

**Clonter  
Opera  
Theatre**

Trap Road  
**Congleton**  
CW12 2LR

**Clonter  
Farm  
Music  
Trust:**

01260 224550

**Email :**

[development@clonter.org](mailto:development@clonter.org)

**Web Site:**

[www.clonter.org](http://www.clonter.org)



# **Equality & Diversity Policy**

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# **CLONTER OPERA THEATRE CLONTER FARM MUSIC TRUST (CFMT): Equality & Diversity POLICY STATEMENT**

## **Introduction**

Clonter is an inclusive and equal opportunities organisation and considers diversity to be an enriching and vital part of our programming, providing exciting and stimulating work of a very high standard for our audiences and our organisation as a whole.

We want to recruit and develop the most talented people and ensure that we make the best use of their talents. All Clonter personnel whether they are part time, full time, volunteers or temporary will be treated equally and with respect. Candidates selected for employment, promotion, training or any other benefit are selected on the basis of aptitude, talent and ability regardless of their background.<sup>1</sup>

## **Statement**

Our Equality & Diversity Action Plan acknowledges the trauma inflicted by racism, classism, sexism, ableism, ageism, and sexual orientation discrimination across the Arts sector. We know that these forms of discrimination cannot be isolated, and recognise that the more excluded a person is, the more disadvantaged they have been made by our society.

We recognise that in striving to be an Equal Opportunities organisation we:

- Ensure that no member of staff, Board member, volunteer, audience member is subject to unlawful discrimination.
- Recognise that regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, everyone has the right to equal protection from all types of harm, abuse or harassment.
- Ensure that all staff and Board members understand and recognise discrimination and its effects.
- Ensure that the theatre is fully accessible for disabled people both in terms of the physical environment and access to its services (e.g. booking tickets)
- Ensure that the issues of Diversity, Equality and inclusion inform artistic policy, marketing policy education and outreach policy and programming.

## **The purpose of the policy:**

- To provide staff and volunteers with guidance on Clonter's procedures with regard to equality, diversity and inclusion

The policy applies to all staff, including senior managers, board of trustees, paid staff or anyone working on behalf of CFMT. It applies not only in the workplace but outside the workplace at events related to the work of CFMT. It also includes the expression of views on social media in relation to CFMT.

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<sup>1</sup> This refers to the Arts Council and 2010 Equality Act definition of protected characteristics :class, gender, sexuality, age, gender reassignment, disability, marriage and civil partnership, pregnancy and maternity, race /ethnicity, religion or belief, sex/gender and sexual orientation,

## **Implementing the Policy**

The Chief Executives of CFMT and the Board of Trustees will be responsible for developing implementing and monitoring the policy. All permanent staff (full or part time and whatever their employment status) will assist the Chief Executives in monitoring and implementing the Policy. Training and resources will be provided for staff, volunteers, and trustees to broaden mindset and improve knowledge.

## **Policy Development, Governance and Decision Making**

Areas to be covered:

- Board composition
- Artistic policy
- Marketing policy
- Educational outreach policy
- Employment practices
- Training
- Monitoring
- Action Plan.
- Reporting procedures

### **Board Composition**

The board will seek to develop representation at Board level to reflect a balance of age, disability, sexual orientation, religious belief, racial origin, and gender.

As a position becomes vacant on the board the recruitment process will actively seek to appoint trustees who represent the contemporary diversity of our community.

### **Artistic Policy**

Commissioning and programming policies will aim to ensure that artists from a range of backgrounds are given the opportunity to engage with all our activities. The applicants for the Emerging Artists Programme will be monitored through a diversity monitoring form.

### **Marketing Policy**

In marketing CFMT to artists, our audiences, schools, and colleges we will use language that is free of jargon, clear and, as far as possible, bias free.

We will publish our equality, diversity & Inclusion statement on our website.

### **Education and Outreach Policy**

CFMT strives to offer its educational outreach to schools in areas where there is low engagement with the arts.

All artists engaged by CFMT to deliver the workshops will be required to read and implement the values and attitudes expressed in this document.

## **Employment Practices**

All job vacancies will be advertised. All job advertisements will include the wording "CFMT strives to be an Equal Opportunity organisation". All applicants will be asked to complete the CFMT Equality, Diversity & Inclusivity monitoring form.

The opportunities page on the website will include CFMT's statement on Equality, Diversity and inclusion. All CFMT employees, Trustees, part time staff and volunteers will be asked to read and implement the values and attitudes expressed in this document.

