

## Section 4

### Some general "house" rules and regulations. Why do we have these "rules"?

They are applicable to everyone and are for the Artrium to provide a safe environment for all those who attend;

They are to demonstrate the standards of acceptable behaviour which all that attend agree to abide by;

They are used to treat all members and staff/volunteers with equal respect within the Artrium and including those activities that are organised outside of the building, i.e. days out;

It puts control and responsibility about acceptable behaviour back onto those people who are affected – members as a whole;

### Unacceptable Behaviour

1. Bringing weapons, alcohol and un-prescribed / illegal drugs onto the premises or being influenced under such;
2. Attacking another person, either physically or verbally;
3. Behaving in an aggressive or threatening manner – this includes threats of violence or intimidation;
4. Sexual harassment – including unwanted touching or inappropriate comments;
5. Thefts from members / staff / volunteers or Artrium art and craft resources;
6. Wearing inappropriate clothing and using inappropriate language,
7. Gossiping and inciting unrest between members, forming "cliques" and ganging up against other members;
8. None payment of fees, subscriptions or extras (art materials, refreshments)
9. Inappropriate use of the internet. We do not allow Social Networking sites or others such a YouTube.
10. Deliberate waste of materials, including paints, clay and paper etc

### Equal Opportunities Policy (see separate dedicated policy)

Everyone should be treated equally, irrespective of their race, age, gender, culture, ethnic or national origins, colour, religious beliefs, sexual orientation, marital status, appearance, political beliefs, trade union activity, disability (physical or learning), spent or non spent convictions, educational history or status. All persons will continue to have access to the compliments and complaints procedure for which are readily available from the Hartlepool Art Studio Limited (HASL) Project Manager.

### Health & Safety (see separate dedicated policy)

All persons – including sub-contractors, volunteers, members and staff have a duty to read and to comply with the Health & Safety Policy. A copy can be requested from the Project Manager upon request.

Ensuring all refreshments are consumed in the designated area of the Artrium. That any tools, dangerous or sharp objects as well as chemicals are used with care and returned to the correct storage place by a volunteer after use as members are not permitted into the rear of the studio for health & safety reasons.

I agree to abide by the Code Of Conduct as set out above. I understand that my membership of HASL may be revoked if I fail to observe these guidelines. If in doubt ask any staff or volunteer.

Please tick this box if you do NOT wish to have your photograph used in any HASL publicity.

Signed ..... Name ..... Date .....

### FOR OFFICE USE ONLY

Start Date: ..... Renewal Date:..... Added to Database Y N  
 Fee Paid: (basic) £45 Y N Personalisation? ..... Payments Annually/4 Weekly  
 Proof provided: Yes  No



A Project of Hartlepool Art Studio Limited

### MEMBERSHIP APPLICATION FORM

#### Section 1

FULL NAME: ..... D.O.B .....

ADDRESS: ..... POST CODE .....

EMAIL ADDRESS .....TELEPHONE .....(mobile).....

GP NAME, & SURGERY .....

GP ADDRESS & POST CODE.....TELEPHONE.....

**Proof of identity and address is required upon application – Passport, driving licence, utilities bill dated within the last three months.**

