



## **Camden People's Theatre**

### **Code of Conduct and Operational Guidelines for Performers, Artists, Creatives, Freelancers & Staff**

This document is designed to clearly outline CPT's principles and expectations when it comes to the performers, artists, creatives, freelancers and staff that work in our building and for our organisation be it through programmed work, in-kind space, rehearsals, hires and through digital communication.

We welcome and encourage creative practitioners and freelancers to develop and adapt this code for their own purposes to encourage an open and collaborative working environment that is safe for everyone involved.

CPT asks that all staff, artists, freelancers and/or associated companies sign up to the Code of Conduct outlined below. Please ensure this document is shared with all company members. Printed copies are also visible in the rehearsal space and dressing room.

Breaches of this Code may result in removal from the premises, termination of engagement, or referral under CPT's Safeguarding or Disciplinary procedures.

Should you have any questions or concerns with regards to this document and/or CPT's Safeguarding Policies, please direct these to our Designated Safeguarding Officer (DSO) Kaya Stanley-Money, [kaya@cpttheatre.co.uk](mailto:kaya@cpttheatre.co.uk).

### **Code of Conduct**

As a staff member, artist, freelancer and/or representative of an associated company working with CPT, I commit to the following:

- I will not discriminate on the grounds of sex, gender identity or expression, sexual orientation, marital or civil partnership status, race, ethnicity, nationality, disability, religion or belief, age, pregnancy or maternity.
- I will recognise that each individual has a right to a working environment that encourages respectful, considerate, dignified and non-sexualised working relationships
- I agree to treat colleagues and participants with dignity and respect and will not harass or bully in any form
- I use appropriate and inclusive language that can be understood by all participants, is culturally appropriate and enables everyone to access the experience
- I work in an open, encouraging and sensitive manner to create an inclusive and supportive environment in which individual experiences, abilities and interests are acknowledged and given space to be shared
- I agree to familiarise myself with and adhere to CPT's Safeguarding Policies and procedures to ensure the safety of everyone I work with
- I understand that safeguarding children, young people and adults at risk is everyone's responsibility and I will report concerns immediately in accordance with CPT policy

- I set, agree, and monitor clear and appropriate professional boundaries to ensure the integrity of my relationships with participants and employers, including no romantic or sexual relationships where there is a power imbalance and no inappropriate exchange of gifts or money.
- I do not take on or continue with work that I cannot do safely, and ensure that I report to the appropriate person when safety is compromised
- I take active responsibility for my own welfare, behaviour and actions, and encourage and assist others to do the same
- I will comply with all applicable laws relating to slavery, forced labour and human trafficking, including the UK Modern Slavery Act 2015.
- I will avoid situations where personal interests may conflict or have the appearance of conflict of interest
- I agree to maintain professional boundaries in all digital communication.
- I will never post, share or circulate images, videos or information about participants/colleagues without appropriate consent.
- I will not engage in, encourage, or ignore cyberbullying, harassment, discrimination, or harmful online behaviour connected to CPT activity. I will immediately report any concerns about online harassment, exploitation, grooming, or cyberbullying to the DSO.

Concerns about behaviour under this Code should be reported to the Designated Safeguarding Officer or relevant senior manager.

### **Artistic Risk Management**

CPT recognises that understanding the link between creative risk (vulnerability) and psychological safety is crucial for the development of sustainable performance practices and our future artists. We encourage all visiting artists and companies to create their own Company Agreements, tap into the values of what the community holds important within the context of the work done together. Agreements may include notes on time keeping, agreement on areas of touch or language used and any other points to remove barriers to safety and increase comfort and care. CPT also requires that

- CPT must be informed ahead of time when risky scenes are being developed or rehearsed, including but not limited to intimacy, fight choreography, physically demanding choreography or psychologically intense/personal work. This is so we can support you, but also protect other staff, young people and visitors working in our building. Eg. on occasion we may need to pop into the rehearsal room to get something out of storage; we will not do this if your work requires privacy. CPT must be given a minimum of 24 hours' notice of any rehearsal or performance involving nudity or intimacy.
- Work involving risk, including but not limited to intimacy, fight choreography, physically demanding choreography or psychologically intense/personal work, should never be rehearsed alone, ie. with only two people in the room. This ensures shared accountability, consent monitoring and the psychological safety of all involved. If you need to work in this way but do not have a third team member available, please let us know so we can support you.
- All team members involved in rehearsing risky scenes, including but not limited to intimacy, fight choreography, physically demanding choreography or psychologically

intense/personal work, must read and agree to CPT's relevant Safeguarding Policy, with a particular focus on how to utilise consent in the creative process.

- Consent must be ongoing, informed, freely given, and capable of being withdrawn at any time without consequence.
- Both programmed and hire companies recognise their responsibility to audience care in terms of artistic content. All companies are required to discuss the content of their show with a member of the CPT staff (typically the Artistic Director, Venue and Programme Manager or FOH Manager) with a view to offering audiences comprehensive information on content and trigger warnings, and appropriate after care. Companies must ensure that any content warnings are agreed in advance and provided in accessible formats.

