

GUARDIANS AT **THE OLD VIC** **INFORMATION**

‘The Guardians Programme is an inspired way of achieving two difficult things: disseminating and maintaining your desired culture across all areas and locations of the business; and empowering staff with concerns to make well-informed and appropriate choices regarding escalation of issues’

Richard Miskella, Partner, Lewis Silkin

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FOREWORD

When allegations of sexual harassment and abuse started to trickle out of Hollywood I don't think anyone could have imagined that the #MeToo movement would take off in the way it did. These shocking claims of bullying, sexual harassment and abuse were not confined to the film and television industry — they touched the charity sector, the sports industry, and of course politics and Westminster. I have been determined to change the culture in Westminster and I am so pleased to see The Old Vic showing a similar commitment to change the culture of theatre.

Bullying, harassment and sexual harassment are unacceptable wherever they take place. Over the decades victims have stayed silent for fear of being ignored, being called a liar, or having their career threatened. Now, the changes we make will support them to have their voices heard. By putting the right structures in place to raise complaints, allowing them to be investigated confidentially, having meaningful sanctions, and raising greater awareness through training, organisations can help to solve the problem rather than perpetuate it. Opening up the discussion not only improves the lives of individuals but can also positively impact wider society and create safer, happier workplaces.

Each workplace is different and will require unique solutions, but the common threads are evident. In Parliament, the cross-party Working Group I chaired agreed to establish an Independent Complaints and Grievance Policy, underpinned by a Behaviour Code and a robust set of sanctions which puts the victim and their confidentiality at the heart of the process. Critically, the independence of this process has been paramount. That same logic has underpinned The Old Vic's approach in developing the Guardians Programme. We can all agree that complainants must have confidence that their views will be heard and considered fairly if any meaningful change is to be achieved.

A century ago, the Suffragettes, Suffragists and other campaigners succeeded in their bid to change history giving some women the right to vote for the first time. I'm inspired by their tenacity as, a century later, we are seeking another cultural shift in attitudes to women. It will not be easy, whether in the world of the theatre or the world of politics. But I am sure that with determination we can work to ensure that everybody is able to be treated with the dignity and respect that they deserve.

Andrea Leadsom

Secretary of State for Business, Energy and Industrial Strategy

WHAT IS A GUARDIAN?

A Guardian is a trained member of staff who helps to ensure a consistent understanding of culture throughout the organisation, and who acts as a sounding board for colleagues who have something that they might want to share, but are unsure about the best way of doing so.

The Guardians Programme is designed to help an organisation go further in its commitment to creating a safe and secure working environment for all, offering information resources for colleagues who have questions or concerns about behaviour or the culture at work.

THE ROLE OF A GUARDIAN

The role of a Guardian is to listen and give neutral support on issues and, where relevant, to advise upon which processes and staff may assist. This could relate to something serious, or a more everyday matter. Guardians respect and maintain absolute confidentiality over issues raised with them except in cases in which the issues might amount to a criminal offence. Guardians are not in post to call out inappropriate practice; nor intervene and try to fix problems. They will only advise colleagues as to actions they can take themselves, if they wish to; and model, promote and uphold the organisations culture.

APPOINTMENT

Guardians can be appointed either directly or through an application process. The Old Vic held an open workshop with a subsequent selection process. Guardians will receive specialist training on facilitation and mediation, safeguarding and listening, the culture and values of the organisation, and its structure and processes before the programme formally begins. They will then receive ongoing training and support throughout the year.

Guardians are selected from across the current workforce based on their open minded, friendly, approachable manner. They will be an available resource for both permanent, part-time, casual and freelance workers and will support an open, considerate culture where anyone feels they can raise something in good faith.

WHAT ARE THE COSTS?

Implementing a Guardians Programme can be no, or relatively low cost depending on preference. The terms of reference in this pack can have universal application and are provided here free for organisations to use and adapt. The additional papers in this pack may be helpful in establishing your own scheme.

