



# Child Protection Code of Conduct

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## Port Moody Soccer Club Documentation Suite

The Port Moody Soccer Club (hereafter referred to as either “PMSC” or “Club”) is committed to ensuring all children are protected and safe. A Code of Conduct is an important part of creating safe environments for children. Our Code of Conduct to protect children is based directly on the platform provided by Commit to Kids: Sport Edition— a supplementary resource of the Commit to Kids™ child sexual abuse prevention program. The safety, rights and well-being of children participating in our programs is a priority in our daily operations.

The intent of this Code of Conduct is to guide our staff/volunteers in developing healthy relationships with the children involved in all programs delivered by our organization and to model appropriate boundaries for children.

## 1. 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 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 your interactions and activities with children:

- should be known to, and approved by the Club Technical Directors, Executive Director, or Board of Directors, where applicable, as well as the parents of the child.
- tied to your role or duties, and.
- designed to develop the child’s skills in the program offered.

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 reach out to the Club directly at [info@portmoodysoccer.com](mailto:info@portmoodysoccer.com).

Although not a comprehensive list, here are some clear examples of unacceptable behaviour toward a child:

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

## 2. General Rules of Behaviour

Staff/volunteers of the organization 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 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.

## 3. What Constitutes 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 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).
2. Inappropriate Contact. Spending unauthorized time with a child outside of designated duties with the organization.
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.
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 the Club.

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

## 4. Reporting Requirements

All staff and volunteers 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/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 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 Risk Manager for the Club at [risk.manager@portmoodysoccer.com](mailto:risk.manager@portmoodysoccer.com).

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

- a. Potentially Illegal behaviour by Staff or Volunteers of the organization
- b. Potential Illegal behaviour by a third party, such as a Parent, Teacher, Babysitter, Coach, or other person in a position of authority over a child.

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 designated person within your organization 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.

### 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. The sport organization 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 the organization may refer the matter to child welfare agency or police.

This will be adhered to by any person associated with the Port Moody Soccer Club in any capacity and extends to any person directly associated to the primary member registered with the Club, whether they are friend or family members participating in any PMSC event.