



# Code of Conduct for Volunteers

## Stage Theatre Society

**Reviewed yearly - Last reviewed - October 2024**

### **Introduction**

This policy has been compiled together with our volunteers and this must be always adhered to.

### **Aims and objectives of the society**

Aims and objectives of the society shape the way we operate and are very important to us and are as follows.

- To improve quality of life for all members of the society.
- To increase performing and technical abilities of its members.
- FOR EVERYONE TO HAVE FUN
- To encourage discipline and learning in the activities we carry out.
- To have a balance of social and learning activities in the society.
- For all of our members to succeed in what they do with us at all times.
- To always encourage the best in our members.
- To progress with the show according to the rehearsal programme.
- To teach and offer new talents to our members.
- To make people want to be part of our society.
- To enable our members to bond socially with others.
- To always encourage commitment to the show from all members of the society.
- To distribute all show betterments to charitable organisations, or to be used to subsidise the next production if needed.
- To always keep within the proposed budgets for our shows.
- To increase community involvement and spirit within the society.
- To be able to fill our auditoriums with lively audiences.
- To have the audience always wanting more.
- To demonstrate to our audiences a different culture.

## **Dress code**

At Stage Theatre Society we must ensure that volunteers wear appropriate clothing for the activity they are leading and/or partaking in. This includes ensuring that clothing is not considered too revealing, does not contain any profanity on the clothing and is safe for the activity.

## **Working with children**

At all times when volunteers are working with children, they must ensure that they are working within the guidelines of our:

- Health and Safety risk assessment
- Safeguarding policy and process
- DBS requirements
- Child licencing requirements when performing

Note that volunteers under the age of 18 years old must not be given sole responsibility for groups of participants without appropriate adult supervision

## **Confidentiality**

All volunteers must pay careful consideration to confidentiality whilst volunteering at Stage Theatre Society. This includes, but is not limited to:

- Ensuring that details of volunteers and cast are not shared unnecessarily
- Ensuring that permissions are in place for use of photos and media
- Ensuring that, should an incident occur, confidentiality is maintained on a need to know basis.

## **GDPR**

Stage Theatre Society is a not for profit, small charity. As such we are exempt from registering with the Information Commissioner's Office, but in order to adhere to the principles of the new Data Protection Act, the Trustees of the group feel obliged to notify the users of the information we hold, how we use it and who we pass this information to. All of this can be found on our website statement - and must be adhered to by all volunteering with us.

## **Following all policies**

Policies and processes are in place at Stage Theatre Society to ensure we are acting consistently, fairness is given to all and that we work within the law.

Those volunteering with Stage Theatre Society must adhere to all processes and policies in place. All of which is available to them.

## **Respect or others and property**

At Stage Theatre Society bullying and harassment will not be tolerated. Any volunteer found to be doing this to another volunteer, will leave the group.

## **Signing in and out**

All cast and volunteers must ensure that they are signed in and out of rehearsals, performances and other activities. This is to aid the group in the event of a venue evacuation.

## **Health and safety**

Stage Theatre Society, being a voluntary organisation, does not require a Health and Safety policy to be in place. However, we actively risk assess our activities and ensure that such assessment reflects the consideration we give to the protection of our children physically within the environment we operate. All volunteers must be aware that Health and Safety at Stage Theatre Society is the responsibility of all.

## **Budgets and finance**

To ensure that Stage Theatre Society remains financially solvent, we require all volunteers that are working with budgets (costumes, props, set etc.) to work strictly within the budgets allocated. In the event that they feel the budget is not enough for the task, they must communicate this for review with the Director and Treasurer.

Please note that receipts must be kept to account for the use of budgets - and presented to the treasurer after the event.