



Oakville Jaguars Soccer Academy

Oakville, ON | www.oakvillejaguars.com

Policy to Protect Vulnerable Persons

Policy Number	Version	Date Issued	Date Effective
OJSA-P010	1.0	March 8, 2019	April 26, 2019

Description

Ensures the safety of Vulnerable Persons at OJSA and establishes boundaries for all employees, coaches, volunteers, and contractors interacting with Vulnerable Persons.

Section 1 - Definitions

Vulnerable Person - any person under the age of 18 and any adult with a physical and/or mental impairment that impedes their ability to express or act on their wishes or to ascertain or exercise their rights.

Contractor - for the purposes of this Policy, any person working for OJSA as an independent contractor, such as referees and linesmen.

Section 2 - Purpose

The Oakville Jaguars Soccer Academy (OJSA) has developed this Policy to guide employees, coaches, volunteers, and contractors in their interactions with Vulnerable Persons. The safety, rights, and well-being of Vulnerable Persons are at the core of our daily operations. OJSA nurtures supportive relationships with Vulnerable Persons while balancing and encouraging appropriate boundaries.

Section 3 - Procedures

Treating Vulnerable Persons with Dignity and Maintaining Boundaries

All employees, coaches, volunteers, and contractors must:

- Treat all Vulnerable Persons with respect and dignity.
- Establish, respect, and maintain appropriate boundaries with all Vulnerable Persons and families involved in OJSA activities or programs.

All interactions with Vulnerable Persons should be:

- Known to, and approved by, the supervisor/Executive Director and/or the parents of the Vulnerable Person;
- Tied to one's duties; and
- Designed to meet the Vulnerable Person's needs, not one's own.

Unacceptable Behaviour

Examples of unacceptable behaviour toward a Vulnerable Person include:

- Criticizing, embarrassing, or shaming
- Blaming or humiliating
- Inappropriate physical contact

General Rules of Behaviour

Employees, coaches, volunteers, and contractors must not:

- Engage in any physical contact with a Vulnerable Person that may make them or a reasonable observer feel uncomfortable.
- Engage in any communication with a Vulnerable Person that may make them uncomfortable or that may be seen as violating reasonable boundaries.
- Engage in any behaviour that goes against OJSA's mandate, policies, or Code of Conduct, regardless of whether they are serving OJSA at that moment.
- Conduct their own investigation into allegations or suspicions of potentially criminal or inappropriate behaviour - it is their duty to report, not investigate.

Inappropriate Behaviour Includes

1. **Inappropriate Communication** - Unauthorized communication with a Vulnerable Person or their family outside of a work/volunteer context, regardless of who initiated the exchange (personal phone calls, emails, texts, social networking, personal letters, or excessive communications).
2. **Inappropriate Contact** - Spending unauthorized time with a Vulnerable Person or their family outside of designated work times. Written approval is required in advance for any such contact.
3. **Favouritism** - Singling out a Vulnerable Person and providing special privileges and attention (e.g., paying excessive attention to, giving personalized gifts, or allowing unwarranted privileges).
4. **Taking Personal Photos/Videos** - Using a personal device to take pictures of a Vulnerable Person without authorization, or uploading such pictures to the internet or personal storage.
5. Telling sexual jokes to a Vulnerable Person or making suggestive, explicit, or personal comments.
6. Showing a Vulnerable Person material that is sexual in nature.
7. Intimidating or threatening a Vulnerable Person.
8. Making fun of a Vulnerable Person.

Reporting Requirements

All employees, coaches, volunteers, and contractors must report suspected child sexual abuse, inappropriate behaviour, or incidents they become aware of.

- All allegations or suspicions of potentially criminal behaviour witnessed first-hand must be reported promptly to police.
- All allegations or suspicions of potentially criminal behaviour learned of through others must also be promptly reported to police.
- All allegations or suspicions of inappropriate behaviour must be reported to the supervisor or Executive Director.

There is an independent duty to report all suspicions of child abuse directly to the local Children's Aid Society.

Follow-Up on Reporting

When an allegation of potentially criminal behaviour is reported, police and/or the Children's Aid Society will be notified. When an allegation of inappropriate behaviour is made, OJSA will follow up to gather information and determine any appropriate disciplinary action. If multiple behaviours were reported, if inappropriate behaviour is recurring, or if the reported behaviour is of serious concern, the matter may be referred to police. Suspected child abuse will always be reported to the local Children's Aid Society.

Code of Conduct

All employees, coaches, volunteers, and contractors who have direct contact with Vulnerable Persons will be provided with OJSA's Code of Conduct to Protect Children for review. A signed copy must be provided to OJSA prior to any

contact with Vulnerable Persons being permitted.

Section 4 - Approvals

Version	Executive Director Approval	Board Approval	Publish Date
1.0			