

BADCO

POLICIES AND

PROCEDURES

MEMBERSHIP POLICY

Whether you want to perform, or simply keep up to date with all things BADCo, registering as a member can benefit you in many ways.

There are three categories of Member

- Full Member – Membership for The Committee, Production Team, Cast and Crew of any BADCo production. The full membership allows you to participate in all aspects of the group, whether it be performing on stage, voting at our AGM or joining the backstage team
- Junior Members – Membership for anyone under the age of 18. This membership must be linked to an adult full membership and in accordance with the Junior Members' policy. The Junior membership allows you to participate in all aspects of the group, whether it be performing on stage, voting at our AGM or joining the backstage team. There is a limit of 2 junior members per full member unless otherwise agreed with the group committee on an annual basis.
- Temporary Members – Membership for anyone involved with a production over a period deemed temporary by the committee e.g. during the run of the production for the purposes of helping front of house, with refreshments, make-up etc. You will be deemed a member for the duration of this period only. This type of membership is at the discretion of the committee. Temporary membership ceases at the end of the show run. Temporary membership does not give you voting rights at the AGM or any General Meeting. Temporary members cannot hold a role on the committee or production team or hold any other leadership role.
- Supporting member - Membership for anyone who will be Supporting a family member in the show and attending a large proportion of rehearsals, or someone who will be carrying out a named role in the show over a shorter period of time. This type of membership is at the discretion of the committee.
- Supporting adult (non member) - Membership for us to capture the information of secondary adults who will be supporting a Junior member in the show, but will not be attending every week. This type of membership is at the discretion of the committee.

Membership will become valid upon completion of a membership form and once your membership subscription is in credit.

Each category of membership holds the following value:

Full Member: £55 per annum

Junior Member : £10 per child

Supporting member: £15 per annum

Supporting adult (non member): Free

Temporary Member: Free

Membership fees are set at the discretion of the committee. If any member has any issue with paying membership fees, they can discuss this with a member of the group committee.

CAST SIZE POLICY

Due to the size of the stage and dressing areas at St Barnabas Halls, there is a limit on the size of the cast that can be involved in a production. This is to ensure the safety and wellbeing of all cast and crew members throughout the run of the show.

The Cast size limit has been set at:

35 Cast members in total

Up to 15 of these can be Under the age of 18

At the stage of casting a new show it is at the director's discretion who will be in the cast, and how they will meet the above criteria. Casting will be carried out in accordance with the group's casting policy to ensure there is no discrimination.

Should we reach the cast size limit at script readthroughs: Existing and long standing group members will have priority for being in the cast over new members.

CODE OF CONDUCT:

The group is fully committed to safeguarding and promoting the wellbeing of all its members and believes that it is important that members and parents/guardians associated with the group should, at all times, show respect and understanding for the safety and welfare of others. Therefore, members and parents/guardians are encouraged to be open at all times and to share any concerns or complaints that they may have about any aspect of the group.

As a member of the group, you are expected to abide by the following code of conduct.

Members are expected to:

- Be friendly and accommodating to all members
- Be supportive and committed to other members.
- Be loyal and give all members a second chance
- Not get involved in peer pressure or push others into something they do not want to do.
- Keep within the defined boundary of the rehearsal or performance areas
- Behave and listen to all instructions from the production team or group committee
- Participate within the rules and respect the director/s and their decisions
- Take care of equipment owned or hired by the group
- Respect the rights, dignity and worth of all participants regardless of age, gender, ability, race, cultural background, religious beliefs or sexual identity
- Keep to agreed timings for all rehearsals and performances and inform the director/s or their appointed person if they are going to be late
- Wear suitable clothing for moving and physical activity at all times
- Report inappropriate behaviour or risky situations
- Adhere to the Groups procedures and policies at all times.