## **Training**

All training and promotion will be offered on the basis of need and ability without discrimination. All staff will be required to read CFMT's Equality, Diversity & Inclusion policy, and undertake any training necessary.

## **The following helpful advice on how to respond or challenge inappropriate language or humour**

that people might find offensive or cause people to feel harassed, abused or intimidated on the grounds of their race, nationality, gender, sexual orientation, gender reassignment, disability or age. Incidents of harassment will be taken seriously.

"micro interventions" that might be useful to have at your fingertips: (credit from privilege to progress) "that's not ok with me", "I didn't realise you think that" (requires people to explain their thinking without direct conflict), "I'm sorry, what did you say?", "hold on I need to process what you just said", "that's not funny", "I find that offensive", "what you just said is harmful", "we don't say things like that here", "help me understand your thinking ", "I'm not comfortable with that " or when you hear a racist /sexist etc... joke "I don't get it? can you explain why that's funny" or just simply " I don't get it ".

The Equality, Diversity & Inclusion Policy will be monitored bi-annually by the Joint CEO's who will report to the Trustees annually on the actions taken.

## **Action Plan**

This Equality & Diversity Action Plan is fundamental to our organization and enables us continue to learn, grow and respond to the changing needs of our society. Our policy is to continually work towards access and inclusion for all.

As we emerge from the crisis and begin to witness the impact on the world it is more vital than ever to address inequalities and to become even more representative of society and the communities in which we live and work. CFMT actively works towards establishing a more equal, diverse and inclusive culture among our audiences, participants, workforce, volunteers and trustees. Our plans and aspirations for the future. We want those we work with and for, and those we would like to work with and for, to feel welcomed, supported and confident. We want to continue open and honest conversations with artists, audiences and communities around equality, diversity and inclusion.

### **Context:**

Clonter is located in the rural Cheshire countryside in the North West. 90% of the audience identify as white, 51% as female, and 10% as having a disability or long term health condition. (TAA NW Area profile report does not provide more nuanced figures for gender, sexual orientation, ethnicity or disability). Equality and Diversity audition monitoring forms would suggest that the singers applying for audition are broadly in line with the audience statistics for the North West i.e. 9.4% from multiple ethnicity, 69% female, 26% male, 3.4% transgender and 5.1% identifying a disability.

In recruiting staff, trustees, artists, volunteers and in developing our audiences, our targets will aim to reflect the diversity of our region. A Board Member of CFMT will be responsible for monitoring an action plan for making sure CFMT achieves the aims set out in this policy.

### **Access**

The programme area of our plan includes making our community outreach as accessible as possible to schools, young people, deprived areas of our region, people living with life limiting illness and people with disabilities who visit or work in our theatre. Work is ongoing to embed our Equality, Diversity & Inclusivity values at all stages of the Emerging Artist Development Programme, community, education outreach and performances on stage. We will continue to address and improve accessibility of our theatre and increase digital forms of engagement with our work. We hold dementia friendly events and relaxed performances. We are also continuing to develop our performance projects for young people with autism. We will continue to seek funding for coaches and minibuses for schools and people in our community who would not otherwise be able to travel to our theatre.

**Our aim is to broaden diversity** within the staff teams by advertising through new channels and being transparent about pay scales and ensuring clarity of language in job descriptions. We will also provide expenses for travelling to interviews.

**We aim to remove financial barriers** to our emerging artist programme by providing allowances for travel, free meals, accommodation and bursaries to enable people to take part. Offer free access to workshops and shows to schools listed in the indices of multi-deprivation Free musical concerts and teas for local residential care homes. Provide free or subsidized transport for schools with a high percentage of pupil premium students. We will continue to look at ways to develop our audience and, make it as accessible as possible with newcomer incentives and a range of price bands for all events.

## **Codes of Conduct**

People will be treated with dignity and respect regardless of race, nationality, gender, sexual orientation, gender reassignment, disability and/or age.

At all times people's feelings will be valued and respected. Language or humour that people find offensive will not be used. Sexist, racist, homophobic, classist, transphobic or otherwise inflammatory remarks and behavior are not acceptable. These constitute harassment, and have no place at CFMT.

No one will be harassed, abused or intimidated on the grounds of his or her race, nationality, gender, sexual orientation, class, gender reassignment, disability or age. Incidents of harassment will be taken seriously.

# Dealing with Complaints

**The Senior Management Team takes complaints of discrimination and harassment very seriously.**

We **have an Informal complaint stage and a formal complaint stage.**  
No complaint will be dismissed without due consideration of the facts, testimonies and basis for concern.

