

The Friends of Streatham Hill Theatre (FoSHT) is a small charity run entirely by volunteers so its policies reflect the level of activity and risk involved in its campaigning activities. Where suitable policy guidance is made available by national bodies such as the NCVO it will be adopted by reference. FoSHT's policies are subject to regular review, and to updates should the activities or risk significantly change.

1. Governance

- FoSHT is governed by its Constitution (see separate document), its Policies (in this document) and its Rules (see separate document).
- FoSHT is overseen by a board of Trustees appointed as defined in the Constitution.
- FoSHT is managed by a Steering Group confirmed by the Trustees.
- Members exercise oversight through General Meetings as per the Constitution.
- Governance of FoSHT activities is covered by a separate Governance document.

2. Ethics

- FoSHT has adopted the NCVO Charity Ethical Principles, and the Charity Governance Code for Smaller Charities (see separate documents).

3. Equality, Diversity and Safeguarding

- FoSHT and its activities shall be open to all those described in the Constitution.
- Selection of Art is governed by a policy addressed in a separate document.
- FoSHT aims to create a safe and welcoming atmosphere where everyone is respected and valued, assisted by NCVO guidance (see ncvo.org.uk).
- FoSHT will not tolerate any inappropriate, discriminatory, harassing, threatening, bullying or abusive behaviour or neglect of any kind.
- Rights of admission to activities are reserved (see 5 below).
- FoSHT has a Policy for handling of concerns and issues (see 10 below).

4. Health and Safety

- Health and safety shall be considered as an integral part of all activities and facilities, and not as an optional add-on.
- Risk assessments shall be made and appropriate procedures and/or mitigations determined (in advance or dynamically), where unusual or exceptional risks may occur.
- Appropriate laws and regulations, such as Smoke-free, CDM and HSAW, shall apply as necessary.

5. Participation

- Participation in activities is subject to the Constitution, Policies and Rules.
- FoSHT (and any venues or online services in use) reserve all rights of admission to all our activities.
- It may be necessary to cancel, postpone, curtail or amend activities due to unforeseen circumstances or incidents, health and safety or safeguarding concerns etc.
- Tickets may be required and/or fees may be charged, and are subject to the Constitution, Policies and Rules.
- We may require any person to leave, and may ban them from further events, at our discretion. We may report persons to the appropriate authorities for appropriate action.
- Children and vulnerable adults must be accompanied by a responsible adult.
- Searches of people and possessions may be required.
- Activities may be recorded as images, video and audio for archive and publicity purposes (but this may be restricted by performance licensing conditions), subject to the Data Protection Policy (see separate document).

6. Accounting

- The Treasurer is responsible for accounting Policies, which shall be in accord with English law and practice, and subject to ratification by the Trustees.
- The accounting Policies shall be recorded in the annual financial statements.
- The Steering Group may define Rules, and the Treasurer procedures, to ensure Policies are complied with.
- The Constitution restricts payments to Trustees.

- No volunteers, including Trustees, are to be paid for their work.
- Pre-approved, authorised, and reasonable expenses may be paid following the expenses procedure defined by the Treasurer.

7. Data Management

- 'Data' encompasses all information, communications etc. relating to the administration of FoSHT and its activities.
- 'Personal data' is data about individuals governed by legislation (e.g. GDPR) and is subject to the Data Protection Policy (see separate document).
- 'Publicity data' is data used to publicise FoSHT and its activities. It can include mixed media, for example images, video, audio and written copy, and published on various platforms, for example websites, social media, printed material.
- Data shall be managed under controlled processes, including document management, security, backup etc. (see separate documents).
- Data may be stored on computer databases or by service providers for the purposes of administration and communication.
- Personal Data shall not be passed to other parties unless required by law or legal judgement.
- Personal Data shall be retained only while it is required for ongoing administration and communication purposes or as required by law, and securely deleted/destroyed when no longer required.
- Publicity data will be published and also retained indefinitely as an archive of FoSHT and its activities.
- Specifically:
 - Personal data collected from all classes of members and others interested in FoSHT shall be stored and managed by the Membership Secretary.
 - Email/voicemail enquiries and responses shall be stored in the *info@* mailbox and should be deleted from other accounts when completed.
 - Meeting notices, agendas, nominations and minutes (both public and internal) will be managed by the Secretary.
 - Accounting information (both public and internal) will be managed by the Treasurer (see 6 above).

8. Confidentiality and Privacy

- FoSHT handles confidential information and data belonging to the organisation, second-parties and third-parties. This information and data shall be kept confidential under the terms of contracts, non-disclosure agreements, other agreements or legislation.
- FoSHT holds private information and data regarding contacts, which shall be kept private under the terms of any agreements and/or legislation.
- See [Data Management 7](#) above.

9. Food & Drink

- Food and drink shall only be supplied in sealed pre-packaged containers, or decanted from pre-packaged containers.
- Alcohol supply shall be subject to licensing laws and regulations, including weights and measures, e.g. for drinks not served pre-packaged
 - beer, lager, cider: $\frac{1}{3}$ pint, $\frac{1}{2}$ pint, $\frac{2}{3}$ pint or multiples of $\frac{1}{2}$ pint
 - wine*: 125ml, 175ml, or multiples of 125ml or 175ml
 - gin, rum, vodka and whisky*: 25ml, 35ml or multiples of 25ml or 35ml
 - *The sizes used must be clearly displayed
- A menu with accurate descriptions, sizes and prices shall be displayed.
- Food hygiene shall be addressed as part of health and safety (see 4 above).

10. Concerns and Issues

- All Group members have the potential to identify signs of, and to report, concern or issues regarding these Policies, e.g. relating to equality, safeguarding, health and safety.
- Any of the Officers shall be open to receive and act on reports of concerns or issues, or if none of these are appropriate any Trustee can be approached.
- Such reports shall be handled confidentially and sensitively, and addressed through Governance (see 1 above) and/or escalated to the appropriate authorities as necessary.

11. Environmental Statement of Intent

In the design, throughout the development and construction phases (including in the choice of equipment and technology to be used) and in the future occupation, use and management of the building, the project will seek to ensure the sustainable environmental management of the building, including in terms of: energy production and use; water use and waste water management; waste management (including construction waste), internal and external air quality and; transport use.

12. Inclusivity Statement of Intent

Our aim is to save the building and repurpose it as a multi-use arts and cultural centre for the benefit of the community, and that means all the community - to be inclusive and accessible, and to welcome diverse individuals and organisations to use the centre. The vision is for the building to be relaxed and fully accessible in practical terms, to provide an approachable inclusive environment that is 'always open' and responsive to differing needs, and to offer a wide range of activities to suit those needs. It's likely that activities would be run by resident or visiting organisations to cover diverse needs.

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