

CODE OF CONDUCT & CHILD SAFETY POLICY

At TAPE BALL THEATRICALS we are committed to providing a safe, inclusive, and respectful environment for all youth participants. Our Code of Conduct and Child Safety Policy establishes expectations for the behavior of our employees and volunteers and outlines the organization's commitment to child safety. By signing below, you agree to abide by these policies in your role with the organization.

1. Professional Conduct

- *Respect and Dignity:* All staff and volunteers are expected to treat participants, colleagues, and community members with respect and kindness at all times. This includes speaking to others in a considerate, courteous manner and maintaining a positive, inclusive atmosphere.
- *Role Model Behavior:* You are a role model to the youth participants. Always demonstrate appropriate conduct, both in your language and actions. Ensure that your behavior aligns with the values of the organization, including honesty, responsibility, and respect for others.
- *Respect for Privacy and Confidentiality:* You must maintain confidentiality regarding all participant information, including personal, medical, and program-related details. Do not share confidential information unless required by law or for the safety of the participant.

2. Child Safety

- *Observable and Interruptible Interactions:* All interactions between staff, volunteers, and youth participants must be observable and interruptible by others. At no time should a staff member or volunteer be alone with a youth participant in private spaces or one-on-one situations.
- *Appropriate Physical Contact:* Any physical contact with participants should be minimal, appropriate, and in accordance with the organization's policies. Examples of appropriate contact include side hugs, high fives, and fist bumps. Staff and volunteers must respect participants' personal space and ask for consent if any physical touch is necessary.
- *No Physical Discipline:* Physical discipline or any form of corporal punishment is strictly prohibited. Positive guidance and redirection should be used to manage behavior.

3. Communication Boundaries

- *Personal Communication:* Staff and volunteers may not engage in personal communication with participants outside of program hours, including through social media, text messages, or phone calls, unless with prior consent from the participant's guardian. Pre-existing relationships with participants or their families must be disclosed to program leadership.
- *Media Use:* Staff and volunteers may not take photographs or videos of participants. Media taken for promotional purposes must only feature participants who have given or whose guardians have given written consent.
- *Gift giving/receiving:* Do not give or accept personal gifts from youth participants or their families.

4. Child Abuse and Neglect

- *Mandatory Reporting:* All staff and volunteers are mandated reporters of child abuse or neglect. If you suspect or witness any form of abuse or neglect, it is your responsibility to report it immediately to a supervisor and the appropriate authorities, as required by law.
- *Zero Tolerance for Abuse:* TAPE BALL THEATRICALS has zero tolerance for any form of abuse, neglect, or exploitation. Any violation of this policy may result in immediate dismissal, and law enforcement will be notified if necessary.

5. Use of Alcohol and Drugs

- *Zero Tolerance:* The use, possession, or distribution of alcohol, illegal drugs, or any controlled substances is strictly prohibited during program hours. Staff and volunteers are expected to maintain a drug- and alcohol-free environment for the safety and well-being of the participants.

6. Reporting Violations

- *Responsibility to Report:* If you witness any violation of this Code of Conduct or Child Safety Policy, you must report it to your supervisor or program director immediately. Reports will be handled confidentially and without retaliation.
- *Whistleblower Protection:* The organization will protect anyone who reports violations in good faith from retaliation or harm.

Acknowledgment and Agreement

By signing below, I acknowledge that I have read, understood, and agree to abide by Tape Ball Theatrical's Code of Conduct and Child Safety Policy. I understand that my role with the organization involves working with minors and that I must adhere to these policies to ensure the safety and well-being of all participants. I understand that failure to comply with these policies may result in disciplinary action, including termination of my employment or volunteer role.

Employee/Volunteer Name (Printed): _____

Signature: _____

Date: _____