

# *Looking Glass Theatre*

## *Code of Conduct*

### *I. The covenant of LGT with its Members:*

*We value each person's involvement in our group and strive to maintain a caring community free of violence and abuse of all kinds, including intimidation, coercion, sexual harassment and physical and sexual abuse. Examples of these might include: offensive sexual remarks, inappropriate physical contact, demeaning comments, threatening gestures or statements, inappropriate or unwarranted individual attention, or being under the influence of alcohol and/or other drugs.*

*LGT affirms its support and adherence to the church's **Code of Conduct**. In addition, because adults are considered as Advisors in the relationship to youth in our group at all times, we affirm the church's **Code of Ethics for Leaders of Children and Youth**. As we perform a ministry both within our group and to the community, both adults and youth subscribe to the church's **Code of Professional Practice**.*

*It is our intention that at all times we strive to protect both youth and adults through these policies of the Code of Conduct. We wish to be particularly ensured that our youth are safe at all times, and that situations do not arise that leave doubt concerning their appropriateness.*

### *II. Definition of Terms:*

1. **LGT:** *Looking Glass Theatre* is an intergenerational community theater group affiliated with the First Unitarian Universalist Church of San Diego. It is governed by a Board of Directors and administered by its Officers.
2. **Members:** All persons who participate in some capacity of a current LGT production or ongoing business during a break between shows are considered Active Members. Those persons who have previously participated in a production but not currently Active Members are considered Inactive Members. All Members (regardless of class) receive email of upcoming events until they ask to be delisted.
3. **Youth:** Members who have not reached their 18<sup>th</sup> birthday.
4. **Parents:** Those adults who have legal custody of a Youth whether they be natural, by marriage or guardianship.
5. **Production Manager:** Appointed by and responsible to the LGT Board to oversee that all aspect of a production are attended to. Ultimately responsible for enforcing the Code of Conduct during a production.

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### *III. Awareness of the Code of Conduct:*

1. All Members *LGT* are to be made aware of this *Code of Conduct* at the beginning of each new production. Preferably at the first Read Through of a new production a portion of the meeting will be devoted to the presentation of these Codes.
2. One of the church ministers will be present at this meeting to affirm it's validity and answer any question.
3. All Members will receive a written copy of the *Summary* of this Code.
4. Each Member (both adult and youth) will sign a roster attesting that they have read and agree to the spirit and adherence of these *Codes*.
5. Parents will initials the Roster after the Youth signs attesting that they have discussed the meaning of the *Code* with their youth.
6. The *Code* and *Summary* will be published on the Church Website in the *LGT* section.
7. The Production Manager and Director will always have a printed copy available.

### *IV. Concerning Our Youth:*

1. A parent must accompany their youth to that day's meeting place and sign in.
2. The parent or guardian must remain with the youth the entire time and is responsible for seeing the youth safely off the campus (or to next campus event) immediately after the *LGT* activity concludes.
3. A parent may ask another adult to act in proxy for them.
4. This person must be identified prior to their arrival, must sign in and introduce themselves to that activity's leader as the parental replacement.
5. They shall have the full responsibility and authority of the parent until the parent is present again.
6. Those youth who have obtained a driver's license and can drive by themselves maybe permitted to attend meetings with written parental approval without parents.
7. The general policy is that there is never one non-parental adult with one youth at any time unless clearly visible from outside the room. In the event that transportation together is necessary, all youth will have written permission from the parent in attendance.
8. Phone, mail and electronic communication between youth and unrelated adults should be for *LGT* business only and should be done with the knowledge and approval of the *LGT* Chair or other supervisory authority.

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9. No such communication should happen without the knowledge of the parents or guardian of the youth involved. It is the responsibility of the Adult to maintain appropriate boundaries.
10. Should a youth attempt communication that is outside these boundaries, and does not stop at the request of the adult, the *LGT* Chair or the DRE should be informed. Adults that do not maintain these boundaries may be asked to leave the program.
11. No youth will be identified by their name with photographs or likeness either in promotion, program or website without parent's written consent (initial column in roster on Youth's signature line).
12. No youth will be identified on the website either in picture or likeness by name unless appearing in costume or character.

### ***V. Concerning the Influence of Chemical Substances:***

All participants will refrain from the consumption of or be under the influence of any chemical substance that can cause unwarranted behavior changes. This includes the abuse of alcohol and prescription and/or nonprescription medicine. The light consumption of alcohol beverages at sanctioned *LGT* parties may be permitted if in compliance with church policies.

### ***VI. Concerning Privacy:***

1. All personal information including telephone numbers, addresses both physical and electronic, are considered private and not be issued outside of the group unless each recipient agrees in writing.
2. Group email lists are to be sent as blind copies (bcc:) in order to prevent their further use. No group email or address list is to be used for any purpose other than communicating the sanctioned activities of the group. (Small Teams emails are an exception so recipients know who else receives the message.)
3. Individuals may opt to have limited or no reference to themselves (or youth) in any promotional material including the official *LGT* website by stating such in writing.

