

GILBERT & SULLIVAN SOCIETY CODE OF CONDUCT

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GILBERT & SULLIVAN SOCIETY KEY CONTACTS

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GILBERT & SULLIVAN SOCIETY MISSION STATEMENT

The Gilbert & Sullivan Society of Bermuda is one of Bermuda's premier producers and presenters of musical theatre. The mission of the Gilbert & Sullivan Society, a charitable organization, is to entertain and educate the community by producing professional-quality, amateur, theatrical works and to support the education of performing arts students.

CODE OF CONDUCT POLICY

A. GUIDING PRINCIPLES

The Gilbert & Sullivan Society, including but not limited to its Executive Committee (the “Executive Committee”), is committed to creating a safe environment for children, young people and adults. The Executive Committee is particularly committed to respecting and promoting the rights, wishes and feelings of all persons who are members of the Gilbert & Sullivan Society and/or are participants in its productions, programs or events

The Executive Committee specifically recognises the moral and legal obligations to protect children and young persons associated with the Gilbert & Sullivan Society. The Executive Committee will take every reasonable step to promote safe practices in order to protect children from harm, abuse and exploitation.

This Code of Conduct Policy is based on the following core principles:

- All persons will be treated with respect and consideration, and everyone will be encouraged respect and care to for others;
- All persons have the right to be protected from abuse regardless of their age, culture, disability, gender, language, racial origin, socio-economic status, religious belief and/or sexual identity;
- Negative criticism, competition and comparison shall be strongly discouraged with the emphasis being positive techniques of guidance including constructive criticism, redirections, positive reinforcement and encouragement.
- Everyone has a right to express their views and matters affecting them; and will be given the opportunity to speak and be listened to;
- Everyone’s right to privacy and personal space shall be respected;
- The welfare, care and safety of children and young people is a paramount concern;
- Protecting children and young people is everybody’s responsibility; and
- Wherever possible, children have the right to be involved in making choices and decisions which directly affect them.

B. POLICY REVIEW

This Policy and its Procedures will be monitored and reviewed by the Executive Committee at a minimum on an annual basis and as follows:

- With the input from SCARS Bermuda and other similar organisations;
- When there is a change in legislation or guidance related to the protection of children; and
- Following any issues or concerns raised about the care, protection or safety of children or young people who are involved with the Gilbert & Sullivan Society.

C. REPORTING DUTIES

The Gilbert & Sullivan Society and the Executive Committee are unequivocally committed to addressing and dealing with any complaints of inappropriate conduct or perceived inappropriate conduct, and specifically with addressing any breaches of this Policy and its associated Code of Conduct.

Each year the Executive Committee shall appoint a minimum of two (2) Child Protection Officers, one of whom will be male and one of whom will be female.

The Executive Committee and the Child Protection Officers shall be required to:

- Read and sign all policies related to identifying, documenting and reporting child abuse, and to review the Child Protection Policy as set out above.
- Attend prevention training such as the training provided by SCARS; and
- Report any suspicion of child abuse to the proper authority.

When reviewing any concerns or complaints, the Gilbert & Sullivan Society, including but not limited to the Executive Committee Officers, shall endeavour to:

- Encourage all people involved with the Gilbert and Sullivan Society to report any abuse, inappropriate conduct or breaches of this Policy immediately,
- Act on any concerns or complaints in a timely fashion, and will neither exaggerate nor trivialise another person's concern,
- Take all concerns/allegations seriously and respond appropriately in line with these and Bermuda's Child Protection Policy and the relevant legislation.
- Respect confidentiality.

When specifically reviewing any concerns or complaints related to children and young people, the Gilbert & Sullivan Society, including but not limited to the Executive Committee and the Child Protection Officers, shall endeavour to:

- Ensure that everyone is aware of the contact details for the Child Protection Officers.
- Listen carefully to any child who reports they are being harmed and shall report immediately to the person in charge of the event and/or the Child Protection Officers.
- Any complaints or concerns will be brought to the immediate attention of the Child Protection Officer, who will be responsible for determining the next steps for dealing with the complaints or concerns.
- In cases involving child abuse, the Child Protection Officers will not be responsible for investigating the complaint or concern, rather they shall be responsible for referring the matter to the relevant authority for investigation.
- Respect confidentiality and only share information/concerns with the people who need to know in order to protect the child or young person.
- Encourage parents to become involved with the Gilbert & Sullivan Society and, when requested, provide them with copies of this Child Protection Policy and associated documents.
- Keep a record of any injuries and incidents occurring during any Gilbert & Sullivan events, rehearsals or productions.

