

	TITLE	POLICY TO PROTECT VULNERABLE PERSONS		
	DESCRIPTION	This policy is to ensure the safety of Vulnerable Persons at Burlington Soccer Club. It establishes boundaries for all employees, coaches, volunteers and contractors interacting with Vulnerable Persons. Assists individuals in identifying concerning behaviour, and clarifies the steps taken to address concerning behaviour.		
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SECTION 1 - DEFINITION	
	<p>“Vulnerable Person” means any person under the age of 18 and any adult with a physical and/or mental impairment which impedes their ability to express or act on their wishes or to ascertain or exercise their rights.</p> <p>“Contractor”, for the purposes of this Policy means any person working for the Burlington Soccer Club as an independent contractor, such as referees and linesmen.</p>
SECTION 2 – POLICY	
PURPOSE	<p>Burlington Soccer Club has developed the Policy to Protect Vulnerable Persons to guide our employees, coaches, volunteers and contractors in their interactions with Vulnerable Persons. The safety, rights and well-being of Vulnerable Persons we serve are at the core of our daily operations. We nurture supportive relationships with Vulnerable Persons while balancing and encouraging appropriate boundaries.</p> <p>Burlington Soccer Club is committed to ensuring all Vulnerable Persons are protected and safe. A Policy to Protect Vulnerable Persons is an important component to creating a safe environment. The safety, rights and well-being of Vulnerable Persons participating in our programs is a priority in our daily operations.</p> <p>The intent of this policy is to guide our employees, coaches, volunteers and contractors in developing healthy relationships with the Vulnerable Persons involved in activities or programs delivered by our organization and to model appropriate boundaries for Vulnerable Persons.</p>
SECTION 3 – PROCEDURES	

PROCEDURES

Treating Vulnerable Persons With Dignity and Maintaining Boundaries:

All employees, coaches, volunteers and contractors must:

- Treat all Vulnerable Persons with respect and dignity
- Establish, respect, and maintain appropriate boundaries with all Vulnerable Persons and families involved in activities or programs delivered

It is important to monitor one's own behaviour towards Vulnerable Persons, and pay close attention to the behaviour of peers to ensure that behaviour is appropriate and respectful, and will be perceived as such by others.

All interactions and activities with Vulnerable Persons:

- should be known to, and approved by the supervisor/Executive Director and/or the parents of the Vulnerable Person
- tied to one's duties , and
- designed to meet the Vulnerable Person's needs, not one's own needs.

Always consider the Vulnerable Persons reaction to any activities, conversations, behaviour or other interactions. **If at any time there is doubt about the appropriateness of one's own behaviour or the behaviour of others, the situation should be discussed with the club's Executive Director or their delegate.**

Examples of unacceptable behaviour toward a Vulnerable Person:

- criticizing
- embarrassing
- shaming
- blaming
- humiliating
- inappropriate physical contact

General Rules of Behaviour:

Employees, coaches, volunteers and contractors of the organization must not:

- Engage in any sort of physical contact with a Vulnerable Person that may make the Vulnerable Person 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 Vulnerable Person within or outside of job/volunteer duties, that may make the Vulnerable Person uncomfortable or that may be seen by a reasonable observer to be violating reasonable boundaries.
- Engage in any behaviour that goes against (or appears to go against) Burlington Soccer Club's mandate, policies, or Code of Conduct to Protect Vulnerable Persons, regardless of whether or not they are serving the BSC at that moment
- Conduct their own investigation into allegations or suspicions of potentially criminal or inappropriate behaviour – it is an employee, coach, volunteer or contractor's duty to report the matter to their supervisor or the club's Executive Director or Children's Aid Society, not to investigate.