#### CONTACT/NEXT OF KIN (FOR EMERGENCY PURPOSES ONLY)

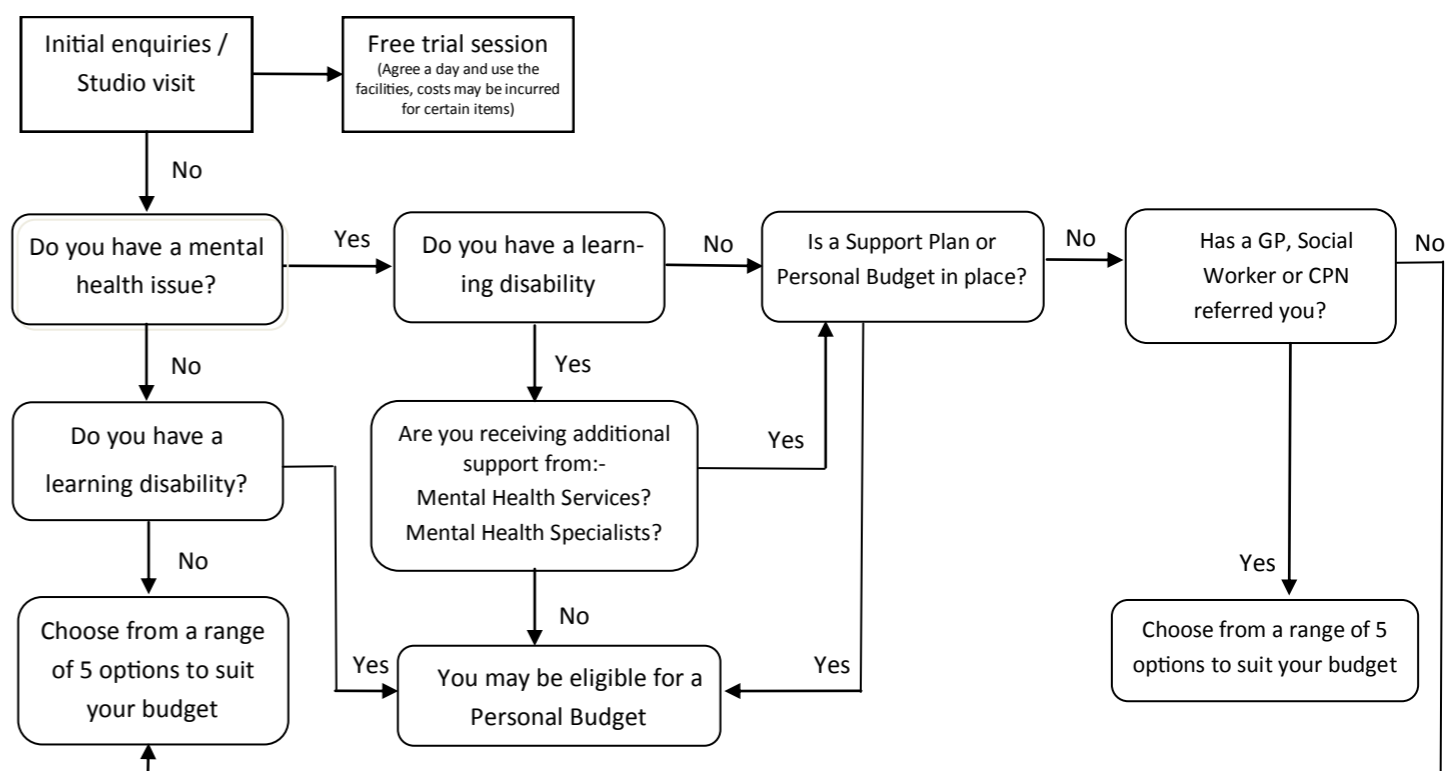
NAME: ..... RELATIONSHIP.....

ADDRESS: .....POST CODE.....

EMAIL ADDRESS .....TELEPHONE .....(mobile).....

#### Section 2

Do you have a Social Worker and/or CPN? Would you need support in the studio? (if the answer is yes to any of these questions please read the flow plan and complete below)



# Equality and Diversity Monitoring Form

When we apply for funding we are usually asked for a breakdown of all people that use our services — this why we are asking for your details. All replies are kept in strictest confidence. Your membership will not be refused because of any answer on this form. No one is judged at Hartlepool Art Studio.

## Section 2

### Individual needs and Risk Request

In order to access the services of HASL (Artrium) we need to be aware of any risks or behaviour traits (please tick the relevant boxes). All information supplied on this form is kept under strict confidentiality.

