



## MEMBERSHIP APPLICATION FORM

Please use this form to tell us about yourself and your current skills and abilities.

Please email us a small head & shoulders photo of yourself to attach to your profile: [admin@thelittletheatre.co.uk](mailto:admin@thelittletheatre.co.uk)

Personal Details	
Title	
First name	
Family name	
Address	
Postcode	
Year of Birth (Voluntary)	
Gender (Voluntary)	
Mobile No.	
Email	

Interests			
There are many areas of opportunity to be involved in as a member of the Leicester Drama Society. Please tick which areas you would like to be involved in.			
Acting	<input type="checkbox"/>	Lighting	<input type="checkbox"/>
Box Office	<input type="checkbox"/>	Prompting	<input type="checkbox"/>
Props	<input type="checkbox"/>	Sound	<input type="checkbox"/>
Backstage Crew	<input type="checkbox"/>	Stage Management	<input type="checkbox"/>
Front of House	<input type="checkbox"/>	Bar	<input type="checkbox"/>
Are there any other areas you'd like to be involved in?			

Please give us your consent	
to include you on our Members' Database.	Please Circle  Yes                      No

First Aid
I hold a current First Aid at Work Certificate
Expiry date                      /                      /
(Each First Aider on duty at a performance receives two free tickets)

Previous Theatrical Experience
Please tell us about your previous theatrical experience; the plays you have been in, the roles you have played or any backstage roles that you have fulfilled. Please tell us about any skills you might have that may be useful to the Society. i.e. electrician, plumber, marketing, graphic design, administration etc

### Safeguarding & Criminal Convictions

Disclosure is a process run by the Disclosure and Barring Service to help organisations make more informed recruitment decisions about the suitability of those seeking to volunteer or work in positions of trust, particularly for work including regular contact with children or other vulnerable members of society. If a Disclosure is required a criminal record will not necessarily be a bar to obtaining a position and Disclosure information will not be used unfairly.

Has any Social Service Department or Police Service ever conducted an enquiry or investigation into any allegations or concerns that you may pose an actual or potential risk to children or vulnerable adults?	Yes	No
Have you ever been convicted of any offence relating to children or vulnerable adults?	Yes	No
Have you ever been the subject of any disciplinary procedure or been asked to leave employment or voluntary activity due to inappropriate behaviour towards a child or vulnerable adult?	Yes	No

### Disclaimer

I will take personal responsibility to obtain and read the Summary Health & Safety Statement, and agree to abide by the Health & Safety Policy of the Leicester Drama Society Ltd. (Full copies are on the Theatre's internal website)

Data Protection Act - This information will only be used for the purpose of Leicester Drama Society Ltd., Dover St., Leicester LE1 6PW. It is also stored electronically and will only be used for the purposes of the Drama Society and shared only with Drama Society members.

The Trustees of Leicester Drama Society reserve the right to refuse admission to membership.

### Accessibility

Do you have any disability or specific needs for which you may require assistance? Please note this information is required solely to enable us to ensure that your individual needs are met and will not have any bearing on your application to become a member.

### Gift Aid

Please treat Membership fees and gifts of money as Gift Aid donations.

I confirm I have paid or will pay an amount of Income Tax and/or Capital Gains Tax for each tax year (6 April to 5 April) that is at least equal to that amount of tax that all the charities or Community Amateur Sports Clubs (CASCs) that I donate to will reclaim on my gifts for that year. I understand the charity will reclaim 20p of tax on every £1 that I give up to 5 April 2017 and will reclaim 20p of tax on every £1 that I give on or after 6 April 2017.

### Payment

Your first year's membership is free of charge.

Thereafter annual membership is £25 for concessions and £35 for full membership.

Concessionary membership is available for people aged 65 or over those in full-time education.

Signed	Print Name	Date
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Please return your completed form to the Administration Office of the Little Theatre at the address shown overleaf.

