



**YMCA Child Protection  
Policy and Procedures**

**YMCA of Timmins**

April 29, 2014  
Revised: January 30, 2018

## YMCA CHILD PROTECTION POLICY AND PROCEDURES

### COMMITMENT FROM THE CEO

As the CEO of the YMCA of Timmins, I am committed to an ongoing strategy for the protection of children, youth and vulnerable persons and maintaining safe environments, which includes:

- Training and education to ensure staff and volunteers know their responsibilities and Duty to Report;
- Monitoring YMCA of Timmins's effectiveness in its commitment to protecting children, youth and vulnerable persons;
- Providing mechanisms for feedback and appropriate response to complaints or disclosures.

The YMCA of Timmins Child Protection Policy and Procedure is discussed often and is a part of the YMCA of Timmins culture. It is reviewed annually and is continually discussed in all conversations at the Y of Timmins. I have appointed a Child Protection Lead to manage the policy and procedures in our organization.

### 1 GENERAL POLICY STATEMENT

The YMCA is fully committed to safeguarding the welfare of all children and young people in its care. It recognizes its responsibility to promote safe practices and to protect children and young people from harm, abuse and exploitation.

Throughout these policies and procedures, reference is made to "children and young people". This term is used to mean "those under the age of sixteen". The YMCA also recognizes that some adults are also vulnerable to abuse, and therefore the procedures may be applied accordingly (with appropriate adaptations) to allegations of abuse and the protection of vulnerable adults.

The YMCA is committed to ensuring that it:

- provides a safe environment for children and young people;
- identifies children and young people who are suffering, or likely to suffer, significant harm; and
- takes appropriate action to see that such children and young people are kept safe at the YMCA.

In pursuit of these aims, the YMCA will approve and annually review policies and procedures with the aim of:

- promoting and implementing appropriate procedures to safeguard the well-being of children and young people and protecting them from abuse while participating in Y activities/programs;
- recruiting, training, supporting and supervising staff and volunteers to adopt best practices to safeguard and protect children and young people from abuse and to reduce risk to themselves;
- requiring staff and volunteers to adopt and abide by this Child Protection Policy and these procedures;
- establishing procedures for reporting and dealing with allegations of abuse against members of staff or volunteers; and
- monitoring and evaluating the implementation of this Policy and these procedures and adapting them whenever there is a significant change in the association or if there are any legal changes.

The YMCA will refer concerns that a child or young person might be at risk of significant harm to the North Eastern Ontario Family & Children's Services – Children's Aid Society.

There will be a senior member of the YMCA management team with special responsibility for child protection issues, the Manager of Child Care & Community Initiatives.

## **1. Terminology**

The YMCA recognizes the following definitions:

A **child** or **young person** is someone under sixteen years of age.

A **vulnerable adult** is a person aged sixteen years or older who may be unable to take care of him or herself or unable to protect him or herself against significant harm or exploitation.

A **volunteer** is any person whom is not paid but is participating in any program at the YMCA of Timmins. This includes any student completing a school / work placement.

A **child in need of protection** is defined under section 72 (1) of the Child and Family Services act as follows:

### **Duty to report child in need of protection**

**72. (1)** Despite the provisions of any other Act, if a person, including a person who performs professional or official duties with respect to children, has reasonable grounds to suspect one of the following, the person shall forthwith report the suspicion and the information on which it is based to a society:

1. The child has suffered physical harm, inflicted by the person having charge of the child or caused by or resulting from that person's,
  - i. failure to adequately care for, provide for, supervise or protect the child, or
  - ii. pattern of neglect in caring for, providing for, supervising or protecting the child.
2. There is a risk that the child is likely to suffer physical harm inflicted by the person having charge of the child or caused by or resulting from that person's,
  - i. failure to adequately care for, provide for, supervise or protect the child, or
  - ii. pattern of neglect in caring for, providing for, supervising or protecting the child.
3. The child has been sexually molested or sexually exploited, by the person having charge of the child or by another person where the person having charge of the child knows or should know of the possibility of sexual molestation or sexual exploitation and fails to protect the child.

**Note: On a day to be named by proclamation of the Lieutenant Governor, paragraph 3 is repealed by the Statutes of Ontario, 2008, chapter 21, subsection 3 (1) and the following substituted:**

3. The child has been sexually molested or sexually exploited, including by child pornography, by the person having charge of the child or by another person where the person having charge of the child knows or should know of the possibility of sexual molestation or sexual exploitation and fails to protect the child.

**See: 2008, c. 21, ss. 3 (1), 6.**

4. There is a risk that the child is likely to be sexually molested or sexually exploited as described in paragraph 3.
5. The child requires medical treatment to cure, prevent or alleviate physical harm or suffering and the child's parent or the person having charge of the child does not provide, or refuses or is unavailable or unable to consent to, the treatment.
6. The child has suffered emotional harm, demonstrated by serious,
  - i. anxiety,
  - ii. depression,
  - iii. withdrawal,
  - iv. self-destructive or aggressive behaviour, or
  - v. delayed development,and there are reasonable grounds to believe that the emotional harm suffered by the child results from the actions, failure to act or pattern of neglect on the part of the child's parent or the person having charge of the child.
7. The child has suffered emotional harm of the kind described in subparagraph i, ii, iii, iv or v of paragraph 6 and the child's parent or the person having charge of the child does not provide, or refuses or is unavailable or unable to consent to, services or treatment to remedy or alleviate the harm.
8. There is a risk that the child is likely to suffer emotional harm of the kind described in subparagraph i, ii, iii, iv or v of paragraph 6 resulting from the actions, failure to act or pattern of neglect on the part of the child's parent or the person having charge of the child.
9. There is a risk that the child is likely to suffer emotional harm of the kind described in subparagraph i, ii, iii, iv or v of paragraph 6 and that the child's parent or the person having charge of the child does not provide, or refuses or is unavailable or unable to consent to, services or treatment to prevent the harm.
10. The child suffers from a mental, emotional or developmental condition that, if not remedied, could seriously impair the child's development and the child's parent or the person having charge of the child does not provide, or refuses or is unavailable or unable to consent to, treatment to remedy or alleviate the condition.
11. The child has been abandoned, the child's parent has died or is unavailable to exercise his or her custodial rights over the child and has not made adequate provision for the child's care and custody, or the child is in a residential placement and the parent refuses or is unable or unwilling to resume the child's care and custody.
12. The child is less than 12 years old and has killed or seriously injured another person or caused serious damage to another person's property, services or treatment are necessary to prevent a recurrence and the child's parent or the person having charge of the child does not provide, or refuses or is unavailable or unable to consent to, those services or treatment.

13. The child is less than 12 years old and has on more than one occasion injured another person or caused loss or damage to another person's property, with the encouragement of the person having charge of the child or because of that person's failure or inability to supervise the child adequately. 1999, c. 2, s. 22 (1).

Child abuse involves a child or young person who has been placed at risk through something a person has done to them or something a person is failing to do for them. This includes any form of physical harm, emotional deprivation, sexual mistreatment or neglect which can result in injury or psychological damage to a child.

There are many different forms of abuse and a child may be subjected to more than one form:

**Physical abuse** may consist of just one incident or it may happen repeatedly. It may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child or young person including deliberately causing ill health to a child or young person.

**Emotional abuse** involves harming a child's sense of self. It includes acts (or omissions) that result in, or place a child at risk of, serious behavioral, cognitive, emotional or mental health problems. For example, emotional abuse may include verbal threats, social isolation, intimidation, exploitation, or routinely making unreasonable demands. It also includes terrorizing a child, or exposing them to family violence. Some level of emotional abuse is present in all forms of abuse.

**Sexual abuse** involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child or young person is aware of what is happening. The activities may involve physical contact, including penetrative or non-penetrative acts. This may also include involving children and young people in prostitution or pornography.

**Neglect** is the persistent failure to meet a child's or young person's basic needs for his or her physical, psychological or emotional development and well-being, such as failing to provide adequate food, shelter and clothing, or being responsive to a child's or young person's basic emotional needs.

## 2 ROLES AND RESPONSIBILITIES FOR CHILD PROTECTION

While the primary responsibility for the protection of children from abuse rests with Children's Aid Society, all YMCA staff and volunteers who come into contact with children and young people have a duty to help protect them from abuse or risk of abuse.

