



EXPERIENCE
MUSICAL
THEATRE!

Saskatoon Summer Players

CHILD PERFORMERS POLICY

PROD – 0005 – 20180109

DATE	DESCRIPTION
December 7, 2017	Initial Draft
December 14, 2017	Second Draft
January 4, 2018	Third Draft
January 9, 2018	Fourth Draft
January 11, 2018	Board Approved

Definitions

- The term "Child Supervisor" refers to a competent person who is at least nineteen (19) years of age; engaged by SSP solely for the care and supervision of the child performer(s); with an adequate knowledge (or training by SSP) of backstage etiquette, SSP's policies and procedures, and the facilities available for the child performer(s); and who is not otherwise engaged in another capacity on the production.
- A "Child Performer" refers to a person age fifteen (15) or younger as of the first day of rehearsal.
- The term "SSP" refers to Saskatoon Summer Players.
- The term "Production" refers to a theatrical presentation produced by SSP.

Overview:

Saskatoon Summer Players (SSP) acknowledges that specific and appropriate care and attention must be given to Child Performers. Child Performers shall be treated with respect at all times. No Child Performer may be punished or subject to other harmful, frightening or humiliating behaviour.

SSP recognizes that the responsibilities in the engaging of a Child Performer include written permission from the parents/legal guardian, and a full discussion of the duties and responsibilities of SSP, the parents and the Child Performer.

A Child Performer will be provided with additional consideration in areas of supervision, training, hours of participation, interaction with others and permission from, and communication with parents/legal guardian. This consideration does not reduce the duty of care required of SSP and of those engaged by SSP with regard to their interaction with Child Performers.

SSP, the parent or legal guardian, and the Child Performer at the parent or legal guardian's request, shall have a thorough discussion addressing the following items:

- (i) Travel, care, and release, including who is to be responsible for the Child Performer and whether the Child Performer has any known allergies, medical condition or any attitudinal or psychological condition of which the parent or legal guardian is aware that might interfere with their ability to carry out the role or otherwise affect their engagement.
- (ii) Dismissal and/or absence from school.
- (iii) The anticipated schedule for rehearsals and performances including any existing or possible obligations on the part of the Child Performer which could affect that schedule. It is understood that some scheduling can only take place as the production process evolves and therefore additions or amendments to the scheduling may come during production.
- (iv) Etiquette and behaviour expected of the Child Performer and the parent or legal guardian and conversely, what expectations of etiquette and behaviour the Child Performer, parent or legal guardian may expect from SSP.
- (v) Any scenes the Child Performer will be expected to participate in where the parent and/or legal guardian and SSP have determined the Child Performer will require additional support in order to appear in those scenes.
- (vi) Any relevant SSP policies.
- (vii) Any relevant concerns of the parent/legal guardian or the Child Performer.

Supervision of the Child Throughout the Rehearsal and Performance Process:

The parent or legal guardian and SSP shall agree on the terms and conditions for the care and supervision of the Child Performer from the time the Child Performer is dropped off at the rehearsal hall or theatre until the Child Performer is picked up by the parent, legal guardian or designated chaperone. In the absence of agreed to terms and conditions the parent or legal guardian will be required to be with the Child Performer at all times during the engagement. Child Performers will be under the supervision of a qualified Child Supervisor at all times.

All personnel engaged by SSP who, as a result of their responsibilities, are required to be alone with a Child Performer, must undergo a Police Record Check with the Vulnerable Sector prior to commencement of the Child Performer's engagement (to be dated no earlier than 12 months prior to the first day of the Child Performer's engagement). This includes but is not limited to Child Supervisors and any wardrobe, hair or makeup personnel or any other persons who may have unsupervised access to the Child Performer.

- (A) Child Supervisor

The Child Supervisor shall supervise all Child Performers from the time of arrival in the rehearsal hall or theatre to the time they are picked up by the parent/legal guardian/chaperone. SSP shall provide written notification to the parent or legal guardian of SSP's selection of Child Supervisor(s) responsible for the Child Performer(s) so that the parent or legal guardian may address any concerns with SSP in advance of the engagement. In an emergency, SSP may replace the Child Supervisor with an otherwise qualified person in this capacity in which case SSP shall use its best efforts to advise the parent or legal guardian of any such substitution as soon as possible.

(B) Ratios

(i) Under the age of five

Where the youngest Child Performer is between two and a half to five, there shall be at least one (1) Child Supervisor for every three (3) Child Performers present, for any given production.

(ii) Under the age of ten

Where the youngest Child Performer is between six and nine, there shall be at least one (1) Child Supervisor for every five (5) Child Performers present, for any given production.

