



Policy Handbook

Last updated: March 2026

Next review: March 2027

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President's Foreword

Welcome to Centre Stage London.

For sixty years, Centre Stage London has brought people together through a shared love of theatre. Our productions, rehearsals and social events create opportunities for creativity, collaboration and friendship, and we are proud of the vibrant community that has grown around the society.

As a registered charity, we also have a responsibility to ensure that our activities are safe, inclusive and well-governed. This handbook sets out the core governance and operational policies that guide how Centre Stage London operates. These policies support the safe, inclusive and effective running of the society and reflect best practice for UK charities and amateur theatre organisations affiliated with the National Operatic and Dramatic Association (NODA).

They apply to everyone involved in Centre Stage London, including members, volunteers, creative teams, and trustees (the committee) participating in society activities such as auditions, rehearsals, performances, meetings, social events and online spaces connected to the society.

These policies are not intended to limit the spirit of creativity and collaboration that defines Centre Stage London. Rather, they provide a clear framework that helps ensure everyone can participate with confidence, respect and fairness.

The policies will be reviewed annually by the trustees to ensure they remain appropriate and reflect both best practice and the evolving needs of the society. These policies should be read alongside the Centre Stage London Constitution and any applicable venue or licensing requirements.

On behalf of the trustees, thank you for helping to make Centre Stage London a welcoming, inclusive and inspiring community for theatre-makers of all backgrounds.

Alexis Lambert

President, Centre Stage London

Code of Conduct

Introduction

Centre Stage London is committed to providing a welcoming, inclusive and respectful environment for everyone involved in the society. Our rehearsals, productions and social activities bring together people from a wide range of backgrounds who share a passion for theatre.

Creating successful productions requires collaboration, trust and mutual respect between performers, creative teams, production teams, volunteers and committee members. Everyone involved in the society contributes to the culture and atmosphere of the organisation.

This Code of Conduct sets out the standards of behaviour expected of anyone participating in Centre Stage London activities, helping to ensure that the society remains a positive and supportive community for all.

Purpose

The purpose of this policy is to:

- promote a respectful, inclusive and supportive environment
- ensure that all members feel safe and valued when participating in society activities
- support a productive and collaborative rehearsal and production process
- establish clear expectations for behaviour both onstage and offstage
- protect the reputation and integrity of Centre Stage London

This policy applies to all individuals involved in the society, including:

- members and performers
- creative teams (directors, musical directors, choreographers and producers)
- production teams (stage management, technical teams and crew)
- volunteers
- committee members/trustees

It applies to all society activities, including workshops, auditions, rehearsals, performances, committee/trustee meetings, AGMs, social events and online spaces connected with Centre Stage London.

Policy statement

All participants in Centre Stage London activities are expected to behave in a respectful, responsible and collaborative manner.

Members and participants should:

- treat others with courtesy, respect and kindness
- contribute positively to a collaborative rehearsal and production environment
- respect the time, effort and contribution of fellow members and volunteers
- follow the guidance and instructions of directors, stage managers and production teams
- respect rehearsal venues, theatres, costumes, props and equipment
- communicate respectfully both in person and in society-related online spaces
- contribute to an inclusive environment where everyone feels welcome and able to participate

Participants should also respect the creative process and the authority of the production team during rehearsals and performances. Artistic decisions relating to direction and production elements are the responsibility of the appointed creative team.

The following behaviour will not be tolerated:

- bullying, harassment or intimidation
- discrimination on the basis of protected characteristics
- abusive, aggressive or threatening language or behaviour
- sexual harassment or inappropriate conduct
- persistent disruption during rehearsals or performances
- behaviour that undermines the rehearsal process or the work of the production team
- behaviour that could damage the reputation of Centre Stage London

Concerns about behaviour should be raised with a member of the committee and may be addressed through the society's complaints and disciplinary procedures.

Equality, Diversity and Inclusion Policy

Introduction

Centre Stage London believes that theatre should be accessible, welcoming and inclusive for everyone. Our productions bring together people from a wide range of backgrounds who share a passion for creating and experiencing theatre. As a London-based amateur theatre society, we recognise that our membership, creative work and audiences should reflect the diversity of the city in which we operate. We are committed to fostering an environment where everyone feels respected, valued and able to participate fully. Centre Stage London recognises that creating an inclusive environment requires ongoing reflection and proactive effort to identify and remove barriers that may prevent people from participating in our activities.

Centre Stage London is part of the **London Drama Societies** collaboration, through which several London theatre societies work together to promote inclusive storytelling, fair casting practices and thoughtful programming.

This policy sets out the society's commitment to equality, diversity and inclusion in all of its activities.

Purpose

The purpose of this policy is to:

- promote equality, fairness and respect across all society activities
- ensure that participation in Centre Stage London is open to people from all backgrounds
- encourage diverse voices, perspectives and experiences within our productions and creative teams
- ensure that the society does not tolerate discrimination or exclusion
- guide decision-making in areas such as programming, casting, recruitment of creative teams and membership engagement

This policy applies to all individuals involved in Centre Stage London, including members, performers, creative teams, production teams, volunteers, and committee members/trustees.

