



SHOESTRING THEATRE COMPANY OF PCLG SAFE-CHILD PROGRAM

Revised May, 2007

POLICY

It is the policy of the Shoestring Theatre Company that all participants are entitled to be safe while participating in our activities. To this end, the following Safe-Child program has been created to aid in ensuring the safety of our juvenile participants.

Administration of volunteers and participants will comply with the *Presbyterian Church of Los Gatos Sexual Misconduct Prevention Policy*.

The Safe-Child program of Shoestring Theater Company of PCLG is outlined as follows.

The program for rehearsal safety is three-tiered, consisting of:

- 1) Rehearsal Management Director – chosen by the STC Board
- 2) Rehearsal Managers – recruited from parent volunteers
- 3) Rehearsal Supervisors – parents of actors and actresses 18 years old and younger

DUTIES

The Rehearsal Management Director assumes the responsibility of scheduling Rehearsal Managers and Rehearsal Supervisors, assuring that safe zones (child only zones) are clearly marked, and training of Rehearsal Managers.

Rehearsal Managers are those parent volunteers who are “in charge” of rehearsal safety and behavior on a daily basis. There may be any number of these people (suggestion is 4) who assume the responsibility of making sure that rehearsal supervisors know precisely what is expected of them and of the cast and that these supervisors follow through with their responsibility. The Rehearsal Managers track “infractions” by cast members and report them, through a referral system, to the parent and to the Stage Director. Each rehearsal requiring Supervisors is to have at least one Manager present.

Rehearsal Supervisors are assigned to specific posts during rehearsals, one at each open entrance to the social hall and one “roaming” to assure that order is maintained. Each rehearsal will be assigned a number of supervisors based on the number of performers under 18 attending. The production staff may supervise rehearsals with less than 4 performers under 18.

All persons involved in rehearsal supervision will be instructed that any concern or complaint about any cast member or volunteer which is brought to their attention will be passed on to the Rehearsal Management Director and the Stage Director. Those Directors will ensure that the matter is referred to the PCLG Safe Church Committee in accordance with the *Presbyterian Church of Los Gatos Sexual Misconduct Prevention Policy*.

PHYSICAL LAYOUT OF REHEARSALS

A caution-taped area/corridor between the social hall the children's wing restrooms, and between the social hall and the northwest parking lot will be designated “children and youth only”. No adult cast members are to be in this area at any time with the following

exception: in an emergency two adults may accompany a child/youth to the doorway of the appropriate restroom.

Separate restrooms for adults and children/youth will be designated for every rehearsal and performance. During rehearsals adults will use the restrooms located at the end of the youth wing, or in the office, as designated.

Two adult supervisors will supervise use of a "green room" as an overflow option for children and youth, not on stage and in need of activity. Such use is considered a "special circumstance" and will not be required at all rehearsals.

GENERAL RULES

Performers under 18 are not to leave the social hall during rehearsal without permission.

The two-adult rule will be instituted. No single adult, other than the parent of the child in question, shall be alone with children and youth under 18 at any time. At least one Tier 1-trained adult must be present when children/youth are present. The second adult need not have received training. No adult cast member is to be allowed in the "children and youth only" area (the breezeway at the northwest side of the social hall) for any reason unless that adult has received Tier 1 or Tier 2 training and is fulfilling the "second adult" function.

The kitchen area and the Westminster Wing corridor, rest rooms, and classrooms are off-limits during normal rehearsal time unless being used as rehearsal space, at which time two adults will be present if children and/or youth are involved; one of these adults must be Tier 1 trained. The kitchen will be available to adults only during set painting. Supervisors will be designated by orange vests.

SPECIAL ACTIVITIES

Dress Rehearsals and Performances

These activities use "Green Room Supervisors" who have the responsibility of assuring that all cast remain in the green room, dressing rooms, and other "backstage" areas only. There will be three Green Room Supervisors and one Green Room Manager per dress rehearsal/performance. The green room manager job is to assure that cast members get on stage at the right time. The three- supervisors will be distributed as follows: one to remain in the green room to help keep order and two to patrol the area designated as "backstage"

The "backstage" area will consist of the grassy area outside of the youth center, the restrooms at the end of the youth center (for children and youth only), the area behind the social hall (theater entrance) and the area between the theater entrance and the office. Adult cast members will have access to the restrooms in the office area. This area will be designated by caution tape during rehearsals and performances..

Load in and Strike

These are activities in which children are not encouraged to participate.

The Shoestring Theatre Company may choose to plan special, fully-supervised activities for children/youth during these events which will enable them to contribute to the success of the event. The requirements for supervision of such activities will be the same as those for normal rehearsals. If no such supervised activity is planned, children will not be allowed at these activities.

All-day rehearsal and dinner

During both the rehearsal and the dinner the normal rules of child safety will be followed. There will be a supervisor at the "Safe-Child" corridor to assure that only children and youth access that area. There will be a supervisor inside the social hall to assure that there is no access to the kitchen area except by those engaged in the preparation of the dinner. Children and youth are not allowed in the kitchen area. A supervisor will also be located at the end of the youth wing to assure that no children and youth under age 18 are using the restrooms in that area. The courtyard area will be taped off for "containment" at the youth center corners.

Cast Party

The cast party is a family event. No supervision of children/youth will be provided. All children and youth under 18 attending the cast party must be accompanied by a parent or other adult who is responsible for them.

ENFORCEMENT OF RULES

Adults entering the "Safe-Child" designated zones are subject to immediate dismissal from the cast except for the "emergency restroom visit" rule cited on page 1 of this document.

Performers under 18 in violation of the posted rules, or determined to be disruptive during rehearsal by the manager, will receive written infraction notices. These forms will need to be signed by a parent for the actor/actress to return to rehearsals. Repeated infractions will result in the performer being subject to dismissal. The handling of infractions is to be discrete so as to avoid embarrassing the participant.

In addition, children and youth will be required to sign a behavioral contract that describes the consequences of not adhering to the behavior requirements.

This program will be reviewed annually by the STC Board and changed as needed to maximize the safety of all participants.