

County Limerick Youth Theatre  
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## Information for Members/Parents/Primary Carers Please

retain this information for your future reference

This information has been decided in discussion with youth theatre members.

The County Limerick Youth Theatre (CoLYT) is a not-for-profit organisation run by a voluntary committee. It has a part-time artistic director who facilitates workshops and directs productions. We are an initiative of Limerick Arts Office, an ensemble for young people who are interested in drama, theatre and related activities. Members are aged from 4-30 years old. We run an outreach department working with Limerick school and community groups, participate in national events through Youth Theatre Ireland and international European theatre and drama training, European Voluntary Service, youth exchanges and youth initiatives through the Erasmus+ programme.

**FUNDING** The County Limerick Youth Theatre (CoLYT) is a not-for-profit organisation funded by Limerick Arts Office. We source additional funding for our project work. We have received funding from Erasmus+, Youth in Action, the National Youth Council of Ireland, and other sources over the years. From time to time we organise fundraising activities and we ask for the cooperation and participation of youth theatre members and their families in these. Members are asked to be responsible for selling tickets to productions and ensuring that shows are well publicised and well attended.

**INCLUSION** CoLYT has an open recruitment policy. We welcome young people from all backgrounds and abilities. The Code of Conduct is the backbone of the organisation. All young people must be treated with equal respect by all members and facilitators.

**WEEKLY WORKSHOPS** DynaLYTs 3rd-6th class 5.00pm - 6.15pm County LYTs Secondary School students 6.30pm - 8.30pm Parents will be informed in advance if extra workshops/rehearsals are scheduled. The Leading Lyts are young adult members (18-30 years) who meet on Wednesday nights 6.30pm-8.30pm, have professional training and facilitate projects.

**REGULAR ATTENDANCE** The importance of attending workshops and rehearsals cannot be underestimated. Members are requested to inform facilitators in advance if they will miss a workshop. Once entering the rehearsal process all dates will be provided in advance. Attendance at all rehearsals is mandatory to respect the ensemble. Members must check dates and inform us before commencing the rehearsal process if they have to miss a rehearsal for any reason. This may impact the part they are given. Members voted that anyone who misses a rehearsal without giving advance notice may lose their part.

**NATIONAL AND INTERNATIONAL WORK** The CoLYT is affiliated to Youth Theatre Ireland ([www.youththeatre.ie](http://www.youththeatre.ie)) and attends workshops, plays, festivals and once members are over 16 they may audition for the National Youth Theatre and places on the Young Critics residential programmes. Our international work for members over 13 years old includes residential summer camps, European Voluntary Service, attendance at EU seminars and events.

**CONTACT** 083 071 7162

Limerick City & County Council Arts office: 061 407 298 / 061 407 363 Council switchboard: 407 100

**CODE OF GOOD PRACTICE & CONDUCT** This Code of Conduct has been created in discussion with youth theatre members.

**AIMS OF THE COUNTY LIMERICK YOUTH THEATRE (COLYT)** The CoLYT is a Youth Theatre ensemble providing the opportunity for young people to enjoy drama and related activities through participation in theatrical performance, workshops, games and improvisations. It also gives instruction, enhances skills and supports the personal and social development of young people in an enjoyable, safe environment in which members can learn, thrive and create work of Artistic excellence.

**POLICY STATEMENT** The CoLYT is fully committed to safeguarding the wellbeing of its members. Every individual in the CoLYT should, at all times, show respect and understanding for their own rights, safety and welfare, and conduct themselves in a way that reflects the principles of the CoLYT and its Code of Conduct Guidelines. The CoLYT's code of conduct incorporates the concept of friendship, respect for others and always participating with the right spirit. The CoLYT is committed to ensuring that experiences are positive and enjoyable, irrespective of gender, ability, social class or

ethnic background.

**ARTISTIC POLICY** The CoLYT has an inclusive creative policy where everyone is welcomed and everyone is valued. All members are given an equal opportunity to perform on stage so that all can thrive through participation. Our objective is to increase the quality of our production by enhancing the self-esteem, confidence and team-building skills of all our members.

