

Safeguarding Children and Youth Policy

1. Introduction

At the YMCA-YWCA of Winnipeg, we are committed to ensuring the safety of our young community members. We know that children come from diverse families with different experiences, and have differing abilities, cultures, and beliefs. This also means that some children may be at a higher risk of harm due to several factors, such as socio-economic status, gender, race, ethnicity, religion, sexual orientation, gender identity and disability. As an organization, we take our responsibility seriously and work hard to ensure that all our employees and volunteers understand their role in keeping children safe in our programs and spaces.

This policy outlines minimum standards. However, some Y Winnipeg programs may have more requirements related to licensing, accreditation, or government regulations. In these cases, supervisors will inform employee of these additional requirements, which must be followed.

For this policy, the terms "children", "child", or "youth" refer to individuals who are under the age of 18 years old and may be used interchangeably. Please refer to [Section 14](#) for other definitions.

2. General Policy Statement

The YMCA-YWCA Policy for Safeguarding Children and Youth applies to all employees and volunteers, unless otherwise specified. We understand our responsibility to promote child safety and to protect children from harm, abuse, and exploitation. We are committed to:

- providing a secure environment for children;
- identifying and addressing child abuse or potential abuse;
- monitoring and evaluating the efficacy of our policy and procedures; and
- making necessary changes to the policy and procedures.

At Y Winnipeg, we are deliberate in creating safe spaces where we actively embrace Diversity, Equity, Inclusion, and Belonging. We are committed to creating spaces that are free of social injustices, systemic racism, discrimination, and oppression. Guided by the principles of Humility, Truth, and Reconciliation, we are working towards forging stronger relationships with all communities.

If you have any concerns related to child abuse, or potential abuse, or believes a child may need protection, you must immediately contact the All Nations Coordinated Response Network (ANCR) at **204-944-4200**. This applies to all employees and volunteers.

3. Roles and Responsibilities for the Safeguarding of Children

The Child and Family Services All Nations Coordinated Response Agency (ANCR) is the legal agency responsible for protecting children from risk and abuse. All Y Winnipeg employees and volunteers also have a duty to protect children.

3.1 Designated Lead's Responsibilities

The Vice President, People & Culture is responsible for the development of and compliance with this policy and its procedures. The CEO will ensure the VP has the necessary resources and support to ensure the safeguarding of children is a priority for all staff and volunteers.

3.2 Board of Directors and Senior Leadership’s Responsibilities

Y Winnipeg Board Members and the senior leadership team acknowledge and demonstrate awareness of their responsibility for the safeguarding of children by:

- managing and monitoring policies, procedures, and lawful reporting; and
- ensuring a system for the regular review, reporting, and evaluation of how safeguarding children happens at the Y, including how successful the policies and procedures are.

3.3 Hiring Managers’ Responsibilities

YMCA-YWCA hiring managers build and maintain a safe environment in all spaces and programs by:

- implementing all these procedures;
- ensuring all employees and volunteers:
 - read and understand this policy;
 - acknowledge their understanding by signing off on the policy ([Appendix D](#));
 - get an orientation to this policy and its procedures (included in new hire package);
 - get initial online training and annual training thereafter through the LMS;
- making sure recruitment, screening, and hiring procedures are followed;
- establishing guidelines to ensure programs are planned and developmentally appropriate;
- maintaining physical security and other safeguards in our centres and program spaces; and
- responding quickly to any complaints, reports, or allegations involving employees or volunteers.

3.4 YMCA-YWCA of Winnipeg Employee and Volunteer Responsibilities

Employees and volunteers are responsible for:

- creating a safe and caring environment for all;
- receiving the orientation, and reviewing the policy, code of conduct, and reporting responsibility before their first shift;
- participating in training regarding the safeguarding of children no later than 60 days of employment;
- participating in annual refresher training and policy review;
- providing an acceptable police record and child abuse registry checks as a term of employment;
- following the Code of Conduct within this policy;
- reporting suspected abuse or a disclosure of abuse as outlined *The Child and Family Services Act (Section 18)*; and
- following specific reporting procedures suspected or disclosure of abuse that occurs within a YMCA-YWCA program or involves an employee or volunteer.

4. Code of Conduct for the Safeguarding of Children

At the YMCA-YWCA, we are committed to treating everyone with respect and dignity. We aim to provide a safe and nurturing environment where children can thrive and realize their full potential. All employees and volunteers must follow this Code of Conduct. Any misconduct will result in disciplinary measures up to and including termination of employment. We commit to reporting misconduct to the appropriate authorities when necessary.

