



## Equal Opportunities Policy

Half Cut Theatre Ltd. is committed to a policy of equal opportunities for its employees (both actual and perspective), patrons and volunteers as well as those engaging with our educational and outreach work.

The aim of this policy is to eliminate unlawful or unfair discrimination on the grounds of sex, marital status, disability (mental and/or physical), sexual orientation, race, ethnicity, nationality, religious belief, politics, social background, age or gender reassignment and to set out how the company strives to engage with as wide a demographic as possible.

In implementing this policy Half Cut Theatre will take account of existing relevant legislation: primarily the Equality Act 2010.

Under the Equalities Act 2010, no person may be discriminated against or treated less favourably than another on account of the following protected characteristics:

- age
- disability
- gender reassignment
- marriage and civil partnership
- pregnancy and maternity
- race
- religion or belief
- sex
- sexual orientation

This policy applies to all aspects of Half Cut Theatre Ltd.'s work including (but not limited to):

- casting and the appointment of creative freelancers (and subsequently their conditions of work and employment procedures)
- educational and outreach work
- all dealings with our patrons and members of the public
- appointment of volunteers



### **Recruitment and Casting**

Half Cut Theatre believe that theatre, performance and storytelling is at its strongest when it involves as diverse a group of people as possible. To this end, when engaging collaborators for a production, we seek to create a team that is balanced in gender and diverse in ethnicity. As well as having contact with a wide employment market, we are fully committed to inviting people to audition/ interview from underrepresented backgrounds and demographics.

### **Engagement With Patrons, the General Public and Young People**

HCT believes that theatre should be available to all so we work on a Pay What You Decide (PWYD) model; patrons do not pay set ticket prices in advance but instead make a donation after the show. This therefore ensures equal access to our productions irrespective of financial circumstance.

We are also committed to visiting schools at a price they can afford. If a school is unable to meet the typical fee set by a touring theatre company we ask them to set out what they are able to pay. We are therefore able to offer the experience of a HCT production to a group(s) of young people who may not have had much exposure to professional theatre.

### **Employment Procedures and Practice**

Any member of staff may use the Company's grievance procedure to complain about discriminatory conduct. HCT wishes to ensure that every member of staff feels able to raise grievances and no individual will be penalised for raising such grievances unless it is untrue and made in bad faith.

### **Responsibility of Employees**

The responsibility for providing equal employment opportunities rests primarily with Half Cut Theatre Ltd. but every member of staff and every employee has a personal responsibility for the implementation of the Equal Opportunities Policy.

#### **Individual employees**

- are required to implement or comply with measures introduced by the Company to promote equal employment opportunities and eliminate discrimination;
- must not discriminate against other employees of the Company or job applicants;
- must not induce or attempt to induce other employees, management or trade unions to practice discrimination;
- are required to draw to the attention of management any suspected discriminatory acts or practices or contravention of the Company's Equal Opportunities Policy;
- must not victimise any individuals who have made complaints or who have provided information about discrimination or harassment;
- must not harass, abuse, or intimidate other employees or members of the public on any grounds or otherwise act in a discriminatory manner;

Employees must recognise that discriminatory acts or failure to comply with the terms of the policy will be viewed seriously and will normally result in disciplinary action being taken which may include dismissal.



# safeguarding policy

child protection & safeguarding adults at risk policy

## policy statement

It is the policy of **Half Cut Theatre** that the welfare of the children and young people is paramount regardless of age, culture, disability, gender, language, racial origin, religious beliefs and/or sexual identity and that everyone who may use or visit the theatre, has a right to protection from physical, sexual and emotional abuse. Children and young people are defined as under the age of 18. We also acknowledge our responsibilities in respect of adult volunteers or visitors who might be deemed to be 'at risk' because they are 'vulnerable'. *(A Vulnerable Adult is defined in accordance with The Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Order 2002 as a person aged 18 or over who has a condition of the following type: (i) a substantial learning or physical disability; (ii) a physical or mental illness or mental disorder, chronic or otherwise, including an addiction to alcohol or drugs; or (iii) a significant reduction in physical or mental capacity.*

**Half Cut Theatre** is fully committed to safeguarding the welfare of all children, young people and vulnerable adults. It recognises its responsibility to take all reasonable steps to promote best practice and to protect children from harm, abuse and exploitation.

