



Aims

Bispham CastAways aim to create a safe and welcoming atmosphere for everyone. We are committed to treating all people equally and with dignity, irrespective of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation. We want to challenge all forms of oppression, including those based on race, ethnicity, nationality, creed, gender, sex, class, sexuality, gender reassignment, learning ability, physical impairment, mental illness, HIV status, age, occupation, income and wealth. We aim to ensure that all our activities, services and decision making processes are always mindful to encourage and support participation from **ALL** people and especially those who face disadvantage in society.

Accessibility

Bispham CastAways meetings and events are primarily held at Bispham Community Centre, which is accessible to those in wheelchairs and those with restricted mobility. There are microphones available for events and meetings where there are more than 40 people. It is within a short distance of public transportation as well as having a car park. We aim to provide discounted and free memberships and tickets for those in financial hardship. We will also provide scripts and documents in large print or Braille where necessary and all will be available in digital and written forms.

We are aware that currently there are no speakers attached to the sound system towards the middle or back of the hall. We aim to remedy this within 24 months and include a hearing loop in order to improve access to meetings and events for those with any hearing impediment.

There is presently no access to the stage for wheelchair users. Although this is currently not an issue for our membership, it is a long-term goal of Bispham CastAways to improve this accessibility. The community centre aims to smooth out and tarmac the car park to further improve access to the centre for those in wheelchairs, with restricted mobility and balance issues.

We are committed to improving access to the arts for all of the general public and will make this a priority when considering events in alternative locations.

We are committed to ensuring any person who wishes to, is able to attend our activities so, when necessary, we will reassess our access requirements to meet the needs of new members.

Diversity

Bispham CastAways belongs to the whole community. We aim to organise a range of events and activities to suit the interests and needs of a wide variety of people. We should be mindful to be open to new ideas, particularly prioritising those which aim to increase the diversity of our repertoire, membership and audience.

Inclusion and Respect - Code of Conduct

- Every member of Bispham CastAways and those who attend our events should be made to feel equally welcome and included.
- People will be treated with dignity and respect, regardless of age, race, nationality, gender, sexual orientation, gender reassignment, religion/beliefs or disability.
- Sexist, racist, homophobic, transphobic or otherwise offensive and inflammatory remarks and behaviour are not acceptable. These constitute harassment, and have no place in the Bispham CastAways.
- At all times people's feelings will be valued and respected, therefore humour that people find offensive will not be used.
- No one will be harassed, abused or intimidated on the ground of his or her race, nationality, gender, sexual orientation, gender reassignment, disability or age.
- All members will have access to this Equal Opportunities Policy.
- We aim to use local training opportunities to help our trustees and members better understand how discrimination occurs and how to prevent it.
- Incidents of harassment will be taken seriously.

Dealing with Discrimination, Harassment and Complaints

- Bispham CastAways will support people who feel they have been harassed or discriminated against.
- Bispham CastAways will not victimise or treat a person less well because they have raised a complaint.
- If any participant or audience member feels they have been discriminated against by a member of Bispham CastAways or the CIO, or harassed at a Bispham CastAways event they should raise this with the trustees.
- The trustees will take complaints of discrimination and harassment very seriously, utilising expert third parties where necessary.
- The trustees will investigate the complaint, listening to all concerned parties. These parties, especially the complainant and the particular individual or group complained about, will be provided opportunities to speak in a safe environment about their experience.
- The parties concerned will be informed of the process being followed and any dates of meetings to be held, in writing. If any meeting is postponed, the parties concerned must be made aware of the new dates and reason for adjournment

within 7 days of the original date, or earlier if this is later than the new meeting date.

- If the complaint is against a trustee then that trustee will not be a part of conducting the investigation.
- If the complaint is against a particular individual, this person will have the opportunity to express their point of view, accompanied by a friend as an observer. The person making the complaint will also have this opportunity.
- If the complaint is against the Bispham CastAways as a whole, the trustees must work, with external companies where necessary, to ensure that any discrimination is not repeated in the future and must inform the membership of how they propose to do this.
- Any decision to exclude a person(s) from Bispham CastAways due to discriminatory or harassing behaviour will be made with reference to the constitution.
- The trustees will decide any action to take and inform all parties concerned within 14 days of the decision being made.
- Any action taken by the trustees must take into consideration the continued inclusion and safety of any member who has experienced discrimination or harassment.

Review

This policy will be reviewed biannually, unless a complaint is made, there is an incident which calls the robustness of this policy into question, or new statutory requirements are made.

Date of Adoption

This policy was adopted following a meeting held on

Signature: (1)		Signature: (2)	
Name:		Name:	
Signature: (3)		Signature: (4)	
Name:		Name:	
Signature: (5)		Signature: (6)	
Name:		Name:	