

Fergus Grand Theatre Child Supervisor Policy



Purpose and Scope

The purpose of this document is to outline best practices, policies and procedures for the supervision of children who participate in events staged at the Fergus Grand Theatre. The provisions of this policy shall apply to all persons under sixteen years of age who participate in any onstage or offstage activities during an event at the theatre. This policy supplements but does not supersede existing Township of Centre Wellington polices, industry publications, or the Occupational Health and Safety Act. The above-listed materials can all be found in the binders attached to Health and Safety information board in the backstage left hallway. Producers and Child Supervisors are encouraged to read the [Child Performer Guidelines](#) addendum to the [Safety Guidelines for the Live Performance Industry in Ontario](#), which is an excellent resource for successful compliance with this policy.

General Procedures

1. Clients shall inform the Theatre Coordinator as soon as they know or have reason to believe that children sixteen years of age or under will be participating in their event, onstage or off.
2. Prior to the arrival of their event at the theatre clients shall appoint one or more child supervisors (alternatively called “kid wranglers”) to supervise all children participating in the event. Child supervisors:
 - a. MUST be over sixteen years of age
 - b. MUST be present at ALL times when children are in the building
 - c. MUST be introduced to the Theatre Coordinator or approved FGT Technician
 - d. May perform other production-related duties ONLY if supervising five children or less
3. The Child supervisor’s job shall begin just prior to the arrival of the first child at the theatre, and shall conclude just after the last child leaves. Child supervisors shall ensure the health and safety of all children under their care, and must be able to account for their whereabouts at all times.
4. Child supervisors shall establish and enforce a “buddy system” of child supervision, ensuring that at no times is a single child left alone with a single adult in a private space. They should have support and authority from the event’s producer to compel compliance, if necessary.
5. For educational events consisting exclusively of child participants (i.e. a workshop, class, or camp) the instructor shall be deemed the Child Supervisor, unless otherwise designated.
6. Child supervisors shall establish contact with the parents or legal guardians of all children to be under their care prior to the first day children are to be at the theatre. They shall introduce themselves, explain the nature of their job, and inquire about the name, age and gender of the child or children to be under their care. They should also offer parents/guardians the opportunity to provide any medical/allergy/behavioural information they may wish to convey, with the understanding that this information will be subject to the privacy policy of the client producing the event.
7. Child supervisors shall prepare and maintain a sign-in sheet documenting their supervisory activities, and keep it on their person at all times during the event. This sheet (or a photocopy thereof) shall be given to the Theatre Coordinator at the conclusion of the event. Page two of this policy contains an acceptable sample sign-in sheet, but groups are free to create their own. Parents/guardians shall sign their children in and out using this sheet.

Sample Sign-in Sheet

Name of Event: _____

Date: (for multi-day events use one sheet per day) _____

Name of Kid Wrangler: _____

Kid Wrangler Phone Number: _____

Kid Wrangler Email Address: _____

| Name of Child | Name of Parent | Sign-in signature | Sign-out signature | Notes |
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Kid Wrangler's Signature: _____

Date: _____