It applies to all society activities, including auditions, rehearsals, productions, meetings, social events and communications.

Policy statement

Centre Stage London is committed to creating a theatre environment that is inclusive, respectful and free from discrimination. The society will not tolerate discrimination on the basis of characteristics protected under the Equality Act 2010, including:

- age
- disability
- gender reassignment
- marriage and civil partnership
- pregnancy and maternity
- race (including colour, nationality and ethnic origin)
- religion or belief
- sex
- sexual orientation

Centre Stage London will seek to promote equality and inclusion by:

- ensuring that auditions and participation opportunities are openly advertised and accessible
- encouraging participation from individuals who may be underrepresented in amateur theatre
- fostering a respectful and supportive environment in rehearsals, productions and society events
- promoting diverse storytelling and thoughtful consideration of how productions are staged and cast
- encouraging production teams to consider issues of representation and portrayal when selecting and staging productions
- seeking to remove barriers to participation and improve accessibility where reasonably practicable

Centre Stage London recognises that diverse perspectives strengthen both artistic work and organisational decision-making. The society will therefore encourage participation from individuals with a broad range of backgrounds and experiences in committee, creative and leadership roles.

The committee and trustees are responsible for promoting and supporting the implementation of this policy across the society's activities. All creative teams, volunteers and members share responsibility for contributing to an inclusive environment and for treating others with fairness, respect and dignity.

Concerns about discrimination or exclusion should be raised with the committee or trustees and may be addressed through the society's complaints and disciplinary procedures.

Anti-Bullying and Harassment Policy

Introduction

Centre Stage London is committed to providing a creative environment that is welcoming, respectful and free from bullying and harassment.

Theatre is a collaborative art form that brings together people with different experiences, perspectives and personalities. While rehearsals and productions may involve exploring challenging emotions and themes, this must never come at the expense of personal safety, dignity or respect.

Everyone involved in Centre Stage London activities has the right to participate in an environment where they feel safe, valued and able to contribute fully.

This policy sets out the society's approach to preventing and addressing bullying and harassment.

Purpose

The purpose of this policy is to:

- ensure that all participants are treated with dignity and respect
- provide clear definitions of bullying and harassment
- encourage individuals to raise concerns if they experience or witness unacceptable behaviour
- outline how concerns will be addressed by the society

This policy applies to all individuals involved in Centre Stage London activities, including:

- members and performers
- creative teams and production teams
- volunteers
- committee members/trustees
- guests participating in society activities

It applies to all society activities, including auditions, rehearsals, performances, meetings, social events and online spaces connected with Centre Stage London.

Policy statement

Centre Stage London does not tolerate bullying, harassment or victimisation of any kind.

Harassment

Harassment is any unwanted physical, verbal or non-verbal behaviour that violates a person's dignity or creates an intimidating, hostile, degrading or offensive environment. A single incident may constitute harassment.

Harassment may be related to characteristics protected under the Equality Act 2010, including age, disability, gender reassignment, race, religion or belief, sex or sexual orientation, but unacceptable behaviour will not be tolerated even if it does not fall within a protected category.

Examples of harassment may include:

- unwanted physical contact or inappropriate touching
- unwelcome sexual advances or suggestive comments
- offensive jokes, comments or language
- derogatory remarks relating to a person's background or identity
- offensive messages or content shared through email, messaging platforms or social media

A person may experience harassment even if they are not the direct target of the behaviour.

Bullying

Bullying is behaviour that is offensive, intimidating, malicious or insulting and that undermines, humiliates or threatens another person.

Examples may include:

- aggressive or threatening behaviour
- persistent criticism intended to undermine someone
- intimidation or misuse of authority
- deliberately excluding someone from activities or communications

Constructive feedback, reasonable direction from directors or production teams, and artistic critique delivered respectfully do not constitute bullying.

Physical Contact and Intimacy in Rehearsal and Performance

The rehearsal and performance process may involve choreography, staged combat or moments of physical contact or intimacy between performers. These situations should always be approached professionally and with respect for personal boundaries.

Participants have the right to express concerns about physical contact and to discuss appropriate staging with the production team.

should approach the staging of these moments with care and transparency. Where appropriate, productions are encouraged to make use of trained intimacy coordinators or equivalent guidance to support a safe and respectful rehearsal process.

Reporting Concerns

Anyone who experiences or witnesses bullying or harassment is encouraged to raise the issue.

Where possible, concerns may first be raised informally with the person involved. However, individuals are not expected to confront behaviour that makes them uncomfortable.

Concerns may be raised with a member of the committee (trustees), who will treat the matter seriously and seek to address it appropriately.

If necessary, concerns may be addressed through the society's complaints and disciplinary procedures.

Protection from Victimisation

Individuals who raise concerns or participate in investigations in good faith will be supported and must not suffer any form of retaliation or victimisation as a result.

