

WORKING WITH CHILDREN POLICY

Kirk Players frequently casts children in their Productions, as well as has children participating in Official Activities. The following policy contains special considerations and internal guidelines for Kirk Players' Members when working with people under age 18 ("**Children**").

Children's Rights

Children have the following rights:

- to speak and be heard.
- to trust adults in their presence and feel safe.
- to ask questions.
- to be always respected, in all situations, by all people.
- to voice their concerns.

Security Practices

Kirk Players' security practices pertain to the safety and security of Children during Official Activities. The following practices pertain to Children:

1. Children may be dropped off by any adult but must be picked up by a family member unless the Stage Manager or Director is notified of another arrangement by the parent. A member of the **Management Team** (Director, Assistant Director, Technical Director, Stage Manager, Assistant Stage Manager) will remain at the site of the Official Activity until all Children have been picked up.
2. The Management Team will communicate start and end times for Official Activities involving Children to the Children, parents, and crew at auditions as well as Official Activities. Kirk Players will strive to end Production rehearsals by 9:30 p.m. The Management Team will make every effort to inform parents via text, Facebook, or email of material time changes.
3. If an urgent incident concerning the safety or health of a Child or Children occurs during an Official Activity parents will be informed immediately via text. Any non-urgent incident will be communicated after the Official Activity has ended.
4. Children will be asked to stay in the Official Activity space AT ALL TIMES, unless they are accompanied to another space by two (2) or more adults.
5. Children will not be allowed to be in a room alone with ANY adult at ANY time during the course of an Official Activity. Any violation of this policy should be communicated to the Stage Manager or Director immediately.
6. Children are asked to communicate bathroom needs, phone calls, or early pick-up to the Stage Manager or Assistant Stage Manager.
7. Children may bring electronic devices and/or quiet activities to keep them occupied when not on-stage during Production rehearsals, but these must be soundless and not distracting to the point of missed cues and entrances. (See Discipline Practices below.)

Discipline Practices

Positive attitude and cooperation are vital to the success and happiness of an Official Activity or Production; therefore, any disruptive or violent behavior will not be tolerated. We will demonstrate minimal tolerance regarding violent or inappropriate language and behavior. In cases of extreme violence or inconsolability, parents may be asked to pick up Children..

1. If electronic devices or any other activity distracts a Child or other Children, the device or activity will be taken for the duration of the Official Activity for the day.
2. If any inappropriate behavior or distraction occurs more than twice, the parent will be notified and the Child will be asked to keep their devices or activities at home.

Rehearsal Expectations

Children will be expected to:

1. Communicate absences, sickness, late arrival, early pick-up, or special need(s) to the Stage Manager or Assistant Stage Manager.
2. Be prompt.
3. Remain attentive to instructions, notes, and any general communication by the Director, Assistant Director, Stage Manager, Assistant Stage Manager, or other Crew Chief.
4. Remain aware of where the cast is in the script and be ready well ahead of entrance or cue.
5. Dress comfortably for Production rehearsals. Bare feet are not allowed.
6. Bring a snack and/or water bottle.
7. Be responsible for their own belongings, including costume pieces or props that may be brought from home. The Production rehearsal space is a shared space and Kirk Players cannot guarantee that items left behind will be able to be recovered.

Amendments

The Working With Children Policy is maintained by the Artistic Development Committee. The Artistic Development Committee may recommend revisions to this Policy, subject to Board and Member approval by affirmative simple majority vote, at any time.