## Child Protection Policy

(Abridged — full version available on the LDS members' website or via the theatre office)



### 1. Policy Statement

- 1.1 Leicester Drama Society Limited (the "Society") recognises its duty of care in accordance with relevant legislation. The Society is committed to practice which protects children from harm.
- 1.2 The Society believes that: welfare of the child is paramount; all children have the right to protection from abuse; all suspicions and allegations of abuse should be responded to swiftly and appropriately; members and employees should be clear on how to respond appropriately.
- 1.3 The Society will ensure that: all children will be treated equally and with respect and dignity; the welfare of each child will always be put first; bullying will not be accepted or condoned; all adult members of the society provide a positive role model; action will be taken to stop inappropriate verbal or physical behaviour; :
- 1.4 This policy should be read in conjunction with the Society's other relevant guidelines, policies and procedures (available on the LDS members' website or via the theatre office). For the purposes of this document a child is defined as a person under the age of 16.
- 1.5 The Theatre Manager is the Society's dedicated Child Protection Officer.
- 1.6 This policy will be regularly monitored by the Board of Trustees.

### 2. Responsibilities of the Society

- 2.1 It is the Society's policy: NOT to produce shows aimed at groups of unaccompanied children; NOT to accept children under the age of 16 for periods of work experience in the theatre; NOT to accept in general membership anyone under the age of 16.
- 2.2 Training will be provided, as appropriate, to ensure that employees and members are aware of these child protection procedures.
- 2.3 The Society will ensure that no person is employed by the Society unless the appropriate vetting procedures have been complied with.

### 3. Particular Situations

- 3.1 Employees and members of the Society may come into contact with children in one of five situations, each of which are subject to the child protection procedures:
  - (a) The Society's Youth Theatre
  - (b) Any production involving a child or children which is part of Society's season
  - (c) If a child works backstage under the supervision of their parent or guardian
  - (d) When accompanied children attend a production at the theatre
  - (e) The theatre bar
- 3.2 Visiting Amateur Companies are expected to adhere to the Society's child protection policy and procedures.

### 4. Child protection procedure

#### 4.1 Parents

Parents have the responsibility to collect their children after the Youth Theatre classes as well as after any rehearsals and performances.

#### 4.2 Unsupervised Contact

No adult should have unsupervised contact with children; If possible there will always be two adults in the room when working with children; If unsupervised contact is unavoidable, steps will be taken to minimize risk.

#### 4.3 Physical Contact

All adults will maintain a safe and appropriate distance from children; Adults will only touch children when it is absolutely necessary. Adults should use the minimum of physical contact needed to secure the child's safety; Adults will follow the Society's relevant guidelines and policies; Adults will seek the consent of the child prior to any physical contact and the purpose of the contact shall be made clear.

#### 4.4 Managing sensitive information

- (a) Photos, films or web based materials of children will only be taken with the parents' consent.
- (b) The Society's web-based materials and activities will be monitored for inappropriate use.
- (c) Any employee or volunteer requiring photos must seek permission from the Honorary Secretary.

#### 4.5 Suspicion of abuse

If you see or suspect abuse of a child while in the care of the Society, make this known immediately to the Honorary Secretary; Make a note of what you witnessed as well as your response; If a serious allegation is

made against any member of the society, chaperone, theatre staff etc., that individual will be suspended immediately until the investigation is concluded.

#### 4.6 What is abuse?

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to prevent harm. Guidance published by the Government defines four categories of abuse: Physical Abuse, Emotional Abuse, Sexual Abuse and Neglect.

#### 4.7 Signs and indicators of abuse

A list of examples of the signs and indicators of abuse is available in the Society's full Child Protection Policy.

#### Disclosure of abuse

- (a) If a child confides in you that abuse has taken place: Do not delay taking action. Allow the child to tell you at their own pace and ask questions only for clarification. Don't ask questions that suggest a particular answer. Make it clear that you will only share the information with the people who need to know. Reassure the child that 'they did the right thing' in telling someone. Tell the child what you are going to do next. Speak immediately to the Honorary Secretary, whose responsibility it is to liaise with the relevant authorities. Make a note of what was said, using the child's own words. Note the date, time and to whom you gave the information. Sign and date your record.
- (b) In the event of a complaint, the Honorary Secretary will take a record which includes all relevant information.

#### 4.9 Recording

In all situations full details of an allegation or reported incident will be recorded and the record will be stored securely.

