



CHILLIWACK FC CODE OF CONDUCT TO PROTECT CHILDREN

About this Code of Conduct to Protect Children

What is it?

This Child Protection Code of Conduct is a component of the *Commit to Kids: Sport Edition* – a supplementary resource of the Commit to Kids™ child sexual abuse prevention program. The objective of developing and implementing such a Code of Conduct is to help increase the safety of the children in your care. The Code of Conduct has been adopted by Chilliwack FC to establish boundaries for all employees and volunteers at Chilliwack FC interacting with children, assist individuals in identifying concerning behaviour, and clarify the steps they should take to address such behaviour.

Code of Conduct to Protect Children

Introduction

Chilliwack FC has developed the following Child Protection Code of Conduct to guide our employees and 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.

Why Child Protection is Important

Chilliwack 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 well-being of children participating in our programs is a priority in our daily operations.

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

Treating Children with Respect and Maintaining Boundaries

All staff/volunteers 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 your interactions and activities with children:

- should be known to, and approved by the board, where applicable, and the parents of the child
- tied to your duties, and
- designed to develop the child's skills in the sport 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 own behaviour or the behaviour of others, you should discuss it with the designated person within your organization.**



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Examples of unacceptable behaviour toward a child:

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

General Rules of Behaviour:

Staff/volunteers of Chilliwack 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/volunteer's 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.** 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 with the child
 - Excessive communications (online or offline)
2. **Inappropriate Contact.** Spending unauthorized time with a child outside of designated duties with the organization.
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).



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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 job duties are acceptable, however, the pictures are to remain with the organization and not be used by you in a personal capacity.

Inappropriate behaviour also includes:

5. Telling sexual jokes to a child, or making comments to a child that are or is in any way suggestive, explicit or personal.
6. 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
7. Intimidating or threatening a child
8. 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 Chilliwack FC.

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

Reporting Requirements:

All staff and volunteers 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/volunteer 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/volunteer learns of or witnesses first-hand, must be reported to the designate for the sport organization.

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

- a. Potentially Illegal behaviour by a Staff/Volunteer of the organization
- b. Potential 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 the designated person within your organization who will support you through the process. Remember: You have an independent duty to report all suspicions of potentially illegal behaviour directly to police and/or child welfare.



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Anti-Bullying Policy

Bullying has become a major issue in today's society. Whether it is at school or on the soccer field, bullying is an issue that needs to be addressed. Chilliwack FC recognizes the seriousness of bullying and wants to bring this issue to the forefront of the club's policy. Chilliwack FC is set on implementing a progressive policy that will aim to prevent bullying and make for a better overall environment on and off the field for our players.

Bullying is defined as unwanted, aggressive behavior that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Individuals who are bullied and who bully others may have serious, lasting problems. A safe and inclusive learning environment in our club is critical for our players to achieve success. Parents and players must be confident in knowing that our club's environment is free from harassment, violence, intolerance, and intimidation, all of which are forms of bullying. Chilliwack FC would like to ensure that we have and enforce an anti-bullying policy for all players and coaches in the club. The aim of this policy is to properly educate our coaches about bullying so that they are aware of it and can reiterate it to the players.

The Chilliwack FC Code of Conduct describes the positive behaviors expected of the club's player's coaches and parents. The code of conduct applies to all, sets standards for behavior, and covers a focused set of expected positive behaviors. Along with our Code of Conduct we expect all our players to adhere to this Anti-Bully Policy. Continuous education to coaches will make all our coaches aware of this Anti-Bullying policy. Our coaches will be trained on how to be more aware about bullying and so they can reiterate that awareness to their players. We will expect our coaches to employ preventative measures so that bullying is not an issue for any of our players. If cases of bullying do arise we have a conflicts and resolution protocol (see below).

Conflict and Resolution Protocol

Conflict Procedure

1. Report bullying incidents to the coach, manager, coordinator, or a member of the executive.
2. Coach/adult needs to contact the Executive immediately.
3. Parents should be informed and will be asked to come into a meeting to discuss the problem.
4. If necessary and appropriate, police will be consulted.
5. The bullying behaviour or threats of bullying must be investigated, and the bullying stopped quickly.
6. An attempt will be made to help the bully (bullies) change their behaviour.
7. If mediation fails and the bullying is seen to continue the club will initiate disciplinary action. The Chilliwack FC Chairperson with support of the Board of Directors shall be responsible for the disciplinary actions.

Recommended Actions for Resolution

If Chilliwack FC coaches decide it is appropriate for the parties involved to deal with the situation they should follow the procedure outlined below.

1. Reconciliation by getting the parties together. It may be that a genuine apology solves the problem.
2. If this fails/not appropriate coach(es) of the team should meet with the parent and child alleging bullying to get details of the allegation. Minutes should be taken for clarity.
3. The coach(es) should meet with the alleged bully and parent/s and put the incident raised to them to answer and give their view of the allegation. Minutes should again be taken.
4. The coach(es) should talk to anyone else that may have been involved to gather additional information; again,



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minutes should be taken.

5. If bullying has in their view taken place the athletes should be warned and put on notice of further action. Consideration should be given as to whether a reconciliation meeting between parties is appropriate at this time.
6. All other coaches involved with both athletes should be made aware of the concerns and outcome of the process i.e. the warning.

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. Chilliwack FC will follow up internally as appropriate.

When an allegation or suspicion of inappropriate behaviour is made, Chilliwack FC 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

Chilliwack FC may refer the matter to a child welfare agency or police.

I agree to comply with the Code of Conduct to Protect Children for Chilliwack FC.

Staff/volunteer's signature

Date