The responsibility for managing this policy lies with the YMCA's senior management. Every association will appoint designated person(s) who will have responsibility for the implementation of the child protection guidelines and procedures in their association and office(s). The YMCA of Timmins Child Protection Lead is included in the job duties of the Manager of Child Care & Community Initiatives, Courtney Berlinghoff.

## **2.1 YMCA of Timmins Board of Directors**

YMCA of Timmins Board of Directors is further responsible for protecting children and vulnerable persons by:

- produce an acceptable PRC VS check upon board approval of hire and every three years thereafter, as well as re-checks if requested by YMCA;
- to read, understand, ask any questions if required and sign off (annually thereafter) on the YMCA Child Protection Policy and YMCA of Timmins Crisis Communications Framework;
- completing the LMS Child Protection Refresher Module – Level 1 and the refresher is renewed every three years thereafter. The Level 2 Refresher is optional;
- provide oversight of a protection framework that includes establishing and monitoring policies and procedures;
- establish a reporting protocol that complies with provincial child protection legislation;
- establish recruitment and screening including police records check procedures;
- ensuring systems are in place for regular review, reporting and evaluation of effectiveness of YMCA of Timmins Child Protection Policies and Procedures.

## **2.2 Management's Responsibility:**

YMCA Management is responsible for ensuring that a safe environment is maintained in all facilities and programs by:

- producing an acceptable PRC VS check upon hire and every three years thereafter, as well as re-checks if requested by the YMCA;
- reading, understanding and sign-off (annually thereafter) and ensure that all staff, students and volunteers read and sign-off on the YMCA Child Protection Policy and Procedures and YMCA of Timmins Crisis Communications Framework;
- Complete the LMS Child Protection Modules Level 1 and 2 prior to working and every three years thereafter;
- implementing all procedures relating to child protection;
- establishing a reporting protocol that complies with provincial child protection legislation;
- ensuring recruitment and on-boarding process is compliant, including police records vulnerable sector checks procedures are implemented;
- establishing guidelines that ensure programs are developmentally appropriate and well planned in advance; and
- ensuring that all staff and volunteers have read, understand and signed the "Child Protection Policy and Procedures Sign Off" form or master policy sign off form (see Appendix A).
- ensuring that all staff complete the LMS Child Protection Modules Level 1 before they begin working with children and vulnerable persons and ensure that the LMS Child Protection Refresher Module is renewed every three years thereafter;

- ensuring that all of your student placements and volunteers complete the LMS Child Protection Refresher Module Level 1 before they begin working with children or vulnerable persons and the refresher is renewed every three years thereafter;
- ensuring that a “Facility Access and Programs Controls” plan (example Appendix O) is in place and reviewed annually in partnership with staff, volunteers, supervisors and administration staff. It will be located in every room. Child Care rooms will have it in their Daily Communication Binder;
- ensuring that children, youth and vulnerable persons are effectively supervised;
- maintaining physical boundaries, security measures and other safeguards to protect participants from accessing non-program areas or areas not within your department boundaries;
- respond promptly to any complaints, reports or allegations against staff or volunteers;
- ensuring all job descriptions reflect their role for child protection.

### **2.3 Staff’s Responsibility:**

YMCA staff have a responsibility to ensure the safety of children and young people in their care by:

- producing an acceptable PRC VS check upon hire and every three years thereafter, as well as re-checks if requested by the YMCA;
- reading, understanding, asking questions if needed and signing- off and annually thereafter on the YMCA of Timmins Child Protection Policies and Procedures and Crisis Communications Framework;
- completing the required LMS Child Protection modules prior to working with children, youth or vulnerable persons and the refresher modules every three years thereafter: Staff – Level One, Supervisors – Level One and Two
- participating in mandatory and refresher training in child protection and legal duty to report;
- reporting immediately any suspicion of abuse that a child is in need of protection as provided in Section 72. (1) under the Ontario Child & Family Services Act;
- contacting police services if they believe that a vulnerable person’s safety is at risk;
- notifying their supervisor that a report is being made;
- following the code of conduct and prohibited practices (Section 4);
- following guidelines that ensure programs are developmentally appropriate and well planned in advance; and
- creating a safe and caring environment for children and young people that will challenge their development in spirit, mind and body.

## **3 EFFECTIVE SUPERVISION**

Validation of effective supervision through specific observations is the role of everyone. Effective and active supervision requires focused attention and intentional observations of all participants at all times. Staff / volunteers plan where they will position themselves so they can see and hear all children at all times to prevent children from harm. They also use their

knowledge of each child's development and abilities to anticipate what he/she will do, then get involved and redirect if necessary. This constant vigilance helps children learn safely. A 100% is expected when it comes to supervision, ratios and attendance. Effective supervision includes:

- All children and / or vulnerable persons are supervised by a YMCA staff / volunteer at all times;
- Child Care volunteers are never to be left alone with children;
- Staff / volunteer ratios are compliant at all times;
- All children are signed in upon arrival and out when they leave right away;
- A small group attendance tracking is in place when groups separate to ensure accountability;
- Each staff must know how many participants they have in their care at all times (by head counts); this is documented through the use of an attendance sheet and cross-referenced;
- Staying close to children, youth or vulnerable persons who may need additional support;
- Staff / volunteers make sure there are always safe and clear paths where children are playing, sleeping and eating so they can react quickly when necessary; and
- Staff / volunteers ensure there are set and safe boundaries for all participants and the participants are aware of those set safety boundaries.

#### **4 CODE OF CONDUCT FOR THE PROTECTION OF CHILDREN AND YOUNG PEOPLE**

The YMCA supports and requires all staff and volunteers to observe the following code of conduct, including verbal and non-verbal actions when involved in activities with children and young people. This code of conduct is a clear and concise guide of what is and is not acceptable behavior or practice when working with children and young people.

Through defining what is and is not acceptable behavior, good practice can be promoted and opportunities for abuse minimized. This can also help prevent false allegations being made against staff and volunteers.

All concerns about breach of this Code of Conduct will be taken seriously and responded to in line with the association's performance management, disciplinary procedure and/or procedure for respond to concerns about child abuse.

##### **4.1 Good Practice:**

- Treat all children and young people equally, with respect, dignity and fairness.
- Give constructive feedback rather than negative criticism.
- Involve parents wherever possible and reasonable.
- Be vigilant and aware of how actions can be misinterpreted and always work in an open environment. Avoid private or unobserved situations with a child or young person unless personal assistance such as toileting or changing is required.
- Ensure the number of adults is appropriate to safely supervise an activity.
- Have two staff members present when in situations with children and young people where it is necessary for staff to change or undress (i.e., swimming) so this activity is not misconstrued.



- Avoid taking a child or young person alone on journeys. Where this is unavoidable the child should sit in the back seat. Where possible parents should be advised before departure.
- Get help from your colleagues when you are having difficulty dealing with a specific child and/or behavioral incident(s). Having another staff step in for you can often defuse the situation.

#### **4.2 Practice to be avoided:**

In the context of your role within the YMCA, the following practice should be avoided:

- Spending excessive (i.e., unwarranted) amounts of time alone with children and young people away from others.
- Relating to children and young people from programs in non-program activities, such as baby-sitting or weekend visits.
- Having “favorites” - this could lead to resentment and jealousy by other children and young people and could be misinterpreted by others.
- Where possible, doing things of a personal nature for children and young people that they can do for themselves.

#### **4.3 Practice Never to be Sanctioned:**

In the context of your role within the YMCA, the following practices will never be sanctioned and may also be prohibited by law:

- Engaging in rough or physical contact except as permitted within the rules of the game or competition.
- Forming intimate emotional, physical or sexual relationships with children and young people.
- Allowing or engaging in touching a child or young person in a sexually suggestive manner.
- Allowing children and young people to swear or use sexualized language unchallenged. Be cognizant of a child’s age and stage of development as there is a difference when children use swearing as an attention seeking behavior and when used as a form of aggression. There are different strategies that can help a child use appropriate language. [YMCA of Greater Vancouver)
- Making sexually suggestive comments to a child or young person, even in fun.
- Reducing a child or young person to tears as a form of control.
- Allowing allegations made by a child or young person to go unchallenged, unrecorded or not acted upon.
- Inviting or allowing children and young people to stay with you at your home.
- Asking children and young people to keep any type of secret from other children and young people, staff or from their parents.

