

YAI Safety Policies

Prohibited Actions

Participation in YAI's programming is subject to our rules and procedures. The activities outlined below are strictly prohibited:

- Abusive language towards an employee, contractor, volunteer or youth participant.
- Possession or use of alcoholic beverages or illegal drugs at program locations or reporting to the program while under the influence of illegal drugs or alcohol.
- Bringing dangerous or unauthorized materials, such as explosives, firearms, weapons or other similar items on to YAI's premises or program location.
- Discourtesy or rudeness to a youth participant, employee, contractor, or volunteer.
- Harassment of a youth participant, employee, contractor, or volunteer, including, but not limited to, harassment of any kind and/or sexual contact of any kind.
- Actual or threatened violence toward any individual or group.
- Conduct endangering the life, safety, health or well-being of others.
- Bullying or taking unfair advantage of any youth participant, staff employee, contractor, or volunteer.

Any employee, participant, contractor or volunteer who violates this code is subject to discipline, up to and including removal from the program.

Mandatory Background Checks

Immediately upon hire, all artistic staff and board members are subject to a background check via the nationally-accredited third-party company "GoodHire." This background check will include a review of any misdemeanor/felony charges, as well as a name search in the National Sex Offender Registry. Staff and board members will be required to receive these background checks on at least an annual basis, or more frequently based on recommendations from the board of directors. Background checks through GoodHire will also be conducted for all contracted staff at the beginning of each production in advance of the rehearsal process.

Communications

Unless there is a community connection described below, YAI expressly prohibits all personal communications between adult staff members and youth participants, with the exception of show-specific/YAI programming communications. Sharing of inappropriate language, images, materials, and content is strictly prohibited between any participants of YAI; adult-to-adult, adult-to-youth, youth-to-adult, and youth-to-youth.

Social Media

Adults may not communicate with youth directly or individually via any social media platforms with intent to send inappropriate personal messages, send or request photographs, or post images of youth outside of YAI-approved promotional content. All interactions on social media must be conducted with professional intent.

Adult Staffing Ratio and 1:1 Contact

In most cases, there should be a minimum of two adults must be present in all rehearsal and performance spaces when youth artists are present. If one-to-one work is required (such as for coaching or instruction), the supervising adult must disclose the intent and purpose of this individual instruction to the young artist and alert other staff present on site as to the interaction. Adult staff also must conduct this meeting in a space easily accessible to other staff.

Reporting

1. YAI staff and volunteers should take all threats of self-harm or suicide by youth participants seriously. In situations where a staff member or volunteer observe warning signs, the individual should share their concerns with the Artistic Director (or designated staff). The Artistic Director (or designated staff) should share their concerns with the appropriate parent/guardian. If a staff member or volunteer believes that a youth participant is in immediate danger, the adult should call 911.

2. YAI staff or volunteers who have reason to believe that a youth participant is experiencing bullying, harassment, or any other inappropriate behavior (other than physical or sexual abuse or neglect – see below) as a result of their participation in YAI's programming must immediately report the information to the Artistic Director or designated staff. Any questions regarding bullying and harassment may be directed to the Artistic Director or designated staff. If the Artistic Director is the subject of the report, the Board Chair should be contacted in lieu of reporting to the Artistic Director.

3. YAI staff or volunteers who have reason to believe that a youth participant is being abused physically or sexually, or neglected, by anyone must immediately report the information to the Artistic Director and in addition report to either the local child protection office, the local police department, or the county sheriff's office in accordance with the law. All suspicion of abuse must be reported to the legal authorities and may not only be addressed internally. In the event that the youth participant is attending a YAI program in conjunction with a local school district, the information must also be reported to the school district. Any questions regarding abuse or neglect may be directed to the Artistic Director. If the Artistic Director is the subject of the report, the Board Chair should be contacted in lieu of reporting to the Artistic Director.

Safe Reporting Environment

YAI has a zero-tolerance policy against any retaliation made to those involved in reporting concerns related to child safety and well-being or interference in the reporting of suspected abuse. Strict disciplinary action will be taken against those found to have engaged in behaviors.

Disciplinary Action

Adults found in violation of any of the above policies, including those who have failed to participate in the outlined investigatory/reporting processes, are subject to internal disciplinary action including, but not limited to, immediate termination of employment and affiliation with YAI. These individuals also may be subject to external action from law enforcement or other authorities.

Community Connection

YAI understands that many of our youth, families, staff, and volunteers may have community connections outside of YAI. Therefore, the above policies apply to those interactions and communications in direct relation with their involvement in YAI. YAI has no responsibility to monitor or enforce policies related to community interactions that are unrelated to YAI and its' programming

By signing below, I acknowledge that I have been made aware of the safety policies and expectations. I understand that failure to follow these policies may result in the removal from programming and/or additional external consequences according to the law.

Participant _____ **Date** _____

Parent/Gaurdian _____ **Date** _____

Volunteer/Staff _____ **Date** _____