

Holiday Spectacular Child Protection Policy and Procedures

“Every child has the right to be protected and it is everyone’s responsibility to protect children”

Holiday Spectacular Child Protection Policy and Procedures is comprised of the following sections.

1. Policy Statement
2. Standards of practice
3. Procedure for Reporting Concerns
4. Managing Sensitive Information
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6. Active shooter policy and procedures
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Appendix 1: Definitions and indicators of abuse

Appendix 2: Responding appropriately to a child

Appendix 3: Forms

- Written Confirmation of Suspected Child Abuse/Neglect Report
- Parent Statement of Understanding
- Parental Sign-Out Waiver Form
- Authorization of Alternate Drivers Permission Form

Holiday Spectacular Inc. acknowledges that much of the content of this document was modeled after and much of the content was modified from **Best Theatre Arts Child Protection Policy** by Best Theatre Arts, St Albans, England.

1. Policy Statement

Holiday Spectacular, Inc provides quality holiday entertainment for the community, by the community. We endeavor to enrich the lives of people in the Mc Lean County area by providing original holiday-based productions. Young children to senior citizens alike are given the opportunity to develop their artistic and social skills working side by side with seasoned pros.

Holiday spectacular, Inc. is fully committed to safeguarding the welfare of all children and young people. It recognizes its responsibility to take all reasonable steps to promote safe practice and to protect children from harm, physical, emotional or sexual abuse and exploitation. Holiday Spectacular, Inc acknowledges its duty to act appropriately to any allegations, reports or suspicions of abuse. Management, production staff and volunteers will endeavor to work together to encourage the development of an ethos which embraces difference and diversity and respects the rights of children, young people and adults regardless of age, disability, gender, race, religion or sexual orientation.

It also recognizes that good child protection policies and procedures underpin a culture of safeguarding children and are of benefit to everyone involved with Holiday Spectacular's work, including parents, adult cast members, volunteers and staff members, as they can help protect them from false or malicious allegations. It must be kept in mind that abuse doesn't just happen to children. Most guidelines listed below can apply equally well to the protection of our adult colleagues involved with our program.

Holiday Spectacular's child protection policy and procedures are based upon principles contained within the 1975 Illinois **Abused and Neglected Child Reporting Act (ANCRA)** and **Guidelines for Developing Policies and Procedures for Organizations that Involve Children in Their Performances** by the Surrey County Council, **Preventing Sexual Abuse Within Youth-Serving Organizations** – US Department of Health and Human Services. These policies and procedures are important in protecting the children, all staff, cast members, parent volunteers as well as the organization as a whole.

Holiday Spectacular is committed to practices which protect children from harm. For the purposes of child protection, a child is a person up to the age of 18 years. All Holiday Spectacular community members (parents, adult cast members, volunteers, venue staff and Holiday Spectacular staff who have contact with children are required to

- recognize and accept their responsibilities;
- be knowledgeable of all policies listed below
- develop awareness of the issues which can cause children harm; and
- report concerns following the procedures below.

Holiday Spectacular will endeavor to safeguard children by:

- a) **adopting child protection procedures** and standards of practice for all who work on behalf of Holiday Spectacular;
- b) **reporting concerns** to the authorities;
- c) **following consistent and careful procedures** for recruitment and selection of cast members, staff and volunteers; and
- d) **providing effective management** for workers and volunteers through support and training.

Holiday Spectacular is also committed to reviewing its Child Protection Policy and Standards of practice every two years or whenever there is a major change in the organization of Holiday Spectacular, Inc. or in relevant legislation. The review will be carried out by the Board of Directors. It is Holiday Spectacular's policy that it will endeavor to safeguard children by:

1. All Holiday Spectacular Staff will promote the welfare of children who come into contact with Holiday Spectacular in connection with its tasks and functions, and that they will report any concerns about a child or adult's behavior, using the procedures laid down.
2. All those who are involved with children on behalf of Holiday Spectacular must adhere to the Standards of practice in relation to children.
3. Information relating to any allegation or disclosure will be clearly recorded as soon as possible, and there is a procedure setting out who should record information and the time-scales for passing it on.
4. Best Practice and common sense states that the "welfare of the child is paramount". This means that considerations of confidentiality which might apply to other situations should not be allowed to over-ride the right of children to be protected from harm. However, every effort should be made to ensure that confidentiality is maintained for all concerned when an allegation has been made and is being investigated.
5. Holiday Spectacular recognizes its duty of care to children, and its policies in this regard will be referred to or included in recruitment, training, moderation and policy materials where appropriate. All management, staff, cast and parent volunteers will be required to agree to relevant policies before working with Holiday Spectacular Inc. shows.
6. The policy and procedures are openly and widely available to Staff and stakeholders through our website (www.holidayspectacular.org) or on request in writing and are actively promoted within the organization. Feedback on the policy and procedures is welcomed from all stakeholders, including staff, parents and children, and will be incorporated into policy reviews.
7. A culture of mutual respect between children and those who represent Holiday Spectacular in all its activities will be encouraged, with adults modelling good practice in this context.

8. Holiday Spectacular is committed to safer recruitment practices and therefore all cast members, volunteers or anyone else working on behalf of Holiday Spectacular with access to children will be subject to appropriate recruitment and vetting processes and checks.
9. All Holiday Spectacular Board of Directors and all Production Staff members will undergo a thorough annual background check and undergo Child Abuse reporter training.
10. It is part of Holiday Spectacular's acceptance of its responsibility of its duty of care towards children that anybody who encounters child protection concerns in the context of their work on behalf of Holiday Spectacular will be fully supported by Holiday Spectacular's management and Board of Directors when they report their concerns in good faith.
11. This policy should be read in conjunction with Holiday Spectacular's anti-bullying, disciplinary, general safety, photography and equal opportunities policies.

2. Standards of Practice

Holiday Spectacular expects that all Staff will be aware of this Standards of Practice and adhere to its principles in their approach to all children.

1. Good practice includes valuing and respecting children as individuals. Adults will model appropriate conduct - which will always include friendliness, cooperation, empathy and hard work.

Support for children during a difficult time

2. Remember that those who abuse children can be of any age (even other children), gender, ethnic background or class, and it is important not to allow personal preconceptions about people to prevent appropriate action taking place.
3. Listen to and take seriously any child who shows signs of, or informs someone of their concerns of abuse
4. Encourage young people to talk about their concerns.
5. It is important not to deter children from making a 'disclosure' of abuse through fear of not being believed, and to listen to what they have to say. (see 'Responding Appropriately to a Child making an Allegation of Abuse') If this gives rise to a child protection concern it is important to follow Holiday Spectacular's procedure for reporting such concerns, and not to attempt to investigate the concern yourself.

