

Welcome Pack

Theatr Clwyd Companies



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1. Welcome to Theatr Clwyd

These sessions have been designed to be a fun-filled creative experience, an opportunity to explore the arts in a safe, supportive, and fun environment with our professional creative team. We hope that this Welcome Pack will provide you with the information you need before and during your sessions.

Diolch yn fawr, Gwennan Mair

2. Arrival

Our Creative Engagement sessions take place in the St David's Building, Daniel Owen Square, Mold, CH7 1AP. Parking is available directly behind in Meadow Place Car Park. Parking is £1 for up to 3 hours and is free after 5pm.

The entrance is located on Daniel Owen Square and is next to the beauticians 'House of Beauty'. You will see us at the door waiting for you.

A member of Creative Engagement staff will meet you at the entrance to guide you to the space. All members of Fuse groups or members of Drama & Creativity Groups (School years Reception to Year 9) must be signed in and out at the entrance by an adult. If you want a young person to walk to your car or home alone, you must provide written permission for this to takepart@theatrclwyd.com in advance of the session.

The participants will then be taken to their dedicated spaces by one of our team where they will join their group. We have emergency contact details provided by you on registration, if there are any problems a member of the team will call you.

The door will be locked at the start of the sessions. If you arrive late there is a doorbell for you to ring, and a member of the team will come down and meet you.

Term Dates Summer 2022

Wk com 25th April – Wk com 11th July (Half-Term Monday 30th May)

There are no sessions on Monday 2nd May due to bank holiday.

3. What should I/or young person wear?

It is important that participants wear suitable footwear like pumps or trainers (not flip flops and not trainers with wheels) and loose clothing like trousers, tracksuit bottoms, shorts. Short skirts and items of clothing that show midriff (front of the body between the chest and the waist) are not recommended. Dance workshops will be delivered in bare feet.

4. Food & Drink

There is no café in the St David's Building. Please bring a drink of water for the workshops and any snacks you need.

5. The Team

Samuel Copp – Creative Engagement Associate

Phil Cross – Creative Engagement Associate

Sion Emyr – Creative Engagement Associate

Hester Evans – Creative Engagement Associate

Tom Hayes – Creative Engagement Assistant Producer – tom.hayes@theatrclwyd.com

Angharad Jones – Creative Engagement Associate (Dance)

Emyr John – Creative Engagement Associate

Carl Jones – Creative Engagement Associate

Emma King – Creative Engagement Producer – emma.king@theatrclwyd.com

Gwennan Mair Jones – Director of Creative Engagement – gwennan.mair@theatrclwyd.com

Daisy Major – Creative Engagement Assistant

Charlotte Parker – Creative Engagement Assistant

There will be a Facilitator and Support with each of our groups to work with the children and make sure they are learning new skills and having fun. All staff working on our weekly programme have undergone an Enhanced DBS (Disclosure and Barring Service) check.

6. Health, Safety and Wellbeing

The welfare of all the children and adults is vital and we have a duty to protect all children and adults in our care at all times.

a) Safety Procedures

- In the event of a fire or other emergency, the staff have been trained in the St David's evacuation procedures.
- All accidents and incidents will be recorded. Anything that cannot be satisfactorily explained or that gives you cause for concern can be reported to the Director of Creative Engagement - gwennan.mair@theatrclwyd.com.
- If a child becomes ill whilst in our care we will contact the parent/guardian immediately, and the child should be collected as soon as possible to avoid distress and to reduce any spread of infection.
- If your child has an **inhaler or Epipen**, please ensure that they have it labeled with their name and that the Associate running the session is aware.

b) Safeguarding

Theatr Clwyd follows the Procedures for Safeguarding in Wales. All staff working in the Theatre have received Safeguarding Training.

Theatr Clwyd has a Safeguarding Team, who can be contacted if needed:

Liam Evans-Ford	Executive Director & Child Protection Officer	liamevansford@theatrclwyd.com	01352 701559
Andrew Roberts	Director of Operations and Front of House Health & Safety Officer	andrew.roberts@theatrclwyd.com	01352 701555
Gwennan Mair	Director of Creative Engagement	gwennan.mair@theatrclwyd.com	01352 701575
Aled Marshman	Director of Music	aled.marshman@flintshire.gov.uk	01352 704130

c) Behaviour and Concerns

We would like everyone including staff and participants to:

- Treat other children and adults as individuals and respect their rights, values and beliefs, and recognise the importance of different cultures.
- Encourage, praise and positively reinforce good relationships and behaviors.
- Work as a team, supporting and encouraging one another.
- Listen to one another without judgment and with compassion.

If there is a problem with a child's behavior we will:

- Talk about the problem with those involved and with our Director of Creative Engagement.
- If the problem continues the Director will contact and discuss the issue with the parent/guardian.
- If the problem cannot be sorted out, it may result in the child losing their place in the group, but this is not something we would want to happen.

7. Your Data Rights and Complaints

About your information

We collect the registration information for the purposes listed below:

- To communicate with you any activities/issues relating to our weekly sessions.
- For the welfare of your child/young person.
- Information may be used to report symptoms to Public Health Wales/111.

We will not:

- Share the information held with outside companies.
- Use the information for marketing purposes.

Theatr Clwyd's Privacy Notice can be found on www.theatrclwyd.com

When we use your data we ensure we take account of and keep your personal data rights in high regard. You have the right to see your data at any time. You can also object to how it is used, have it corrected or deleted. We systematically suppress old and unnecessary records in our systems. If you wish to raise a complaint on how we have handled your personal data, please contact our Data Protection Leads who will investigate the matter.

Our Data Protection Leads are: **Sam Freeman** and **Andrew Roberts**. They can be contacted at data.protection@theatrclwyd.com or **01352 344101** (Mon – Fri, 10am – 6pm) – we will endeavour to reply within 48 hours.

And finally....

We hope that all of the young people and/or yourself enjoy their creative experience with us. If you require any further information, please contact takepart@theatrclwyd.com