



COLLAB COMPANY

advancing the arts



Welcome to Collab Company

Collab Company is a UAE-based organisation dedicated to advancing the arts through intentional, innovative and imaginative collaborations. We eagerly embrace a multidisciplinary approach to a wide range of experimental projects, educational programs and outreach initiatives across our three collaborative platforms:

creations. classroom. collective.



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OUR STORY



Learn more about Lauren [HERE](#)

Emblazoned across social media backgrounds and cited in countless conversations about why the arts matter, these words have always been a lodestar in Lauren Noble's classroom: a guiding light, profoundly influencing the way that she teaches others about her favourite industries:

Actors are agents of change. A film, a piece of theatre, a piece of music, or a book can make a difference. It can change the world.

Alan Rickman

Collab Company is a multidisciplinary performing arts organisation which was originally founded to be an extension of the work of our creative director. Lauren Noble has loved everything about the theatre since she was just 12 years old and played the role of Lucy Pevensie in *The Lion, the Witch and the Wardrobe*. Much of her career has seen her developing her own teaching methodology inside the drama classrooms of Durban and Dubai. In fact, the fully fledged concept for Collab Company took hold of her imagination during a school holiday as Lauren sat preparing resources for the next academic year. Lauren has always advocated for a more comprehensive use of the stage as a space which consciously harnesses artistic and educational potential from across the creative spectrum. Her holistic pedagogy developed into a performing arts organisation called Collab Company which is unrestricted by the limitations of any individual artist or art form.

Lauren now dedicates her own artistry to creating bespoke experiences which emerge from ideas within any of Collab Company's platforms. The start of 2025 has also seen development in the company dynamic with the introduction of an Advisory Board of volunteers, each passionately empowered by the work they have already and can continue to achieve with Collab Company. We have three local Advisors, three local Advocates and three international Advocates currently working towards expanding our provision in multiple spaces and with multiple skill sets working in collaboration. Lauren thus aims to engage the creative spectrum through a panoramic lens, immersing herself and others within the characteristics that have defined her own journey from page to stage. Collaborating. Disrupting. Creating. Revisiting. Imagining. Questioning. Empowering. Rediscovering. Exploring. Teaching. Learning.

And all because Alan Rickman was right, of course... theatre can change the world!

OUR METHODOLOGY



The triquetra at the centre of our logo is symbolic of the triple-pronged structure of our organisation. Every new idea at Collab Company begins its unique creative journey from within one of our three platforms:

COLLAB CREATIONS is our production platform which explores the potential of artistry harnessed from across the creative spectrum. We wholeheartedly engage the realm of possibility as we work together to create immersive events, live performances, arts festivals, collaborative competitions and educational expos. Collab Creations is advancing the arts through intentional, innovative and imaginative collaborations which consciously elevate and empower.

COLLAB CLASSROOM is a platform which continuously evolves its approach to arts education in the 21st century. Our pop-up classrooms occur within multiple environments and always meet participants at their level, encouraging an inclusive and accessible educational journey for everyone we work with. Collab Classroom believes in a fully holistic pedagogy which acknowledges the value of experiential education, cross-curricular theory and multidisciplinary skills.

COLLAB COLLECTIVE is our outreach platform which aims to provide an infrastructure which brings together artists and arts educators, both locally and internationally. Our aim is to consciously curate an evolutionary space which kickstarts unique collaborations between participants, encouraging diverse initiatives which advance the arts in more than one creative community.

Whilst each platform plays a significant role within the context of our organisation, it is the synergy that exists between them that characterises our methodology. Our synergistic approach is applied to everything we do, evolving with every new collaborative project and partner. Lessons from inside the drama classroom will find their way into our social outreach events. Creative techniques from stage design are repurposed for film design. Experiences shared by our advisors in Durban become experimental springboards for our apprentices in Dubai. Audience engagement strategies from art installations elevate the performativity of our work in musical theatre. Collab Company understands that every creative idea deserves the freedom to explore its potential as it journeys through an evolutionary creative spectrum with us along for the ride.



Learn how we applied our synergistic methodology to *Antigone Retold* [HERE](#)

OUR ETHOS



Collab Company aspires to empower creatives of all ages to explore their creative potential through intentional, innovative and imaginative collaborations. We believe that advancing the arts is only achievable when the environment we work within is purposefully structured to inspire collaborations between individuals and entities who operate within the same ethical framework. Our ethos is therefore predicated on six principles which we expect everyone to uphold in all formal and informal interactions within Collab Company.