All complaints will be treated as confidentially as possible and handled with sensitivity and fairness.

Shared Responsibility

All members, teams and volunteers share responsibility for creating an environment free from bullying and harassment. Participants are encouraged to challenge inappropriate behaviour where it is safe to do so and to support others who may be affected.

Safeguarding Policy

Introduction

Centre Stage London is committed to providing a safe, respectful and supportive environment for everyone involved in the society.

Our activities bring together performers, volunteers, creative teams and committee members in a collaborative creative environment. The society aims to ensure that all participants feel safe, valued and able to contribute fully to rehearsals, productions and other activities.

Although Centre Stage London does not ordinarily work with children or young people, we recognise our responsibility to promote the wellbeing and safety of those who participate in our activities and to respond appropriately if safeguarding concerns arise.

This policy sets out the society's approach to safeguarding and the steps that should be taken if concerns about an individual's welfare arise.

Purpose

The purpose of this policy is to:

- promote the safety and wellbeing of those participating in Centre Stage London activities
- ensure that safeguarding concerns are recognised and addressed appropriately
- provide guidance on how concerns should be reported and handled
- clarify the society's responsibilities where individuals may require additional support or protection

This policy applies to all individuals involved in Centre Stage London activities, including members, performers, volunteers, creative teams, production teams, and committee members/trustees.

It applies to all society activities, including auditions, rehearsals, performances, meetings, social events and online spaces connected with Centre Stage London.

Policy statement

Centre Stage London is committed to fostering an environment in which all participants feel safe, respected and supported.

Safeguarding Adults

The society recognises that some individuals may be considered adults at risk, meaning a person aged 18 or over who may require additional care or support due to factors such as disability, illness or other personal circumstances.

This may include individuals who are neurodivergent, such as autistic people or individuals with ADHD or other neurological differences. Centre Stage London recognises that neurodivergent members may experience rehearsal environments, communication styles or production processes differently.

Where appropriate and reasonably practicable, the society will seek to make adjustments that support members in participating safely and comfortably in its activities.

Members are encouraged to communicate any needs or concerns to the production team or committee so that appropriate support can be considered.

Children and Young People

Centre Stage London does not normally work with children or young people.

If a production or activity requires the involvement of individuals under the age of 18, the society will undertake an appropriate risk assessment and ensure that suitable safeguarding measures are put in place before auditions or participation begin. This may include appointing a safeguarding lead, ensuring appropriate supervision and complying with relevant legal requirements.

Rehearsal Environment and Communication

Rehearsal and production environments can be demanding, and the society encourages production teams to foster an environment where participants feel comfortable raising concerns or discussing any support needs.

Production teams are encouraged to communicate rehearsal expectations clearly and provide structure where possible. This may include sharing rehearsal schedules in advance, outlining the goals for each rehearsal and allowing reasonable time for questions or clarification. Clear communication and predictable rehearsal processes can help ensure that all members, including those who are neurodivergent, are able to participate comfortably and effectively.

Responding to Safeguarding Concerns

If a member has concerns about the welfare or safety of an individual participating in Centre Stage London activities, they should raise the matter with a member of the committee or trustees as soon as possible. Concerns will be taken seriously and addressed in a timely and confidential manner. Where necessary, advice or assistance may be sought from appropriate external organisations or authorities.

Responsibilities

The committee and trustees are responsible for promoting a culture of safety and wellbeing within Centre Stage London and for responding appropriately to safeguarding concerns.

The elected Diversity Officer on the Committee will act as a Safeguarding Contact who can be approached confidentially if safeguarding concerns arise.

All members share responsibility for helping to create a safe and respectful environment and for raising concerns where they believe someone's wellbeing may be at risk.

Complaints and Disciplinary Procedure

Introduction

Centre Stage London aims to maintain a positive, respectful and collaborative environment for everyone involved in the society.

Most concerns or misunderstandings can be resolved informally through open communication. However, there may be occasions where behaviour, conduct or decisions give rise to concerns that require formal consideration.

This procedure outlines how complaints or concerns may be raised and how they will be handled by the society. It aims to ensure that concerns are addressed fairly, consistently and in a timely manner, while maintaining respect and dignity for everyone involved.

Purpose

The purpose of this procedure is to:

- provide a clear process for raising concerns or complaints
- ensure that complaints are handled fairly, confidentially and consistently
- support the resolution of issues wherever possible
- provide trustees with a framework for addressing breaches of the society's policies

This procedure applies to concerns relating to behaviour, conduct or actions that may breach the society's policies, including the Code of Conduct, Equality, Diversity and Inclusion Policy, Anti-Bullying and Harassment Policy or Safeguarding Policy.

This procedure applies to all individuals involved in Centre Stage London activities, including members, performers, volunteers, production teams and trustees.

Policy statement

Centre Stage London encourages concerns to be raised promptly so that they can be addressed constructively.

