

## Conduct with Minors Policy

Olympia Family Theater (“OFT”) is a theater dedicated to and for children. OFT recognizes that:

- Theatrical productions, classes and related activities are intense, emotional experiences,
- Minors are an especially vulnerable group (a minor is anyone under the age of 18 years old),
- Misconduct with minors, or the appearance thereof, is harmful to the minor, his or her family, OFT, society and the perpetrator.

Therefore, OFT has defined the following code of conduct:

- No persons associated with OFT (whether employees, independent contractors or volunteers) shall be alone with minor students, actors, production staff or audience members on or off of OFT premises unless in a public area or as necessitated by specific production needs.
- When transporting minors to their home, a release form from the child’s parent or guardian for each minor must be received, in the keeping of OFT’s Managing Director. Unless the child’s parent or guardian provides explicit written consent, there shall always be two or more minors or two more adults present during transport.
- Adults associated with OFT shall refrain from physical contact with minors which may be deemed inappropriate. Minors should never be grabbed, chased, or touched in anger.
- When communicating, all persons associated with OFT shall always use language that demonstrates respect for others, and avoid language that may be perceived as discriminatory, sexist or offensive.

When a violation of this policy is suspected, OFT asks the following:

- If you believe this policy has been violated, immediately and confidentially report such violation to OFT’s Managing Director or staff, who, with any expert assistance deemed necessary, shall undertake a thorough investigation and, if this policy or the law has been violated, deal appropriately with the violation.
- If you are a person associated with OFT who believes a situation is or may be developing which, if not resolved, could lead you into violating this policy or

create an appearance of violating the policy, confidentially discuss the potential problem and resolutions with the Managing Director or staff. No action will be taken against any person who chooses to discuss a potential problem, provided the reporting person has not yet violated this policy or the law with regard to conduct with minors.

- If you are a minor or parent of a minor who believes a situation may be developing which could violate the law or this policy, confidentially report the situation to the Managing Director or staff. If the situation is a potential, but not yet actual violation, the Managing Director, utilizing any expert advice deemed necessary, shall attempt to resolve the potential situation before a violation of this policy or the law actually occurs.

OFT believes the above policy is in the best interest of OFT, its performers, artisans, employees, independent contractors, audience, participating families and all other persons associated with OFT. Respect for all people, whether adults or children, is important, as is communication and interaction between people of all ages. OFT seeks to foster such communication and interaction but will not tolerate inappropriate communications or interactions.

### **Acknowledgment**

I acknowledge that I have received and read a copy of OFT's Conduct With Minors Policy, I accept responsibility for familiarizing myself with the information and guidelines it contains, and I will abide by this policy while associated with Olympia Family Theater.

Signed \_\_\_\_\_

Print Name \_\_\_\_\_

If parent or guardian signing for a minor, minor's name \_\_\_\_\_

Date \_\_\_\_\_

Please sign two (2) copies of this form. Return one copy to OFT's Managing Director (or designee), and maintain one copy for your records.

*Samantha Chandler, Managing Director  
(360) 357-3871, samchan@olyft.org*