1. **Inclusivity**: Collab Company is committed to valuing diversity by actively embracing the potential of individuals of all ages, ethnicities, identities, religions and worldviews. We consider ourselves anti-discrimination, consciously dismantling systems of exclusivity by disrupting all prejudiced practices within our own work and the work of individuals and entities who wish to collaborate with us.
2. **Professionalism**: Collab Company is committed to fostering a culture of professionalism in the arts and arts education sectors, acknowledging that our evolution as an organisation is directly impacted by our collaborations with other professionals. Professionalism functions as a right and a responsibility, underpinning every interaction within our organisation.
3. **Respect**: Collab Company is committed to exemplifying the respect we wish others to experience when they collaborate with us, regardless of their age or rank. We are determined to foster a culture of compassion, courtesy and camaraderie, all of which are the by-products of a respectful environment.
4. **Integrity**: Collab Company is committed to the creation of artistic and educational environments where integrity and principled conduct are tangibly observable in all interactions therein.
5. **Accountability**: Collab Company is committed to a system of accountability which requires us all to acknowledge and act upon our responsibility for and to others. This ensures that every act of advancing the arts is bound by a progressive worldview within our shared ethical framework.
6. **Safeguarding**: Safety, security and wellness is your right just as it is your responsibility. It is of the utmost importance that safeguarding practices are upheld in all situations and environments that we work within. We aim to ensure that no situation or environment that Collab Company is associated with is in contravention of our *Safeguarding Policies and Procedures*. Therefore, when another policy (such as that of an associated business or venue) is also operational, we are bound to uphold these rules and regulations too. Our *Reporting Procedures* exist to safeguard everyone, regardless of age or rank, and can be found in further detail in the next section.

The consequences of breaching any of the policies which embed our ethos will be commensurate with the severity of the situation. All decisions regarding consequences will occur after a thorough and unbiased investigation and arbitration process which aims to identify the appropriate next steps for all parties involved. The final decision thereafter will be at the discretion of the creative director of Collab Company in consultation with her advisors, as necessary.

SAFEGUARDING ESSENTIALS



6.1. Rationale

Our ethos underpins our way of working at Collab Company and reflects the attitudes and practices that we are committed to upholding in our own work as well as within the work happening with all individuals and entities who collaborate with us. We believe that a conscious endorsement of this ethos will create a cycle of accountability which will actively dismantle discriminatory practices and foster a culture of inclusivity, professionalism, respect, integrity and safeguarding for all.

We are committed to the safety of everyone, without exception, and have therefore designed our infrastructure to perpetuate safeguarding practices at every level. As such, everyone involved or associated with our organisation will be provided with waivers and/or codes of conduct which have been specifically tailored for the type of work they will be undertaking with Collab Company. All individuals and entities affiliated with Collab Company must be aware of their position in the cycle of accountability and, as such, should always role model the ethos of our company. Derogatory commentary, inappropriate conduct, discriminatory practices and unlawful actions are not reflective of our ethos and are therefore prohibited.



Safeguarding young people is a significant aspect of our work in arts education. Read about *The Anti-Bullying Roadshow* which seeks to empower students through art. Click [HERE](#) for more.

The consequences of breaching any of the policies which embed our ethos will be commensurate with the severity of the situation. All decisions regarding consequences will occur after a thorough and unbiased investigation and arbitration process which aims to identify the appropriate next steps for all parties involved. The final decision thereafter will be at the discretion of the creative director of Collab Company in consultation with her advisors, as necessary.

We will implement an annual review of our non-negotiable policies and procedures to ensure they correspond with legislative changes and examples of best practice learned from other entities, venues and funding bodies. This review will also be informed by input from our casts, crews, students, educators and global advisors.

The Designated Safeguarding Lead for Collab Company is Lauren Noble.

This policy was last reviewed on 15 August 2025.



6.2. Supersedure of Policies

Collab Company is committed to informing all professional partners of our *Safeguarding Policies and Procedures* when entering into collaborations with them. Likewise, Collab Company will adhere, to the best of its ability, to the corresponding *Safeguarding Policies and Procedures* of its collaborative partners, whether individual or business.

We expect that all those working with Collab Company will have developed their own policies and procedures regarding safeguarding which are directly impacted by their local legislation and the type of work they engage in within their own local contexts. We are also aware that establishments, entities and venues we may operate within as part of the peripatetic work of Collab Creations, Classroom or Collective (ie: at a school, a theatre venue or a corporate office) will have their own set of safeguarding practices which they are wholly responsible for. We therefore adopt the following stance when two or more policies are in play:

- If Collab Company is in an administrative and directorial role for any undertaking which involves only our organisation, our *Safeguarding Policies and Procedures* will apply.
- If a member of Collab Company is in an administrative and directorial role of any undertaking involving our organisation but they have no *Safeguarding Policies and Procedures* in place, Collab Company's *Safeguarding Policies and Procedures* shall apply.
- If a member of Collab Company is in an administrative and directorial role of any undertaking involving Collab Company in association, both *Safeguarding Policies and Procedures* may operate simultaneously. However, in the event of supersedure then it is the *Safeguarding Policies and Procedures* operating at a more stringent level in specific matters arising that shall apply.

