CHILD PROTECTION CODE OF CONDUCT

The Royal York Football Club has developed the following Child Protection Code of Conduct to guide our staff their interactions with children. The safety, rights and well-being of children we serve are at the core of RYFC's daily programs. The Royal York Football Club nurtures supportive relationships with children while balancing and encouraging appropriate boundaries.

IMPORTANCE OF CODE OF CONDUCT

The Royal York Football Club is committed to ensuring all children are protected and safe. A Code of Conduct is an important part of creating safe environments for children. The safety, rights and wellbeing of children participating in our programs is a priority in the daily operations of the Royal York Football Club.

The intent of the Code of Conduct is to guide the Club's staff in developing healthy relationships with the children involved in sport programs delivered by RYFC, and to model appropriate boundaries for children.

TREATING CHILDREN WITH DIGNITY AND MAINTAINING BOUNDARIES

All staff 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 to monitor your own behavior towards children, and pay close attention to the behavior of your peers to ensure that behavior is appropriate and respectful, and will be perceived as such by others.

All of staff's interactions and activities with children should be:

- known to RYFC and the parents of the child
- tied to staff duties,
- designed to develop the child's skills within RYFC programming

Staff always has to consider the child's reaction to any activities, conversations, behavior or other interactions. If at any time staff member is in doubt about the appropriateness of his/her own behavior or the behavior of others, staff member should discuss it with the Royal York Football Club Primary Liaison for Child Protection.

Examples of unacceptable behavior toward a child:

- embarrassing
- shaming
- blaming
- humiliating
- putting them down

GENERAL RULES OF BEHAVIOR

Staff of Royal York Football Club 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 duties with the child, 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 a staff duty to report the matter to the designated person, Child Welfare Agency, or law enforcement, not to investigate.

WHAT CONSTITUTES INAPPROPRIATE BEHAVIOR?

Inappropriate behavior includes:

1. Inappropriate Communication with a child or his/her family outside of the context of duties for the organization, regardless of who initiated the exchange. For example:
    - Personal phone calls not tied to duties with the child

• Electronic communications (email, text message, instant message, online chats, social networking including “friending”, etc.) not tied to duties with the child

• Personal letters not tied to duties

• Excessive communications (online or offline)

2. Inappropriate Contact
   Spending unauthorized time with a child outside of designated RYFC duties.

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. Pictures taken as part of staff’s job duties are acceptable, however, the pictures are to remain with the organization and not be used by staff in a personal capacity.

5. Inappropriate behavior also includes:

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

   - 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.

   - Intimidating or threatening a child.

   - Making fun of a child

Inappropriate behavior will not be tolerated, especially as it relates to the well-being of the children involved in activities or programs delivered by the Royal York Football Club.

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

REPORTING REQUIREMENTS

All staff 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.

Where to report:

1. All allegations or suspicions of potentially illegal behavior (for example, child sexual abuse) that a staff witnesses first-hand must be promptly reported to police and/or child welfare.

2. To ensure the protection of all children in our care, all allegations or suspicions of potentially illegal behavior that a staff/volunteer learns of must also be promptly reported to police and/or child welfare. Police and/or child welfare will make the determination as to whether the allegation or suspicion requires further investigation.

3. All allegations or suspicions of inappropriate behavior (see above examples), that a staff learns of or witnesses first-hand must be reported to the RYFC's Primary Liaison for Child Protection by email or by completing RYFC's Serious Occurrence Form.

Staff member may learn of potentially illegal or inappropriate behavior through the child or some other third party, or staff member may witness it first-hand. Examples of the type behavior staff member may learn of or witness and that staff member must report as set out above includes:

a) Potentially Illegal behavior by a Staff of the organization

b) Potential Illegal behavior by a third party, such as a Parent, Teacher, Babysitter, Coach, etc.

If staff member is not sure whether the issue he/she has witnessed or heard about involves potentially illegal behavior or inappropriate behavior, staff should discuss the issue with the Primary Liaison for Child Protection who will support you through the process.

Staff member has an independent duty to report all suspicions of potentially illegal behavior directly to police and/or child welfare.

Royal York Football Club Primary Liaison for Child Protection
Attn: Kofi Boateng
childprotect@royalyorkfc.com

RYFC Serious Occurrence Report Form is appended to this document and it can be found at www.royalyorkfc.com/governance

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 Royal York Football Club will follow up internally as appropriate.

When an allegation or suspicion of inappropriate behavior is made, the sport 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 Royal York Football Club may refer the matter to a child welfare agency or the police.

ADDITIONAL RESOURCES FROM THE CANADIAN CENTRE FOR CHILD PROTECTION

Guidelines for Adults Interacting with Children in Sport

Reporting Sexual Abuse and Misconduct

Steps for Reporting Child Abuse

Steps for Reporting Inappropriate Conduct

SERIOUS OCCURRENCE REPORT FORM

Formal complaint must be completed in writing to the Royal York Football Club General Manager or the Royal York Football Club Technical Director using this Serious Occurrence Report Form. All the information contained below must be completed.

Name: _____

Circle one: RYFC Staff Parent Player Witness

Circumstances surrounding the allegation(s)	
Name of the accused	
Relationship with the complainant	
Date(s) of the incident(s)	
Time(s) of the incident(s)	
Location(s) where the alleged incident(s) would have taken place:	
Name of the Witness 1:	
Name of the Witness 2:	
Name of the Witness 3:	

STATEMENT – (please provide a detailed description of the inappropriate behavior or conduct: