

Hounsfield Heights-Briar Hill Community Association

Policy Type:

Human Resource

Original Effective Date:

Policy Name:

Youth Program Risk Management

Date of Last Amendment:

**PURPOSE**

The volunteers and staff who run programs, events, and activities for youth have a duty of care for the youth in their care

The primary responsibility of all volunteers and staff is the well-being and development of youth

This policy provides additional procedures that will augment and supplement Hounsfield Heights Briar Hill Community Association (HHBH CA) Abuse Prevention and Volunteer Screening Policy on how HHBH CA will prevent the physical, emotional and sexual abuse of program participants by its employees and volunteers.

HHBH CA seeks to create a welcoming and nurturing environment and has zero tolerance for those whose actions may jeopardize the safety, health or innocence of those in our organization's care.

This policy will be reviewed, signed and dated by each employee and volunteer both at the time of hiring or starting volunteer role as well on an annual basis moving forward.

All staff and volunteers running programs for the HHBH CA in partnership with and under the envelope of a recognized sport or recreation organization or licencing body for that program are required to read and comply with all the policies and procedures of the partnering organizations and with this Policy. Compliance will be with whichever is the stricter of these.

The Playschool Program is not required to follow any of these policies or procedures as it falls under the licencing guidelines of the province of Alberta that generally meet or exceed these policies.

## **SCOPE**

This policy shall apply to all current and future employees and volunteers of HHBH CA (whether compensated or not) who will have the responsibility of supervising, directing, coordinating, instructing and/or assisting with the activities of vulnerable persons, such as children, youth, disabled persons and seniors.

## **POLICY GUIDELINES**

### **Accountability**

Each team, activity, or event that meets and operates on its own, separate and isolated from other activities must have an individual identified as the person who is in charge and who has been screened, have taken required training, and who has read and signed both this Policy and the Abuse Prevention and Volunteer Screening Policy.

Each grouping of teams or activities must have an individual identified as the Coordinator who is responsible for all the teams/activities and who has been screened, has taken required training, and who has read and signed both this Policy and the Abuse Prevention and Volunteer Screening Policy.

If needed, an additional Coordinator may be designated to oversee larger groups of teams or activities with multiple Coordinators. This Coordinator must also be screened, have taken required training, and must read and sign both this Policy and the Abuse Prevention and Screening Volunteer Policy.

All volunteers report directly to the Board Director of Programs.

All staff report directly to the Executive Director.

### **Screening**

Screening requirements of the Abuse Prevention and Screening Volunteer Policy must be followed.

Each team, activity or event that meets and operates on its own, separate and isolated from other activities must have a minimum of one but ideally have two fully screened adults identified as coaches, assistant coaches, managers, or instructors, for that team or activity. Titles may vary but the requirement for one and ideally two fully screened adults is mandatory and they will be further referred to as the Coach/Instructor. The purpose of having two fully screened adults is to ensure one fully screened adult is always available to meet the following "Two Adult Rule" when working with youth.

## **Supervision**

Two adult rule - Each team, activity or event that meets and operates on its own, separate and isolated from other activities must always have two adults present, one of which must be one of the identified coach's/instructor's who are fully screened and trained.

The second adult may be a parent/guardian of one of the participants or the other coach/instructor who is screened.

Adults who are not screened and who are not parents/guardian of the participants can not count as a second adult in charge and can not be in a position of leadership with youth.

As per the Abuse Prevention and Volunteer Screening Policy employees and volunteers are restricted from being alone with children, youth, senior citizens and vulnerable persons where they cannot be easily observed by others.

- Should a vulnerable person need to be 'segregated from the group' for disciplinary actions (i.e. a child is misbehaving and has been given a 'time-out'), the vulnerable person is to be located in an area where they can still be seen or supervised at all times by at least two (2) employees and/or volunteers.

Teams or activities must not exceed a ratio of 14 youth to 1 adult and comply with the following requirements:

- Up to 14 youth = Two screened coaches/instructors or one screened coach/instructor and one adult parent/guardian of a participant
- 15 - 28 youth = Two screened coaches/instructors
- 29 - 42 youth = Two screened coaches/instructors and one adult parent/guardian of a participant

## Training

Coaches/Instructors must **meet or exceed** the following minimum training: (HHBH CA will cover costs of training):

- Coach Initiation into sport – NCCP eLearning course – 1 hr
- Making Headway – Concussion Training – NCCP eLearning course – Soccer module or generic module – 1.5 hrs
- Abuse Prevention training – Commit to Kids Coaches online course – Canadian Center for Child Protection - 2.5hrs
- Emergency First Aid

*Training sessions must be completed by new volunteers and employees before they can interact with youth.*

## Safety

At all practices, games, or activities the following information and safety equipment must be available and accessible to the person or person(s) in charge:

- Youth emergency contact information
- Access to emergency phone
- Access to first aid kit

## Arrival and departure of youth

Children under the age of 12 placed in the care of HHBH CA will only be released to an authorized parent, legal guardian or other authorized person designated by a parent or legal guardian.

Children 12 and over and under 18 may arrive at and leave activities without a parent or legal garden if the parent or garden has completed and signed a permission form that authorizes the child to arrive and/or leave by him/herself

- Coach/instructors are required to inform youth that they are not allowed to leave without written permission from their parents/guardian if youth try to leave without permission
- Coach/instructors are not to physically restrain youth who are trying to leave without permission
- Coach/instructors are to contact parents/guardians immediately if youth leave without permission

Parents/guardians who wish to have someone else pick up their youth who is not the parent or legal guardian on record must provide **written** permission to the coach/instructor (letter, email, text). Youth will not be released to an individual who arrives with a note without additional confirmation from the parent.