### **Our promise to you**

CPT promises to ensure that all employees, freelance workers, volunteers and associated companies and artists will be treated fairly and with respect. We will provide a working environment that is free from harassment or bullying and has systems in place to combat such behaviour. CPT is a collaborative organisation that encourages employees and artists to develop to their full potential.

### **CPT commits to:**

- Create a positive working environment
- Work with other companies and artists to create good relations
- Value everyone as individuals in their own right
- Offer flexible working hours to accommodate individual needs
- Provide training and development opportunities for all staff
- Review the company grievance procedure on an annual basis
- Review and deliver on a diversity action plan with clear and measurable objectives
- Welcome ideas to improve equality
- Review our safeguarding policy and procedures on an annual basis
- Review our bullying and harassment policy and procedures on an annual basis
- Make all of our policies and procedures available to all staff, artists and freelancers

**Signed by the staff member/freelancer/artist/on behalf of the company:**

**Date:**

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### **Operational Guidelines - in our Building**

#### **General Safety**

- Companies discovering any hazards in the building, should let a member of CPT staff know as quickly as possible.
- Companies are responsible for their personal belongings whilst in the building

- CPT staff have the final say on whether activities deemed to be high-risk can take place
- Companies must maintain tidiness and general good organisation in the dressing room, theatre, basement and technical operating position, disposing of any rubbish in the bins provided

### **Equipment provided by CPT for rehearsals**

- For rehearsals taking place in the theatre and/or basement, CPT will provide a 'rehearsal box' which contains the following:
  - A 3-channel mini PA system (Behringer Eurolive B205D) which includes a mini-jack cable where a phone/laptop/etc can be plugged in
  - 2 Microphones, plus microphone cables and mic stands
  - 13-amp extension leads for plugging in portable electricals
- Companies are responsible for turning off equipment at the end of each rehearsal before leaving the building, and returning equipment to the 'rehearsal box' as it was found at the end of their final rehearsal.
- As per our venue risk assessment, Companies rehearsing will not have access to any other equipment unless this is prearranged and approved by the Technical Manager in advance. Companies wishing to use CPT equipment over and above what we provide will need to cover the costs of technical staffing at a cost of £22 per hour with a 4-hour minimum call

### **Get-in/out/technical rehearsals**

- Companies may not use CPT equipment (including ladders and power tools) without the supervision of a CPT technician
- Any damage to equipment or building must be reported and where possible returned to original state as part of get-out

### **Storage Space**

- CPT cannot accept responsibility for the loss or damage of personal items belonging to the Company, its members or associates.
- Companies who are rehearsing for more than one day are able to leave belongings in the building during their period of rehearsal - however, storage space is subject to the needs of the venue in the evening and will therefore need to be confirmed in advance.
- The Company should ensure their set, props and personal possessions are tidily stored and clearly marked with the Company name.
- The theatre, dressing room and basement are *not* secure spaces and will be accessible during the day by CPT staff, Companies and external contractors. We therefore advise that Companies do not leave items of value unattended.
- The Company must not leave open food or drinks containers in the theatre, basement or dressing room overnight.

### **Risk Assessments**

- Companies are responsible for doing risk assessment which covers all activities they will be undertaking while rehearsing at CPT.
- CPT has a template risk assessment document which Companies are welcome to use

- As per our venue risk assessment, Companies rehearsing will not be able to use live flames, weapons/dangerous implements (including knives), cigarettes/e-cigarettes, pyrotechnics, smoke/fog/haze effects or strobe lighting during rehearsals. Companies wishing to do any of the above during rehearsals) apart from smoking/e-cigarettes, which is permissible only during public performances) will need to cover the cost of technical staffing at a cost of £22 per hour with a 4-hours minimum call.

#### **Mains powered electricals**

- As per our venue risk assessment, any mains-powered electrical equipment brought in by a Company for use during rehearsals must be PAT-tested - with the exception of electrical goods which have been purchased under a year before get-in (CPT reserves the right to ask for proof of purchase to verify this)
- Any portable device charges - including phone or laptop charges - brought in for use by Companies must either be from the device original manufacturer or alternatively from a reputable supplier

#### **Fire safety and access**

- Access and egress routes into all spaces must be preserved and cannot be blocked by CPT equipment, furniture or set
- In the basement, a 1.2m wide route between two access points must be maintained at all times
- Fire doors must not be left propped open
- Fire extinguishers must not be obstructed or moved other than in the event of a fire
- Fire Action notices must be read, adhered to and left in place

All employees, freelance workers and volunteers have the responsibility to implement this policy. This policy is fully supported by the Directors and staff and will be monitored and reviewed annually by the trustees.

**Signed by the staff member/freelancer/artist/on behalf of the company:**

**Date:**