

Code of Conduct

STANDARDS FOR INTERACTING WITH YOUTH

As employees and volunteers, it is our duty to safeguard the youth in our care. The following code of conduct describes the minimum expectations that we hold for personnel who interact with youth in the GVPF's youth programs. "Youth" refers to any individual under the age of 18 years old. "Personnel" or "Authorized Personnel" includes both employees and volunteers who supervise, chaperone, or have custodial or caregiving responsibilities for, or who have unsupervised access to youth. "Parent" refers to both parents and legal guardians.

Included:

1. Policing Staff Standards for Interacting With Youth
 2. How to Report Violations of the Standards
 3. How to Report Suspected Child Abuse or Neglect
 4. Confirmation of Understanding
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1. STANDARDS FOR INTERACTING WITH YOUTH

GENERAL CONTACT: IN PERSON, ONLINE, VERBAL, PHYSICAL

Expectations

- Observe the "Rule of Three" – have at least one other adult present during all interactions with youth.
- Limit physical contact to purposes that are consistent with the program's mission and/or for a clear educational, developmental, or health related purpose, in the presence of another staff member, and with the consent of the youth.
- Use program-sponsored e-mail, phone and social media accounts for communication when there is an essential educational or programmatic reason to do so.
- Disclose any pre-existing relationships with youth in the youth program immediately to the program lead. Abide by these standards while affiliated with the youth program, despite any pre-existing personal relationships.

Discouraged or prohibited

(Note: Discouraged behaviors are indicated by use of the word "avoid." All other behaviors are prohibited.)

- Avoid being alone with a single youth where you cannot be observed by program staff or other adults.
- Do not act in a manner that can be perceived as physical or verbal abuse.
- Do not discipline youth by use of physical punishment or by failing to provide the necessities of care.

EQUITABLE TREATMENT

Expectation

- Treat all youth equitably, i.e. fairly and consistently, regardless of their actions or behavior, sex, gender, sexual orientation, race, color, religion, culture, place of birth, age, class, ability, health, citizenship, language, or other identities.

Prohibited

- Do not discriminate against a youth based on their sex, gender, sexual orientation, race, color, religion, culture, place of birth, age, class, ability, health, citizenship, language, or other identities.

- Do not give personal gifts to youth or their parents, e.g., any item intended to give a youth and/or parent special attention that is not given to others.

SEXUAL MISCONDUCT

Expectation

- Understand and respect the physical and personal boundaries set by youth.

Prohibited

- Do not engage in sexual contact of any kind (including any verbal or physical contact that can be perceived as sexual in nature.)
- Do not date or become romantically involved with youth.
- Do not discuss your own or a youth's sex life or sexual activities.
- Do not share sexually explicit material with youth.

SAFETY

Expectations

- The safety of youth must be your primary concern above all others.
- Report any concerns for suspected abuse or neglect of a youth to the Police Camp Coordinator.
- Notify representatives per policy requirements of any violations of these standards for interacting with youth.

Prohibited

- Do not possess, sell, use, or be under the influence of alcohol, marijuana, tobacco or illegal drugs while engaged in program activities or on site.
- Do not transport youth in a personal vehicle, unless required for exigent circumstances.

EDUCATING YOUTH

Youth should be informed in an age-appropriate manner of their right to set their own physical limits for personal safety. They should be encouraged to tell an adult if someone is abusing them, or if they are in a situation or observe something that makes them uncomfortable.

CONSEQUENCES OF VIOLATING STANDARDS

In the case of suspected abuse or neglect of a youth or violations of the Standards for Interacting with Youth, the Greater Victoria Police Foundation will adhere to existing policies and procedures for each representing Police agency for corrective action. Actions taken will first and foremost consider the need to ensure the safety of youth participating in the program.

2. HOW TO REPORT VIOLATIONS OF THE STANDARDS FOR INTERACTING WITH YOUTH

Authorized Personnel of youth programs are required to report violations of the Standards for Interacting with Youth.

If you believe a staff member involved in the program has violated the Standards for Interacting with Youth you must notify **the Police Camp Coordinator immediately**.

Information to be provided when you contact the Police Camp Coordinator:

- 1) Information about the behaviors of concern including any concerns for safety or well-being of youth.
- 2) Information about the person(s) involved and date, time, and location of the event(s).
- 3) Information about the youth program.

If you are unsure about whether someone's behavior is a violation of the standards, you can consult with the Police Camp Coordinator with your concerns and they can provide guidance.

3. HOW TO REPORT SUSPECTED CHILD ABUSE OR NEGLECT

All Police Camp staff employees and volunteers are required to report suspected child abuse or neglect to the authorities, as outlined below.

If you have reasonable cause to believe that a youth has experienced abuse or neglect, or if a youth has disclosed abuse or neglect to you, you are required to report that abuse to the proper authorities immediately.

Those who are required by law to report suspected child abuse or neglect and who fail to do so may be held accountable under the Police Act and/or be subject to disciplinary action.

Your department will adhere to existing policies and procedures for corrective action regarding the employee or volunteer, including suspension or termination from employment or volunteer status.

4. CONFIRMATION OF UNDERSTANDING

I UNDERSTAND VIOLATIONS OF THE STANDARDS FOR INTERACTING WITH YOUTH MAY RESULT IN DISCIPLINARY ACTION UP TO AND INCLUDING DISMISSAL (SEPARATION OF EMPLOYMENT). I ACKNOWLEDGE I AM AWARE OF MY RESPONSIBILITIES AND I HAVE RECEIVED A COPY OF THE STANDARDS FOR INTERACTING WITH YOUTH.

Print Name _____

Date _____

Signature _____