



Cape Breton FC

Child Protection Code of Conduct

Cape Breton FC has developed the following Child Protection Code of Conduct to guide our employees/volunteers in their interactions with children. The safety, rights, and well-being of the children we serve are at the core of Cape Breton FC's daily programs. Our club nurtures supportive relationships with children while balancing and encouraging appropriate boundaries.

WHY A CODE OF CONDUCT IS IMPORTANT?

Cape Breton 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 the daily operations of Cape Breton FC.

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

TREATING CHILDREN WITH DIGNITY 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 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 your interactions and activities with children should be:

- known to Cape Breton FC and the parents of the child
- tied to your duties, and
- designed to develop the child's skills within Cape Breton FC programming

Always consider the child's reaction to any activities, conversations, behavior, or other interactions. If at any time you are in doubt about the appropriateness of your own behavior or the behavior of others, you should discuss it with the Club Manager/Director of Soccer of Cape Breton FC.



Examples of unacceptable behavior toward a child:

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

GENERAL RULES OF BEHAVIOUR

Staff/volunteers of Cape Breton 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 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 member/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 behavior 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) This Code is intended as an example only.
2. Inappropriate Contact
Spending unauthorized time with a child outside of designated Cape Breton FC 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. 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 behavior also includes:
 5. Telling sexual jokes to a child or making comments to a child that are 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 behavior will not be tolerated, especially as it relates to the well-being of the children involved in activities or programs delivered by Cape Breton FC.

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



REPORTING REQUIREMENTS

All staff and volunteers 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/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 behavior** that a staff member/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 member/volunteer learns of or witnesses first-hand must be reported to the Club Manager/Director of Soccer of Cape Breton FC by phone or email or by using Cape Breton FC's Serious Occurrence Form.

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

- a) Potentially Illegal behavior by a Staff member/Volunteer of the organization
- b) Potential Illegal behavior by a third party, such as a Parent, Teacher, Babysitter, Coach, etc.

If you are not sure whether the issue you have witnessed or heard about involves potentially illegal behavior or inappropriate behavior, discuss the issue with the Club Manager/Director of Soccer who will support you through the process.

Remember: You have an independent duty to report all suspicions of potentially illegal behavior directly to Police and/or child welfare.

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