



Code of Conduct to Protect Children

YK Galaxy Academy has adopted the following Code of Conduct to Protect Children to guide our staff and volunteers in their interactions with children. The safety, rights and well-being of children we serve are at the core of our daily operations. We nurture supportive relationships with children while balancing and encouraging appropriate boundaries.

Our organization is committed to ensure all children are protected and safe. A Code of Conduct to Protect Children is an important part of creating a safe environment for children. The safety, rights and well-being of children participating in our programs is a priority in our daily operations.

All staff and volunteers must:

- Treat all children with respect and dignity
- Establish, respect, and maintain appropriate boundaries with all children and families involved in activities or programs delivered by the organization.

It is important to monitor your own behaviour towards children and pay close attention to the behaviour of your peers to ensure that behaviour is appropriate and respectful and will be perceived as such by others.

All of your interactions and activities with children:

- Tied to your duties, and
- Designed to meet the child's needs not your own needs.

Always consider the child's reaction to any activities, conversations, behaviour or other interactions. If at any time you are in doubt about the appropriateness of your own behaviour or the behaviour of others, you should discuss it with the designated person within YK Galaxy Academy.

Examples of unacceptable behaviour toward a child:

- Criticizing
- Embarrassing
- Shaming
- Blaming
- Humiliating
- Threatening

Staff and Volunteers must not:

- Engage in any sort of physical contact with a child that may make the child, or a reasonable observer feel uncomfortable, or that may be seen by a reasonable observer to be violating reasonable boundaries.
- Engage in any communication with a child within or outside of job/volunteer duties, that

may make the child uncomfortable or that may be seen by a reasonable observer to be violating reasonable boundaries.

- Engage in any behaviour that goes against (or appears to go against) the organization's mandate, policies, or Code of Conduct to Protect Children, regardless of whether or not they are serving the organization at the moment.
- Conduct their own investigation into allegations or suspicions of potentially illegal or inappropriate behaviour – it is a staff/volunteer's duty to report to the matter to the Executive Director of YK Galaxy Academy and not to investigate.

Inappropriate behaviour includes:

1. **Inappropriate Communication:** Communication with a child or his/her family outside of work/volunteer context, regardless of who initiated the exchange. For example:
 - Personal phone calls
 - Electronic Communications (email, text message, instant message, online chats, social networking (including 'friending') etc.)
 - Personal letters
 - Excessive Communications (online or offline)
2. **Inappropriate Contact:** Spending unauthorized time with a child or child's family outside of designated work times and volunteer activities. *You must report all contact with a child or the child's family outside of designate work times and activities BEFORE the contact occurs to the Executive Director.*
3. **Favouritism:** Singling out a child or certain children and providing 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.
4. **Taking Personal Photos/Videos:** Using a personal cell phone, camera or video to take pictures of a child, or allowing any other person to do so, as well as uploading or copying any pictures you may have taken of a child to the Internet or any personal storage device. Pictures taken as part of your job duties are acceptable, however, the pictures are to remain with the organization and not be used by you in a personal capacity.
5. Telling sexual jokes to a child or making comments to a child that are or is in any way suggestive, explicit or personal.
6. Showing a child material that is sexual in nature, including signs, cartoons, graphic novels, calendars, literature, photographs, screen savers, or displaying such material in plain view of a child, or making such material available to a child.
7. Intimidating or threatening a child.
8. Making fun of a child.

Inappropriate behaviour will not be tolerated, especially as it relates to the well-being of the children involved in activities or programs delivered by YK Galaxy Academy.

Whether or not a particular behaviour or action constitutes inappropriate behaviour will be a matter determined by YK Galaxy Academy having regard to all of the circumstances, including past behaviour, and allegations or suspicions related to such behaviour.

All staff and volunteers must report suspected child sexual abuse, inappropriate behaviour or incidents that they become aware of, whether the behaviour or incidents were personally witnessed or not.

Where to report:

1. All allegations or suspicions of potentially illegal behaviour (for example, child sexual abuse) that a staff/volunteer witnesses first-hand must promptly be reported to the police.
2. To ensure the protection of all children in our care, all allegations or suspicions of potentially illegal behaviour that a staff/volunteer learns of must also be promptly reported to police. Police will make the determination as to whether the allegation or suspicion requires further investigation.
3. All allegations or suspicions of **inappropriate behaviour** that a staff/volunteer learns of or witnesses first-hand, must be reported to the Executive Director.

Keep in mind that you may learn of potentially illegal or inappropriate behaviour through the child or some other third party, or you may witness it first-hand.

If you are not sure whether the issue you have witnessed or heard about involves potentially illegal behaviour or inappropriate behaviour, discuss the issue with the designated person within your organization who will support you through the process.

Remember: you have an independent duty to report all suspicions of potentially illegal behaviour directly to police.

When an allegation or suspicion of potentially illegal behaviour is reported, police will be notified. YK Galaxy Academy will follow up internally as appropriate.

When an allegation or suspicion of inappropriate behaviour is made, the organization will follow up on the matter to gather information about what happened and determine what, if any, formal or other disciplinary action is required.

I agree to comply with the Code of Conduct to Protect Children for the YK Galaxy Academy Association.

Print Full Name

Signature

Date