### ***VII. Reporting an Infraction of the Code or a Dispute:***

1. A Member, either adult or youth, who *observes* a perceived violation of the *Code of Conduct* will immediately contact the Production Manager, *LGT* Chair(s) or a *LGT* Board Member. It is hoped that the Member who observes can address his/her concerns to the perceived violator. However, the Member must feel safe to do so.

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2. If the contacted person cannot resolve the problem s/he will assist the observer in writing the stated problem and any resolutions or suggestions for action to that point. The contacted person will send the report to the LGT Chair(s).
3. The LGT Chair(s) will either work with all involved parties to remedy the situation immediately or appoint a Review Team (see *The Review Team* below).
4. If either Chair(s) or Review Team cannot resolve the issue then Board as a whole will operate as the Review Team.
5. The Review Team will act in a timely manner and make their finding known to the Chair(s) (unless the Chair(s) are the cause in which case then the Review Team will report directly to the Board). A special LGT Board meeting will be convened to review and act on the Team's findings.

### **IIX. Youth Protection:**

1. If a youth is involved either as offender or recipient of the alleged infraction and the report is sent to the Production Manager or further up, the minor's parents/guardians will be informed at that time by the Production Manager.
2. Any alleged situation of suspected child abuse (physical, sexual, and/or neglect) should be reported and/or discussed immediately with the church's *Director of Children and Family Ministry, Dr. Melissa James*.

Her direct office line: **619.398-4438**. Her mobile support line goes directly to voicemail but signals her for immediate call back: **619.786-3277**.

3. In her absence, call the ministers (a minister or intern is always monitoring) through the **Pastoral Care** direct line: **619.370-0891**.
  - A. Church staff is mandated reporters of suspected child abuse and the church would like all LGT participants to consider themselves as mandated reporters in the absence of church staff.
  - B. Only the person witnessing the event, or who actually observes the signs or hears from the youth themselves should be reporting. Third party reports are less accurate.
  - C. If you feel the youth is in imminent danger call the **Child Abuse Hotline 1-800-344-6000** directly.

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### *IX. Group Protection:*

1. If there is a violent incident occurring on church grounds and intervention does not stop it AND the individual(s) causing the disruption will not leave, have a church staff member call **911** either by land line or cell phone.
2. If no staff is on duty, and/or time is of the essence and the Production Manager is unavailable, then any participant should call. If caller is using a cell provider or phone which does not support GPS (**911**) then call **San Diego Police directly - 619.531-2000**.
3. Be sure to notify Production Manager of any action taken in her/his absence. Production Manager will inform Church Staff of incident details.

The Production Manager should be kept informed of the situation and act as information gatekeeper during productions. In her/his absence during production this duty then will be held by either the Director or any LGT Board Member present. During non production periods this is the duty of the Chair(s).

### *X. The Expected Outcome of the Review Team:*

1. A thorough investigation of all the facts will be performed in a timely manner.
2. Confidentiality will be maintained at all times. The reporting parties will only be identified as necessary to ascertain the validity of the claim.
3. All facts will be documented for problem resolution rising higher than the team level (defined below). Included in this documentation will be the actions taken and/or recommendations made to restore the trust of the group.
4. The Chair(s) will present the finding to the LGT Board who will take action as needed.
5. The findings will be retained in the archives in the manner of other confidential LGT Board materials.
6. All parties involved, up to and including the cast, if applicable, will be told of the resolution in a timely manner.
7. The ultimate outcome is that all participants feel safe and protected while involved with LGT.

### *XI. The Review Team:*

The Review Team appointed by Chair(s) will consist of at least three people:

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1. At least one LGT Board member and one Chair.
2. Other individuals may be from either the: the production – if applicable, LGT membership at large and/or the church community.

They will:

1. Investigate the alleged infraction and attempt to remedy the situation.
2. Document their actions and results and give this report the Chair(s).
3. Propose changes to the *Code of Conduct*, these *Guidelines* or any production policies that will address the incident so as to diminish it from happening again.

The Team may appoint a Monitor(s):

1. To ascertain over a period of time that the resolution is being adhered to by all parties involved.
2. Reports the status of the situation to the Chair(s) at regular intervals or as needed.

The Chair(s) will be responsible that this information is added to the original documentations for safe keeping. Further, that this information be disseminated as required.

### **XII. *Returning Member After Forced Absence:***

In the event that a Member is asked to refrain from participating in a production or future productions base on the Review Team's report and they wish to return as an Active Member after at least one production they have not participated in has completed:

1. Discuss with the church ministerial staff what steps they have taken to ensure that the behavior that caused their removal has been attended to.
2. The minister will contact the LGT Chair(s) and make a recommendation to reinstate.
3. The Chair(s) will take this matter to the next Board meeting and ask to reinstate that Member.

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4. The Chair will notify both the minister and that Member the results of the Board's decision.

Revised *Code of Conduct* Adopted by Board: 10 January 2011

Modified IIX. Youth Protection: 11 February 2016