- |  |   |   |
|--|---|---|
| Risk of violence/harm to others <input type="checkbox"/> | Risk of Suicide <input type="checkbox"/>          | Risk of Self Neglect <input type="checkbox"/> |
| Risk of Adult Abuse <input type="checkbox"/>             | Risk of Child Abuse <input type="checkbox"/>      | Risk of Sexual Abuse <input type="checkbox"/> |
| Risk of Exploitation <input type="checkbox"/>            | Risk of Verbal Outbursts <input type="checkbox"/> | Risk of Stroke/s <input type="checkbox"/>     |
| Require individual support <input type="checkbox"/>      | Risk of Heart Condition <input type="checkbox"/>  |   |

### How would you currently describe your health needs?

Please tick any box relevant to you

- |  |   |  |
|--|---|--|
| Bi-Polar <input type="checkbox"/>            | Personality Disorder <input type="checkbox"/> | Eating Issues <input type="checkbox"/>   |
| Anxiety Issues <input type="checkbox"/>      | Psychosis <input type="checkbox"/>            | Substance Abuse <input type="checkbox"/> |
| Learning Disability <input type="checkbox"/> | Physical Disability <input type="checkbox"/>  | Autism <input type="checkbox"/>          |
| Asperger's <input type="checkbox"/>          | Epilepsy <input type="checkbox"/>             | Depression <input type="checkbox"/>      |

Is there any other information (medical or physical) we should need to know in case of an emergency? I.e., an-gina, food allergies (anaphylaxis), asthmatic, diabetic, etc. It would also be beneficial to know of any other issue such as eating disorders and drug or solvent abuse.

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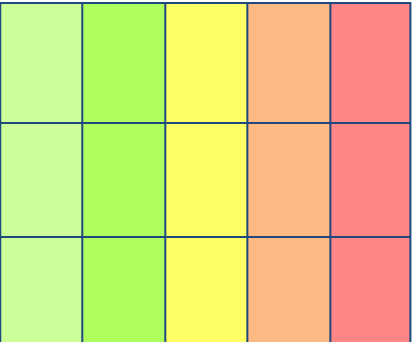
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### Do you receive support from any other organisations?

Name of person/s ..... Organisation ..... Tel .....

Name of person/s ..... Organisation ..... Tel .....

When you are most unwell is the issue ?	Mild		Severe
How often are you unwell ?	Infrequently		Enduringly
Your health at this moment in time?	Very Good		Very Poor

Gender	Male	Female	Transgender
Age	18 – 25	26 – 45	46 – 65 65+
Ethnicity	<u>Race:</u> White <input type="checkbox"/> Black <input type="checkbox"/> Asian <input type="checkbox"/> Mixed Race <input type="checkbox"/> <u>Ethnic Origin:</u> English <input type="checkbox"/> Irish <input type="checkbox"/> African <input type="checkbox"/> Indian <input type="checkbox"/> Chinese <input type="checkbox"/> Caribbean <input type="checkbox"/> Pakistani <input type="checkbox"/> Bangladeshi <input type="checkbox"/> Other <input type="checkbox"/> .....		
Marital Status	Married <input type="checkbox"/> Single <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Single Parent <input type="checkbox"/> Divorced <input type="checkbox"/> Cohabiting <input type="checkbox"/> Civil P/ship <input type="checkbox"/>		
Sexuality	Heterosexual <input type="checkbox"/> Homosexual <input type="checkbox"/> Lesbian <input type="checkbox"/> Bisexual <input type="checkbox"/>		
Employment Status	Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Student <input type="checkbox"/> Unemployed <input type="checkbox"/> Retired <input type="checkbox"/> Homemaker <input type="checkbox"/> Other <input type="checkbox"/> ..... Are you registered disabled ? Yes <input type="checkbox"/> No <input type="checkbox"/>		

### Please tick which of the following apply to you.

I wish to attend HASL (Artrium) to:-

#### Social Inclusion

- Get me out of the house, relieve boredom
- Try something new
- Support me to form meaningful social relationships.

#### Recovery

- Develop confidence and build on my self esteem
- Support my wellbeing
- Tackle the stigma attached to mental health

#### Prevention

- Prevent any relapses into mental illness
- Become less reliant on my medication
- Help me in coping with my mental illness

#### Promotion

- Improve my creative skills and knowledge
- Develop my education/employment skills
- Take part in new opportunities