4.1 Practices for Working With Children:

- Address, record, and act upon any allegations made by a child.
- Ensure appropriate adult supervision ratios that keep children safe.
- Integrate the Y's values into your interactions with children, showing respect, dignity, and fairness. Consider children's unique learning styles and needs.
- Establish age-appropriate expectations, guidelines, and environments for children.
- Be inclusive by not having favourites.
- Use positive reinforcement, encouragement, and constructive guidance to help children develop. Do not use any form of physical discipline or intimidation.
- Use positive communication, avoiding any form of humiliation, verbal abuse, or shaming.
- Keep a positive attitude towards toileting and eating habits, do not punish children related to these activities. Do not deny children any basic needs.
- Involve parents whenever possible to foster collaboration and communication.
- Respect a child's personal space and right to say no, and always ensure their comfort and respect.
- Observe each child's well-being daily, noting any concerns and informing supervisors promptly.
- Build program-focused connections with children. Do not connect or engage in activities outside the organization. Do not engage in emotional, physical, or sexual relationships with children.
- Maintain professional boundaries by not connecting, communicating, or interacting with children outside of work.
 - This includes no calling, texting, emailing, private messaging, sharing or liking content on social media, exchanging contact information, or connecting on social media, apps, or gaming.
- Be professional. Do not share intimate personal details with children or their parents.
- Use positive language. Do not use inappropriate, sexualized, or suggestive language near children and discourage children doing from the same, even in a light-hearted manner.
- Communicate openly. Do not ask children to keep secrets from others.
- Safeguard against inappropriate or sexual touching, both between children and adults.
- Promote safe and respectful physical contact within the rules of games or competitions.
- Be aware of your environment. Do not be alone with children. Make sure children are never left alone, and contact parents or guardians if necessary.
- Encourage independence by letting children do personal tasks for themselves.
- Have two employees present during outings and activities such as assisting, changing, or undressing children (eg. swimming). Always obtain parental permission when needed.
- Conduct restroom checks before allowing children to enter and ensure that a supervising adult is standing nearby during use to ensure safety.
- Use supportive holds only after completing required Non-Violent Crisis Intervention training. Actions must be documented on an incident report and then provided your supervisors.
- Do not take unauthorized photographs/videos. Sharing or posting authorized photos on any social media platforms, app, or online media is prohibited.
 - If pictures are needed for the Association's website, flyers, social media, programming, etc., they should be taken by designated employees and accompanied by a signed photo release form for proper documentation.
 - No one is allowed to screenshot, photograph, or record any online session authorized for Association purposes without obtaining approval and consent from all parties involved.

5. Recruitment and Selection of Employees and Volunteers

The YMCA-YWCA of Winnipeg has established comprehensive recruitment and selection processes to ensure only suitable individuals work or volunteer with children. Proper recruitment and selection practices help match people to roles, maintain safe environments, and reduce the risk of harm to all participants.

5.1 General Procedures for New Employees and Volunteers:

Refer to People & Culture policies for detailed employment procedures.

- All job postings will include a statement that the screening process includes a Police Record Check with Vulnerable Sector Search (PRC) and a Child Abuse Registry Check (CAR) and/or Adult Abuse Registry (AAR).
- All applicants must provide a resume OR an application form before being interviewed.
- Interviews are required for all positions.
 - Interviews must include child behaviour management or child protection questions as appropriate to the position ([Appendix A](#)).
 - Interviews must be documented. All questions and answers are to be kept in the employee/volunteer's People & Culture file.
- For every position, two professional or arms-length reference checks must be completed before an offer of employment/volunteering is made.
 - References from relatives will not be accepted.
 - Young candidates with little or no prior work experience may include coaches, teachers, program facilitators, or others in similar capacities.
 - Reference checks must include **at least one** question specific to the suitability of the candidate to work with or around children.
 - All reference questions and answers must be documented and will be kept in the employee/volunteer's People & Cultures file.
- A **third reference** is required for **supervisory** positions.
- Employment and volunteer positions are conditional upon receiving an acceptable PRC and CAR and/or AAR.
- The PRC must be received and reviewed by the potential employee's manager **prior to** the person starting employment/volunteerism.
- If the employee experiences unexpected PRC processing delays, a voluntary declaration ([Appendix B](#)) form must be completed, and the following conditions must be met:
 - Offer of employment is signed and returned to People & Culture (volunteers may never start without a completed PRC).
 - The voluntary declaration, a satisfactory **agency** police records check, and proof the PRC was applied for (such as the payment receipt) must be returned to People & Culture.
 - The voluntary declaration is only accepted for three months from the start of employment.
 - The hiring manager will ensure the employee is never working alone and is always paired with another employee who has an approved PRC.
 - The person who is paired with the new employee must complete the 'Police Check in Progress Employee Supervision Tracking' form to document when and where they were working. The hiring manager must send this information to People & Culture weekly until the PRC is satisfactorily returned.