#### 4.10 Rights & Confidentiality /

- (a) If a complaint is made against an employee of the Society he or she will be made aware of their rights.
- (b) All parties have the right to confidentiality. Any possible criminal investigation could be compromised through information being released.
- (c) In criminal law the defendant is presumed innocent until proven guilty.

#### 4.11 Accidents

- (a) Chaperones and children will be advised of "house rules" regarding health and safety.
- (b) If a child is in wed while in the care of the Society, first-aid will be administered and the injury recorded.
- (c) If a child joins a production with an obvious physical injury, a record of this will be made.

#### 4.12 Criminal Record Disclosures

- (a) The Society will obtain DBS checks as appropriate.
- (b) The Child Protection Officer will ensure that information contained in the disclosure is not misused.

#### 4.13 Chaperones

Chaperones will be appointed by the Society for the care of children during the production process, unless they are chaperoned by their own parent or guardian. For further details regarding chaperones please refer to the Society's full Child Protection Policy.

### 5. Bullying

- 5.1 A list of examples and signs of bullying is available in the Society's full Child Protection Policy.
- 5.2 The Society will: take all bullying problems seriously; investigate incidents thoroughly; ensure bullies and victims are interviewed separately; wherever possible obtain information from witnesses; keep records of incidents; encourage the bully and the bullied to agree a resolution; and inform parents/carers of those involved.
- 5.3 Employees who believe they are being bullied should use the procedures set out in our Harassment/Bullying Procedure. Appropriate action will be taken by the Society.

#### Appropriate contacts outside the Society:

If you have concerns about a child, help is available 24 hours a day, seven days a week.

Leicester City Council: 0116 454 1004, DAS. Team@leicester.gov.uk

Police: Non emergencies, call 101, in emergencies, always dial 999

NSPCC: 0808 800 5000, help@nspcc.org.uk

## Health and Safety Summary Policy Statement

Numbers in brackets [ ] refer to the corresponding paragraph in the Society's main Policy document which can be found at

[www.thelittletheatre.net/members\\_area/trustees.htm](http://www.thelittletheatre.net/members_area/trustees.htm)

The members' area of the website can be accessed by - Leicester Drama

Login: lds Password: dover

1. The Trustees of the Society regard the promotion of: health, safety, welfare and environmental protection as a mutual objective for the Society, its employees (whether paid or voluntary) and its members in whatever capacity and activity they are engaged.

2. It is the policy of the Society to do all that is reasonably practicable to prevent personal injury and hazard to health by protecting all persons, including the public who visit our premises, from foreseeable work and environmental hazards. This Summary Policy Statement is an abbreviated summary of the Society's main policy document that is lodged at its registered office. In all instances, "work" applies to the activities of all employees and members.



### 3. In particular, the Society undertakes to:

- provide and maintain safe and healthy work conditions as reasonably practicable to comply with statutory health and safety requirements;
- adhere to local and national health and safety standards;
- provide training, instruction, information and supervision to enable employees and members to perform their work safely;
- control emissions to the atmosphere and disposal of waste materials so far as is reasonably practicable, and to comply with statutory environmental health legislation;
- assess the risks associated with substances used in the course of our business and activities, and advise on the health and safety precautions to be taken;
- provide necessary safety devices and personal protective equipment, and provide instruction in their use;
- carry out regular inspections of the Society's premises and take appropriate action to safeguard against hazards and eliminate/reduce the risk of accidents;
- maintain a constant and continuing awareness of and interest in health and safety and environmental matters actively participate in developing health and safety standards within the Society and through involvement with external organisations.

### Employees and members have a duty to:

- take reasonable care of the environment and the health and safety of themselves and other persons who may be affected by their acts or omissions whilst at work;
- co-operate in performing any duty or comply with any requirement in the interests of health, safety and environmental protection and, in particular, by using the personal protective equipment provided; by reporting incidents that have led or may lead to injury, or may be a hazard to health or the environment and, by co-operating fully in the investigation of accidents and with the introduction of any measures taken, to prevent recurrence; by carrying out their work in such a way so as not to put the health and safety of the users of our premises or equipment at risk; and, by carrying out the policy and procedures of the Society that aim to ensure a safe place of work.