REHEARSALS

- Rehearsals will be scheduled by the Production team. Members involved in the production are expected to commit to this schedule in accordance with the requirements of their role.
- Alongside normal rehearsals, cast are asked to rehearse in their own time. Parents/Guardians of Junior members are expected to assist with this.
- Absences must be communicated to the director in advance either in person, by phone, or by direct message. Attendance will be recorded by the Director or their appointed person.
- Any planned holidays or periods of unavailability that are known about will be considered when casting roles for a show.
- Members are not allowed to bring guests to rehearsals without the explicit permission of the Director or their appointed person. If a guest is to be brought regularly this must be agreed by the group committee.
- Any damages caused to rehearsal or production venues by members, their children, or their guests may require reimbursement, and failure to comply may result in membership revocation.

GROUP MEMBERS HAVE THE RIGHT TO:

- Be safe and happy in their chosen role
- Be listened to
- Be respected and treated fairly

- Privacy
- Enjoy their art in a protective supportive environment
- Be treated as a professional at all times
- Be protected from abuse by other members or outside sources
- Participate on an equal basis to all other members
- Be believed
- Ask for help.

Failure to follow this code of conduct will be addressed by the director in conjunction with the group committee and Production team

AUDITIONS AND CASTING POLICY

AUDITIONS

- We hold auditions for our shows in September or as determined by the committee. Dates will be made public, usually via social media channels and emailing lists.
- Auditions are usually in the form of a group script read through; however the director may ask for further auditions for solo singing and principal roles.
- Anybody is welcome to audition even if they are not currently a member.
- If you have any questions or need help, don't hesitate to reach out to a committee or production team member. They will be more than happy to assist you.

CASTING

- The cast for each production is chosen by the Director/'s and between 1 and 3 full members of the director's choice which must include at least 1 committee member.
- Potential cast members are invited to express preferences on their casting, however casting will be dependent on the members availability to rehearse. Any prior commitments must be made known to the director at the script read throughs and at the earliest convenience from that point on.
- The committee has the authority to revise the cast if a member is deemed unsuitable and re-cast any vacant roles.
- The Director will announce a provisional cast list as soon as possible after auditions.
- When making casting decisions, the committee and director may consider past behaviors as referenced in the code of conduct.
- Whilst casting a show can be very difficult it will always be the intention that everyone who auditions and wishes to be in a show is welcome to join and will be offered a part. However, at some times the group may need to limit the numbers of cast due to health and safety constraints. – See group cast size policy
- On acceptance of a role, you must become a full member. By accepting the role you are accepting that you will commit to all rehearsals required
- Casting will be carried out in accordance with the equal opportunities policy.

EQUAL OPPORTUNITIES POLICY

The group has adopted the following policy to ensure that the equal opportunities of individuals are observed throughout the work of the group.

THE POLICY

The Group recognises that individuals can be unfairly discriminated against on many grounds. It is the policy of the group to ensure that no individual is unfairly discriminated against or be disadvantaged by conditions, requirements, or practices of the Group.

IMPLEMENTATION

The group is committed to the principle of equal opportunities without regard for age, gender, race, colour, religion, sexual orientation or disability in all aspects of its work.

Casting decisions will be made without discrimination, except when artistic reasons require specific characteristics.

If a person requires adjustments to participate, they can discuss this with a member of the committee who will endeavour to make sure that the Director and Production team make any reasonable adjustments needed.

SAFEGUARDING & CHILD PROTECTION POLICY

POLICY STATEMENT

BADCo is committed to ensuring that all members can participate in its activities in a safe, supportive and enjoyable environment. This includes a clear commitment to safeguarding the welfare of **children and young people aged 5–18**, as well as adults who may be considered vulnerable.

Safeguarding is the responsibility of everyone involved in BADCo. While Junior Members remain the responsibility of their parent or guardian at all times, BADCo recognises its duty to take reasonable steps to protect children and young people from harm, abuse or neglect during all BADCo activities.