Informal Resolution

Where appropriate, individuals are encouraged to resolve concerns informally in the first instance. This may involve discussing the issue directly with the individual concerned or seeking assistance from a member of the production team or trustees. Many issues can be resolved through open discussion and mutual understanding. Individuals are not expected to address concerns directly if they feel uncomfortable doing so.

Raising a Formal Complaint

If a concern cannot be resolved informally, or if the issue is serious, a formal complaint may be raised with any committee member (trustee).

Complaints should normally include:

- a description of the concern or incident
- the individuals involved (where known)
- the date or context in which the issue occurred
- any relevant supporting information

Complaints may be made verbally or in writing. Where possible, written complaints are encouraged to ensure clarity.

Investigation

Where appropriate, the committee/trustees may carry out an investigation into the concern.

This may involve:

- appointing a sub-group of committee members to investigate the concern
- speaking with the individual raising the concern
- speaking with the individual or individuals involved
- gathering information from other relevant parties

Investigations will be conducted as fairly and confidentially as possible. Information will only be shared with those who need to be involved in resolving the matter.

Committee members/trustees will normally acknowledge receipt of a complaint and provide an indication of how the matter will be handled.

Outcomes

After considering the matter, the trustees may take one or more of the following actions:

- facilitate a discussion or mediation between those involved
- issue informal guidance or a warning
- issue a formal warning
- remove an individual from a specific production or activity
- remove an individual from a creative team
- suspend or terminate membership of the society
- remove an individual from a committee/trustee position where appropriate

Any action taken will be proportionate to the circumstances of the case.

Complaints Involving Committee Members/Trustees

If a complaint concerns the conduct of a trustee, that individual must not take part in any discussion, investigation or decision relating to the complaint.

The complaint should normally be raised with another committee member/trustee.

The remaining committee members/trustees will determine how the complaint should be investigated and resolved.

Where appropriate, the trustees may appoint an independent individual or seek external advice to ensure that the matter is handled fairly and without conflict of interest.

Any trustee who is the subject of a complaint must recuse themselves from all related discussions and decisions until the matter has been resolved.

Serious Incidents

In rare cases, an incident may be considered sufficiently serious to require escalation beyond the society.

Trustees have a responsibility to consider whether certain incidents should be reported to relevant authorities or regulators, including the Charity Commission. This may include incidents involving:

- serious harm to individuals involved in the society's activities
- criminal behaviour
- safeguarding concerns
- significant financial loss or damage to the society's assets
- serious reputational harm to the society

Where appropriate, trustees will determine whether further reporting or action is required.

Confidentiality and Fairness

All parties involved in a complaint will be treated with respect and fairness throughout the process.

Complaints will be handled as confidentially as possible. However, complete confidentiality cannot always be guaranteed where information must be shared in order to investigate or resolve the matter.

Individuals involved in a complaint should avoid discussing the matter publicly while it is being considered.

Malicious or Vexatious Complaints

Complaints that are found to be deliberately malicious or knowingly false may themselves be treated as a breach of the society's Code of Conduct.

Appeals

If an individual believes a complaint has not been handled appropriately, they may request that the committee/trustees review the decision. Where appropriate, the trustees may seek independent advice when reviewing an appeal.

The committee/trustees will consider whether the process was followed fairly and whether any further action is required.

Leadership Responsibility

Trustees hold positions of responsibility within the society and are expected to model respectful and appropriate behaviour at all times.

They have an additional responsibility to foster a positive and inclusive environment within rehearsals, productions and society activities.

Concerns regarding the conduct of committee/trustees will therefore be considered with particular care to ensure fairness, transparency and accountability.

Responsibility

The committee/trustees are responsible for implementing this procedure and ensuring that complaints are handled fairly and appropriately.

The committee may maintain a confidential record of complaints in order to monitor recurring issues and help improve the society's activities.

Auditions and Casting Policy

Introduction

Auditions are an important part of the creative process at Centre Stage London. They provide an opportunity for members to demonstrate their abilities and for creative teams to assemble a cast that will best realise the artistic vision of a production.

The society is committed to running auditions in a fair, respectful and supportive environment where participants feel able to perform at their best.

Centre Stage London is part of the London Drama Societies collaboration, through which several London theatre societies work together to promote inclusive storytelling, fair casting practices and thoughtful production processes.

Casting decisions are an essential creative responsibility of the production's director and creative team. This policy aims to provide transparency around how auditions are conducted while recognising the artistic judgement required when casting a production.

Purpose

The purpose of this policy is to:

- ensure that auditions are conducted fairly and respectfully
- provide clarity about how casting decisions are made
- promote equal opportunity for participation in productions
- support a positive and professional audition environment
- ensure alignment with the society's Equality, Diversity and Inclusion commitments

This policy applies to all auditions organised by Centre Stage London for its productions.

It applies to all individuals involved in the audition and casting process, including performers, creative teams and committee/trustees.

Policy statement

Centre Stage London is committed to providing open and inclusive opportunities for participation in its productions.