What Constitutes Inappropriate Behaviour:

Inappropriate behaviour includes:

1. **Inappropriate Communication.** Unauthorized¹ communication with a Vulnerable or their family outside of a work/volunteer context, regardless of who initiated the exchange. For example:
 - Personal phone calls
 - Electronic communications (email, text message, instant message, online chats, social networking (including “friending”), etc.)
 - Personal letters
 - Excessive communications (online or offline)
2. **Inappropriate Contact.** Spending unauthorized time with a Vulnerable Person or the Vulnerable Person’s family outside of designated work times and volunteer activities. *One must receive approval in writing for all contact with a Vulnerable Person or their family outside of designated work times and activities BEFORE the contact occurs.*
3. **Favouritism.** Singling out a Vulnerable Person or certain Vulnerable Persons 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 Vulnerable Person, or allowing any other person to do so, as well as uploading or copying any pictures taken of a Vulnerable Person to the Internet or any personal storage device. Pictures taken as part of one’s job duties (when known to your supervisor) are acceptable, however, the pictures are to remain with the organization and not be used in a personal capacity.

Inappropriate behaviour also includes:

5. Telling sexual jokes to a Vulnerable Person, or making comments to a Vulnerable Person that are or is in any way suggestive, explicit or personal.
6. Showing a Vulnerable Person 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 Vulnerable Person, or making such material available to a Vulnerable Person.
7. Intimidating or threatening a Vulnerable Person.
8. Making fun of a Vulnerable Person.

Inappropriate behaviour will not be tolerated, especially as it relates to the well-being of the Vulnerable Persons involved in activities or programs delivered by the Burlington Soccer Club.

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

Reporting Requirements:

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

Where to report:

1. All allegations or suspicions of **potentially criminal behaviour** that an employee, coach, volunteer or contractor witnesses first-hand, must be promptly reported to police.
2. To ensure the protection of all Vulnerable Persons in our care, all allegations or suspicions of **potentially criminal behaviour** that an employee, coach, volunteer or contractor learns of must also be promptly reported to police. The police will make the determination as to whether the allegation or suspicion requires further investigation.
3. All allegations or suspicions of **inappropriate behaviour** (see above examples), that an employee, coach, volunteer or contractor learns of or witnesses first-hand, must be reported to their supervisor or the Executive Director.

Keep in mind that one may learn of potentially criminal or inappropriate behaviour through the Vulnerable Person or some other third party, or it may be witnessed first-hand. Examples of the type behaviour one may learn of or witness that must be reported as set out above includes:

- a. Potentially criminal behaviour by an employee, coach or volunteer of the organization
- b. Potential criminal behaviour by a third party, such as a Parent, Teacher, Babysitter, Coach.

If one is not sure whether the issue witnessed or heard about involves potentially criminal behaviour or inappropriate behaviour, discuss the issue with the Club's Executive Director who will assist with the process. Remember: there is an independent duty to report all suspicions of child abuse directly to the local Children's Aid Society.

Follow up on Reporting:

When an allegation or suspicion of potentially criminal behaviour is reported, police and/or the Children's Aid Society will be notified. The organization will follow up internally as appropriate.

When an allegation or suspicion of inappropriate behaviour 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 behaviour, if:

- multiple behaviours were reported
- inappropriate behaviour is recurring, or
- the reported behaviour is of serious concern

¹ The Burlington Soccer Club Executive Director may authorize in writing communication and or contact with a Vulnerable Person in special circumstances.

the organization may refer the matter to the police. Suspected child abuse will always be reported to the local Children’s Aid Society.

Code of Conduct to Protect Vulnerable Persons:

All employees, coaches, volunteers and contractors who have direct contact with Vulnerable Persons, will be provided with Burlington Soccer Club’s Code of Conduct to Protect Children for their review. Upon review and acceptance of this code, a signed copy must be provided to the BSC prior to any contact with Vulnerable Persons is allowed.

SECTION 4 – APPROVALS

VERSION NUMBER	EXECUTIVE DIRECTOR APPROVAL		BOARD APPROVAL		PUBLISH DATE
	Initial	Date	Initial	Date	