



Code of Conduct to Protect Children

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Kemptville District Soccer Club (KDSC) is committed to ensuring the safety, rights, and well-being of the children the Club serves are at the core of KDSC programming. It is the goal of KDSC to nurture supportive relationships with children while balancing and encouraging appropriate boundaries. KDSC has developed the *Code of Conduct to Protect Children* to guide the officers/officials/volunteers and members in developing healthy relationships with the children involved in KDSC programming and to model the appropriate boundaries for children.

Treat Children with Dignity and Maintain Boundaries:

All officers, officials, volunteers, and members must:

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

It is important to monitor your own individual behaviour towards children and pay close attention to the behaviour of your peers, other coaches, and other individuals associated with the Club to ensure that the behaviour is appropriate, respectful and will be perceived as such by other Club members.

Interactions and Activities with Children should be:

- Known to KDSC and the parents of the child.
- Related to your duties and designed to develop the child's skills related to KDSC programming.

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 own behaviour or witness to the behaviour of others, you should bring the issue to the attention of the KDSC Executive in writing by email to club@kemptvillesoccer.com.

Examples of Unacceptable Behaviour Directed towards a Child include but are not limited to:

- Blaming them directly.
- Embarrassing and/or humiliating them.
- Putting them down.
- Shaming them.

General Guidelines of Behaviour:

All officers, officials, volunteers, and members **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, which may make the child 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 the Club's constitution, policies, or Code of Conduct to Protect Children, regardless of whether they are serving the Club.
- Conduct their own investigation into allegations or suspicions of potentially illegal or inappropriate behaviour.

What Constitutes Inappropriate Behaviour:

1. Inappropriate Communication:

Communication with a child or their family outside of the context of duties for the Club, 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") not tied to duties with the child.
- Team group chats are permitted, however there must be a minimum of two adults involved with the chat group (Example: Head Coach, Team Manager or Parent).
- Personal letters not tied to the duties of the child.
- Excessive communications (online and offline).

2. Inappropriate Contact:

- Spending any unauthorised time with a child outside of designed KDSC duties.

3. Showing Favoritism:

- Singling out a child or certain children and providing special privileges and attention. For example, paying more 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 duties are acceptable (e.g., Competition action,

team photos), however, the pictures are to remain with the Club and not be used by you in a personal capacity.

5. Behaviours that are Harmful or Sexual in Nature:

- Intimidating or threatening a child.
- Making fun of a child.
- Telling sexual jokes to a child or making comments to a child that are 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.

Inappropriate behaviour will not be tolerated, especially as it relates to the well-being of the children involved in programs delivered by KDSC. Whether or not a particular behaviour or action constitutes inappropriate behaviour will be a matter determined by KDSC having regard to all the circumstances, including past behaviour, and allegations or suspicions related to such behaviour.

Reporting Requirements:

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

Where to Report:

1. Allegations or suspicions of potentially illegal behaviour (example, child sexual abuse) that an officer, official or volunteer witnesses first-hand must be promptly reported to local police and/or child welfare authorities.
2. To ensure the protection of the children within the Club, all allegations, or suspicions of potentially illegal behaviour that an officer, official or volunteer learns of must also be promptly reported to local police and/or child welfare authorities.
3. All allegations or suspicions of inappropriate behaviour, that an officer, official or volunteer learns of, or witnesses first-hand must be reported to the KDSC Executive at club@kemptvillesoccer.com. Keep in mind that you may learn of potentially illegal or inappropriate behaviour through the child or other third party, or you may witness it first-hand.

Examples of the type of behaviour you may learn of or be witness to that you must report:

1. Potentially illegal behaviour by officers, officials, and volunteers of the Club.
2. Potentially illegal behaviour by a third party, such as a parent, teacher, babysitter, coach.

If you are not sure whether the issue you have witnessed or heard about involves potentially illegal behaviour or inappropriate behaviour, discuss the issue with any member of the KDSC Executive who will support you through the process.

Follow up on Reporting:

When allegations or suspicion of potentially illegal behaviour is reported, local police and/or a child welfare agency will be notified. KDSC will follow up internally as appropriate including gathering information about an event and determining what, if any, formal or other disciplinary action is required.

In the event of inappropriate behaviour, if:

- a) Multiple behaviours were reported.
- b) Inappropriate behaviour is occurring.
- c) Reported behaviour is of serious concern.

KDSC may refer the matter to local police and/or child welfare agency.

Additional Resources:

Canadian Centre for Child Protection at: <https://www.protectchildren.ca/en/>.