



Bispham CastAways wishes to encourage a safe, supportive, professional, relative and friendly environment for our members, supporters and audiences. We rely upon your cooperation with the following code of conduct and any breach of these rules may result in disciplinary procedures.

1. We ask for your full commitment to rehearsal schedules. It is not acceptable to be absent from a rehearsal without a valid reason or without contacting the production's director. Report any known absences to the production's director as soon as possible.
2. Please treat all property, equipment, props, costumes and scripts with care. Any wilful damage or theft of property belonging to Bispham CastAways or fellow members will not be tolerated and will be treated as a criminal act.
3. We will not tolerate fighting or disorderly conduct.
4. Please listen to and follow all reasonable instructions from the trustees and production team, with particular attention to health and safety.
5. During rehearsals, treat others with respect. Listen to instructions from the director(s) and do not talk over them.
6. There is no smoking anywhere inside the Bispham Community Centre.
7. You cannot promise the services of Bispham CastAways or use its brand without the express permission of the trustees.
8. You should not appear "front of house" in costume. The only exceptions to this rule are if you are appearing "in character", for example in questioning during a murder mystery or greeting children as the panto princess.
9. ***If in any doubt speak to one of the trustees.***



Privacy Notice

Bispham CastAways are committed to protecting your personal information. This Privacy Notice relates to our use of any personal information we collect from you when you become a Member or Supporter of the Society. There is a full Privacy Policy which can be accessed online or via email or post on request to the Data Controller at 40 Cavendish Road, Bispham, Blackpool, FY2 9JR.

The information you provide when applying for membership to Bispham CastAways will be used solely for dealing with you as a member of the society, for example providing details on rehearsals, meetings, auditions and social events which are likely to be of interest to you. We collect basic details for these purposes and for the efficient running of the group. With your consent, we may also collect photos and videos of you, along with short bios, to create marketing articles (including electronic and print newsletters, print media and social media posts, etc.) to promote Bispham CastAways and to produce membership yearbooks.

Your data will be stored, processed and used in accordance with our Privacy Policy.

Your data may be shared with the trustees of Bispham CastAways, and occasionally production directors, to allow the efficient running of the business of the group. Please be aware that marketing articles, programmes and yearbooks are public documents so will be shared with members, supporters and audiences. If you later withdraw your consent for your name, photos, videos and bios appearing in these circumstances, please be aware that any data published online or in print prior to revoking consent cannot be taken down nor deleted.

Your information will not be shared with third parties without your express consent. However, we may use a third party online programme, for example SurveyMonkey or an emailing system, to allow us to collect research data or make mailing lists more efficient. You do not have to take part in any surveys or mailing lists. The trustees will ensure that any programmes used comply with GDPR regulations and other data processing rules. If asked by the Charity Commission or HMRC to supply membership details, we must comply.

The trustees will put reasonable security measures in place to protect against any accidental or unauthorised access to, disclosure of, damage to or loss of your information.

To comply with HMRC regulations, if we receive no contact from you or you become inactive for a year, we will retain your membership information (including financial details) for a minimum of six years after the last date of contact.

Please make the Data Controller aware of any changes in your information as it is important that the personal information we hold about you is accurate and up to date. However, you can ask us to remove your personal information from our records at any time and we will do so and stop sending you any further correspondence. You have the right to request a copy of all the personal information we hold about you in a Subject Access Request. Simply write to the Data Controller at the address above.

We may amend our Privacy Policy and this Privacy Notice from time to time, for example, to keep it up to date or to comply with legal requirements. If there will be any significant changes made to the use of your personal information compared to those stated, we will seek your permission first.

Contact Details: All Trustees can be contacted via the organisation's email address; bispham.castaways@gmail.com. However, the Business Manager (Trustee) can be contacted confidentially at susan.louise.hope@gmail.com or on 01253 353224 or 07515856264.



1. Treat people on social media the same way you would if you were talking to them in person.
2. Sometimes it is easy to misconstrue someone's intention when dealing in text and messaging, have patience. Ask for clarification.
3. NO SHOUTING! Typing in all capitals is seen as shouting, therefore rude, don't do it.
4. No use of any Facebook Messenger group setup by Bispham CastAways outside the hours of 10am to 10pm.
5. No swearing or inappropriate language.
6. No bullying or ganging up on other members.
7. No negative comments about other members of the group. We want our social media to reflect the positivity of the group.
8. No inappropriate imagery. This can include (but is not limited to) nudes, images of violence, spam.
9. No spam or sales posts.
10. Nobody can use the group's social media accounts to make money, nor advertise or promote themselves or other groups. Do not post other groups' activities without advance, written approval of the business manager (trustee).
11. No name calling or using terminology that breaks the rules of our Constitution or those within the safeguarding and equal opportunities policies.
12. Aggression or threats of physical, psychological or emotional abuse will not be tolerated.
13. Posts or messages that bring the reputation of the group in to question will be deleted and disciplinary action taken.
14. Posts or messages that call the reputation of an individual member in to question will be deleted and disciplinary action taken.
15. Social media is not the platform to air personal disagreements. If you have an issue with another member of the group then you must bring this to the attention of that member in person. If you feel the issue is serious, you can contact one of the trustees or the safeguarding officer and they can advise you further.
16. Social media is not the platform to air disagreements with the group or how it is run. Please approach the trustees, the safeguarding officer or the particular production's director's with any issues. Any issues brought to the attention of the trustees will be dealt with confidentially and as quickly as possible.
17. The two official Facebook groups (private and public) are for official business of the group only. They are not to be used for posting personal messages or anything irrelevant to the business of the group. The messenger groups are for unofficial chatting and communication.
18. Do not set up other groups under the name of the Bispham CastAways.
19. Do not upload videos or photos to any of the groups social media without the consent of the people in that photo or video.
20. The trustees, admins and safeguarding officer hold the authority to delete or remove any post, photo, video or other media from any of the social media accounts, messenger groups or other forms of internet site.
21. The trustees, admins and safeguarding officer hold the authority to remove, block or delete (either temporarily or permanently) any member of the group from the groups social media accounts.
22. The trustees, admins and safeguarding officer hold the authority to delete or suspend any of the groups social media accounts.
23. The trustees have the right to bring disciplinary proceedings against any member who breaks the rules.
24. Most of these rules boil down to treat other people online how you would treat them in person AND treat other people how you want them to treat you.
25. *If in any doubt speak to one of the admins.*

Membership fees:

Bispham CastAways requires a membership fee of £40 per season, which is broken down into four £10 instalments to make it more affordable. Our current season runs from 30/8/2018 to 29/8/2019. If, at any time, you are struggling with the cost of membership, please speak confidentially to a trustee. These are the corresponding dates for the membership fees:

DATE £10 INSTALMENT BECOMES DUE	DATE BY WHICH £10 INSTALMENT MUST BE PAID
August 30th 2018	September 14th 2018
November 29th 2018	December 13th 2018
February 28th 2019	March 14th 2019
May 30th 2019	June 13th 2019