

DOUG'S KIDS ON STAGE

DOUG FORDYCE PRODUCTIONS

Volunteer Guidelines

In an effort to provide a safe environment for children, volunteers and staff, **Doug Fordyce Productions** requires all adult volunteers to be familiar with and agree to adhere to the policies and procedures outlined below. This is to safeguard the children from harm or abuse during practices and performances and to protect staff, employees and volunteers from potential and false allegations of abuse.

This is in no way due to any past incidents or allegations. This is a proactive effort to protect Doug Fordyce Productions and all the children involved.

- ◆ Only volunteers who have been made familiar with this policy will be permitted backstage during rehearsals and performances. Each volunteer must receive a name badge.
- ◆ Touching can be a positive way of comforting or communicating approval to a child. Please use these guidelines:
 - A touch must not be demanding
 - A touch must be gentle and passive, not aggressive
 - A touch should be conscious, not haphazard
 - Never fondle a child
- ◆ For no reason should discipline be handled in a physical or verbally abusive manner.
- ◆ Any suspected or observed incidents of abuse are to be reported to the director or assistant director.
- ◆ If at all possible, two adults should be present at all times while children are present.
- ◆ When accompanying a child to the bathroom, stand in the doorway to the bathroom with the door open. If they need direct assistance, leave the door open if possible. Never close a stall door while you are in the stall with a child.

The main point is to use common sense and respect in all dealing with the children and to not put yourself or the child in a position of compromise.

I have read the above policies and agree to abide by them while working with the children of Doug Fordyce Productions.

Signature _____ **Date** _____

Printed Name _____