Working with kids

6. Stop and think about how you interact with a child. Remember that someone else might misinterpret your actions, no matter how well intentioned.
7. Any time children are present, there must be at least two adults assigned to supervise the children in the immediate area.

8. Children are never allowed to roam unsupervised. They must always stay in the sight of the adult supervisors. This includes in the rehearsal spaces, BCPA, Miller Park and in parking lots.
9. The rehearsals should be as open as possible, and it is important that no more time should be spent alone with children than is necessary during rehearsal changeovers or at dismissal. If you are alone with a child keep the door open
10. Permission must be requested of the child before any contact is made. Reasons for the contact should be made clear. If physical contact is unavoidable such as during stage blocking, dance instruction or costume fittings, physical contact should be kept to a minimum.
11. All children (accompanied by a parent/guardian or adult sibling), adults and visitors MUST check-in in person at the registration desk when reporting for a rehearsal or performance. They must check-out before they leave after the conclusion of the rehearsal or performance.
12. If a parent/guardian wishes to allow a child to get themselves to rehearsals or performances by walking/biking/ bus or ride with an older minor sibling (over 16), a Parental Sign-out Waiver form must be filed in advance.
13. Adult supervisors of the same gender as the child must accompany a child or children to the restroom but are not allowed to enter the restroom with the child except in the case of an emergency. Under no circumstances are supervisors of the opposite sex allowed into a restroom with a child (except a parent of the child).
14. Children that are not able to manage their own toilet requirements should not participate in Holiday Spectacular activities (with the exception of under parental assistance).
15. Children are never allowed to enter adult dressing rooms unsupervised and only after given permission by every individual in the room.
16. Do not volunteer to take another's child home or in your car without prior knowledge and permission of the parents (in writing) and informing the appropriate Holiday Spectacular staff member.

Adult behavior around kids. Don't Dos.

17. Do not show favoritism to any child the other kids will notice.
18. Do not use any form of innuendo, or form of words which may be construed as innuendo.
19. Do not abuse your position of trust through any form of sexual or otherwise intimate contact with any child.
20. Do not make suggestive or inappropriate remarks to or about a child, even in fun, as this could be misinterpreted.
21. Do not enter into private correspondence with children through mail, e-mail, text. Social media or any other medium.
22. Do not use words or speak in a manner which may be taken as demeaning or divisive.

23. Do not allow bullying or harsh words between children go unchallenged.
24. Do not use bad language or shout in anger.
25. Do not allow or engage in any form of inappropriate touching.
26. Do not allow yourself to be drawn into inappropriate attention-seeking behavior, particularly in front of the children.
27. Use of alcohol is forbidden in any Holiday Spectacular rehearsal or performance space, particularly in front of the children.

Physical and Emotional support of children and adults

28. IF a staff member, cast member or volunteer is not comfortable with the apparent physical, mental or emotional health of a child, they should inform the Director and/or Executive Producer as well as a parent so that a decision can be taken on whether to allow the young person to continue with the rehearsal or performance.
29. In case of any kind of accident (no matter how minor) to a child or adult the stage manager or producer must be notified so that appropriate action can be taken. An accident report must be filed.
30. Please inform the Parent Volunteer Coordinator, stage manager, and/or Executive Producer if you have medical or significant first aid or CPR training and you are willing to be called upon in case of an emergency.
31. Always give guidance and support to less experienced Staff and parent volunteers.

3. Procedure for Reporting Concerns

Child Abuse – Introduction

Child abuse can be a difficult and sensitive issue to think about and take action upon. It can be easier to deny its existence or ignore potential signs of abuse. Adults sometimes don't want to share their concerns for fear of being disbelieved or because they are scared or fear the consequences of saying anything. These are all understandable reactions. However, all children have a right to be protected by adults and live their lives free from abuse or neglect. It is not Holiday Spectacular's responsibility to decide if a child has been abused rather it is our responsibility to consider, and if necessary, share, any concerns about a child with the appropriate authorities who can then determine what action to take.

Child abuse can occur at any age to any child. The effects of child abuse can be both short term and long term and may continue to affect individuals throughout their lives. This is why it is important to act upon concerns at an early stage. There are many ways in which you could be

alerted to a child being abused, each of the examples given below could result in a concern for a child's welfare and safety.

Staff could have a suspicion or concern about possible child abuse raised in a number of ways, the most likely of which are:

- Direct observation of inappropriate conduct of a Holiday Spectacular member or Staff;
- a child says he/she is being abused;
- bruising or evidence of physical hurt;
- unusual behavior by a child;
- third party reporting of a suspicion of abuse;
- a child hurting or otherwise being abusive towards another child.

What is abuse - definitions and indicators

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children can be abused in their family or in an institution (eg school, children's home) or in a community setting (eg club or activity group). Children can be abused by a person they know or, more rarely, by a stranger. They may be abused by an adult or adults, or another child.

Abuse and neglect can take many different forms (physical, emotional, sexual and neglect) and affect children in a variety of ways (eg physically, mentally and behaviorally). Appendix 1 gives details of the definitions of abuse and possible indicators.

What to do if you have concerns about a child

Concerns about a specific child that come to light during a Holiday Spectacular, Inc. rehearsal or performance should be reported immediately by telephone to the Department of Children and Family Services (DCFS). If you are an adult cast member or parent volunteer, you should as soon as possible call the Child Abuse/Neglect hotline 1-800-25-ABUSE. 1-800-252-2873. Delay could prejudice the welfare of a child.

Your Involvement

Involvement doesn't mean physical intervention or snooping on your neighbor. It simply means not ignoring the obvious. Fear of involvement has resulted in family tragedies in which neighbors reported they knew what was going on, but declined to get involved. If a member of the Holiday spectacular community, who is not required by law to report, does not want to identify him/herself, the report may be made anonymously.

State law protects the identity of all mandated reporters, and you are given immunity from legal liability as a result of reports you make in good faith; however, you may have to testify regarding any incident you report if the case becomes the subject of legal or judicial action.

What to Expect

When making a call to report suspected child abuse or neglect you will speak to one of the DCFS phone intake workers. They will listen to your concerns and information. The phone intake worker will move through an established abuse/neglect report document that guides the discussion to also cover areas such as child and parenting functioning. It is understood that you may or may not have additional information regarding the family and you will be asked to provide only what you know.

