

## Policy 001.1 Code of Conduct

Adopted

# **HERSHEY AREA PLAYHOUSE**

## **Policy 001.1**

### **CODE OF CONDUCT**

**The Board of Directors of Hershey Area Playhouse has adopted the following set of beliefs and requirements for all adults associated with a Hershey Area Playhouse activity involving children. Failure to follow these guidelines may result in the removal of an adult participant from the production. For the purposes of this Code of Conduct, “child(ren)” shall be defined as any person(s) under the age of eighteen (18), young people, and vulnerable adults.**

- All adults shall respect a child’s right to personal privacy. Obtain permission from the young person before any physical contact is made. For instance, if you need to administer first aid or assist with a costume, first obtain permission.
- All inappropriate touching or contact involving an employee, volunteer or Board Member is prohibited. Examples of inappropriate touching or contact include, but are not limited to, unwanted touching, touching of the chest, waist, stomach, bottom, or private areas, and any touching used to express power or control such as grabbing a person’s arm or wrist, corporal punishment, punching or slapping, or the threat of the same.
- Do not make suggestive remarks or gestures, even in jest.
- Avoid inappropriate discussions of a personal nature or as they relate to subjects not relevant to your immediate association with the child.

- Do not permit abusive peer activities such as ridiculing and bullying by children or those in charge of children. Intervene to stop such abusive activities or immediately notify the Director or Producer of the observance of such activities.
- Do not let suspicion, disclosure or allegation of abuse go unrecorded or unreported. Under the laws of the Commonwealth of Pennsylvania, designated mandated reporters must seek training in the signs, symptoms and definitions of child abuse and the reporting procedures, including access to Childline at [1-800-932-0313](tel:1-800-932-0313)
- In order to protect both the employee, volunteer or Board Member and the child, it is inappropriate for an employee, volunteer, or Board Member to be alone with a child that is not a member of his or her family. (For the purpose of these guidelines and under Pennsylvania Statute, “child” shall be defined as anyone under the age of 18, young people and vulnerable adults). Ensure that another adult is present when you are in the company of young people (ideally mixed genders) including situations when a young person is waiting to be collected. If one-to-one contact is unavoidable, make sure it is for as short a time as possible, and ensure you remain accessible to others - never behind closed doors. Try to move with the young person to areas where there are more people.
- Avoid, where possible, giving young people transportation alone, however short the journey. When this is unavoidable, it is advisable to get consent from the young person’s parents or guardian. You must also ensure the young person sits in the back of the car. Leaders and volunteers should also take insurance coverage into account when considering providing transportation to young people.
- For productions involving children, it is the requirement of the Board of Directors of Hershey Area Playhouse that the Board contact for each production be part of the first Production Team Meeting and that the Director ensure that above guidelines are presented and discussed by the Board Contact at that meeting. In addition, the Board contact will review the requirements for background checks and clearances at this meeting.

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