

# HARTFORD Children's THEATRE

---

## SAFE THEATRE POLICIES

In the interest of protecting the students and adults who participate in Hartford Children's Theatre (HCT) programming, all adult employees, independent contractors, and volunteers (Adults) are expected to abide by the following expectations with regard to student performers, drama program participants, and student assistants under the age of 18 (HCT Students).

### Under No Circumstances Should An Adult...

- ... be alone in a room with an HCT Student behind a closed door.
- ... leave an HCT Student alone, including when waiting to be picked up from an HCT class, rehearsal, or event.
- ... drink alcoholic beverages, smoke, or use illegal substances in the presence of an HCT Student, on or off HCT property.
- ... explicitly or implicitly allow an HCT Student (or a Contractor under the legal drinking age) to drink alcoholic beverages.
- ... meet, talk on the phone with, e-mail, or instant message an HCT Student without parental permission.
- ... transport an HCT Student for any reason if they are not on the HCT company insurance.
- ... transport an HCT Student without written permission of a parent or guardian.
- ... transport an HCT Student alone in a personal vehicle without permission of both a parent or guardian and the HCT Executive Director.

### The HCT Education Department Advises That...

- Off-site social activities be limited to locations where alcohol is not served, and in any case parental permission and/or supervision must be obtained in advance of any such activity.
- Off-site contact with HCT Students be limited whenever possible. The Education Director requests notification of any off-site contact between Adults and HCT Students, including babysitting.

- **If you're not sure who the On-Site Supervisor is at any given time, ask!** All HCT events have an On-Site Supervisor to implement company policies for a variety of situations, including but not limited to bathroom accidents, inappropriate conversations between children, parents with serious complaints about our programming or procedures, and children who are not picked up on time.