

LEEDS
PLAY
HOUSE



LEEDS PLAYHOUSE YOUTH THEATRE MEMBER PACK

CONTENTS

What is Leeds Playhouse Youth Theatre	1
Term Dates	1
Days and Times	1
Attending Your Session	2
Meet the Team	5
What we Expect of you	6
What you can Expect of us	8
Fees	9
Safeguarding	10
Health and Safety	11
Get in Touch	12



WHAT IS LEEDS PLAYHOUSE YOUTH THEATRE

WELCOME TO YOUTH THEATRE AT LEEDS PLAYHOUSE!

Our weekly theatre and drama sessions are for 8 – 21-year-olds who are interested in building skills, learning more about making and performing, having fun, growing confidence, and exploring creativity. Our Youth Theatre has been running for 13 years and takes place at the Playhouse, as well as in satellite groups across Leeds.

Alongside attending weekly sessions, our Youth Theatre is an opportunity to watch theatre, participate in specialist workshops and be part of professional shows. We also provide holiday offers over the holiday periods, which are open to Youth Theatre members.

Our Youth Theatre programme starts annually in September and runs for 10 months following the school year.

TERM DATES FOR 2025/26

AUTUMN TERM	SPRING TERM	SUMMER TERM
w/c 22 September 2025 – w/c 01 December 2025	w/c 12 January 2026 – w/c 23 March 2026	w/c 20 April 2026 – w/c 29 June 2026
Half term:	Half term:	Half term:
w/c 27 October 2025	w/c 16 February 2026	w/c 25 May 2026

DAYS AND TIMES

TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
5PM – 6.30PM Satellite Program: Middleton Youth Theatre (DAZL)	4.30PM – 6.30PM SENIOR 1 (School Years 7-9) Leeds Playhouse	5.30 – 7:30pm SENIOR 1 (School Years 7-9) Leeds Playhouse	4.30PM – 6PM Satellite Program: Mandela Centre (RJC)	11AM – 12.30PM JUNIORS (School Years 4-6) Leeds Playhouse
	5.30PM – 7.30pm SENIOR 2 (School Years 10-11) Leeds Playhouse	6PM – 8PM SENIOR 2 (School Years 10-11) Leeds Playhouse		
	6.45PM – 8.45 PM YOUNG COMPANY (School Year 12 and beyond) Leeds Playhouse			

ATTENDING YOUR SESSION

REGISTRATION

All members must complete a registration form to ensure we have up to date medical and emergency contact information. The information we collect allows us to adapt and cater to the needs of our participants and is stored in our central booking system Spektrix and on Youth Theatre registers. Please keep us informed of any changes to your contact details by emailing us at: **connect@leedsplayhouse.org.uk**

AT THE PLAYHOUSE

We recommend using the Playhouse Square entrance and Youth Theatre staff will meet you on the Level 2 mezzanine above the Leeds Playhouse neon sign. Please arrive 10 minutes before your session start-time so you can register and meet with the rest of the group.

Youth Theatre staff will be on hand 30 minutes prior to session start time to process any absences and answer any last-minute questions. The best way to contact them during this time is via text message on **07842 541 556**.

**Please note that all young people aged 10 or under need to be accompanied into the Playhouse and collected from the building on completion of their Youth Theatre session. If your young person is 11+ you need to let us know if you consent to them being able to leave the building unaccompanied.*

GETTING HERE

THE PLAYHOUSE LOCATION:

Quarry Hill, Leeds, LS2 7UP

BUS:

The Playhouse is opposite Leeds City Bus Station

TRAIN:

The Playhouse is a 20 minute walk from Leeds Train Station

BIKE:

Bike racks are available in front of the Playhouse, in Playhouse Gardens and by the Playhouse Square entrance. There are also racks and e-bike docking stations across the road at Victoria Gate.

DRIVING / DROP-OFF:

We recommend using the Victoria Gate Car Park (LS2 7AS). Parking is £5 after 5PM and accessible bays are available.