#### **4.4 Prohibited Practices under the Child Care & Early Years Act**

In the context of your role within the YMCA, the following practices will never be sanctioned and may also be prohibited by law:

- Corporal punishment of the child.

- Physical restraint of the child, such as confining the child to a high chair, car seat, stroller or other device for the purpose of discipline or in lieu of supervision, unless the physical restraint is for the purpose of preventing a child from hurting himself, herself or someone else, and is used only as a last resort and only until the risk of injury is no longer imminent.
- Locking the exits of the child care Centre or home child care premises for the purpose of confining the child, or confining the child in an area or room without adult supervision, unless such confinement occurs during an emergency and is required as part of the licensee's emergency management policies and procedures.
- Use harsh or degrading measures or threats or use derogatory language directed at or used in the presence of a child that would humiliate, shame or frighten the child or undermine his or her self-respect, dignity or self-worth.
- Depriving the child of basic needs including food, drink, shelter, sleep toilet use, clothing or bedding.
- Inflicting and bodily harm on children including making children eat or drink against their will.
- All employees will sign off a separate Prohibited Practices Sign Off sheet annually or as required. Sign off forms are included in the appendices. (Appendix M & N)

## **5 PROCEDURE FOR THE RECRUITMENT AND SELECTION OF STAFF AND VOLUNTEERS**

The YMCA will take all reasonable steps to ensure unsuitable people are prevented from working or volunteering, with children and young people.

This recruitment and selection procedure has two functions. It:

- provides the YMCA with an opportunity to assess the suitability of an individual to work/volunteer with children and young people; and
- provides the prospective employee or volunteer with an opportunity to assess the organization and the opportunities available.

Compliance with these policies and procedures will be audited periodically to ensure: recruitment guidelines are adhered to;

- staff/volunteer operating guidelines when caring for children and young people/vulnerable adults are adhered to; and
- training of new staff/volunteers on Child Protection Policy operating guidelines takes place.

### **5.1 Procedures for All Staff and Volunteers (excluding policy, fundraising and board members):**

For all positions that require regular contact with children and young people the following procedures will apply:

- All forms of advertising used to recruit and select staff/volunteers to positions involving regular contact with children and young people will include a statement that a Criminal Reference Check – Vulnerable Sector Screening is a requirement for the position.

- All applicants will be requested to complete an application (see Appendix B and C) or submit a resume. The purpose of this is to obtain from the applicant relevant details for the position including any previous youth work involvement.
- Prior to appointment a Criminal Reference Check – Vulnerable Sector Screening Records Check will be requested for all adult volunteers/staff who will have regular contact with children and young people.
- A Child Abuse Registry Check (where available) will be completed for all adult volunteers/staff who will have regular contact with children and young people.
- For every position involving regular contact with children and young people, a minimum of three reference checks (where practical and reasonable) will be completed before an offer is made (see Appendix D). At least two of these references will be at arm's length from the association. Where possible, at least one of the references will be from an employer or volunteer organization where the position required working with children and/or young people. References from relatives will not be accepted.
- Formal interviews, either in person or by telephone, will be required for all positions of trust with questions designed to determine suitability for working with children and young people or vulnerable adults.
- Potential employees and volunteers will be offered positions conditional upon the production of a satisfactory Criminal Reference Check – Vulnerable Sector Screening and acceptance of the employment obligations e.g., agreement to the child protection policies and procedures of the YMCA. Vulnerable Sector Check may not be older than 30 days from the date of offer. A volunteer or new employee may begin their work with the YMCA of Timmins if the individual signs off a Criminal Reference Check Waiver Form (Appendix). This form must be accompanied with the receipt from the Police Department for the Criminal Reference Check. This waiver must be approved by the Manager of Child Care & Community Initiatives and the CEO prior to start date.
- If offered an internal position, a formal reference check with their immediate supervisor is required.
- During orientation, new staff and volunteers will be made aware of policies on protecting children and young people, on staff conduct and, all legal requirements in reporting suspected abuse. This orientation will be completed within the first day of starting their position. This will include the overview of the Child Protection Toolkit and where it is accessible to staff. All staff in direct contact with children will also complete the YMCA Canada LMS Child Protection Modules Level 1, plus Level 2 if they are starting a supervisor position training within the first 60 business days.
- Until the orientation is complete and a satisfactory Criminal Reference Check – Vulnerable Sector Screening is received, the new staff/volunteer will not have unsupervised access to children, young people or vulnerable adults. Employee or volunteer must sign of an understanding of this policy.
- Once employed by the YMCA of Timmins, employees and volunteers will fill out the Annual Offense Declaration Form (Appendix J) was obtained no more than 15 days after the anniversary date of the previous offence declaration or vulnerable sector check, whichever is more recent; and was obtained no more than 15 days after the anniversary date of the previous offense declaration or vulnerable sector check, whichever is most recent. Every three years, employees and volunteers must have another Criminal Reference Check including the Vulnerable Sector Check completed. Employees and volunteers will be given a letter that they must present to the police station and pay for out of pocket. If there is a break in employment (ie. Maternity leave,

sick leave) longer than six months, the employee or volunteer must complete a new vulnerable sector check prior to their return and no earlier than 30 days prior to the date of return.

- Management must have employee complete a new offense declaration showing that they are declaring a conviction of an offense under the Criminal Code (Canada) as soon as reasonably possible if an employee has been convicted of an offense under the Criminal Code (Canada).
- A letter of attestation from an agency or an offense declaration is required from support workers from another agency (ie. Resource consultants, speech therapists, physio therapists, occupational therapists, etc.) before they begin interacting with the children in our programs and yearly afterwards.
- All employees and volunteer records, including training records, will be maintained in keeping with information and records management, which will include appropriate safeguards to protect highly sensitive, personal information, personal information such as PRC VS checks and references and kept in the locked administration personnel file cabinet. This cabinet is only accessed by assigned senior management.
- An ongoing PRC VS process for existing staff and volunteers is implemented and followed consistently across the association. The Manager of Child Care & Community Initiatives shall be responsible for the tracking of all PRC VS checks for staff / volunteers to ensure they are current at all times. The Manager of Child Care & Community Initiatives will send the staff / volunteer an email or formal communication at minimum one month prior to their expiry date. PRC VS checks are renewed every three years and can be requested randomly by the association.

***For more information about recruitment, screening and training, please refer to your Human Resources Policies and Procedures established by the YMCA of Timmins.***

## **6 POLICE RECORD CHECK (VULNERABLE SECTOR) GUIDELINES / REQUIREMENTS**

The YMCA of Timmins places a high degree of trust in the integrity of its employees and volunteers who will work with, work in close proximity to, or have access to children/or vulnerable persons who attend YMCA programs. As a provider of community services, the YMCA will exercise due diligence by ensuring, to the extent reasonably possible, that employees and volunteers who provide such services do not pose a risk to vulnerable individuals or to the YMCA's interests.

The YMCA requires that:

- All employees and volunteers provide a satisfactory original (with seal) Police Record Check (Vulnerable Sector) ("PRC VS") prior to initial employment and must be dated within one month period prior to commencement of employment.
- All employees and volunteers provide an updated satisfactory original PRC VS every three (3) years or upon request by the association;
- All employees and volunteers report pending charges or convictions as soon as reasonably possible, should such charges arise during the course of employment or volunteering with the YMCA;
- All staff, volunteers or students are required (as per the new Ministry of Education's CCEY Act), to sign an annual declaration waiver (Offence Declaration Form) that confirms that they do not have a pending or positive Police Record (Vulnerable Sector)
- A PRC VS is an essential component of the screening process, which includes a comprehensive interview and three (3) professional reference checks. All PRC VSs will be in the original form (or validated from the original PRC VS in exceptional circumstances) and

kept locked on YMCA premises at all times to ensure confidentiality and in keeping with the Privacy Legislation Act and the Freedom of Information and Protection of Privacy Act.

**Important:** Child care programs must have a validated copy of each staff's PRC VS onsite where the staff or volunteer work.

This policy is intended to be an addition to existing policies and procedures regarding the recruitment and selection of employees and volunteers.