**Half Cut Theatre** acknowledges its duty to act appropriately to any allegations, reports or suspicions of abuse. Its volunteers will endeavour to work together to encourage the development of an ethos



that embraces difference and diversity and respects the rights of all children, young people and adults.

**The Management Board of Half Cut Theatre Ltd** will therefore:

1. Ensure that collaborators working with children understand their legal and moral obligations to protect children and young people from harm, abuse and exploitation.
2. Ensure that collaborators understand their responsibility to work to the standards detailed in the company's Child Protection Procedures
3. Ensure that collaborators understand their obligations to report care or protection concerns about a child/young person, or a collaborator's conduct towards a child/young person, to the company's designated person for child protection
4. Ensure that all procedures relating to the conduct of collaborators are implemented in a consistent and equitable manner
5. Ensure that the designated child protection person understands his/her responsibility to refer any child protection concerns to the statutory child protection agencies (i.e. police and/or children's social care)
6. Provide opportunities for collaborators to develop their skill and knowledge particularly in relation to the care and protection of children and young people and adults at risk.
7. Ensure that children and young people are enabled to express their ideas and views on a wide range of issues in connection with the company's services.
8. Facilitate involvement of parents or carers in the work of the company and make child protection procedures available to them.
9. Endeavour to keep up-to-date with national developments relating to the care and protection of children and young people.
10. Take seriously any allegation or suspicion of abuse towards a child with whom Half Cut Theatre is in contact and recognise that any child can be subject to abuse and that any matter arising from this will be dealt with appropriately following a clear set of procedures.
11. Ensure that collaborators who are in positions of trust in respect of children and young people, are aware of the law relating to sexual activity with under 18's.

### **vulnerable children**

Particular vigilance will be exercised in respect of children and young people who could be vulnerable by virtue of disability, special educational needs, homelessness, refugee/asylum seeker status, the effects of substance abuse within the family, those who are young carers and those who are 'looked after' or 'in the care' of a Local Authority. In addition we acknowledge that children who are affected by abuse or neglect may demonstrate their needs and distress through their words, actions, behaviour, demeanour or other children. We will work hard to promote a strong positive

ethos through our theatre activities and will have high expectations of the behaviour expected of all participants.

### **responsibilities within this policy**

1. All collaborators are responsible for the operation of the Child Protection Policy and they should act upon any concern no matter how small or trivial it may seem.
2. All volunteers recognise the position of trust in which they have been placed.
3. In every respect, employees and volunteers ensure that the relationships they form with children and young people are appropriate.
4. The Management Board of Half Cut Theatre Ltd ensures that collaborators working directly with children and young people have a Disclosure and Barring Service. Volunteers requiring DBS disclosures are:
  - Youth Theatre leaders
  - Chaperones on specific productions in which children perform
  - Directors of productions in which children are involved (under 18)
  - The Designated and Deputy Designated persons
  - All members of the management board of BLT Ltd
5. In cases where there is an allegation or suspicion of child abuse, the Designated Person(s) will take steps immediately to ensure that no child or adult is placed in a position which could cause further compromise.
6. Any allegation or suspicion of child abuse is reported to the appropriate authorities. The first port of call for advice and /or a referral to Children's Social Care is the 24 hour help desk within Bromley Council 020-8464-3333 or the Multi-agency Safeguarding Hub (MASH) for the local authority area in which the child lives.
7. Where urgent issues of child protection are involved, the Company Directors have, as appropriate, the authority to suspend volunteers from working with the company
8. Half Cut Theatre will work with the appropriate local agencies to ensure that children are safeguarded through the effective operation of Half Cut Theatre's child protection procedures.
9. Half Cut Theatre is committed to reviewing our policy and good practice at regular intervals.

