



Child Protection Policy

As part of its new 5 year Development Plan being completed in late 2017, and supported by Cultural Economies funding from Creatives Scotland, SEALL is reviewing all its policies.

We will greatly expand our current Child Protection Policy – a statement of working practice. The updated policy will be ratified by the SEALL Board in November 2017.

- SEALL does not currently undertake work that requires SEALL volunteers or administration to be part of the Protection of Vulnerable Groups Scheme. However several members are registered because of other work they undertake.
- SEALL only promotes and works with Children's theatre and activity managers who are registered with all necessary agencies, and recognised as providers of quality events and management in the wider theatrical and children's events world.
- SEALL has a responsibility to check that all adults in positions relating to SEALL requiring disclosure checks are members of the appropriate Protection of Vulnerable Groups Scheme and have been appropriately vetted.
- SEALL requires visiting companies to offer appropriate responses for their necessity to be registered with the Protection of Vulnerable Groups Scheme if appropriate. Once obtained, this information is retained in SEALL's files.
- SEALL has Risk Assessment forms for the venues it uses. These will be upgraded where appropriate for information regarding the Child Protection Policy.
- SEALL requires all visiting theatre companies to be able to provide their own risk assessments for their productions.
- SEALL undertakes to clearly document on all promotional material that all children under 16 and/or vulnerable adults must not be left unattended and must be accompanied by parents, carers or guardians.
- SEALL works closely with bar licence-holders at venues where there is a family friendly policy in place, to support licence-holder staff in any matters relating to Child Protection.

2 An Gearran 2016



STATEMENT OF INTENT ~ Ensurance of Equalities

SEALL will work with its management committee, Members and visiting audiences to build on our current Equal Opportunities Policy – see below.

SEALL will build on Equal Opportunies in:

Performances

1. Our three venues are fully accessible, for performers and audiences.
2. We work closely with our Venues – Sabhal Mòr Ostaig, the Galeic College and Clan Donald Skye Visitor Centre to overcome any issues of accessibility and equality.

Audience development

3. Our programming encourages a wide range of audience interest.
4. We remain open at all times to suggestions for alternative programming to suit public demand.
5. We work with our bilingual Primary School, Bun-sgoil Shleite to allow equality of access to all children, in both English and Gaelic, and those with learning difficulites and support needs.
6. We encourage local and visiting audiences through wide ranging marketing.

Volunteering

7. We contintue to develop an awareness throughout the SEALL committee.
8. We will work with PAN and other agencies to improve our training and approach to equalities.
9. We work with Sabhal Mòr Ostaig about accessibiity for, and co-operation with, students.

SEALL 12/01/2012

Existing Equal Opportunity Policy Statement

SEALL Community Arts seeks to ensure that all persons who come into contact with the organisation in person via written or spoken communication, through publicity material or any other means will be treated without prejudice regardless of gender, social or economic class, ethnic or national origin, physical or mental disability, marital status, religion or political affiliation, age or sexual orientation.

Employment and Volunteers

SEALL is committed to a policy of equal opportunities in its employment procedures and use of volunteer support. Responsibility for its implementation falls on the Directors and those involved in the recruitment process and administration. Recruitment advertising will carry an equal opportunities statement and job packs will include a copy of this policy.

All posts with contracts over a six month period will be advertised.

Recruitment and selection procedures will be the responsibility of the Board. All posts will have a person specification on which the selection procedure will be based. Specifications will list the skills and experienced required of all candidates in detail and those which are considered desirable.

Candidates short listed for interview will be selected by grading solely on the evidence of the information supplied in the application form. A matrix form will be prepared, based on the requirements of the post

All members of staff, volunteers and artists working on educational and outreach activities, as part of their induction will be given a copy of this document. All members of staff fulltime, temporary or voluntary are responsible for up holding the policy.

Training will be sought for staff in equal opportunities, disability awareness and customer care, where appropriate.