#### Procedure:

- The requirement for a satisfactory original PRC VS will be included in all employment/volunteer advertisements and explained to candidates during the selection process;
- To obtain a PRC VS Check, a letter will be provided by the YMCA to the employee or volunteer in order to bring to their city's police or O.P.P. to request their PRC VS. Any fees to obtain this record check are the responsibility of the employee or volunteer and they must keep the receipt to provide proof, if required, that it was requested.
- All new YMCA staff and volunteers (over 18 years) must submit a satisfactory original PRC VS prior to the commencement of employment or volunteer service (unless noted below in "Exceptions to PRCVS");
- All employees and volunteers will be required to sign an annual declaration no more than 15 days after their most current PRC VS anniversary date and renew their PRC VS every three (3) years or as requested by the association. If there is a break in employment longer than six months, the employee must obtain a new PRC VS prior to returning to work. If it is less than six months, the employee must sign the declaration on the date of return to work.

#### Positions requiring a PRC VS

- Salaried, full-time and part-time
- Hourly, full-time and part-time
- Volunteers & Students
- Exceptions are as noted below

#### Exceptions to PRC VS

- Approval may be granted by the Chief Executive Officer (CEO) and the Manager of Child Care & Community Initiatives for an employee or volunteer to commence employment prior to receiving a completed PRC VS on the condition a satisfactory check is received within 30 days from the date of commencement. In these exceptional circumstances, however, the following must be in place:
  - a. Provide proof of making the request for a PRC VS by supplying a copy of the police issued receipt and sign the standard 'Declaration Waiver';
  - b. Under no circumstance will individuals be permitted to be alone with children/vulnerable persons; they will work under supervision until they have submitted a satisfactory PRC VS.
  - c. The waiver will be followed-up on or before the 30 days and moved to a compliant status by the Manager of Child Care & Community Initiatives; once the PRC VS has been received.
  - d. The waiver must be approved by the CEO and Manager of Child Care & Community Initiatives to working with children/vulnerable persons or

### commencement of volunteer duties.

Satisfactory Police Record Check (Vulnerable Sector) is:

- an original copy (with seal); and
- an indication from the police that no criminal record/charges exist; or
- an indication from the police that a criminal record/charge does exist and has been determined by the CEO or Manager of Child Care & Community Initiatives and others as required, not to be relevant to the position.

**Note:** Manager of Child Care & Community Initiatives can validate the original PRC VS as per procedure.

Criminal convictions or charges identified on the Police Record Check (Vulnerable Sector)

In assessing the relevance of criminal convictions or charges identified on the PRC VS prior to commencing employment/volunteering, the CEO, in consultation with senior leadership, will consider:

- The relationship of the offence(s) to the level and nature of the position assignment;
- The number and nature of the charges/convictions;
- When the offence(s) occurred;
- The granting or revoking of a pardon;
- What the person has done in the intervening period; and
- Any other related information provided by the volunteer, staff or potential applicant.

The YMCA will not change the employment status or refuse to employ a current employee/volunteer because he/she has been charged with, or convicted of, an offence of a type which does not pose a risk to the YMCA, considering the duties of the position the employee/volunteer occupies or is seeking.

Charges and/or convictions that occur during the course of employment with the YMCA

As soon as an employee or volunteer becomes aware that he/she is **charged** with an offence under: The Criminal Code of Canada; and/or The Controlled Drugs and Substances Act.

He/she shall report such charge, as soon as reasonably possible, to their supervisor or manager who will then inform the CEO & Manager of Child Care & Community Initiatives . A decision is then made as to whether employment or volunteer service is affected (dismissal or approval) based on the risk to the association.

## **7 EDUCATION AND TRAINING FOR KEEPING CHILDREN AND YOUNG PEOPLE SAFE**

Management and all staff working with children and young people will receive training adequate to familiarize them with child protection issues and responsibilities and the YMCA procedures and policies, with refresher training **at least** every 3 years. The initial training will be documented in the employee's personnel file or volunteer file, as appropriate, on commencement of employment or volunteering.

In the event of any change to the Child Protection Policy, all staff will receive an orientation to the new policy and be required to complete a *YMCA Child Protection Policy and Procedures Sign Off* form (see Appendix A).

### **Education and Training:**

The learning opportunities for staff and volunteers to develop and maintain the necessary skills and understanding to keep children and young people safe will include the following:

- All members of staff and volunteers and other associates have training on child protection when they join the association which includes an introduction to the YMCA's child protection policy and procedures. All staff members that have direct contact with children in their position will also be required to complete the below list within the first 60 business days of hire. This training will have a refresher every three years.
  - **YMCA Protecting Children and Vulnerable Persons** and **Crisis Communications Framework** policies review, sign-off and opportunities for asking questions; and
  - Child Protection **LMS Modules:**
  - **Staff - Level 1; Supervisory Staff only - Level 1 & Level 2;**
  - **Volunteers and Board Members only - Level 1 Refresher; and**
  - **Students** are not required to complete the modules

All staff, students or volunteers have a department orientation and tour to ensure they know where to find their child protection **tool kit binder is essential.**

- All members of staff and volunteers are provided with opportunities to learn about how to recognize and respond to concerns about child abuse.
- Children and young people are provided with advice and support on keeping themselves safe.
- Staff members and volunteers with special responsibilities for keeping children and young people safe have relevant training and regular opportunities to update their skills and knowledge.
- Training is provided to those responsible for dealing with complaints and disciplinary procedures in relation to child abuse and inappropriate behavior towards children and young people.
- Training and written guidance on safer recruitment practice is provided for those responsible for recruiting and selecting staff and volunteers.
- Opportunities exist for learning from practical case experience to be fed back into organizational training and development programs.
- **Child Protection sessions are offered throughout the year at staff meetings, in addition to quarterly training throughout the year by the management team to ensure Child Protection is part of our YMCA culture.**

## **8 RESPONDING TO DISCLOSURE OR SUSPICION OF CHILD ABUSE**

In the event that a child discloses or there are grounds to suspect child abuse, the YMCA will take prompt and immediate action. The YMCA is mandated by provincial law to report any suspected cases of child abuse or neglect to the appropriate authorities for investigation.

**a. General Procedure:**

- Staff and volunteers of the YMCA will take allegations of abuse seriously.
- The YMCA will ensure staff working with children and young people are familiar with the procedure for handling a disclosure of abuse or neglect by a child. (Refer to Appendix E for the procedure.)
- Staff will follow the prescribed procedure for handling a 'disclosure'.
- The first priority will be to ensure that no child is exposed to unnecessary risk by taking any precautionary measures as advised by Child Protection Authority. (Refer to Appendix F for child protection telephone numbers.)
- In the event the reported incident(s) involve staff or a volunteer, the procedure for handling an allegation against a YMCA staff or volunteer will be followed. (Refer to Appendix G for the procedure.)
- A report will be filed in accordance with relevant provincial child protection reporting requirements and the Association will cooperate to the extent of the law with any legal authority involved. (Refer to Appendix H for report form.)
- All information related to disclosure or an allegation of abuse will be handled confidentially.

**9 MANAGING AN ALLEGATION, COMPLAINT AND CLAIM OF ABUSE AGAINST THE YMCA**

In event of an allegation, complaint or claim of abuse against a staff or volunteer of the YMCA will follow the following procedures:

**a. Incident Reporting:**

- If a staff or volunteer suspects or receives an allegation or complaint of abuse about another YMCA staff, volunteer or student, he/she will follow the procedure for reporting an allegation or suspicion of abuse to the appropriate child protection authority. Refer to 6.1.5 and Appendix G for the procedure.
- The staff or volunteer will notify the Manager of Child Care & Community Initiatives responsible for child protection as soon as a call to the child protection authority has been made. The Manager of Child Care & Community Initiatives will notify management to ensure that the insurer is notified promptly of the allegation or complaint of abuse against the YMCA.

**b. Information Management:**

- Staff and volunteers will follow the documentation and information handling procedures required under relevant child protection legislation. Refer to Appendix I for the procedure.
- All records related to the allegation or complaint will be retained until such time as determined by the authorities, or by YMCA records retention requirements, or by the insurer, whichever is longer.

**c. Insurance**

- Any allegation or complaint of abuse involving a YMCA staff or volunteer must be reported promptly to the insurer upon becoming aware of the allegation or complaint, in keeping with notice requirements under insurance policies. Providing



the insurer with prompt notice protects the YMCA's ability to trigger abuse coverage under their insurance policies, in the event a legal demand or claim arises in the future.

