**Reporting and Documenting Complaints: Inappropriate Behaviour Policy**

At South Shore United FC, all children have the right to a safe and

respectful environment that is free from inappropriate conduct. Any conduct of an employee/

volunteer that violates the Code of Conduct to Protect Children will not be tolerated. Any

employee/volunteer engaging in such conduct will be subject to a range of disciplinary

procedures up to and including dismissal (see Discipline/Suspension/Dismissal: Inappropriate

Behaviour policy). Similarly, employees/volunteers who are aware of breaches of the Code of

Conduct to Protect Children, but fail to report the information and take other appropriate action

as reasonable in the circumstances, may be subject to discipline.

South Shore United FC is committed to:

• Ensuring that prompt action is taken in regard to allegations or suspicions of inappropriate

behaviour.

• Ensuring we create an environment that encourages reporting.

• Treating all allegations or suspicions of inappropriate behaviour as confidential.

**PURPOSE**

Child–serving organizations are committed to providing safe and nurturing environments;

however, because they work with children, they are vulnerable to attracting employees/

volunteers who want to access and sexually abuse children or who may have inappropriate

boundaries and relationships with children.

**WHY IS THIS POLICY IMPORTANT?**

Organizations must have internal reporting procedures regarding the following types of

incidents:

Misconduct:

• An employee/volunteer’s inappropriate behaviour towards a child or children.

• The action taken by the organization will depend upon the nature of the incident; however, it

is important for the organization to distinguish between illegal behaviour and inappropriate

behaviour and establish appropriate reporting procedures for each.

**PARAMTERES**

This policy applies to all employees/volunteers of [Insert the name of your organization here]

including full-time, part-time, contract, temporary, or casual employees.

Our policies and procedures, and the Code of Conduct to Protect Children, defines

inappropriate behaviour. Employees/volunteers are required to immediately report all

inappropriate behaviour they witness or allegations or suspicions of inappropriate behaviour

they learn about. If you are in doubt as to whether a behaviour is inappropriate, you must

Soccer Nova Scotia Policies, Procedures & Code of Conduct Best Practice

report the behaviour to your Supervisor/administrator/president to enable the Supervisor/

administrator/president to make an assessment.

**PROCEDURE**

Employees/volunteers:

1. If the child is the one conveying the information about inappropriate behaviour:

a) Treat the information seriously and reassure the child (if appropriate).

b) Report immediately to your Supervisor/administrator/president.

c) Document the information provided on Incident Report Form.

2. If you witness something that you believe may be inappropriate behaviour:

a) Do what you can to stop or interrupt the behaviour or situation causing the concern, to

the extent you are able to do so without unreasonably jeopardizing your safety or the

safety of the child involved. If you do not know the child or adult involved, take

reasonable steps to identify the party you do not know and/or to note any identifiable

features that may help to identify him/her.

b) Report immediately to your Supervisor/administrator/president.

c) Document what you have witnessed and what steps (if any) you took to stop or

interrupt the behaviour on Incident Report Form.

3. If the information is being conveyed through another source (third party, another employee,

another volunteer):

a) Treat the information seriously.

b) Document the information you have received on Incident Report Form.

4. Keep the information confidential.

**5. Do not attempt to determine the accuracy of the information. A process of**

**information gathering will ensue once your Supervisor/administrator/president is**

**made aware of the information or concern.**

Supervisor/administrator/president:

1. Consult with President or Vice President, and determine whether follow-up on the concern is warranted.

a) Document determination on Incident Report Form.

President or Vice President:

1. Meet with employee/volunteer who allegedly behaved inappropriately to discuss the

information received.

a) Tell the employee/volunteer about the information received without disclosing the

source (wherever possible).

b) Ask the employee/volunteer to share his/her version of events.

c) Document the discussion on Incident Report Form.

2. Seek legal counsel and/or consult with an HR professional.

3. If applicable, follow steps from the Discipline/Suspension/Dismissal: Inappropriate

Behaviour policy on page [Insert page number].

4. Document the outcome on Incident Report Form.

**OTHER MATTERS OF NOTE**

**Interference with the Conduct of an Internal Inquiry into Inappropriate Behaviour**

A threat or promise made to discourage the reporting of information about inappropriate

behaviour in accordance with this policy, or any interference with the organization’s follow-up

discussions regarding information received about inappropriate behaviour, including an attempt

to have any such information withdrawn, is strictly prohibited and will result in disciplinary

action.

**Confidentiality**

All information related to inappropriate behaviour will be handled in confidence. We will not

disclose the identity of any parties involved, or the circumstances, except where necessary for

the purpose of follow-up or corrective action, where required by law, or for the protection of

individuals. Similarly, employees/volunteers interviewed as part of the follow-up process shall

treat all information in a confidential manner. An employee/volunteer who breaches

confidentiality may be subject to discipline.

A copy of the documented incident shall be placed in the accused employee/volunteer’s

human resource file and parents shall be alerted where appropriate and/or necessary pursuant

to existing laws and/or information shall be shared with relevant child protection authorities in

your province. Any identifying information about the child victim or reporting person shall be

removed from this copy. A generic letter shall also be placed in the file that indicates the

alleged offence, how it was handled and any follow-up that was completed.