

WELLBEING POLICY

TAKING
FLIGHT

TAKING FLIGHT THEATRE COMPANY

Taking Flight Theatre Wellbeing policy

Our mission is to smash down the barriers to participating in theatre and to constantly push the boundaries of creative access. It is to drive forward equal representation of Deaf and disabled people in theatre by levelling the stage. It is to alter the arts landscape in Wales and beyond by challenging others to think more inclusively.

Our vision is of a world where the stories told and the voices heard are genuinely reflective of the world we live in; where the theatre we make understands audiences of all backgrounds and invites and welcomes them in; where the field is level and everyone has equal access.

Purpose of the Policy

The word Wellbeing is an overall umbrella term used to encapsulate many forms of wellbeing; physical, mental, emotional, spiritual. The idea of individual wellbeing is something that the individual themselves is responsible for recognising and managing. However, organisations can take certain measures to encourage positive wellbeing in their workforce. By acknowledging that there are certain 'prescribed' activities that can be beneficial to wellbeing, it is not a one size fits all scenario and this policy seeks to clarify what Taking Flight can do to support individual Wellbeing that is appropriate, equitable and accessible.

Scope of the policy.

For Taking flight's purposes the scope of this policy will apply to

- Salaried staff
- Freelancers and contractors
- Volunteers including Governance body

Taking flight will, where possible, apply this policy across all projects and activities and advocate its implementation with the other organisations we work with.

Policy Statement

Individual Wellbeing and how it is referenced will always be a personal measurement and hard to standardise. Taking Flight believes that positive Wellbeing can be encouraged by creating a safe, open and productive environment where "how are you" conversations are sincere, timely and appropriate. Where resilience isn't a

strategy to increase workload or capacity and where individuals are given the time, space and tools and support to care for their own wellbeing. Taking Flight believes this policy should be applicable to staff, freelancers, contractors and volunteers.

Taking flight will encourage positive wellbeing through:

Flexible working hours

Whilst some elements of our work cannot be flexible (performances and workshop delivery etc) within our scope and project responsibility, as long as there is communication, we believe there is no barrier to offering flexibility wherever possible.

- This can include home-working
- flexible start times
- work that fits childcare and other caring commitments
- fluctuating health conditions and health appointments.
- Where appropriate this can be written into contracts and letters of agreements.
- Flexibility can be built into any role from the start of a contract or to reflect changing circumstances.
- Communicating needs for both employer and employee is key to ensuring successful flexible working practices that suit both parties. Talk to your line manager at the commencement of a contract or even at interview stage
- Talk to your line manager as circumstances change
- Salaried staff are encouraged to work their hours flexibly to suit childcare, fluctuating conditions etc. annual hours contracts are in place to encourage this.
- Project staff can work on a project delivery basis, or hourly/ daily /weekly rate depending on the needs of the project and in line with ITC pay and conditions.
- Inclusion of access riders as part of the contractual process can highlight and ensure flexibility from the start.
- Timelines and deadlines can be discussed at the start of the project.

Physical provision	<ul style="list-style-type: none">• Where possible to have a designated space away from the workspace to take stock, take breaks and regroup.• Where feasible and possible to adapt the workspace to accommodate the physical needs of the workforce.• Access riders and contracts can ensure any physical provisions be made in good time, and
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	<p>regular reviewing of workspaces and needs can be built into any timeframe and schedules.</p>
Breaks and rest periods	<ul style="list-style-type: none"> • Taking flight will ensure breaks and rest periods are encouraged and taken. • Refreshments should be provided if scheduled breaks are compromised. • TF will ensure travel breaks are scheduled if appropriate. • Access riders and contracts can be drawn up to ensure adequate rest periods are built into any schedule or timeframe.
Team Spirit	<ul style="list-style-type: none"> • To welcome all freelancers and contractors to team Taking Flight • Offering support, flexibility, check-ins and regular communication • Soft deadlines and unpaid leave (where possible and feasible) • appropriate counselling support including BSL counselling if applicable • training
Environment	<ul style="list-style-type: none"> • TF aims to provide an accessible and productive environment, where the focus is on what can be done not what can't. • To involve staff in creating the workspace and to be a disability- confident employer. • Listen to new ideas. • Support information is freely available including company policies and external agencies that can be accessed without prejudice.
Workload	<ul style="list-style-type: none"> • Taking Flight will try and ensure individual capacity is not over-stretched, and will endeavour to create a culture where staff and freelancers have nothing to prove by overworking themselves.

First Aiders	<ul style="list-style-type: none"> • TF will ensure there are physical and mental Health first Aiders within the workplace and will train staff and freelancers as necessary. • New core staff will have the opportunity to train, and this will be offered to any project creatives and staff to ensure this provision is in place.
Signposting	<ul style="list-style-type: none"> • To ensure there are many ways to communicate support information within the workforce including information in a welcome pack, signage, posters, invitations to support groups, seminars, regular check ins etc. • TF to be guided by employees and those with lived experience on accessible formats.
Clarity and communications	<ul style="list-style-type: none"> • To ensure clarity and clear intent in our communications including within contracts and letters of agreement. • To ensure clear expectations are outlined that don't exceed capacity and are fit for purpose. • To instigate regular keep in touch sessions for remote workers and freelancers.
Realistic timeframes	<ul style="list-style-type: none"> • To ensure timeframes, individual capacity and responsibilities are realistic and achievable. • To build soft deadlines to review targets and deadlines ensuring that any pressure build up can be alleviated.
Access riders and contracts	<ul style="list-style-type: none"> • To encourage the development of personnel access riders for all staff, volunteers and freelancers. This can include requirements from font preferences and easy read documents to BSL provision, rest periods, allergies etc • To make these Access Riders available to

	<p>all team members across the board and to other organisations TF work with (when appropriate).</p>
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- We are committed to a healthy and safe working relationship. With that in mind, the organisation will:
 - ✓ Maintain an open-door policy throughout the Project. We are happy to talk, hear your concerns, and consider possibilities.
 - ✓ Work with kindness, care, and consideration of mental health and Wellbeing needs.
 - ✓ Making reasonable adjustments to plans wherever possible and committing to not creating any new access barriers in the work that we do together.
 - ✓ Be straightforward and clear about our expectations and our commitments.
 - ✓ Do our best to meet deadlines and not impose unrealistic deadlines on you.
 - ✓ Listen carefully to anything you wish to share and respect your lived experiences.

- Access provision and needs will be built into all contracts and roles whether office based or in a more creative capacity. This will be a flexible document that can change as access needs or circumstances change.
- For existing access needs and ongoing contracts- regular conversations and assessment (from employee and employer) will act in the first instance as a method to amend the rider/contract. Further changes and amendments can be made upon review with the line manager at agreed intervals.

Talking therapy provision
and in-house support
personnel

- Ensuring our counselling provision is accessible and available to staff, freelancers and volunteers.
- To identify in-house support personnel who can act as a 'heart keeper' providing regular

	catch-up opportunities and wellbeing support in a confidential and non-judgemental manner.
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Approved by the board on: 6th Jan 2023

To be reviewed: 6th Jan 2024