### **the role of the company directors**

The Company Directors have formally adopted this policy and will review its content annually or sooner if there are any legislative changes or new good practice guidance.

The Company Directors will receive an annual report from the designated person(s) to monitor both the volume and progress of cases where a concern has been raised to ensure that the company is meeting its duties in respect of safeguarding.



## **Health & Safety Policy**

The following is a statement of Half Cut Theatre Ltd.'s general health and safety policy in accordance with Section 2 of the UK Health and Safety at Work etc. Act 1974.



The purpose of this Health and Safety Policy is to:

- Declare the statement of general policy and provide the structure for managing Health and Safety;
- State the responsibilities at all levels of the organisation; and
- Summarise the key organisational health and safety arrangements, and reference associated processes and procedures.
- Statement of general policy

Half Cut Theatre Ltd will ensure, so far as is reasonably practicable, the health and safety of our employees and anyone else who may be affected by our activities, including members of the public/audiences. The minimum standard we will adopt will be compliant with legal requirements and appropriate codes of practice. However, our aim will be to fulfil the spirit of the law and not just comply with technical requirements. We will assess the risks to anyone who may be affected, including members of the public/audience, from all aspects of our work including rehearsals, performances and other projects in all locations, and will operate according to the procedures that best promote health, safety and wellbeing for all.

Through the development and implementation of adequate health and safety arrangement Half Cut Theatre Ltd will:

- Prevent accidents and cases of work or performance-related ill health by managing the health and safety risks in the workplace;
- Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work;
- Engage and consult with employees/performers on day-to-day health and safety conditions;
- Implement emergency procedures – evacuation in case of fire or significant incident; and
- Maintain safe and healthy working and performance conditions.
- Half Cut Theatre Ltd believe that Health and Safety within the workplace requires strong leadership from the Leadership Team and the full cooperation of the entire company at all levels. All who engage with Half Cut Theatre Ltd, whether full time, part time, in training, occasional or contracted in any way, have a duty to themselves, their colleagues and the company to ensure that everyone can work within a safe environment.

### **Implementation of general policy**

The Health and Safety policy and management system is applicable to all activities, other workplaces, performances and events, employees, students and others, as applicable and defined.

Our policies and systems will be implemented by:

- Providing available appropriate resources to implement the requirements of this policy; Taking health, safety and wellbeing into account when planning all activities, events and performances;

- Providing and maintaining equipment and systems of work that are carefully designed and monitored;
- Ensuring that optimum safety standards are complied with when using, handling, storing and transporting articles and substances;
- Ensuring that employees are provided with suitable and sufficient information, instruction, training and, where necessary, supervision to enable them to work safely;
- Ensuring that high standards of housekeeping are maintained throughout all premises where we are working and that means of access and egress are safe;
- Ensuring that, where its use is identified by risk assessment, personal protective equipment (PPE) is provided and used;
- Ensuring that specific arrangements are entered into when engaging contractors and subcontractors so that our policies are adhered to by them;
- Ensuring that adequate arrangements and facilities for welfare and first aid are provided;
- Ensuring that all employees and subcontractors comply with relevant legislation and co-operate with those responsible for enforcing it;
- Maintaining a system for the recording and investigation of all incidents;
- Ensuring that the responsibilities of employees and subcontractors with regard to health, safety and wellbeing are specified clearly in writing;
- Where possible, benchmarking with similar organisations;
- Undertaking periodic reviews of our arrangements as required to ensure continual improvement.
- General responsibilities of all employees and performers

Employees/performers who authorise activities to be carried out must ensure that those undertaking the activity will be / are sufficiently trained, instructed and informed to enable them to do so safely and to avoid risks to their health. Where necessary, there will be a need to provide supervision, particularly in the case of young and inexperienced workers. In addition to any specific responsibilities, regularly safety inspections of the workplaces etc. should be carried out, under supervision, in order to ensure the required standards are maintained.