You can arrange the initial training for Guardians yourself or make use of the pro bono training sessions. The Guardians Network is free to join and is an information sharing resource — for more detail on the Network see p5 'Join In'.

We run three pro-bono sessions a year, which are split to provide relevant training to both new and existing Guardians. For new Guardians, we provide an introduction to the programme and explore the tools a Guardian needs. For existing Guardians, our sessions provide a forum to share themes and trends and provide further insight on relevant topics identified.

JOIN IN

We want to share this pack as widely as possible in the hope that it will help keep a wide range of organisations and workforces safe and happy. As such please feel free to use the documents contained here in their entirety, or select specific sections that might work for you, and pass them to those who might be interested in joining the scheme.

GUARDIANS NETWORK

If you are interested in implementing a Guardians Programme, or a variant thereof, in your organisation, please let us know. We have had many initial conversations with organisations from both within the arts industry and in other sectors, and there has been immediate and enthusiastic response to the principles of the scheme.

As such, in order to continue to share best practice and training, we have formed the **Guardians Network**. The Network is a group of organisations who have implemented the principles of a Guardians Programme. The Network receive free training, and — in between times — can share with the group anonymised trends and learnings from their own programmes, together with centralised resources available on our **webpage**. Further resources are also available for Network members via our **LinkedIn group**.

The Network is **free to access**. In order to ensure as many as would wish to are able to introduce the scheme, we have arranged with Lewis Silkin for Guardian training to take place free of charge three times a year. This will be an afternoon Guardian training session led by Richard Miskella (Lewis Silkin) and Joanna Nicolas (Safeguarding Consultant). This half-day session will equip Guardians with the necessary training to fulfill the role in your organisation.

The pro-bono sessions also provide ongoing training for organisations with an established programme. Those in the Network will be encouraged to share anonymised feedback on trends and scenarios from within their organisations so that we can all be responsive to current cross-sector issues in the workplace.

Each organisation, each industry, will have experiences and solutions with universal application that, through an open collaboration of resources and ideas, can benefit and strengthen us all.

WHO TO CONTACT

The Guardians Programme is an Old Vic innovation. This pack was prepared by The Old Vic, with legal advice in relation to the new programme from Richard Miskella of Lewis Silkin and Safeguarding Consultant Joanna Nicolas. If you would like any further information about the programme itself or to join the Guardians Network, do contact Executive Director, Kate Varah or Associate Director of Business, Rowena Russell — contact details at the end of this pack. We would love to enthuse about this programme with you and share what we've learnt thus far so that what we have learnt can be put to widest possible use.

RESOURCES

Lewis Silkin: Richard Miskella

Richard is a Joint Managing Partner at Lewis Silkin, having joined the firm as an Associate in 2002. Richard advises on employment issues and legislation. As well as his advisory work and training, Richard's particular focus is on disputes and mediation. He is a CEDR-accredited mediator, and acts for clients as well as mediating disputes of all kinds.

Safeguarding Consultant: Joanna Nicolas

Joanna is a national commentator on safeguarding children, appearing regularly across the BBC, Sky and ITV. She chairs and speaks at national conferences and is a writer and published author. Joanna is advising and working with us more widely at The Old Vic on all best practice across all safeguarding policies, activities and training.

THE GUARDIANS NETWORK

In order to share best practice and training, we have formed the Guardians Network.

The Guardians Network is a group of organisations who have implemented the Guardians Programme (or a version thereof) who come together to benefit from:

- Pro bono training offered by Lewis Silkin throughout the year
- Sharing with the group anonymised trends and learnings from their own programmes
- Centralised resources through The Old Vic's website and Guardians Network LinkedIn page

The Guardians Network is free to access and virtual. Pro bono training sessions are delivered by a Lewis Silkin lawyer in person three times a year in a central London location.

Each organisation will have experiences and solutions with universal application that, through an open collaboration of research and ideas, can benefit and strengthen us all.

