, 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).

**Whitby Hall:**

Entrance to Action Transport Theatre is through the front door at Whitby Hall.

If you need to use the telephone, ask a member of staff.

Quiet rooms are available where you can have lunch, chat and relax.

Young people are able to use the facilities provided in the kitchen at their own risk. They will not be supervised. If you are under 16 years of age it is your responsibility to seek your parents/guardians consent to use these facilities e.g. kettle, urn, toaster, microwave. Instruction will be given if required.

If you are under 16 years of age it is your responsibility to seek your parents/guardians consent to leave the building at lunchtimes and breaks.

**ATT Young Actors Project with Thought Plane Theatre – Personal Information Form**

|  |  |
| --- | --- |
| Name |  |
| Address |  |
| Date of birth & age |  |
| Home phone number  |  |
| Emergency contact name & phone number  |  |
| Email address  |  |
| School |  |
| Do you have any medical conditions/ require any regular medication we should be aware of? |  |
| Do you have any special dietary needs or allergies? |  |
| Do you have any special support needs that you would like us to be aware of? |  |

**Monitoring Information – Confidential**

**Please answer as many questions as you feel comfortable to.**

**All questions are optional.**

**Gender** (please tick)

|  |  |  |  |
| --- | --- | --- | --- |
| 🞎 | Male | 🞎 Female | 🞎 Other |

**Ethnic background** (please tick one box):

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **White:** | 🞎 | British English | **Mixed:** | 🞎 | White and Black Caribbean |
| 🞎 | British Scottish | 🞎 | White and Black African |
| 🞎 | British Welsh | 🞎 | White and Asian |
| 🞎 | Irish |  |  |  |
|  |  |  |  |  |  |
| **Asian or Asian British:** | 🞎 | Indian | **Black or Black British:** | 🞎 | Caribbean |
| 🞎 | Pakistani | 🞎 | African |
| 🞎 | Bangladeshi |  |  |
|  |  |  |  |  |  |
| **Chinese or Chinese British:** | 🞎 | Chinese | **Other:** | 🞎 | Please state:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

How did you hear about ATT?\_\_\_\_\_\_\_\_\_\_\_\_\_

Have you been involved in the arts before? \_\_\_\_\_\_\_\_\_\_\_\_\_

Do you receive free school meals? 🞎Yes 🞎No

🞎Rather not say

Who normally takes care of you?

🞎 Mum and / or Dad 🞎Other family member 🞎Foster Family

🞎Other 🞎Rather not say

Written permission is needed if you are under 16 to leave Whitby Hall during breaks or at the end of sessions.

Please complete this section below:

…………………………………(name) \*has permission/does not have permission to leave Whitby Hall during breaks in rehearsals and \*is / is not allowed to make their own way home from rehearsals at the end of a session. **\* delete as appropriate**

Signed…………………………………………………….

Name & relationship to young person……………………………………………………….

Date………………………………………………………………………………………….

**Disability:**

The Disability Discrimination Act states that a person is disabled if they have “a disability or long term health condition that has an impact on their day to day lives”. This includes people who have diabetes, people living with Aids and HIV, survivors of mental health, people with heart conditions, people who are deaf or having hearing impairment.

Do you consider yourself to have a disability?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 🞎 | Yes | 🞎 | No | 🞎 Rather not say |

**Donations (optional):**

All the work ATT provides is free for local children and young people. We do not charge for any of our classes, workshops or projects in order to ensure that any young person who wants to – can participate. The company therefore relies on the generous support of those who are able to contribute towards the cost of running our projects.

Making a donation is optional, but we kindly ask that if you are able, you consider making a donation of between £10 - £35.

**Ways to donate – please tick the box if you are in a position to make a donation.**

◻ Cash (Please pass to a member of ATT staff – there is normally someone in the office)

◻ Cheque (please make cheques payable to ’Action Transport Theatre’)

◻ Bank transfer: *Account no 00570345 Sort code 12-20-29*

◻ Secure online donation at www.justgiving.com/Action-Transport-Theatre-25-years-young. This includes a Gift Aid option to help us boost the value of your donation.

**Release and Consent Form**

I hereby give my permission for any video, audio and photographic footage, recorded during ATT Young Actors sessions to be included in public documentation, at the discretion of Action Transport Theatre. This may take the form of photographs, video, CD-Rom, DVD, website, broadcasting, publicity and marketing materials. I have understood that no fees whatsoever will be payable, and copyright will be retained by Action Transport Theatre.

|  |  |
| --- | --- |
| Name: |  |
| Address: |  |
| Postcode: |  |
| Telephone number: |  |
|  |  |
| Signed (if over 16): |  |
| Parent/Guardian signature (if under 16):  |  |
| Name of Parent/Guardian (print name): |  |
| Date: |  |

*Please return this form to Jess Egan-Simon, Project Manager at* *jess@actiontransporttheatre.org* *or hand in at your drama session.*

|  |  |  |
| --- | --- | --- |
| **DATE AND TIME OF REHEARSAL****Please tick…** |  **I can be there** | **Not available** |
| Sat 4th & Sun 5th March (10-4pm) |  |  |
| Friday 7th & Sat 8th April (10-4)Tuesday 11th April (10-4)**Easter Hols** |   |  |
| Sat 6th May 10-4pm  |  |  |
| Sat 24th & Sun 25th June (10-4pm) |  |  |
| Sat 8th & Sun 9th July (10-4pm) |  |  |
| Wed 26th July (4-9pm)**Summer Hols** |  |  |
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| **Intensive summer school week Monday 31st July-Sunday 6th August****Performances Friday, Saturday & Sunday.** |

*Other interests/talents/skills:*

*E.g music, juggling, costume…*

Please sign below if you give permission for your child to leave Whitby Hall unaccompanied during breaks/lunches and at the end of each session.

……………………………………………………./Print Name: …………………………………