

**Sudbury Savoyards' Policy on the Presence of Minors and Others
in Technical Working Areas**

**Ratified by the Sudbury Savoyards Board of Trustees
September 6, 2006**

The Sudbury Savoyards are strongly committed to encouraging full family participation in community theater and performance, and in the support activities required for those activities to succeed. We have long promised that if a member wishes to learn a skill or a tool or engage in an activity, the Company will support, as best it can, that person in learning to do so. In the technical realm, people have learned to sew, perform carpentry, paint scenes, rig lighting instruments, and a myriad of other tasks. We have long encouraged families to bring children to technical work days, where the children have contributed by painting set pieces, tracing signs, sewing and sweeping floors, among other accomplishments. However fulfilling these contributions have been, the safety of all participants must remain a primary concern.

To avoid even the remote possibility of personal injury or material damage, we find it necessary to set guidelines and restrictions with regard to the presence and participation of all, particularly children, in technical activities. The age ranges noted in these policies are necessarily rough, and may be considered somewhat fluid. On the other hand, some restrictions are strict and are not subject to negotiation. **Personal safety is the principal goal.**

The Technical Director or Responsible Authority has the ultimate authority at any time to determine if a child's behavior at that moment, regardless of age, is inappropriate given concerns for safety or disruption. He/she has the authority to take whatever action is necessary to remediate the situation.

A "Responsible Authority" is a Technical Director; Stage Manager; Set, Sound, Costumes, or Lighting Crew Chief; or other person designated by the show's Producer or a Company officer.

Two types of work areas are covered by this policy; "benign work areas" constitute those areas where work is performed with benign tools - in particular paint and sewing work areas, and "technical work areas" constitute those areas where work is performed using hazardous tools (saws, nail guns) or where heavy materials are manipulated -(hanging lights, building flats, etc). These work areas are differentiated by the degree of harm that might ensue from personal injury or material damage. The likely venues in which we do such work would be Hawes Hall, the chapel, the areas in and around the shop and cellar at SUMC, in

a performance location (the LS stage area, for example), or at a remote location (building a parade float somewhere).

The following restrictions and conditions define a baseline set of safety measures under this policy.

It is the responsibility of the overall manager of a technical activity (likely the Technical Director or the Stage Manager) to designate benign and technical work areas - including defining a boundary when these areas share a room.

- 1) No child age three or younger may be allowed in a technical work area. Children age three or younger may remain in a benign work area only in-hand or in-arms of a responsible adult, (usually a parent) or so handled by an able, older child who is also under the supervision of an adult. Children in strollers or infant carriers should be no more than arm's length from a responsible adult who will take immediate charge should a hazard arise.
- 2) It is recommended that only persons engaged in the work at hand (even adults, but especially children) should be present in a technical work area. This doesn't mean that non-active participants can't be in the same room as a technical work area, but they should be safely away from any risk to themselves or other workers. This restriction may be strengthened or expanded where conditions warrant (on stage, for example).
- 3) No child between four and seven may be allowed in a technical work area. Children between four and seven will be allowed in a benign work area only under close supervision (specifically, in visual and audible range) of a responsible adult or capable older child. It is expected that children in this age range can participate in work (roller painting, for example), but they should only be present while performing such work, under adult supervision. Supervising adults may be required to restrain these children during set up of the work area so that for instance, flats can be moved into position.
- 4) Children between the ages of eight and fourteen should be under the supervision of a responsible adult who is on-site, but need not be in the same room or in visual contact with the child at all times. If these children are in a technical work area, a responsible adult must consider themselves supervising that child. Again, it is expected that only children involved in a project should be in the work area.
- 5) It must be made clear to any child of any age (as well as to their chaperones) that any directive from any involved

adult MUST be obeyed if that directive involves concerns for safety or disruptive or distracting conduct. Failure to do so may result in removal of the child and chaperone from the site.

- 6) NO CHILD OF ANY AGE, REGARDLESS OF LEVEL OF ADULT CONTROL OR SUPERVISION, IS ALLOWED TO BE PRESENT ON STAGE DURING SET ASSEMBLY OR DISASSEMBLY, DURING THE INSTALLATION OR STRIKE OF LIGHTS, SOUND EQUIPMENT, OR OVERHEAD RIGGING, OR AT ANY TIME THE VENUE IS NOT DESIGNATED AS "SAFE" BY A RESPONSIBLE AUTHORITY. Related areas of activity (transit paths, set-up areas, associated work areas) may be similarly designated "off limits" by Responsible Authorities
- 7) All persons in any work space have a responsibility to conduct themselves and their work with primary concern for the safety of all present. Work that involves particular hazard, whether from the tools or material used, or the noise or by-products generated, should be segregated from other work to the degree possible. Where such work cannot be so segregated, warning should be given to all others present, and work should proceed only when the safety of all has been assured. All users of tools, powered or otherwise, are encouraged to use proper safety equipment, such as safety glasses and hearing protection.

[end]

I, _____, have read the above document.
(name)

Parent/Chaperone Signature: _____

Date: _____