6.3. Background Checks

Those who will be working with our Juniors and Seniors specifically, will be contracted on the basis of a recent Police Clearance Certificate and a credible recommendation of work involving a similar age group. Those who engage in contract work frequently with Collab Company will need to resubmit a current Police Clearance Certificate at the express request of the company.

It is important to note that a background check may result in members of Collab Company management, appointed by the company to deal with disclosure matters, interpreting evidence as presented on a criminal record and Collab Company reserves the right to enlist the assistance of an independent third party to assist. In areas of interpretation, the nature of the job will be considered against any perceived issues as well as the most current laws. The following groups are expected to disclose their criminal records with Collab Company:

- all potential contract employees of Collab Company.
- all individuals (including those acting as part of or on behalf of a business) working within Collab Creations.
- all freelance instructors, artists in residence or peripatetic teachers, trainers or tutors working within Collab Classroom.
- all members of Collab Collective, as per their collaborative partnership with Collab Company.



6.4. On Site, at a Venue or on Location

All those working with or for Collab Company on site, at a venue or on location should:

- have signed an online code of conduct indicating their adherence to Collab Company's *Safeguarding Policies and Procedures*.
- have been provided with the relevant *Safeguarding Policies and Procedures* from the site, venue or location who have their own rules and regulations that we will be expected to follow.
- announce the Company's arrival at security or reception, sign in as required and ask for the relevant point of contact.
- ensure all appropriate *Safeguarding Policies and Procedures* are adhered to within that location and within the nature of the activity being taught (please be aware that no Junior, Senior or Adult may engage in any activity with Collab Company unless the relevant code of conduct or indemnity has been signed and is on file with us before they begin).
- ensure, in as far as is reasonably practicable, that communication and contact with everyone involved is unambiguous and transparent.
- act in accordance with the six principles of Collab Company's ethos.
- report any remarks or behaviour from anyone on site which undermines our ethos and *Safeguarding Policies and Procedures* (including anything which contradicts the codes of conduct as related to the nature of the work being done on site) to the relevant authorities as per our agreement with the venue or location and to our company via our **Online Disclosure Form**.

6.5. Safety Protocols

All specialists, professionals or practitioners working with or for Collab Company should:

- Recognise and act on their responsibility as a specialist, professional or practitioner working with children and vulnerable groups to take all reasonable steps to promote safe practice and protect those in their care from neglect, exploitation and abuse (physical, emotional, sexual, bullying).
- Keep all physical contact at an appropriate level, being especially aware of younger Juniors who may wish to express themselves through familiarity.
- Ensure, in as far as is reasonably practicable, that they and no other specialist, professional or practitioner working with or for Collab Company is alone with a student.
- Use a "safe touch" approach should there be a need to make physical contact on a student to model something:
 - If something cannot be verbally explained or modelled by the instructor, then express consent to being handled must be sought first.
 - If their response is in the negative, this must be respected, and followed by an adapted way of instruction.
 - If their response is in the positive, then the instruction should be spoken through aloud (how, why, where etc).
 - The process may seem quite formal, but it is actually quite simple (e.g.: "Is it okay if I touch/move/hold you?" "I am just going to move/adjust your arm slightly so that your mimed action is a bit stronger. Like this!")

SAFEGUARDING JUNIORS AND SENIORS



6.6. Unsupervised Juniors and Seniors (up to the age of 18)

This Safeguarding Policy addresses expectations when Collab Company is the director or manager of any process involving children and young people who are Unsupervised (“**Unsupervised**” is defined as not within an established educational environment or without their own parents or guardians in attendance).

