

WELLBEING POLICY EASY
READ

TAKING
FLIGHT

Taking Flight Theatre

Wellbeing Policy

What do we do?

Take away **barriers** to theatre.



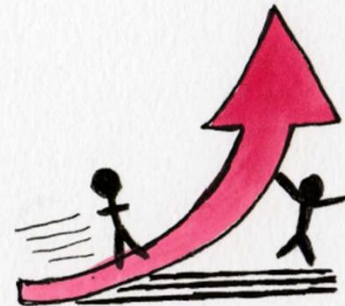
Make **access** creative.



Equality for Deaf and Disabled people in theatre.



Challenge others to think in inclusive ways.



What do we want?

For the **stories** we tell (and the people telling them) to **show** what **society** is really like.



For all audiences to feel **welcomed** and **understood**.



For everyone to have **equal access** and **opportunity**.



Why do we have this policy?

Wellbeing can be:

Physical

Mental

Emotional

Spiritual



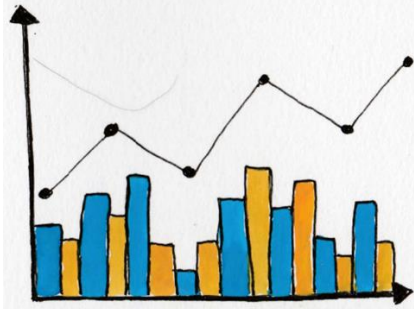
<p>Everyone should know and look after their own wellbeing.</p>	
<p>Organisations can support their staff's wellbeing.</p>	
<p>This Policy shows what Taking Flight can do to support everyone's wellbeing.</p>	

Who is this policy for?

<p>This policy is for:</p> <p>Core Staff</p> <p>Freelancers and contractors</p> <p>Volunteers (including trustees)</p>	
<p>We will use this in all the projects and activities we can.</p>	

Statement:

Everyone's **wellbeing** is **different**.



A **safe, open, and can-do workspace** can help good wellbeing.



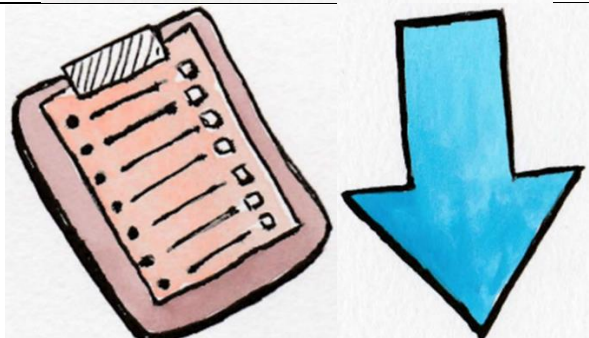
Doing a good job does not mean that you do so much work you forget to **look after yourself**.



People should have the **time, space, tools, and support** to care for their own wellbeing.



Below is a **list** of ways **Taking Flight** will support **good wellbeing**.

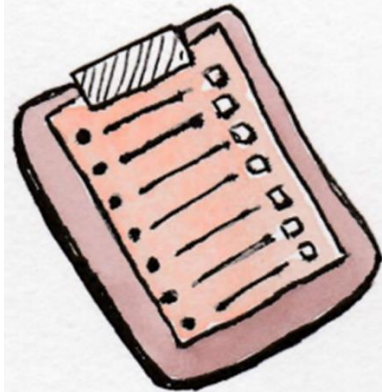


Access Riders and Contracts:

For all **staff, volunteers,** and **freelancers** to have their own **access rider.**



These can include:
Font preferences
Easy read documents
BSL provision
Rest periods
Allergies



We want **healthy** and **safe** working relationships.



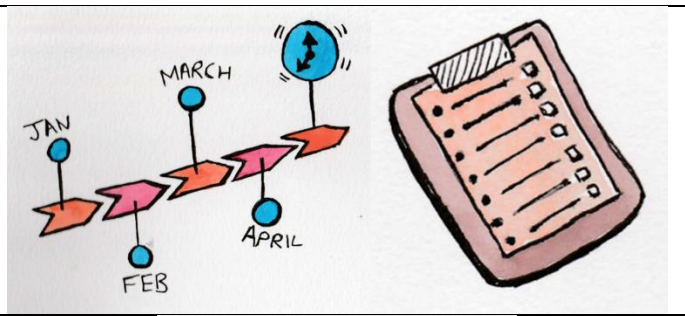
We are always **happy to talk** and **hear your worries.** Listen carefully to anything you wish to share, and **respect** what has happened to you in your life.



To work with **kindness, care** and **understanding** of **mental health** and **wellbeing needs.**



Clear **communication** about what we expect from you, and **deadlines** that can be achieved.



Access Riders will be part of all **contracts**. These can **change** as need.



Flexible working hours:

This can be:
Working from **home**
Flexible start times
Working around **childcare/ caring roles/** changing **conditions** and **health appointments**.



This can be part of **contracts/ letters of agreements**.