Membership Requirement

Auditions for Centre Stage London productions are open to members of the society. Individuals must hold a valid Centre Stage London membership in order to audition for a production. Membership is typically valid for one year and entitles members to audition for any productions staged by the society during that period.

Members cast in a production must maintain a valid membership for the entire duration of the production, including rehearsals, performances and through to the completion of get-out.

Membership of Centre Stage London entitles individuals to audition for productions but does not guarantee casting, as casting decisions are based on the artistic requirements of each production.

Casting decisions are made independently for each production. Previous casting in Centre Stage London productions does not guarantee or influence casting in future productions.

Open Auditions

Auditions will normally be advertised clearly in advance to ensure that all members have the opportunity to participate, and that potential new members have the opportunity to join. Audition workshops will be open to all, including non-members, but individuals must be members of Centre Stage London in order to audition for a production.

Audition notices will normally include:

- audition dates and location
- information about the production and the creative team
- roles available (with detail on casting breakdown)
- audition requirements where applicable

The society aims to ensure that audition processes are accessible and clearly communicated.

Audition Panel

Auditions will normally be conducted by the director and members of the creative team. We encourage teams to keep audition panels small and limited to key members of the team.

In order to support transparency and fairness, a member of the Centre Stage London committee (trustees) will also be present during auditions. This will usually be the President, although another trustee may attend where appropriate. The role of the trustee on the audition panel is to observe the process, provide support and guidance to creative teams, help ensure that auditions are conducted in line with the society's policies and ensure members are treated without bias.

Casting decisions remain the responsibility of the director.

Audition Environment

Auditions should be conducted in a respectful and supportive environment.

Participants should be treated with courtesy and professionalism, and reasonable efforts should be made to ensure that auditionees feel comfortable and able to perform at their best.

Creative teams are encouraged to provide clear instructions during auditions and to foster a constructive atmosphere.

Casting Decisions

Casting decisions are the responsibility of the director, in consultation with the panel.

Decisions will be based on a range of artistic considerations, including:

- suitability for the role
- vocal, acting and performance ability
- chemistry and balance within the overall cast
- the overall artistic vision of the production

While the society aims to provide opportunities for participation across its membership, casting decisions ultimately reflect the creative judgement of the director.

Participants are expected to respect casting decisions and the artistic judgement of the production team.

Equality, Diversity and Inclusion

Centre Stage London is committed to promoting equality, diversity and inclusion within its productions.

Where roles are not defined by specific characteristics in the script, creative teams are encouraged to consider casting performers from a wide range of backgrounds and experiences.

Creative teams are encouraged to approach casting with an open mind and to avoid assumptions based on traditional casting practices where these are not required by the script or story.

Where particular characteristics are central to a role or narrative, casting decisions may reflect those requirements. If for reasons within the story a role is only open to people of a certain race/ethnicity/look, then this should be explicit in the audition notice.

Storytelling and Representation

Centre Stage London recognises the importance of diverse storytelling in theatre.

Creative teams are encouraged to consider the context of productions, the stories being told and how characters are portrayed. Productions should avoid reinforcing harmful stereotypes and should give thoughtful consideration to issues of representation.

Where productions involve culturally specific themes, characters or narratives, creative teams should consider how these stories are presented and may seek advice or guidance where appropriate.

The society supports productions that reflect a wide range of perspectives and experiences and encourages thoughtful discussion when staging works that may raise questions around representation or portrayal.

Communication of Results

The society recognises that audition outcomes can be disappointing. Casting decisions should therefore be communicated respectfully and in a timely manner. Given the high volume of auditions, detailed feedback cannot always be provided. Participants are expected to respect the casting process and the decisions of the creative team.

Conduct During Auditions

All participants in the audition process are expected to behave respectfully towards others.

Bullying, harassment or inappropriate behaviour during auditions will not be tolerated and may be addressed through the society's Code of Conduct and Complaints Procedure.

Conflicts of Interest

If a member of the creative team or trustees has a personal relationship with an auditionee, they should be mindful of potential conflicts of interest and ensure that casting decisions remain fair and transparent.

Responsibility

Production teams are responsible for implementing this policy during the audition and casting process.

Committee/trustees retain overall responsibility for ensuring that auditions are conducted in line with the society's policies.

Rehearsal and Production Conduct Policy

Introduction

Producing theatre requires collaboration, commitment and mutual respect between performers, creative teams, production teams and volunteers.

Centre Stage London aims to create a rehearsal and production environment that is supportive, inclusive and professional. Everyone involved in a production contributes to the atmosphere and culture of the rehearsal room and backstage environment.

This policy sets out the expectations for conduct during rehearsals, technical rehearsals, performances and other production-related activities.

Purpose

The purpose of this policy is to:

- promote a respectful and collaborative rehearsal environment
- support effective and productive rehearsals and performances
- ensure that expectations around attendance, communication and behaviour are clear
- reinforce the society's commitment to safety, inclusion and wellbeing

This policy applies to all individuals involved in Centre Stage London productions, including performers, creative teams, production teams, volunteers and committee/trustees.