- Individuals may only begin on a project after their online waiver and Code of Conduct (which outlines specific expectations) have been signed by the individual and their parents or guardians.
- Individuals should be reminded of their accountability as related directly to their signed and witnessed Code of Conduct which is both legally and ethically binding.
- Collab Company must enforce the buddy system as suggested in the Code of Conduct whereby older cast, crew or students may mentor and guide younger cast, crew or students.
- Collab Company must enforce all *Safety Protocols* when modelling any action with or on a student.
- Collab Company must ensure all cast, crew and students are aware of and remain within the approved spaces for creative work and scheduled breaks to take place (to be broadcast per project)
- All who become aware of potential or actual neglect, exploitation or abuse (whether physical, emotional, sexual or bullying) of those in our care have a duty to disclose this information by following the correct protocols as stipulated in our Reporting Procedures section below.
- All contact and communication with children in the cast, crew or classroom should be appropriate and limited to during rehearsals and performances. Collab Company may choose to communicate via a social media forum which students and parents or guardians are welcome to join. This communication will be predominantly “noticeboard” and therefore not a space for discussion.
- Sharing content from Collab Company’s social media is encouraged in Senior and Adult participants acting as ambassadors for their own projects, however, all posts should be in accordance with our ethos and related to the type of content we make shareable across our own social media channels.
- Senior individuals may request or be asked to engage in think tanks, workshops and/or content creation for #collabinconvo. This will involve a structured process, preceded by a discussion of expectations specifically tailored to such work. Seniors will always be supervised by a member of Collab Company to ensure that all final content is appropriately edited before going live.

6.7. Supervised Juniors and Seniors (up to the age of 18)

This Safeguarding Policy will also be enforced during all work that is supervised (“**Supervised**” is defined as within an established educational environment or directly involving their parents or guardians) but we acknowledge that the following must be complied with first:

- the procedures and policies of the location, site or venue that we are operating from,
- the decision of a parent or guardian regarding their own child or dependent.

However, should the final course of action of a parent or guardian knowingly contradict our non-negotiable policies, interfere with a production process, undermine the policies of the location, site or venue, or conflict with our codes of conduct, Collab Company reserves the right to part ways with the Junior or Senior during this project and prevent their participation in any future projects thereafter.

SAFEGUARDING ADULTS



6.8. Autonomous Adults (from the age of 18)

All adults over the age of 18 working for or with Collab Company are entitled to the same commitment to their safety, security and health as our younger ensemble. This includes all participation in Collab Company:

- Creations; inclusive of anything from pre- to post-production.
- Classroom; inclusive of all live, online or hybrid educational work undertaken as a student, specialist, professional or practitioner.
- Collective; inclusive of all work undertaken within collaborations with us.
- In Conversation; as our ambassadors when being interviewed by others or conducting your own interviews as an authorised representative of Collab Company.

This Safeguarding Policy addresses expectations when Collab Company is the director or manager of any process involving **Adults** who may or may not be working in close contact with our **Juniors** and **Seniors**:

- Individuals may only commence work on, or participation in any project after their Adult Code of Conduct, which outlines all expectations and indemnities, has been signed.
- Individuals should be reminded of their accountability as related directly to their signed Code of Conduct which is both legally and ethically binding.
- Collab Company should enforce the buddy system as suggested in the Code of Conduct whereby older cast, crew or students mentor and guide younger cast, crew or students.
- Collab Company must enforce all *Safety Protocols* when modelling any action with or on a student.
- Collab Company should ensure all cast, crew and students are aware of and remain within the approved spaces (as defined at the commencement of each project or use of the space) for creative work and scheduled breaks to take place. Adult participants may choose to take their breaks elsewhere but must ensure they do so responsibly and return punctually.
- All who become aware of potential or actual neglect, exploitation or abuse (whether physical, emotional, sexual or bullying) of those in our care have a duty to disclose this information by following the correct protocols as stipulated in our Reporting Procedures section below.
- All contact and communication to children in the cast, crew or students should be appropriate and limited to during rehearsals and performances. Collab Company may choose to communicate via a chosen social media platform which students and parents/guardians are invited to join. This communication will be predominantly “noticeboard” and therefore not a space for discussion.
- Sharing content from Collab Company’s social media is encouraged in Senior and Adult participants acting as ambassadors for their own projects, however, all posts should be in accordance with our ethos and related to the type of content we make shareable across our own social media channels.
- Collab Company reserves the right to request social media posts associated with Collab Company on our Adult participants’ personal or professional accounts be taken down.

REPORTING PROCEDURES



7. Disclosures from Juniors, Seniors or Adults Under Our Supervision

- 7.1. If a Junior or Senior discloses that they wish to talk to you as an adult working with or for Collab Company about something regarding potential or actual neglect, exploitation or abuse (whether physical, emotional, sexual or bullying) you are obligated to ensure that another adult is aware that such a meeting is taking place in private. No adult must allow themselves to be placed in a compromising position because of an inability to locate or inform another adult. With disclosures involving adults, your professional judgement is required but it is considered good practice to follow the same process.
- 7.2. You must ensure that the individual is aware that all information being disclosed to you will be reported to Collab Company for their own safety. You may reassure the individual that they have done the right thing in making a disclosure to you and need not be afraid.
- 7.3. If the disclosure pertains to the type of content or context surrounding the work being done with Collab Company (for example, a conceptual discussion which brought up strong emotions) then this may require some immediate pastoral support for those affected. Such a disclosure, as well as the guidance provided by you using your professional judgement, must always be reported regardless of how significant or insignificant the issue may appear to you as the individual hearing this disclosure.
- 7.4. If a disclosure pertains to something happening outside of Collab Company's scope of work (for example, domestic violence in the home) this will require an approach which also involves the relevant authorities who have knowledge and experience in the field of child protection and whose practice is subject to continual assessment. With these disclosures, it is imperative that you contact the Designated Safeguarding Lead or DDSL immediately after such a disclosure and before filing your **Online Disclosure Form** (which must be completed immediately after contact with the DSL and DDSL has been made).
- 7.5. You should always attempt to listen without interrupting. Remain calm and composed and remember that you are not in a position to pass judgement and should ask questions only for clarity.
- 7.6. You have a duty to record the facts of the disclosure and report them dispassionately, objectively and independently, without opinion, and preferably in the words of the individual/s disclosing them. This must happen immediately after they have been disclosed. You will use our **Online Disclosure Form** and follow this up with a call to management (you must use professional judgement regarding the urgency).
- 7.7. Adults working with or for Collab Company have a responsibility to follow up their initial report with the DSL and DDSL to ensure that reasonable and adequate steps have been taken to address the issue. Management will disclose information which they are permitted to disclose, considering the legal obligations towards confidentiality and privacy. For example, if a case involves legal proceedings, further disclosures will be somewhat limited.

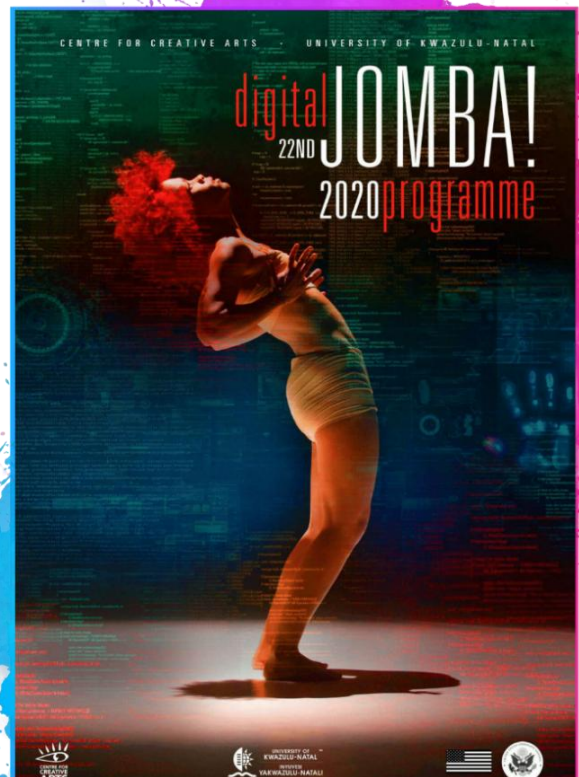


8. Other Types of Disclosures

The following types of disclosures must always be reported on the same day that the disclosure has taken place by using our **Online Disclosure Form**. A phone call or text message, dependent on the severity of the information being disclosed in the report, must also be sent through to the DSL and DDSL of Collab Company to ensure the report has been received and is being processed accordingly.

- 8.1. When an individual working with or for Collab Company observes unusual, erratic, dangerous or unsettling behaviour from any individual or group of individuals who are in their care, they are obligated to query this with the relevant individual/s immediately. Whether or not these individual/s are forthcoming with an explanation for their behaviour, the individual must follow the process as outlined from 7.1 to 7.7 and complete their **Online Disclosure Form** on the same day.
- 8.2. When an adult seeks advice from or discloses something to another adult, the individual who hears this disclosure must first deal with their colleague from a pastoral perspective. Such a disclosure, as well as the guidance provided by any of our professional colleagues, must always be reported via our **Online Disclosure Form** on the same day, regardless of how significant or insignificant the issue may appear to the individual hearing this disclosure.
- 8.3. Whenever a specialist, professional or practitioner working with or for Collab Company observes behaviour which is in conflict with Collab Company's ethos or *Safeguarding Policies and Procedures* from:
 - another specialist, professional or practitioner working with or for Collab Company, or
 - an individual who is not in our care but is working in the same vicinity as those who are, then

the specialist, professional or practitioner is obligated to log an **Online Disclosure Form** on the same day as these observations were made. This report must be followed up with a phone call to management with our specialists asked to use their professional judgement regarding the urgency in contacting the DSL or DDSL.



