



Mental Health Arts Project

Registered Charity 1160300

The Lodge, Hall Place, Bourne Road, Bexley, Kent. DA5 1PQ
Tel. 01322 554589 or 0747 6339718 Email info@centrepieces.org

ACCOMPANYING NOTES FOR APPLICATION FOR MEMBERSHIP OF CENTREPIECES AS AN ARTIST, VOLUNTEER OR CIO MEMBER

Centrepieces is a Mental Health Arts Project for those who live in the London Borough of Bexley and surrounding areas. Centrepieces is a Charitable Incorporated Organisation (CIO) registered with the Charities Commission.

In this application pack you will find

- Accompanying Notes
- Application Form
- Equality and Diversity Monitoring Form
- Code of Conduct

Please complete the Application Form and Equality and Diversity Form in block capitals using black ink and answer the questions as fully as you can.

Applicants may be called for interview if it is felt that this will help to clarify their involvement and role within the organisation.

As Centrepieces is a charitable organisation it is reliant on securing funds through various means. If you are applying as an artist who has experienced mental ill health you will be benefiting from the activities of Centrepieces and an annual subscription will be payable. For the current year this is £30.00, payable either as a one off fee or by instalments by prior arrangement. Please make cheques payable to Centrepieces. The subscription year runs from 1st April – 31st March. If joining partway through a year a pro-rata subscription fee will be due.

If applying to become a Member with voting and other rights as specified in the constitution of the newly formed CIO, then the information you give will be held on the CIO's Register of Members, and your name and address will be available to other Members if they wish to contact you. Other information will only be used for statistical purposes and will not be shared with third parties.

Those who wish to become a Member of Centrepieces CIO will be expected to actively contribute to the work of the organisation to further its objects as a charity. An annual donation/subscription will also be payable, which is £30.00 for the current year.

CIO Members must ensure that their subscription is kept up to date and inform Centrepieces in writing if they wish to resign their membership.

You will be notified of the outcome of your application within 21 days and communications from Centrepieces will be via email unless you indicate otherwise on the Membership Form.

CENTREPIECES

Mental Health Arts Project

Registered Charity 1160300

The Lodge, Hall Place, Bourne Road, Bexley, Kent. DA5 1PQ
Tel. 01322 554589 or 0747 6339718 Email info@centrepieces.org

APPLICATION FORM FOR ALL ARTISTS, MEMBERS AND VOLUNTEERS

In order for us to be able to ensure your safety and provide a safely managed environment would you please read the **accompanying information** and answer the following questions as fully as you can. All information will remain confidential. Please complete in block capitals using black ink.

First Name:	Date of Birth:
Surname:	M/F
Address:	Postcode:
Email:	Tel number:
Please send all communications by post Y/N	
Are you representing an organisation? Y/N	
Name of organisation (if applicable)	

How did you hear about Centrepieces?

Do you have any experience of practising art? Please give details.

What do you hope to gain from joining Centrepieces?

Would you be willing to volunteer with Centrepieces? If so, in what way, eg admin support, running workshops, fund raising, and/or setting up exhibitions etc.

We are a user run project. Your safety and that of everyone who works here is paramount. We therefore ask that you talk with us about any information that you think has a bearing on safety. This should include things such as a history of violent behaviour or current difficulties managing anger or aggressive feelings. We do not automatically exclude anyone based on this information. We will talk it through with you and do all we can to try to find a way to make it work safely. Withholding essential safety information, however, could lead to membership of the project being withdrawn.

Do you have any medical conditions we need to be aware of such as epilepsy, allergies, asthma or diabetes? If so, please state:

Do you have a history of violence against others? Y/N

Do you have any convictions? Y/N

Do you have a care co-ordinator? If so please give contact details:

Name: Tel/Email:

Are there any other services involved in your support? Please give details:

Please give details of person to be contacted in event of an emergency (Spouse/ Partner/Care co-ordinator/Friend/Parent etc)

Name: Tel No:

Relationship:

Centrepieces is staffed solely by volunteers and promotes cooperation and mutual support. While involved in Centrepieces both at The Lodge and in the community all are responsible for their own well-being, safety, property and artwork. By signing this application form you are confirming that you have read and agreed to abide by the charitable Objects and attached Code of Conduct of Centrepieces.

Please specify by circling which of the following you wish to become:

Centrepieces artist

CIO member

Volunteer

(You can apply to become more than one of these).

I enclose a cheque for £30.00*/ I wish to pay by instalments, by prior arrangement*.