- Liability insurance policies should be kept indefinitely by the YMCA, and stored in a secure accessible location. Retention is important due to the historical, long tail nature that characterizes abuse claims.

#### **d. Crisis Communications**

The YMCA shall follow its escalation protocols as part of its proactive emergency response and crisis communication procedures to ensure the following:

- The senior leadership team is responsible for responding to escalated or critical incidents and understands their role in managing major or crisis events.
- Supervisors and staff have easy access to escalation and crisis management policies or protocols.
- Orientation includes review of protocols so that new staff and volunteers understand their role in an emergency or crisis situation.
- Associations promptly notify YMCA Canada of incidents involving serious injury or death or escalated situations with (potential) media attention.
- Organizational learning is incorporated following recovery from an escalated or crisis situation, facilitated by a designated senior lead who also reviews at least annually the effectiveness of the YMCA's escalation and crisis management protocols, for any needed enhancements.

Refer also to ***Crisis Communication Framework*** for more information about crisis escalation for prompt notification, effective decision-making and management support during a major or crisis event.

## **10 MONITORING**

The YMCA has implemented a formal monitoring system that includes self-assessments, YMCA National Peer Reviews and third party assessments of compliance with policies and procedures for the protection of children and vulnerable persons. Assessments are completed at least annually to identify where further enhancements may be needed to maintain the safety of YMCA program environments. Internal Peer Reviews are led by the Child Protection Lead (Manager of Child Care & Community Initiatives) and an Association team. In addition, supervisors or managers shall monitor programs regularly to identify any potential barriers and strategies including:

- fostering a culture of safety through safeguards including policies, training and education;
- providing children and vulnerable persons with support and guidance on what to do, and who to contact if feeling uncomfortable or afraid at any time;
- adhering to established employment practices, human resources and volunteer management procedures for recruitment, screening, supervising and training staff and volunteers;
- conducting program area checks including regular building sweeps/tours to monitor bathrooms, locker rooms and any isolated areas; and
- maintaining building security through use of central point(s) of entry, sign-in and out procedures, restricted access to child care or child minding areas, doors are locked that should be locked, etc.
- The Manager of Child Care & Community Initiatives has oversight for tracking of all staff training and certifications, however, supervisors and managers have a joint accountability as

they are responsible for ensuring their information or certification is compliant and submitted to the Manager of Child Care & Community Initiatives.

Validation of effective supervision through specific observations is the role of everyone; therefore, 100% is

expected when it comes to supervision, being within ratio and attendance reflects participants in care/group.

## 11 VISITORS, PUBLIC EVENTS & THIRD PARTY CONTRACTORS

### Visitors

All visitors, guests, including service repair agencies must be signed into a 'Visitor Log'. The log will include: full name, company name, reason for visit and sign-in & out time. Photo identification will be checked by a YMCA staff who will also sign them in and out, for privacy purposes and a visitor nametag is provided.

**Please note:** If another YMCA staff has seen their photo I.D. previously there is no need to continually request. If the person is new, I.D. is required. **If YMCA staff are expecting a visitor** they will meet the visitor at these areas and accompany him/her to the location to meet and escort them back to the entrance. Non-members (guests) will be given a 'visitor badge and/or lanyard' to be worn and returned when they are signed-out by a YMCA staff.

### Public Events (YMCA Organized & Outside Agency)

All public events will be discussed at the senior staff level in advance of the planned event. There are **two types** of public events: **YMCA** and **outside agency organized**. Each event will be treated individually and discussed as a senior leadership team to ensure we are planning the event in the best safety interest of all members and non-members when it pertains to ensuring a child protection plan is in place.

The event lead is responsible for briefing the team about the event in advance and a safety plan will be discussed and decided; the plan will then be communicated to all applicable staff and volunteers.

Each event may include one or a combination of the following: sign-in, photo identification, additional staffing will be scheduled, red wristbands may be worn, specific areas may be closed for safety purposes, etc... These decisions will be communicated in advance of those particular events to all staff, volunteers and the public.

### Third Party Contractors

All contractors must read and sign-off on the applicable child protection requirements as outlined in their YMCA contract and/or agreement and are expected to follow the policy while within in our facility. It is the responsibilities of the supervisor or manager overseeing the lead third party contractor to ensure their staff are all signed-in and out with photo I.D. at Membership Services or the Child Care Administrative Office before and after each project; if another YMCA staff has seen their photo I.D. there is no need to ask again. The YMCA supervisor or manager for that department contract is responsible to ensure the above-noted is in place.

## 12 CONTACTS AND OTHER RESOURCES

For more information about this policy, staff may speak with their supervisor or Manager of Child Care & Community Initiatives who is the Association Lead for child protection. The following sources also provide additional information about child protection:

- ☐ **YMCA Canada** - National Child Protection Standard Requirements, child protection training and audit tools;
- ☐ Resources available online through **Canadian Centre for Child Protection** at [www.protectchildren.ca](http://www.protectchildren.ca); and **Boost Child Abuse Prevention** at [www.boostforkids.org](http://www.boostforkids.org).

**APPENDIX A  
YMCA CHILD PROTECTION POLICY AND PROCEDURES SIGN OFF**

As a staff member of the YMCA of Timmins:

- I have read the YMCA Child Protection Policy and Procedures
- I understand my legal duty to report under the Child and Family Services Act of Ontario; and
- I understand my responsibility and the actions required by me

Name: \_\_\_\_\_  
(Please print)

Division: \_\_\_\_\_

Position: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_  
(Day/Month/Year)

**APPENDIX B**  
**YMCA Employment/Volunteer Application Form**

**Please note that a criminal reference check will be required to be submitted for review prior to starting employment.**

Position being applied for \_\_\_\_\_

Date available to begin work \_\_\_\_\_

**PERSONAL DATA**

Last Name \_\_\_\_\_ Given Name \_\_\_\_\_ Initial \_\_\_\_\_

Address: Street \_\_\_\_\_ Apt. # \_\_\_\_\_

City \_\_\_\_\_ Province \_\_\_\_\_ Postal Code \_\_\_\_\_

Home Telephone # \_\_\_\_\_ Bus. Telephone # \_\_\_\_\_

Are you legally eligible to work in Canada?  Yes  No

Are you over 18 years of age?  Yes  No

To determine your qualifications for employment, please provide below and on the reverse, information related to your academic and other achievements including volunteer work, as well as entire employment history. Additional information may be attached on a separate sheet.

**EDUCATION**

Secondary School  Business or Trade School

Highest grade or level completed \_\_\_\_\_ Name of Program \_\_\_\_\_

Length of Program \_\_\_\_\_

License, certificate or diploma awarded?  Yes  No

Type:  Community College  University

Name of Program \_\_\_\_\_ Length of Program \_\_\_\_\_

Diploma/Degree Awarded \_\_\_\_\_

Major subject \_\_\_\_\_

Other courses, workshops or seminars \_\_\_\_\_

Licenses, certificates or degrees \_\_\_\_\_

**WORK RELATED SKILLS**

Describe any of your work related skills, experience or training that relate to the position being applied for.

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**EMPLOYMENT HISTORY/REFERENCES**

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Function/Responsibilities \_\_\_\_\_  
Name of present/last employer/job \_\_\_\_\_  
Job title \_\_\_\_\_  
Period of employment From: \_\_\_\_\_ To: \_\_\_\_\_

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Function/Responsibilities \_\_\_\_\_  
Name of present/last employer/job \_\_\_\_\_  
Job title \_\_\_\_\_  
Period of employment From: \_\_\_\_\_ To: \_\_\_\_\_

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Function/Responsibilities \_\_\_\_\_  
Name of present/last employer/job \_\_\_\_\_  
Job title \_\_\_\_\_  
Period of employment From: \_\_\_\_\_ To: \_\_\_\_\_

List references if different than above on a separate sheet. Two of the three references must be unrelated to the YMCA of Timmins.