Try to have as much of the following information as possible when you make the call to the Hotline

- Name, address and age of victim(s)
- Name and address of parent(s)/caretaker(s) and siblings
- Relationship of caretaker(s) to victim(s)
- Details of the abuse, including specifics of the incident(s), location and severity of injuries, any pattern of neglect or abuse, and any physical evidence.
- Any explanation provided by the child
- Any other relevant information that would expedite the investigation, such as directions to the victim's house (especially in rural areas) or information about potential risks to the investigator.

If you are still reluctant to make the call or uncertain what you think you observed or heard, feel free to approach one of the senior Holiday Spectacular staff members and share your concerns with them. They will not make the call for you but they will listen to you and help you organize your thoughts and feelings. The staff member should help you decide if your concern raises to the level of Reasonable Cause.

Reasonable Cause

A credible report of suspected child abuse or neglect must be reported to DCFS. In the context of Illinois' **Abused and Neglected Child Reporting Act**, "reasonable cause" is synonymous with a credible suspicion. You may consider the following in determining whether reasonable cause of child abuse or neglect exists:

(NOTE These are suggested factors to consider and this list is not intended to be exclusive.)

Use an objective/reasonable person test. you should not consider personal opinions of either the alleged abuser or the alleged child victim in determining whether reasonable cause or credible suspicion of child abuse or neglect exists.

- Has the child been harmed or been at risk of harm?

- Have you observed evidence of damage to the child? e.g. bruises, cuts, hunger, poor hygiene.
- Always report statements made by a child regarding sexual misconduct.
- Report credible evidence even if the child denies any abuse or neglect.
- Are the communications given by the child consistent with what you observe; is the statement plausible?
- Consider past suspicious incidents or the frequency of signs of abuse or neglect.

Sexual abuse to be reported under the Act includes intentional touching and fondling of any part of a child under 18. Err on the side of caution. The concept of the Act is to encourage people to report bad acts committed on children. Make a report even if the child is now over 18 and the statute of limitations may have run, especially if the alleged abuser continues to have contact with children in a professional setting or other children remain at risk.

Once you suspect that a child may be abused or neglected and called the DCFS Hotline, no further investigation should be conducted by you or Holiday Spectacular, Inc. DCFS is assigned the authority and discretion to substantiate the accuracy of all reports of suspected child abuse or neglect.

Holiday Spectacular, Inc Board of Directors and Staff

According to the **Abused and Neglected Children Reporting Act**, Board members and Holiday Spectacular Production Staff are considered mandated reporters. This means that they **MUST** under penalty of law immediately report any suspected cases of abuse or neglect. The process for reporting is almost identical to that discussed above. Exceptions include, reporters are no longer anonymous and the vehicle for making the report is slightly different. A mandated reporter must still call the Hotline, 1-800-25-ABUSE. Mandated reporters also have the option in non-emergencies of utilizing an on-line reporting system set up by DCFS. A manual for using the on-line portal can be found at:

https://www2.illinois.gov/dcfs/safekids/reporting/Documents/CFS_1050-21-2_Mandated_Reporter_External_User_Manual.pdf

On-line Child Abuse Reporting Training

In order to help you learn how to identify cases of possible abuse and neglect, the State of Illinois makes on-line training available. Annual training is required for mandated reporters including Holiday Spectacular Board of Directors and Staff members. Training is highly recommended for all adult cast members and parent volunteers. Training must be completed and printed copies of your (1) Acknowledgement of Mandated Reporter Status and (2) course completion certificates must be submitted to the check-in desk by October 1 for involvement in the **Holiday Spectacular** show or by June 1 for involvement in **Celebrate America** (if did not participate in **Holiday**

Spectacular). If you have received Mandated Child Abuse On-line or in-person training at work or from another church or community group in which you are also involved, submit verification of that training at the check-in desk.

Online training can be found at:

<https://mr.dcfstraining.org/UserAuth/Login!loginPage.action>

Register for a new account if you do not already have one. List your employer as **Holiday Spectacular**. Select your job title as **Recreational Program Personnel**. You may select any of the reasons for taking the training given. It should take you less than an hour to complete the course. Save copies of the **Acknowledgement of Mandated Responders Status** and your **Course Completion Certificate**. Maintain copies for your records.

After you make your report.

As soon as possible after making the call to the Hotline, notify a senior Holiday Spectacular Staff member of your actions. They may need to make a decision, based on the recommendation of the Hotline intake worker, if the police also need to be notified. You and Holiday Spectacular are not to conduct your own investigation. Do not discuss the allegation with anybody else to prevent the spread of rumors or harming the integrity of any official investigation.

A report must be submitted in writing to the local investigation unit within 48 hours of the Hotline call. Keep a copy of the report for your records and submit a copy to Holiday Spectacular Inc for their records. Forms may be obtained from the local DCFS office or you may duplicate and use the forms in Appendix 3 of this policy.

Will there be an investigation? Perhaps. The law in Illinois is quite clear about the circumstances under which DCFS can investigate and intervene when abuse or neglect of a child is suspected. The following conditions must be present:

1. the victim must be under the age of 18;
2. the alleged perpetrator (the person alleged to have committed the abuse/neglect) must be a parent, step-parent, paramour of the natural parent, guardian, foster parent, immediate family member (siblings and grandparents), any person living in the home of the child, a person who came to know the child through an official capacity or position of trust (such as a teacher, health care professional, or volunteer in a youth program), or a person who is responsible for the welfare of the child (such as a babysitter, day care facility, or residential facility); and
3. There must be an incident of harm or a set of circumstances that would lead a reasonable person to suspect that a child was abused or neglected

These conditions are very important. If a case does not contain all of these elements, the Department has no jurisdiction and cannot investigate the allegation. In such cases the Hotline intake worker may refer the reporter to a community agency (domestic violence shelter, youth crisis center) or to the police. If your call is not accepted for investigation, the Hotline worker must notify you that the information is not sufficient for a report and will not be investigated. Such attempted reports, however, will be kept on the computer data base for six months.

Your role as a mandated reporter is to inform the department when you determine there is reason to believe that a child has been harmed or is in danger of being harmed — physically, sexually, or through neglect — and that a caretaker either committed the harm or should have taken steps to protect the child from the harm. You need to make the call immediately and no one at Holiday Spectacular Inc is permitted to restrain the call. The function of the Hotline worker is to determine whether or not the harm to the child as described by the reporter qualifies as abuse or neglect under the State’s definition and can be investigated by DCFS. It is not the job of the Hotline worker to make a determination that the suspected abuse has actually occurred. This is the function of the DCFS child protection specialist. You and Holiday Spectacular may be contacted by the investigators to clarify points or obtain further information.