D. CODE OF CONDUCT

i. Behaviour

The following behaviour will not be tolerated by any person, including children and young people, involved with the Gilbert & Sullivan Society's productions, programs or events:

- Inappropriate verbal or physical behaviour including bullying, harassment or intimidation, physical, sexual or mental abuse or neglect. For the avoidance of doubt:
 - Inappropriate verbal behaviour shall include but not be limited to: derogatory remarks, derogatory gestures, profanity and swearing, suggestive or provocative comments or jokes;
 - Inappropriate physical behaviour shall include but not be limited to: corporal punishment, hitting, shaking, pushing, grabbing, horseplay, rough physical conduct.
- Discrimination on the basis of age, culture, disability, gender, language, racial origin, socio-economic status, religious belief and/or sexual identity.
- Using, possessing or being under the influence of alcohol or illegal drugs during any Gilbert & Sullivan rehearsal, production or event, save for the legal use of alcohol at events such as any sanctioned cast parties.
- Possession or use of tobacco in the presence of children or young people.

ii. Supervision and Care of Children and Young People

To protect all Gilbert & Sullivan members, employees, volunteers and participants, the following procedures shall be followed:

- During the course of any Gilbert & Sullivan productions, rehearsals, events or programs, an adult should not be alone with a single child or young person. Where this is not feasible, the adult and child shall be positioned so that they are visible to others.
- To the maximum extent possible, children or young persons should be provided with separate changing areas during rehearsals and performances. In addition, entrances to all changing areas used by children and/or young persons shall be supervised by an appropriate number of staff, employees, volunteers and/or adult participants to prevent any unauthorized access thereto.
- Volunteers, staff, employees and adult participants will conduct and supervise activities including but not limited to rehearsals, costume changes, costume fittings, make up sessions, microphone pack administering in pairs or as otherwise set forth in this Code of Conduct.
- Volunteers, staff, employees and adult participants will make sure that a bathroom is not occupied before allowing children or young people to use the facilities, and shall stand in the doorway while children or young people are using the facilities.
- Volunteers, staff, employees and adult participants will use appropriate touch including pats on the back or shoulder, side hugs, handshakes and high fives. They will refrain from full frontal hugging, touching of personal areas or patting on the buttocks.

- First aid should be administered by people who have relevant training.
- A child or young person shall never be left unsupervised when involved in any Gilbert & Sullivan events.
- Under no circumstances should a child or young person be released to anyone other than the authorized parent, guardian or other adult authorised by the parent or legal guardian of the child or young person.

iii. Communications

To protect all Gilbert & Sullivan members, employees, volunteers and participants, the following procedures shall be followed when communicating with children and young people associated with the Gilbert & Sullivan Society:

- There shall be no private interactions or communications with children or young people, through any form of communication including but not limited to any texts, emails or private social media conversations. All communications with children or young people must include both their parent/legal guardian and another member of the Executive Committee of the Gilbert & Sullivan Society. To the maximum extent possible, all notices sent to children or young persons by the Society shall be done separately from notices sent to adult members of the cast, crew or to adult volunteers and shall otherwise comply with all requirements of this code.
- Children and young people shall not be transported using an adult's vehicle without the express permission of the child or young person's parent or legal guardian.
- Children and young people shall not be invited to visit or stay at an adult's home in the context of their involvement with the Gilbert & Sullivan Society without the express permission of the child or young person's parent or legal guardian.
- All personal information, contact details, addresses, email addresses and other personal identifying information of children and young persons shall be protected at all times. Such information shall not be shared with anyone except those staff, employees or volunteers who are required to give notices and otherwise have a need to know such information.

iv. Involvement with Gilbert and Sullivan Society

- All adults involved with the Gilbert & Sullivan Society, including but not limited to the Executive Committee, members, employees, volunteers and participants, shall be strongly encouraged to undertake the training course provided by SCARS.
- There shall always be at least one adult with the SCARS certification supervising any events or activities where children and young people are participating.
- All volunteers, employees and participants in Gilbert & Sullivan productions and events shall be required to sign the Participant Code of Conduct.