

CPN Guidelines and Protocols



Introduction:

The Community Playhouse of Northport (CPN) to do everything in our power to prevent physical, emotional, or sexual abuse against children, youth, and adults involved in our performances.

Supervision:

Supervision and enforcement of our guidelines will be strictly adhered to by our staff and volunteers working with children, youth, and adults. There shall always be 2 adults (over age 18) and 2 children or youths at any given location being used. Student participants must be accompanied by our chaperones when using bathrooms and leaving the building, unless with a family member. Staff and volunteers shall be assigned 3 areas to be responsible for at all rehearsals and performances (2 theater back doors and stage right door). Never, ever, go upstairs or use the left stage door to enter or exit. Never prop ANY door! Be sure to stay ONLY in assigned areas.

It is recommended that little or no contact be made with any staff member with youths or children outside the scope of their theater participation (this would include social media).

Parent/Guardian Volunteering:

For cast members under the age of 18, we require one adult in your household to supervise at least 1 rehearsal and volunteer to assist at 1 show (assignment to be mutually agreed upon.)

Implementation:

There will be a mandatory 1st rehearsal for under 18 participants with their parents and all adult cast members. There shall be a schedule of staff and volunteers (adults) at all times so everyone knows who to report to. Each participant (including staff, volunteers, crew, musicians, etc.) shall sign and date a Production Participation Contract. It is imperative that each participant come in and leave at the appointed times on the schedule. Each staff member will submit a complete contract form to include references and shall go through a screening process which will include a personal interview with the CPN Administrator. When needed, an administrator will do a legal background check on such personnel that is deemed necessary. All staff shall complete the on-line Youth Protection Course from Boy Scouts of America (my.scouting.com).

Incidents:

If evidence of child sexual or any other form of abuse has surfaced, or an allegation has been made; a formal report will be made to the authorities and to the Superintendent of Northport Schools.

CPN RESERVES THE RIGHT TO LIMIT/REMOVE ANY PARTICIPANT, STAFF MEMBER OR VOLUNTEER WHO DOES NOT COMPLY WITH OUR GUIDELINES, PROCEDURES AND PROTOCOLS.

PERFORMANCES WILL BE HELD ON OUR LAUREL AVENUE MAIN STAGE 158 LAUREL AVENUE, NORTHPORT

Community Playhouse of Northport

P.O. Box 689, East Northport, NY 11731. | 631.683.8444

communityplayhousenorthport1@gmail.com | www.communityplayhousenorthport.org