5. Responsibility for ensuring compliance with the Society's health, safety and environmental policy rests with the Trustees who work with the Theatre Manager, the Facilities Team, activity department heads and other persons deemed competent to undertake specific responsibilities. [2]

6. Sub-contractors employed by the Society, and individuals and organisations that hire our premises for approved purposes, must comply with all relevant health and safety requirements and, in particular, must: take reasonable care for the health and safety of themselves, their employees and members, and other persons including the public who may be affected by their work; use safe systems and methods of work; provide suitable personal protective equipment; and report accidents and dangerous occurrences promptly-in line with statutory requirements. [2.6, 3.6]

### Arrangements

Reporting accidents and dangerous occurrences [3.1]

All accidents and incidents must be reported immediately to the Theatre Manager or your head of activity department. All of these persons are aware of the procedures to follow in the event of a reportable accident or dangerous occurrence.

### Consultation with employees and members [3.4]

The Trustees intend to consult with employees and members on health and safety matters, either directly or through elected representatives, in accordance with the Health & Safety (Consultation with Employees) Regulations 1996.

### Health and safety promotion

All employees and members are responsible for promoting a positive and active attitude towards health and safety at work and environmental protection. The Trustees will constantly enforce the need for safe working on our premises, and will issue information and advice to help employees and members keep aware of current issues and new initiatives.

### Housekeeping

Good housekeeping and sensible safety precautions are the foundation of the Society's health and safety policy and everyone must play their part. All employees and members are responsible for maintaining a clean and tidy workplace. Clutter and untidiness increases the risk of trips and falls, and is often a fire risk.

### Control of substances hazardous to health (COSHH) [3.7]

We are required to monitor hazardous substances, to assess the risks involved in their use and to take necessary precautions. Persons responsible for purchasing substances for use within the theatre (for example, paints, solvents, oils, adhesives etc.) must ensure that the supplier provides a safety data sheet detailing any hazards involved in their use and advice on precautions to be taken, and that they are issued in suitably marked containers clearly identifying the contents. A copy of this information should be included in the health and safety and COSHH record files. Employees and members must be made aware of the risks and precautions to be taken, and checks made that they are being complied with.

### Office safety and display screen equipment [3.8]

Trips, slips and falls are the most common occurrences of accidents in the office environment. The workplace must be kept clear of all obstructions; for example, open filing cabinets, trailing cables, paper and litter on floors etc. Particular care should be taken to keep stairs and landings clear and that lighting levels are adequate.

When working at any display screen, ensure that: the seating is comfortable, at the right height and not causing unnecessary strain to your eyes, neck and back; you avoid excessive glare and reflection; the keyboard is at the correct angle; if copying from documents, they are the same distance and height as the screen; if working for long periods, take short breaks; your equipment is assessed by a competent person to identify any hazards that may exist; you obtain information about eye-testing from the Theatre Manager.

### Policy on drugs and alcohol [3.9]

The Society is concerned to promote and provide a safe and healthy environment for work and leisure. It recognises that this can be put at risk by those who misuse alcohol or drugs to an extent that it may affect their health, performance, conduct and relationships within the theatre. The Trustees wish to offer all employees and members exhibiting alcohol or drug problems referral to an appropriate source for diagnosis and treatment, if necessary. All information will be treated in the utmost confidence.

If an employee or member has reason to suspect that a colleague is affected by alcohol or any other substance, they should request that their supervisor, manager or activity department head should refer the matter to a Trustee.

Employees and members are required to act responsibly when performing their duties or when taking part in productions and performances (in any capacity) and in any other membership activity. This includes not being under the influence of alcohol, drugs or other substances that diminish their capabilities and jeopardise the health and safety of themselves, other employees or members, or the general public. Any breach gives the Trustees the right to suspend or terminate employment or membership, without notice being required.

### Working with electrical equipment and hand tools [3.10]

Wherever possible, work on electrical systems must be carried out after the system has been isolated, including isolation of the equipment from the power supply. In order to prevent inadvertent reconnection, the isolation mechanism should be "locked off" and clearly marked as such ('Permit to Work'). Where it can be proved that isolation is not possible, suitable precautions must be taken to prevent injury. Whenever possible, low voltage equipment and supplies should be used. The Society will ensure that the electrical mains system and associated equipment are tested in line with statutory requirements at intervals not exceeding 5 years.

