

Act Two Theatre Company
Code of Conduct Policy, Guidance and Expectations

Prepared by: Sally Nicholson, Jan 2024

Reviewed by: Mags Smart, Doug Smart, Jan 2024

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CODE OF CONDUCT POLICY, GUIDANCE AND EXPECTATIONS

Act Two Theatre Company aims to provide a safe space for all members, respecting all individuals and belongings.

“Act Two Theatre Company’s Conduct Policy is set out to provide a safe space to enable all members to thrive and develop both on and off stage.”

Act Two Theatre Company expects all members to take reasonably practical steps to:

1. Provide a safe place for all.
2. Respect all members’ views.
3. Be considerate at all times and of property and belongings of others.
4. Comply with the Act Two Safeguarding Policy

General

- Show respect and be mindful of other cast members and their belongings.
- Take responsibility for your personal possessions including costumes when in the backstage changing area. Keep these in a named bag/box on your allocated chair/area.
- Refrain from eating in costume, wear a dressing gown if you do eat, to avoid spoiling costumes.
- In line with School Policy chewing gum is not to be consumed, during rehearsals Stage up/down or performances.
- During and after each performance tidy up your belongings and rubbish.
- Clean up any cups, bowls you have used and wipe sides if you have created a mess.

School Property

- Respect School Property and do not interfere with the library books or library computer.
- Do not interfere with or use items in the school fridges.
- Do not leave alcohol on the school grounds between performances.
- Ensure that all school bins are emptied, electrical items are powered off and lights are turned off prior to leaving and securing the school.

Backstage/Wings

- Do not “help” with stage set changes unless specifically requested to and briefed on any specific instructions for moving items.

- Maintain silence when backstage/in the wings of the stage during performance. No talking or whispering.
- Only enter the backstage area if you are due to be on stage. No waiting in the wings to watch unless the Director has given specific permission.
- Tread carefully backstage to avoid additional noise and distractions.
- Allow the backstage team space to manoeuvre stage flats and set items before entering the wings.
- The Performance Backstage Manager (Simon) has final say on access, safety and conduct.

Props

- Respect own and other actor's props and do not touch/move props without permission.
- Replace props back after use.
- If props are damaged, let the Props Manager (Ellie) know ASAP.
- If a prop is missing or not in the correct place, inform the Props Manager (Ellie) ASAP.

Costume Changes, Dressing / Undressing.

- When changing costume ensure you are maintaining personal modesty. Consider changing in a cubicle/behind a screen.
- If unable to change in a cubicle, wear modest undergarments to ensure you are covered when changing in public areas. (Be aware of the Safeguarding Policy and that young persons will be present in the changing areas)
- If you have concerns related to young Persons Safeguarding inform the Child Protection Office (Sharon) immediately.
- Hang up/fold up your costume to ensure it is kept neat for the next performance.

Hygiene

- With a lot of people in close (and warm) quarters please ensure personal hygiene is upheld.
- Maintain regular hand washing to avoid spreading germs.
- Wear deodorant for the comfort of yourself and other cast members.
- Do not use makeup applicators that have not been allocated to you.
- Make up is not to be used adhocly without permission of the Make-up and Costume Manager (Dawn/Sally).

Junior Chorus

- Wear a vest and shorts under your costume for modest changing.
- Do not leave the junior chorus area unless chaperoned by a parent to use the bathroom.
- Do not leave the junior chorus area to enter the stage unless instructed to.
- Do not eat in costume unless wearing a dressing gown or first removing your costume.
- No chewing gum at all (School Policy).

- Listen to the chaperone for your cues and costume changes.
- Keep your belongings together in a named bag/box.
- Take responsibility for your costume. If there is a problem, ask the chaperone to help you or speak to the Make-up and Costume Manager (Dawn).
- Keep noise to a minimum when in the changing rooms, consider bringing an activity to do whilst waiting.

Everyone Remember

- Smile and Enjoy the Experience.