- People & Culture will track all voluntary declarations. The hiring manager will ensure that the PRC has been received prior to the expiry date of the declaration. Once that date has passed, the employee/volunteer is prohibited from working until the PRC is received by People & Culture
- If any of the PRC, CAR or AAR are not clear, there will be a review and approval process by the President & Chief Executive Officer and the Vice President, People & Culture. If one or both cannot participate in the review, the Operational Vice President or the Vice President, Finance & Administration may fill in. If approved, documentation will be placed in the employee's People & Culture file.
- Until satisfactory PRC, CAR/AAR are received, new employees/volunteers are not to have unsupervised access to children.
- Employees/Volunteers will be oriented to this policy and its procedures prior to the start of their employment through courses on the Association LMS.
- All employee and volunteer records (including training records) will be maintained in keeping with information and records management processes, which will include appropriate safeguards to protect highly sensitive, personal information such as details of the PRC.

5.2 General Procedures for Returning Employees

For procedures regarding the recruitment and selection of returning employees please refer to People & Culture policies for details.

5.3 Exemptions/Exceptions

A PRC, CAR or AAR will be completed for all employees/volunteers with the following exceptions:

- Special Event/Occasional Volunteers may be given an exemption if their attendance is recorded and;
 - The person will have limited interaction with children
 - The person will not be left alone with children
 - The person attends program sites infrequently (less than one time per month)
 - The person attends program sites for a limited duration (less than eight hours total)
- The exemption has been approved in writing the President & CEO, or the Chair of the Board of Directors
- Board of Directors volunteers are required to complete a PRC only.
- Employees and volunteers under the age of 18 are required to obtain a CAR/AAR only. The declaration found under [Appendix C](#) must be completed. Once 18, they will be required to provide proof of their application for PRC within 30 days of their 18th birthday.

6. Education, Training, Review, and Monitoring

The YMCA-YWCA's commitment to the safety and protection of includes:

- providing training and education that ensures staff members and volunteers know their responsibilities and duty to report and;
- reviewing and monitoring the YMCA- YWCA's effectiveness in its commitment to the safety and protection of children.

Training and education are essential in raising awareness about individual and organizational responsibilities in protecting children. This helps to ensure that the policy is implemented effectively. The Association provides various educational and training programs to employees and volunteers to help

them understand their responsibility to report suspected abuse. These programs include new employee orientation, mandatory training, an annual refresher session, and annual policy sign-off requirements. The information is presented in a clear and concise manner to increase understanding and promote awareness. All employee and volunteer training will be documented in their People & Culture file/profile.

6.1 Education and Training:

The learning opportunities for employees and volunteers regarding the safeguarding of children will include the following:

- Participating in the **initial orientation** to child safety and protection and read the policy **prior to starting their position**. Both the orientation and policy are included in the hiring package.
- Completing **online training** pertaining to the policy and procedures **within 60 days of their start date**.
- Participating in **annual refresher training**.
- Training is provided to those responsible for dealing with complaints and disciplinary procedures in relation to child abuse and inappropriate behaviour towards children and young people.
- Training and written guidance on safer recruitment and evaluation practices are provided for those responsible for recruiting, selecting, and managing staff members and volunteers.
- Opportunities for learning from practical case experience will be fed back into organizational training and development programs.

6.2 Review and Monitoring

The YMCA-YWCA of Winnipeg has implemented a formal review and monitoring system that ensures compliance with policies and procedures for safeguarding children which include includes:

- Annual review and update, if necessary, by the VP, People & Culture;
- Annual approval by the Board Chair and CEO;
- Annual review of systems and procedures to ensure facility and program space security.
- Semi-annual self-assessments conducted with results reported to YMCA Canada.
- The senior leadership team will implement any required actions after the assessment.
- YMCA Canada will direct when peer reviews are required. Peer review results will be provided to the Board of Directors.