**I hereby declare that the foregoing information is true and complete to my knowledge; I understand that a false statement may disqualify me from employment or cause my dismissal. I have not have any accusations of misconduct against me and there is knowing known to me that could prevent me from doing the applied for work.**

Have you attached an additional sheet?  Yes  No

---

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_  
References checked \_\_\_\_\_ Coach's signature \_\_\_\_\_

**YMCA Privacy Commitment**

Timmins Family YMCA is committed to protecting information by following responsible information handling practices, in keeping with privacy laws. We collect and use personal data in order to better meet your service needs, to ensure the safety of children in our care, for statistical purposes, to inform you about the YMCA program or service in which you are registered, and to satisfy government and regulatory obligations. You may also hear from us periodically about other YMCA programs, services and opportunities that may interest and benefit you. [www.timminsymca.org](http://www.timminsymca.org)

APPENDIX C  
YMCA Employment/Volunteer Application Form

**Please note that a criminal reference check will be required to be submitted for review prior to starting employment.**

Position being applied for \_\_\_\_\_

Date available to begin work \_\_\_\_\_

**PERSONAL DATA**

Last Name \_\_\_\_\_ Given Name \_\_\_\_\_ Initial \_\_\_\_\_

Address: Street \_\_\_\_\_ Apt. # \_\_\_\_\_

City \_\_\_\_\_ Province \_\_\_\_\_ Postal Code \_\_\_\_\_

Home Telephone # \_\_\_\_\_ Bus. Telephone # \_\_\_\_\_

Are you legally eligible to work in Canada?  Yes  No

Are you over 18 years of age?  Yes  No

To determine your qualifications for employment, please provide below and on the reverse, information related to your academic and other achievements including volunteer work, as well as entire employment history. Additional information may be attached on a separate sheet.

**EDUCATION**

Secondary School  Business or Trade School

Highest grade or level completed \_\_\_\_\_ Name of Program \_\_\_\_\_

Length of Program \_\_\_\_\_

License, certificate or diploma awarded?  Yes  No

Type:  Community College  University

Name of Program \_\_\_\_\_ Length of Program \_\_\_\_\_

Diploma/Degree Awarded \_\_\_\_\_  
 Major subject \_\_\_\_\_  
 Other courses, workshops or seminars \_\_\_\_\_  
 Licenses, certificates or degrees \_\_\_\_\_

**WORK RELATED SKILLS**

Describe any of your work related skills, experience or training that relate to the position being applied for.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**EMPLOYMENT HISTORY/REFERENCES**

Function/Responsibilities \_\_\_\_\_  
 Name of present/last employer/job \_\_\_\_\_  
 Job title \_\_\_\_\_  
 Period of employment From: \_\_\_\_\_ To: \_\_\_\_\_

Function/Responsibilities \_\_\_\_\_  
 Name of present/last employer/job \_\_\_\_\_  
 Job title \_\_\_\_\_  
 Period of employment From: \_\_\_\_\_ To: \_\_\_\_\_

Function/Responsibilities \_\_\_\_\_  
 Name of present/last employer/job \_\_\_\_\_  
 Job title \_\_\_\_\_  
 Period of employment From: \_\_\_\_\_ To: \_\_\_\_\_

List references if different than above on a separate sheet. Two of the three references must be unrelated to the YMCA of Timmins.

**I hereby declare that the foregoing information is true and complete to my knowledge; I understand that a false statement may disqualify me from employment or cause my dismissal. I have not have any accusations of misconduct against me and there is knowing known to me that could prevent me from doing the applied for work.**



Have you attached an additional sheet?  Yes  No

---

Signature of Applicant

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Date

References checked \_\_\_\_\_

Coach's  
signature \_\_\_\_\_

**YMCA Privacy Commitment**

Timmins Family YMCA is committed to protecting information by following responsible information handling practices, in keeping with privacy laws. We collect and use personal data in order to better meet your service needs, to ensure the safety of children in our care, for statistical purposes, to inform you about the YMCA program or service in which you are registered, and to satisfy government and regulatory obligations. You may also hear from us periodically about other YMCA programs, services and opportunities that may interest and benefit you. [www.timminsymca.org](http://www.timminsymca.org)

**APPENDIX D  
REFERENCE CHECKING FORM  
TELEPHONE REFERENCE CHECK**

**Applicant's Name:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Date Called:** \_\_\_\_\_

**Call Made By:** \_\_\_\_\_

**What was or is your relationship with (candidate's name)**

**Did the applicant effectively perform his/her job related duties? If no, explain**

**Would you describe your relationship with the applicant as positive or negative?**

**How was the applicant's attendance and punctuality?**

- Poor**
- Satisfactory**
- Excellent**

**How did the applicant relate to other employees and visa versa?**

**A responsibility of this position will require (the candidate's name) to provide direct supervision of children. Do you have any concern in relation to (candidate's name) providing direct supervision of children placed in their care?**

**Would you rehire this employee? If no please give reasons**

**Thank-you for answering these questions you have helped in our decision to hire.**

## APPENDIX E

### **Procedure for Handling Disclosure by a Child**

1. Staff whom suspect or have witnessed abuse of any child have a duty to report to the appropriate local authorities. Follow procedures outlined here. All forms are available in the Child Protection Tool Kit found at each off site location, each child care room, main office on Poplar, Child Care Supervisor office, Child Protection Lead / Manager of Child Care & Community Initiatives and CEO.
2. Staff must inform their supervisor that they need to make a call to Child Protection Authorities. The supervisor must provide the staff coverage off of the floor to make the appropriate calls.
3. Supervisor will then inform the Child Protection Lead that a call is being made and to expect documentation.
4. The following information should be documented before calling:
  - a. Type of abuse suspected.
  - b. If physical, documented on chart the location, approximate size (relate size to a coin) and colour of marks.
  - c. Name, address, birth date, telephone number and religion of the child. Make sure to document any comments the child might have concerning the marks and also the child's condition at the time of the report.
  - d. The name and telephone number of the individual suspected of abuse and where they can be located. If individual suspected of abuse is not the parent, then the name, telephone number and parent's location is to be given. It is important to let the agency know how to approach these parents.
  - e. If the decision to report was made after talking to the parents, then document where the incident occurred and any other information you might have.
  - f. If this is not the first incident of concern, have other reports available.
  - g. If any other person or agency has been involved with the child, have the name and telephone number available.
  - h. Begin filling out the YMCA Internal Investigation Reporting Form. Continue to fill out form as you make calls and fill out forms. This form must be given to the Child Protection Lead / Manager of Child Care & Community Initiatives , Courtney Berlinghoff along with the sealed envelope.
5. When you call the Child Protection Authority make sure:
  - a. You give your full name, professional title, and the name of the YMCA branch/department you work for.
  - b. Report all information you have documented.
6. All forms and documentation must be included in the envelope provided in the Child Protection Toolkit and handed to the Child Protection Lead / Manager of Child Care & Community Initiatives , Courtney Berlinghoff.

**APPENDIX F**  
**TELEPHONE NUMBERS FOR REPORTING SUSPECTED CASES OF CHILD ABUSE AND NEGLECT**

**Child Protection Authorities**

North Eastern Ontario Family & Children’s Services (NEOFACS) – 705-360-7100

Kunuwanimano Child & Family Services – 705-268-9033

**YMCA of Timmins Management**

Manager of Child Care & Community Initiatives, Child Protection Lead (Courtney Berlinghoff)  
Cell – 705-266-6375, Home – 705-264-2149

CEO (Wayne Bozzer)- 705-266-3493

**APPENDIX G**  
**PROCEDURE FOR HANDLING AN ALLEGATION AGAINST AN EMPLOYEE OR VOLUNTEER**

**Procedure for Handling an Allegation Against An Employee Or Volunteer**

It can be very distressing when a staff member is accused of abusing a child. A YMCA staff member who receives a disclosure of abuse against another staff member or suspects a colleague of abuse has a legal obligation to report to the local Child Protection Authority. Staff must follow the procedures outlined below if a report is made against a colleague.

In many cases, handling a guidance situation in an inappropriate manner can cause an allegation of abuse. Staff should be familiar with and adhere to the YMCA Child Guidance Policies. In general, an allegation against a staff member is usually made by a parent, a child or a colleague. In all cases, there is a legal obligation to report.

In the event that a parent makes an allegation against another staff member, the obligation to report also lies with the parent. The parent needs to be informed of their duty to report and be encouraged to make the report to the local Child Protection Authority. The staff member who has been informed of the situation or observed the situation, has the legal duty to report as well even if the parent(s) report. The staff member must follow the standard Child Protection Authority reporting procedures to report the allegations against another staff member.