**CODE OF GOOD PRACTICE AND CONDUCT** Adults interacting with young people in youth theatre are in a position of trust and influence. They must always ensure that they treat young people with integrity and respect. All adult actions in youth theatre must be guided by County Limerick Youth Theatre Welfare & Child Protection Policy. With regard to the use of photography and video, images of young people will only be undertaken when they are in suitable dress and will only be used to promote CoLYT activity in publications, on line and for press and archival purposes.

The promotion of good practice in youth theatre will depend on the co-operation of all involved, including the youth members of CoLYT. The members are encouraged to realise that they also have responsibilities to treat other members and their Drama Facilitators with fairness and respect.

**UPDATING/INFORMING PARENTS** CoLYT is committed to informing parents of any issues or concerns relating to your child. For example:

- Should your child suffer an injury or illness during a youth theatre activity
- Should your child be the alleged target or alleged perpetrator of bullying
- Should it be necessary to discipline your child We are committed to complying with Children First: National Guidance for the Protection and Welfare of Children (2017 and subsequent amendments) which makes it clear that parents should be informed if an organization decides to make a child protection report relating to your child unless doing so will endanger the child/young person.

**UPDATES ON ACTIVITIES** CoLYT sends out general newsletters and information, which will keep you up to date with upcoming productions and other events. We will notify you of extra rehearsals or workshops in advance in writing.

#### WHAT WE ASK FROM PARENTS

- Please ensure that you bring and collect your child on time. The CoLYT is not responsible for children outside of youth theatre hours.
- Complete the Registration Form and consent and provide us with all relevant information relating to your child i.e. any medical requirements or details of any condition that may affect their participation in the youth theatre. We also ask that you give us permission to use images of your child. We will use these images for promoting the youth theatre and for archival purposes. The use of images is governed by our Welfare and Child Protection Policy.
- The importance of attending workshops and rehearsals cannot be underestimated. Members are requested to inform facilitators in advance if they will miss a workshop. Once entering the rehearsal process all dates will be provided in advance. Attendance at all rehearsals is mandatory to respect the ensemble. Members must check dates and inform us before commencing the rehearsal process if they have to miss a rehearsal for any reason. This may impact the part they are given. Members voted that anyone who misses a rehearsal without giving advance notice may lose their part.
- From time to time we organise fundraising activities and we ask your cooperation and participation in these.
- For child protection reasons we would ask you not to take photographs or videos of children during performances and events. Stills photographs and videos will be made available after the event. You are welcome to take photographs of your child in costume after the event.

**DATA PROTECTION** CoLYT is committed to the principles of data protection with a view to ensuring the individual's rights to confidentiality. Information contained in member, employee and volunteer records will be

maintained in a confidential manner at all times, consistent with the principles of the General Data Protection Regulations.

Therefore we will:

- Obtain and process information fairly;
- Keep information only for one or more specified, explicit and lawful purposes;
- Use and disclose information only in ways compatible with these purposes;
- Keep information safe and secure;
- Keep information accurate, complete and up-to-date;
- Ensure that information is adequate, relevant and not excessive;
- Retain information for no longer than is necessary for the purpose or purposes stated;
- Give a copy of his/her personal data to an individual, on request.

However, in relation to child protection and welfare we undertake that:

- Information will only be forwarded on 'a need to know' basis in order to safeguard the child/young person to comply with our statutory obligations;
- Giving such information to others for the protection of the child/young person is not a breach of confidentiality;
- We comply with our statutory obligations where the best interests of the child/young person are at risk;
- Primary carers, children and young people have a right to know if a report is being made to the Health Service Executive/Gardaí, unless informing them could put the child/young person at further risk. If a decision is taken not to inform primary carers of such a report, reasons for that decision will be recorded;
- Incident report forms will be held securely and separately;
- Images of a child will not be used for any reason without the consent of the primary carer. Images of members over 18 will not be used without their signed consent. While we will make best endeavours to prevent it happening, we cannot guarantee, nor can we accept responsibility for photographs/images/videos/recordings taken by other parties at CoLYT events;
- Procedures are in place for recording and storing information in line with our confidentiality statement.