Child protection forms a core part of BADCo's safeguarding responsibilities and relates specifically to protecting children and young people from abuse, whether physical, emotional, sexual or through neglect.

All Junior Members of the group must be accompanied by a parent or guardian at all rehearsals and performances and remain their responsibility at all times. With the prior agreement of the group Committee, a parent or guardian may make arrangements for another adult to assume responsibility for their child during group activities. In these circumstances, the responsible adult must have full contact details for the child's parent or guardian and must have full knowledge of the transport arrangements put in place by the parent or guardian for the child to get to or from the rehearsal.

Whilst Junior Members remain the responsibility of their parents/guardians at all times, the group Committee commit to managing rehearsals and performances in such a way as to minimise the possibility of anyone coming to harm as a result of any form of abuse or health and safety risks in the working environment.

SCOPE OF THIS POLICY

This policy applies to:

- All members of BADCo
- Junior Members aged 5–18
- Committee members
- Directors, production teams and volunteers
- Any adult involved in BADCo activities

This policy should be read in conjunction with BADCo's relevant Health & Safety documentation.

ROLES AND RESPONSIBILITIES

Safeguarding Lead

BADCo will appoint a **Safeguarding & Child Protection Lead** from within the Committee. This person will act as the first point of contact for safeguarding and child protection concerns.

The Safeguarding Lead is responsible for:

- Receiving and recording safeguarding and child protection concerns
- Ensuring concerns are handled appropriately and confidentially
- Seeking advice from external agencies where required
- Liaising with parents/guardians where appropriate
- Ensuring this policy is reviewed regularly

In the absence of the Safeguarding Lead, concerns should be reported to any Committee member, who will ensure the matter is passed on promptly.

RECOGNISING ABUSE AND SAFEGUARDING CONCERNS

Abuse may take many forms, including:

- **Physical abuse**
- **Emotional abuse**
- **Sexual abuse**
- **Neglect**

Safeguarding concerns may also arise where a child or young person:

- Appears distressed, withdrawn or fearful
- Exhibits unexplained injuries
- Displays behaviour that is unusual for their age
- Makes comments or disclosures that cause concern

It is not the responsibility of BADCo members to decide whether abuse has occurred, but **any concern must be taken seriously and acted upon**.

REPORTING SAFEGUARDING OR CHILD PROTECTION CONCERNS

Any Junior Member or adult who experiences, witnesses or suspects any form of injury, abuse or harm must report this as soon as possible.

Concerns should be reported to:

- The **Safeguarding & Child Protection Lead**, or
- A member of the Committee, Director, Producer or Stage Manager if the Safeguarding Lead is not available

All concerns will be:

- Taken seriously
- Recorded accurately and confidentially
- Passed on only to those who need to know

If there is an **immediate risk of harm**, emergency services should be contacted without delay.

RESPONDING TO DISCLOSURES

If a child or young person discloses information that raises safeguarding or child protection concerns, the adult receiving the disclosure should:

- Listen carefully and calmly
- Reassure the child that they have done the right thing by telling someone
- Avoid asking leading questions
- Not promise confidentiality
- Explain that the information will need to be shared to help keep them safe

The disclosure must be reported to the Safeguarding Lead as soon as possible.

ALLEGATIONS AGAINST ADULTS

If an allegation or concern is raised about the behaviour of an adult involved in BADCo:

- The matter must be reported immediately to the Safeguarding Lead
- The individual concerned will not be informed or questioned until advice has been sought
- Appropriate steps will be taken to ensure the safety of children and young people

Where necessary, the Safeguarding Lead will seek advice from the Local Authority Children's Services or other appropriate agencies.

CONFIDENTIALITY AND RECORD KEEPING

All safeguarding and child protection concerns will be handled sensitively and confidentially.

