



GUELPH LITTLE THEATRE

CHILD PROTECTION POLICY AND PROCEDURES (CPPP)

General Policy Statement

The Guelph Little Theatre (GLT) is an amateur theatrical company made up entirely of volunteers. Its core activity is the provision of quality live theatre for the enjoyment and enhancement of the local community.

The GLT acknowledges it has a responsibility for the safety of children involved in the delivery of our theatrical program. It also recognizes that good safeguarding and effective child protection policies and procedures reduce the liability risk and related negative publicity, expense and trauma to the GLT. The likelihood of such can be reduced by making the environment unsuitable for the sexual predator and/or abuser.

The GLT will endeavour to safeguard children by adopting a Child Protection Policy and Procedures (CPPP) which will apply to all who participate in any aspect of the GLT program.

All members and volunteers of the GLT will receive a copy of the Child Protection Policy and Procedures upon their association with the GLT.

Terminology

The GLT recognizes the following definitions:

A **preschool child (0-6)** or **youth** is someone 16 years of age or under.

Child abuse involves a preschool child or youth who has been placed at risk through something a person has done to them or something a person is failing to do for them. This includes any form of physical harm, emotional deprivation, sexual mistreatment or neglect which can result in injury or psychological damage to a child.

There are many different forms of abuse and a child may be subjected to more than one form:

Physical abuse may consist of just one incident or it may happen repeatedly. It may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child or young person including deliberately causing ill health to a preschool child or youth.



Emotional abuse involves harming a child's sense of self. It includes acts (or omissions) that result in, or place a child at risk of, serious behavioural, cognitive, emotional or mental health problems. For example, emotional abuse may include verbal threats, social isolation, intimidation, exploitation, or routinely making unreasonable demands. It also includes terrorizing a child, or exposing them to family violence. Some level of emotional abuse is present in all forms of abuse.

Sexual abuse involves forcing or enticing a preschool child or youth to take part in sexual activities, whether or not the preschool child or youth is aware of what is happening. The activities may involve physical contact, including penetrative or non-penetrative acts. This may also include involving children and youth in prostitution or pornography.

Neglect is the persistent failure to meet a child's or youth's basic needs for his or her physical, psychological or emotional development and well being such as failing to provide adequate food, shelter and clothing, or being responsive to a child's or youth's basic emotional needs.

Volunteers are citizens who perform the various functions required to operate the GLT and do so without pay.

Conduct Official is the Director designated by the GLT Board of Directors to ensure consistent application of the Child Protection Policy and Procedures at the GLT. He or she shall designate the Stage Manager of any given production with responsibility for carrying out the associated responsibilities during the time said production is engaged within the GLT.

Code of Conduct for the Protection of Preschool and Youth

The GLT supports and requires all volunteers to observe the following code of conduct. This code of conduct is a clear and concise guide of what is and is not acceptable behavior or practice when dealing with preschool and youth.

- No activities shall take place involving one on one contact between a single, non-related volunteer and child. A "buddy system" is encouraged where two (2) adults, 17 years of age or older, should always be present during theatre activities.
- Volunteers should be vigilant and aware of how actions can be misinterpreted and always work in an open environment.
- All inappropriate comments of a sexual nature and suggestive jokes are prohibited.
- In the presence of preschool or youth foul and/or profane language should be curtailed.
- Any rough or physical contact outside the requirements of the theatrical production should be discouraged.



- Take home/pick-up of preschool and/or youth is strongly encouraged. Where at all possible, parents should provide transportation for their own children to and from the GLT. The GLT will provide parent(s) or guardian with details regarding the start and conclusion of all related theatre activities. Parents should be instructed to make back-up plans in the event they can't provide transportation. If a parent or guardian cannot provide transportation they must communicate to the GLT the name of person(s) who are authorized to pick up their preschool or youth. The Child/Youth Transportation Form will be completed by all parents and/or guardians.
- All forms of sexual, physical, verbal and emotional abuse are prohibited.
- Children will never be humiliated, ridiculed, threatened, isolated or made to feel unwanted or undervalued.
- All allegations of suspected and/or founded abuse or breaches of the Child Protection Policy and Procedures shall be brought to the attention of the Conduct Official or his/her designate.

Allegations of Abuse

- The Conduct Official is the appropriate person to whom all reports of abuse and/or breaches of the CPPP should be reported. Should the Conduct Official be the alleged violator, the report should be made to the President of the GLT.
- The Conduct Official will assess the seriousness of the allegation. It is useful to differentiate between:
 - Concern:** When the person just needs to be heard and have some information clarified and the concern rectified internally.
 - Complaint:** When the person feels the circumstances merit further intervention.
- The Conduct Official will report to the Board of Directors, at the earliest opportunity, the founded circumstances and his/her intervention in order to determine what further action is or may be required.
- All relevant information will be confidential to the minimum number of people who must be told in order to ensure that the proper action is taken.
- Where applicable, the Conduct Official will inform the complainant of the Board's decision and action in the matter.
- Should the complainant not be satisfied with the Board's decision he/she may elect to pursue the matter further. Should this course of action result the Board of Directors should be informed immediately.

For all theatrically related policies regarding preschool and youth the "Safety Guidelines for the Live Performance Industry in Ontario - 2005" issued by the Ministry of Labour should be consulted.



Guelph Little Theatre is a member of the Wellington Dufferin Guelph Children's Charter of Rights.

The Child Protection Policy and Procedures will be reviewed on an annual basis.

Revision History

July 25th 2013 – added revision date to document

November 17 2015 – added revision history to document
Added -Guelph Little Theatre is a member of the Wellington Dufferin Guelph Children's Charter of Rights.