



Chelmsford Young Generation Amateur Musical Society

Registered Charity 275186

www.young-gen.co.uk

CODE OF CONDUCT FOR CAST MEMBERS

For Young Gen members and parents/guardians

Reviewed	June 2026
Next Review Due	June 2027

Introduction

The Young Gen Committee welcomes young people from all backgrounds and is committed to creating a safe, respectful and inclusive environment where every member feels valued and respected. By signing this agreement, cast members and their parents/guardians agree to uphold these standards.

This Code applies to all cast members while at HQ, at the theatre, online, at rehearsals, performances, promotional events, off-site activities and any other Young Gen activity.

This Code should be read alongside Young Gen's Safeguarding Policy, Online and Social Media Policy, Privacy Notice, image consent arrangements, production-specific risk assessments and any production-specific instructions issued by the Committee or production team.

1. Rehearsals

- **Punctuality:** Cast members must arrive on time and be ready to begin at their call time.
- **Absences:** If you are late or unable to attend, contact Alison Khattar at alisonk@young-gen.co.uk or 07879 655242. Missing three consecutive rehearsals without prior approval or notice may result in your role being recast.
- **Stand-ins:** If you cannot attend a setting call, you must arrange for someone to stand in for you where this has been requested or agreed. Directors need participants present to block scenes effectively. You will be responsible for collecting the notes taken by your stand-in and learning the sections missed, as the Director may not have time to repeat a setting.
- **Attendance and participation are vital.** Directors require cast members to be present and engaged so rehearsals, scene setting and production work can progress safely and effectively.

2. Uniform and Personal Presentation

- Cast members must follow the uniform policy as communicated after auditions. Please do not purchase items until informed.
- **Girls:** black calf-length rehearsal skirt with shorts underneath, black shorts or leggings; Young Gen T-shirt or plain black top with no logos; character shoes, jazz shoes or trainers.
- **Boys:** black trousers, 3/4-length pants, shorts or joggers; no jeans; Young Gen T-shirt or plain black top with no logos; jazz shoes, plimsolls or trainers.
- Long hair must be tied back. Jewellery should not be worn as it may be dangerous, particularly during dance, movement or stage work.
- These uniform requirements are in place because rehearsal images may be used on social media and other marketing platforms, subject to Young Gen's image consent arrangements.

3. Drop-off, Pick-up and Safety

- Parents/guardians must park in the designated car park in Meteor Way and escort children to and from HQ to avoid congestion and help keep everyone safe.
- Written consent is required for children under 16 to leave rehearsals unaccompanied.
- The last adult on site cannot leave until all cast members have been collected or have left in accordance with agreed written consent.
- Cast members must remain in supervised areas at all times unless given permission by a chaperone, committee member or another authorised adult.

4. Behaviour Expectations

Respect for Yourself

- Dress appropriately for the activities being undertaken and arrive prepared with all necessary items.
- Maintain a positive attitude and make the most of each rehearsal.
- Tell a trusted adult if you feel worried, unsafe, unwell, uncomfortable or unable to take part in an activity.

Respect for the Environment

- Take care of Young Gen HQ, the theatre and any other venue used by the Society. Report any damage immediately.
- Do not interfere with equipment, fixtures, props, costumes, microphones, technical equipment or venue property. Any damage or tampering, whether accidental or intentional, must be reported to a committee member immediately.
- Keep rehearsal, backstage and communal spaces clean, tidy and safe for everyone.
- During show week, only cast members, designated crew, orchestra, chaperones, volunteers or invited guests may enter backstage areas at designated times. Cast members must remain in supervised areas unless given permission by a chaperone or committee member.

Respect for Others

- Speak courteously and avoid using language, behaviour or communication, whether verbal, written or electronic, that could upset, intimidate, humiliate or exclude others. This includes inappropriate “banter”.
- Do not post harmful comments, photographs, videos, voice notes or messages about other cast members, volunteers, production team members, parents or the Society.
- Always follow the instructions of adult volunteers, chaperones and committee members promptly and respectfully. Ignoring direct instructions, especially in matters of safety, will be treated as a serious breach of conduct.
- Physical contact between cast members and adult volunteers should be avoided unless it is necessary for safety, welfare, rehearsal or production purposes, such as choreography, costume, microphone fitting, make-up, quick changes or an emergency. Any necessary contact should be explained and consent sought wherever possible. Concerns about unwanted or inappropriate contact should be reported immediately to the safeguarding team.

5. Zero Tolerance Policy

At Young Gen, a zero-tolerance policy means that certain behaviours are never acceptable and will always be taken seriously. This includes bullying, discrimination, harassment, intimidation or any other harmful or unsafe conduct.

