**SOUTHPORT DRAMATIC CLUB**

**CODE OF CONDUCT**

This Code of Conduct has been developed to provide our members, both youth and adult, with advice on behaviour expectations when attending and using the facilities of Southport Little Theatre. We want all our members to be able to enjoy their experience within the society whilst feeling supported and protected at all times.

The document works in conjunction with the Southport Dramatic Club policy and procedures for the safeguarding of all members.

**PURPOSE**

* To ensure that all members are safe whilst using the Little Theatre
* To ensure that all members are treated fairly and with equal respect.
* To eliminate, as far as possible, any behaviours which might lead to a feeling of vulnerability.

**CODE OF CONDUCT**

**You will be expected to:-**

* Show respect to all members (*youth, student, country and full members*) and all other people using the theatre, workshop and rehearsal spaces at all times.
* Show respect for the building and properties of the Southport Dramatic Club at all times.

**We will not tolerate:**

* Any discrimination made in reference to race, gender, age, disability, sexual orientation, or other applicable Protected Characteristic as defined by the Equality Act 2010.
* Bullying of any kind.
* Disrespectful, hurtful or inappropriate language.
* Inappropriate and/or unwanted physical contact
* Disruptive behaviour.

**SOLT 10 Principles for Safe and Inclusive Workspaces**

As a member of the Society of London Theatres (SOLT), the Southport Dramatic Club expects all employees, volunteer members, contractors, guests and freelancers to adhere to the following 10 principles:-

1. Everyone is responsible for creating and maintaining an inclusive workplace/Club that is positive and supportive.
2. We recognise that harassment or discriminatory language or behaviour may be unlawful under the Equality Act 2010.
3. We will explicitly address and seek to prevent racism and all other forms of discrimination and bias, their manifestations and effects.
4. As an Employer, the Southport Dramatic Club accepts its’ responsibilities under the Equality Act 2010 and the Health and Safety at Work Act 1974.
5. We do not tolerate bullying, harassment or discrimination on any grounds, and will ensure that processes are in place for the reporting and investigation of these serious issues.
6. We recognise that bullying, harassment and discrimination can have significant adverse impacts on the productivity, long-term physical and mental health and well-being of affected people and we will work to eradicate it. This will mean providing adequate protection for the complainants and victims, and, where bullying, harassment or discrimination is found to have occurred, taking appropriate action against the perpetrators.
7. We value inclusivity, appreciate difference, encourage self-education and consider people equal without prejudice or favour. We build relationships based on mutual respect. We will all work to give and receive feedback in a constructive way, which we know will improve creativity and productivity.
8. We understand that reporting bullying, harassment or discrimination can be intimidating. If anyone comes forward to report any of this behaviour, we will endeavour to make the process of reporting clear and straightforward, investigate objectively and respect confidentiality where possible. Individuals who have made complaints or participate in good faith in any investigation into bullying, harassment, or discrimination should not suffer any form of reprisal or victimisation as a result.
9. We will respect each other’s dignity and differences, regardless of the seniority of our role in the organisation.

10. As we continually work to better understand, develop and deliver this work, the Southport Dramatic Club, as an Employer, commits to paying professionals with lived experience and/or specialist knowledge in these areas to advise us, whenever required.

**The points below should be respectfully adhered to by all members, but especially those working with our Vulnerable Members and Members under the age of 18.**

* Adults working with young and vulnerable people are in a position of trust and responsibility and should act in an age appropriate manner at all times.
* Meetings with young people should never be undertaken alone. Another adult should be present, and held in a venue that is accessible to other people.
* Any young person under licence requires a registered Chaperone to be present at all times.
* Special relationships and favouritism should be avoided, they are divisive and can be misinterpreted.
* Any unusual comments or disturbing behaviour by a young person about an adult member of the Production or Club, a peer or family member must be reported to the nominated person with Safeguarding responsibilities (the Chaperone, or Safeguarding Team) or a senior member of the production (the Director) or the SDC (in the first instance the Club’s Secretary).
* No mobile phones or cameras should be switched on or used during the period of rehearsal or performance.
* No photographs or videos should be taken at any time including at rehearsals, in dressing rooms or backstage generally which include young persons under the age of 18, except by the specified designated SDC Photographer, a member of the Marketing Committee or Youth Leaders, for the sole purpose of marketing the Production, and under the strict control of the Marketing Committee. *(An exception may be possible, with prior consent from Youth Leaders, to film the choreographer should a dance need to be filmed and placed on a secure site.)*
* Young people must stay within the rehearsal/ workshop space save where they need to access the toilet facilities. The kitchens, props store, lighting and sound box are out of bounds.
* Young persons under the age of 18 and vulnerable persons shall not leave without obtaining permission from the Director/ Chaperone~~)~~.
* Young persons under licence must remain inside the building at the end of the sessions/performances with the Chaperone and Director until collected by their designated adult.
* Dressing rooms designated for youth performers shall not be accessed by members or other users of the theatre other than by the members assigned to that dressing room and the designated Chaperone. Where access is required (for example by designated wardrobe or props staff for the purpose of fulfilling their duties on the production or the undertaking of essential maintenance work which cannot await the vacation of the dressing room) such access must be agreed in advance with the Chaperone

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**BREACH OF CODE OF CONDUCT**

If anyone feels that they have been unfairly treated or that this Code of Conduct has been breached in any way, then they are encouraged in the first instance to raise this issue informally with the Club’s Secretary and/or Safeguarding Team~~.~~

1**.** Minor incident- verbal reminder of Code of Conduct from senior member of the production and this will be reported to the Club Secretary/Safeguarding Team.

1. If irregular behaviour continues, a formal warning will be given by the Club Secretary or Youth Leader and Safeguarding team, and the person concerned will be closely monitored.
2. In the event of the need for more serious sanctions, the senior members of the Club will be informed and appropriate action will be taken.
3. In extreme cases, step 3 may be applied with immediate effect. In extreme cases, such appropriate action may include the involvement of the Authorities and expulsion of the offending member from the Club.

The Trustees take the issue of appropriate conduct and behaviour within the Theatre very seriously and will do all they can to support the complainant and thoroughly investigate the issue to reach a satisfactory resolution.