

**exposure**



**WELCOME**

**booklet**

Registered charity number 1073922  
Company registered in England and Wales number 03455480

# Welcome

Welcome to Exposure...

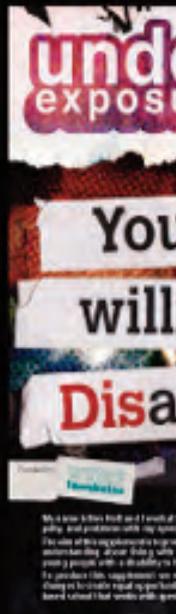
- exposure to work experience in the creative industries;
- exposure to improved skills, confidence and employment prospects;
- exposure to what really matters to young people today.

Based in north London, Exposure is a multi-award winning charitable youth communications enterprise. Established in 1996 as a voice for local youth, Exposure remains true to its core principles of enabling vulnerable and disadvantaged young people to thrive creatively – for the good of others, as well as themselves.

Best known for its flagship youth magazine, Exposure has, over the years, diversified into other areas of design and print, film, web based and social media.

If you're a young person looking to have fun and gain hands-on experience in the media, you could definitely do with Exposure. You'll get FREE training on modern Apple Mac computers with the latest industry software, support from creative professionals and a chance to work on real projects.

You'll get advice on developing your CV, applying for jobs or further education, and preparing for interviews. We always give a fair reference. If you're really keen you might end up raising funds and managing your own communications project.



Exposure supplements

# Joining

To join Exposure you need to fill in and sign a registration form. If you're under 18, your parents need to sign it too.

This means you commit to Exposure's charter and constitution – your rights and responsibilities when getting involved in our work. It also gives us permission to include your creative work and image in our communications.

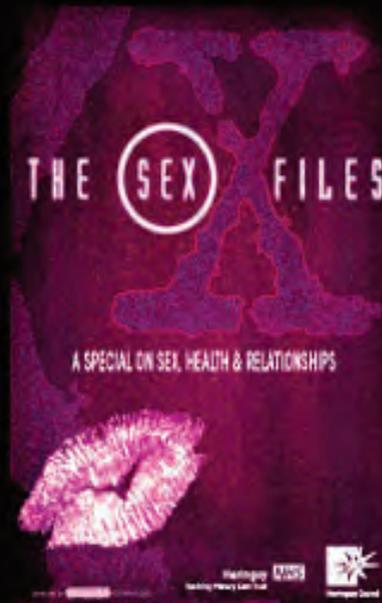
Please state on the registration form if you have any illnesses, health issues, special needs or take any medication which we should know about.

# Learning

The Exposure Award is a structured nationally accredited learning programme, recognised by ASDAN, which takes about 100 hours to complete and is broken down into seven stages. Make progress in your own time and at your own pace, developing a range of key skills and a portfolio of work to support you into further education and/or employment.

The programme is broken down into seven stages:

- induction
- presentation
- achievement
- exploration
- careers
- creation
- future



## Health & safety

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- Always sign in on arrival (the signing in book is on the filing cabinets).
- Put coats on the coat stand and bags under your desk
- Keep your desk and working area tidy
- Take regular breaks from the computer screen
- Do not eat and drink over the keyboard
- Shut down computers when you've finished for the day
- Knees should be bent and back should be kept straight when lifting heavy boxes (during magazine distribution)
- Always ensure the front door of the main building is shut behind you when entering and leaving the building

## Refreshments & toilets

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- Tea and coffee is available in the Exposure office
- The kitchen is located along the balcony
- Please clean up after yourselves and wash kitchen utensils
- The girls toilets are located half way up the stairs below the kitchen
- The boys toilets are at the bottom of the stairs in the basement

## Fire & safety

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- Fire extinguishers are by the main Exposure door and in the video editing suite
- Fire alarm is on ceiling of main hall of building
- Two fire exits: main entrance and at back of the building (down the stairs)
- If there is a fire act calmly, leave building using nearest exit and assemble at Marks and Spencer car park