## **Late pickups**

The Two Adult Rule must be maintained, and a coach/instructor must not be left alone with any youth waiting for pick-up.

If after 30 minutes a parent/guardian does not arrive to pick up their youth and the coach/Instructor has not received any notice from the parent/guardian they will contact the parents/guardian, using the provided contact information. The coach/instructor or other staff will leave messages at each number until all contacts on file have been attempted.

If no parent/guardian or emergency contact can be reached the coach/instructor has the discretion to continue waiting for an additional 30 minutes or contact Calgary Children Services and fill out a HHBH CA incident/accident form. After 1hr if a youth has not been picked up and reasonable attempts have been made to reach all contacts on file the coach/instructor will contact Calgary Children Services.

- Under no circumstances are the coach/guardian to take youth home with them

## **General Conduct – From Abuse Prevention and Volunteer Screening Policy**

In an effort to provide a safe and healthy environment for both mind and body, the following guidelines are meant to guide HHBH CA employees/volunteers during their interactions with children, youth, disabled persons, seniors and other vulnerable persons. These guidelines do not and cannot outline every situation that may be encountered while on the job, requiring employees/volunteers to act with a certain degree of personal discretion. Because a certain action is not prohibited in this section does not mean it is acceptable behaviour. HHBH CA reserves the right to take disciplinary action against employees/volunteers whose actions are found to be inappropriate regardless of whether they appear in this section:

- Employees/volunteers will treat all children, youth, disabled persons, seniors and other vulnerable persons with respect and consideration. Treatment shall be fair and equal, and shall not be based on sex, race, religion, sexual orientation, or economic or social status. All efforts must be made to avoid favouritism or the appearance of favouritism
- While representing HHBH CA, employees/volunteers shall not possess, distribute, use or allow others to use any alcohol or drugs
- Employees/volunteers shall not use harsh or inappropriate language, degrading punishment or any type of restraining device in the name of

## behaviour management

- Employees/volunteers shall not participate in or allow others to engage in any form of hazing
- Employees/volunteers shall not have sexual contact with children, youth, disabled, seniors and other vulnerable persons
- Employees/volunteers shall not dress, undress, shower or bathe with or in the presence of children, youth, disabled persons, seniors and other vulnerable persons
- Employees/volunteers shall not use physical punishment in any form
- Employees/volunteers are prohibited from sharing sleeping locations with children, youth, disabled persons, seniors and other vulnerable persons. This includes beds, tents, hotel rooms and other similar areas. Employees/volunteers can sleep in open areas as long as the area is large enough for employees/volunteers to have their own defined sleeping areas and other employees/volunteers are also present
- Employees/volunteers shall not discuss their own sexual history, behaviours, preferences or fantasies nor their use of illicit or pornographic materials while in the company of children, youth, disabled persons, seniors and other vulnerable persons
- Employees/volunteers shall not possess any sexually oriented materials (books, magazines, videos or clothing) when conducting business in the name of HHBH CA
- When one-on-one discussion or counselling is warranted, employee/volunteer interactions with children, youth, disabled persons, seniors and other vulnerable persons will take place in an area that allows for private conversation while remaining in the view of others

If for any reason, an employee/volunteer acts in a manner that is contrary to these guidelines, they must submit to their supervisor/the board etc. a written description of the incident and the reasons for such action. The report will be reviewed for wrongdoing. A copy of the original report along with any additional findings made by the reviewer will be included in the employee's/volunteer's permanent file.

## **Reporting of accidents or incidents**

An HHBH CA Incident/Accident report must be filled out for incidents or accidents of a **serious** nature:

- Use Incident/Accident form and if needed add additional detail on extra paper if required
- Fill out form and submit it to the HHBH CA Executive Director
- Serious accidents could include but are not limited to:
  - i. Any time an ambulance is called
  - ii. If the injury is potentially a broken bone
  - iii. Any head or neck injury
  - iv. Major bleeding injuries
  - v. Heart attacks and strokes
  - vi. Diabetic emergency
  - vii. Serious accidents do not include bumps and bruises, sprains and strains and minor cuts and scrapes that are treated with band-aids

## **Transportation of youth**

HHBH CA does not transport youth unless by a professional transportation service. Parents are responsible for the transportation of their youth to practices, games, events, and activities. Parents/guardians acting as coaches/instructors will not transport youth as an official representative of HHBH CA. If a parent/guardian transports youth they do it of their own volition assuming all liability as a parent/guardian and not as an official representative of the HHBH CA.

**Hounsfield Heights Briar Hill Youth Program Risk Management Policy  
Employee/Volunteer Agreement**

If you have any concerns or questions regarding the content of this policy, you are required to consult your supervisor/the Board. This should be done prior to signing and agreeing to the HHBH CA Youth Program Risk Management Policy.

I have read and understood the HHBH CA Program Youth Program Risk Management Policy and agree to abide by its terms and conditions throughout the course of my employment/volunteer activities. I understand that my failure to follow the terms of this policy could result in disciplinary action up to and including termination (as applicable).

Employee / Volunteer signature

Date

Supervisor /Volunteer signature

Date