

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.
- There will be another adult present in the building if the building does not have public, open access. Parents may be asked to sit in on the lesson or be present in the building in a waiting area if necessary.
- Outta Theatre reserves the right to video and audio record for the protection of all students and teachers.
- 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.