‘We are getting significant interest from clients across a wide range of industries, who think the framework can be usefully adapted to meet their specific needs. We’re proud to support the programme with free training three times a year’

Richard Miskella, Partner, Lewis Silkin

THE GUARDIANS NETWORK

Created by

The Old Vic

The Network

AKA
Almeida Theatre
BFI
Birmingham Royal Ballet
Bush Theatre
Camphill Village Trust
Chichester Festival Theatre
Coutts
Edinburgh Festival Fringe Society
English National Ballet
English National Opera
English Touring Opera
Exeter Northcott Theatre
Gate Theatre
Glyndebourne Productions Ltd
Hampstead Theatre
Houses of Parliament
JHI Marketing/Fane Productions
King's Head Theatre
Lewis Silkin LLP
Lime Pictures
Lyric Hammersmith
Macfarlanes
National Portrait Gallery
National Theatre of Scotland
New Adventures
Nottingham Playhouse
Nuffield Southampton Theatres
Penguin Random House
Playful Productions
Police Now
Progress Wrestling
Rifco Theatre Company
Rose Theatre Kingston
Royal Philharmonic Orchestra
Runaway Entertainment
Sheffield Theatres
Society of Authors
Society Of London Theatre & UK Theatre
Soho Theatre
Southbank Centre
SSQ
Tate
The Old Vic
Unicorn Theatre
Union Chapel
Willis Towers Watson
WDW Entertainment
ZooNation: The Kate Prince Company

THE OLD VIC'S GUARDIANS PRESS RELEASE

NOV 2017

Empowering the individual: The Old Vic launches new 'Guardians' Programme as part of its commitment to the Way Forward.

The Old Vic has created a new Guardians Programme. A Guardian is a trained member of staff who helps to ensure a consistent understanding of culture throughout the organisation, and who acts as a sounding board for colleagues who have something that they might want to share, but are unsure about the best way of doing so.

As outlined in the Way Forward, our commitment to creating a safe and secure working environment for all, the role of a Guardian is to listen and give neutral support and advice on issues and, where relevant, to advise upon which processes and staff may assist. This could relate to something serious, or a more everyday matter. Guardians respect and maintain absolute confidentiality over issues raised with them except in cases in which the issues might amount to a criminal offence. Guardians are not in post to call out inappropriate practice; nor intervene and try to fix problems. They will only advise colleagues as to actions they can take themselves, if they wish to; and model, promote and uphold our culture.

Four to six Old Vic Guardians will shortly be appointed following a workshop and interview process. They will receive specialist training on facilitation and mediation, safeguarding and listening, the culture and values of The Old Vic, and its structure and processes before the programme formally begins in March 2018. They will then receive ongoing training and support throughout the year. Guardians are being selected from our current staff based on their open minded, friendly, approachable manner. They will be available to both our permanent and freelance workers and will support an open, considerate culture where anyone feels they can raise something in good faith.

Executive Director Kate Varah says,

'We devised the Guardians Programme in dialogue with our staff to enshrine our values and workplace culture. It grew out of our desire to help reassure people they have a voice. We want everyone to have a way to share their concerns with someone outside of the 'regular' reporting line. Our Guardians actively listen and support, offering confidential advice on options, with discretion and empathy. It is incredible to see the commitment in both the arts and other sectors in embracing a solution that helps reframe how our workforces share concerns, escalate issues, and enjoy working together respectfully.'

–ENDS–

PRESS CONTACT

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THE WAY FORWARD

JAN 2018

The Old Vic is committed to a new Way Forward that will build on existing practices and procedures to ensure that the theatre fulfills its duty of care to all who work in the organisation. The Way Forward is committed to rapidly evolve an intelligent new standard of protection and support in and around the workplace.

DEFINING RIGHTS & PRESCRIBING ACTION

We commit to creating a safe and secure working environment for all.