WHERE SESSIONS TAKE PLACE

Youth Theatre sessions take place in rehearsal spaces within Leeds Playhouse. These spaces are used to hold events, rehearse professional shows, and for our community sessions. We try to make sure Youth Theatre sessions are held in the same room each week, but occasionally we may need to use alternate rooms. We will always give you as much notice as possible of any changes to rooms.

INCLUSIVITY

We do not tolerate any form of discrimination, including racism, homophobia, transphobia or ableism. Be kind and treat everyone with respect.

ATTENDANCE & PUNCTUALITY

For best safeguarding practice, we require parental confirmation via email or text for any absences from Youth Theatre, even if your young person has told their session leader. If participants are more than 15 minutes late and we haven't heard from you, we will call to check in.

The best way to inform us of an absence / lateness is:

If more than 24 hours in advance, email: **connect@leedsplayhouse.org.uk**

Up to 30 minutes prior to session start, text: **07842 541 556**



WHATSAPP BROADCAST LIST

As well as communicating via e-mail, we also use WhatsApp to communicate things such as room changes and artist changes. To receive this communication, you need to be added to our WhatsApp broadcast list. The WhatsApp broadcast feature allows us to send a direct message to you and others in your group, without names or contact details being shared.

If you would like to be added to our WhatsApp broadcast list, you can specify this in the registration form, or text the Playhouse Youth mobile with the following information:

YOUR NAME, YOUNG PERSON'S NAME & YOUTH THEATRE GROUP

You must have the Youth Theatre mobile number (07842 541 556) saved in your WhatsApp contacts to receive broadcast messages from us.

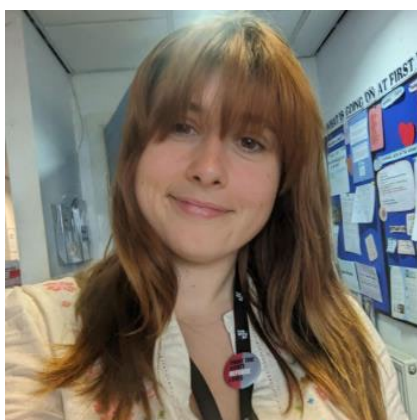


MEET THE YOUTH THEATRE TEAM



ANGELICA CLUNES YOUTH THEATRE DIRECTOR

Angelica has a wealth of experience as an artist, director and dramaturg, and she has worked in the UK and internationally. Her most recent directing credits include: *Horizons* by **Kwame Owusu** (Storyhouse Chester), *Orchestra* by **Charlie Josephine** (National Theatre Connections, Storyhouse Chester), *They Will Know Us By Trails Of Light* by **Ames Nunn** (Practice as research, Melbourne, Australia). Angelica will project manage our Youth Theatre, as well as working in session with our Youth Theatre participants.



LICIE WOOD Learning & Skills Coordinator

Licie has a wide variety of experience working with young people, previously as a teacher and now here at Leeds Playhouse. She runs sessions across our senior & junior Youth Theatres as well as delivering our satellite programme at RJC Dance. Licie also supports with the day-to-day running of our youth theatre, as well as co-ordinating our schools & education work.



EMILY DEE Learning and Skills Administrator

Emily provides admin support to ensure the smooth day-to-day running of our Youth Theatre. She has been a part of the Leeds Playhouse community for a long time and first started as a young person herself. Emily also works on Buzz, our programme for young people and adults with learning disabilities, as well as providing admin support for our Learning & Skills team.

Alongside our core Youth Theatre team, sessions are led by fantastic freelance artists. We also have a brilliant team of support workers, who help to make sure your young people are safe and happy when they come to Youth Theatre.

