

CHILDREN'S MUSIC WORKSHOP VOLUNTEER & STAFF GUIDELINES & RELEASE



CMW strives every day to build character in our participants, both on and off the stage, and wants to deliver the very best experience for our young performers. We have high expectations of our staff and volunteers and they agree to abide by these Guidelines:

- Agree to follow the Mission Statement and Goals of CMW and abide by the Staff Code of Conduct and this CMW Volunteer & Staff Guidelines.
- No abusive language, rudeness or discourtesy of participants, parents, volunteers or staff members.
- No harassment or bullying at any time in any form; including verbal, physical, electronic and online.
- Strive to create a cheerful, positive and constructive learning environment.
- Come to rehearsals and events prepared to perform duties with appropriate preparation and resources.
- Maintain an orderly atmosphere conducive to learning.
- Establish rapport and an effective working relationship with parents, participants and other staff members.
- Serve as a role model, and conduct yourself in the highest of integrity and professional standards.
- Be responsible for your own job duties and report any issues outside of your job description to the appropriate responsible volunteer or staff member; unless safety or destruction of property is an immediate issue.
- Conduct all interaction in a supportive and age appropriate manner. Swearing, yelling or aggressive interaction (harmful or inflicting damage) is not tolerated. Raising one's voice to obtain the attention of the group is acceptable when necessary. Disciplinary tone and actions will always be of a positive nature and the use of intentional humiliation is never an acceptable disciplinary technique.
- Oversee interactions to ensure that personal, verbal, non-verbal, physical or sexual harassment between child to child, child to adult, adult to child, or adult to adult is not to be tolerated and shall be reported to the Executive Director immediately.
- Report interpersonal disputes between students to Executive Director (staff report disputes to parents). Staff and volunteer will not become involved in those disputes except to calm the tension and diffuse the dispute at the time it occurs and to notify the Executive Director.
- Never Discriminate: Discrimination on the basis of race, color, religion, gender, national origin, disability, or on any other basis prohibited by law, is never allowed.

In addition, in an effort to provide a safe environment for children, volunteers, and staff, Children's Music Workshop requires all volunteers and staff to be familiar with and agree to adhere to the policies and procedures outlined below. This is to safeguard the children from harm or abuse during rehearsals and performances and to protect staff and volunteers from potential false allegations of abuse.

This is being done by the request of our attorneys and Board of Directors as requirement for our insurance. It is in no way due to any past incidents or allegations. This is a proactive effort to protect CMW and all of the children involved.

- Only volunteers and staff who have been made familiar with this policy will be permitted backstage during rehearsals and performances.
- Each volunteer and staff member must receive an authorized name badge before being allowed back stage during performances.
- Touching can be a positive way of comforting or communicating approval to a child. Please use these guidelines:
 - A touch must not be demanding
 - A touch must be gentle and passive not aggressive
 - A touch should be conscious, not haphazard
 - Never fondle a child
- For no reason should discipline be handled in a physical or verbally abusive manner.
- Any suspected or observed incidents of abuse are to be reported to the director, executive director or House Manager during summer workshops.
- If at all possible, two adults should be present at all times while children are present.
- When accompanying a child to the bathroom, stand in the doorway to the bathroom with the door open. If the child needs direct assistance, leave the door open if possible; never close a stall door while you are in the stall with a child.

The main point is to use common sense and respect in all dealing with the children and to not put yourself or the child in a position of compromise.

The successful operation and reputation of Children’s Music Workshop is built upon the principle of ethical conduct and personal integrity of our volunteers and staff. In general, volunteers and staff should use good judgment, refraining from any illegal, dishonest, or unethical conduct. Any behavior where it is difficult to determine the proper course of action, should be discussed with the Executive Director and/or, if appropriate, the Volunteer Coordinator.

Disregard or failure to comply with these Guidelines could lead to termination of service.

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RELEASE

I release the Children’s Music Workshop (CMW) from any and all liability, damages, or claims whatsoever for any injury or harm that may occur to me while participating/working/volunteering in any CMW workshop, production, or other event. I agree that I will make no claim or demand against CMW if an injury or accident occurs. I will look to my own resources, insurance, or assets to pay all medical bills, damages or losses whatsoever if an injury occurs. The term CMW includes all employees, volunteers, and other staff of CMW.

CMW performs a computerized background check to qualify all staff and volunteers using the State of Michigan IChat system.

I hereby agree to abide by the CMW Volunteer & Staff Guidelines and the Release above:

Printed Name

Date of Birth

Signature

Date

Revised 08/29/14