



T AFC Academy Policy for Appropriate and Inappropriate Conduct Between Adults to Adolescents & Children.

Behavioural Guidelines: It is of the utmost importance that the staff behavioural conduct is maintained to the highest standard at T AFC.

1. T AFC staff and coaches must use **positive** guidance techniques: Redirection, Positive feedback, Encouragement.
2. Set up guidelines and environments that are age appropriate and that minimize the need for discipline. Ensure the safety of all children by providing effective supervision, proper pre-planning of coaching sessions, using safe methods at all times
3. Consider the well-being and safety of participants before the development of performance.
4. Encourage and guide participants to accept responsibility for their own performance and behaviour.
5. Physical restraint is NOT acceptable unless under the following situations: The child is physically aggressive towards another child such that the child's actions may harm the safety of another (it is necessary to protect the child or other children from harm) and must be documented by an incident report.
6. Not allow any rough or dangerous play, bullying, or the use of bad language or inappropriate behaviour.
7. Staff and coaches must respond to children with respect and consideration, each child must be treated equally and respectfully despite race, religion, gender, sex, etc... (ex: if a biologically male prefers to addressed by she/her, you will refer to that camper as she/her).
8. Appreciate the efforts of all young people and not over-train the young people. Never exert undue influence over performers to obtain personal benefit or reward.
9. All Staff must respect each child's right to say "no," no child is to be forced to do something they are uncomfortable doing.
10. Camp staff and coaches must refrain from intimate personal displays of affection towards others in the presence of children.
11. Using, possessing, or being under the influence of alcohol or illegal drugs while you are representing T AFC and more importantly while minors are under your care is prohibited.
12. Harassment of any kind is prohibited this includes but is not limited to sharing intimate details, inappropriate jokes, etc..
13. Not let any allegations of abuse of any kind or poor practice to go unchallenged or unrecorded. Incidents and accidents to be recorded in the line with the club's procedures. Parents will be informed.

14. Staff and coaches shall portray positive role modelling for youth by maintaining an attitude of respect, loyalty, patience, courtesy, tact, and maturity.
15. Staff and coaches must not engage in dating or other forms of romantic relationships with any child (camper, volunteer) who participates in Toronto Athletics Camp programs – before, during, or after camp.
16. Verbal abuse, in the form of harsh or insulting language, may result in humiliation and have a negative psychological impact on a child. It is to be avoided. Deliberately ignoring or ostracizing a camper, while not abusive in the traditional sense, also must be avoided.
17. Staff and coaches may be guilty of child abuse or improper/unwise conduct by:
 1. Pulling or twisting hair, ears, etc;
 2. Grabbing, shoving, poking, or pinching campers or volunteers;
 3. Holding, caressing, stroking, or tickling campers or volunteers;
 4. Sitting with a child on lap;
 5. Allowing a child to lie on any part of the body;
 6. Touching, patting, or placing hands anywhere except shoulder or back;
 7. Kissing;
 8. Carrying a child, except in case of injury or trauma;
 9. Allowing children to cling physically or become attached emotionally.
18. Staff must always consider the possible consequences of their actions.
19. Staff must be aware of their peers' behaviour toward children and their behaviour toward them. When staff observe improper conduct, they should remind their peers about the 'welfare and report to the Director.

Things **NOT** to do:

- Not engage in a sexual relationship with a young person for whom they are responsible
- Do not close or lock doors when alone with just one adult;
- Do not drive a child home alone in a private vehicle;
- Do not visit children's homes without an invitation and the approval of the parent/guardian and camp director;
- Do not meet a child alone in an isolated area, a closed space or just about anywhere out of sight of another staff or counsellor;
- Do not share, listen to, or allow off-colour or offensive jokes; do not use sexual language.
- Do not make physical contact in any of the following ways: full-frontal hugs; kisses; lap sitting; wrestling; piggyback rides; tickling; allowing clinging to staff body parts; any type of massage; touching bottom, chest, or genital area; any unwanted form of attention.
- Do not condone rule violations, rough play or the use of prohibited substances.
- Do not administer First Aid involving the removal of children's clothing unless in the presence of others.

- Under no circumstances may a coach share personal contact information such as cell phone, email, home phone or social media friendship with a minor. All contact with minors must go through their parent or guardian.

Things **TO** do:

- Maintain comfortable, professional relationships with campers so they feel comfortable sharing with you.
- Make appropriate physical contact in any of the following ways: side hugs; pats on the shoulder or back, head if culturally appropriate; handshakes; high fives and hand slapping; touching hands, shoulders, and arms; holding hands (with young minors in escorting situations).
- Report accidents or incidents of alleged abuse or poor practice to the designated person.
- Administer minor first aid in the presence of others and where required refer more serious incidents to the club "first aider".
- Have access to a telephone for immediate contact to emergency services if required.
- Maintain confidentiality about sensitive information.
- Respect and listen to the opinions of young people.
- Develop an appropriate working relationship with participants, based on mutual trust and respect.
- Be a role model, displaying a consistently high standard of behaviour and appearance (disciplined/committed/timekeeping), remember children learn by example.

Appropriate staff contact outside of Academy is as follows:

- Taking groups of minors on an outing.
- Attending sporting activities with a group of minors.
- Attending functions at a minor's home with parents present.
- Sending postcards to the minor's home.

Inappropriate staff contact outside of camp is as follows:

- Taking one minor on an outing without the parent's permission.
- Visiting one minor in the minor's home, without a parent present.
- Entertaining one minor in the home of a TAFC employee or volunteer.
- Alone minor spending the night with a TAFC employee or volunteer.

Staff and volunteers have the right to:

- Access on-going training and information on all aspects of leading/managing activities for youths, particularly on Safeguarding.

- Support in the reporting suspected abuse or poor practice.
- Access to professional support services.
- Fair and equitable treatment by the governing body/club.
- Be protected from abuse by children/youths, other adult members and parents.
- Not to be left vulnerable when working with children.

Any minor misdemeanours and general misbehaviour will be dealt with immediately and reported verbally to the designated person. Serious or persistent breach of protocol will result in disciplinary action and could lead to dismissal from TAFC.