If an allegation is made against a staff member and there will be an investigation, the staff member will be suspended with pay during the course of the investigation.

**Reporting Procedures for Staff**

Staff must follow these procedures when an allegation or disclosure is made against another staff member or when the abuse by a staff member is witnessed:

- Treat the allegations seriously and confidentially.
- Report immediately to management (includes direct supervisor) any allegations of abuse against a staff member.
  - Management will notify the Manager of Child Care & Community Initiatives of the allegation. The Manager of Child Care & Community Initiatives will notify the CEO.
  - If you are unable to reach a member of your management team, call the Manager of Child Care & Community Initiatives directly. If he/she is not available, contact the CEO directly.
- The staff member must complete the YMCA Child Abuse Reporting form and follow the reporting procedures. The form will be reviewed by management to ensure that all required information is recorded.
- Staff are to keep information confidential and not to discuss the allegation with other staff, volunteers, parents, or participants. Any questions regarding the incident should be referred to the CEO or their designate.

## **Procedures for Management**

Management will follow these procedures:

- Management staff will notify the Manager of Child Care & Community Initiatives of the allegation.
- The Manager of Child Care & Community Initiatives will notify the CEO.
- Management will ensure that the appropriate reporting procedures have been followed.
- Management must take immediate steps to ensure that children are safe. This includes taking the necessary steps to ensure that the suspected staff member is not left alone with children and is suspended with pay pending the investigation.
- Any questions and enquiries are to be referred to the CEO or to the Manager of Child Care & Community Initiatives .
- Child Protection Lead / Manager of Child Care & Community Initiatives , Courtney Berlinghoff must ensure the YMCA Internal Reporting Form is completed, recorded and filed.

## **Investigation Outcome**

The YMCA will respond to the outcome of the child abuse investigation in the manner outlined in the current Human Resource Policy.

**APPENDIX H  
YMCA CHILD ABUSE REPORTING FORM**

CONFIDENTIAL: Include Form in Sealed Envelope

Date of Incident: \_\_\_\_\_

Name of YMCA Facility/Division: \_\_\_\_\_

YMCA Department: \_\_\_\_\_

Child's Name: \_\_\_\_\_  Male  Female

Child's Age: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
(month/day/year)

Child's Address: \_\_\_\_\_  
(street) (city/province) (postal code)

Child's Phone Number: \_\_\_\_\_

Name of Parent(s)/Guardian: \_\_\_\_\_

Relationship to Child: \_\_\_\_\_

Address: \_\_\_\_\_  
(street) (city/province) (postal code)

Phone Numbers: \_\_\_\_\_  
(home) (work)

\_\_\_\_\_ (home) (work)

Reason for this Report:

- suspicion of abuse
- child disclosure
- allegation of abuse against a YMCA staff

Describe incident, situation, statement or behavioral and/or physical indications of abuse:

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If child's explanation was sought or offered, give details, including what was said and when:

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If other staff were consulted, give details, including what was said or when:

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Area(s) on child's body showing indicators of abuse [**or insert body chart**]:



Call / Report made to:

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- Child Protection Authority (please circle) NEOFACS or Kuuwanimano
- Incident Report completed and submitted to Manager of Child Care & Community Initiatives

Date of call: \_\_\_\_\_

Time of call: \_\_\_\_\_ am/pm

Child Protection Authority Contacted: \_\_\_\_\_

Name of: Child Protection Social Worker \_\_\_\_\_

Action the Child Protection Social Worker/Licensing Officer said will occur:

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Follow up required: Other comments or observations?

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Name of Staff making report: \_\_\_\_\_

Position: \_\_\_\_\_

Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**APPENDIX I**  
**YMCA CHILD ABUSE DOCUMENTATION PROCEDURE**

**Guidelines for Writing Documentation**

All documentation must be:

- Legible and hand written by the person who suspected and reported the suspected abuse (never to be typed on a computer);
- Written with a ball point pen, not a marker or felt tip, which might smudge/leak;
- Factual, based on your observations. Do not document your personal thoughts about how it might have happened or include second or third party information;
- Submitted as the original document. Do not re-write your documentation;
- Free of white-out, if you make a mistake, simply cross it out and initial any errors/changes;
- Complete with the name(s) and phone number(s) of the individual(s) you spoke with at the Child Protection Authority;
- Complete with any directions you were given by a CAS and/or Police Division;
- Signed, dated, and placed in a sealed envelope;
- Write the child's name and CONFIDENTIAL on the front of the envelope, the director will sign his/her name to the back seal;
- The center director will put the envelope in a locked, fire proof cabinet, separate from the children's files.

Written documentation should include the following information:

- Child's name and address;
- Observation date and time;
- Description of the full incident(s), and/or situation(s) of suspected abuse (FACTS ONLY). Ensure to include dates, times, behaviours, specific words and interactions between the individuals involved;
- Description of the physical condition of the child, including any injuries or signs of illness. Where appropriate, circle the attached Body Chart to indicate location of injury(s);  
Body Chart is attached:  Yes  No
- Description of the emotional condition of the child, including any behavioural concerns, as well as the child's response upon disclosure (if applicable). Are there any noticeable changes in the child's behaviour?
- If known, a description of any further risks of abuse to the child, including the access of the alleged abuser to the child;
- Describe fully the "action taken" on behalf of the child. Include all instructions and/or advice from a Child Protection Authority or Police Official.

**Documentation regarding a CAS record is never to be given to anyone including Police or a CAS unless a warrant or subpoena is provided.**

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**Source: City of Toronto, "Making a Difference: The Community Responds to Child Abuse, Fourth Edition 2003"**

**YMCA Child, Youth and Family Development Procedures Manual 09.05 Child Abuse Procedure:  
Volume 7: Page 11 of 12**

APPENDIX J

ANNUAL OFFENCE DECLARATION FORM

**Instructions**

All staff, students, and volunteers must provide their supervisor with an Offence Declaration in every calendar year, except a year in which a vulnerable sector check is obtained, that is dated within 15 days of the previous offence declaration or vulnerable sector check, whichever is most recent.

*For example, if your last Annual Declaration was dated September 1, 2015, this Offence Declaration covers the period September 1, 2015 to August 31, 2016 and must be completed no later September 15, 2016.*

**Declaration**

I, \_\_\_\_\_, declare that,  
**FIRST NAME, LAST NAME**

Since \_\_\_\_\_  
**Date of last vulnerable sector check or last offence declaration, whichever is most recent, or date of 18<sup>th</sup> birthday (yyyy/mm/dd).**

**Check all that apply:**

- I have **NOT** been charged or convicted of an offence under section 151 (sexual interference) of the *Criminal Code (Canada)*.
- I have **NOT** been charged or convicted of an offence under section 163.1 (child pornography) of the *Criminal Code (Canada)*.
- I have **NOT** been charged or convicted of an offence under section 215 (duty of persons to provide necessaries) of the *Criminal Code (Canada)*.
- I have **NOT** been charged or convicted of an offence under section 229 (murder) of the *Criminal Code (Canada)*.
- I have **NOT** been charged or convicted of an offence under section 233 (infanticide) of the *Criminal Code (Canada)*.
  
- I am a student or volunteer that has turned 18 years old in the last month of working with children at the YMCA and I have been found guilty of the following offences under the *Youth Criminal Justice Act (Canada)*:  
\_\_\_\_\_

- I **HAVE** been charged or convicted of the following offences under the *Criminal Code (Canada)*:

- I am currently the subject of a complaint alleging professional misconduct, incompetence, or incapacity, **OR** my certificate has been suspended, **OR** there are terms and conditions on my certificate by the College of Early Childhood Educators under the *Early Childhood Educators Act*. Explain below:

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I declare that the above discloses all my convictions under the *Criminal Code* (Canada) since the date specified above.

In addition, I am aware of my duty to provide my supervisor with an offence declaration as soon as reasonably possible, any time I am charged or convicted of an offence under the *Criminal Code* (Canada) **OR** I become the subject of a complaint alleging professional misconduct, incompetence, or incapacity, **OR** my certificate has been suspended, **OR** there are terms and conditions placed on my certificate by the College of Early Childhood Educators under the *Early Childhood Educators Act*.

