

Safe Environment Procedure

Brazos Valley TROUPE is committed to maintaining an environment in which individuals treat each other with dignity and respect, and which is free from all forms of intimidation, exploitation, and harassment. The TROUPE Board is prepared to take action to prevent and correct any violation of this policy. Anyone violating this policy will be subject to TROUPE Board discipline, up to and potentially including termination of involvement with TROUPE

Staff

TROUPE has a dedicated central roster of volunteers (hereafter referred to as **Staff**). This staff is dedicated to sharing our love of the theater as safely for everyone involved as possible, and in order to do that, the following rules and expectations must be met:

-All staff **must** complete Mandated Reporter Training, and present certification of completion to the person responsible for tracking it, otherwise known as the **Safe Environment Officer** (hereafter known as the **SEO**)

-No staff will be at any time alone with an individual student, with the exclusion of a familial bond. This means that for **classes, auditions, rehearsals, and work days**, plans **must** be made to ensure at least two (2) adult staff members are present. (Understanding that our staff members are adults with jobs and personal lives, if another staff member is not available, parents are **encouraged** to stay and observe)

-For the comfort and safety of our students, extra adults (adults who are not on staff or directly responsible for students at that time) should be encouraged to not 'hang out' at the theater, especially during classes or rehearsals. This is to help us keep the theater as a safe place for our students.

Pick-up and Drop-off Policy

- For the comfort and safety of our students and Staff, student drop off should happen no earlier than **10 minutes** before the scheduled start time of an event, unless specifically told otherwise. Please be aware that if your student is earlier than that, there is a chance they will not be allowed into the building until the stated 10 minutes before scheduled start time.
- Students should be picked up no later than **10 minutes** after the end of class.

If either of these become continuous issues, it will be addressed with the students parent/guardian as necessary. In order to avoid any issues, please ensure you are letting a relevant staff member know as soon as possible if your student will be arriving or leaving late or early.

Our Board is committed to ensuring TROUPE is a safe and fun environment. If there are any concerns regarding how a student is being treated, by a fellow student or Staff Member, our Complaint and Grievance Procedure is as follows.

- I. **Purpose:** It is the desire of Brazos Valley TROUPE that complaints/grievances of community members involved in our organization receive prompt, fair, and orderly resolution.
- II. **Informal Resolution:** It is our hope that when conflicts, complaints, and/or grievances arise about procedures or treatment of community members involved in TROUPE, said conflicts can be resolved in an informal and satisfactory manner.
- III. **Formal Procedure:** This procedure will be followed in the event that a grievance cannot be resolved informally
 - A. If a community member has a grievance regarding the operations of TROUPE, or events that occurs while participating in TROUPE activities, the grievant shall submit a written complaint to a member of the TROUPE Board, using the email designed for this purpose (brazosvalleytroupeboard@gmail.com), which will send to several Board Members, including the Board Secretary. The complaint should explain what the nature of the grievance is.
 - B. The complaint shall be reviewed at the next TROUPE Board meeting, or a special Board Meeting may be called to address the complaint. The grievant may be present at the meeting to clarify their complaint.
 - C. The Board will consider and determine what action, if any, needs to be taken. The grievant will receive a copy of the decision of the Board.

Staff grievances will be handled the same way, with the understanding that we are all adults who have the best interests of our students and theater at heart.

Working for the best interests of everyone involved, the Board and Staff will do their best to not only resolve the immediate issue, but address the circumstances to avoid the situation repeating itself.

Criminal Grievances

In the event that circumstance or issue occurs in which a Criminal Report must be made, the Board will cooperate with Law Enforcement to the fullest extent of its ability.