(iii) Under the age of sixteen

Where the youngest Child Performer is between ten and sixteen, there shall be at least one (1) Child Supervisor for every seven (7) Child Performers present, for any given production.

(C) SSP Policies and Procedures

Whenever possible, the Child Supervisor and the Child Performers shall be present whenever the company receives instruction on fire drill procedures, back stage etiquette, back stage traffic, orientation of the production and facilities, and SSP policy. If the Child Supervisor and the Child Performers are not present when the company receives this instruction, they shall receive the same instruction and presentation as the company, prior to their first call on stage.

(D) Consistency

SSP shall use its best efforts to engage consistent Child Supervisors for the production.

Dressing:

(A) Changing Facilities

There shall be separate dressing rooms for male and female Child Performers separate from the dressing rooms provided for the adults. Child Performers of both genders may share a supervised waiting room or dressing area provided that there are private changing facilities available.

(B) Quick Changes

All quick changes shall be rehearsed to ensure the comfort and security of the Child Performer involved. SSP will ensure that the parent or legal guardian is apprised of the details of the quick change, and upon request, the parent or legal guardian will be given the opportunity to watch a

rehearsal of the quick change. Whenever possible, SSP will provide a screened off or private area for quick changes done by Child Performers.

Scheduling Parameters:

SSP shall use its best efforts to inform the parent(s) or legal guardian(s) of the demands of the role(s) for which the Child Performer is engaged. Any information provided to the parent(s) or legal guardian(s) in regard to the scheduling of rehearsals, performances, and any other special conditions that pertain to scheduling for the Child Performer shall be included in the written agreement provided to the Child Performer.

Child Performers will be given primary rehearsal scheduling consideration and shall be required to attend no more than four (4) consecutive rehearsal hours on any regular rehearsal day.

Extended Rehearsal Days:

On an extended rehearsal day, such as cue to cue, technical dress rehearsal, dress rehearsal, or any other rehearsal scheduled during technical week, a Child Performer may be called for a maximum of two (2) calls of up to five (5) hours each out of a span of not more than twelve (12) hours.

Notification of Accidents:

Should a child performer become ill or be injured, SSP will make every reasonable effort to contact the parents or legal guardian as soon as the Child Performer's immediate needs are addressed.

Parental Contact:

A Parent or legal guardian of a Child Performer must be accessible to the Child Performer at all times and will be responsible for the transportation of the Child Performer to and from the rehearsal hall or theatre.

The Parent/legal guardian shall abide by SSP's policies regarding rehearsal halls and backstage and performance areas as well as the SSP Code of Conduct.

Whenever it is appropriate to do so in the interests of the Child Performer and upon request of the Child Performer, SSP shall reasonably facilitate contact with a parent or other person responsible for the Child Performer, subject to the availability of the parent or guardian for such contact.

Conflict Resolution:

Should a Child Performer fail to meet the expectations outlined in the Cast Expectations Agreement and the SSP Code of Conduct, the following steps shall be taken prior to the Child Performer being dismissed from their duties on the Production:

1. The Production Manager will discuss the issue with the Child Performer and the parent or legal guardian of the Child Performer. The Production Manager shall provide a detailed record of the meeting to the SSP General Manager, and the parent or legal guardian of the Child Performer.

2. If the issue is not resolved to the Production Manager's satisfaction, the Production Manager will call a meeting with the Child Performer, their parent or legal guardian, the Director, the Cast Representative, and the Child Supervisor. At this meeting, the Production Manager will clearly lay out their expectations of the Child Performer moving forward, set a timeline for expectations to be met, and outline the consequences should the Child Performer fail to meet expectations. The Production Manager shall provide a detailed record of the meeting to the SSP General Manager, and the parent or legal guardian of the Child Performer.

3. If, after two meetings the Child Performer is unable to meet expectations, the Production Manager will dismiss the Child Performer from their duties on the Production by providing both written and verbal notice. The Production Manager shall provide a detailed record of the dismissal to the SSP General Manager, and the parent or legal guardian of the Child Performer.

Should the Child Performer or their parent or legal guardian have a concern relating to the Production, they should follow the steps outlined in the SSP Production Manual/Code of Conduct in order to resolve the issue.

Consent:

I, _____, hereby consent to my child, _____, participating in the Saskatoon Summer Players Incorporated production of _____ between the dates of _____ and _____. I acknowledge that I have read and understood this Child Performer Policy and agree to abide by its terms.

Parent or Legal Guardian Signature

Print name

Date