

<b>Organization:</b>	Fit Active Beautiful Foundation	<b>Policy No.</b>	SW03-01
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<b>Policy Title:</b>	Child Protection and Safeguarding Policy	<b>Effective Date:</b>	February 2, 2025

**FIT ACTIVE BEAUTIFUL FOUNDATION  
CHILD PROTECTION AND SAFEGUARDING POLICY**

**PURPOSE**

Fit Active Beautiful Foundation (“FAB”) is committed to safeguarding and promoting the welfare of all children and young people involved in our programs. We recognize our duty of care to ensure that children and young people are protected from harm, abuse, and exploitation.

The purpose of this policy is to:

- Protect children and young people who participate in our programs;
- Provide staff and volunteers with clear guidance on safeguarding practices; and
- Ensure compliance with legal and regulatory requirements regarding child protection, including the Ontario Child, Youth and Family Services Act (CYFSA).

**DEFINITIONS**

**Participant** - Any child or person under the age of 18 that is participating in the FAB 5K Challenge Program.

**SCOPE**

This policy applies to all employees, coaches and board members working on behalf of FAB.

**RESPONSIBILITIES**

All FAB directors and officers are responsible for the following:

- Overseeing that child protection and safeguarding measures, including the designation of a Child Protection Officer, are implemented;
- Undergoing the required background checks as outlined in this policy;
- Participating in any required training related to child protection and safeguarding;

- Reporting any suspected child abuse or other inappropriate conduct in accordance with this policy; and
- Adhering to this policy.

The FAB Board Chair is responsible for assessing the results of background checks of board members to determine eligibility for supporting FAB.

The FAB Secretary is responsible for ensuring this policy is reviewed and approved by the Board at least annually.

The FAB Executive Director is responsible for the following:

- Serving as the Child Protection Officer for FAB;
- Implementing the child protection measures;
- Assessing the results of background checks of employees to determine eligibility for supporting FAB;
- Providing child protection and safeguarding training to employees and coaches;
- Responding to allegations of child abuse and other inappropriate conduct, including notification to law enforcement and / or child welfare authorities where appropriate; and
- Adhering to this policy.

The FAB Program Coordinator is responsible for the following:

- Establishing procedures to obtain initial and subsequent background checks for coaches;
- Assessing the results of background checks of coaches to determine eligibility for supporting FAB; and
- Adhering to this policy.

The FAB Administrator is responsible for the following:

- Establishing procedures to obtain initial and subsequent background checks for board members and employees;
- Supporting the Board Chair in the review of background checks of board members;
- Supporting the Board Chair, Executive Director and Program Coordinator with the retention of background checks as needed; and
- Adhering to this policy.

All FAB employees and volunteers are responsible for the following:

- Undergoing the required background checks as outlined in this policy;

- Participating in any required training related to child protection and safeguarding; and
- Adhering to this policy.

**PROCEDURES**

FAB has developed a comprehensive set of procedures designed to protect participants from harm, including abuse, bullying, harassment and exploitation. These measures include the following:

- Appointment of a Child Protection Officer
- Background Screening Procedures
- Social Media Procedures
- Prohibited Practices
- Incident Reporting Protocols
- Training and Education

Appointment of a Child Protection Officer

FAB’s Executive Director is the designated Child Protection Officer. The Child Protection Officer serves as the main contact for all matters related to the welfare of FAB 5K Challenge Program participants.

Background Screening

FAB requires that individuals supporting FAB be subject to background screening. The type of background screening will depend on the individual’s role within FAB. The required background screening by role is as follows:

<b>Role</b>	<b>Background Screening Required</b>
FAB Board Member	Criminal Record and Judicial Matters Check
Executive Director	Criminal Record and Judicial Matters Check
FAB Administrator	Criminal Record and Judicial Matters Check
FAB Program Coordinator	Criminal Record and Judicial Matters Check
FAB Coach	Criminal Record and Judicial Matters Check <b>and</b> Vulnerable Sector Check

When determining whether an individual should be subject to a Vulnerable Sector Check, FAB will take into consideration the following:

- Is the position one of trust or authority towards vulnerable persons?
- Will the individual be interacting with vulnerable persons in a largely unsupervised capacity?
- Will the individual's contact with vulnerable persons be sustained and regular?

Upon joining FAB, board members, employees and coaches must present proof of background screening conducted within the past six months. In addition to the initial screening, board members, employees and coaches must submit proof of background screening every three years.

Employees, board members and coaches should retain a copy of their background checks for their own records and provide a copy to FAB for review and retention.

Any individual who cannot produce a valid background check or has one with derogatory results will not be allowed to support FAB.

#### Social Media Procedures

FAB must use social media responsibly when interacting with participants and their parents and guardians. No FAB employees or volunteers shall post any photo that includes a FAB participant that was taken during the course of their involvement with FAB on their personal social media accounts. However, FAB employees and volunteers are encouraged to share posts made by FAB on their personal social media pages. FAB employees or volunteers are also allowed to post photos or content on private social media pages controlled by FAB (e.g., private Facebook group for FAB coaches).

FAB employees and volunteers are prohibited from sending or accepting friend requests, following or initiating direct social media connections with FAB participants.

