



CHILD PROTECTION CODE OF CONDUCT

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Contents

CHILD PROTECTION CODE 3
IMPORTANCE OF CODE OF CONDUCT 3
TREATING CHILDREN WITH DIGNITY AND MAINTAINING BOUNDARIES..... 3
GENERAL RULES OF BEHAVIOUR 4
WHAT CONSTITUTES INAPPROPRIATE BEHAVIOUR? 5
REPORTING REQUIREMENTS 6
FOLLOW UP ON REPORTING..... 7
SERIOUS OCCURRENCE REPORT FORM 8

CHILD PROTECTION CODE

The Halton Hawks FC 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 HHFC 's daily programs. The Halton Hawks FC nurtures supportive relationships with children while balancing and encouraging appropriate boundaries.

IMPORTANCE OF CODE OF CONDUCT

The Halton Hawks FC 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 Halton Hawks FC .

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 HHFC , 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 behaviour towards children, and pay close attention to the behaviour of your peers to ensure that behaviour 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 HHFC and the parents of the child
- tied to staff duties,
- designed to develop the child's skills within HHFC programming

Staff always must consider the child's reaction to any activities, conversations, behaviour or other interactions. If at any time staff member is in doubt about the appropriateness of his/her own behaviour or the behaviour of others, staff member should discuss it with the COO of Halton Hawks FC .

Examples of unacceptable behaviour toward a child:

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

GENERAL RULES OF BEHAVIOUR

Staff of Halton Hawks FC 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 behaviour 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 behaviour – 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 BEHAVIOUR?

Inappropriate behaviour 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 HHFC duties.
3. Favouritism
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 behaviour 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 behaviour will not be tolerated, especially as it relates to the well-being of the children involved in activities or programs delivered by the Halton Hawks FC .

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

REPORTING REQUIREMENTS

All staff 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 illegal behaviour (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 behaviour 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 behaviour (see above examples), that a staff learns of or witnesses first-hand must be reported to the Disciplinary Chair of the Halton Hawks FC by phone or email or by completing HHFC 's Serious Occurrence Form.

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

- a) Potentially Illegal behaviour by a Staff of the organization
- b) Potential Illegal behaviour 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 behaviour or inappropriate behaviour, staff should discuss the issue with the Disciplinary Chair who will support you through the process.

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

Halton Hawks FC
Toni Marin –
COO
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HHFC Serious Occurrence Report Form is appended to this document and it can be found at www.haltonhawksfc.com

FOLLOW UP ON REPORTING

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

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

- Multiple behaviours were reported
- Inappropriate behaviour is recurring, or
- The reported behaviour is of serious concern the Halton Hawks FC may refer the matter to a child welfare agency or the police.

SERIOUS OCCURRENCE REPORT FORM

Formal complaint must be completed in writing to the OSC Executive Director or the OSC Technical Director using this Serious Occurrence Report Form. All the information contained below must be completed.

Name: _____

Circle one: HHFC 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 behaviour or conduct: