

KPI Policy on Activities Involving Children

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Definitions

1. In this policy

“care-giver” means a person who has custody of a child or is legally authorized to care for the child;

“child” means a person under the age of 16 years;

“KPI” means the Kemptville Players Inc. and includes the North Grenville Community Theatre;

“Activity Manager” means the person or persons responsible for direction of a KPI production or workshop for example the Production Director, or the Production Producer. If applicable in cases where the lead roles may be ambiguous, the person who has been designated the lead for implementation of this policy as regards a KPI activity;

“Supervisor” and “Supervision” apply to adults who have responsibility for the care and well-being of children who are involved in KPI activities;

“unaccompanied child” means a child that is not with their care-giver;

“young adult” means a person who is at least 16 years of age, but under 19 years of age;

“other vulnerable person” means a person who is not a child by age, but for whom some personal care decision-making has been assigned to a legal guardian.

Application

2. (1) This Policy applies to all activities on the premises managed by KPI or carried on under its direction.

(2) All KPI employees, agents and volunteers are required to comply with this policy as a condition of their participation in KPI activities.

(3) The Policy exists for the protection of unaccompanied children participating in KPI activities. As such it does not apply in public gatherings such as the audience to a KPI performance, nor does it apply when a child is under supervision of their care-giver.

(4) There may be situations in which an “other vulnerable person” who is not a child by age participates in KPI activities subject to aspects of this Policy, as requested by the legal guardian. In that case the Policy applies to the extent applicable and the Activity Manager and the legal guardian will complete a registration form providing any particulars required.

Purpose

3. The purpose of this policy is to ensure that all reasonable precautions are taken for the safety of children, young adults, and other vulnerable persons when they are participating in KPI activities.

Screening Employees and Volunteers

4. (1) The Activity Manager is responsible for screening and ongoing oversight of employees, agents and volunteers to determine whether it is appropriate for them to supervise children.

(2) Before supervising children in a KPI activity, volunteers must complete and sign a registration form that includes at least the following information:
 - a) their name and address;
 - b) their date of birth;
 - c) a criminal records check issued by a police service within the previous 24 months;
 - d) at least two references.
(3) Instructors and assistances (supervisors) in KPI educational programs for children must have their criminal record checks updated every 24 months.

(4) This policy does not apply to a care-giver supervising only their own child, but it applies if the caregiver is supervising other unaccompanied children.

Registration of Children for Activities

5. For an unaccompanied child to participate in an KPI activity, including as examples a stage production or training workshop, the child's care-giver must complete and sign the appropriate registration form, which must include the following information:
 - a) name, address and age of child;
 - b) name and address of the care-giver;
 - c) information about any allergy or medical condition that could endanger the child while they engage in the activity;
 - d) name and address of an emergency contact other than the primary care-giver;
 - e) names and phone numbers of at least one alternate person authorized to supervise the child, including to pick up the child when the activity is over or to give permission for the child to leave the theatre unaccompanied.
6. For a child to participate in a stage production or other KPI activity there must be present the child's care-giver or a person whom the child's care-giver has authorized in writing to supervise the child per the registration form. The authorized person must also be approved by the Activity Manager and the care-giver's authorization must be provided to the Activity Manager.

Duties of employees and volunteers

Children

7. To the extent possible KPI activities with children should take place in open, public places. Activities involving children should be conducted in rooms or spaces either without doors (for example, lobby spaces or the stage) or in rooms with doors containing glass panels or kept open such that the activities are observable from outside the space or room. Technical production spaces such as audio-visual control booths may present special challenges offset by ensuring visibility through windows, keeping doors unlocked, and check-ins as appropriate.
8. Every effort must be made to ensure that at least two adults are present together with children at all times from the time they arrive for a KPI activity until they are picked up or leave. At least one of these adults must be in a supervisory or care-giver role.
9. A positive approach to discipline is to be practised. Clear, consistent and age-appropriate limits are to be established for the children.
10. Children must be able to take care of their own bathroom and other personal needs unless they are disabled; if assistance is required, two adults must be present to render the assistance, and the details of required support must be fully documented.
11. A person who supervises a child or children in a KPI activity must take reasonable care to ensure that the child or children are not neglected or subjected to any form of abuse, including physical, emotional or sexual abuse.
12. (1) A person who becomes aware of any neglect or abuse involving a child during a KPI activity must report the matter as soon as possible to the Activity Manager, a Supervisor, or an Executive member of the KPI Board of Directors.

(2) The KPI Privacy Policy applies to information contained in or related to the report. Such information is confidential and may only be disclosed as necessary for dealing with the matter it concerns and in accordance with the law.

Young Adults

13. Young adults are permitted to participate in stage productions, theatre classes and other activities at the KPI without parental consent. However, those who are directing or supervising them must take reasonable care to ensure their safety in the spirit of this Policy, including watching that the young adults do not engage in illegal or improper activities such as consuming alcohol or prohibited substances.

Reporting Duties

14. There are reporting requirements under legislation that may change from time to time. Currently in Ontario, "A person who supervises a child or young adult under the age of 18 at the KPI must be aware of the Children, Youth and Family Services Act (SO 2017, 14). Section 125 imposes a reporting duty on persons who perform professional or official duties with

respect to children, and who has reasonable grounds to suspect harm, but subsection (6) provides an exception for the youth and recreation workers who are volunteers. This new law came into force in 2018.”