### Waste control [3.11]

Waste oils, spirit-based paints, solvents, inks and other industrial waste materials must be disposed of using approved licensed disposal agents. Under no circumstances should waste materials be disposed of down sinks, drains, waterways, skips or any unapproved or non-licensed point of disposal.

### Fire precautions and emergency procedures [3.12, 3.26]

It is against the law to smoke in the Society's buildings and 'No Smoking' signs must be strictly observed. Fire exits and escape routes must be kept clear at all times and full fire and emergency evacuation drills will be carried out at least quarterly, with all passive and active fire safety provisions checked weekly.

The Theatre Manager and/or Stage Manager must ensure that there is an up-to-date list of all employees and members who are on the premises and that this can be used as a checklist when carrying out a roll-call in the event of an evacuation. All employees and members must familiarise themselves with the emergency procedures, the position of nearby fire exits and their assembly point. The Theatre Manager will be responsible for providing and maintaining all fire-fighting equipment, fire doors, warning systems, signs, notices and all associated equipment, with appropriate records kept on file. The Theatre Manager will ensure that all new employees receive training in fire and emergency procedures on their first day at work; for new members, this training will be provided by the activity department head. All employees and members, who will be given training in the use of fire-fighting equipment, are reminded that any abuse of such equipment will be treated as a disciplinary offence.

#### **First aid [3.13]**

The Theatre Manager will ensure that suitable and sufficient first aid facilities are provided and maintained at all times. When attempting to aid an accident victim an untrained person may do more harm than good, for example, do not try to remove a particle from someone's eye; do not move an injured person or try and get him/her to stand. Summon help immediately and keep the victim calm and warm. At least one first-aider, trained and provided with suitable equipment, should be available at all public performances at the theatre. All accidents must be reported immediately to the Theatre Manager, Front of House Manager, Stage Manager or activity department head.

#### **Hazard and risk assessment [3.15]**

The Society has a duty to identify hazards at work and to assess the risk of accidents occurring. Hazard and risk assessment will be carried out in all work areas by competent persons, and in all cases steps must be taken to eliminate the risks identified wherever possible. If elimination is not possible, suitable control measures will be introduced to minimise the risks. Hazard and risk assessment must be reviewed when significant changes occur.

#### **Lifting devices, slings and hoists [3.16]**

All employees and members must visually inspect lifting equipment before using it. If the equipment does not have the safe working load shown, is worn, damaged or corroded, it must not be used and you should report this to your activity department head for repair or replacement. Under no circumstances must the safe working load be exceeded, and rope or nylon slings should be protected from sharp edges with suitable packing.

The Society must ensure that all lifting devices, including ropes and slings, are marked with an identification number and safe working load, and the lifting tackle and equipment is examined and tested by a competent person in line with current legislation. Prior to the commencement of each period of work, a competent person will carry out a visual inspection of all equipment. A register must be kept recording the visual inspection and the statutory testing of individual lifting equipment. All hoists must be regularly inspected by a qualified engineer and a record kept of those inspections. Employees and members must not ride on the hoist at any time; a weight limit is displayed and must not be exceeded.

#### **Manual handling [3.17]**

Wherever possible, lifting and moving heavy items should be carried out using mechanical handling equipment. If such equipment is not available and the load is too much for one person, assistance must be sought and an assessment of the task carried out. Employees and members must not attempt to lift or move something that is beyond their capability. If the load has sharp edges or abrasive surfaces, gloves must be worn. An assessment of all potentially hazardous manual handling operations will be carried out by a competent person in line with the appropriate regulations.

#### **New and expectant mothers [3.18]**

Specific risk assessments will be made relating to employees who advise their Line Manager that they are a new or expectant mother, and appropriate measures may be taken as a result to comply with the Management of Health and Safety at Work Regulations 1999. It is anticipated that members who are expectant or new mothers will adjust their commitment to the Society's activities to suit their personal circumstances.

