

**guidelines** for working with .....



## guidelines

We want your experience of Petersfield Youth Theatre to be more than just a theatrical one! The quality of the experiences off the stage are as important as the high standards achieved on the stage. With this in mind these guidelines should help us all.

These guidelines are designed to protect and care for everybody working with PYT, balancing the needs and freedoms of the individual with the needs of the company and the safety of everyone. They are a reminder that we all have a responsibility towards each other, that we must all treat each other with respect and above all, ensure that PYT is a dynamic force with everyone pulling in the same direction with the same aim.

## Aims

- To advance the education in music and theatrical arts amongst young people aged 5 (year 1) to 23
- To offer its members at least one performing opportunity each year whether through workshops or Productions
- To offer its members an opportunity to work with professional theatre practitioners
- To provide, where possible, activities for members to participate with their peer group and across the age spectrum
- To always aim to offer the highest possible standards in all PYT activities
- To offer at least one project a year which is open to non-members
- To offer some activities where an attainment of excellence is required via audition
- To offer good value for money
- To encourage membership from as many young people in the community as possible
- To create an environment where young people feel comfortable and learn through positive experiences.

## Administration

- PYT is run by a General Management committee.
- PYT is a registered charity no. 1069673

## Funding

- PYT does not receive long term funding from either central or local government. We are annually sponsored by corporate patrons who pledge money or services each year in support of our work. We continually make grant applications to local bodies as well as trying to generate new corporate patrons. Some areas of our work are supported by The Friends of PYT, and The Ron Bowler Memorial Fund.

## Caring for our members

- PYT will act in 'loco parentis' towards everyone under the age of 18; this means that we will exercise the care expected of 'a reasonable parent'
- At events where large numbers of young people are in our care a team of chaperones will be in place.
- DBS disclosures will be obtained for chaperones and practitioners working directly with the members and checked on a 5 year rolling basis.
- Safety is of paramount importance at any of our events. Members will be expected to act in a responsible way at all times and abide by any safety regulations in place.
- Photographs and other images of our members will be carefully controlled by PYT. Parents, by accepting these guidelines, agree to photographs and other images being taken.

## Becoming a member

- Membership is open to anyone aged between 5 (year 1) and 23 years
- Young people can become members at the beginning of each academic term.
- Requests for new membership can be made either by applying through the website or by telephoning the PYT number.
- We are delighted to be able to offer members a limited number of bursaries for participation in PYT activities. These bursaries will cover up to 100% of the fee for these projects and are designed to assist members who may not otherwise be able to participate due to financial barriers. Application forms are available by emailing [info@pyt.org.uk](mailto:info@pyt.org.uk) Each application will be carefully assessed on a case by case basis, and due to the limited funds available, we cannot guarantee that every application will be successful.

## Events and Projects

- It is important for anyone wishing to be a member of PYT to understand that our full-scale annual musical production is not the 'be all and end all' of our work. As already outlined, the ethos of the company is to learn through positive performing arts experiences. This is often better created in a workshop environment.

- We offer two types of projects;

**Inclusive;** No audition is required. By being a member of the youth theatre you are automatically eligible to take part. This type of project includes termly workshops, specialist workshops & Easter / Summer schools. Places for inclusive projects are offered on a first come first served basis.

**Exclusive;** An audition is required. This type of project includes our full-scale annual musical.

- A typical year of events would include;
- workshops
- Easter Project
- Full scale musical production
- Summer school

## Commitment to workshops and projects

- Course fees are non-refundable.
- Please be punctual, being late will disrupt the session and is unfair on other members.
- Please make every effort to attend for the full course.
- Due to the nature of our work all workshops include physical activities. Please ensure that you wear appropriate clothing and footwear.

## Commitment to performances

- Production fees are non-refundable.
- Please be punctual. Rehearsals are carefully planned; we do not have time to re-teach sections you have missed.
- If you cannot attend a rehearsal due to illness you must inform the Youth Theatre as soon as possible - sending a message with a friend is not acceptable. All other reasons for missing rehearsals must be approved by either the Production Director or Youth Theatre Director. Failing to conform may result in your part being recast.
- Please ensure that you wear appropriate clothing and footwear to rehearsal.
- You may be asked to supply parts of your costume and/or footwear for a production. You will be notified of any additional expense before you commit to a production.

## Illness and medicines

- If you feel unwell or know of someone else who is feeling unwell, you should talk to a chaperone

straight away.

- NEVER give someone else any form of medication and NEVER accept medication from anyone.

## General Behaviour

- Safety is of paramount importance. You will be expected to act in a responsible manner at all times, and abide by any safety regulations in place.
- All that is required is common sense; a little care and consideration will go a long way. Mutual respect for each other and for Youth Theatre leaders is really all that is needed.

## Care of personal property

- Please treat the property of others with care and respect.
- Look after your own property carefully; carelessness makes work for other people.
- You are advised not to bring anything with you of great value, either sentimental or financial. Bring with you the bare essentials that you need. Especially for performances, dressing rooms are often small and tight, it is very easy for things to go missing.

## Licensing for under 16 year olds

- In certain circumstances performers under compulsory school age need to be licensed by your local education authority. This is the responsibility of the Youth Theatre, and if necessary we would process applications on your behalf.

## Disciplinary offences

- Failure to observe any of the guidelines outlined in this booklet could lead to disciplinary action.
- Serious disciplinary offences include, but are not limited to;
- Inconsiderate or offensive behaviour
- Verbal abuse, including swearing, racist or sexist language
- Bullying
- Smoking and illegal substance abuse, including alcohol
- Poor time keeping

## Disciplinary procedure

- This procedure operates at the discretion of the General Management Committee. It is possible for

you to be asked to leave the Youth Theatre without either a verbal or written warning.

- 1 Verbal warning - given by the Youth Theatre Director.
- 2 Written warning - given by the Youth Theatre Director & endorsed by the General Management Committee.
- 3 Expulsion - given by the General Management Committee

## Child Protection Statement

- As part of our child protection policy, PYT makes the following statement;  
  
"Every child has the right to be protected and it is everyone's responsibility to protect children".
- All responsible adults have a duty to report to Social Services any concerns regarding children in their care.
- The safety of children may include a duty to share confidential information with others involved in protecting children.
- In addition to our constitution, PYT operates the following policies;

Child protection  
Use of photography

Copies of these policies are available from the administrator.

## Parental involvement

We are always delighted when parents and other family members become involved in the work of the Youth Theatre, it creates a wonderful atmosphere and is also vital to the smooth running of any of our projects.

We do ask parents to become involved as much as possible. Whilst we realise not all parents can give up the time, PYT would not function without parental support.

We regularly ask for help with; building set, making costumes, chaperoning, and front of house duties at the theatre. It does, in many cases, turn into a social event for parents as well as for the young people involved!

The only plea we do have is to ensure that you deliver and collect your children on time from every event. Being late will disrupt the rehearsal / workshop for others and collecting late is an intrusion on our workshop leaders / directors time.

Very occasionally some families confuse PYT with a baby sitting service! As you can see from our aims and activities we are not. For your child to take part in any of our activities they must have a genuine interest in theatre related arts.

If at any time you or your child has any concerns please do not hesitate to contact us.

**Petersfield Youth Theatre - email:**  
[info@pyt.org.uk](mailto:info@pyt.org.uk)