

**Community Players of Concord, NH**  
**Protection of Minors Training Outline**  
for  
Children's Theatre Project ("CTP") Shows and Camps  
[Working draft 2/21/25]

This outline is to assist with staff training for CTP shows and camps regarding the requirements of **CPC's Policies and Procedures For the Protection of Minors** (the "Policy"). Copies of the full Policy are available in a hanging folder near the Studio bulletin board.

1. **Authorized Adults. Find out who they are.** Your CTP camp show or camp will have a few named "Authorized Adults" working alongside you. *These are adults who have undergone a particular kind of background check and who have received CTP Protection of Minors Training.* Usually, the Authorized Adults will be the CTP director, stage manager and lead costumer - but it can vary from show to show! Be sure to learn who the Authorized Adults are for your CTP camp or show.
2. **Authorized Adults may be left alone with minors (in groups of two or more), but all other adults may work directly with minors only if an Authorized Adult is present.**
  - A single Authorized Adult may be considered "present" for activities occurring simultaneously in the Studio workshop and rehearsal room. Make it a practice to keep at least one (or better yet both) rehearsal room doors open.
  - An Authorized Adult working on the Studio's main floor is *not* considered "present" for activities happening upstairs in wardrobe or downstairs in props. Those are separate areas. Adults who are not Authorized Adults must avoid being in those areas with minors if an Authorized Adult cannot also be there.
3. **Adults (even Authorized Adults) must avoid one-on-one, private interactions with minors.**
  - Watch out for things like a minor being dropped off early for rehearsal. Let minors and their parents know that the minor may not enter the Studio until an Authorized Adult and at least one other individual has arrived.
  - Similarly, for pick ups: make sure an Authorized Adult and at least one other individual remains present until all minors have left.
4. **Work with minors should be conducted in an open environment in plain view of others.**
  - For example, an adult should never be alone with a minor in a bathroom, bathroom stall or dressing room with the door closed. If a child absolutely requires adult assistance, for example, with putting on a costume or microphone pack, it must be done in a space permitting them to be observed by other adults and children.

5. **Adults (even Authorized Adults) must avoid riding in private vehicles with minors.**
6. **Physical Contact With Minors.** Sometimes it is entirely appropriate for an adult participating in CPC programs to have physical contact with minors, but such contact should occur only in response to the child's immediate need, be of limited duration, and be appropriate to their age and stage of development.
  - When touching is needed, ask first. For example, "may I take your hand to show you this dance move?"
  - Sometimes children will try to hug you in greeting. You needn't refuse a hug initiated by a child, especially if the child is very young, but keep it very brief. Better yet, cultivate a different greeting, like a high five or elbow bump.
  - Some children like to sit on laps, hold hands, repeatedly hug or otherwise cling to the adults they are working with. Such physical contact is *not* OK in the context of CPC programs. Be kind but firm in helping our minor participants understand these boundaries.
7. **Adults may not initiate one-on-one contact with any minor outside the program.**
  - This includes in-person meetings, virtual communications such as texting, video chats or social media contact.
  - Group communications such as group emails about rehearsal schedule or reminders, are permitted. If communication with a single minor is needed outside the program (e.g., to ask about a matter that pertains only to that minor), the minor's parent or legal guardian must be present or included in the virtual communication.
8. **Code of Conduct.** The Policy lists many inappropriate behaviors that are not permitted during any CPC programs, including but not limited to bullying, verbal abuse, violence, threatening harm, use of profanity, or discipline involving abusive, humiliating or frightening language. See the Policy for more details.
9. **Reporting Violations of the Policy.** If you have questions about or need to report possible violations of the Policy, let the CTP director know. Incident Report Forms are hanging near the Studio bulletin board. See the Policy for further details on the reporting process.
10. **Reporting Incidents of Child Abuse and Neglect.** Under NH law, any person who has reason to suspect that a minor has been abused or neglected is required to report that suspicion to the NH Division of Children, Youth and Families. See the Policy for more details on this reporting obligation.