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Introduction

North York Academy has developed the following Code of Conduct to Protect Children to guide our employees/volunteers in their interactions with children. The safety, rights and well-being of children within our academy are at the core of our daily operations. We nurture supportive relationships with children while balancing and maintaining appropriate boundaries in accordance with the <https://www.ontario.ca/laws/statute/17c14> (Child, Youth and Family Services Act, 2017)

Treating Children with Dignity and Maintaining Boundaries

All Employees/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 North York Academy.

It is important to monitor your own behaviours towards children and pay close attention to the behaviours of your peers to ensure that behaviour is appropriate and respectful, and will be perceived as such by others. If you are unsure of the appropriateness of behaviour of yourself or other please consult the owner.

All your interactions and activities with children

- Should be known to, and approved by, your supervisor/designated person and/or the parents of the child;
- Tied to your duties, and;
- Designed to meet the child's needs not your own needs.

Always consider the child's reaction to any activities, conversations, behaviours or other interactions. If at any time you are in doubt the appropriateness of your own behaviour or the behaviour of others, you should discuss the owner.

General Rules of Behaviour

Employees/volunteers of North York Academy must not:

- Engage in any sort of physical contact with a child that may make the child of a reasonable observer feel uncomfortable, or that may be seen by a reasonable observer to be violating reasonable behaviour.
- Engage in any communication with a child within or outside of job/volunteer duties, 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 potential illegal or inappropriate behaviour – it is an employee/volunteer's duty to report that matter to his/her supervisor/Executive Director or Child Welfare Agency, not to investigate.

Examples of Inappropriate Behavior (the NYA Code of Conduct and Ethics)¹:

- Written or verbal abuse, threats, or outbursts;
- The display of visual material which is offensive or which a reasonable person ought to know is offensive in the circumstances;
- Unwelcome remarks, jokes, comments, innuendo, or taunts;
- Leering or other suggestive or obscene gestures;
- Bullying;
- Offensive or intimidating phone calls, texts, voice mails or emails;
- Displaying or circulating offensive pictures, photographs or materials in printed or electronic form;
- Psychological abuse;
- Discrimination;
- Verbal threats to attack;
- Sending or leaving threatening notes, texts, voice mail or emails;
- Wielding a weapon;
- Hitting, pinching or unwanted touching which is not accidental or deemed to be generally accepted as a part of sport participation;
- Sexist jokes;
- Sexual violence;
- Display of sexually offensive material;
- Sexually degrading words used to describe a person;
- Inquiries or comments about a person's sex life;
- Unwelcome sexual flirtations, advances, requests, invitations or propositions;
- Inappropriate sexual touching, advances, suggestions or requests;
- Unwanted physical contact including, but not limited to, touching, petting, pinching, or kissing; and
- Physical or sexual assault.

¹ North York Academy Code of Conduct and Ethics
North York Academy
Code of Conduct to Protect Children

Duty to Report

Internal Reporting: Steps²

1. A child discloses information or information is discovered indicating that a coach/volunteer may have acted inappropriately
2. Coach/Staff Member/Parent who receives the report notifies NYA by submitting the Inappropriate Behavior report form (can be found on the club's website www.northyorkfc.com in the "Policies and Forms" section) to info@northyorkfc.com
3. The NYA Head (e.g. Director, Owner, Executive Director, General Manager) reviews and assesses the report
4. If warranted, meet with accused coach/volunteer/staff member to discuss allegations and concerns. The individual is told about the complaint without disclosing the source. The individual is asked to respond to the allegation.
5. If the head of the organization determines that the nature of the conduct is not sufficiently serious to warrant formal action, the organization may choose to clarify expectations with the coach/volunteer as outlined in the Code of Conduct to Protect Children.
6. If the NYA Head determines that the nature of the conduct is sufficiently serious to warrant action, an internal follow-up takes place:
 - a. Inappropriate conduct is not substantiated
 - i. Follow internal policies. No further action necessary but organization may choose to take the opportunity to remind all coaches/volunteers of the NYA Code of Conduct to Protect Children.
 - b. Inappropriate conduct is substantiated
 - i. Next steps will depend on severity of the conduct, the nature of the information gathered during internal follow-up, and other relevant circumstances (such as past inappropriate conduct of a similar nature). Varying levels of disciplinary action may be appropriate. For example, it may be prudent for an organization to report concerns to child welfare or law enforcement.
 - c. Inconclusive
 - i. Next steps will need to be carefully considered and depend on the nature of the information gathered during the internal follow-up. Work through options, assess risk and consult professionals as needed.
7. Adequately supervise and monitor coach/volunteer, consistent with internal policies. (NYA Code of Conduct and Ethics)

However, if you have reasonable grounds to suspect that a child is or may be in need of protection, you must report those concerns to a child welfare agency using the guidelines specified in the "External Reporting" section below, as well as to North York Academy by submitting a report to info@northyorkfc.com

External Reporting³

Section 72.1 of the Child and Family Services Act requires anyone who has reasonable grounds to suspect that a child is or may be in need of protection to report those concerns to a child welfare agency. People are obligated to report to child welfare if they feel a child:

- Has been physically harmed or sexually molested by a parent or someone else in charge of the child
- Is at risk of physical or sexual harm
- Demonstrates extreme anxiety that appears to be due to parental neglect

² Commit 2 Kids – Inappropriate Conduct: Steps for Reporting

³ Ontario Association of Children's Aid Societies

<http://www.oacas.org>

North York Academy

Code of Conduct to Protect Children

These include:

- Direct witnessing of abuse (physical, sexual, emotional)
- Overhearing the abuse
- Seeing the aftermath of the abuse (physical injuries, emotional impact)
- Living in a threatening environment for a long period of time

Sexual abuse must be reported. Sexual abuse occurs when a child is used for the sexual gratification of an adult or an older child. The child may co-operate because he or she wants to please the adult or out of fear. It includes sexual intercourse, exposing a child's private areas, indecent phone calls, fondling for sexual purposes, watching a child undress for sexual pleasure, and allowing/forcing a child to look at or perform in pornographic pictures or videos, or engage in prostitution.

If you see or have reason to believe a child is in need of protection or is at risk of harm, make the call to your local Children's Aid Society. There is someone available to receive your call 24 hours a day, 365 days a year. Contact information can be found below.

Children's Aid Society of Toronto / La société de l'aide à l'enfance de Toronto	416-924-4646	Etobicoke, North York, Scarborough, Toronto
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