It applies to rehearsals, technical rehearsals, performances and other production-related activities.

Policy statement

All participants in Centre Stage London productions are expected to contribute to a positive and respectful rehearsal and performance environment.

Respect and Professional Conduct

Participants should treat others with courtesy, respect and professionalism at all times.

Everyone involved in a production contributes their time and energy on a voluntary basis. Members should respect the contributions of fellow cast members, creative teams and production teams.

Bullying, harassment or inappropriate behaviour will not be tolerated and may be addressed through the society's Code of Conduct and Complaints Procedure.

Authority of the Production Team

The director and production team are responsible for the artistic and practical delivery of a production.

Participants are expected to follow the direction and guidance of the director, stage management and production team during rehearsals and performances.

Creative decisions relating to staging, character interpretation, choreography and musical direction remain the responsibility of the creative team.

During technical rehearsals and performances, participants must follow the directions of stage management, who are responsible for the safe and efficient running of the production. Stage management instructions relating to cues, backstage movement and technical requirements must be followed at all times.

Attendance and Commitment

Participants cast in a production are expected to attend rehearsals as required and to communicate promptly if they are unable to attend.

Regular attendance is essential for the success of a production. Persistent absence or lack of preparation may affect an individual's continued participation in the production.

Production teams will normally communicate rehearsal schedules in advance to support planning and preparation.

Communication and Rehearsal Structure

Clear communication supports a positive rehearsal environment.

Production teams are encouraged to provide rehearsal schedules in advance and to communicate expectations for each rehearsal where possible.

Providing structure and clarity in rehearsals can help ensure that all members, including those who are neurodivergent, are able to participate comfortably and effectively.

Participants are encouraged to raise questions or concerns respectfully with the production team where clarification is needed.

Physical Contact and Intimacy

Rehearsals and performances may involve choreography, staged combat or moments of physical contact or intimacy between performers. These situations should always be approached professionally and with respect for personal boundaries. Participants have the right to raise concerns about physical contact and to discuss appropriate staging with the production team.

Where productions involve scenes of intimacy or significant physical contact, creative teams should approach these moments with care and transparency. Where appropriate, productions may make use of trained intimacy coordinators or equivalent guidance to support a safe and respectful rehearsal process.

Backstage Conduct

Participants should respect rehearsal and performance spaces, dressing rooms and backstage areas. Members should follow any guidance from stage management relating to safety, technical requirements and venue rules. No alcohol is permitted to be drunk backstage prior to or during a performance. Costumes, props and technical equipment should be treated with care.

Get-In and Get-Out

Productions rely on the support and cooperation of the whole company. Cast members are normally expected to assist with get-in (the preparation and setup of the production in the venue) and get-out (the dismantling and removal of sets, props and equipment after the final performance), where reasonably possible. The production team will communicate any expectations or schedules relating to get-in and get-out in advance.

Safety and Wellbeing

All participants share responsibility for maintaining a safe and supportive environment during productions. Any concerns relating to safety, wellbeing or safeguarding should be raised with a member of the production team or trustees.

Responsibility

Production teams are responsible for communicating expectations for rehearsals and performances. Committee/trustees retain overall responsibility for ensuring that productions operate in accordance with the society's policies.

Photography and Recording Policy

Introduction

Photography and video recording are an important part of documenting and promoting Centre Stage London's productions and activities. Images from rehearsals, performances and events may be used to market productions, celebrate the work of the society, promote future productions and maintain an archive of its activities.

Centre Stage London recognises that performers and participants may have concerns about how their image is used or represented. The society aims to ensure that photography and recording are conducted in a respectful and transparent way that supports both the comfort of participants and the effective promotion of productions.

This policy applies to both still photography and video recording.

Purpose

The purpose of this policy is to:

- provide guidance on the appropriate use of photography and recording
- ensure transparency around how images may be used
- support the promotion and documentation of Centre Stage London's activities
- ensure that participants are treated respectfully in the use of their image

This policy applies to photography and recording during Centre Stage London rehearsals, performances and related activities.

Policy statement

Centre Stage London may take photographs or video recordings during auditions, rehearsals, performances and society events for promotional, archival and publicity purposes.

Images may be used in materials including:

- the society's website
- social media channels
- marketing materials and posters
- programmes and publicity for productions

Participants in Centre Stage London activities should therefore expect that photographs or recordings may be taken as part of the normal documentation and promotion of productions.

Membership Acknowledgement and Consent

By becoming a member of Centre Stage London, individuals acknowledge that photography and video recording may take place during rehearsals, performances and other society activities.

These images or recordings may be used by the society for promotional, archival or publicity purposes, including use on the society's website, social media channels and other marketing materials. Recordings made during auditions are used only by the audition panel for review purposes and never used for marketing or shared more widely.

Members who do not wish their image to be used in this way should inform the trustees or production team in advance so that reasonable steps can be taken to respect their preferences where possible.