6.3 Annual Policy Review by Employees/Volunteers

All employees and volunteers will review and sign off on the policy annually. In the event of any **significant changes** to the policy or its procedures, a summary will be provided in addition to the new policy for review and agreement.

6.4 Renewal of Security Clearances

All employees and volunteers will be required to renew their Police Record Check every three years, or upon request by People & Culture.

7 Reporting a Child in Need of Protection

7.1 Reporting to a Child Protection Agency

The Child and Family Service Act (Section 18) regulates the reporting children in need of protection. However, the **legal responsibility** for reporting **belongs to the person who suspects abuse**, including the person who receives a disclosure. Anyone who believes that a child may need protecting, must immediately report to the All Nations Coordinated Response Network (ANCR) or to a parent or guardian.

If you are not sure that your concerns are serious enough to warrant a report, you must consult ANCR and follow their recommendation. Consulting does not meet the legal requirements under *The Child and Family Services Act*. You still have the legal responsibility to report.

7.2 Reporting to a Parent or Guardian

You can report a child in need of protection to a parent or guardian, if they are in a position to protect the child. ANCR must be contacted specifically when there is concern that the child needs protection and it is judged that the parent/guardian cannot protect the child.

8 Responding to a Disclosure or the Suspicion of Child Abuse/Neglect

- All disclosures and allegations of abuse will be taken seriously and handled confidentially.
 - Confidentially means that you only discuss details with authorities or the internal investigation team.
- Ensure that the child is not exposed to unnecessary risk.
- Immediately Complete [Appendix F – Suspected Child Abuse Reporting Form](#).
- Make the report to ANCR - **Phone: 204-944-4200**
- Contact your manager once the report is made.
- During business hours, the manager will notify their VP, who will notify the Child Protection Lead. Outside of business hours, the manager will notify the VP on-call.
- Complete the [Envelope Cover Page](#) (name of the child, date the report was made to ANCR, the name of the employee who called ANCR, and their branch/department)
- Place all related documentation in an envelope found at the back of the binder.
- Seal the envelope.
- Deliver the envelope **by hand or by courier immediately** to 3550 Portage Ave. R3T 0Z8, c/o VP, Finance and Risk Management. Note: If making a report outside of Monday – Friday 8:30am-5:00pm, send the confidential envelope the next business day.
- Reports will be given directly to the VP, Finance and Risk Management.
- The report will be kept indefinitely and only be read/shared if required by law.
- Reports may only be sent by email or other electronic methods (fax, text and/or scan) to the VP, Finance and Risk Management if the information has been encrypted and secured with a digital signature.

9 Managing an Allegation of Abuse Against an Employee or Volunteer of the YMCA-YWCA Employee/Volunteer Responsibilities

- All disclosures and allegations of abuse will be taken seriously and handled confidentially.
- The first priority will be to ensure that the child is not exposed to unnecessary risk.
- Notify your manager immediately.

- Complete [Appendix F – Suspected Child Abuse Reporting Form](#).
- Make the report to ANCR - **Phone: 204-944-4200**
- Complete the [Envelope Cover Page](#) (name of the child, date the report was made to ANCR, the name of the employee who called ANCR, and their branch/department)
- Place all related documentation in an envelope found at the back of the binder.
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- Reports will be given directly to the VP, Finance and Risk Management.
- The report will be kept indefinitely and only be read/shared if required by law.

Management Responsibilities

- During business hours, the manager will notify their VP, who will notify the Child Protection Lead. Outside of business hours, the manager will contact the VP on-call.
- VP will consult the VP, People & Culture to determine if the employee in questions is to be suspended pending investigation (or until formal charges are laid). They may also seek legal advice.
- The Child Protection Lead will immediately inform the CEO and VP, Finance and Risk Management.
- The VP, Finance and Risk Management will immediately inform the VP, Philanthropy, Impact & Engagement who will take the lead implementing the Crisis Response Protocol.
- The VP, Finance and Risk Management will notify the insurer.
- The CEO will report all critical child protection incidents and outcomes to the Board Chair.

Internal Investigation

- A committee of trained leadership team employees will be designed by the CEO to investigate.
- The committee will consult with ANCR and any other authorities necessary.
- Note: children may not be interviewed as part of the internal investigation
- The committee will conclude its investigation within 2-weeks from when the committee was formed.

