



Child Protection Code of Conduct

Personnel Support Programs (PSP) have developed the following Child Protection Code of Conduct to guide our employees/ volunteers in their interactions with children. The safety, rights and well-being of children we serve are at the core of our daily programs. We nurture supportive relationships with children while balancing and encouraging appropriate boundaries.

Our organization is committed to ensuring that all children are protected and safe. A Code of Conduct is an integral 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.

The Code of Conduct intends to guide our staff/volunteers in developing healthy relationships with the children involved in recreation programs delivered by our organization and to model appropriate boundaries for children.

All staff/volunteers must:

- Ensure all children are treated with respect, honesty, and trust;
- Ensure children feel safe, both physically and mentally.
- Establish, respect, and maintain appropriate boundaries with all children and families involved in activities or programs delivered by the organization
- Recognize and accept children's individual needs and circumstances;
- Employ positive behaviour-management methods;
- Help children value and celebrate diversity in the community;
- Consistently model appropriate behavior
- Follow and adapt HIGH FIVE principles and design guidelines; and
- Report any suspected child maltreatment.

Child maltreatment is the abuse and neglect that occurs to children under 18 years of age. It includes all types of physical and/or emotional ill-treatment, sexual abuse, neglect, negligence and commercial or other exploitation, which results in actual or potential harm to the child's health, survival, development or dignity in the context of a relationship of responsibility, trust or power.

It is essential to monitor your behaviour towards children and pay close attention to the conduct of your peers to ensure that behaviour is appropriate and respectful and will be perceived as such by others.

All of your interactions and activities with children:

- should be known to and approved by your supervisor and the parents of the child;
- tied to your duties;
- designed to develop the child's skills or positive experience in the program

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

any time you are in doubt about the appropriateness of your behaviour or the behaviour of others, you should discuss it with your supervisor.

Suppose you have a personal or familial relationship with a child in your program. In that case, it is your responsibility to disclose the relationship in writing to your supervisor and seek approval for activities that others may perceive as inappropriate, such as driving a niece or nephew home from a program.

Employee/volunteers of PSP must NOT:

- Develop programming/activities that promote violence, sexual exploitation, discrimination, shaming, humiliation, harassment or maltreatment.
- Engage in activities that endanger a child or make a child feel uncomfortable;
- Leave a child or children unattended, ignoring children or be left alone with one child;
- Make any remark, comment, or joke to or regarding a child that is in any way suggestive, explicit, discriminatory or sexual;
- Show a child sexually explicit, violent or discriminatory material, signs, cartoons, calendars, literature, photographs, or displaying such material in plain view;
- Offer unauthorized rides/drives to children;
- Engage in any physical contact with a child that may make the child feel uncomfortable or that violates reasonable boundaries outside of safety reasons.
- Knowingly place a child in danger from anyone, either within or outside of our organization.
- Offer any child "special" treatment that falls outside of PSP's mandate or that may (or may appear to) place a child at risk of exploitation.
- Use harsh discipline or violence of any kind: Spanking, deprivation of food or washroom privileges, confinement, prolonged restraining, physical punishment.
- Verbally abuse a child in any format including but not limited to of any kind: Humiliation, threatening, swearing, harassment, yelling, sarcasm, discussion of a child within any child's hearing;
- Engage in communication with a child within or outside of duties with the child that may make the child uncomfortable or seen by a reasonable observer to violate appropriate boundaries.
Such as:
 - Making personal phone calls to a child and/or one or more members of the child's family.
 - Having personal electronic or cell phone exchanges with a child and/or one or more members of the child's family (email, text message, instant message, online chats, social networking (including "friending"), regardless of who initiated the exchange
 - Writing personal letters to a child or one or more members of the child's family.
 - Excessive communication (online or offline) with a child or the child's family
- Favour one or more children to exclude others (for example, paying much attention to, giving or sending personalized gifts, or allowing privileges that are excessive, unwarranted or inappropriate).
- Spend time with a child outside of designated work times and activities
- Take photos or videos of a child except when specifically requested to do so by the organization. Under no circumstances may an employee/volunteer ever use their cellular phone or personal camera to take pictures of a child, nor upload or copy any image they may have taken of a child to the internet or any personal storage device without signed parental admission and organizational approval; and

- Conduct their own investigation into allegations or suspicions of sexual misconduct or abuse– it is an employee/volunteer's duty to report, not investigate.

In addition to maltreatment, all allegations or suspicions of inappropriate behavior (see above examples) that a staff/volunteer learns of or witnesses first-hand must be reported to the department manager.

Failure to adhere to the code of conduct by any employee/volunteer will result in an investigation and may result in disciplinary action, up to and including termination, if warranted. Appropriate disciplinary actions are to be determined by management and will consider relevant factors, including the nature and severity of the incident.

In addition, PSP may refer the matter to child welfare, law enforcement or the employee's licensing/certification body (for example, a National Sporting Organization or the Lifesaving Society) for further investigation or documentation.

I agree to comply with the Child Protection Code of Conduct

Employee/volunteer's name, title and signature	Date
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Employee/volunteer's	Supervisor	Date
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