

# Abuse Prevention Protocol

Location: 3375 Spruce Cliff Dr. SW  
Effective Date: Feb 1, 2019  
Revision Number: 1

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Within this document “**The Organization**” is defined as ***Calgary Lawn Bowling Club***

## **PURPOSE**

This policy establishes how The Organization will prevent the physical, emotional and sexual abuse of children, youth, seniors and other vulnerable adults by its volunteers. The Organization seeks to create a welcoming and nurturing environment and has zero tolerance for those whose actions may jeopardize the safety, health or innocence of those in the organization’s care.

The Organization’s policy is that all juniors under the age of 18 will be required to have their parent/guardian remain on site.

This policy will be reviewed, signed and dated by the Organization’s executive on an annual basis moving forward. In addition, members of The Organization will indicate their acknowledgment and understanding of this Protocol (which will be made available for prior review) during the annual membership renewal process.

## **DEFINITIONS**

Because abuse takes many forms, it can be broken down into the following subtypes, all of which are prohibited within the scope of this policy:

- Physical abuse: Injury intentionally inflicted on a child, youth or vulnerable person;
- Sexual abuse: Contact or activity of a sexual nature that occurs between a youth and an adult, two youth, or a vulnerable adult and a caregiver;
- Emotional abuse: A mental or emotional injury to a child, youth or vulnerable person that results in an observable and material impairment in an individual’s growth, development or psychological functioning;
- Elder abuse: Any action by a person in a position of trust that results in harm to or jeopardizes the well-being or safety of any elder person;
- Neglect: Failure to provide adequate care for an individual; and
- Economic abuse: Deliberate misuse of the money or belongings of an individual

## **POLICY GUIDELINES**

### **Personnel Screenings**

Safeguards in the process of electing executive members will be used to eliminate from consideration any candidates who display characteristics that could classify them at a high risk for violating this policy.

### **Vulnerable Persons**

Vulnerable sector checks will be conducted for volunteers that are regularly working with juniors under the age of 18. All vulnerable sector checks will be retained for the course of the volunteer's commitment with The Organization

### **Structural Guidelines for Programs**

All programs offered by The Organization are designed to encourage safe interactions between volunteers and children, youth, seniors and vulnerable persons. The following guidelines are meant to keep established safeguards effective:

- Volunteers are restricted from being alone with children, youth, senior citizens and vulnerable persons where they cannot be easily observed by others;
- Volunteers are not allowed to implement new activities or programs for children, youth, senior citizens and vulnerable persons without consent from The Organization's executive. Request for new activities or programs should be submitted in writing to The Organization's executive;
- Should a vulnerable person need to be segregated from the group for disciplinary actions (i.e. a child is misbehaving and has been given a 'time-out'), the vulnerable person is to be located in an area where they are still always supervised;
- Written permission must be obtained from a parent or guardian before any volunteer transports children, youth, senior citizens and vulnerable persons in the name of The Organization; and
- Children under the age of 12 placed in the care of The Organization will only be released to a parent, legal guardian or person designated by a parent or legal guardian.

### **General Conduct**

In an effort to provide a safe and healthy environment for both mind and body, the following guidelines are meant to guide The Organization's volunteers during their interactions with children, youth, seniors and vulnerable persons. These guidelines do not and cannot outline every situation that may be encountered while on the job, requiring volunteers to act with a certain degree of personal discretion. Because a

certain action is not prohibited in this section does not mean it is acceptable behaviour. The Organization reserves the right to take disciplinary action against volunteers whose actions are found to be inappropriate regardless of whether they appear in this section:

- Volunteers will treat all children, youth, seniors and vulnerable persons with respect and consideration. Treatment must be fair and equal, and must not be based on sex, race, religion, sexual orientation, or economic or social status. All efforts must be made to avoid favouritism, or the appearance of favouritism;
- Volunteers must not use harsh or inappropriate language, degrading punishment or any type of restraining device in the name of behaviour management;
- Volunteers must not participate in or allow others to engage in any form of hazing;
- Volunteers must not have sexual contact with children, youth, seniors and vulnerable persons;
- Volunteers must not dress, undress, shower or bathe with or in the presence of children, youth, senior citizens and vulnerable persons;
- Volunteers must not use physical punishment in any form;
- Volunteers are prohibited from sharing sleeping locations with children, youth, senior citizens and vulnerable persons. This includes beds, tents, hotel rooms and other similar areas.
- Volunteers must not discuss their own sexual history, preferences or fantasies nor their use of illicit or pornographic materials while in the company of children, youth, senior citizens and vulnerable persons;
- Volunteers are not allowed to possess any sexually oriented materials (books, magazines, videos or clothing) when conducting business in the name of The Organization; and
- When one-on-one discussion or coaching is warranted, volunteer interactions with children, youth, seniors and vulnerable persons will take place in an area that allows for private conversation while remaining in the view of others.

If, for any reason, volunteers feel there is a need to make an exception to these guidelines, they must submit to the executive an incident report including what happened and why their actions were necessary. The report will be reviewed for wrongdoing. A copy of the original report along with any additional findings made by the reviewer will be included in the volunteer's permanent file.

## **Training**

New volunteers that are working with the vulnerable sector will do so in the presence of a volunteer who has worked with the vulnerable sector previously and will not be left alone.

Abuse protocol reviews (including the Abuse Prevention Policy and instructions for reporting incidents) will take place annually by the executive when adding a new volunteer who will be working with the vulnerable sector in a scenario where the parent or guardian of the vulnerable person is not present.

All club members/volunteers have to acknowledge they have read and understand the policy.

In addition this, volunteers are expected to respond to and report all allegations or complaints of abuse in an appropriate manner as indicated below.

## **Reporting of incidents and allegations of abuse**

Volunteers are to immediately report all incidents and /or allegations of abuse on The Organization's Incident Report Form. Forms must be completed and submitted within 48 hours. Upon reporting the incident and/or allegation, a senior person within the organization is responsible for reviewing the report and then immediately reporting it to a senior executive member (if applicable) and to the necessary authorities such as local police, Children's Aid Society, etc. Further, this person and/or the senior executive member of The Organization is to report the incident and/or allegation to the insurance company.

All volunteers identified in such incidents or allegations of inappropriate behaviour and/or abuse will be immediately redeployed away from all vulnerable persons pending the outcome of the investigation conducted by the appropriate authorities.

At no time will The Organization have the authority to apply corporal punishment to any parties involved in the incident and/or allegation.

## **Transportation of the Vulnerable Sector**

All the same procedures, guidelines, reporting, etc. within this Abuse Protocol apply while transporting the Vulnerable Sector. Where at all possible, transportation is to be arranged through the same transportation companies as used by the local public school system.

### **Invited Persons that do not typically Visit the Premises**

In the case of an invited person that does not typically visit The Organization's premises, such as a temporary contractor to do maintenance on the building, The Organization's volunteer(s) will assign a volunteer to supervise this invited person and periodically check in with them while they are present on the premises.

### **Feedback**

As feedback is a vital element in overseeing the implementation of an abuse protocol, it is very important that all volunteers report anything to The Organization's executive if anyone recognizes a gap between protocols, procedures and practices.

Volunteers are also encouraged to discuss and suggest ideas and potential amendments to the abuse procedure based on their daily experience and interactions.

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