Important contact details:

24 hour Child Abuse Hotline	800-25-ABUSE	800-252-2873
Mandated Reporter Online Reporting	fsrcsource.illinois.gov	
Department of Children and Family Services (DCFS) Central Regional Office	309-828-0022	
Children’s Advocacy Center (CAC)	309-888-5656	
Bloomington Police	911 emergency	309-820-8888 non emergency
Normal Police	911 emergency	309-454-9535 non-emergency
McLean County Sheriff	911 emergency	309-888-5034 non-emergency

4. Managing Sensitive Information

Information sharing and confidentiality

Although everyone has a right to privacy under the law, there are times when this right to privacy can be breached. The laws that protect personal information allow for the sharing of information in circumstances when there are concerns about the welfare of a child and/or where it is thought that a criminal offence has taken place.

Normally you should explain to children and families at the outset, what and how information will, or could be shared and why, and seek their agreement. If you have concerns about a child then it is good practice to share these with the parent or guardian. **However**, the exception to this is where to do so would put the child or others at increased risk of significant harm or an adult at risk of significant harm, or if it would undermine the prevention, detection or prosecution of a serious crime.

You must always consider the safety and welfare of a child or young person when making decisions on whether to share information about them. Where there is concern that the child may be suffering or is at risk of suffering significant harm, the child's safety and welfare must be the overriding consideration.

The decision to share information about child protection concerns or concerns about the behavior of an adult will be made by Holiday Spectacular's Board of Directors. If the board is uncertain about this they can seek advice from one of the child protection authorities. In cases where there is concern about child sexual abuse, Holiday Spectacular personnel must not discuss this with the parent or guardian or adult who is the focus of concern, instead they must seek advice from the child protection authorities. It is critical that nobody connected to the initial report or investigation discuss any part of the allegation or investigation outside those with a need to know. Avoiding rumors and gossip is critical to the integrity of the investigation and the reputations of the child(ren), the accused and all parties involved

It is essential that any information shared is accurate and up-to-date, necessary for the purposes for which you are sharing it, shared only with those people who need to see it, and shared securely. You should always record the reasons for your decision – whether it is to share information or not.

Records Retention and Destruction

Children

No records of any child will be kept for longer than 5 years after the child's last contact with Holiday Spectacular, except where

- The records are relevant to any legal action being undertaken, or are required to be withheld by law
- The records need to be archived following legal action
- The information is unique to the child and may be required by them at a later date
- Specific permission has been given by the child's parents/guardians to retain records for marketing purposes

In any of the above cases, the records will be marked clearly with the reason for retention. These files will only be accessible by authorized Holiday Spectacular staff - in this case the Board of Directors and Producers.

Staff, Cast or Volunteers

Where an allegation has been made, records of the allegation and of the consequential actions taken and decisions reached will be held in a confidential file and retained for 10 years after the individual's last association with Holiday Spectacular, Inc. A copy of the file will be given to the individual if requested in writing. The purpose of the record is to enable accurate information to be given in response to any future request for a reference or possible legal action.

Records held pursuant to any investigation are to be kept in a locked and fire-resistant cabinet, or in password protected electronic files by the Board for a maximum period of twelve months or up to ten years if the Board is so advised by an appropriate agency, Holiday Spectacular's legal advisers or insurers, or if an investigation is ongoing, after which they are to be shredded.

Destruction of records

Records to be destroyed will be shredded in the case of paper details or deleted in the case of electronic files.

Photographs and Images of Children

Photographs are a wonderful way to record your memories of your Holiday Spectacular experience. However, there are risks posed directly and indirectly to children and young people

through the use of photographs on web sites like Facebook or Instagram. Photographs can be used as a means of identifying children when they are accompanied with personal information, for example, "this is X who goes to such-and-such a school and who likes playing football". This information can make a child vulnerable to an individual who may wish to start to 'groom' that child for abuse. Secondly the content of the photo can be used or adapted for inappropriate use. There is evidence of this adapted material finding its way on to child pornography sites. Holiday Spectacular's photographers and those of its major partner, the Pantagraph do take pictures of individuals and groups for administrative purposes, publicity and archival reasons. Photographs taken during auditions are used only by staff and should never be made public. Publicity photos are published in the paper or on-line but with no names or identifying information. At registration, parents are asked to sign a waiver giving Holiday Spectacular or the Pantagraph permission to publish photographs of children in our programs. Parents or guardians have the right to decline permission to use their child's image in publicity or news articles. Images of children are always stored safely and securely.

Families and cast members likewise should refrain from including any identifying information when posting their pictures online. Photographs should never be taken while people are changing clothes or without permission. Care must always be exercised when sharing images of children on-line.

Supervisors must monitor how children under their care are using their electronic devices to insure they are being used in an appropriate manner. Cameras or smartphones are not allowed on stage during rehearsals or performances. Equipment and valuables should be securely stowed while you are on stage to prevent theft. Every effort will be made to secure the dressing rooms during performances but why take the chance?

5. Anti-Bullying Policy

Statement of Intent

We are committed to providing a caring, friendly and safe environment for all of our participants, child or adult, so they can enjoy a relaxed and secure atmosphere. Bullying of any kind is unacceptable in our organization. If bullying does occur, everyone should be able to tell and know that incidents will be dealt with promptly and effectively. We are an open organization. This means that anyone who knows bullying is happening is expected to tell staff.

What Is Bullying?

Bullying is the use of aggression with the intention of hurting another person. Bullying results in pain and distress to the victim.

Bullying can be:

- Emotional: being unfriendly, excluding, tormenting (e.g. hiding books, threatening gestures)
- Physical: pushing, kicking, hitting, punching or any use of violence
- Racist: racial taunts, graffiti, gestures
- Sexual: unwanted physical contact or sexually abusive comments
- Homophobic: because of, or focusing on the issue of sexuality
- Verbal: name-calling, sarcasm, spreading rumors, teasing
- Cyber: All areas of internet, such as email & internet chat room misuse Mobile phone threats by text messaging & calls
- Misuse of associated technology, i.e. camera & video facilities

Objectives of this Policy

All staff and cast members, volunteers, younger members and parents should have an understanding of what bullying is.

All staff, cast and volunteers should know what the theatre policy is on bullying and follow it when bullying is reported.

All younger members and parents should know what the theater policy is on bullying, and what they should do if bullying arises.

As an organization we take bullying seriously. Younger members and parents should be assured that they will be supported when bullying is reported.

Bullying will not be tolerated.