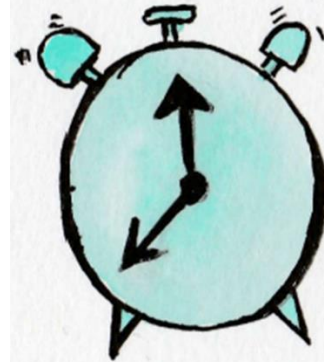
It is important to **let us know** your needs/ and whenever anything changes.



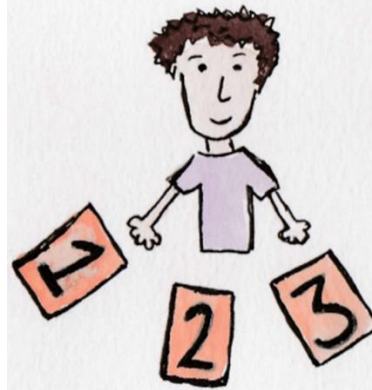
We can offer flexible hours for everything except for **performances** and **workshops** which are at set times.



Core staff have **annualised hours** – this means they have a **year** to work the hours they need to, and they can work these in a way that suits them.



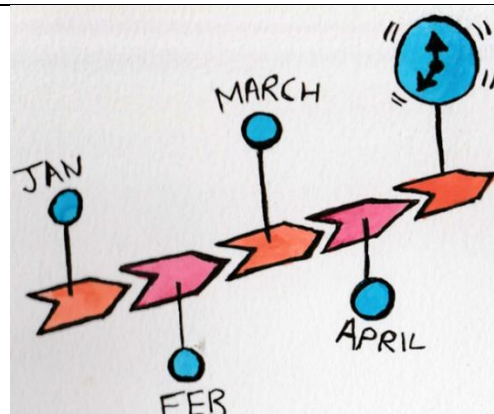
Freelance staff can either:
Work on a **project fee**.
Or **hourly/ daily/ weekly rates** depending on the project.



We will support everyone to make **Access Riders** that explain what **access tools** they need. We will make sure this is **costed** and **put in place** in plenty of time.



Timelines and **deadlines** can be agreed from the start.



Things we can provide:

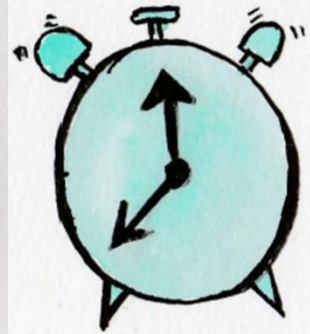
Where we can: **A separate space** to **relax/** take **breaks** and **regroup**.



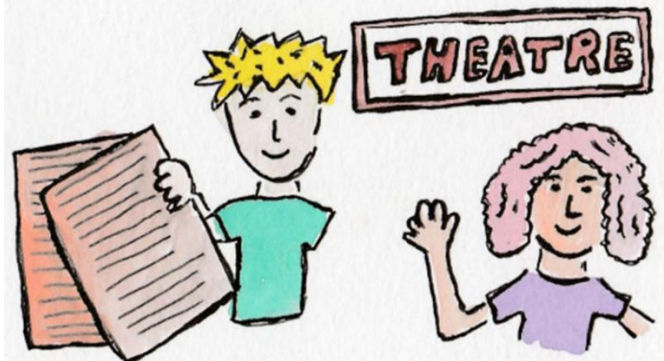
Where we can: **Adapt** the **workspace** for everyone's **physical needs**.



Access riders and **contracts** to make sure we have lots of time to make any changes.

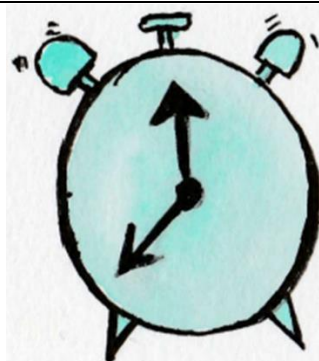


Regularly **review workspaces**.



Breaks and rest periods:

We will make sure **breaks** and **rest periods** are taken.



Refreshments will be given if there are not enough breaks.



Planning in **travel breaks**.



Access riders and **contracts** can help make sure plenty of rest is planned in.



Team Spirit:

Freelancers and **contractors** are welcomed into our Team with:

Support

Flexibility

Check-ins

Regular communication



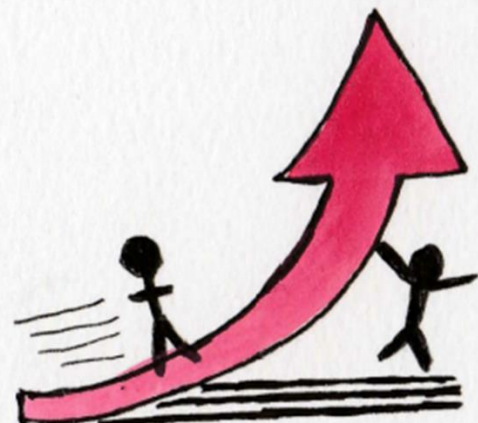
Where possible we can offer:

Soft deadlines

Unpaid leave

Counselling support

Training



Environment:

<p>We aim for an accessible, can-do workspace.</p>	 A hand-drawn illustration showing a diverse group of people in a workspace. There are two people standing, one sitting in a wheelchair, and another person sitting on the floor. A lightbulb icon is shown on a screen, symbolizing ideas and innovation.
<p>Staff are part of creating the workspace.</p>	 A hand-drawn illustration of two people working together. One person is holding a large flashlight, and the other is holding a wrench, suggesting a collaborative and practical work environment.
<p>To be a disability-confident employer.</p>	 A hand-drawn illustration of a diverse group of people. One person is using a cane, another is in a wheelchair, and others are standing, representing a disability-confident employer.
<p>Support and information about support will be offered in a safe and open way.</p>	 A hand-drawn illustration of a document or certificate with a large red heart in the center, symbolizing support and care.