## First aid

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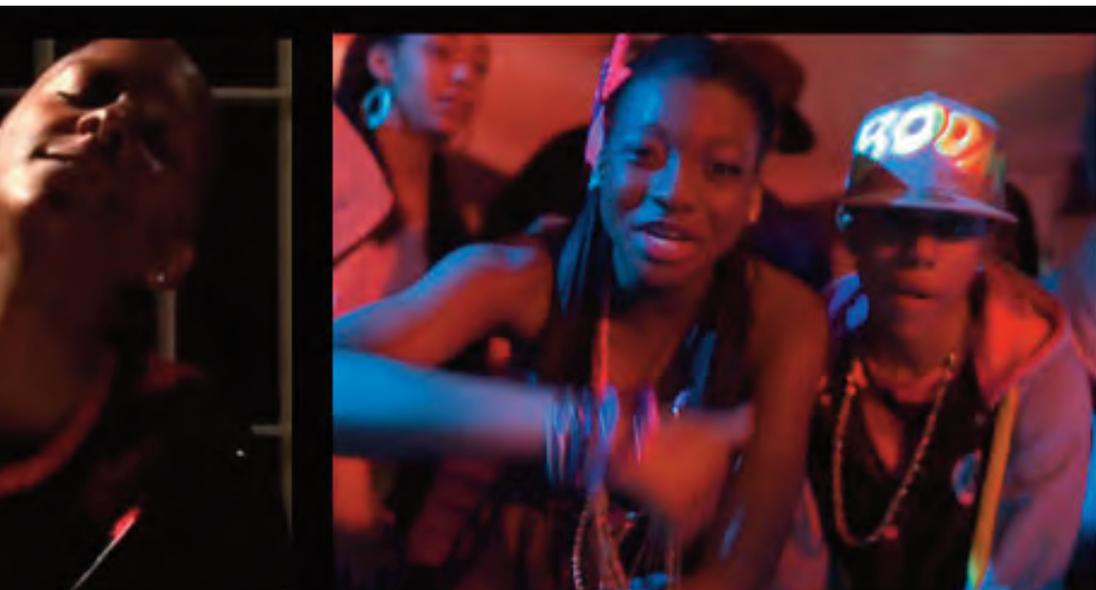
- The First Aid box & accident report book are on the shelves by the sofas
- There are fire, health & safety notices on the wall and main door of Exposure
- Andreas Koumi is a qualified First Aider

## Internet safety

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At Exposure you can use the internet for your work. We strictly supervise internet use to make sure you do so safely. Please note the following:

- only access sites that are relevant to your work
- position your computer where it can be seen by others
- avoid visiting chat rooms where sex offenders can 'groom' you by pretending they are young people themselves
- avoid passing on personal details, including your name, address, telephone number, image or school to anyone over the internet
- don't arrange to meet individuals you come across over the internet without your parents' permission
- don't accept gifts (electronic or otherwise) from strangers
- don't respond to obscene or offensive messages
- talk to an Exposure member of staff if you are upset or disturbed by anything you come across on the internet
- be good online citizens by not doing anything that hurts other people or is against the law
- report obscene or offensive material on the internet to the Internet Watch Foundation on 08456 008844 and/or the NSPCC Child Protection Helpline 0808 800 5000.



# Charter

## We will...

- keep our promises
- show respect and honesty
- ensure you're not discriminated against
- challenge discriminatory behaviour
- involve you in how Exposure is run
- ask you how Exposure could be improved
- help you to fulfil your potential
- encourage you to respect yourself and others
- offer you a comfortable and welcoming environment
- know what we are doing
- respect your privacy and confidentiality, as allowed by the law
- take your opinions seriously
- put your best interests first in all decisions to do with you
- give you the freedom to be creative without breaking the law
- help you, where possible, if you have special needs
- support you to develop your creative work for inclusion in Exposure's media products
- protect your creative work from use by outside organisations
- give you the freedom to say what you think as long as you're not hurting the innocent
- give you access to your personal records which are only shared with Exposure's funders
- identify you as the author of creative work you produce for Exposure.