#### Prohibited Practices

FAB has strict guidelines on appropriate conduct. The following practices are prohibited:

1. Unsupervised One-on-One Contact
  - a. Do not take participants to private homes or locations where you will be alone with them.
  - b. Do not agree to meet with a participant on their own on a one-on-one basis.
  - c. Do not engage in one-on-one car journeys with participants unless pre-approved by the appropriate authority.
  - d. In exceptional cases, if such situations are unavoidable, prior consent must be obtained from a parent or guardian or the FAB Child Protection Officer. If prior consent can not be obtained and it's in the best interest of the participant, a record of the occurrence must be reported to FAB's Child Protection Officer.
  
2. Inappropriate Behaviour
  - a. Do not take part in any dynamic contact games or training sessions with participants. If there is a need for contact, this should be done with the utmost care and with due regard to the safety of the participant.
  - b. Do not engage in any form of inappropriate physical contact or sexual behaviour.
  - c. Do not encourage a physical or emotional relationship between an adult who is in a position of trust and a participant.
  - d. Do not share rooms with a participant unless you are the participant's parent or guardian.
  - e. Do not engage in sexually suggestive activities or "horseplay."
  - f. Do not show a participant material that is sexual in nature, including, signs, cartoons, graphic novels, calendars, literature, photographs, or display such material in plain view of a participant, or make such material available to a participant.
  - g. Do not assist with personal tasks that participants can manage on their own unless specifically requested by the parent or guardian. Please note that some participants may need assistance with affixing race bibs. This also does not preclude anyone from attending to an injured or ill participant or rendering first aid.
  - h. Do not allow any form of inappropriate touching.
  - i. Avoid actions that could diminish a participant's self-esteem, such as embarrassing, humiliating, undermining, or threatening them.
  - j. Do not tell sexual jokes to a participant, or make comments to a participant that are or is in any way suggestive, explicit or personal.

- k. Do not use a personal cell phone, camera or video to take pictures of a participant, or allow any other person to do so, as well as upload or copy any pictures you may have taken of a participant to the Internet or any personal storage device unless authorized by FAB. Pictures taken as part of your job duties are acceptable, however, the pictures are to remain with FAB and not be used by you in a personal capacity.
3. Inappropriate Language
    - a. Do not use inappropriate language or allow participants to do so without intervention.
  4. Favouritism
    - a. Do not single out a participant or certain participants and provide special privileges and attention. For example, paying a lot of attention to, giving or sending personalized gifts, or allowing privileges that are excessive, unwarranted or inappropriate.
  5. Endangering Safety
    - a. Do not leave training locations or race events until all participants are safely dispersed.
  6. Failure to Report Concerns
    - a. Do not allow suspicions or allegations of abuse, neglect or improper conduct or behaviour go unchallenged, unrecorded or not acted upon.

### Incident Reporting Protocols

All FAB employees, coaches and board members must report suspected child abuse, inappropriate conduct or incidents that they become aware of, whether the conduct or incidents were personally witnessed or not. The incident reporting protocols are as follows:

1. All allegations or suspicions of potentially illegal behaviour (e.g., child sexual abuse) witnessed first-hand must be promptly reported to police and/or child welfare.
2. To ensure the protection of all children in our care, all allegations or suspicions of potentially illegal behaviour that an employee, coach or board

member learns of must also be promptly reported to police and/or child welfare. Police and/or child welfare will make the determination as to whether the allegation or suspicion requires further investigation.

3. All allegations or suspicions of inappropriate conduct (e.g., prohibited practices noted above) that an employee, coach or board member learns of or witnesses first-hand must be reported to the Child Protection Officer / Executive Director by phone or email or by completing FAB's Incident Report Form.

If you are not sure whether the issue witnessed or heard about involves potentially illegal behaviour or inappropriate conduct, discuss the issue with the Child Protection Officer / Executive Director who will support you through the process.

Employees, coaches and board members have an independent duty to report all suspicions of potentially illegal behaviour directly to police and/or child welfare. For further information on reporting suspected child abuse or neglect, refer to Appendix 1 "Reporting Child Abuse and Neglect: Your responsibilities under the Child and Family Services Act, 2017."

Incidents reported to the Child Protection Officer / Executive Director will be documented and acted upon promptly.

Confidentiality will be maintained, except when disclosure is necessary to protect a participant.

Reports may also be made directly to local child protection authorities in accordance with Ontario's mandatory reporting laws.

#### Training and Education

Regular training on child protection and safeguarding will be provided to employees, coaches and board members.

Training will consist of review of this policy and its appendices, including the Ontario Association of Children's Aid Society's What is Child Abuse? document and the Reporting Child Abuse and Neglect: Your responsibilities under the Child and Family Services Act, 2017 brochure.

#### **RELATED DOCUMENTS**

- FAB Incident Report
- Ontario Association of Children's Aid Society's What is Child Abuse?
- Reporting Child Abuse and Neglect: Your responsibilities under the Child and Family Services Act, 2017

#### **REVIEW AND REVISIONS**

This policy shall be reviewed by the Board at least annually. Any amendments must be approved by the Board.