Users

Copies of this document will be available to all members of SEALL.

Board

The Board is committed to the equal opportunities policy and will ensure its implementation both within the board and staff structure.

General

Grievances due to infringement of the policy will be dealt with by the Directors.

No publicity material issued from SEALL will contain imagery or language, which would be found by any reasonable person to be outwith common decency or as attempt to prejudice thoughts or actions

SEALL04/02/04



Gaelic Policy - Proposal

SEALL is registered as a Company Limited by Guarantee and recognised as a Charity in Scotland.

SEALL currently rents office space within Sabhal Mòr Ostaig, Scotland's Gaelic College, and uses two venues at Sabhal Mòr Ostaig as venues, alongside other spaces with the community. It is, however, a totally independent community company.

As part of its overall development in 2016, SEALL's 25th year, supported by Cultural Economies funding from Creatives Scotland, SEALL is reviewing all its policies.

It will through this develop a full Gaelic policy.

SEALL's current ethos

- SEALL fully supports the use and development of Gaelic in the local and wider community.
- SEALL markets its events in English and Gaelic as much as possible, bearing in mind the time and financial constraints that it works under as a voluntarily Charity.
- SEALL takes its lead from Sabhal Mòr Ostaig, the main venue manager, in the use of Gaelic in connecting with the local Gaelic and non-Gaelic speaking community and visitors.
- SEALL encourages the use of Gaelic during performances, by Gaelic-speaking performers.
- SEALL encourages the use of Gaelic in introductions to all its events.
- SEALL aims to develop greater use of Gaelic in marketing and signage.
- SEALL encourages visits from Gaelic language theatre.

These marker points will be developed during 2016.

Support for visiting Theatre Companies and Musicians

What we are . . .

SEALL is an independent, community-led, event promoting organisation in south Skye. We promote around 80 events a year and have done so since 1991. This includes all art-forms, Fèis an Eilein or the Skye Festival in July and August, and support for the Skye Swing Jazz Festival and other community and professional events. SEALL is organised in a fully professional manner with contracted and volunteer staff. It is the largest events organisation in the Highlands after Eden Court Theatre.

The Venues . . .

Our main home is Sabhal Mòr Ostaig (SMO), the Gaelic College. We also use around 4 other community venues in the area.

Sabhal Mòr Ostaig does NOT promote events itself – it passes such organisation onto SEALL. Thus anyone independently booking a venue in SMO cannot expect any marketing or technical support from SMO – contact must be made with SEALL for this.

Technical . . .

The two venues at SMO are equipped with stage lighting and a full PA system is available. This is owned and managed by SEALL, not SMO, so its use must be agreed with SEALL.

What we can do for you . . .

Any company that enters into a relationship with SEALL will expect:

- Free venue charges
- Access to all technical support
- Lighting and PA engineers can be supplied on request *
- Marketing, which includes:
 - Entry on our website www.seall.co.uk
 - Listings on a variety of local, regional and national event and tourism sites
 - Inclusion on SEALL's weekly email to over 1900 names, locally and nationwide.
 - Inclusion in SEALL's printed leaflet
 - Inclusion on Facebook (900 likes) and Twitter (600)
 - Poster distribution
 - Roadside A-frames
 - Word of mouth
 - Advertising in the WHFP **
- Ticket reservation (pay on the night) via:
 - www.seall.co.uk ~ info@seall.co.uk ~ 01471 844207
- Tickets – SEALL can print tickets
- Front of House staff and venue management
- Post event - ticket and monies collation and reports

Costs . . .

If SEALL is paying a performance fee, these services are included as part of that contract.

For direct hire of SEALL's services our fee structure is:-

Everything listed in 'What we can do for you'

£150.00

Lighting / PA engineer

£100 per person *

Advertising (WHFP)

at cost **

SEALL is open to negotiation for your particular needs.

Contact

Duncan MacInnes

Updated 14/04/2017