



Managed by Nuneaton Arts Council

Staffing Policy

Theatre policy statement.

Issue 2 – March 2018

Scope

The Management Committee of the Nuneaton Arts Council seek to ensure that all staff and volunteers working directly for the theatre in any capacity have suitable abilities to carry out their allotted tasks and have an appropriate background and history for the area in which they will work. We are an inclusive organization, and accept people regardless of their physical or mental condition, their race, gender or sexual orientation.

Responsibilities

All staff and volunteers are representatives of the Abbey Theatre and Nuneaton Arts Council, and must conduct themselves at all times when on duty in an appropriate manner.

Operational principles

All staff and volunteers must complete the web site or other application form and then undergo a formal induction, during which they will be taken through the Volunteer Handbook and the appropriate Job Description(s). This is normally done by the Volunteer Coordinator but may be done by any other committee member. They will be questioned about any record of convictions or pending prosecutions, as this will have a bearing on where it is appropriate to use them within the theatre. If they have a recent DBS certificate from work with another organization then a copy of this is taken and retained. We are an inclusive organization, as detailed in the Scope above, however staff and volunteers must be capable of carrying out the duties detailed in the appropriate Job Description and of working on their own without supervision in our environment.

In the event that any record of convictions or pending prosecutions are disclosed during the induction or at any other time then the Chairman and Trustees will decide whether it is appropriate for the staff member or volunteer to work within the organization. If a decision is taken that the staff member or volunteer may not work within the organization then they will be informed of this decision in writing. Examples of inappropriate past behavior which would normally preclude working within the organization include:

- Theft/Fraud or similar crimes involving dishonesty (this is because all volunteers work with cash and with valuable equipment, and are often not supervised closely)
- Child protection offences (this is because most events involve children, and whilst supervision and chaperoning is the responsibility of the hiring organization there are often occasions (particularly during rehearsals) where an unaccompanied staff member or volunteer is in direct contact with a child who is not being appropriately supervised or chaperoned)

Tony Deeming

Chairman – Nuneaton Arts Council
On behalf of the Management Committee
29th March 2018

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