Outcome of the Internal Investigation

- If evidence of abuse/misconduct is found, the employee/volunteer will be terminated for just cause.
- If no evidence of abuse/misconduct is found, the committee may decide to reinstate the employee to their former position or find an alternate position of equal pay and responsibility, or other actions as deemed appropriate.
- It is recognized that being wrongfully accused can be traumatizing and the employee will be offered EAP services, or other supports on a case-by-case basis.

Criminal Investigation and Charges

- An employee who is being investigated on criminal charges will be suspended without pay.
- If the police lay criminal changes, the employee will be suspended without pay until:
 - The charges are dropped; or
 - The case has been dealt with by the courts.

- If the suspension exceeds 12 months, or the employee is found guilty, their employment will be terminated.
- If the accused employee is acquitted of all charges within 12 months, the committee may reinstate them to their former position, or find an alternate position of equal pay and equal responsibility, or other as deemed appropriate.

10 Managing Complaints of Inappropriate Behavior at the YMCA-YWCA by Non-Staff

From time to time, there may be incidents of inappropriate behavior by members or others which affect or involve individuals under the age of 18 in YMCA-YWCA facilities or program spaces. When these incidents are reported, follow the steps listed below:

- **Ask – Is anyone involved, including witnesses, under the age of 18?**
 - If no, complete regular incident reporting procedures
 - If yes, continue with Safeguarding Children reporting procedures
- Complete [Appendix F – Suspected Child Abuse Reporting Form](#)
 - Highlight who the person under 18 is and their role in the incident.
- Investigate if the alleged perpetrator is still in the building.
- Contact authorities if necessary.
- Contact your manager and advise them of the incident.
- During business hours, the manager will notify their VP, who will notify the Child Protection Lead. Outside of business hours, the manager will contact the VP on-call.
- The manager or VP on-call will contact the parents or guardians of the child under 18.

11 Records Management

The VP, Finance and Risk Management will retain all records related to an allegation or complaint, including the investigation report, indefinitely which will be stored in a secure and accessible location, or until such time as determined by the authorities, or by the insurer, whichever is longer.

Documentation regarding an ANCR record and/or suspected abuse is never to be given to anyone including Police or an ANCR official unless a warrant or subpoena is provided. Any request to release information should be forwarded to the VP, Finance and Risk Management who will determine the appropriate action to be taken.

12 Accessing and Securing Facilities and Program Spaces

The YMCA-YWCA maintains physical security by controlling access to its facilities and program spaces by implementing the following requirements:

12.1 Community Hubs

- Employees will record all who **enter and use Hub facilities**, including day pass users, drop-ins, 3rd parties, and contractors.
- YMCA ID, government issued ID, or other authorized ID is required to access the Hub.
 - Other identification includes photo ID from another country (driver's license, passport), a public service employee photo ID, or multiple pieces of non-photo ID.
 - In the event providing identification is a barrier to access our programs and spaces, exceptions can be made by the Community Hub Manager to uphold the Y's commitment to

diversity, equity, inclusion and belonging. These exceptions will only be approved for a 6-month period and recorded appropriately.

- Visitors who attend a Community Hub who are accompanied by a member of the SLT are not required to provide identification as long as the following requirements are met:
 - The visitor will not be left alone in the facility.
 - SLT members (CEO and Vice Presidents) complete the shared visitor records document.
 - Visitors must be attending for business purposes. Examples include:
 - Potential partners and donors
 - Elected government officials
- The Community Hub Manager, supervisor on duty, or designate will conduct frequent building walk-throughs to verify and record the following:
 - Only central points of entry are used
 - A strong presence of staff is demonstrated throughout the entire facility
 - Visitors are greeted by staff and asked questions about the purpose of their visit
 - Restrooms, locker rooms, and any isolated areas are monitored to ensure safety
 - Unused rooms and spaces should be secure to prevent unauthorized entry

12.2 Child Care Spaces and Centres

- All parents and visitors are greeted by staff
- Children are signed into care and signed out of care to designated approved individuals who must provide identification

13 Contacts and Other Resources

For more information about this policy, employees and volunteers may contact their manager or the Association's Child Protection Lead. The following sources also provide additional information about child protection:

- **YMCA Canada** - National Child Protection Standard Requirements and assessment
- **Canadian Centre for Child Protection** at www.protectchildren.ca;
- **Boost Child Abuse Prevention** at www.boostforkids.org

14 Definitions

Agency police check is a background check conducted by a third-party specializing in police record checks.

