

## **SAFE ENVIRONMENT POLICY**

Outta Theatre is deeply committed to creating a safe and transparent environment for all students, staff, & volunteers.

- As a representative of Outta Theatre, all staff and volunteers must conduct themselves as a positive role model in accordance with the core values.
- Staff are not permitted to discipline children by use of emotional abuse, favoritism, physical abuse, verbal abuse, reference to cultural/ethnic differences and abilities, swearing and any form of corporal punishment or other offensive/inappropriate action. Where a staff member is required to provide discipline, they are required to use strategies that are fair, respectful, and appropriate to the developmental stage of the child.
- Staff must at all times demonstrate acceptable and appropriate behavior/contact that gives regard to a person's age and developmental needs, culture, ability, environment, and their emotional needs.
- No staff member is permitted to carry, hold, or restrain any child, which includes carrying, sitting on laps, etc...
- Staff members are not permitted to help students during bathroom breaks. All children in our programs must be toilet trained and capable of independent bathroom use.
- If a teacher or volunteer is alone with a student, there will be visible access to the student via window/open doors unless the parent is present at the facility and gives permission for a door to be closed while they are there. Doors will always be unlocked.
- Any staff or volunteer must pass background checks and have clearances.
- Physical contact with students is to be avoided as possible. However, sometimes physical contact is part of demonstrating a hand position in piano or helping a student with their movements in theater. In those cases, it should be limited and brief, and only in general contact areas like arms/hands/shoulders. The teacher must respect student boundaries at all times. The teacher must ask for permission before making physical contact with a student, and refrain immediately if it makes the student uncomfortable.
- We value and respect each person as an individual.
- We listen to and take seriously any child/adult who shows signs of, or informs someone of, their concerns of abuse.
- We respect a person's right to personal privacy.
- We encourage staff and volunteers to keep everything public.
- We do not permit abusive peer activities such as ridiculing and bullying by children or those in charge of children.
- We do not make suggestive remarks or gestures, even in fun.
- We do not let suspicion, disclosure or allegation of abuse go unrecorded or unreported.

Code of Behavior for Students, Staff, and Volunteers:

The following conduct is prohibited:

- Angry or vulgar language, including swearing, name-calling.
- Wearing clothing with inappropriate or potentially offensive or political language/images.
- Wearing clothing that is provocative or revealing.
- Physical contact with another person in an angry or threatening way.
- Harassment or intimidation with words, gestures, body language, or other menacing behaviors.
- Behavior which intends to or results in the theft or destruction of property.
- Carrying or concealing weapons or devices that may be used as weapons.
- Any demonstration of sexual activity or sexual contact.
- Sexual abuse or misconduct. This includes, but is not limited to:
  - 1) Child sexual abuse – any sexual activity, involvement or attempt of sexual contact with a person who is a minor (under 18 years old) where consent is not or cannot be given.
  - 2) Sexual activity with another who is legally incompetent or otherwise unable to give consent.
  - 3) Physical assaults or violence, such as rape, sexual battery, abuse, molestation or any attempt to commit such acts.
  - 4) Unwanted and intentional physical conduct that is sexual in nature, such as touching, pinching, patting, brushing, massaging someone’s neck or shoulders and/or pulling against another’s body or clothes.
  - 5) Material such as pornographic or sexually explicit images, posters, calendars or objects.
  - 6) Unwelcome and inappropriate sexual activities, advances, comments, innuendoes, bullying, jokes, gestures, electronic communications or messages (e.g. email, text, social media, voicemail).

Please notify a staff member if you need assistance. All reported violations will be investigated, and violations of the code of conduct will result in dismissal from our programs, without exception.