

Creative Theatre Experience

PO Box 2192, Olympia, WA 98507

www.ctekids.org

CTE Risk Management Policy

Creative Theatre Experience, or "CTE," is a non-profit children's theatre education program in Olympia, Washington. Each summer, CTE offers workshops in theatre, dance, art, and music, all culminating in age-appropriate stage productions at the end of the summer season. CTE promotes creativity, builds important life skills, cultivates confidence, and provides leadership opportunities for children and youth entering first grade through high school.

Mission:

The mission of CTE is to collaborate with young people to create an environment of respect and compassion where they can discover for themselves their unique gifts and personal worth.

Risk Management:

Risk management is the process by which an organization reviews its susceptibility to unexpected losses and develops strategies both to prevent them from happening and to reduce the expense when they do.

Risk Manager:

The designated Risk Manager for CTE is the Managing Director (onsite during the program). There is also a Risk Manager on the CTE Board.

Risk Assessment:

CTE will identify and rate risks using the following risk assessment process:

1. Identify all the actions CTE must perform in order to carry out its mission.
2. Identify risks, such as business, financial and personal injury, associated with each action.
3. Make a list of its resources and assets, such as sources of revenue, tax exempt status, licenses, personal and real property, intellectual property, and goodwill within the community and identify the ways in which those resources are subject to damage, revocation, or loss.

4. Rate the identified risks according to the 4 Categories of Risk.

Low Risk Incident Will Occur/Low Cost if Incident Does Occur	High Risk Incident Will Occur/Low Cost if Incident Does Occur
Low Risk Incident Will Occur/High Cost if Incident Does Occur	High Risk Incident Will Occur/High Cost if Incident Does Occur

5. Rating the risk of loss will determine how many resources CTE should expend trying to lessen the risk.

Risk Mitigation:

Risk mitigation is a strategy that allows an organization to focus on the actions it can take to prevent accidents from happening and to diminish the potential of future losses.

Plan:

1. For each identified risk, analyze what CTE already does to prevent identified risks from occurring.
2. For each identified risk, identify the individual responsible for mitigating the risk.
3. Develop a safety plan, including safety education for staff and participants, and perform regular inspections. Create a procedure for reporting any unsafe conditions or broken equipment.
4. Record date of last tetanus shot for each participating child, intern and staff member.
5. Comply with the terms of the grant agreements, contracts, and government regulations.
6. Ensure appropriate financial controls are in place to make sure that funds are handled properly and all required filings are made in a timely fashion.
7. Provide training for employees and volunteers in accordance with policies and best practices.

8. Conduct background checks.
9. Require signed waivers.
10. Update existing policies.
11. Develop procedures for reporting abuse, discrimination, or harassment and procedures for addressing employees who fail to follow policy or procedure.
12. Develop record retention and expense policies.
13. Develop job descriptions for each position.
14. Develop protocols for dealing with situations between participants, between staff and participants, between staff and parents, between staff and public.
15. Purchase adequate insurance.
16. Document steps taken to mitigate each risk.
17. Review annually.

Steps to take in the event of a Loss Situation:

1. Offer sympathy to anyone impacted by the incident, but do not admit liability or commit to make any payments
2. Offer medical attention as warranted, and, if appropriate under the circumstances, have the injured party complete an "incident report."
3. Inspect the area or condition where the loss occurred and note any defects or contributing factors. Take photos or videos of the area or condition as soon as possible; document the date, time, and name of the person taking photos or videos; and retain documentation for your records. Retain any evidence relevant to the incident by immediately tagging and storing them in a protected place until you speak to your insurance adjuster. Identify witnesses and, if possible, have them give a statement of the facts as they know them, even if they did not see the incident occur.
4. Limit communications to factual statements and do not offer opinions.