Arms length reference check is where a referee does not have a close relationship with the candidate therefore ensuring a fair and impartial reference.

Broader leadership team is the Senior Leadership Team along with Managers and other specifically designated individuals.

Child, children, youth, or young person is someone under 18 years of age.

Child abuse is any action or inaction that endangers a child. It can be physical, emotional, or sexual harm, or a failure to provide basic needs leading to injury or psychological damage. It may be a single incident or

happen repeatedly. Emotional harm is caused by all types of abuse. Abuse can take many forms and can occur at the same time including:

Physical abuse refers to deliberate harm or ill health caused to a child's body, including but not limited to hitting, shaking, throwing, poisoning, burning, scalding, drowning, or suffocating.

Emotional abuse refers to actions or inactions that can result in serious behavioural, cognitive, emotional, or mental health problems including but not limited to threats, social isolation, intimidation, exploitation, terrorizing, or exposing a child to family violence.

Family violence refers to abuse, mistreatment, or neglect by a family member or caregiver.

Sexual abuse refers to a child being exploited or harmed by sexual activities regardless of whether the child understands what is happening or not. This can involve but is not limited to physical sexual contact, including penetrative or non-penetrative acts, prostitution, pornography, or exposing a child to sexual activity.

Neglect refers to a type of child abuse that happens when a child's basic needs are not met. This includes things like food, shelter, clothes, and emotional support. Neglect can hurt a child's physical, psychological, and emotional well-being.

Child abuse registry is a government registry containing names of persons who:

- a) were found guilty or plead guilty to child abuse offense in a Canadian court;
- b) a family court has found that a child in their custody or control to be "in need of protection" due to abuse; or
- c) a CFS agency's Child Abuse Committee has reviewed their case and formed an opinion that the person has abused a child.

An employer can get a report issued from the Registry to determine a person's suitability for employment when the job involves caring for or having unsupervised access to children.

Child in need of protection according to the Child and Family Services Act is a child whose life, health or emotional well-being is put at risk by a person's act or omission of an act. Examples include but are not limited to a child who:

- a) is without adequate care, supervision, or control;
- b) is in the care, custody, control, or charge of a person who is:
 - i. who is unable or unwilling to provide adequate care, supervision, or control of the child; or
 - ii. whose conduct endangers or may endanger the life, health, or emotional well-being of the child; or
 - iii. who neglects or refuses to provide or obtain proper medical or other remedial care or treatment necessary for the health or well-being of the child, or who refuses to permit such care or treatment to be provided to the child when the care or treatment is recommended by a duly qualified medical practitioner;
 - iv. is abused or is in danger of being abused;

- v. is beyond the control of a person who has the care, custody, control or charge of the child;
- vi. is likely to suffer harm or injury due to the behaviour, condition, domestic environment or associations of the child or of a person having care, custody, control or charge of the child;
- vii. is subjected to aggression or sexual harassment that endangers the life, health or emotional well-being of the child;
- viii. being under the age of 12 years, is left unattended and without reasonable provision being made for the supervision and safety of the child; or
- ix. is the subject, or is about to become the subject, of an unlawful adoption under The Adoption Act or of a sale under section 84.

Duty of care is a legal principle that requires individuals and organizations to take reasonable measures in order to protect children under their care.

Duty to report is a legal obligation to immediately report when you have reasonable grounds to suspect that a child is or may be in need of protection from abuse, harm, or neglect. This includes disclosures of past events. The duty to report applies to the public and includes special reporting responsibilities for professionals who work with children.

Employee includes all full-time, part-time, substitute, seasonal, and contract workers as well as individuals who are on secondments, exchanges and/ or internships.

Hiring manager includes supervisors, coordinators, directors, and any other leaders with responsibilities related to recruitment and selection of employees and/or volunteers.

Police records check is a report generated from a police agency database of offences. It may include a check of national or local and regional police records.

Position of trust or authority is created when one individual in a relationship has decision-making power, unsupervised access, and/or performs activities of a personal nature in the course of their work.

Senior leadership team is the President & Chief Executive Officer (CEO) of the Association and the team of Vice Presidents reporting to the CEO.

Volunteer includes program volunteers, Board of Directors, philanthropy & fundraising volunteers, and student placements.

Occasional and special event volunteers are defined as volunteers who:

- have limited interaction and are not left alone with children; and
- whose attendance is limited in duration and frequency.