While the society will make reasonable efforts to respect individual preferences, it may not always be possible to exclude individuals from large group or performance photographs.

Respectful Representation

Images used by Centre Stage London should present participants in a respectful and appropriate manner.

Where possible, participants will be informed if their image is being used prominently in marketing materials such as posters or major promotional campaigns.

Significant alterations to images that materially change an individual's appearance should not be made without appropriate consideration.

If a participant raises a concern about the use of an image, the society will consider the concern seriously and seek a reasonable resolution where possible.

Photography During Rehearsals and Performances

Photography sessions, rehearsal photography and dress rehearsal photography may be organised by the production team.

Where possible, participants should be informed in advance when photography will take place so that they can prepare accordingly.

Photography should not disrupt rehearsals or performances.

Photography or recording during performances may be restricted depending on venue rules, licensing requirements or the nature of the production.

Personal Photography

Members should be respectful when taking photographs or recordings during rehearsals or society events.

Images or recordings of other participants should not be shared publicly without consideration for their privacy and consent.

Photography and recording should not interfere with rehearsals, performances or backstage activity. No personal recordings of productions should take place that may violate licensing requirements.

Responsibility

Production teams and committee/trustees are responsible for ensuring that photography and recording associated with Centre Stage London productions are conducted in line with this policy. Participants are encouraged to raise questions or concerns respectfully with the production team where clarification is needed.

Social Media Policy

Introduction

Social media plays an important role in promoting Centre Stage London productions and maintaining connections with members, expired/future members, audiences and the wider theatre community.

Members are encouraged to celebrate and promote the society's activities online. At the same time, social media should be used responsibly and respectfully to ensure that the reputation of the society and the wellbeing of its members are protected.

This policy sets out expectations for the use of social media in relation to Centre Stage London.

Purpose

The purpose of this policy is to:

- promote positive and responsible use of social media
- protect the reputation of Centre Stage London
- encourage respectful communication between members
- provide guidance on how the society is represented online

This policy applies to all individuals involved in Centre Stage London activities, including members, performers, volunteers, production teams and committee/trustees.

Policy statement

Centre Stage London encourages members to use social media to support and promote the society's productions and activities.

When posting about Centre Stage London, productions or fellow members, individuals are expected to behave respectfully and responsibly.

Respectful Communication

Members should not use social media to:

- harass, intimidate or bully other members
- post abusive, discriminatory or offensive content
- publicly criticise or undermine fellow members or productions in a way that could cause harm to individuals or the society

Concerns or disagreements relating to society activities should be raised through appropriate internal channels rather than through public social media discussions. Behaviour on social media that breaches the society's Code of Conduct or Anti-Bullying and Harassment Policy may be addressed through the society's Complaints and Disciplinary Procedure.

Representing the Society

Only authorised individuals may post on official Centre Stage London social media accounts.

Members should not present personal opinions as the official views of the society. Where members identify themselves online as being involved with Centre Stage London, they should take care that their online behaviour does not damage the reputation of the society.

Sharing Images and Production Content

Members are encouraged to share promotional materials and official images released by the society. When sharing images or recordings from rehearsals or productions, members should do so responsibly and with consideration for the privacy of others.

Members should avoid sharing content that reveals confidential production elements or surprises prior to opening night where this has been requested by the production team.

Responsibility

Committee/trustees are responsible for overseeing the society's official social media presence and ensuring that it reflects the values and standards of Centre Stage London.

Privacy and Data Protection Policy

Introduction

Centre Stage London is committed to protecting the privacy and personal data of its members, supporters, audiences and website users.

This policy explains how Centre Stage London collects, uses, stores and protects personal information in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

Centre Stage London is a registered charity in England and Wales (Charity No. 279647).

Purpose

The purpose of this policy is to:

- explain what personal data Centre Stage London collects
- explain how and why personal data is used
- ensure transparency about how information is stored and protected
- inform individuals of their rights in relation to their personal data

This policy applies to personal data collected through membership, mailing lists, ticketing systems, donations, website interactions and other society activities.

Policy statement

Centre Stage London will collect and process personal data responsibly and only for legitimate purposes related to the operation of the society.

Personal data will not be sold or shared with third parties for marketing purposes.

Personal Data We Collect

Depending on your relationship with Centre Stage London, we may collect personal data including:

- name
- email address
- contact details
- membership information
- donation or payment information
- correspondence relating to society activities

We only collect the information necessary to manage the society's activities and communicate with members, supporters and audiences.

How We Use Personal Data

Personal data may be used for the following purposes:

- managing society membership
- organising productions and auditions
- communicating with members about rehearsals, events and activities
- administering mailing lists and newsletters
- processing ticket sales or donations
- maintaining financial and membership records required for charity administration

Personal data will only be used for the purposes for which it was collected.

Legal Basis for Processing

Under UK GDPR, Centre Stage London processes personal data under one or more of the following lawful bases:

- Legitimate interest – to manage membership and operate the society
- Consent – where individuals have opted in to receive marketing communications
- Legal obligation – where data must be retained for financial or regulatory purposes

Sharing Personal Data

Centre Stage London does not sell personal data.

