

# Act Two Theatre Company

## Code of Conduct Policy, Guidance and Expectations

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## **Act Two Theatre Company**

### **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 costume 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 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 (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.**