Written records will:

- Be factual and accurate
- Be dated and signed
- Be stored securely
- Be shared only with those who have a legitimate need to know

PROCEDURES

- All parents/guardians of Junior Members are made aware of the this policy at the time of joining or membership renewal
- All parents/guardians are reminded of their responsibilities from time to time during the run of rehearsals.
- All members, including Junior Members are made aware of the Health and Safety or other requirements for each venue used during group activities.
- All group members are asked to remain alert to the safety of others, including Junior Members, at all times and should raise any concerns with the Director, Producer, Stage Manager or Committee member.
- Any rehearsal which requires only the Junior Members should be carried out with at least two adults present. If any of the parents/guardians are required to be rehearsing (or carrying out other production related activities) in a different room, then both the child and the adult leading the Junior rehearsal must be aware of the location of the parent/guardian and the parent/guardian must be aware of the location in which the Junior rehearsal is taking place.
- A full risk assessment is carried out when the scenery and technical equipment is being installed and a full safety brief is delivered to all cast and crew prior to the first rehearsal at which this is present. Particular attention is paid to ensuring that all Junior Members understand the revised Health & Safety requirements and it is reinforced that parents/guardians are responsible for their children.
- During performances designated areas are provided back stage for dressing and changing for both males and females. There is also a communal make-up area/waiting room, where quick changes may also take place.
- Prior to the dress rehearsal, the Production Committee will establish which areas are to be used for which purpose and will communicate this to all cast and crew.
- In consultation with parents/guardians of Junior Members and the junior members themselves, the Production Committee will agree the most suitable venue for any junior member to use for changing. This will take into account factors such as the junior members age, the need for a parent of the opposite gender to assist in changing, the junior member's preferences and the number of costume changes; the most appropriate arrangements for each junior member will be put into place.
- Junior Members remain the responsibility of their parent/guardian during each performance. Where a parent/guardian is not present backstage due to their carrying out other performance related tasks during the performance, the Committee will discuss the arrangements for another adult to assist and supervise their child.
- With the exception of related adults and children, there will always be a minimum of two adults present in rooms backstage when Junior Members are present.
- Any Junior member or adult who experiences any form of injury, abuse or harm in any form should report this as soon as possible to a member of the Production Team or committee.

REHEARSAL AND SHOW ATTENDANCE

- Junior Members may commit to roles requiring evening rehearsals if they and their parent/guardian agree it is appropriate for their age and circumstances.
- Junior members are not routinely expected to attend weeknight evening rehearsals, although may do so if their parent/guardian has agreed it with the director. The level of attendance required will be discussed and agreed at the audition/casting stage prior to rehearsals commencing.
- There are usually four performances of each production – typically Thursday, Friday, Saturday matinee and a Saturday evening. There will also be additional rehearsals in the fortnight prior to the first performance. The number of rehearsals that junior members are required to attend will be agreed when the rehearsal schedule is published and will not exceed the government guidelines for children in entertainment.

VULNERABLE ADULTS

If the group Committee is aware that any member is vulnerable or in need of additional support (whether due to disability, illness or any other reason) they will take steps to ensure that rehearsals and performances are managed in such a way as to minimise the possibility of that individual coming to harm. The Committee will discuss with the individual (or their carers as appropriate) whether there are any arrangements or practices which need to be put in place or altered to help maintain the safety of that individual.

DBS CHECKS AND CHAPERONING

BADCo does not currently require DBS checks for all volunteers or members. However, where specific roles involve close supervision of children, appropriate safeguards will be put in place.

Where applicable:

- Licensed chaperones may be used
- Dressing room supervision will be managed sensitively and appropriately
- Parents/guardians will be consulted about arrangements for Junior Members

BADCo will keep its approach to DBS checks and chaperoning under review.

REVIEW OF POLICY

This policy will be reviewed regularly by the Committee and updated as required to reflect best practice and the needs of the group.

BADCO DRUG AND ALCOHOL POLICY

The group is committed to creating a positive and safe environment, free from misuse of drugs and excessive alcohol consumption. We believe that a healthy state of mind and body is important for everyone's involvement and satisfaction in our activities.