Signs and Symptoms

A child may indicate by signs or behavior that he or she is being bullied. Adults should be aware of these possible signs and that they should investigate if a child:

Is unwilling to go to the rehearsals or participate in group activities

Becomes withdrawn anxious, or lacking in confidence

Feels ill before their sessions

Comes home with clothes torn or books damaged

Has possessions which are damaged or "go missing"

Asks for money or starts stealing money (to pay bully)

Has unexplained cuts or bruises

Is frightened to say what's wrong

Gives improbable excuses for any of the above

Or, in more extreme cases, if a child:

Starts stammering

Cried themselves to sleep or has nightmares

Becomes aggressive, disruptive or unreasonable

Is bullying other children or siblings

Stops eating

Attempts or threatens suicide, or runs away

These signs and behaviors could indicate other problems, but bullying should be considered a possibility and should be investigated

Procedures

Report bullying incidents to staff

In cases of serious bullying, the incidents will be recorded by staff

In serious cases parents should be informed and will be asked to come in to a meeting to discuss the problem

If necessary and appropriate the police will be consulted

The bullying behavior or threats of bullying must be investigated, and the bullying stopped quickly

An attempt will be made to help the bully (bullies) change their behavior

Outcomes

The bully (bullies) may be asked to genuinely apologize. In serious cases, suspension or even exclusion will be considered. If possible, the pupils will be reconciled.

After the incident / incidents have been investigated and dealt with, each case will be monitored to ensure repeated bullying does not take place.

If the Holiday Spectacular leadership decides it is appropriate for them to deal with the situation they should follow the procedure outlined below:

Reconciliation by getting the parties together. It may be that a genuine apology solves the problem. If this fails, other consequences may take place.

In some cases, the parent or guardian of the bully or bullied participant can be asked to attend sessions, if they are able to do so, and if appropriate.

All involved with both individuals should be made aware of the concerns and the outcome of the process.

In the case of adults reported to be bullying anyone aged under 18, the stage manager or the Executive Producer should always be informed and will advise on action to be taken where appropriate.

In more serious cases, referrals may be made to the police or to Social Services

6. Active Shooter Policy and Procedures

In the event that an intruder has entered the building (or the park in the case of Miller Park or the Ewing Cultural center) with a weapon drawn or in use you have three choices: in this order of importance:

RUN

Have an escape route and a plan in mind. Make sure you know where the exits and rooms with lockable doors are located. If it is not safe to exit the building, get yourself and any children in your care into the nearest lockable room. Evacuate regardless of whether others agree to follow you. Leave your belongings behind. Help others escape if possible. Keep your hands visible. If you are at Miller Park, run as fast as you can in the direction opposite to where the active shooter is located. Hide behind or under any cars.

HIDE

Hide in an area out of the shooter's view. Block the entry to your hiding place and lock the doors. If the room you are hiding in has windows exposed to the possible position of the shooter, try to move yourself into a place in the room where you will not be visible through the window. Provide protection if shots are fired in your direction. Silence yourself and your cell phone. Hide behind large objects, cabinets or desks etc. Do not stand or sit next to the wall adjacent to the area where the shooter could be located unless you are sure it is constructed of concrete or cinder blocks. Bullets could easily penetrate a drywall constructed wall. Stay there until you are given the all clear by emergency personnel.

FIGHT

Use this as a last resort only when your life is in imminent danger. Protecting the children must be your highest priority. Attempt to incapacitate the shooter using whatever means you have available. Act with physical aggression and throw items at the active shooter. Commit to your actions.

Additionally, follow these procedures:

- STAY CALM. Keep the children calm

- Call 911 via text tell them where you are and summarize the situation.
- Notify top Holiday Spectacular management (if they already do not know) via text letting them know where you are and who is with you.
- Help others but do not risk your own life.
- Lock and close all doors, ensure they are latched.
- Follow all directions given by the Police or First Responders on the scene.
- Once the scene is secure, lead the children out of the room single file with eyes closed and one hand on the shoulder of the child in front of them. Exit the building with your hands in the air and meet at the assembly point so everybody can be accounted for. For the Center or BCPA the center parking lot will serve as the assembly point. If at Miller Park, assemble in the Zoo Parking lot or wherever the Police direct you.

In the event that an intruder has entered the building and a weapon is concealed:

- Call 911
- Stay Calm
- Do NOT indicate to the assailant that you are aware of the weapon.
- Prepare for lock-down and evacuation procedures.

In compliance with 430 ILCS 66/65 , the Creativity Center, BCPA, Ewing Cultural Center and Miller Park are all firearm free properties. No Holiday Spectacular, Inc staff member, volunteer, cast member or patron may enter the grounds with a firearm, regardless of concealed carry permit status. Only sworn officers of the law that are on duty may enter the grounds with a firearm.

7. General Safety Policy and Procedures

Holiday Spectacular, Inc recognizes that the safety of all members of our community is our highest priority. All members of our community share the responsibility for implementing emergency and safety procedures, ensuring their effectiveness and their continual improvement.

Rehearsal Safety

- Read and follow all Rehearsal rules posted on the Holiday Spectacular website.
- Know where the emergency exits are located. Have a plan in mind of what your quickest path out of the building in the event of an emergency.
- Shoes must be worn at all during a rehearsal without exception. We can guarantee that there are straight pins hidden in the carpet in the rehearsal room at the center. The we have no idea what has been on the floor at warehouse in the past. Same thing for the stage and the grounds at Miller Park.
- No running anywhere in the Center building or on stage. In case of and emergency WALK don't run to the nearest exit.

- Keep your noise level under control. You cannot hear important safety instructions if it is too loud.
- Be careful with handling props. Be aware of what (and who) is in your immediate area.
- Food and drink are only allowed in the designated seating area. Do not bring food or drink (with the exception of a water bottle) into the rehearsal space. Keep your water bottle securely capped at all time.
- Keep your water bottle (and all drink containers) away from the sound or light system. Absolutely do not set your water bottle on top of a speaker.
- Smoking is not allowed in all rehearsal and performance spaces.
- Flammable materials, such as cardboard, tape, string, cloth, paper, rope, cellophane or plastic, shall not be used on or near any lighting instruments.
- Before leaving the building after any rehearsal, performance, or work session, crew and staff shall turn off or disconnect all electrical circuits, particularly the sound system.
- Safety equipment like fire extinguishers and first aid kits must be easily available during any rehearsal. All adult cast members, staff and volunteers should know where to find them quickly.

Fire Safety

- Know where all emergency exits are located. Have a plan in mind of what your quickest path out of the building in the event of fire emergency.
- Leave your belonging behind.
- Be familiar with the building evacuation plans. Plans should be posted.
- Gather in the far end of the Center parking lot as far from the building as possible. At the BCPA assemble in the lawn to the south of the BCPA building.
- Do not leave until told to do so.
- Know the location of any fire alarm activators.
- Stay calm. Do not run. Move slowly and deliberately. Adults model behavior for the children.
- Follow any directions of senior staff or emergency responders.
- Staff must make sure to grab attendance sheets on the way out. It is important to be able to account for everybody in attendance at the time of the evacuation.

