



**East Leeds FM Broadcaster's Info Pack**  
**Version 1**  
**August 2021**

## **What we are all about**

“From the people for the people”

What makes East Leeds FM so special is... YOU!

You bring the strong variety of diverse voices, styles and shows to our airwaves.

East Leeds FM was created back in 2003 as a pilot project run by Heads Together Productions with students from John Smeaton High School. In 2014 we saved the crumbling old Seacroft Chapel to create Chapel FM Arts Centre; a new home for ELFM and the first-ever dedicated arts centre in East Leeds.

We believe cooperation is at the heart of community broadcasting. The community that has been created around ELFM has brilliant and powerful connections. We strongly encourage all broadcasters to engage and support each other.

This Pack outlines expectations and policies which hopefully make our output on ELFM bold, brilliant and run as smooth as possible.

Ways of supporting each other could include:

**Listening to each other's shows** and promoting East Leeds FM

**Volunteering** to run the desk for another show

Inviting other broadcasters to come onto your show as **special guests**

**Plugging each other's shows** during your broadcast, including playing jingles or inviting the next show into the Studio to say what they have coming up.

Teaming up to put on a **special collaboration**. This could be a unique one-off broadcast combining your skills and themes, or a live event in the Hall or upstairs in our Radio Theatre.

**Getting involved** by coming to Chapel FM's live events, workshops, and festivals or generally popping into our brand new cafe! We're always looking for **volunteers** to help at Chapel FM Arts Centre, such as the Sound Bite Community Cafe Hosts helping run our cafe and Conversation Connectors being ambassadors for Chapel FM.

## What you should expect from us

We recognise the value of your **time** and **experiences** and **tastes** and respect the **voluntary** work you do for East Leeds FM.

We will schedule you for an hour show in the East Leeds FM timetable. This will either be a Tuesday or a Friday evening, or daytime on alternating Sundays (2nd or 4th of each month).

We want to provide you with the opportunity to have **new experiences**, **develop your skills** and make a **positive contribution** to Seacroft and our local communities in East Leeds. We want to help our broadcasters meet new people and form **connections** and **friendships** as part of a vibrant arts centre.

We will ensure that we provide the **appropriate assistance**, **support** and **training** run by experienced trainers.

You have **access to our Studios**, and can book time to pre-record and edit. We can help you with editing, but we can also teach you how to do the editing yourself.

To book the Studios, please email [charlotte@headstogether.org](mailto:charlotte@headstogether.org) to confirm whether the space is available. Once the booking has been confirmed, **please complete this form at least 7 days before the booking:**  
<https://forms.gle/kuxnvN2DAGUzRBvS7>

We can **support** you to pre-record segments, interviews or full shows. We will try and provide tech support, and every show is entitled to 4 hours using Studio 1 or 2. If you need more, please let us know. As part of ELFM, you are able to borrow our microphones, iPads or laptops. We ask that anything borrowed is returned at least 7 days later, unless you specifically request more time.

Please respect the equipment and keep it safe and secure, and report any technical issues as soon as possible.

Please complete this form when borrowing equipment:  
<https://forms.gle/o6VflfQFaU3FzGmx5>

You'll receive a **monthly email** from us with useful information and updates on what's going on at Chapel FM Arts Centre and with ELFM.

We will **promote** your shows on our social media and our website. If you have specific suggestions or methods for promoting your show, we'd love to hear them. We can offer you advice on the best ways to grow an audience.

Chapel FM is only a small team, and not everyone works full-time! We will strive to support and help as much as possible. Please be patient if we can't work miracles for you, but we will always try and share our time and resources. We promise to do our best to be **welcoming, supportive and friendly**. We will make sure you have advance notice if anything needs to change with your show or schedule.

Staff have first aid training, fire training and will contact your **emergency contacts** if necessary. We take **safeguarding** very seriously. We will take any issues reported to us with privacy and respect.

### **Our roles at Chapel FM**

**Broadcasting Worker (Henry Raby):** Oversees the ELFM programme and supports broadcasters through workshops, sessions and collaborations. Contact Henry for anything related to the schedule, borrowing equipment, booking the Cleanfeed or the general day-to-day life of East Leeds FM. Henry is able to edit any audio for your show, but if possible we ask everyone is responsible for their own production. We can support in explaining how simple editing software works.

**Centre Tech & Live Events Coordinator (Elliott Moon):** Oversees most technical aspects of running Chapel FM. Elliott manages the Tuned-in Technical group, and Henry and Elliott work together to allocate technical support to shows which require it. If you are interested in running a live event related to your show, contact Elliott.

**Centre Manager (Charlotte Carrick):** Oversees the running of the building, booking space and managing volunteers. If you want to book space, whether using a Studio or the Hall, please contact Charlotte. Charlotte also oversees our social media if you want to connect with her thoughts on how you can help us promote your show.

## What Chapel FM expects from you

**Positivity.** Each show is unique, and we love the variety of presenting styles and topics discussed. However we ask that you are upbeat and celebrate Seacroft, East Leeds and the wider communities of Leeds.

**Commitment.** Please try to stick to things you have agreed to. If it's not possible, please let us know with as much notice as you can.

**Communication.** Please contact us if you have questions, concerns or need any help.

**Diversity.** When you curate your interviews, guests and playlists, please consider who we platform. Please ensure East Leeds FM celebrates a spectrum of backgrounds, voices and identities.

**Respect space.** Please leave the space as you would expect to find it. Do not take food into Studio 1 or 2, and make sure any liquids are in a sealed container. Clean up any mess as soon as possible, or let a member of staff know.