## **We listen to concerns without bias**

This means that the LSO or DSO handling informal complaints take the time to listen to the person making the complaint, without prejudice, to understand the basis for concern and what can be done to put things right.

## **We aim to reach a fair outcome**

This means anyone lodging a complaint can always expect that their complaint will be investigated properly, and where there are failings that these are remedied appropriately.

## **We support people throughout their complaint**

This means that, whenever possible, the LSO should look to assist people to achieve an amicable agreement and to remedy the issue.

This doesn't mean that a complaint should be left unresolved.

## **INFORMAL COMPLAINT STAGE**

**1. Fill in the complaint form below so that you have a record of events while they are still fresh in your mind and talk to the Lead Safeguarding Officer.**

**2. The Lead Safeguarding Officer (LSO) will investigate the complaint thoroughly, and provide opportunities for the person making the complaint to speak in a safe environment about their experience.**

**3. If the complainant and LSO agree then the LSO will notify the person whose actions have caused distress and repeat the comments which the individual has been reported as saying back to them and ask this individual to explain their point of view or how they meant their comments to be interpreted.**

**4. The LSO will discuss the outcome of this questioning with the complainant and the Senior Management Team. The SMT will decide the action to take based on the principle of ensuring the continued inclusion and safety of anyone who has experienced discrimination or harassment.**

## 5. Next steps **FORMAL COMPLAINT STAGE**

If the person disagrees with the outcome of an informal complaint and requests it be escalated to the next stage of the complaints process their formal complaint will be lodged with the Board who will make a decision as to whether or not to suspend or dismiss the individual who has caused harm or distress.

### Possible outcomes

- No further action
- Informal action
- Formal action
- Further training/support
- Change to Safeguarding, Equality and diversity policy
- Police Investigation
- Criminal or other legal proceedings

## **LINES OF RESPONSIBILITY**

**The Company's Lead Safeguarding Officer (LSO) Amanda Harman** is responsible for co-ordinating the work of Safeguarding Officers and Responsible Persons; supporting Theatre / Venue Directors in their management of Safeguarding Officers / Deputy SO in line with this Policy; and passing on any relevant disclosures. The LSO must be notified without delay of any actual or alleged incident involving a Vulnerable Person, colleague or anyone accessing Clonter's services. The LSO can receive reports of safeguarding issues from anyone in the absence of a report being made to a Safeguarding Officer. The LSO is also responsible for the review of this Policy and its effective implementation by the Company.

**The Trustees of Clonter Farm Music Trust are responsible for approving this Policy.**

- Act as a source of advice, support and expertise within the organisation  
To ensure a designated person or persons are allocated with the responsibility for safeguarding coordination along with the nominated board member: **Darren Billings.**
- To ensure necessary training takes place for the Designated Persons to carry out their role.
- To ensure that there are safe and effective recruitment and disciplinary procedures in place.
- To ensure an annual item is placed on Steering Group meeting agendas, detailing changes affecting policy and procedures, training undertaken and numbers of cases/incidents (without names or details) are responsible for appointing and managing an individual to act as Lead Safeguarding Officer (LSO).

**The General Manager: Isabella Lockett** is responsible for the performance of the people they appoint as Deputy Safeguarding Officer (DSO) **Marie Bennett** and for the effective operation of this Policy at Clonter, ensuring their LSO and DSO receive the appropriate information, guidance and training necessary for them to undertake their roles and responsibilities.

The General Manager is responsible to the Board of Trustees for arrangements to ensure that this Policy is kept up-to-date, and is followed in all Company locations and situations.

The General Manager, Lead Safeguarding Officer and Deputy Safeguarding Officer will receive Safeguarding Officer training. Equality and Diversity Training will be given to all members of the Clonter administrative team, Board members and volunteers.

**Deputy SO (DSO)** is responsible for advising Responsible Persons and External Contractors / Partners on all matters pertaining to safeguarding and protection, Equality and Diversity in connection with activities taking place on Company premises or under Company auspices.

**The Lead Safeguarding Officer (LSO)**, in collaboration with General Manager, is responsible for arranging and / or leading safeguarding, Equality and Diversity training to Responsible Persons. Keeping up-to-date and readily available to all staff members the relevant contact details of emergency, local authority and social services personnel. LSO will raise with the General Manager any matters or concerns relating to the practice of safeguarding or reporting of mis-conduct. A staff member's LSO status will be confirmed in their Job Description or separately in writing.

**The General Manager** is responsible for the venue administration, including information sharing. The General Manager is also responsible for ensuring the LSO makes sure the contact list is kept up to date with the name, job title, phone number and email address of the LSO, DSO and designated Board member.

The General Manager, Lead Safeguarding Officer and Creative Learning Managers are responsible for ensuring that all Responsible Persons at their work location are aware of this Policy, and that it is implemented in accordance with the information and guidelines set out within it. Managers must also ensure that any External Partners / Contractors with whom Responsible Persons engage on Company business are aware of and understand their obligation to comply with this Policy.

The welfare of the Person making the complaint or on whose behalf a complaint is being made will remain of paramount importance throughout any internal enquiry and investigation.

The Company will provide support and advice to the staff member who is the subject of the investigation.

## APPENDIX 2

### INCIDENT REPORT FORM PART 1

**It should be written up within the hour and recorded within 24 hours.**

To be completed by the person wishing to report the incident

Please ensure you include the following information:

- **The nature of the allegation;**
- **The Person's account of what has happened.**
- **The name(s) and contact details of any witnesses;**
- **Time(s), date(s) and other relevant information; and**
- **If applicable, a clear distinction between fact, opinion and hearsay.**

#### Your details

Full name:	
Job title or position:	
Tel: No;	Email;

**Details of the person who has been harassed, offended or discriminated against if they are not the person filling in this report.**

Full name:	
Address:	
Tel: No;	Date of birth:
full name:	
address:	

#### Details of incident

Date of incident	Time of incident:
Summary of incident	

<b>Further observations:</b>
<b>(If applicable) what the complainant said to you (his/her own interpretation in his/her own words) and what you said in response. Continue on a separate sheet if necessary. Make sure you sign and date any separate pages).</b>
<b>Action taken:</b>
<b>Further action required:</b>
<b>Name, address and contact details of witness (if applicable);</b>
<b>Signature:</b> <b>Print name:</b> <b>Date:</b>

**PART 2**

To be completed by the Safeguarding Officer or Deputy Safeguarding Officer who received notification of the incident.

Your details:

<b>Full name:</b>	
<b>Job title or position:</b>	
<b>Tel. No:</b>	<b>Email:</b>

External agency notification if required

<b>Date of notification</b>	<b>Time of notification</b>
<b>POLICE</b>	
<b>Yes/No</b>	<b>If yes- which department:</b> <b>Name and contact number:</b> <b>Details of advice received:</b>
<b>Action taken:</b>	
<b>Further action required:</b>	
<b>Signature:</b> <b>Print name:</b> <b>Date:</b>	

Person responsible for the Policy:	Amanda Harman
Date Approved:	07/01/2022
Signed:	Trustee
Date for Review:	

At CLONTER OPERA THEATRE the named personnel with designated responsibility for Child Protection and Safeguarding are:

<b>LEAD SAFEGUARDING OFFICER</b>	<b>Deputy Safeguarding Officer</b>	<b>Equality &amp; Diversity Trustee</b>
<b>AMANDA HARMAN</b> <a href="mailto:amandaharman@clonter.org">amandaharman@clonter.org</a> 07947 837 580	<b>MARIE BENNETT</b> <a href="mailto:events@clonter.org">events@clonter.org</a> 01260 224 661	<b>DARREN BILLINGS</b> <a href="mailto:darren.billings@talk21.com">darren.billings@talk21.com</a> 07747 787878

The named personnel with designated responsibility regarding allegations against staff are:

<b>Designated Senior Manager</b>	<b>Chair of Trustees</b> (in the event of an allegation against the Lead Safeguarding Officer)
<b>ISABELLA LOCKETT – General Manager</b> <a href="mailto:Isabella.lockett@clonter.org">Isabella.lockett@clonter.org</a> 01260 224 514	<b>NICHOLAS MATHIAS</b> <a href="mailto:nicholas.mathias@gmail.com">nicholas.mathias@gmail.com</a> 07764456213

#### **CONFIRMATION THAT YOU HAVE READ AND AGREE TO ABIDE BY THIS POLICY**

I confirm that I have been made fully aware of, and understand the contents of the Equality & Diversity Policy and procedures of Clonter Opera Theatre and will abide by this Policy.

Name \_\_\_\_\_

Signed \_\_\_\_\_

Date \_\_\_\_\_

Please sign and return this page to Amanda Harman by post or scan a copy of this page once you have signed it to: email to [amandaharman@clonter.org](mailto:amandaharman@clonter.org)