Load-In and strike

- Know the limits of what you can carry. Lift with your legs not your back.
- Children are allowed to assist but under the direct supervision of an adult.
- Children under the age of 15 are not allowed to carry items to or from the trucks.
- Children under 15 are not allowed to climb on ladders or lifts.
- When the BCPA stage crew is working in the fly loft on lights, curtains or drops, stay well clear of area below where the set pieces could potentially fall.

Costume and Make-up safety

- Do not share make-up with another cast member.
- Do not eat once your make up has been applied.
- Do not eat once the costume has been put on. If you do need to eat, cover the costume over your torso and lap to protect the costume.
- Costumes and street clothes should be hung up and never thrown on the floor.

- Costumes shall be hung in a well-ventilated, cool, dry area that is cleaned regularly. Costumes, wigs, hats, etc., should be cleaned before reuse.
- Costumes shall be made from fire-retardant materials whenever possible. Untreated paper products are not permitted to be used for costumes or for accessories
- Temporary dressing rooms and makeup areas shall be large enough to accommodate cast members safely and comfortably and shall have sufficient light and exits.
- Be very careful when walking in heavy or bulky costumes or unfamiliar shoes.
- Make sure the hem of the costume is at the appropriate length. Too long of a dress or gown could lead to a tripping hazard.

Performance safety

- Always listen to the back stage crew for cues and directions.
- When awaiting your entrance, stand well back from the curtain to allow anybody leaving the stage to pass unhindered.
- No talking when standing in the wings. You can be heard on stage and in the audience.
- Be aware of your cues and how long it takes to get from your dressing room to the stage. You do not want to have to run to get there on time for your entrance.
- Props are not toys.
- Promptly return props to the table back stage immediately after you exit the stage.
- Stay well clear of the edge of the stage or platforms. It is very easy to wander off of the edge in a dark environment.
- Never run on stage unless the staging requires you to. If then be very careful.
- Make note of corners and sharp edges of set pieces in your path on stage and set pieces stored off stage.
- Do not sit or climb on off-stage set pieces. Many are on wheels and may move under your weight.
- Parent volunteers must escort children from the dressing rooms to the stage and back. Make sure there are no stragglers left behind.

Accident Reporting

- Accidents are avoided by thinking ahead and paying attention to your environment.
- Any accident no matter how minor must be reported to the Stage Manager or other staff member.
- If the accident involves a child, find and notify a parent. If the parent is not in attendance a staff member will contact the parent by phone.
- As soon as possible after the accident (and any needed treatment) file an Accident Report Form, available from Linda Miller or other staffer at the desk.

Appendix 1

Definitions of Abuse

Physical Abuse

Physical abuse may involve hitting, shaking, kicking, punching, scalding, suffocating and other ways of inflicting pain or injury to a child. It also includes giving a child harmful substance, such as drugs, alcohol or poison. If a parent or guardian reports non-existent symptoms of illness in a child, or deliberately causes illness in a child, this is also a form of physical abuse. Physical abuse, as well as being an act of commission can also be caused through omission or the failure to act to protect.

Emotional Abuse

Emotional abuse is the persistent emotional ill-treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of ill-treatment of a child, though it may occur alone.

Sexual Abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, including prostitution, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape, anal or oral sex) or non-penetrative acts (oral sex). They may involve non-contact activities, such as involving children looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or guardian failing to provide adequate food and clothing, shelter including exclusion from home or danger, failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

It is accepted that in all forms of abuse there are elements of emotional abuse, and that some children are subjected to more than one form of abuse at any one time. These four definitions do

not minimize other forms of maltreatment.

Vulnerability and child abuse in specific circumstances

It should be noted that some children are particularly vulnerable to abuse – these include disabled children or children with any special need, children living with domestic violence, children from families where parents have mental health difficulties or abuse substances, those from families in refuges, children of asylum seekers, or children from ethnic minorities. In these cases, it can be easier to discount concerns or over react to them. Seeking advice from the DCP or a child protection authority is advisable if you have any doubts.

Historic abuse

Sometimes a child or adult will disclose that they were abused in the past but that this has since stopped. Depending on the type of abuse it may be that the abuser still has access to other children and may be a risk to them. In such cases these concerns should be shared with the DCP who should seek advice from the child protection authorities.

Indicators of abuse

1. Physical abuse

Most children will collect cuts and bruises in their daily life. These are likely to be in places where there are bony parts of the body, like elbows, knees and shins. Some children, however, will have bruising which can almost only have been caused non-accidentally. An important indicator of physical abuse is where bruises or injuries are unexplained, or the explanation does not fit the injury. A delay in seeking medical treatment for a child when it is obviously necessary is also a cause for concern. Bruising may be more or less noticeable on children with different skin tones or from different racial groups and specialist advice may need to be taken.

Patterns of bruising that are suggestive of physical abuse include:

- Bruising in children who are not independently mobile
- Bruising in babies
- Bruises that are seen away from bony prominences
- Bruises to the face, back, stomach, arms, buttocks, ears and hands
- Multiple bruises in clusters
- Multiple bruises of uniform shape
- Bruises that carry the imprint of an implement used, hand-marks, or fingertips

- Although bruising is the most common injury in physical abuse, fatal non-accidental head injury and non-accidental fractures can occur without bruising. Any child who has unexplained signs of pain or illness should be seen promptly by a doctor.

Other physical signs of abuse may include:

- Cigarette burns
- Adult bite marks
- Broken bones or Scalds

Changes in behavior which could also indicate physical abuse :

- Fear of parents being approached for an explanation
- Aggressive behavior or severe temper outbursts
- Flinching when approached or touched
- Reluctance to get changed, for example wearing long sleeves in hot weather
- Depression
- Withdrawn behavior
- Running away from home

2. Emotional abuse

Emotional abuse can be difficult to measure, and often children who appear well cared for may be emotionally abused by being taunted, put down or belittled. They may receive little or no love, affection or attention from their parents and guardians. Emotional abuse can also take the form of children not being allowed to mix/play with other children.

The physical signs of emotional abuse may include:

- A failure to thrive or grow, particularly if the child puts on weight in other circumstances, e.g. in hospital or away from their parents' care
- Sudden speech disorders
- Developmental delay, either in terms of physical or emotional progress

Changes in behavior which may indicate emotional abuse include:

- Neurotic behavior, e.g. sulking, hair twisting, rocking
- Being unable to play
- Fear of making mistakes
- Self-harm
- Fear of parent being approached regarding their behavior

3. Sexual Abuse

Adults who use their children to meet their own sexual needs abuse both boys and girls of all ages, including infants and toddlers.

