

## **KING STREET ARTWORKS GUIDELINES**

King Street Artworks is a community arts workshop that is a safe and creative place for all artists.

### **Please help make King Street a good place to be by**

- Respecting others, their art work, their work area, and their right to be here
- Respecting the environment by looking after equipment, materials, property and monitoring noise level
- Cleaning up after your work and taking part in cleaning up the workshop
- Respecting the hygiene requirements of the workshop
- Following the health and safety guidelines and all safety information that staff give to you.
- Taking responsibility for your well-being by letting us know if you are feeling unwell or upset and need support
- Remembering that you have the right to say no if asked for food, cigarettes or money

### **To make King Street Artworks safe for everyone you must not**

- Use abusive or offensive language in the workshop or on social media
- Be physically violent or threaten violence
- Be under the influence of drugs or alcohol (We will immediately report anyone we suspect to be driving under the influence to the authorities)
- Use intimidation
- Sexually, racially or psychologically harass others
- Knowingly use tools, machinery or materials in an unsafe way
- Steal –this includes taking *anything* from the artists, staff or workshop
- Bring in or create functioning weapons (Cultural exceptions can be made at the discretion of staff)
- Create apparatus for the use of drugs
- Smoke within the King St. environment

**Need help?** All staff are trained to support you. Please talk to a staff member who will support or help you if you need it.

**Breaking the guidelines.** If you break these guidelines you can be asked to take time out from KSA by any staff member and you may risk not being able to come to King Street Artworks in future. In the event of a serious breach we will contact the police.

**Talk to staff.** Please talk to any of the King Street staff if you are not sure about what these guidelines mean for you

*See also*

Complaints Policy, Smoke-free policy, Preventing abuse policy, Te Tiriti O Waitangi Policy and Social Media Policy

King Street Artworks Guidelines reviewed March 2021 to be reviewed March 2023