

## Safe Environment Policy

Brazos Valley TROUPE is committed to maintaining an environment in which individuals treat each other with dignity and respect, which is free from all forms of intimidation, bullying, exploitation, or 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, as such, 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.

- No staff will be alone at any time 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 adult staff, board, or background checked parent 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) are 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 and reduce distractions.

- Adults who are backstage as participants in shows also need to keep to the two deep rules for everyone's safety. Note that adults should never be in the same dressing area as a minor.

- All Staff, Board, and other members regularly near students/minors will obtain a background check to be renewed annually to further protect participating children and adults. This includes anyone 18 or older who is part of a show or supports box office, tech booth, or similar roles with access to backstage areas.

### 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. Guardians should remain with children until two background checked adults are present.

- Students should be picked up no later than **10 minutes** after the end of class. If there is an emergency circumstance that will prevent this, the responsible adult needs to contact the staff as soon as possible to work out an alternative pick-up.

- Younger students should be picked up by their guardian inside the building or immediately within view of the lobby windows. All students should only leave the building when they have verified their guardian is in the parking lot and should not linger in the parking lot without guardians nearby for general safety.

- If tardiness becomes a regular issue, it will be addressed with the student's parent/guardian as this impacts volunteer staff, show quality, and the enjoyment of all participants. 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, 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 occur while participating in TROUPE activities, the grievant shall submit a written complaint to members of the TROUPE Board, using the email [brazosvalleytroupeboard@gmail.com](mailto:brazosvalleytroupeboard@gmail.com). The complaint should explain in detail what the nature of the grievance is including: timeframe, staff and student involved, and similar relevant details.

B. The complaint shall be reviewed at the next TROUPE Board meeting (typically held monthly), or a special Board Meeting may be called to address the complaint. The grievant may be present at an in-person meeting to clarify their complaint once the board has potentially discussed and gathered related information and coordinated a time.

C. The Board will carefully consider the complaint, and determine what action, if any, needs to be taken. The Board and Staff will do their best to not only

resolve an immediate issue, if one is found, but address the circumstances to avoid the situation repeating itself.

- D. The grievant will receive a copy of the decision of the Board. If a follow-up discussion is deemed necessary by either party, a time will be coordinated.

### **Criminal Grievances**

In the event the circumstance or issue occurs in which a criminal report must be made, the Board and Staff will cooperate with Law Enforcement to the fullest extent of its knowledge and as required by law

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