Usually, in cases of sexual abuse it is the child's behavior which may cause you to become concerned, although physical signs can also be present. In all cases, children who talk about sexual abuse do so because they want it to stop. It is important, therefore, that they are listened to and taken seriously.

The physical signs of sexual abuse may include:

- Sudden or unexplained changes in behavior, e.g. becoming aggressive or withdrawn
- Fear of being left with a specific person or group of people
- Having nightmares
- Running away from home
- Sexual knowledge that is beyond their age or developmental level
- Sexual drawings or language
- Bedwetting
- Eating problems such as overeating or anorexia
- Self-harm or mutilation, sometimes leading to suicide attempts
- Saying they have secrets they cannot tell anyone about
- Substance or drug abuse
- Suddenly having unexplained sources of money
- Not allowed to have friends (particularly in adolescence)
- Acting in a sexually explicit way towards adults

4. Neglect

Neglect can be a difficult form of abuse to recognize yet have some of the most last and damaging effects on children.

The physical signs of neglect may include:

- Constant hunger, sometimes stealing food from other children
- Constantly dirty or smelly
- Loss of weight, or being constantly underweight
- Inappropriate dress for conditions

Changes in behavior which may indicate neglect include:

- Complaining of being tired all the time
- Not requesting medical assistance and/or failing to attend appointments
- Having few friends
- Mentioning their being left alone or unsupervised.

Appendix 2

Responding Appropriately to a Child Making an Allegation of Abuse

1. Stay calm.
2. Listen carefully to what is said.
3. Find an appropriate early opportunity to explain that it is likely that the information will need to be shared with others – do not promise to keep secrets.
4. Tell the child that the matter will only be shared with those who need to know about it.
5. Allow the child to continue at her/his own pace.
6. Ask questions for clarification only, and at all times avoid asking questions that suggest a particular answer.
7. Reassure the child that they have done the right thing in telling you.
8. Tell them what you will do next, and with whom the information will be shared.
9. Record in writing what was said, using the child's own words as soon as possible – note the date, time, any names mentioned, to whom the information was given and ensure that the record is signed and dated.
10. It is important to remember that the person who first encounters a case of alleged abuse is not responsible for deciding whether abuse has occurred. That is a task for the professional child protection agencies.

(also see Appendix 3 'Checklist for Reporting Suspected Abuse').

Appendix 3

Forms

- Written Confirmation of Suspected Child Abuse/Neglect Report
- Parent Statement of Understanding
- Parental Sign-Out Waiver Form
- Authorization of Alternate Drivers Permission Form
- Accident Report Form
- Accident Investigation Form

Copies of these forms are available at front desk during rehearsals.

CANTS 5
Rev. 10/00State of Illinois
Department of Children and Family Services**WRITTEN CONFIRMATION OF SUSPECTED CHILD ABUSE/NEGLECT REPORT:
MANDATED REPORTERS**

DATE: _____

ABOUT: _____
Child's Name Child's Birth Date

If you are reporting more than one child from the same family please list their names and birth date in the space provided on the reverse side of this form.

Street Address City Zip CodeParent/Custodians: _____
Name_____
Address (if different than the child's address)

This is to confirm my oral report of _____, _____, made in accordance with the Abused and Neglected Child reporting Act (325 ILCS 5 et seq). Please answer the following questions. (If you need more space, use the back of this page.)

1. What injuries or signs of abuse/neglect are there?
2. How and approximately when did the abuse/neglect occur and how did you become aware of the abuse/neglect?
3. Had there been evidence of abuse/neglect before now? ☐ Yes ☐ No
4. If the answer to question 3 is "yes," please explain the nature of the abuse/neglect.
5. Names and addresses of other persons who may be willing to provide information about this case.
6. Your relationship to child(ren)
7. Reporter Action Recommended or Taken:

PLEASE CHECK THE APPROPRIATE RESPONSE:

- ☐ I saw the child(ren)
☐ I heard about the child(ren) From whom? _____
I ☐ have ☐ have not told the child's family of my concern and of my report to the Department.
I am ☐ willing ☐ NOT willing to tell the child's family of my concern and of my report to the Department.
I ☐ believe ☐ do NOT believe the child is in immediate physical danger.

(Name Printed)_____
(Signature)

INSTRUCTIONS

The Abused and Neglected Child Reporting Act states that mandated reporters shall promptly report or cause reports to be made in accordance with the provisions of the ACT.

The report should be made immediately by telephone to the IDCFS Child Abuse Hotline (800-252-2873) and confirmed in writing via the U.S. Mail, postage prepaid, within 48 hours of the initial report.

MAILING INSTRUCTIONS

Mail the original to the nearest office of the Illinois Department of Children and Family Services, Attention: Child Protective Services.

2nd Child's Name (If Any)

2nd Child's Birth Date

3rd Child's Name (If Any)

3rd Child's Birth Date

DCFS is an equal opportunity employer, and
prohibits unlawful discrimination in all of its
programs and/or services.

PARENT STATEMENT OF UNDERSTANDING

The following information is important for the safety and protection of your child. Please read the information, sign this form and return it to the Registration Desk.

I understand that HOLIDAY SPECTACULAR staff is not allowed to baby-sit or transport children outside of designated facility.
I understand that I am not to leave my child or children at designated facility unless a HOLIDAY SPECTACULAR staff member or an adult volunteer has checked in the child and has accepted responsibility for the child's supervision.

I understand that my child will not be allowed to leave a rehearsal or performance without an authorized person. Authorized individuals must either be listed with HOLIDAY SPECTACULAR Inc. or arrangements must be made by presenting written authorization to the Volunteer Coordinator of the production. The parent or guardian will pick up the child in the Center at appointed time. If late, the child will be held at the check in desk at the rehearsal or performance venue until a parent or designated driver appears. I understand that the child will not be allowed to wait for me outside in the parking lot. I will call Linda Miller at (309) 830-0387 if I know I will be late in picking up my child.

I understand that HOLIDAY SPECTACULAR staff and volunteers are required to ask for photo identification pending declaration of individuals who are authorized to sign out my child from a rehearsal/program if they are not personally known to the staff member or volunteer working the check-out desk.

I understand HOLIDAY SPECTACULAR Inc. will not release my child to an authorized person who appears to be under the influence of drugs or alcohol or who otherwise seems unfit to exercise custody of the child. If an authorized person who arrives to pick up my child does appear to be under the influence of drugs or alcohol or otherwise seems impaired, HOLIDAY SPECTACULAR Inc. will have no recourse but to contact the child's parents/guardians or the police if necessary.

