



Milk Crate Theatre

Guidelines for external case workers, carers, volunteers and support workers

September 2020

Milk Crate Theatre appreciates your support for our participants and ask that you read and agree to these guidelines. We aim to provide a safe space where participants are able to express themselves, and where wellbeing is first and foremost. It is extremely important that you acknowledge that your duty in the space is to support the expression of the participant.

The following guidelines are applicable for all Workshops, Rehearsals, Performances, or any other Events hosted by Milk Crate Theatre

- Please read the group agreement and at all times, comply with the boundaries and direction of the Lead Facilitator, Milk Crate Theatre staff and Support Artists.
- Please do not answer questions or speak on behalf of the participant you are supporting, unless by express permission of the participant
- Please do not offer individual direction or make creative suggestions to the participant you are supporting – the focus must remain on the creative offers of the participant
- It is the job of the Lead Facilitator or Support Artist to offer guidance, direction or analysis to participants taking part in activities
- You are not permitted to interrupt a workshop, lesson or exercise in order to offer commentary or offer artistic feedback

- You are not permitted at any time to take photographs, record film, or record sound of the workshops, or participants of the workshops
- You agree to maintain confidentiality
- Threatening behaviour is not tolerated at any-time and will result in suspension from MCT.

- You are not permitted at any time to ask the Lead Facilitator or Support Artists or anyone involved in any of our programs any details regarding:
 - Private information
 - People's lives outside of Milk Crate Theatre
 - People's relationship status, or details of their personal relationships

- Please leave the room to answer or make phone calls

See over

If you are at a workshop to support a specific person, we ask that you

- Do not exchange personal information with other participants
- Do not give, lend or exchange money with participants
- Do not buy any goods for participants, this includes: coffees, food, lunch, snacks, or any other items. If you are concerned that someone does not have access to food, please contact our social worker to refer people to food provision services
- Do not give people your own food or drink, etc. You are not covered if anyone has an allergic reaction
- Do not touch any participant without their permission. Touch can trigger a participant due to previous trauma. Equally, participants are not permitted to touch you without your permission
- Please be conscious of any sexualised language, behaviour or body language you may be presenting, even in jest. Sexual abuse is a real experience in the lives of some of our participants, and such behaviour is also triggering

SOCIAL MEDIA

- Unless you are sharing a Milk Crate Theatre event on social media, you are not permitted to make any commentary on your personal pages (whether you include names or not) of any participants, staff or Milk Crate Theatre in general, that may cause indemnification, or may reveal personal information
- Do not post photos of any participants, your workshops, or performances to personal social media platforms.

SAFETY AND DUTY OF CARE

- You are not permitted to provide any participants with any kind of medication, be it: prescription, herbal, or other. This includes Panadol, pain patches, tablets or sprays. You are not covered if anyone has an allergic reaction to any items
- Do not “do for” e.g. do not pick up participants’ rubbish or clean up after people. This is a collaborative and “doing with” space, and everyone should be contributing to the common good!
- Report all incidents immediately to Milk Crate Theatre staff regarding: disruptive, violent or aggressive behaviour; arguments; disclosure of personal information where you believe a participant might be in danger to themselves or others. This includes suicidal ideation and/or any mention of self harm
- Neither you nor participants are permitted to be under the influence of drugs or alcohol during workshops, performances, or any other Milk Crate Theatre events
- You may be required to provide a Working with Children Check and/or Police Check / National Criminal History Check