Our work in arts education necessitates that we pay attention to safeguarding practices from around the world. Click [HERE](#) for more about our annual writing residency with South Africa and the United Kingdom.



COLLAB CREATIONS

our production platform

AIMS AND INTENTIONS



Collab Creations is the production platform of Collab Company.

This platform allows us to explore the potential of artistry harnessed from across the creative spectrum. It is here that we enter the realm of possibility as we work together to create immersive events, live performances, arts festivals, collaborative competitions and experiential productions. Collab Creations is advancing the arts by creating the space for intentional, innovative and imaginative projects that ask us to work *with* one another instead of against one another. We believe that what begins as an idea in one imagination expands when including other imaginations too. Whether we are a cast of two or two hundred, a cast of experienced professionals or undergraduates just starting out, we know that the cogs of creativity are always turning with the desire to elevate and empower using our art... and we want to support all creatives to make that happen!

COLLAB CREATIONS currently offers:

- opportunities for individuals and entities to work on productions, performances, events, festivals and competitions within their local context or as part of an international collaboration.
- a highly interactive space for creatives to engage in groundbreaking creative work, secure in the knowledge that they are supported and protected by our Collab Company ethos as they do so.
- a holistic methodology which acknowledges the evolutionary nature of the arts and embraces a range of creative, arts ed, business and technical initiatives within our work.
- opportunities for dramaturgy, arts journalism and archival initiatives related to Collab Company's local and international collaborations.
- initiatives for creatives to engage in meaningful, purposeful discourse with other creatives.
- opportunities to pitch ideas which have the potential to kickstart collaborative projects with us, whether locally (within a practitioner's home network) or internationally (within our shared network).



We want to encourage creative individuals and entities from within our ensemble to engage with one another as a means of advancing their own practice whilst simultaneously enriching the practice of others. We strongly believe that through purposeful collaboration and a shared philosophy around advancing the arts we can improve and enhance the ways of working for arts practitioners on a global stage.

ONBOARDING PROCESS

FOR CAST AND CREW



- STEP 1:** Collab Company publishes announcements regarding auditions or applications for a Collab Creations project, publication or production. Details about the nature of this collaboration will be broadcast alongside the initial announcement. This will include more information on whether the cast comprises of paid professionals (who will become part of Collab Collective), or paying performing arts students or volunteers (who will become part of Collab Classroom), or both.
- STEP 2:** Auditions, callbacks, chemistry reads, interviews and further collaborative agreements occur.
- STEP 3:** Auditionees and applicants are personally notified of their success or failure to secure a role in this Collab Creations project, publication or production.
- STEP 4:** The cast and crew begin their official onboarding process by visiting [HERE](#) first:
- 4.1. All participants (whether Junior, Senior or Adult) will be provided with a digital copy of our *Company Profile* which details our ethos, methodology, safeguarding policies and procedures and codes of conduct.
 - 4.2. All participants must accept their role within the project, publication or production by signing a waiver and appropriate code of conduct online. For Juniors and Seniors an **NOC** is also required.
- STEP 5:** For professionals recruited by Collab Company for projects, publications or productions:
- 5.1. A contract will be issued to the professionals directly which details the pay structure and/or collaborative structure of this professional project, publication or production.
 - 5.2. The professional must sign their contract within 3 business days for the contract to remain valid.
 - 5.3. Once signed, any necessary bookings to be made by Collab Company on behalf of the professional may go ahead as agreed.
- STEP 5:** For educational or philanthropic projects, publications or productions:
- 5.4. An invoice will be issued to the student or volunteer which details the specifics of the non-refundable cast or crew fee to be paid to Collab Company. Fees are used for (but not limited to) branded merchandise, individualised performance or production items, professional artist and educational collaborations, exam board accreditations.
 - 5.5. The student or volunteer must pay their cast or crew fee within 7 days for the offer to remain valid.
 - 5.6. Once paid, any exam entries or purchases to be made by Collab Company in favour of the student or volunteer are able to begin.
- STEP 6:** Cast and crew are announced on Collab Company's website and social media.

