



CSWU Soccer Club – Policy Manual

POLICY - CODE OF CONDUCT TO PROTECT CHILDREN

Effective Date: 2019 Revision

Related Policies

- Policy - Code of Conduct
- CSWU Guidelines on Safe Working Practice for Adults Working with Children and Youth

Why a Code of Conduct Specifically for Children?

The Calgary South West United Soccer Club has developed this Code of Conduct to Protect Children because we are committed to ensuring all children are protected and safe. A Code of Conduct to Protect Children is an important part of creating safe environments for children. The safety, rights and well-being of children participating in our programs is a priority in our daily operations. We nurture supportive and inclusive relationships with children while balancing and encouraging appropriate boundaries.

The intent of this policy is to guide our employees/volunteers in their interactions and development of healthy relationships with the children involved in the activities or programs delivered by our organization and to model appropriate boundaries for children.

For the purposes of the Calgary South West United Soccer Club, and in keeping with the Government of Canada, “minor child” is defined as a person under the age of 18, and all CSWU youth (child, minor, minor child) referenced documents are to be interpreted as pertaining to youth under the age of 18.

See:

<https://www.canada.ca/en/immigration-refugees-citizenship/corporate/publications-manuals/operational-bulletins-manuals/refugee-protection/canada/processing-provincial-definitions-minor.html>

Treating Children with Dignity and Maintaining Boundaries

All employees/volunteers must:

- Treat all children with respect and dignity.
- Establish, respect, and maintain appropriate boundaries with all children and families involved in activities or programs delivered by the organization.

It is important that we each monitor our own behavior towards children, and pay close attention to the behavior of our peers to ensure that behavior is appropriate and respectful, and will be perceived as such by others.

All interactions and activities with children:

- Should be known to, and approved by, a supervisor/designated person and/or the parents of the child.
- Tied to your duties.
- Designed to meet the child's needs not our own needs.

Calgary South West United Soccer Club prohibits the use of SMS (text & video) communications with children/youth under the age of 12. SMS communications are applicable only to teams aged U13 and up with express consent of the parent/guardian.

Always consider the child's reaction to any activities, conversations, behavior or other interactions.

If at any time you are in doubt about the appropriateness of your own behavior or the behavior of others, you should send an email to info@csvusoccer.com and CSWU will designate a person within the organization to assist you.

General Rules of Behavior

- Always adhere to the "Rule of Two"
 - This means that any one-on-one interaction between a CSWU representative and an athlete must take place within the presence of the second adult, with the exception of medical emergencies.
 - Should there be a circumstance where a screened, trained, and certified representative is not available, a screened volunteer, parent, or adult can be recruited.
- Review and practice "CSWU Guidelines on Safe Working Practice for Adults Working with Children and Youth"
- Employees/volunteers of the organization must not:
- Engage in any sort of physical contact with a child that may make the child, or a reasonable observer feel uncomfortable, or that may be seen by a reasonable observer to be violating reasonable boundaries.
- Engage in any communication with a child within or outside of job/volunteer duties, that may make the child uncomfortable or that may be seen by a reasonable observer to be violating reasonable boundaries.
- Engage in any behavior that goes against (or appears to go against) the organization's mandate, policies, or Code of Conduct to Protect Children, regardless of whether or not they are serving the organization at that moment.

- Conduct their own investigation into allegations or suspicions of potentially illegal or inappropriate behavior – it is an employee/volunteer’s duty to report the matter to his/her supervisor/designated person or Child Welfare Agency, not to investigate.

What Constitutes Inappropriate Behavior

Inappropriate behavior includes:

1. Inappropriate Communication. Communication with a child or his/her family outside of a work/volunteer context, regardless of who initiated the exchange. For example:

- Personal phone calls or letters
- Electronic communications (email, text message, instant message, online chats, social

networking (including “friending”), etc.)

- Excessive communications (online or offline)

2. Inappropriate Contact. Spending unauthorized time with a child or the child’s family outside of designated work times and volunteer activities. You must report all contact with a child or the child’s family outside of designated work times and activities BEFORE the contact occurs to the designated person within your organization.

3. Favoritism. Singling out a child or certain children and providing special privileges and attention. For example, paying a lot of attention to, giving or sending personalized gifts, or allowing privileges that are excessive, unwarranted or inappropriate.

4. Taking Personal Photos/Videos. Using a personal cell phone, camera or video to take pictures of a child, or allowing any other person to do so, as well as uploading or copying any pictures you may have taken of a child to the Internet or any personal storage device. Pictures taken as part of your job duties (when known to your supervisor) are acceptable, however, the pictures are to remain with the organization and not be used by you in a personal capacity.

Inappropriate behavior also includes:

5. Telling sexual jokes or making comments to a child that are in any way suggestive, explicit or personal.

6. Showing a child material that is sexual in nature, including, signs, cartoons, graphic novels, calendars, literature, photographs, screen savers, or displaying such material in plain view of a child, or making such material available to a child.

7. Intimidating or threatening a child. 8. Making fun of a child (shaming, embarrassing, humiliating, criticizing, or blaming).

Whether or not a particular behavior or action constitutes inappropriate behavior will be a matter determined by the organization having regard to all of the circumstances, including past behavior, and allegations or suspicions related to such behavior.

Reporting Requirements

If you are not sure whether the issue you have witnessed or heard about involves potentially illegal behavior or inappropriate behavior, discuss the issue with the designated person within your organization who will support you through the process. Remember: You have an independent duty to report all suspicions of potentially illegal behavior directly to police and/or child welfare

All employees and volunteers must report suspected child sexual abuse, inappropriate behavior or incidents that they become aware of, whether the behavior or incidents were personally witnessed or not.

Follow up on Reporting

When an allegation or suspicion of potentially illegal behavior is reported, police and/or a child welfare agency will be notified. The organization will follow up internally as appropriate.

When an allegation or suspicion of inappropriate behavior is made, the organization will follow up on the matter to gather information about what happened and determine what, if any, formal or other disciplinary action is required.

In the case of inappropriate behavior, if:

- multiple behaviors were reported;
- inappropriate behavior is recurring, or;
- the reported behavior is of serious concern;

the organization may refer the matter to a child welfare agency or police.

If at any time you are in doubt about the appropriateness of your own behavior or the behavior of others, or have any questions and concern regarding the safety of children, or members, you should send an email to info@csvusoccer.com and CSWU will designate a person within the organization to assist you.