This requires:

- Leadership and commitment from our Board to set the tone and culture of the organisation and ensure accountability
- Thoughtful engagement from the theatre management and staff in order for solutions to be workable, and avoid negatively impacting on creative relationships
- In-depth discussion led by industry bodies and with colleagues to share learnings and best practice so that our solutions are impactful and meaningful

The Old Vic cannot change behaviours and theatre culture in isolation. Engaging with the rest of the UK theatre community and establishing practices which minimise the opportunity for inappropriate behaviour and seek to ensure that such behaviour is addressed when it occurs are key.

Creating a healthy and dignified environment in which to work is essential for every profession. It is a right that everyone should be able to reasonably expect.

RULES & EXPECTATIONS

We will develop with our people, our own set of conduct rules and behavioural expectations based around two categories of behaviour: 'OK/Not OK'.

Both the general life of the theatre and specifically productions will be covered. Every member of staff and member of the company and creative team will sign up to and will be encouraged to ensure that it is implemented effectively and adhered to.

It will include clear guidance regarding one-on-one meetings in isolated locations, especially outside The Old Vic building, and in particular late at night or involving alcohol.

It will include clear guidance on what to do in a circumstance that feels uncomfortable or Not OK.

It will establish a zero tolerance policy on inappropriate behaviour in the workplace

GUARDIANS

The Old Vic will establish a Guardians Programme.

A Guardian is a trained member of staff who helps to ensure a consistent understanding of culture throughout the organisation, and who acts as a sounding board for colleagues who have something that they might want to share, but are unsure about the best way of doing so. The Guardians Programme is designed to help an organisation go further in its commitment to creating a safe and secure working environment for all, offering an alternative way for colleagues to share concerns about behaviour or the culture at work.

Guardians will be approachable, informed, responsive. They will receive additional training to support them in this role. Any person working at The Old Vic can contact a Guardian at any point, knowing that they will be a safe point of contact with information to help colleagues make empowered and informed decisions.

GUIDANCE

Additional training for all staff, including creative and production staff, will be initiated on diversity issues and acceptable workplace behaviour.

This will be designed in conjunction with the creative and production staff so that it properly takes into account the features of theatre productions at The Old Vic.

Training will demonstrate how people should speak out and report concerns quickly. It will cover boundaries and what constitutes inappropriate behaviour.

ACCOUNTABILITY

Protocols and processes will be drafted and enacted. They will not sit on a shelf. All who work here, regardless of seniority or role, will be held to them.

Some, like our Dignity at Work policy already exist. Others, like an extended whistleblowing policy will be drafted and put in place to provide a clear, formal route for incident escalation where necessary.

Specific and supportive guidance about alcohol use will be written, together with guidance on The Old Vic's expectations, all to be given without it having a 'chilling' effect on camaraderie and the creative culture, or driving performers and staff away from the bar as a place to relax post-work or show.

Clear reporting lines will be established for swift escalation of concerns. Guardians will sit alongside this to give an additional mechanism for support should a formal approach not feel right.

CHECKS & BALANCES

A governance review will be undertaken to check that the programme of modernisation and improvement that has taken place since 2014 within The Old Vic Board of Trustees has gone far enough; and to ensure that it remains fully equipped to fulfil its role in providing independent oversight of The Old Vic.

Regular 360 feedback will be requested not just for permanent staff and their managers during appraisals and reviews, but within acting companies and creative teams to provide clarity around effective line management, and include confidential questions regarding culture and behaviours.

In all we do, we will strive to make The Old Vic a healthy, happy, safe place to work.

CONTACT

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‘There are those that talk and those that act. The Old Vic is leading the way in ensuring a cultural shift that we need to see across all industries and organisations. It is hugely exciting and a privilege to be involved in something that is groundbreaking. Organisations that take this approach can be confident they are creating a happy, safe environment in which everyone can thrive’

Joanna Nicolas, Safeguarding Consultant