WHAT WE EXPECT OF YOU

We expect Youth Theatre participants to:

- Show commitment for the projects they are working on this includes turning up on time and contributing to activities within their session
- Show all people respect, regardless of differences, and not use language or terms which may be offensive to any participants, their families or communities
- Behave in a way that keeps themselves and others safe
- Make positive language and behaviour choices when working as part of a group
- Not use their mobile phones during sessions (unless required for access needs)
- Not bring food or drink into the working spaces (except water bottles)
- Wear comfortable clothes and shoes for moving around in – we recommend wearing shorts or leggings under dresses or shorts. We advise against wearing jewellery
- Respect the venue as a professional place of work and leave spaces clean and tidy



If our team are concerned about a participant's behaviour they will:

1. Explain to the participant the behaviour / actions that they need to change
2. If the behaviour persists, the participant will be asked to take a Time Out away from the group. After the Time Out the member of staff will talk to the participant about their behaviour / actions to ensure they understand the reason for the action
3. If the behaviour / actions continue or worsen, a parent / guardian will be informed of the situation at the end of the session
4. If we continue to see no change in the behaviour / actions, we will have an additional meeting with the parents / guardians to discuss whether Youth Theatre is a suitable place for the participant



WHAT YOU CAN EXPECT OF US

As a professional producing house where people come to experience world-class theatre that is pioneering, invigorating and relevant, Leeds Playhouse offers its Youth Theatre members:

- The opportunity to perform in a variety of settings – from informal sharings within sessions through to full-scale productions on Leeds Playhouse stages
- Opportunities to watch shows at Leeds Playhouse, including the provision of free or cheap tickets whenever possible
- Trained support workers that attend every Youth Theatre session to ensure you can always do your best work – we aim to provide any additional appropriate support and will put this in place through discussion with participants and their carers / family
- A warm and welcoming group of people who are of similar age, and who are also interested in learning about theatre
- A restorative practice model in which we value on behaviours, interactions and approaches which help to build and maintain positive, healthy relationships, resolve difficulties and repair harm
- All Staff DBS Checked and Safeguarding trained.
- First Aiders on site

We also aim to identify relevant opportunities for young people such as casting calls and further performance or theatre engagement opportunities and support them in the steps to take part



FEES

Youth Theatre costs £120 per person, per term for a full fee paying place.

If more than one young person in your family is attending Youth Theatre this year, you can apply for a 20% discount to any subsequent child's fees. To register, please email connect@leedsplayhouse.org.uk

Please note: If you have already registered for a sibling discount, it will automatically be applied to your fees this year.

DISCOUNTED PLACES

We have a limited number of discounted places for those in genuine need. If finances are a concern, please do email us at connect@leedsplayhouse.org.uk to discuss payment by instalments or to enquire about future bursary opportunities.

REFUNDS

If you decide you no longer want to continue with Youth Theatre, you will need to let us know by emailing: connect@leedsplayhouse.org.uk

Payments are made on a termly basis, and if your request is made after the first two sessions for the term have taken place, we will be unable to offer you a refund. We are not able to provide refunds for any sessions missed.



SAFEGUARDING

We are an open house and want all young people to feel they can come to us with any concerns. If you, or your young person have any concerns about anything happening within your group, in the first instance, please speak to the support worker or lead artist. You can also speak with the Youth Theatre Director, **Angelica Clunes** or to our Director of Creative Communities, **Fiona McCulloch-Exley**.

SAFEGUARDING POLICY

Leeds Playhouse is committed to the wellbeing and safety of all the children, young people and vulnerable adults we work with. We have a full policy outlining our procedures and codes of practice in relation to work with children, young people and vulnerable adults. This policy is available on request from the Playhouse Connect team at Leeds Playhouse. Leeds Playhouse works with children, young people and vulnerable adults in education and community-based participation projects. Children, young people and vulnerable adults may also perform on our main stage and be customers/audience members. The implementation of the Children's Act (1989 & 2004) emphasised the responsibility of all organisations that make provision for children and young people to ensure that their protection and the promotion of their welfare is of paramount importance. All members of the Leeds Playhouse's Playhouse Connect Team have enhanced Disclosure and Barring Service criminal records clearance and have undergone Leeds Safeguarding Children's Partnership Training, as have other staff in the building who have regular contact with children, young people and vulnerable adults. Risk assessments are made for all activities and a First Aider is always on site.

