

Maghull Musical Theatre Company Code of Conduct and Safeguarding Policy

Maghull Musical Theatre (MMTC) is committed to creating a safe, enjoyable, supportive environment for all.

The continued success of the company requires a reasonable commitment from its committee and members.

The integrity and good reputation of MMTC should be upheld by all our members who should endeavour to act with dignity, honesty, integrity and respect - towards other members, visitors, theatre patrons and the general public when engaging in activities associated with MMTC.

This code sets out the expectations of all members and volunteers of MMTC when representing the society.

GENERAL

All members are expected to:

- Act within the constitution of MMTC, and abide by the policies and procedures of the organisation
- Respect and support the mission statement of MMTC which is.

“Our mission is to provide a safe, stimulating, and inspirational environment for all, while producing exceptional musical theatre that both engages local communities and encourages well-being through musical theatre.”

BEHAVIOUR

All members are expected to:

- Display control, respect and professionalism in all activities
- Observe proper conduct during rehearsals and meetings
- Be courteous in dealings with other MMTC members and with the general public
- Not behave in any manner, or engage in any activity which causes harm or distress to themselves or others
- Not behave in any manner, or engage in any activity, whilst on MMTC business which is likely to impair positive public perception of MMTC.
- Not to post anything on social media that may impair or harm the public perception of MMTC, or its members. This includes replies and comments that may impair or harm the public perception of MMTC and or its members and which may cause distress, harm or concern.

SAFEGUARDING

MMTC is committed to safeguarding and ensuring the welfare of every member of MMTC this extends to children, young people and vulnerable adults who may be taking part in MMTC productions, meetings or events. It is expected that all members share this commitment.

- All members have a duty of care to safeguard children, young people and vulnerable adults
- All members have a duty of care to report any concerns regarding Child Protection or Vulnerable Adult Protection to the Chairman or members of the committee.
- Any safeguarding issues raised will be dealt with in a confidential and non-prejudiced manner.

RELATIONS WITH OTHERS

All members are expected to:

- Treat everyone with dignity and courtesy.
- Respect diversity, different roles and boundaries, and avoid giving offence.
- Raise issues and questions in an appropriate and considered manner with either the Chairman or members of the committee
- Accept responsibility for their actions and be prepared to rectify errors and to reconcile differences.
- Abuse of others during MMTC activities is unacceptable; verbal, physical abuse or acts of aggression will not be tolerated

Maghull Musical Theatre Company will not tolerate discrimination, sexual harassment or bullying. Be this directly or via social media networks. Members have the right at any time to report these issues to either the Chairman or members of the committee to be investigated in a confidential manner and responded to promptly.

CONFIDENTIALITY, GDPR and SOCIAL MEDIA

All members are expected to:

- Protect the confidentiality of MMTC and members information - members **MUST NOT** disclose any information which may be confidential. This is especially important for members of the committee who may be exposed to sensitive documents and or information about members of the company or the performance and financial position of MMTC. Any information discussed at committee meetings shall **NOT** be discussed with other members of the society, external partner agencies or members of the public, unless agreed by the committee.
- Respect the privacy of all other members of MMTC – members **MUST NOT** share information or recordings of others (either verbally, in writing or through online media) unless they have the express consent to do so from the individuals involved. A member may have been given direct responsibility for this (e.g. promoting upcoming shows on social media platforms from photographs taken at rehearsals) in which case implied consent is given.
- Protect the integrity of the company – members **MUST NOT** use publicity materials or rehearsal/performance footage (either verbally, in writing or through online media) until they are publicly released by the company, unless they have been given direct responsibility for this by the committee.

SAFETY

Everyone has the right to participate in an environment that is physically and emotionally safe.

All hazards, accidents or injuries must be reported at the time of occurrence. This should be to the production team during rehearsals, the stage manager during performances at the theatre or the organising member at events.

All members are expected to:

- Take responsibility for their own health and safety, ensuring that their actions do not risk the health and safety of others

- Use common sense, exercise due care and observe written or verbal safety guidance when operating equipment, tools and machinery in any part of the hall or theatre – if safety equipment is provided it **MUST** be worn
- Ensure the rehearsal space and the theatre used are in suitable condition for use – and leave it in good order when finished
- Behave in a way that does not cause danger or harm to other members, volunteers or users of the hall or theatre.
- Illegal or prohibited drugs are **NOT TO BE CONSUMED** by members, performers, production staff and volunteers while performing duties with MMTC – members exhibiting signs of being intoxicated or under the influence of alcohol, or an illegal or prohibited drug will be prevented from commencing, recommencing or continuing their activity
- Report to the Health and Safety Officer or a member of the Committee, any concerns regarding the safe condition or use of the building including unsafe behaviour of members.

Grievances

If a member has a grievance or feels that they have been unfairly treated, they are encouraged to raise this issue with any member of the committee for immediate and confidential assistance. The committee of MMTC are committed to uphold both the letter and spirit of this Code and the mediation and resolution of any grievance in a prompt manner.

BREACH OF CODE

- It is to be understood that substantial breach of any part of this code may result in procedures being put in motion that may result in member(s) being asked to resign from the Society.
- Should this happen, opportunity will be given to be heard. If, following due process, e.g., a direct discussion with the chairman or emergency committee meeting being undertaken to decide the best outcome. Any member asked to resign from the society, will accept the majority decision of the committee in the matter and resign at the earliest opportunity.

This Code of Conduct and Safeguarding Policy should be considered alongside MMTC's general policies and the society's constitution.

The Committee of MMTC are responsible for upholding his document.