



# **BIG BAD WOLF**

**CHILDREN'S THEATRE COMPANY**



## **BIG BAD WOLF EXTRA- ACTIVITY POLICY**

### **POLICY STATEMENT**

Big Bad Wolf Children's Theatre Company (BBW) objectives are to advance education of young people and to foster and develop an interest in the performing arts and performing arts process. Whilst ensuring a commitment to equal opportunities for all Big Bad Wolf Members, Big Bad Wolf

- Provide regular theatre workshops
- Encourage representatives of agencies to exchange information and to work on collaborative projects
- Take part in other activities that seem to promote good practice in youth Theatre for the benefit of the community

Big Bad Wolf recognises that on occasion, members may wish to be involved in other activities only e.g. other companies, sports, dancing etc and this policy is intended to consider allowing members this flexibility while fulfilling its obligations in relation to the Constitution of the Big Bad Wolf Children's Theatre Company (BBW)

Members must not undertake any form of activity additional to their current membership with BBW which is potentially in conflict or is of such a nature, timing or duration that it may have an adverse effect upon their signed agreement to the Constitution of BBW- this includes attendance at rehearsals and/or have a detrimental effect on the main or additional Productions by BBW.

This policy is intended to assist BBW to prevent, as far as is practicable, conflicts of interest arising, however unintentional, in relation to Productions and their associated activities. It is not the intention of the policy to prevent members from undertaking such extra activities but simply to identify the need for such activities to be discussed with the Production Team and Management Committee to avoid any conflict of interest arising. Any additional activity requires the prior written consent of the Management Committee/Director of Production.

## **IDENTIFYING POTENTIAL CONFLICTS OF INTEREST**

If a member is considering or is currently undertaking extra activity they are required to advise a nominated member of the Management Committee/Director of Production who will consider if a potential conflict of interest exists.

When recruiting individuals to BBW who are already involved in with other activities it should be established at audition stage whether the member intends to retain their current placing with the other company/activity if successful in their application to BBW. If a potential member intends to retain their current placing then a discussion will take place on appointment to establish if a potential conflict of interest exists.

Where a potential conflict of interest is identified, this must be recorded. The decision as to whether this is approved or not would lie with the Management Committee Representative/Director of Production.

Areas to be considered, when determining whether a conflict of interest is likely to arise, include:

- Conflicting Times for BBW Rehearsals due to attendance at other activities
- Being part of another Activity which impacts on the timings of BBW rehearsals and productions

## **WHERE NO CONFLICT OF INTEREST IS IDENTIFIED**

Where no conflict of interest is identified, the Management Committee representative/Director of Production should confirm his/her knowledge of the members extra activities by ensuring that a Record of Extra Activities Form (as attached at Appendix 1) is completed and this information are recorded.

Thereafter, it is the responsibility of the member concerned to advise BBW Management Committee of any change in circumstances relating to their extra activity involvement. BBW should however, review this on a regular basis, at least annually.

## **WHERE A POTENTIAL CONFLICT OF INTEREST IS IDENTIFIED**

Where the potential for a conflict of interest to arise is identified, the Management Committee representative/Director of Production should ask the member to submit full details of his/her intended extra activities then, in discussion with the member, consider methods of preventing such a conflict arising.

The Record of Extra Activity form, as attached at Appendix 1, should be completed, indicating areas of concern and any mechanisms proposed to prevent a conflict of interest arising. The Management Committee representative /Director of Production will then: -

- (a) Approve the extra activities on the basis of information provided
- (b) Approve the extra activities with some specified limitations in order to prevent a conflict of interests arising; or
- (c) Where a clear conflict of interest exists, refuse consent for the member to undertake the extra activities detailed whilst maintaining their BBW membership. In such circumstances, the member concerned should be made aware that undertaking such extra activities could lead to rescinding of their Membership of BBW.

If a member disagrees with the decision to refuse consent for Extra activities then they may submit a grievance in accordance with the Grievance Policy.

## **REVIEWING EXTRA ACTIVITIES**

The Management Committee representative/Director of Production should arrange to meet with the member concerned by the agreed review date to consider whether the circumstances surrounding his/her extra activities have altered and to ensure, where applicable, that any condition(s) placed upon such activities are being adhered to.

If at this stage, or at any point during the individual's membership with BBW, it becomes apparent that a member's extra activity is having an adverse effect upon their signed Constitution of BBW or have resulted in a conflict of interest arising, this matter should be investigated/discussed. The Management Committee/Director of Production will in such circumstances have the right to withdraw approval for the extra activity with immediate effect. Equally, if any limitations or conditions were in place and are not being adhered to, or other such issues have arisen, action may be taken against the member concerned in accordance with BBW Constitution.

**APPENDIX 1**

**RECORD OF EXTRA ACTIVITY**

**Section 1 : To be completed by Member**

**MEMBERS DETAILS**

Name .....

Address

.....

**EXTRA ACTIVITY DETAILS**

Type of Activity

.....

Activity Agency

.....

Details of Activity

.....

Times of Activity

.....

Type of Activity

.....

Activity Agency

.....

Details of Activity

.....

Times of Activity

.....

I agree to advise BBW of any changes to the above.

Signed ..... Date .....

Member/Parent of Member

**Section 2: To be completed by BBW Representative of Management Committee / Director of Production**

Areas of Concern/ Potential areas of conflict

.....

.....

Suggested conditions/ limitations relating to extra activity

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Comments

.....

.....

Review Date

.....

Signed ..... Date.....

Conflict of interest identified – Yes/No

**Section 3: To be completed by Representative of Management Committee / Director of Production**

**Complete as appropriate**

1) I approve this request for extra activity on the basis of the above information

2) I approve this request for extra activity on the basis of the undernoted conditions / limitations:

.....  
 .....  
 .....

3) I do not approve this request for extra Activity

Signed .....

Date .....

BY REPRESENTATIVE OF MANAGEMENT COMMITTEE

Signed .....

Date .....

DIRECTOR OF PRODUCTION

REVIEW DATE .....

**REVIEW**

Review Date	Change to Activity	Conditions/ Limitations to Activity	Comments	Signed