JUNIOR CODE OF CONDUCT



I, _____,
confirm that I have downloaded a copy of the *Company Profile* and have discussed all terms and conditions with my parent or guardian. I have submitted the online waiver to secure my role in the cast or crew and my parent or guardian will support me in adhering to my code of conduct during my time with Collab Creations:

- I will conduct myself according to the ethos of Collab Company at all times ☐
- I will attend all scheduled rehearsals and performances, ensuring that I arrive on time ☐
- I will provide 24 hours' notice with a valid reason if I am unable to attend a rehearsal or performance ☐
- I will wear appropriate attire and bring all necessary equipment for a successful rehearsal ☐
- I will treat all production items such costumes, set, props and my own branded merch with respect ☐
- I will not use my mobile or device during rehearsals unless instructed to do so ☐
- I will only share content on social media if it is authorized marketing material ☐
- I will be a positive role model for all Junior cast and crew who are younger than me ☐
- I will be responsible for my well-being and always arrive at rehearsals in good health ☐
- I will allow footage/recordings of me to be used for promotional and production-related material ☐
- I will report inappropriate or dangerous behaviour or incidents to an adult with Collab Company ☐
- I will adhere to all safety guidelines for rehearsals, performances and for the site, venue or location ☐
- I will not hold Collab Company or its associates liable for accidents, injuries or deaths which occur during production processes, promotional work or performances ☐

If I am found to be in contravention of this code of conduct, I acknowledge that I may be removed from the cast and crew of this Collab Creation and may not be able to audition/apply for any upcoming productions as a result.

Cast/Crew Name: _____

Cast/Crew Signature: _____ Age: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____ Date: _____

Emergency Contact Details: _____

Important Medical Notes: _____

For serious medical issues, support or injuries which require our attention, please also submit our [MEDICAL HISTORY AND INCLUSION GUIDANCE](#)

SENIOR CODE OF CONDUCT



I, _____, confirm that I have downloaded a copy of the *Company Profile* and have discussed all terms and conditions with my parent or guardian. I have submitted the online waiver to secure my role in the cast or crew and my parent or guardian will support me in adhering to my code of conduct during my time with Collab Creations:

- I will conduct myself according to the ethos of Collab Company at all times ☐
- I will attend all scheduled rehearsals and performances, ensuring that I arrive on time ☐
- I will provide 24 hours' notice with a valid reason if I am unable to attend a rehearsal or performance ☐
- I will wear appropriate attire and bring all necessary equipment for a successful rehearsal ☐
- I will treat all production items such costumes, set, props and my own branded merch with respect ☐
- I will not use my mobile or device during rehearsals unless instructed to do so ☐
- I will only post production content on social media when sharing authorized posts or marketing material ☐
- I will be a positive role model for all Junior and Senior cast and crew who are younger than me ☐
- I will be responsible for my well-being and always arrive at rehearsals in good health ☐
- I will report inappropriate or dangerous behaviour or incidents to an adult with Collab Company ☐
- I will allow footage/recordings of me to be used for promotional and production-related material ☐
- I will adhere to all safety guidelines for rehearsals, performances and for the site, venue or location ☐
- I will not hold Collab Company or its associates liable for accidents, injuries or deaths which occur during production processes or performances ☐

If I am found to be in contravention of this code of conduct, I acknowledge that I may be removed from the cast and crew of this Collab Creation and may not be able to audition/apply for any upcoming productions as a result.

Cast/Crew Name: _____

Cast/Crew Signature: _____ Age: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____ Date: _____

Emergency Contact Details: _____

Important Medical Notes: _____

For serious medical issues, support or injuries which require our attention, please also submit our [MEDICAL HISTORY AND INCLUSION GUIDANCE](#)

ADULT CODE OF CONDUCT



I, _____, confirm that I have downloaded a copy of the *Company Profile* and have read and understood all terms and conditions. I have submitted the online waiver to secure my role in the cast or crew and I will adhere to the following code of conduct during my time as part of this Collab Creations ensemble:

- I will conduct myself according to the non-negotiable ethos of Collab Company at all times ☐
- I will attend all scheduled rehearsals and performances, ensuring that I arrive on time ☐
- I will provide 24 hours' notice with a valid reason if I am unable to attend a rehearsal or performance ☐
- I will wear appropriate attire and bring all necessary equipment for a successful rehearsal ☐
- I will treat all production items such costumes, set, props and my own branded merch with respect ☐
- I will not use my mobile or device during rehearsals unless instructed to do so ☐
- I will only post content on social media which corresponds to Collab Company's ethos and brand ☐
- I will allow footage/recordings of me to be used for promotional and production-related material ☐
- I will be aware of younger participants, protecting their privacy and rights as a vulnerable group ☐
- I will be a positive role model and mentor for all Junior and Senior members of the cast and crew ☐
- I will be responsible for my own well-being and always arrive at rehearsals in good health ☐
- I will never be under the influence of illegal substances when at rehearsals, events or performances ☐
- I will never bring inappropriate materials or potentially harmful attitudes into a Collab Company space ☐
- I will report inappropriate or dangerous behaviour or incidents using the correct reporting infrastructure ☐
- I will adhere to all safety guidelines for rehearsals, performances and for the site, venue or location ☐
- I will not hold Collab Company or its associates liable for accidents, injuries or deaths which occur during production processes or performances ☐

If I am found to be in contravention of this code of conduct, I acknowledge that I may be removed from the cast and crew of this Collab Creation and may not be able to audition/apply for any upcoming productions as a result.