Signature (For completion by the staff/student/volunteer)		
First and Last Name	Signature	Date (yyyy/mm/dd)

Signature (For completion by the supervisor)		
First and Last Name	Signature	Date (yyyy/mm/dd)

**APPENDIX K**  
**CRIMINAL REFERENCE CHECK WAIVER FORM**

I, \_\_\_\_\_, confirm that I do not have a criminal record nor do I have any criminal charges pending.

I understand that the offer of employment made to me by the YMCA of Timmins is conditional upon my providing the YMCA with a clear and satisfactory criminal reference check that is dated no later than 30 days from the date of issue.

I also understand that if approval is granted for my employment to begin before having submitted a clear and satisfactory criminal reference check, I agree to provide the YMCA with proof of having initiated the process by providing a police issued receipt. Furthermore, I understand that I will be supervised at all times so as not to be in a position where I am alone with children and/or vulnerable adults, nor shall I place myself in such position, until such time as I have submitted a clear and satisfactory criminal reference check.

My signature below confirms my understanding and compliance to the terms and conditions as set out and that my offer of employment is not considered final until I have met these terms. Furthermore, I understand that failure to provide the YMCA with a clear and satisfactory criminal reference check within two months of signing this Waiver will result in the immediate termination of my employment.

\_\_\_\_\_  
Staff Signature

\_\_\_\_\_  
Date

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**OFFICE USE ONLY**

\_\_\_\_\_ Receipt Received and stapled to waiver

Approval from Manager of Child Care & Community Initiatives : YES or NO

Manager of Child Care & Community Initiatives Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approval from CEO : YES or NO

CEO Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**APPENDIX L**

**YMCA INTERNAL REPORTING FORM**

The below form is to be completed by the person(s) who made the call to CAS and is to be given to the Child Protection Lead / Manager of Child Care & Community Initiatives , Courtney Berlinghoff when an internal investigation has been initiated.

Name of Staff Making Report: \_\_\_\_\_

Position: \_\_\_\_\_ Department: \_\_\_\_\_

I contacted:	Name	Date	Time
_____ Supervisor	_____	_____	_____
_____ GM (Lead CP)	_____	_____	_____
_____ CEO	_____	_____	_____

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**Signatures:** All supporting documentation has been submitted

Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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***CHILD PROTECTION LEAD SECTION ONLY***

\_\_\_\_\_ I was informed at the above mentioned date:

\_\_\_\_\_ Serious Occurrence Procedure Completed

\_\_\_\_\_ Sheet attached to support outcome / conclusion of investigation

\_\_\_\_\_ Was there a need to contact YMCA Canada (If yes, attach additional documentation)

Additional Comments:

\_\_\_\_\_  
Child Protection Lead / Manager of Child Care & Community Initiatives Signature Date

\_\_\_\_\_  
CEO Signature Date

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CASE CODE NUMBER: \_\_\_\_\_

**APPENDIX M**

**Prohibited Practices Policy**

Young children benefit from an affirming approach that encourages positive interactions with other children and with adults, rather than from a negative or punitive approach to manage unwanted behavior. Research from diverse fields of study shows that children who attend programs where they experience warm, supportive relationships are happier, less anxious and more motivated to learn than those who do not. Experiencing positive relationships in early childhood also has significant long term impact on physical and mental health, and success in school and beyond.

The YMCA Program Statement sets out approaches that support positive interactions between children, families, staff and the community.

The following prohibited practices are not permitted:

- Corporal punishment of the child;
- Physical restraint of the child, such as confining the child to a high chair, car seat, stroller or other device for the purpose of discipline or in lieu of supervision, unless the physical restraint is for the purpose of preventing a child from hurting himself, herself or someone else, and is used only as a last resort and only until the risk of injury is no longer imminent;
- Locking the exits of the child care centre or home child care premises for the purpose of confining the child, or confining the child in an area or room without adult supervision, unless such confinement occurs during an emergency and is required as part of the licensee's emergency management policies and procedures;
- Use harsh or degrading measures or threats or use derogatory language directed at or used in the presence of a child that would humiliate, shame or frighten the child or undermine his or her self-respect, dignity or self-worth;
- Depriving the child of basic needs including food, drink, shelter, sleep toilet use, clothing or bedding; or
- Inflicting and bodily harm on children including making children eat or drink against their will.

**Measures Used to Deal with Contravention of Policies and the Prohibited Practices**

Any reports involving breach of the above prohibited practices are taken seriously and will be dealt with by YMCA management. Individuals who violate the prohibited practices and this procedure are subject to disciplinary or corrective action up to and including termination of employment or volunteer assignment. See Human Resources Manual for further policies and procedures.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## APPENDIX N

### **Prohibited Practices Policy – Volunteer or Student Sign Off**

Young children benefit from an affirming approach that encourages positive interactions with other children and with adults, rather than from a negative or punitive approach to manage unwanted behavior. Research from diverse fields of study shows that children who attend programs where they experience warm, supportive relationships are happier, less anxious and more motivated to learn than those who do not. Experiencing positive relationships in early childhood also has significant long term impact on physical and mental health, and success in school and beyond.

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- Locking the exits of the child care centre or home child care premises for the purpose of confining the child, or confining the child in an area or room without adult supervision, unless such confinement occurs during an emergency and is required as part of the licensee's emergency management policies and procedures;
- Use harsh or degrading measures or threats or use derogatory language directed at or used in the presence of a child that would humiliate, shame or frighten the child or undermine his or her self-respect, dignity or self-worth;
- Depriving the child of basic needs including food, drink, shelter, sleep toilet use, clothing or bedding; or
- Inflicting and bodily harm on children including making children eat or drink against their will.

#### **Measures Used to Deal with Contravention of Policies and the Prohibited Practices**

Any reports involving breach of the above prohibited practices are taken seriously and will be dealt with by YMCA management. Individuals who violate the prohibited practices and this procedure are subject to disciplinary or corrective action up to and including termination of employment or volunteer assignment. See Human Resources Manual for further policies and procedures.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**APPENDIX O**  
**YMCA FACILITY ACCESS AND PROGRAM CONTROLS PLAN EXAMPLE**

LOCATION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

<b>The YMCA Child Protection Binder is readily available</b>		
Location of Binder	Main office, any manager or supervisor, Manager of Child Care & Community Initiatives / Child Protection Lead	
Binder Contents	Child Protection Policy dated November 2017 Completed Facility Access sheet Information Sheets Child Protection Tool Kits	
<b>All External Access points into the facility are secured to prevent unauthorized access to the facility</b>		
Listing of External Access Points	<b>Access Point</b>	<b>Security (Locked or 100% supervision)</b>
	Child Care Entrance (Preschool)	Locked, some exceptions, with Buzzer System
	School Main Entrance	Locked, some exceptions, YMCA staff provide 100% supervision of children
	Various Other School Entrances	Locked
<b>All Internal Spaces not actively in use are kept locked. Access to Child Care and Child Minding areas are secured</b>		
Listing of Spaces that are not to be accessed by the public	<b>Space</b>	<b>Security</b>
	Kitchen Door	Locked
	Building Access Doors	Locked
	Child Care Classroom Doors	100% supervision of children
	Administration Office Door	Locked when not in use
<b>YMCA ID or Government Issued ID is required to gain access to the YMCA</b>		
Departmental Expectation	Staff verify all adults who are not known to them by requesting government issued ID and confirming they are included as an authorized pick up on the child's registration form. All visitors are asked to provide government issued ID or in the case of a partner agency, agency issued photo ID is acceptable.	
<b>Access Details and Records are maintained in a permanent record</b>		
Visitor Log Location	Front entrance on cubbies	
Departmental Expectation	All visitors sign the Visitor Log upon arrival Registration packages are kept on site for all registered children Weekly sign-in and sign-out records and monthly attendance records are completed All records are stored indefinitely	
<b>Regular sweeps and tours are completed of the facility to monitor bathrooms, locker rooms and isolated areas</b>		
Department Expectation	Staff provide 100% supervision at all times	
<b>All YMCA staff and volunteers supervising children follow ratio requirements and provide active supervision</b>		

Ratio Requirement(s)	Toddler Room – 1 staff to 5 children, Preschool Room – 1 staff to 8 children School Age – 1 staff to 10 children (4 and 5 year olds), 1 staff to 15 children (6 to 12)
Sign-In & Out Procedure	Parents are required to sign their child in and out at drop off and pick up daily