



BIG BAD WOLF

CHILDREN'S THEATRE COMPANY



CODE OF CONDUCT

ATTENDANCE POLICY

Big Bad Wolf Children's Theatre Company requires a high level of commitment and dedication. It requires that you are **in attendance and on time** for rehearsals and productions. Attendance plays a very important part in the smooth running of the Company. It does not matter how talented you are and how fast you think you can catch up. It is unfair to your fellow Members and your Production Team as it sets the entire Company behind, even when just one person is missing.

We understand that occasionally you may be unwell and that you and your family have other commitments. We ask that you let us know of absences well in advance, to keep disruption of rehearsals to a minimum.

If you are ill, please contact us on 07803427475

A letter will be issued to anyone absent 3 times with no reasonable explanation.

COMMITMENT TO MAIN PRODUCTION

A condition of membership is that you commit to BBW's main production in January every year, failure to do so can result in withdrawal from membership.

As per constitution, if three rehearsals are missed for the main production, without prior notification, membership may be withdrawn. Extenuating circumstances can be discussed with committee and production team to find a workable solution. The committee and production team will do their utmost to work with the members family to find a solution. However, if a solution cannot be worked out, membership may be withdrawn.

COMMITMENT TO ADDITIONAL PRODUCTIONS

Although not compulsory, if a member does wish to commit to these, the members parents/guardians will be asked to sign a contract, after being given details of show and rehearsal schedule. This will allow the production team to know exact numbers.

Anyone missing three rehearsals without prior notice of illness/injury will result in the member missing that production.

Penalties for late withdrawals from additional productions, within the following timescales:

- chorus 14 days before show
- principals 28 days before show

Penalty will be member cannot take part in next additional production.

Repeated instances of this could result in not getting a main part in main production.

ANTI – BULLYING POLICY

We wish to thank and acknowledge the help of Kidscape in the formation of our Anti-Bullying policy.

Statement of Intent

We are committed to providing a caring, friendly and safe environment for all of our members so they can learn and perform in a relaxed and secure atmosphere. Bullying of any kind is unacceptable in our Company. If bullying does occur, all members should be able to tell and know that incidents will be dealt with promptly and effectively. We are a *TELLING* organisation. This means that *anyone* who knows that bullying is happening is expected to tell either someone from the Production Team or Committee.

What Is Bullying?

Bullying is the use of aggression with the intention of hurting another person, physically or mentally. Bullying results in pain and distress to the victim.

Bullying can be:

- Emotional (being unfriendly, excluding, tormenting (e.g. hiding personal property))
 - Physical (pushing, kicking, hitting, punching or any use of violence)
 - Racist (racial taunts, graffiti, gestures)
 - Sexual (unwanted physical contact or sexually abusive comments)
 - Homophobic (because of, or focussing on the issue of sexuality)
 - Verbal (name-calling, sarcasm, spreading rumours, teasing)
 - Cyber (All areas of internet, such as email & internet chat room misuse)
- Mobile threats by text messaging & calls
Misuse of associated technology i.e. Camera & video facilities

Why is it Important to Respond to Bullying?

Bullying hurts. No one deserves to be a victim of bullying. Everybody has the right to be treated with respect. Members who are bullying need to learn different ways of behaving, or their membership will be revoked.

We have a responsibility to respond promptly and effectively to issues of bullying. Objectives of this Policy:

- All Committee, Production Team, Members and Parents/Carers should have an understanding of what bullying is.
- All Committee, Production Team, Members and Parents/Carers should know what the Company policy is on bullying, and follow it.

- All Members and Parents/Carers should know what the Company policy is on bullying, and what they should do if bullying arises.
- We take bullying seriously. Members and Parents/Carers parents should be assured that they will be supported when bullying is reported.
- Bullying will not be tolerated.

Signs and Symptoms

A child may indicate by signs or behaviour that he or she is being bullied. Adults should be aware of these possible signs and that they should investigate if a child:

- is suddenly unwilling to go to rehearsals/show
- begins to truant
- becomes withdrawn anxious, or lacking in confidence
- starts stammering
- attempts or threatens suicide or runs away
- cries themselves to sleep at night or has nightmares
- feels ill in the morning
- begins to do poorly in school work
- has possessions which are damaged or " go missing"
- asks for money or starts stealing money (to pay bully)
- has unexplained cuts or bruises
- comes home starving (money / snack has been stolen)
- becomes aggressive, disruptive or unreasonable
- is bullying other children or siblings
- stops eating
- is frightened to say what's wrong
- gives improbable excuses for any of the above
- is afraid to use the internet or mobile phone
- is nervous & jumpy when a cyber message is received

These signs and behaviours could indicate other problems, but bullying should be considered a possibility and should be investigated.

Procedures

1. Report bullying incidents to a member of the Committee or Production Team
2. The bullying behaviour or threats of bullying must be investigated and the bullying stopped quickly
3. After the incident has been investigated, it will be recorded, and an informal warning given
4. Each case will be monitored to ensure repeated bullying does not take place.
5. If there is a further incident parents/carers will be informed and will be asked to come to a meeting to discuss the problem
6. If the behaviour continues a written warning will be issued
7. If after that, there is still no change in behaviour the bully's membership will be revoked and they will be asked to leave.
8. If necessary and appropriate, Police will be consulted

As a member of the BBW team, we expect you to demonstrate our Core Values and adhere to the Code Of Conduct.

I am fully committed to the Team, and promise to:-

- Always give 100% effort
- Arrive at rehearsals/performances on time
- Show respect for others
- Believe in myself and my team
- Listen when others are speaking
- Have a positive attitude
- Smile
- Support my team
- Behave in a professional manner
- Dress appropriately
- Look after any venue I rehearse or perform in
- Accept/Respect decisions made by the Production Team
- Turn off mobile phones during rehearsals

Members / Parents / Carers: Please sign below, and return this page only, to show that you have read and understand our Core Values and Code Of Conduct. We want everyone involved with the Big Bad Wolf Children's Theatre to be safe and happy.

Members Signature.....
Date.....

Parent/Carer Signature.....
Date.....