I understand that part of our responsibility as parents of a child involved with a HOLIDAY SPECTACULAR INC. production that we are required to monitor the behavior of our child during rehearsals or during performances and are required to act as a volunteer to aide with supervision of children or other duties as assigned by the Volunteer Coordinator.

I understand that the staff and volunteers of HOLIDAY SPECTACULAR Inc. are mandated, by state law, to report any suspected cases of child abuse or neglect to the appropriate authorities for investigation.

I have read and will follow all of the guidelines listed in the Holiday Spectacular Child Protection Policy.

Child Name _____ Age ____ Date of Birth _____ Yr in School ____

Child Name _____ Age ____ Date of Birth _____ Yr in School ____

Child Name _____ Age ____ Date of Birth _____ Yr in School ____

Parent/Guardian Name _____ Signature _____

cell # _____ email _____ Date _____

COPY OF STATEMENT TO BE FILED WITH CHILD'S RECORDS.

Child name _____

Year in school _____th grade

PARENTAL SIGN-OUT WAIVER FORM

To be filled out only by parents/guardians who wish to waive HOLIDAY SPECTACULAR'S parental sign-in/sign-out policy for minors a to allow the minors to sign themselves in and out.

Holiday Spectacular Inc. recognizes that some older minor children may live close enough to the rehearsal or performance facilities to allow them to get there on their own such as by walking, bicycle or on a bus. Other older minor children with driver's licenses may wish to drive themselves or younger siblings to rehearsals or performances. They would need to sign themselves in once they arrive and sign themselves out once they are ready to leave. Holiday Spectacular Inc needs to know in advance if this is the wish of the parents or guardians. This form gives parental authorization for doing so. If a parent wishes a minor child to ride to rehearsals or performances with another non-sibling licensed minor driver, this form and a signed detailed note explaining the circumstances must be submitted to Holiday Spectacular Inc in advance.

I do hereby give permission for my child, _____, to arrive to/ depart from HOLIDAY SPECTACULAR INC. programs and designated facilities on his/her own, without a parent/guardian picking him/her up and signing for the child. Above named student will be signing him/herself out and thus releasing HOLIDAY SPECTACULAR INC's liability of supervision once student has signed out.

Children will not be released to leave on their own unless this form has been completed by a parent/guardian. This form must be submitted to a HOLIDAY SPECTACULAR INC. staff person.

In signing this form, I do hereby agree to hold free from any and all liability HOLIDAY SPECTACULAR INC and its respective officers, staff, volunteers, and members, and do hereby for myself, my heirs, executors and administrators, waive and release and forever discharge any and all rights and claims for damages which I may have hereafter accrued to me arising once my child has been released from HOLIDAY SPECTACULAR INC programs and designated facilities.

Parent/Guardian's printed name: _____

Parent/Guardian's signature: _____

Child name _____

Phone number: _____ Date: _____

Name of Child _____

Year in School _____ th Grade

PARENTAL ALTERNATE DRIVER PERMISSION FORM

To be filled out only by parents/guardians who wish to allow their children to travel to and from Holiday Spectacular Inc functions with other adult designated drivers.

I do hereby give permission for my child, _____, to arrive to/ depart from HOLIDAY SPECTACULAR INC. programs and designated facilities with another adult driver designated below picking him/her up and signing for the child. Above named student will be signing him/herself out and thus releasing HOLIDAY SPECTACULAR's liability of supervision once student has signed out.

Children will not be released to leave with any other driver unless this form has been completed by a parent/guardian. This form must be submitted to a HOLIDAY SPECTACULAR INC. staff person at the check-in desk.

In signing this form, I do hereby agree to hold free from any and all liability HOLIDAY SPECTACULAR INC and its respective officers, staff, volunteers, and members, and do hereby for myself, my heirs, executors and administrators, waive and release and forever discharge any and all rights and claims for damages which I may have hereafter accrued to me arising once my child has been released from HOLIDAY SPECTACULAR INC programs and designated facilities.

In the case of an emergency and a parent is not able to pick up a child after a rehearsal or performance, a parent may call Linda Miller at (309) 830-0387 and let her know that a driver not previously authorized will be picking up the child. The parent should then submit a new Alternate Driver Authorization Form adding that name to the list in case this situation arises again.

Parent/Guardian's printed name: _____

Parent/Guardian's signature: _____

Child name(s) _____

Home Phone number: _____ Date: _____

Other phone numbers to contact parent/guardian: _____

Name of designated driver _____ driver over 18? Y / N

Relationship to child _____ Is this a carpool? Y / N

Is this a one-time permission? Y / N Date _____

Name of other designated driver/relationship _____ over 18? Y/N

Name of other designated driver/relationship _____ over 18? Y/N

oliday Spectacular Inc. Accident Report Form

INJURED DETAILS

Name: _____ Position: cast staff crew volunteer child parent visitor

Address: _____

Emergency Contact notified? _____ Name _____ relationship _____

If a minor, Parent/Guardian's names _____ Phone # _____

INJURY DETAILS Production _____

Date of accident: _____ Time: _____ Date Reported: _____ Time: _____

Location _____ Supervisor: _____

Ambulance Required? _____ Hospitalization Required? _____ Hosp. name _____

Medical Treatment required:

and extent of injury			
ody injured fied			
Nature of injury	☐ Sprain	☐ Laceration	☐ Burn
	☐ Fracture	☐ Concussion	☐ Superficial
	☐ Multiple	☐ Dislocation	☐ Amputation
	☐ Contusion	☐ Other	

Type of incident	☐ Flying object	☐ Manual handling	☐ Electricity
	☐ Struck by	☐ Poisons	☐ Fall
	☐ Caught in	☐ Temperature	☐ Other
Describe injury			
Describe the events leading up to the injury and how the injury occurred (witness or injured person's statement).			

Accident Investigation - Supervisor's Report

Witness Details			
How did the accident happen?			
What caused the accidents	☐ Ineffective guarding	☐ Lack of protective equipment	☐ Lack of training
	☐ Lack of maintenance	☐ Safety rules not followed	☐ inexperience
	☐ Unsafe work methods	☐ Misconduct	☐ Workplace design (equipment, design, layout)
	☐ Weather	☐ Poor housekeeping	☐ Language difficulties
Explain			
How can a recurrence be prevented?			

--

Supervisor's name _____

Signature: _____ Date: _____

Appropriate Government/insurance bodies Advised? (If applicable) **Yes/No**

Date : _____

Is this a Work-related injury? **Yes/No**

Accident Investigation - Supervisor's Report

Employer/Supervisor comments:
