



**CODE OF CONDUCT
POLICY AND PRACTICE**

FOR

RATHKENNY REVELS 2016/2017



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Introduction

Rathkenny Revels is delighted to have prepared a Code of Conduct which we hope will cover all our activities relating to our annual shows and activities in Rathkenny Hall, Solstice Theatre Navan and TLT Drogheda where most of our work is carried out in the preparation and staging of our annual shows.

By following the principles, policy and code of practice guidelines contained within this booklet, we will be providing a safe and enjoyable environment for all participants of all ages to grow and develop their musical and life skills in a happy welcoming environment.

Our Code of Conduct sets out the policy of Rathkenny Revels committee and our expectations in relation to the conduct and practice we expect in relation to all our activities. It addresses issues relating to roles and relationships within the organisation which is run on a voluntary basis and is a leader in excellent musical variety theatre shows since 1964 in the North East region. External laws and new needs within society has brought the need for a Code of Conduct in organisations like Rathkenny Revels where large groups of people work together on a voluntary basis, providing quality entertainment for patrons and valuable learning and development for children and adults.

Much thanks to the the committee of Rathkenny Revels for their dedication and their positivity and help in giving advice in the preparation of this document

Rathkenny Revels Policy and Guidelines

The new Code of Conduct will include and incorporate the set of rules used in previous annual shows. The aim to to provide a safe, healthy, enjoyable environment for all members.

Integrity In realtionships

Adults interacting with children and other adults must act in an atmosphere of fair play. A strong ethos of friendship, respect for others, and working in the right spirit while promoting goodwill should be present. Children must respect the work of adult leaders and be patient and willing to learn from the experience of others.

Equality

All adults and children will be treated equally and opportunities will be afforded to members in an equal fashion.

Quality atmosphere and ethos

All activities in all of the theatres/ halls we occupy will be conducted in a safe, positive and encouraging atmosphere. Our ethos will allow children and adults to prepare for our shows in the best possible environment without excessive pressure, but we encourage complete enthusiasm and diligence in the preparation for our annual show at all rehearsals which will ultimately result in a successful production which is our aim.

Duties of The Committee(s)

Rathkenny Revels since its inception has elected a general committee at its AGM to run the business of the organisation. Within this committee, there will be elected officers and sub-committees who will have designated responsibilities and it is the responsibility of the committee to appoint and delegate the various duties to elected officers and committees. It is expected that this will form a teamwork type of structure as it has done in the past. All committees will hold meetings and take minutes to decide policy and changes. The Chairman/Chairperson has the deciding vote where there is a dispute/query among members and will using this vote on behalf of the group to implement and protect the best interests of the organisation. Best practice should be adhered to and all decisions must be made in the greater interest of Rathkenny Revels. Disputes should be dealt with and must not disrupt the goodwill and good practice of Rathkenny Revels. Intending committee members should familiarise themselves with procedures and policies and should promote the best interests of Rathkenny Revels at all times.

Rathkenny Revels Code of Conduct For Participants

1. Attendance at rehearsals will be compulsory for chorus work and for individual designated time slots.
2. Only participants and designated supervisors and leaders as well as committee members are allowed to be present at rehearsals. Garda Vetting is mandatory for all leaders and supervisors working with children and as of 2013/2014 season committee and others working closely with children will be vetted
3. Respect for the premises, whether during shows or rehearsals is obligatory and property must be respected at all times.
4. Safety is our primary concern, and no running, or playing is allowed in the hall before or after rehearsals. When the time slot for your particular rehearsal is finished please leave immediately with no disruption to the incoming group. All parents must ensure children are dropped off and picked up on time and there will be no admission to the hall –children will despatch by the front door in the presence of designated leaders/committee members.
5. Bullying is unacceptable and bullying in any format will be looked on as a serious breach of Rathkenny Revels Code of Conduct. All participants are asked to report any instances whether to themselves or not. The procedure for this is to inform a committee member as soon as possible. All instances of bullying will be treated in a very serious manner by this committee and is dealt with under a separate section in this Code of Conduct
6. Dangerous Substances are simply not allowed on any of our premises. Any use of these substances will be treated as a serious breach of our Code of Conduct. We will take appropriate action including contacting the Gardai and a breach of our code in this manner will immediate signal expulsion from all future participation in Rathkenny Revels.
7. Smoking is not permitted in any of the premises we use.
8. Food and drink must not be consumed except in designated kitchen areas at rehearsals or during performances and no food or drink to ever be carried on lifts or stairwells and on side of stage.
9. Our Code of Conduct incorporates our set of rules which each member will receive at each registration night. Only sets of rules will be handed to participants and our Code of Conduct Booklet will be available at all times to participants or interested parties at any time. It is possible that there may be duplication between the Code of Conduct Booklet and our set of rules but this is due to the need to give members a written set of rules each year. It is not possible to give each member a Code of Conduct Booklet which will be available for inspection at all times where our activities are in progress.

Code of Conduct: Guidelines For Parents

1. Rathkenny Revels relies on parents for helping with our show and much of the success in the past number of years has been due to the manner in which parents have assisted us in preparation, and conducting our shows at all venues.
2. We would ask parents to familiarise themselves with our set of rules which gives a detailed outline of behaviour and our procedures in the running of our shows and rehearsals.
3. Parents are asked to co-operate fully with supervision rotas while show is being prepared and during shows.
4. If a parent is listed for a supervision slot, it is imperative that that person is present. If it becomes impossible to attend a supervision slot, please inform a committee member immediately and we will try to find a replacement or switch your slot.
5. If a problem occurs during rehearsal supervision, please bring it to the attention of a committee member.
6. Please ensure that no drinks (tea, coffee, or soft drinks) are carried between dressing rooms or onto the sides of the stage by any member of the cast or crew and it is your duty to highlight the issue at once as a health and safety issue because of possible serious consequences i.e. slippy floors where there is inadequate lighting, risk of burns or damage to equipment or costumes.
7. As a supervising parent, you are authorised to keep good order on sides of stage, in the dressing rooms at all venues, and in the general area deemed to be in use by Rathkenny Revels cast and crew. This is crucial to the smooth running of the show and must be firmly adhered to. Any queries should be addressed to the committee and will be dealt with promptly in conjunction with our set of rules.
8. Please ensure that when dropping off children at both rehearsals and before show performances, that there is adequate supervision before you drop off your child. Supervision at all times is arranged by the committee. Please ensure that you follow the guidelines on the correct time for dropping children off and ensure that with young children, they generally come dressed and with make up to the show for their particular slot in the show.
9. Any instances of suspected bullying or abuse should be reported to a committee member and it will be dealt with according to our Code of Conduct under these sections (see Bullying and Abuse section in this booklet)

Code of Conduct:
Use of Photographic and Filming Equipment

1. At registration of membership, we advise all incoming members that we use photography and filming equipment which is carried out for Rathkenny Revels behalf by professionals who have been Garda Vetted by this organisation.
2. Photos will be published for the use of Rathkenny Revels for advertising and recording of our shows in local publications such as Meath Chronicle and Drogheda Independent and other national media as the need arises.
3. Rathkenny Revels will store and use the photos and DVD recordings for its own use only and for use of those who wish to purchase and keep lasting memories of Rathkenny Revels productions

Code Of Conduct:

Reporting Procedure For Bullying

Rathkenny Revels is an organisation where each individual has a right to be treated with respect. Bullying offends against such a right and is therefore unacceptable and will not be tolerated. Rathkenny Revels has adopted a zero tolerance approach to bullying.

Signs and symptoms of bullying

Anxiety about taking part in activities

Lack of interest in performing and loss of enthusiasm

Pattern of physical illness i.e. headaches, etc

Unexplained changes in mood or behaviour

Visible signs of anxiety or distress e.g. obvious signs of distress

Possessions missing or damaged

Not wanting to give of their best or withdrawing from activities

Dealing With Bullying Behaviour

Leaders, volunteers and parents must be vigilant

A person should seek help in dealing with bullying-inform someone & seek help

All reports must be dealt with in a confidential manner

Participants who report incidents of bullying are acting in a responsible manner

Failure to report bullying can lead to continuation and ultimately damage to that person

Rathkenny Revels Policy On Bullying

1. Rathkenny Revels operates a zero tolerance policy on bullying
2. Any bullying or suspected bullying incident should be noted immediately
3. The incident will be dealt with by the committee members present and it will be dealt with in strictest confidence
4. If necessary a separate meeting will be held with the person who complained/ reported the incident
5. The committee will then decide how the matter will be dealt with and the decision of the committee is final.
6. Rathkenny Revels views bullying as a serious breach of our rules and correct policy and procedures.
7. Rathkenny Revels will keep records of all issues related to bullying and reports of bullying on a designated form.

Code of Conduct: Reporting Procedure Child Abuse

It is not the responsibility of anyone working under the auspices of Rathkenny Revels in a paid or voluntary capacity to decide whether or not child abuse is taking place. However, there is a responsibility to protect children in order that appropriate agencies can then make enquiries and then take any necessary action to protect the young person. Statutory Bodies mentioned here below refers to the Health Service Executive who have overall responsibility in dealing with matters of suspected child abuse/allegations of child abuse.

Actions To Take:

1. Observe and note dates, times, locations and contexts in which the incident occurred or suspicion was aroused, together with any other relevant information.
2. Report the matter as soon as possible to the person/persons designated for reporting abuse (a designated committee member or appointed person). If there is reasonable grounds that there is suspicion of abuse, a report should be made to the Health Services Executive (HSE)/social services who have a statutory responsibility to investigate and assess suspected or actual child abuse.
3. In the case of emergency, where a child appears to be at immediate and serious risk and the designated person is unable to contact a duty social worker, the Gardai should be contacted. Under no circumstances should a child be left in a dangerous situation pending intervention by the Statutory Authorities. A record must be kept on the special report form (at the back of this booklet).
4. If the designated person is unsure whether reasonable grounds exist or not, he/she should informally consult with the local HSE/ social services. He/she will be advised whether or not the matter requires a formal report.
5. A designated person reporting suspected or actual child abuse to the Statutory Authorities should first inform the family of their intention to make such a report unless doing so would endanger the child or undermine an investigation.
6. A report should be given by the designated person to the Statutory Authority in person, by phone or in writing.
7. It is best to report child abuse concerns by making personal contact with the relevant personnel in the Statutory Authorities.
8. All contact phone numbers are listed below. There is no designated phone number after hours relating to child abuse reporting and North East Doctor On Call should be contacted or the Gardai

Phone Numbers (during working hours):

HSE childrens services 046 9030616 (during ordinary working hours)

Phone Number (after normal working hours)

North East Doctor On Call 1850 777911

Navan Gardai 046-9021445

Code of Conduct: Allegations Against Leaders/ Organisers

Rathkenny Revels has to have agreed procedures to be followed in the event of cases of alleged child abuse against leaders/volunteers. If such an allegation is made two procedures have to be followed:

- (1) The reporting procedure as outlined in "Code of Conduct- Reporting Child Abuse"
- (2) The procedure for dealing with the leader/volunteer (see below)

The following points should be considered:

The safety of the child making the allegation and any others who are/may be at risk should be ensured and this should take precedence over any other consideration. In this regard Rathkenny Revels should take any necessary steps, which may be immediately necessary to protect children. At this point, the person who is the subject of concern should be treated with respect and fairness.

Steps To Be Taken:

Where reasonable grounds for concern exist the following steps should be taken by the organisation:

1. Advice should be sought from the HSE/ social services with regard to the action by Rathkenny Revels deemed necessary to protect the child/children who may be at risk.
2. The matter should be reported to the local HSE/ social services following the standard reporting procedure outlined above.
3. In the event that the concern is connected to the actions of a leader/volunteer in the organisation, the leader/volunteer should be asked to stand aside pending the outcome of any investigation by the Statutory Authorities. It is advisable that the task be undertaken by an appointed committee member other than the Chairperson who takes the responsibility for reporting.
4. The leader/volunteer should be informed in private that (a) an allegation has been made against him/her and (b) the nature of the allegation.
5. He/she should be afforded an opportunity to respond. His/her response should be noted and passed on to the HSE/social services personnel.
6. All persons involved in a child protection process (the child, his/her parents/guardians, the alleged official, his/her family, other leaders and volunteers) should be afforded appropriate respect, fairness, support and confidentiality at all stages of the procedure.

Rathkenny Revels Incident Report Form

Date of Incident: _____

Time of Incident _____

Details:

Witnesses (if any) _____

Reported To _____

Follow Up/ Outcome

Code of Conduct: Form For Report of Abuse

Date: _____

Time Of Report: _____

Nature of Report:

Time of Report To Statutory Body (HSE, DOC or Gardai)

Appointed official Name (not the Chairperson)

Other Information Noted:

Chairpersons Signature
