



Introduction and Scope

Poetry in Aldeburgh (PinA) was formed in 2016, by a local Steering Group. It was registered as a Charity in England (# 1167740) in June 2016 with a structure of a Charitable Incorporated Organisation ('CIO') managed by a Board of Trustees.

This document sets out PinA's objectives and policies.

Objectives

Poetry in Aldeburgh's charitable objectives are:

- To promote the arts for the public benefit in particular the art of poetry and to advance public education and appreciation of the art of poetry in Aldeburgh by providing an annual poetry festival and/or other poetry events and/or educational outreach programmes.

Policy Approach

Poetry in Aldeburgh's policy approach, from its outset, has been to:

- encourage, promote, and support poetry in all its forms in the Aldeburgh area for the benefit of the whole community, in which reading, performing, listening to, and sharing knowledge of poetry can help to shape well-being.
- provide a welcoming, accessible environment for the enjoyment of poetry in the area.
- build partnerships of shared interest between public, private and voluntary sectors.

Data Privacy and Recordings

Poetry in Aldeburgh has a customer data policy that conforms to GDPR. Personal data may be held as a necessary part of PinA's aims and activities as a charity and will not be shared with other organisations. Data is held securely and may be accessed or deleted by individual request.

From time-to-time Poetry in Aldeburgh may ask Readers and other performers for permission to make recordings of performances or a workshop. These will be posted on the Charity's website for promotional purposes or to enable participants who were unable to attend to hear the event. The recording will be held securely and deleted when no longer used. All intellectual property rights relating to the recording will vest in Poetry in Aldeburgh who will not give permission for wider distribution nor for copies to be made by third parties.

Safeguarding

Poetry in Aldeburgh offers services for the public such as informal readings, workshops and talks in the Aldeburgh area where the resident population has a relatively high average age. Consequently, it is a policy of Poetry in Aldeburgh that its trustees, volunteers and independent contractors be made aware of the age-related vulnerabilities and health issues that need to be handled sensitively.

Poetry in Aldeburgh does not provide specific services for children or vulnerable adults, where special safeguarding rules apply, but may provide funding to organisations that do, for example Libraries or Schools, who have their own established policies.

Poetry in Aldeburgh is also guided by Government or local specific rules for health or public safety, and these may override normal policies, rules and advice.

Equality and Inclusion

Poetry in Aldeburgh is fully committed to the letter and the spirit of Government laws including the Equality Act 2010 and will not discriminate on the basis of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation.

Poetry in Aldeburgh aims to treat all its stakeholders fairly, with dignity and respect as it expects them to treat others including Poetry in Aldeburgh's Trustees and other volunteers as well as administration and performers who are independent contractors.

Poetry in Aldeburgh also aims to reflect the diversity and views of the communities it serves.

- Through relevant activities and events
- By providing relevant information
- By recruiting contractors and volunteers that reflect the diversity of communities they serve

Poetry in Aldeburgh wants to draw on and reflect the full range of backgrounds and perspectives in our communities. Its activities are offered in places or ways where it is appropriate to share views and ideas.

Poetry in Aldeburgh will not tolerate any expression of hatred directed towards others during its activities or anything that promotes such opinions. Any written materials found to be expressing such views will be removed.

Poetry in Aldeburgh will assess new services for equality impact as and when appropriate. It will also periodically review existing services to ensure they are still operating fairly for everyone.

Complaints

Any complaints, especially about safeguarding, discrimination, or unfair treatment, will be taken seriously and should be reported to PinA admin or to any Trustee or Festival volunteer. The Festival or Event Manager will organise a full investigation and report to the Trustees on action if appropriate.