Signature of applicant:

_____ Date _____

For Office Use

Type of membership: CIO Member / Artist/ Volunteer

Amount Paid

Date

Signature

Date

CENTREPIECES

CODE OF CONDUCT

Centrepieces expects all those participating and involved with the charity to show the utmost respect to each other and any third parties. All those who wish to participate in Centrepieces must adhere to a Code of Conduct, which respects the needs of fellow participants.

This means:

Refraining from conduct which might affect the dignity of other members, including bullying, harassment or other intimidatory behaviour.

Examples of unacceptable conduct include:

- Jokes/pranks of a racial nature/ reference to disability or religion
- Lewd comments about appearance
- Unnecessary physical contact
- Displays of sexually offensive material eg pin-ups
- Requests for favours eg financial or sexual
- Speculation about a person's private life and /or sexual activities
- Scapegoating of individual members by others
- Threats of or actual violence
- Abuse of social media eg by personal attacks on others, or inappropriate usage
- Swearing or use of language offensive to others
- Stealing or damaging Centrepieces property
- Attendance while under the influence of drugs or alcohol.

Bullying is defined as any form of physical or verbal attack or threat, or abuse of position, which undermines the confidence or ability of another or places them under unreasonable pressure, or subjects another to detrimental treatment by either act or omission.

All complaints including those from or about third parties will be taken seriously, exercising whatever sanctions are available as appropriate.

Anyone feeling that they may have been the victim of harassment should raise the matter through the Centrepieces Complaints procedure.

Centrepieces has a legal responsibility to enforce the above according to the Equality Act 2010 and Human Rights Act 1998.

CENTREPIECES

Mental Health Arts Project

Registered Charity 1160300

The Lodge, Hall Place, Bourne Road, Bexley, Kent. DA5 1PQ
 Tel. 01322 554589 or 0747 6339718 Email info@centrepieces.org

EQUALITY AND DIVERSITY MONITORING FORM

Centrepieces aims to provide equal opportunities and fair treatment for all. The information below is anonymous and will not be stored with any identifying information about you. All details are held in accordance with the Data Protection Act 1998.

We would like you to complete this form in order to help us understand whom we are reaching and to better serve everyone in our community. The information will be used to provide an overall profile analysis of our user base.

Ethnicity

Please state what you consider your ethnic origin to be. Ethnicity is distinct from nationality and the categories below are based on the 2001 Census.

<p>Asian</p> <p><input type="checkbox"/> Indian</p> <p><input type="checkbox"/> Pakistani</p> <p><input type="checkbox"/> Bangladeshi</p> <p><input type="checkbox"/> Any other Asian background (please write in)</p>	<p>Black</p> <p><input type="checkbox"/> Caribbean</p> <p><input type="checkbox"/> African</p> <p><input type="checkbox"/> Any other Black background (please write in)</p>	<p>Chinese or other ethnic group</p> <p><input type="checkbox"/> Chinese</p> <p><input type="checkbox"/> Any other ethnic group (please write in)</p>
<p>Mixed</p> <p><input type="checkbox"/> White and Black Caribbean</p> <p><input type="checkbox"/> White and Black African</p> <p><input type="checkbox"/> White and Asian</p>	<p>White</p> <p><input type="checkbox"/> English</p> <p><input type="checkbox"/> Irish</p> <p><input type="checkbox"/> Scottish</p> <p><input type="checkbox"/> Welsh</p>	<p><input type="checkbox"/> Rather not say</p>

<input type="checkbox"/> Any other mixed background (please write in)	<input type="checkbox"/> Any other White background (please write in)	
---	---	--

Age: _____

Rather not say

Disability

The Disability Discrimination Act 1995 (DDA) defines a person as disabled if they have a physical or mental impairment which has a substantial and long term (i.e. has lasted or is expected to last at least 12 months) adverse effect on one's ability to carry out normal day-to-day activities. This definition includes conditions such as cancer, HIV, mental illness and learning disabilities.

Do you consider yourself to have a disability according to the above definition?

Yes

No

Rather not say

Gender

<input type="checkbox"/> Male	<input type="checkbox"/> Rather not say	Transgender <input type="checkbox"/> F to M <input type="checkbox"/> M to F
<input type="checkbox"/> Female		

Sexual orientation

How would you describe your sexual orientation?

<input type="checkbox"/> Bisexual	<input type="checkbox"/> Gay man	<input type="checkbox"/> Heterosexual
<input type="checkbox"/> Lesbian	<input type="checkbox"/> Other	<input type="checkbox"/> Rather not say

Thank you for completing this form. Please send it either by email: info@centrepieces.org or by post: Membership Secretary, The Lodge, at the address above.