To ensure compliance with our GDPR obligations CoLYT stores all personal information securely and restricts access to those who have a direct need to view this information. We only share the information in a situation where we deem it absolutely necessary as in the case of a medical emergency. We abide by Data Protection regulations. If your child is under 18, you have the right to access and amend any information held by us in relation to them at any time.

## FEEDBACK

We listen carefully and communicate openly and honestly. To help us to promote clear information we welcome your questions and suggestions. Your feedback matters. Tell us about your experiences so that we can address your concerns. You can contact us online, in person or by phone. Information is regularly posted online. Copies of timetables, forms and policies will be available online.

The CoLYT facebook page is: [CoLyt Friars Gate](#)

The CoLYT website is: <http://fqdrama.wix.com/colyt>

## MEMBER CODE OF CONDUCT

YOUTH THEATRE MEMBERS ARE ENTITLED TO:

- be listened to
- be believed

- be safe and feel safe
- participate in drama activities on an equal basis, appropriate to their ability and stage of development
- be treated with dignity, sensitivity and respect
- be happy, have fun and enjoy drama
- comment and make suggestions in a constructive manner
- make a complaint in an appropriate way and have it dealt with through an effective complaints procedure
- be afforded appropriate confidentiality
- have a voice in the running of their youth theatre

YOUTH THEATRE MEMBERS SHOULD UNDERTAKE TO:

- do their best and have fun
- respect facilitators and accept their decisions with grace not a grudge
- respect fellow members; give them full support both when they do well and when things go wrong
- respect other members, they are partners in a drama event
- accept apologies from other members when they are offered
- exercise self-control and tolerance for others, even if others do not
- show appropriate loyalty to their youth theatre and all its participants
- have high standards of participation and commitment, creating an example that others want to follow
- respect the premises, equipment and leave the premises clean and tidy
- only handle props such as sharp implements and combustibles under the direct supervision of the facilitator
- attend all rehearsals once accepting a part in a play
- take care of their own belongings. CoLYT can accept no responsibility for lost or damaged belongings.
- Review the Code of Conduct annually and make appropriate suggestions for updates and/or changes

THE FOLLOWING MEMBER APPROVED RULES AND SANCTIONS APPLY TO PARTICIPATION: MEMBERS MUST NOT:

- use violence, use physical contact only when it is part of the drama process.
- shout at, or argue with, the facilitator, leaders, or other members
- consume alcohol or other drugs including cigarettes
- bully or use bullying tactics to gain advantage
- tell lies about adults or other members
- spread rumours
- keep secrets about any person who may have caused them harm
- quit a production once they have committed themselves to taking a part
- leave the premises or the care of the facilitator unless they have written parental/guardian consent.

MEMBER AGREED SANCTIONS: A BREACH OF THE ABOVE RULES MAY RESULT IN EXPULSION FROM THE PRODUCTION IN PROGRESS OR EXPULSION FROM THE COUNTY LIMERICK YOUTH THEATRE.

NO REFUND WILL BE GIVEN IN THIS INSTANCE. THE BOARD'S DECISION IS FINAL.

## SUBSCRIPTIONS

The CoLYT is a not-for-profit organisation. Members are requested to assist with fundraising initiatives throughout the year. Subscription fee of €85 is payable twice a year in January and September. €70 siblings. Bursaries are available for families in need. Leading Lyts are asked to contribute €3 per workshop/rehearsal.

Bank account details for payment of subs:

Account name: County Limerick Youth Theatre

Account number: 09228078

Sort Code: 93-50-93

IBAN: IE52AIBK93509309228078

BIC: AIBKIE2D

Thank you for your time. Please complete the Registration Form and consent. Please contact us should you have any questions or wish to talk to us at any time.