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INFORMATION REQUEST (IR) - Child Protection & Safeguarding Protocols with St. Albert Children's Theatre

Requested by: Councillor Clark

Date of Request: July 17, 2026

Date Response Due: August 17, 2026

Confidential Response: NO

QUESTION

From a risk management and duty of care perspective, given that the City of St. Albert permits adults to participate in the St. Albert Children's Theatre, could you outline the child protection and safeguarding protocols that are in place? Specifically:

1. Are Criminal Record Checks and Vulnerable Sector Checks required for every adult participant?
2. How often are these checks renewed?
3. Are adult participants required to complete child protection or safeguarding training?
4. What supervision protocols are in place to ensure adults are not alone with minor-age participants?
5. What policies govern dressing rooms, backstage access, transportation, electronic communications, and other interactions between adult and minor-age participants?
6. Are adult participants required to sign a Code of Conduct, and are parents or guardians of minor-age participants required to acknowledge or sign any related policies?

RESPONSE

Administration delivers programs and services in accordance with established policies and practices, with safety and community satisfaction as primary considerations.

1. Are Criminal Record Checks and Vulnerable Sector Checks required for every adult participant?

Criminal Record Checks and Vulnerable Sector Checks are not currently required for adult participants. As part of the participant selection process, a reference check is completed for all participants after a successful audition.

Employees and volunteers who supervise or work directly with children participating in performing

arts programming activities are required to complete a Criminal Record Check, including Vulnerable Sector Screening, prior to commencing their duties. These individuals must also comply within ongoing annual disclosure requirements.

2. How often are these checks renewed?

As Criminal Record and Vulnerable Sector Checks are not required for participants, there is no established renewal requirement. Should Administration implement a requirement for participant record checks in the future, a review of applicable legislation, industry standards, and best practices would be undertaken to determine an appropriate renewal and disclosure process.

3. Are adult participants required to complete child protection or safeguarding training?

Adult Participants are not currently required to complete child protection training. That said, every cast participates in a Room Agreement Workshop facilitated by the Family and Community Support Services Branch of Community Services. During the workshop, participants establish and agree to expectations related to safety, respectful behaviour, inclusion, accountability, communication, and collaboration. The Room Agreement serves as a foundation for participant conduct and helps foster a culture of mutual respect, psychological safety, and accountability throughout the production.

4. What supervision protocols are in place to ensure adults are not alone with minor-age participants?

Standard operating protocols are in place and supported by day-to-day practices designed to maintain participant safety. Adult-youth interactions occur in group settings, are supervised by City employees, and take place in open, shared, and observable spaces where others are present. Programming and rehearsals are structured to avoid one-on-one interactions between adult and youth participants. City employee and volunteer oversight is maintained throughout program and rehearsal activities to ensure interactions remain visible and transparent, promote appropriate participant conduct, and support a safe and inclusive environment.

5. What policies govern dressing rooms, backstage access, transportation, electronic communications, and other interactions between adult and minor-age participants?

Administration has a Supervision and Participant Safety Protocol that govern dressing rooms, backstage access, transportation, electronic communication, and other interactions between adult and minor participants. These include separate dressing room facilities for youth and adults; continuous supervision of shared spaces by screened employees and parent volunteers; and expectations that adult-youth interactions occur in visible, supervised settings. Transportation is not provided by the program.

Electronic communications are conducted through an official app to support secure and transparent communication. Communications are directed to adult participants and to parents or guardians of youth participants. A youth participant may be added to app communications only at the discretion of their parent or guardian.

6. Are adult participants required to sign a Code of Conduct, and are parents or guardians

of minor-age participants required to acknowledge or sign any related policies?

Yes. At the beginning of the rehearsal process all cast members are required to sign a participation agreement. If a participant is under 18 years of age, a parent or guardian is also required to sign the agreement.

The participation agreement outlines the expectations, responsibilities and standards of conduct that must be followed throughout the rehearsal and performance period. It serves as the primary document communicating behavioural expectations and accountability for all participants.

In addition to the signed participant agreement, every cast participates in a Room Agreement Workshop facilitated by Family and Community Support Services branch of Community Services. During this workshop, participants collaboratively establish and review expectations related to behaviour, safety, respectful language, inclusion and accountability. These discussions reinforce the standards outlined in the participation agreement and help foster a safe, inclusive, respectful environment throughout production process

Edited or refined with AI support; reviewed and verified by a City employee.

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