**Respect people.** There are many different people who come to Chapel FM Arts Centre. East Leeds FM is built on the values of being accessible and open, and so we do not tolerate racism, sexism, homophobia, transphobia, xenophobia (prejudice against someone from another country), classism (prejudice against someone for their background or social status) or ableism (prejudice against disabled people). We will not tolerate bullying or abusive behaviour of any kind.

**Please do not swear on the radio.** Please use edited music tracks where possible, or edit out expletives yourself.

**Collaboration.** Remember to help others where you can and work as a team.

**Punctuality.** We require blurbs and images for the website in good time. Please complete this GoogleForm for each show at least **10 working days before** the show airs.

<https://forms.gle/9ccMyM2t1y1Dy5K48>

This is so we have a blurb and an image with plenty of time to promote the show, and have additional information or requirements in advance so we can prepare the Studio or let any technical assistants know.

If the show is **pre-recorded**, please send it to us at least **2 days before** the show is due to air. Though the sooner the better!

**Don't smoke or consume alcohol or drugs on the premises.**

**Leave the Studios and all parts of the building clean and tidy.**

**Please do not enter the kitchen, ask a member of staff if you need anything.**

If you have any problems, issues, questions or suggestions please don't hesitate to get in touch.

If you don't follow our code of ethics, you may be asked to change your behaviour and, in extreme circumstances, be barred from Chapel FM Arts Centre.

## **In-Chapel Shows & Podcasts**

ELFM has several shows which are produced by the team here at Chapel FM. These shows are open to anyone to get involved with.

These include:

### **The Deli**

Sharing your poetry, stories and creative writing on a chosen theme each month.

### **Love The Words**

In-depth discussions with poets, writers and authors about their work.

### **Care To Air**

Capturing the voices of older people in our community.

### **Sports Talk**

Covering the stories, histories and wellbeing around local sports.

### **Stay Close**

Our occasional show sharing local events, spaces and stories from Seacroft and the wider Leeds landscape.

### **Chat At The Chapel**

Nattering about music, film, TV, gardening, gaming, cooking...just sharing thoughts and vibes.

East Leeds FM broadcasts Tuesday and Friday evenings, and alternating Sunday daytimes.

Podcasts.

All shows stay as a 'listen again' feature on East Leeds FM.

We use a website called **Captivate** which lists podcasts on other streaming platforms, such as Spotify and Apple Podcasts. Different websites have different guidelines and remove podcasts that have any music. Therefore if your show is predominantly music-based, we'd recommend not listing them as a podcast as they will probably get taken down. However if your show is based around conversations and interviews and you want to edit out the music, we may be able to give you access to add your shows to Captivate. Let us know if you want to have a conversation.



## **When things go wrong**

All broadcasters are expected to follow our codes and guidelines as outlined here. Broadcasters are also responsible for any guests they bring into the building or onto their shows. If Chapel FM believes an individual has not acted properly, the following procedure is in place:

Minor issues.

1. An informal chat with Chapel FM staff members about the problem.
2. If the issue is not resolved, the participant attends a formal meeting with a senior staff member and receives a letter explaining what action is necessary.

Serious misconduct

3. The individual receives a written warning that if the problem continues they may not be allowed to continue at Chapel FM. They may also be temporarily suspended from broadcasting.

Gross misconduct e.g violent/threatening behaviour, being drunk/on drugs, theft or sexual harassment.

4. The individual is sent a written statement about the problem and has to attend a disciplinary hearing, and is suspended from Chapel FM until the hearing takes place.

Appeals

5. The individual may write a letter to appeal against the decision.
6. An appeal meeting is held, which includes members of the Board of Directors. A final decision is made.

*A colleague, friend, relative or Trade Union representative can accompany you at any stage in the Disciplinary Procedure.*

## **Complaints Procedure**

There may be times when you believe Chapel FM has not acted properly. If you have a complaint, you should follow this procedure:

1. Informal chat with a Chapel FM staff member about the problem, or you may decide to write down your issues or thoughts to give to the Centre Manager at Chapel FM. You may be able to agree to a solution informally.
2. If things are not sorted out or you feel unfairly treated, you can appeal to a Director either by speaking to them or in writing. Where appropriate your grievance will be taken to the Board of Directors. You will get an initial response within 10 days indicating what action will be taken, either a suggestion of a solution or a meeting to discuss the issue further.

*A colleague, friend, relative or Trade Union representative can accompany you at any stage in the Complaints Procedure.*

## **Health and Safety information**

We are committed to providing a Centre that is both healthy and safe for all the people who use the space. We will take active steps to improve Health and Safety at the Centre wherever necessary. Please do not hesitate to talk with a member of staff or the Centre Manager if you have any concerns or suggestions.

### **Equipment.**

There are many different types of equipment at Chapel FM. Please do not use any equipment that you haven't been trained to use by a staff member, or authorised to do so. Please help us by reporting any issues that you think might be a hazard. Also be sure to replace all equipment/cables into the storage to avoid trip hazards.

### **First Aid.**

All Chapel FM staff have been trained in first aid. If there is any incident because of illness or injury please report immediately to one of the staff. There are two types of first aid kit, one in the kitchen and in the store cupboard next to reception. All accidents must be recorded in the Incident Book.

### **Fire.**

All people entering the space must sign in and sign out in the book at reception. Please familiarise yourself with the layout of the building and the various fire exits.

These are some pages to make notes:

**What are your long-term ambitions for the show?**

**What sort of collaborations would you be interested in doing?**

**What support would you like from Chapel FM?**

**What other ways would you like to get involved with Chapel FM?**