The Safeguarding Policy is in the Leeds Playhouse Staff Handbook which means that it is part of the staff induction process and is adopted by all members of staff. The policy applies to all staff, support workers and artists who work for Leeds Playhouse whether on a permanent, temporary or freelance contract or as working volunteers.

The policy is reviewed every 18 months and is sent to the Leeds Playhouse Board of Directors every three years for approval. The safeguarding team for Leeds Playhouse is made of Executive Director **Shawab Iqbal**, Director of Creative Communities **Fiona McCulloch-Exley** and **Samantha Wraith** Head of Human Resources and Learning.

For any concerns regarding Youth Theatre, Young People or Youth Theatre staff contact:

Playhouse Connect
connect@leedsplayhouse.org.uk

Angelica Clunes
Youth Theatre Director
angelica.clunes@leedsplayhouse.org.uk

Fiona McCulloch-Exley
Director of Creative Communities
Deputy Safeguarding Lead (Connect Team)
fiona.mcculloch@leedsplayhouse.org.uk

If you are in need of safeguarding support or for any specific Child Protection and Safeguarding concerns that cannot go to the above individuals, contact the Leeds Playhouse Safeguarding Team:

Shawab Iqbal
Executive Director
Safeguarding Officer (Organisation)
shawab.iqbal@leedsplayhouse.org.uk

Samantha Wraith
Head of Human Resources and Learning
Deputy Safeguarding Lead
samantha.wraith@leedsplayhouse.org.uk

HEALTH & SAFETY

ACCESS

There is lift access throughout the Leeds Playhouse building. Wheelchair users or those with access needs can use the lift, accompanied by a member of staff. Should there be access needs for any member of your party, please inform the Youth Theatre Team so that we can offer the appropriate assistance.



EMERGENCY EVACUATION

On hearing the fire alarm at Leeds Playhouse, an immediate evacuation will proceed. Groups will be guided out through the nearest exit. Youth Theatre staff will do a check of the premises and collect registers.

The safety meeting point for Leeds Playhouse is the Playhouse Square Entrance.

FIRST AID

There will always be a first aid trained staff member on site. A First Aid box is situated at reception and in the office. All accidents must be reported to Youth Theatre staff and an accident form will be completed.

PHOTOGRAPHY

Our participant registration form includes a permission request to allow Leeds Playhouse to use photos of your young person. These photos may be used to promote the Playhouse, Youth Theatre or the participation of young people, and you can specify permission for the use of these images in digital and/or print materials. You can also choose to not provide permission.

You may be asked to complete additional photo permissions which will be show / project specific as per industry standards.

GET IN TOUCH

Email: connect@leedsplayhouse.org.uk or call/text **07842 541 556**

This inbox and phone are monitored by the whole Youth Theatre team. As Youth Theatre session times are in the evenings and weekends, our working hours vary. Therefore, we may not be able to respond to your query immediately, but we will always endeavour to respond as soon as possible.

Before getting in touch, we recommend checking our website, or the welcome to term emails sent out at the beginning of each term as the answers to most general queries can often be found in one of these two places.

SPECIFIC CONCERNS OR QUERIES

If you have a more specific concern or query, which you feel should not be shared with the wider Youth Theatre team, you can contact our Youth Theatre Director, **Angelica Clunes** by email: angelica.clunes@leedsplayhouse.org.uk.

If you have a concern you feel you cannot share with Angelica, please contact our Director of Creative Communities, **Fiona McCulloch-Exley** by email: fiona.mcculloch@leedsplayhouse.org.uk.

We hope you enjoy your time at Leeds Playhouse Youth Theatre and look forward to working alongside you!

Leeds Playhouse Youth Theatre Team