Cast/Crew Name: _____

Cast/Crew Signature: _____ Date: _____

Emergency Contact Details: _____

Important Medical Notes: _____

For serious medical issues, support or injuries which require our attention, please also submit our [MEDICAL HISTORY AND INCLUSION GUIDANCE](#)



ADDENDUMS

additional support documents

MEDICAL HISTORY AND INCLUSION GUIDANCE



This form is used to disclose the relevant medical history and/or inclusion guidance for all those in the care of Collab Company or any of our specialists, professionals or practitioners during a program, project or production. This form covers:

- Special Needs, and your guidance on supportive ways of working.
- Injuries, and the additional support we could offer.
- Allergies, and the necessary precautions we should take.
- All prescribed medications, how they should be administered and what they might result in.

PARTICIPANT DETAILS

Name: _____ Age: _____
Date of Birth: _____ Nationality: _____
ID Number: _____ Expiry Date: _____
Blood Group: _____ Allergies: _____

EMERGENCY CONTACT DETAILS

Emergency Contact Name: _____
Emergency Contact Relationship: _____
Emergency Contact Number/s: _____
Emergency Contact Email: _____

MEDICAL INSURANCE DETAILS

Medical Insurance Company: _____
Medical ID Number: _____ Expiry Date: _____

MEDICAL GUIDANCE

Please disclose the nature of the medical issue here: _____

Please advise precautions that the participant will take to manage themselves: _____

Please disclose precautions that we can support them with: _____



INCLUSION GUIDANCE

Please tell us about the nature of your disability (you may tick all that apply)

- ☐ A social/communication impairment such as an autism spectrum condition or disorder.
- ☐ Blind or a serious visual impairment uncorrected by glasses.
- ☐ Deaf or a serious hearing impairment.
- ☐ A long-standing illness or health condition such as epilepsy, diabetes, Crohn's disease, or asthma.
- ☐ A long-term mental health condition, such as bipolar disorder, obsessive compulsive disorder, an eating disorder, depression, an anxiety disorder, or schizophrenia.
- ☐ A specific learning difficulty such as dyslexia, dyspraxia or ADHD.
- ☐ A physical impairment or mobility issues, such as difficulty using arms or hands, or requiring the use of a wheelchair, crutches or other mobility aid.
- ☐ A disability, impairment or medical condition that is not listed above.

Does your disability require any of the following? (you may tick all that apply)

- ☐ Use of a wheelchair or other mobility aid.
- ☐ Step free/level access.
- ☐ Specific specialist equipment on-site.
- ☐ Use of communication aids such as a sign language interpreter.
- ☐ Any pre-approvals for assistance on-site.
- ☐ Considerations for sensitivity to noise, light, and/or scent (which may form part of our creative or educational process)?

Help us understand better:

- ☐ Is it okay to inform other members of the group/cast about your disability?
- ☐ Are you comfortable answering questions from participants or cast about your condition?

Any additional comments?

Please be advised that it is the responsibility of all 18+ participants or parents/guardians (for under-18s) to provide us with details to support the participant, however, Collab Company accepts no liability for death of or injury to any participant when our Safeguarding Policies and Procedures have been observed alongside any guidance submitted via this Medical History and Inclusion Guidance Form in as far as is reasonably practicable.



NO OBJECTION CERTIFICATE

The following NOC has been specifically formatted for our Junior and Senior participants who are under the age of 18 and therefore require the permission of their parent or guardian to participate in any program, publication or production that is directed or managed by Collab Company.

TO WHOM IT MAY CONCERN,

This letter, dated _____ (write today's date in full), serves as confirmation that _____ (first name of minor) has our full consent to participate in the activity listed below. This consent includes all behind-the-scenes processes required for their successful participation.

DETAILS OF ACTIVITY

Title of Activity: _____
Type of Activity _____
Location: _____
Dates: _____

DETAILS OF PARTICIPANT

Full Name: _____
Date of Birth: _____
ID Number: _____
Passport Number: _____

DETAILS OF PARTICIPANT'S PARENTS/GUARDIANS

Parent/Guardian #1 Full Name: _____
Parent/Guardian #1 ID/Passport: _____
Parent/Guardian #1 Signature: _____

Parent/Guardian #2 Full Name: _____ (if applicable)
Parent/Guardian #2 ID/Passport: _____
Parent/Guardian #2 Signature: _____

✓