

**Todmorden Amateur Operatic and Dramatic Society**\* (CIO)

**Code of Conduct for Adult and Senior TAODS Members**

\*Note that the society owns and manages the Todmorden Hippodrome Theatre: as a result the identities of the society and the building are, for the purposes of this code, synonymous.

**Todmorden Amateur Operatic & Dramatic Society is committed to creating a safe, enjoyable, supportive and equitable environment for all.**

The continued success of the society’s performances, and its successful management of the Todmorden Hippodrome, require a reasonable commitment from its trustees, committees and members.

The integrity and good reputation of TAODS and Todmorden Hippodrome should be upheld by all our members who should endeavor to act with dignity, honesty, integrity and respect - towards others members, other users of the Hippodrome, the theatre building itself and the general public – at all times

The code below sets out the expectations of all members and volunteers of TAODS when representing the society or the Todmorden Hippodrome Theatre.

**GENERAL**

All members are expected to:

* act within the constitution of Todmorden Operatic and Dramatic Society and the law, and abide by the policies and procedures of the organisation
* use Todmorden Operatic and Dramatic Society’s resources responsibly and honestly
* respect and support the objects and mission of Todmorden Operatic and Dramatic Society which are: to be a cultural focus for the whole community (regardless of age, income or background) to be educated and engaged in, and inspired by the Theatrical Arts at the Todmorden Hippodrome Theatre

**BEHAVIOUR**

All members are expected to:

* display control, respect and professionalism in all activities
* observe proper meeting conduct and protocols
* be courteous in dealings with other TAODS members and with the General Public people
* 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 TAODS business which is likely to impair positive public perception of TAODS, the Todmorden Hippodrome Theatre and its members

**CHILD PROTECTION**

TAODS is committed to safeguarding and ensuring the welfare of children, young people and vulnerable adults and expects all members to share this commitment.

* All members have a duty of care to safeguard young people and vulnerable adults
* All members must follow the society’s Child Protection and Vulnerable Adults Protection Policies
* All members have a duty to report any concerns regarding Child Protection or Vulnerable Adult Protection to our Designated Protection Officer

Some of our volunteering roles require an enhanced DBS check. Those members who undertake responsibility for children and young people within the society will be expected to comply with DBS checks and behave according to our Child Protection Policy

**RELATIONS WITH OTHERS**

All members are expected to:

* treat everyone with dignity and courtesy
* be fair, considerate and honest in all dealings with others
* respect diversity, different roles and boundaries, and avoid giving offence
* support and encourage all those they come into contact with at Todmorden Amateur Operatic & Dramatic Society
* control their temper - verbal abuse of others in the course of TAODS activities is unacceptable; physical abuse or acts of aggression will not be tolerated
* raise issues and questions (with an individual or with the executive committee, sub-committees or trustees) in an appropriate and considered manner
* accept responsibility for their actions and be prepared to rectify errors and to reconcile differences

Todmorden Amateur Operatic & Dramatic Society will not tolerate discrimination, sexual harassment or bullying.

**ATTENDANCE**

All members are expected to:

* attend and partake in the AGM (and EGMs as called) - notices will be sent for these according to the TAODS constitution – apologies should be given in the event of non-attendance
* make reasonable effort to volunteer their time for the general running of the Hippodrome Theatre according to ability, skills and circumstance (eg: by attending Jobs Day or work nights, compiling & distributing publicity materials, working Front of House or Backstage for a performance)

Some members will commit to rehearsals, working groups, technical departments or sub-committees.

Those members are expected to:

* attend all appropriate meetings, rehearsals, work group and other appointments (herein referred to as sessions) at Todmorden Amateur Operatic & Dramatic Society if at all possible - if they cannot attend an agreed session, they will send apologies with as much notice as possible
* understand that regular or frequent absence from sessions may result in their participation in that committee, work group, project or performance being terminated
* prepare fully for all sessions (ie being punctual, being appropriately dressed and bringing relevant items such as paperwork, props or scripts as requested) - in the interim between rehearsals or meetings, completing any tasks assigned to them in the agreed time

When the Hippodrome Theatre is open to the public or hired out to third party organisations, some members volunteer to perform **vital roles in the safe, professional and legal running of the building**. These members must understand that this is a binding commitment and should make every possible effort to attend. In the event that they cannot attend they must ensure that an appropriate member of the Hippodrome management is notified at the earliest possible moment.

**CONFIDENTIALITY, GDPR and SOCIAL MEDIA**

Membership of TAODS brings us into a community of people that we may not otherwise socialise with. As a result of legitimate activity on behalf of the society, TAODS members may learn information about other people or be privy to their sensitive data (such as contact details and personal information).

Digital media is a great tool in the process of rehearsals and planning of scenery, costumes and make-up for performances and in the development of other projects. It is also a brilliant tool for publicising activity at the Hippodrome. In completing such projects, some members may acquire photographs or recordings of others.

The prevalence of mobile devices and culture of personal social-media sharing also means that photographs and recordings may be taken by individuals with no legitimate society purpose.

All members are expected to:

* protect the confidentiality of TAODS and member/patron information - members MUST NOT disclose any information which may be confidential.
* respect the privacy of all other members of TAODS – members MUST NOT share information or recordings of others (either verbally, in writing or through online media) unless they have the express permission to do so from the individual involved, or have been given direct responsibility for this by Executive Committee
* protect the integrity of the society, the Hippodrome and any individual performance or project – members MUST NOT share research & development materials, publicity materials or rehearsal/performance footage (either verbally, in writing or through online media) until they are publically released by the society, unless they have been given direct responsibility for this by Executive Committee
* prevent “spoilers” by not sharing images or footage that reveal elements of a performance or project until the production team or project leader gives permission – and only then with the permission of the individuals in the footage

**SAFETY**

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

All hazards, accidents or injuries must be reported to the TAODS representative in charge of the activity. Incident report forms are required to be completed and forwarded to the license holder.

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 theatre – if safety equipment is provided it MUST be worn
* ensure the theatre and other rehearsal space used is in suitable condition for use – and leave it in good order when sessions finish
* behave in a way that does not cause danger or harm to other members, volunteers or users of the building
* illegal or prohibited drugs are NOT TO BE CONSUMED by members, performers, production staff and volunteers while performing duties with TAODS – 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 Buildings Officer or a suitable member of Executive Committee, any concerns regarding the safe condition or use of the building including unsafe behaviour of members
* report all accidents and/or injuries to the TAODS representative in charge of the activity - accident forms are required to be completed and forwarded to the license holder

**BREACH OF CODE**

* I understand that substantial breach of any part of this code may result in procedures being put in motion that may result in my being asked to resign from the Society.
* Should this happen I will be given the opportunity to be heard. In the event that, following due process, I am asked to resign from the society I will accept the majority decision of the board or committee in this matter and resign at the earliest opportunity.
* If I wish to cease being a member of Todmorden Amateur Operatic & Dramatic Society mid-season, I will inform the Executive Committee in writing, stating my reasons for leaving.

This Code of Conduct should be considered alongside TAODS’s Consent/Confidentiality Form and the society’s constitution.

The Executive Committee of the society are responsible for upholding the letter and spirit of this document.

**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 executive committee for immediate and confidential assistance. The board of trustees and executive committee are committed to uphold both the letter and spirit of this Code and the mediation and resolution of any grievance in an expeditious manner.