To support this goal, The group requests all members to attend group meetings, rehearsals, and social events in an appropriate condition, ensuring they can effectively contribute to the group.

During group related activities, we ask that members refrain from consuming alcohol to a level that is deemed inappropriate or unsafe for the circumstances, by any committee member.

The misuse of drugs is unacceptable in any circumstance.

The group believe in fostering a respectful atmosphere and any violation of these guidelines may lead to termination of membership.

We want to emphasise that violations of our drug and alcohol policy may have legal consequences, and in such cases, we may involve legal authorities. If any member has questions or concerns about this policy or wishes to discuss issues related to drug or alcohol use within the group, we encourage them to approach a member of the group committee.

We understand that there may be occasions where the committee acknowledge recreational alcohol may be consumed as part of an event. The group will ask members to consume alcohol responsibly. Thank you for your cooperation in helping us maintain a healthy, safe, and enjoyable environment for all members of our group.

PRODUCTION TEAM

FORMATION OF THE TEAM

The Production Team for any given show is put in place by the group committee, once a script and director have been chosen.

The production team will consist as minimum of; Director, Musical Director, Stage Manager and Producer. Other roles on the production team could include but are not limited to: Sound, Lighting, Costume, Tickets, Choreography, Marketing, Venue Liaison, Charity Liaison etc. There must be at least two members of the group committee on the production team, they can fill roles listed above or just sit on the team in an un-named role.

The production team will become responsible for organisation of the production once the script has been selected and the whole team has been appointed. Upon completion of a production all responsibilities will be handed back to the group committee. The committee have the right to interject with the performance if they feel it is within the best interest of the group.

Applications are welcome from other interested parties however; you must be a full member on commencement of a role.

There is no guarantee that all or any of these applications will be successful and the Committee reserves the right to match applicants as they deem appropriate in order to create the strongest possible Production Team.

TERMS OF REFERENCE

The role of the Production Team is to organise all aspects of staging a production on behalf of the group committee, with reference to the group committee where necessary.

Aspects of the production that should be agreed with the group committee include show dates, venue and overall budget.

Other matters that arise during the course of a production that may need reference to the group committee include membership issues, adherence to policies and codes of conduct and any disputes etc. Where these relate primarily to the show in question and both the producer and those group committee members on the production team feel it appropriate, these should be dealt with by the production team in the first instance. Where this is not possible or appropriate these should be referred back to the group committee for action or decision making. Any other matters that arise that the producer or group committee members on the production team feel is beyond the remit of the Production Team should be referred back to the group committee.

The Producer will chair meetings of the Production Team and ensure that all roles are covered for co-ordinating all the different aspects of putting on a show as listed above plus any others that emerge. A list of all the relevant areas to be covered will be agreed at the first production meeting

The Producer will facilitate agreement between the Director and other key production personnel to ensure that all artistic decisions are co-ordinated and fit with the Director's vision and principles. Overall artistic control remains with the Director in all areas unless otherwise delegated (eg to Musical Director, Costume Designer or Set Designer)

The Production Team will work together to make decisions and solve logistical problems regarding the show and support the Producer and Director to ensure that the show is ready by the agreed performance dates.

BACKSTAGE ROLES

Backstage roles are appointed as seen fit by the stage manager and production team.

All roles will be appointed to people suitable for their skillset and abilities, Junior members may be appointed a backstage role at the discretion of the stage manager and in agreement with the group committee. Junior members working backstage must adhere to the junior members policy.

Backstage roles include and are not limited to: General backstage crew, Show caller, Curtain operator, Prop management, Prop Production, Scenery design, Scenery painting, Sound Design, Sound operator, Lighting design, Lighting operator, Makeup design, Makeup artist.

Applications are welcome from any interested parties.

There is no guarantee that all or any of these applications will be successful and the stage manager and production team reserves the right to match applicants as they deem appropriate in order to create the strongest possible backstage Team.