

Spirit Youth Group – Adult Code of Conduct

August 2024

Spirit Youth Group runs on the generosity, creativity and commitment of the adults who support it, and we're so grateful to you for being part of the team!

In order to make sure that everything runs smoothly and safely, we've put together this Code of Conduct. This lays out what we need and expect from everyone.

Key People

We're a small and hard working volunteer team.

You can speak to any of the Leaders at weekly sessions, or contact the Safeguarding point of contact Becky Curtis at safeguarding@spiritdrama.uk

What we need from you in rehearsals

To help make things run smoothly, there are some key things we need you to do.

- Be committed and show up when you're needed. Let us know in advance if you can't be there.
- Co-operate with the production team, and know that notes from the Director are never personal and always aimed at making the show the best it can be.
- Don't give acting directions to actors- it can be confusing hearing direction from lots of different places, especially for a young person! The Director, Stage Manager and Producer give the notes.
- Be respectful of the performance and rehearsal space, and help the young people to do that too. Please help keep the space clean and professional, and clean up after yourself.
- Be responsible and take care of all props and set items- some are borrowed and irreplaceable and they all cost money!
- Be on time for all rehearsals and performances in line with times given in the show notices.

Keeping everyone safe

It's everyone's responsibility to keep our environment safe and enjoyable for all. Here's how you can help:

Safeguarding

- The Safeguarding point of contact is Becky Curtis.
- You must report any safeguarding issues and concerns as soon as they happen/are reported.
- If a member tells you about a safeguarding issue, you should listen but not ask questions- it's not your job to investigate. Don't promise to keep anything secret.
- At no point must an adult be alone in a 1:1 situation with a young person.
- Please read our safeguarding policy for more details on safeguarding, available on our website

Health and Safety

- Everyone is responsible for their own Health and Safety.
- Don't do things that could put your health or safety, or the health and safety of others, at risk. If you feel a production task isn't safe for you to do, ask for help.
- You must report any hazards, accidents or injuries to a leader straight away.

Alcohol and Drugs

- We have a zero tolerance policy on illegal drugs on site.
- Alcohol can only be consumed by over 18s, and must not be consumed until after the show.
- The comfort and safety of everyone is important. Nobody should be consuming alcohol to an extent that affects this.

Photography

- Photos and videos during activities, rehearsals and productions can only be taken by Spirit Youth Group leaders, for marketing or group records.
- Nobody else should take photos or videos without the agreement of the leader team.
- If you've got permission to take photos, you cannot publish them online or elsewhere without written permission from everyone in the photo/film.

Questions or concerns

- If you have any questions or concerns at any time, please speak to us! You can raise concerns with any member of the leadership team.

Thank you for your commitment to Spirit Youth Group. We couldn't do it without you!