

SoleStar Arts

General Rules

(Revised 2018)

All members, staff and volunteers are to be treated with equal respect and etiquette.

SoleStar Arts' Child Protection Policy, Annual Reports and Articles of Association are available to all members of the company at their request.

All decisions regarding the finances or direction of the company as a charity will be approved by the board of trustees.

Staff and Volunteers will be DBS checked and are subject to background checks and personal references. All staff and volunteers are trained in accordance with the SoleStar Arts Child Protection Policy.

Members, staff and children will never be subject to an unsafe environment, in the way of buildings or relevant rehearsal space and all electrical or safety equipment.

SoleStar Arts is an inclusive company, which means we can offer any individual membership regardless of their;

Race, sex, religious beliefs, living arrangements, those from low income families, mental or physical disability, behavioural problems and of course ability.

We have a zero tolerance policy on bullying, mental or physical abuse. Anyone found to be carrying out such acts will be removed from the company and the necessary steps will be taken.

All Children under the age of 8 must be supervised by a member of staff or support staff at ALL times.

Every child must have an application form with emergency contact details, and permission to be filmed and/or photographed, signed by a parent or guardian.

When arriving, children must be signed in by a member of staff or support staff unless told otherwise. Also a member of staff must make contact with a parent or guardian who is dropping the child off. Likewise when leaving, children are not permitted to leave without a member of staff making contact with the parent or guardian responsible. Unless the child has written consent from their Parent/Guardian that they have permission to travel to and from SoleStar Arts unaccompanied.

Management have the right to take the necessary steps to resolve the issue of poor attendance, as the consistent absence or late coming of individuals can disrupt the whole class. Saying this we are very understanding of personal problems and difficulties and will try to resolve the attendance problem whilst benefiting everyone.

If a member is aware that they are not going to be able to make it to sessions, workshops or rehearsals, or they may be late they must inform a member of staff, if possible in advance. Session fees will still apply if no notice is given. This is because the company still needs to cover staff members and volunteer's expenses, and the cost of venue hire.

If a child or member is behind or struggling with payments for any reason, we will arrange a suitable way of resolving the problem. No member should ever feel pressurised by payments and feel free to speak to a member of management if there are any concerns. If a member consistently fails to keep payments up-to date and does not cooperate in finding a resolution that membership will be terminated, and appropriate steps will be taken to recover any funds.

At SoleStar we do not audition children to become members. Nor do we audition children under 8 years old for parts in productions. Instead we monitor the child's progress in workshops and sessions. We strive to give everyone the opportunity of having a responsibility onstage, but we will never put a child onstage who indicates that they would not be comfortable. When a child is consistently not ready to perform on their own we will provide the child with a member of support staff to work on a one-to-one basis whilst onstage.

At SoleStar we keep all mental and physical disability records confidential. It will only be members of staff and support staff, who we feel it is necessary to inform, that will be informed.

Children are divided up into classes of their relevant age groups. Sometimes it is in the best interest of an individual or group to move an individual up to the next age group although they are still under the age band, or likewise, keep an individual in a younger age group.

The older children in the company are encouraged to support the younger age groups, and ensure they feel welcome.

During sessions, workshops and rehearsals children are advised to bring a drink and a small snack. In accordance with health and safety, staff and volunteers are not permitted to distribute drinks or snacks to children, with the exception of water.

We advise parents and carers not to provide food or snacks containing nuts, in the case of allergies. Snacks are only to be eaten during designated breaks. Chewing gum is not permitted in sessions, workshops or rehearsals.

As a company we will always keep members fully up to date on projects and future events, in the form of regular newsletters.