Personal data may be shared with trusted service providers where necessary to operate the society. This may include:

- ticketing platforms
- payment processing providers
- email or membership management systems
- professional advisers such as accountants

These providers are required to handle personal data securely and in accordance with data protection legislation.

Data Storage and Retention

Centre Stage London will store personal data securely and only for as long as necessary for the purposes for which it was collected.

Membership and financial records may be retained for legal and accounting purposes.

Where personal data is no longer required, it will be securely deleted or anonymised.

Individual Rights

Under UK GDPR, individuals have several rights regarding their personal data. These include the right to:

- access personal data held about them
- request correction of inaccurate data
- request deletion of personal data where appropriate
- restrict or object to the processing of personal data
- withdraw consent for marketing communications
- request a copy of their data in a portable format

Requests relating to personal data will normally be responded to within one month.

Individuals also have the right to lodge a complaint with the Information Commissioner's Office (ICO) if they believe their data has been handled improperly.

Security

Centre Stage London takes reasonable steps to ensure that personal data is stored securely and accessed only by those who require it to carry out society activities.

Contact

If you have questions about this policy or how Centre Stage London handles personal data, you can contact the Committee Treasurer at: treasurer@centrestage.london

Health and Safety Policy

Introduction

Centre Stage London is committed to providing a safe environment for members, volunteers, audiences and anyone involved in the society's activities.

Producing theatre involves rehearsals, performance venues, stage equipment and set construction, all of which require appropriate attention to safety. The society aims to minimise risks and ensure that activities are carried out in a responsible and safe manner.

This policy outlines the society's approach to health and safety during its activities.

Purpose

The purpose of this policy is to:

- promote the health and safety of individuals participating in Centre Stage London activities
- ensure that reasonable steps are taken to identify and manage risks
- encourage safe working practices during rehearsals, performances and production activities

This policy applies to all Centre Stage London activities, including rehearsals, performances, set construction, technical rehearsals and other production-related work.

Policy statement

Centre Stage London is committed to maintaining a safe environment for everyone involved in its activities.

The society will take reasonable steps to identify and manage potential risks associated with its productions and events.

Responsibilities

Committee/trustees have overall responsibility for ensuring that health and safety is considered in the planning and delivery of Centre Stage London activities.

Production teams are responsible for ensuring that rehearsals, technical rehearsals and performances are conducted safely and that any specific risks associated with a production are appropriately managed.

All members share responsibility for acting safely and following any guidance provided by production teams or venue staff.

Safe Working Practices

Production teams should consider any specific risks associated with staging, choreography, set construction or technical effects and ensure that appropriate precautions are taken.

Participants in Centre Stage London activities are expected to:

- follow instructions from production teams and venue staff relating to safety
- use equipment, props and costumes responsibly
- avoid behaviour that could place themselves or others at risk
- report hazards or safety concerns to the production team or trustees

Participants should take particular care in relation to backstage areas, stage equipment, set construction and technical elements of productions.

Venue Safety

Centre Stage London productions often take place in external venues.

Members must follow the safety rules and guidance provided by venue staff, including fire safety procedures and any restrictions relating to backstage areas, equipment or access.

Accidents and Incidents

Any accident, injury or safety concern occurring during a Centre Stage London activity should be reported to the production team and subsequently the committee as soon as possible, using an accident report form (available from the committee).

Where necessary, appropriate action will be taken to ensure the safety and wellbeing of those involved.

Responsibility

Committee/trustees retain overall responsibility for ensuring that health and safety considerations are taken into account in the society's activities. Production teams are responsible for managing health and safety during rehearsals, technical rehearsals and performances. All members share responsibility for acting safely and contributing to a safe and responsible environment.

Definitions

For the purposes of this handbook:

Member

An individual who holds a valid Centre Stage London membership.

Trustees / Committee

The elected committee members who act as trustees of the charity and are responsible for the governance of the society.

Production Team

Individuals responsible for the delivery of a specific production, which may include the director, musical director, choreographer, stage management team and technical team.

Creative Team

Individuals responsible for the artistic interpretation of a production.

Policy Review

These policies will be reviewed periodically by the trustees to ensure they remain appropriate, effective and aligned with current legislation and best practice. Minor amendments may be made by the trustees where necessary. Significant policy changes will normally be communicated to members.

Last updated: March 2026

Next scheduled review: March 2027

Trustee Authority

The trustees of Centre Stage London are responsible for the governance and administration of the society and for ensuring that its activities are conducted in accordance with its constitution, charitable obligations and applicable laws.

While these policies provide guidance for the operation of the society, they cannot anticipate every circumstance that may arise.

The trustees therefore retain the authority to make reasonable decisions in situations where the application of these policies requires interpretation or where circumstances fall outside the scope of the handbook. Any such decisions will be made in good faith and in the best interests of the society and its members.