#### **Personal protective equipment [3.20]**

The Society will supply suitable personal protective equipment which will be issued by the Theatre Manager to employees and by activity department heads to members. Employees and members are responsible for maintaining the equipment in good order and for using it properly and responsibly. Employees or members who require additional or replacement protective equipment should contact the Theatre Manager or their activity department head. It is the Society's policy that safety footwear and hardhats should be worn at all times where there is risk of head or foot injury.

#### **Portable appliance testing and inspection [3.21]**

An appointed, competent person must ensure that all portable electrical equipment is regularly inspected and electrically tested, including electrically operated office equipment. Each item of equipment must be identified by a unique number and tagged or labelled to show the date on which it was last inspected and tested, and a written record must be maintained. No untested electrical equipment should be used within the Society's premises.

#### **Equipment, machinery operators [3.24]**

In addition to the general policy contained in this document, operators must:

- inform the Theatre Manager, Senior Stage Manager or activity department head of any medication that you are taking (or treatment following an accident) that may affect your capacity to work;
- inspect all machinery/equipment prior to use and report any defects;
- use ear protection devices to prevent gradual hearing damage, as appropriate;
- use the equipment only for the purposes for which it was designed;
- use appropriate safety equipment and protective clothing;
- suggest ways to make working practices safer;
- ensure other employees and members are not endangered by the use of equipment;
- report all accidents and damage to the Theatre Manager, or activity department head immediately.

#### **Stress policy [3.27]**

The Trustees are committed to reducing the causes of stress for employees and members as far as are reasonable and practicable. If an employee is, or suspects that they are, suffering from stress, it is imperative that their Line Manager is informed. Similarly, if an employee believes that a colleague is suffering from stress, the Line Manager should be informed immediately in order that appropriate support and action can be taken. The Trustees realise that they have a duty of care towards members and will ensure as far as is reasonably practicable that a member's activities on behalf of the Society are not causing them undue stress.

#### **Instruction and training [3.28]**

The Theatre Manager, or other approved person, will provide new employees with suitable health and safety induction training on the first day of their employment or as soon as practicable thereafter, advising on health and safety hazards and explaining safe systems and methods of work, including the issue of appropriate personal protective equipment, and record the issue of such equipment in the health and safety file. Refresher training will be given as necessary, particularly for new and potentially hazardous work operations. Members participating in the activities of the Society (but not employees) will be provided with the same induction training etc. as above by the head of the activity department to which they are attached.

#### **Ladders, working at heights [3.31]**

Employees and members must not use or move ladders until trained; before using a ladder, check for faults and report to your activity department head. All ladders and steps must be identified and labelled and an annual inspection carried out and details entered in the appropriate register. Care must be taken when moving ladders which must be undertaken by at least 2 people. Avoid working alone and ensure that a colleague "foots" the ladder or that they are secured before use. Ladders are not platforms and must not be used for work for longer than 15 minutes. If exceeded, a suitable working platform must be used. Vertical ladders must only be used when fitted with back rings or with a suitable harness clipped to prevent falls.

Detailed procedures for the use of ladders and working at heights will be issued during training.

#### **Young persons and children [3.33]**

All risks to young persons (under 18 years old) and children (of compulsory school age) will be assessed before they start work, taking into account their inexperience, lack of awareness of risks, and immaturity. The risk assessment should determine whether the young person or child should be prohibited from certain work or activity except (where they are over minimum school age) when it is necessary for their training, where risks are reduced as far as reasonably practicable and where proper supervision is provided by a competent person. Where a member is less than 16 years old in the current school year their involvement in a production or as a member of the Society's Youth Theatre will be subject to the Society's Child Protection Policy (Annex 12 to the Health & Safety Policy or [www.thelittletheatre.net/members\\_area/trustees.htm](http://www.thelittletheatre.net/members_area/trustees.htm))

In certain circumstances adult members will be required to undergo a DSB check.

#### **Closing message [4.2]**

Every employee and member is reminded that they have a general duty to take care of themselves and others who may be affected by their acts or omissions at work within the theatre. The Society's health and safety policy is designed to ensure that you understand the role that you and the Society must play in helping to provide a safe and healthy theatre environment. Together we must seek to identify and eliminate hazards and reduce the number of accidents to zero.