If we behave in a way that breaches Exposure's charter you can complain (see 'Complaints' on page 11).



**Alcohol awareness campaign for Cosmic (alcohol**

**You will...**

- be honest
- make the most of what Exposure offers
- treat people you meet at Exposure with respect and challenge discriminatory behaviour
- follow advice given for your benefit
- respect the Exposure environment and equipment
- keep your promises to Exposure, keep appointments, be on time
- let Exposure know as soon as possible if you can't keep your promises
- let Exposure know if you're unhappy about anything (see 'Complaints')
- understand that it is against the law to copy/adapt other people's work without permission
- seek permission before you offer creative work produced for Exposure to others
- understand that Exposure may give permission to others to reproduce creative work you've produce for Exposure
- not turn up smoking, drunk, stoned, high or anything similar.

If you behave in a way that breaches Exposure's charter this will be pointed out to you. If you do so again you'll be told again and may be asked to leave.

If you want to return, you'll be asked to write a letter of apology, appreciating how you were in breach of the charter and explaining how you'll ensure your behaviour will comply with the charter in the future. If you're in breach a third time you'll be banned permanently.



and drugs support agency)

# Constitution

## 1 Introduction

Exposure is the marketing name of Exposure Organisation Limited which is registered with the Company Registrar (company no 3455380) as a company limited by guarantee and with the Charity Commission (charity no 1073922) as a charity.

## 2 Membership

Ultimate control of Exposure rests with its members. Membership is not a condition of participation in Exposure's activities but is open to anyone aged 18 or over who supports its aims and who has been involved in its work, including trustee-directors (see para 3), staff and volunteers. Volunteering at Exposure is open to anyone living in and around Haringey who supports its aims.

Exposure particularly welcomes young volunteers aged 14 to 20. Note that members are like shareholders in that they have voting rights at General Meetings. They do not own

shares but every member gives a limited guarantee to pay Exposure's debts, up to £10. This guarantee is only called in if Exposure has to be dissolved (see para 7) because it is unable to pay its debts.

## 3 Exposure board

The management of Exposure's business is overseen by a board of unpaid, non-executive trustees who are elected by the members at the Annual General Meeting, each for a three year term, retiring in rotation.

The Board has to present a report and set of accounts to the members every year at the Annual General Meeting. In addition sets of accounts have to be filed annually with the Company Registrar and the Charity Commission.

## 4 The Manager & Secretary

All companies are required by law to have a Secretary. In the case of Exposure the Secretary has also been appointed Manager by the



board. This post carries responsibility for the day-to-day running of Exposure, the line-management of staff and the overseeing of all media activities. The staff includes individuals employed either directly by Exposure or freelance service providers and volunteers.

### 5 Objects & aims

The objects of Exposure, as set out in its Memorandum of Association are as follows:

- advance the education and development of children and young people and in so doing provide and assist in the provision of training for children and young people in subjects which may include publishing, printing, journalism and broadcasting
- provide and assist in the provision of facilities for the recreation and other leisure-time occupation of children and young people so as to assist them in growing to full maturity as

individuals of society.

In fulfilment of these objects, Exposure aspires to be a new generation communications beacon – from north London to the world.

Specifically, using youth media as a tool, Exposure aims to offer young people:

- an opportunity to explore, address and share matters affecting them as a form of narrative therapy and to improve their sense of community;
- practical support and encouragement to develop resilience and confidence to overcome difficulties associated with teenage to adult transition;
- meaningful and enriching creative activities rewarding commitment and celebrating achievement to improve their confidence and sense of purpose;



## Constitution (continued)

- structured learning in various aspects of the media, on a nationally accredited media award programme, to improve key skills in communication, information technology, numeracy and literacy;
- valuable work experience in creative thinking, problem solving, teamwork, meeting deadlines, presentation, leadership, fundraising, income generation and servicing clients to improve employment prospects;
- an independent media platform and peer information/education service to improve the wider community's perception of young people.

### 6 Equal opportunities

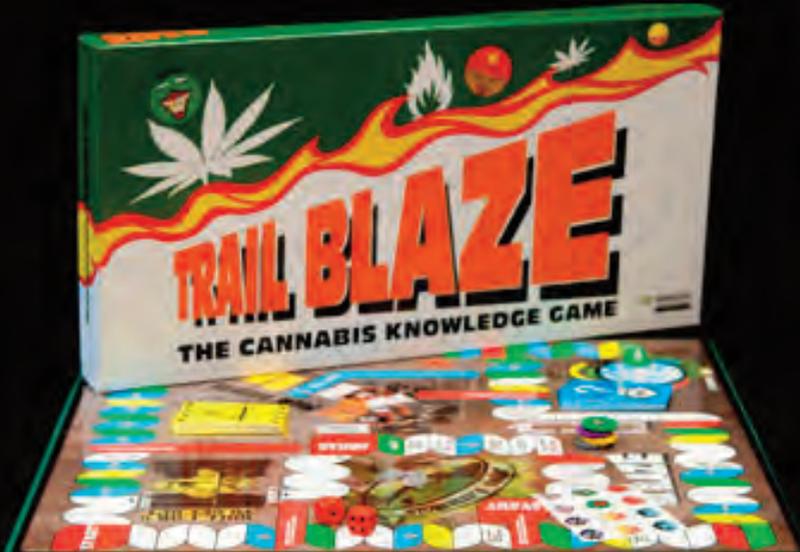
Exposure is committed to equal opportunities and to the human rights of all people whatever their background. Exposure will treat all people fairly, whether they are seeking and using Exposure's services, applying for a job, already

employed by Exposure or contracting to supply goods or services to Exposure. Exposure will not discriminate unfairly on grounds of age, colour, disability, ethnic origin, gender, marital status, nationality, physical attributes, race, religious beliefs, responsibility for dependant or sexual orientation.

### 7 Dissolution: changes

Changes in Exposure's constitution, including the dissolution of Exposure, are within the voting power of the members.

If Exposure is dissolved because it is unable to pay its debts, its members at the time are required to make a small contribution towards its liabilities, limited to £10 each. This is what is meant by it being a 'company limited by guarantee'.



'Trail Blaze' for Haringey Youth Offending Service

# Complaints

If there is an issue at Exposure that you are unhappy with you can take up a complaint personally or ask someone to represent you (eg a parent, older brother or sister, teacher). You will not be treated less favourably if you complain.

## Stage 1

You or your representative you should raise the issue in writing with the Exposure manager. This will be acknowledged within five working days.

Where your complaint concerns a member of Exposure's staff, freelance contractors, adult volunteers or young people they will be notified and asked to respond. The Exposure manager will then share the response with you within 20 working days of your initial complaint.

## Stage 2

If you remain dissatisfied, you or your representative should express this in writing to the Exposure manager and request a review. This will be acknowledged within five working days.

The Exposure manager will then consider all the facts before reporting to all those concerned with conclusions and recommended actions within 20 working days of your request.

## Stage 3

If you feel your complaint has not been adequately dealt with – or is against Exposure's manager – you have the right to raise the matter, in writing, with the Exposure chairman. You can ask a member of Exposure's staff to forward your complaint to the chairman. This will be acknowledged within five working days.

The Exposure chairman will consider all the facts before reporting to all those concerned with conclusions and recommended actions within 30 working days of your complaint.

## Exposure's commitment

If we find there has been a mistake you will receive a written apology that will include an appropriate explanation and details of how matters will be put right.



# Contact details

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## E-mail

info@exposure.org.uk

## Phone

020 8883 0260

## Address

Exposure Organisation Limited  
The Bigger Shoe Box  
Muswell Hill Centre  
Hillfield Park, London N10 3QJ

## Directions

Muswell Hill Centre is at the rear of the car park behind Marks & Spencer (on Muswell Hill Broadway)

Bus: 43, 102, 134, 144, 234, 299 or W7 to Muswell Hill Broadway

National Rail, Piccadilly Line, Victoria Line: to Finsbury Park station then W7 bus.

Northern Line: to Highgate station then take the 43 or 134 bus.