Any such behaviour will result in a review by the Committee and may lead to disciplinary action, including temporary suspension or permanent removal from the Society, even if it is a first offence.

Young Gen has a zero-tolerance approach to:

- Bullying.
- Homophobia.

- Racism.
- Misogyny.
- Harassment, intimidation or threatening physical behaviour.
- Any other form of prejudice or discriminatory behaviour.
- Any serious breach of safeguarding rules and procedures.

6. Consequences

Breaches of this Code will be reviewed on a case-by-case basis by the Young Gen Safeguarding Team and/or Committee. Sanctions may include:

- A meeting with committee members to address conduct concerns.
- Additional supervision or 1:1 chaperoning during rehearsals or performances.
- Temporary suspension from rehearsals or performances, up to and including removal from the current production. This may also result in ineligibility to audition for the next production.
- Permanent suspension from Young Gen.

Decisions will involve consultation with parents/guardians, the Committee and any necessary external agencies where appropriate.

7. Medical and Welfare Information

- All young people who attend HQ for any pre-audition, audition day, rehearsal, performance or Young Gen activity must complete and return the Medical and Essential Information Form when requested.
- Cast members must bring all essential medication to rehearsals and performances. If medication needs to be administered during Young Gen activities, arrangements must be agreed with an adult and clear written instructions must be provided.
- Controlled medication must not be brought to rehearsals without prior arrangements agreed with a parent/guardian and the Committee or safeguarding team.
- A medication administration form must be completed when needed, recording dosages, dates and times. Parents/guardians will be informed of any administration at collection or as soon as reasonably practicable.
- Relevant medical and welfare information will only be shared with adults who need to know in order to keep a child safe and well.

8. Breaks, Fire Safety and Production Expectations

- Field/shop breaks: senior school-aged members may go to the shop or field during breaks only where this has been permitted for that rehearsal or activity. Members must sign out and back in. Written consent is required for children leaving HQ unaccompanied.
- Fire safety procedures apply during all rehearsal times, including lunch breaks and other breaks.
- Cast members must follow all instructions relating to rehearsal rooms, out-of-bounds areas, emergency exits, fire procedures, theatre rules, backstage routes and production safety.

9. Smoking, Vaping, Alcohol and Drugs

- Smoking, vaping, alcohol or drug use is not permitted at any time on Young Gen premises or during rehearsals, performances, show week, promotional events or Young Gen activities.
- Any cast member found to be smoking, vaping, consuming alcohol or engaging in drug use will be sanctioned appropriately in line with this Code and the zero-tolerance policy.

10. Social Media, Communication and Phones

Cast members and parents/guardians must follow Young Gen's Online and Social Media Policy and any production-specific communication rules.

- Cast members must not send friend/follow requests to adult volunteers, chaperones, committee members, directors, tutors, production team members or other adults working with Young Gen.
- Adult volunteers and cast members must maintain appropriate boundaries online as well as in person. Committee members, production team members, chaperones and volunteers must not be friends, followers or connected in a similar way with current cast members under 18 on personal social media platforms.
- Private messaging or communication between adults and cast members should not take place through personal social media or personal messaging apps. Necessary contact should be made through official Young Gen channels, society email, parent/carer communication, or a designated safeguarding contact or the Secretary.
- Cast members must not record, film, photograph or livestream rehearsals, backstage areas, dressing rooms, toilets, changing areas or private areas without prior permission from a committee member.
- Mobile phones and smart devices must be silenced and kept away during rehearsals unless permission is granted by a director, chaperone or committee member. Phones may be used during agreed breaks, subject to the Online and Social Media Policy and any production-specific rules.
- No images, videos, voice notes or production materials may be shared outside agreed Young Gen channels without permission.

11. Images, Filming and Consent

By participating in rehearsals and performances, cast members and their parents/guardians acknowledge that images and footage may be captured by Young Gen for promotional, programme, publicity, website, social media, rehearsal, production and archival purposes, subject to Young Gen's image consent arrangements.

If you do not consent to your child being photographed or filmed, you must notify the Committee in writing. Young Gen will seek to respect image consent choices, while recognising that some photography or filming may be unavoidable in group settings or archival production records.

Agreement

By signing below, I confirm that I have read and understood the Chelmsford Young Generation Code of Conduct for Cast Members and agree to uphold its standards at all times.

Cast Member	Parent/Guardian (if applicable)
Name: _____	Name: _____
Signature: _____	Signature: _____
Date: _____	Date: _____