Workload:

We will try and make sure nobody is given **too much work**.



Staff and **freelancers** shouldn't feel they have to overwork.

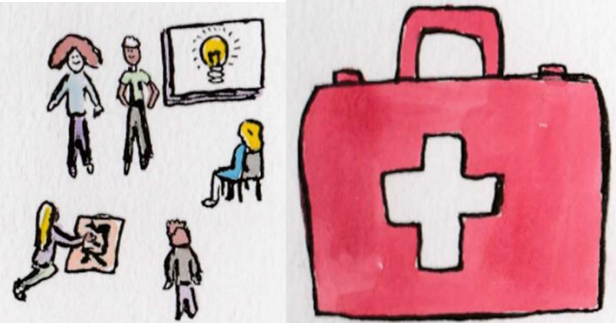


First Aiders:

Taking Flight will always have **Mental Health First Aiders**.



We will **train** staff and freelancers where needed.



Signposting:

To let you know about support information by:

Welcome packs

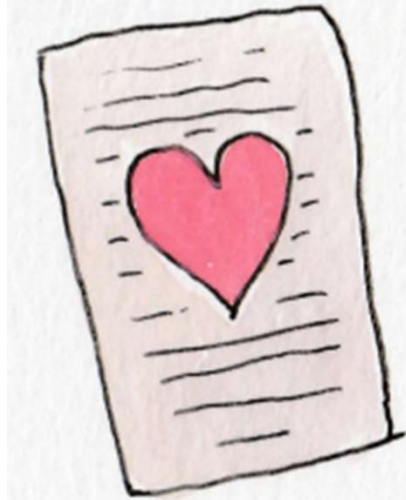
Signage

Posters

Invitations to **support groups**

Seminars

Regular **Check-ins**



Employees to get the **access** they need.

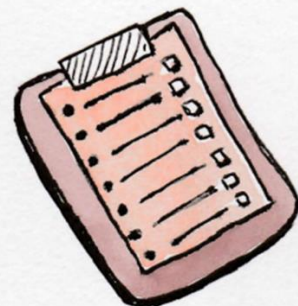


Clear communications:

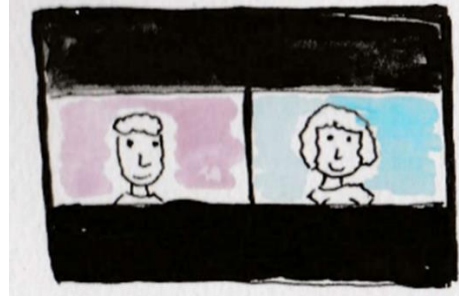
To make sure all our **communication** is **clear**.



To make sure we are **clear** in what we **expect** from you.

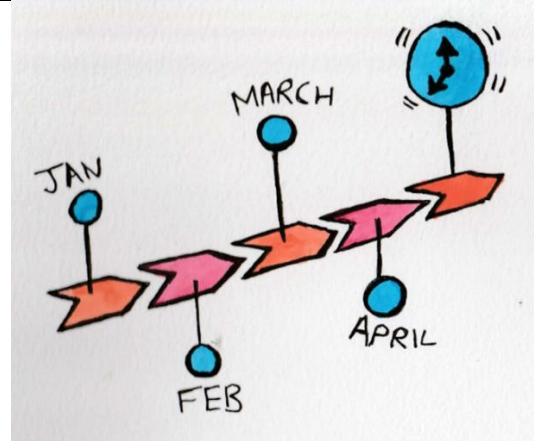


Regular **keep in touch sessions** for remote workers and freelancers.



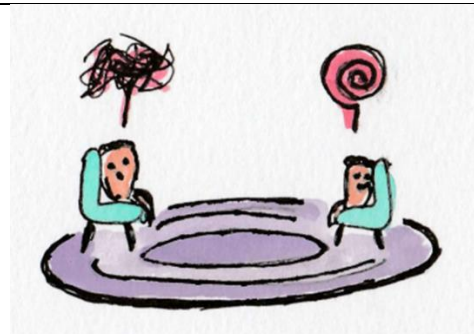
Realistic timelines:

Timelines, the **amount of work** each person has, and **responsibilities** will be **realistic**.



Talking therapy provision and in-house support:

Counselling to be **accessible** and **available** to all staff, freelancers, and volunteers.



One person to be the **“heart keeper”** and will offer private chats and wellbeing support with no judgement.

