



Members Code of Conduct

Attendance Policy

Big Bad Wolf Children's Theatre Company requires a high level of commitment and dedication. You are required to attend and be on time for rehearsals and productions.

Attendance plays a very important part in the smooth running of the Company. It does not matter how talented you are and how fast you think you can catch up, it is unfair to your fellow Cast Members and your Production Team, as it can set the entire rehearsal schedule behind, even when just one person is missing.

We understand that occasionally you may be unwell and that you and your family have occasional other commitments. We ask that you let us know of any absences well in advance, to keep disruption of rehearsals to a minimum. If you are ill and unable to attend rehearsal, please contact us on the BBW Number: 07542021159, as soon as possible.

Commitment to The Company

A condition of your membership is that you commit to BBW's main production each year. As per our Constitution, if three rehearsals are missed, without prior notification, your membership may be withdrawn. Extenuating circumstances can be discussed with the Committee and Production Team.

- **Failure to attend** – Your parent/carer will be invited in for a chat with a Management Committee representative to find a workable solution. The Management Committee and Production Team will do their utmost to work with you and your family to find a solution. However, if a solution cannot be worked out, your membership may be withdrawn.
- **Additional Activities** - Big Bad Wolf recognises that on occasion you may wish to be involved in other activities e.g. other theatre groups, sports, dancing etc, and BBW will consider flexibility while you still fulfil your obligations in relation to the Constitution of BBW. However, with the increased responsibility for BBWs annual productions, any Principal and Core cast members **MUST NOT** undertake any form of additional activity which is in conflict in nature, timing, attendance or duration and that may have an adverse effect upon your signed agreement to the Constitution of BBW, during the production period of August to February.



Anti-Bullying Policy

We wish to thank and acknowledge the help of [Kidscape](#) in the formation of our Anti-Bullying policy.

Statement of Intent

We are committed to providing a caring, friendly and safe environment for all our Members so they can learn and perform in a relaxed, fun and secure atmosphere. Bullying of any kind is unacceptable in our Company. If bullying does occur, all Members should be able to tell and know that incidents will be dealt with promptly and effectively.

We are a TELLING organisation. This means that anyone who knows that bullying is happening is expected to TELL either someone from the Production Team or Committee.

Objectives of this Policy

To ensure all Committee, Production Team, Members and Parents/Carers have an understanding of what bullying is; what they should do if bullying arises and what the Company's policy is on dealing with bullying.

What Is Bullying?

As there is no legal definition of bullying, our definition of bullying is:

Any behaviour that is intended to hurt, is repeated and where there is an imbalance of power (or it is hard for the person on the receiving end to defend themselves).

Bullying can result in pain and distress, both physically and emotionally, to the victim:

Bullying can be:

- Emotional - being unfriendly, excluding, tormenting (e.g. hiding personal property).
- Physical - pushing, kicking, hitting, punching or any use of violence.
- Racist - racial taunts, graffiti, gestures.
- Sexual - unwanted physical contact or sexually abusive comments.
- Homophobic - because of or focusing on the issue of sexuality.
- Verbal - name-calling, sarcasm, spreading rumours, teasing.
- Cyber - All areas of internet, such as social media and chat groups misuse.
- Mobile - threats by messaging, snaps and calls.
- Misuse of technology i.e. photographing & videoing without permissions.



Signs and Symptoms

A young person may indicate by signs or behaviour that they are being bullied. Adults should be aware of these possible signs and that they should investigate if a young person:

- is suddenly unwilling to go to rehearsals/show or feels ill in the morning/time before rehearsals
- becomes withdrawn anxious, or lacking in confidence
- starts stammering
- attempts or threatens suicide or runs away
- cries themselves to sleep at night or has nightmares
- has possessions which are damaged or "go missing"
- has unexplained cuts or bruises
- becomes aggressive, disruptive or unreasonable
- is bullying other children or siblings
- stops eating
- is frightened to say what's wrong
- is afraid to use their mobile phone or is nervous & jumpy when a mobile message is received
- gives improbable excuses for any of the above

These signs and behaviours could indicate other problems, but bullying should be considered a possibility and should be investigated.

Why is it Important to Respond to Bullying?

Bullying hurts. No one deserves to be a victim of bullying. Everybody has the right to be treated with respect. Members who are bullying need to learn different ways of behaving, or their part and/or membership may be revoked. We have a responsibility to respond promptly and effectively to issues of bullying.



Our Procedure

As a Company **we will not tolerate** bullying. Members and Parents/Carers be assured that accusations of bullying will be taken seriously by our Child Protection Officer and full support will be given to ensure they are dealt with promptly.

1. Any incidents of bullying should be reported to our Child Protection Officer or a member of the Committee or Production Team.
2. The incident will be investigated by the Child Protection Officer and, where necessary the Committee. This will involve speaking to the Member who has made the allegation and the Member against whom the allegation was made along with their parents/carers.
3. Following the investigation, a decision will be made on the best course of action to be taken. If bullying is found to have taken place, the action could range from a warning to the members part in the production or their membership in the Company being withdrawn.
4. If, after having received a warning, the bullying continues, Company membership will be withdrawn.
5. If necessary and appropriate we may consult with the Police.

Code of Conduct Escalation Procedure

To maintain a safe, respectful, and positive environment for all, we are implementing a **three-strike behaviour procedure**. This policy is designed to address inappropriate or disruptive behaviour in a fair and supportive manner.

1. First Strike – Verbal Discussion

If inappropriate or disruptive behaviour is observed, the individual will be spoken to privately by a member of the committee. This initial conversation will aim to understand the situation and offer guidance for improvement.

2. Second Strike – Parent/Guardian Meeting

If the behaviour continues, we will invite the parent(s) or guardian(s) to attend a meeting with the committee. This meeting will provide an opportunity to discuss concerns and agree on a plan to support positive change.

3. Third Strike – Final Review

If the behaviour persists after the previous steps, a final meeting will be held. This may result in the individual being asked to leave the company. This decision will be made with care and only after all other avenues have been explored.



Member Commitment

As a member of the BBW Company, we expect you to demonstrate our Core Values and adhere to our Code of Conduct.

As a member of the Big Bad Wolf Children's Theatre Company, I promise to:

- Always give 100% effort
- Arrive at rehearsals/performances on time
- Show respect for others
- Believe in myself and my team
- Listen when others are speaking
- Have a positive attitude
- Smile and have fun
- Dress appropriately - according to BBW uniform requirements
- Look after any venue I rehearse or perform in
- Accept/Respect decisions made by the Production Team
- Turn off my mobile phone during rehearsals

We kindly ask that you take time to read through our Code of Conduct with your child.

Once reviewed, please both member and members parent/carer sign below and return to confirm that you both understand and agree to uphold our **Code of Conduct**.

Parental/Carer support in reinforcing these principles helps us create a positive and respectful environment for everyone.

We want everyone involved with the Big Bad Wolf Children's Theatre to be safe and happy.



Member Code of Conduct Agreement:

Members Name _____

Members Signature _____

Parents/Carer Signature _____

Date _____