



Lakeshore**united**

FC ACADEMY

LUFC has developed the following Child Protection Code of Conduct to guide our employees in their interactions with children. The safety, rights and well-being of children we serve are at the core of LUFC daily programs.

WHY A CODE OF CONDUCT IS IMPORTANT?

LUFC ACADEMY 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.

The intent of the Code of Conduct is to guide the ACADEMY staff and 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 DIGNITY AND MAINTAINING BOUNDARIES

All Lakeshore United FC Academy staff 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 LUFC and the parents of the child
- tied to your duties and
- designed to develop the child's skills.

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 Director of the LUFC Academy



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Examples of unacceptable behaviour toward a child:

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

GENERAL RULES OF BEHAVIOUR

Staff of LUFC Academy 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'S 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 noticed to duties with the child
- Electronic communications (email, text message, instant message, online chats, social networking including) with the child
- Personal letters not tied to duties with the child



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- Excessive communications (online or offline) This Code is intended as an example only. Organizations must adjust for use, taking into account any existing policies, local legal and licensing requirements, and risks facing the organization.

2. Inappropriate Contact

Spending unauthorized time with a child outside of designated OSC duties.

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.

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 LUFC Academy.

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



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REPORTING REQUIREMENTS

All staff 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 witnesses 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 Director of LUFC Academy by phone or email.

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 Director 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.

LAKESHORE UNITED FC ACADEMY

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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. LUFC ACADEMY will follow up internally as appropriate.

When an allegation or suspicion of inappropriate behaviour is made, the sport organization 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

LUFC ACADEMY may refer the matter to a child welfare agency or the police.