All Half Cut Theatre Ltd personnel/performers must follow the arrangements described in our policies, procedures and safe systems of work. Plant and equipment (including musical instruments etc.) should only be used/operated by those who are suitable trained and authorised, ensuring that all guards and safety devices are in place and working and using any personal protective equipment (PPE) deemed necessary. Anyone with concerns about health, safety and wellbeing matters, should raise these in the first instance with the Producer i/c H&S (Alex Wilson: [info@halfcuttheatre.co.uk](mailto:info@halfcuttheatre.co.uk)).

Employees and performers may be involved in our risk assessment programme and are required to follow risk assessment controls and co-operate with those leading the process.

Employees are reminded that they have duties under Sections 7 and 8 of the current edition of the UK Health and Safety at Work etc. Act to:-

- take reasonable care of their own health and safety and that of anyone affected by what they do;
- co-operate with their employer to enable them to comply with their statutory duties;
- refrain from intentionally or recklessly interfering with or misusing anything provided in the interests of health and safety.
- In the event of failure to comply with their legal duties anyone could be subject to action being taken against them, including disciplinary action, and by the enforcing authority.



## **Specific Responsibilities**

### **The Producers**

The Producers have ultimate responsibility for all matters of health, safety and welfare within Half Cut Theatre Ltd. This includes:

- Giving leadership and ensuring participation in the health, safety and wellbeing management system and generating awareness that health, safety and wellbeing issues are an important and integral part of role responsibilities.
- Making arrangements to ensure that the necessary resources are made available to allow effective implementation of the health, safety and wellbeing policy.
- Setting health, safety and wellbeing goals and objectives.
- Monitoring health and safety targets and programmes.
- Approving the Health and Safety policy and ensuring that the aims and objectives of the Policy are fully understood by all Board members and senior staff.

### **Staff**

All employees have a responsibility to co-operate with all staff and performers to implement Half Cut Theatre Ltd.'s Health and Safety policy. Staff are responsible for the following:

- Co-operating with the company in health, safety and wellbeing matters.
- Having regard for their own safety and that of others, considering the aspects of each operation they undertake and how their acts or omissions may affect themselves, the environment or others.
- Following the accident/incident reporting procedures and alerting their manager/supervisor of any accidents and all defects, damage or hazards in plant, materials or work systems/environments.
- Notifying their supervisor / director of any assistance they require in discharging their health, safety and wellbeing obligations.
- Complying with the company's policies and procedures and, where necessary, use devices and equipment provided for the safe completion of the task.
- All staff are reminded that it is a criminal offence to intentionally interfere with or misuse anything provided in the interest of health and safety. It is also illegal to fail to co-operate with Half Cut Theatre Ltd to the extent necessary for it to comply with its legal obligations.

### **Performers**

All performers have a responsibility to co-operate with directors, supervisors, training staff and support staff to implement Half Cut Theatre Ltd.'s Health and Safety policy. Performers are responsible for the following:

- Co-operating with Half Cut Theatre Ltd in health and safety matters.
- Having regard for their own safety and that of others, considering the aspects of each operation they undertake and how their acts or omissions may affect themselves, the environment or others.
- Reporting to their director/supervisor any accidents and all defects, damage or hazards in plant, materials or work systems/ environments.



- Notifying staff of any assistance they require in discharging their health and safety obligations.
- Complying with Half Cut Theatre Ltd.'s policies and procedures and, where necessary, use devices and equipment provided for the safe completion of the task.
- All performers are reminded that it is a criminal offence to intentionally interfere with or misuse anything provided in the interest of health and safety. It is also illegal to fail to cooperate with Half Cut Theatre Ltd to the extent necessary for it to comply with its legal obligation.