



RECREATION LEADER CONDUCT POLICY

PURPOSE

40.1 To provide direction to all leaders on how participants, staff, volunteers and the public should be treated. To define behaviors that are unacceptable for leaders in the presence of participants, other staff or volunteers and the public and to communicate the consequences of prohibited conduct.

POLICY

40.2 When interacting with participants, staff, volunteers, and the public leaders are obligated to:

- Treat individuals with respect, acceptance and honesty
- Interact in a patient, interested, understanding and caring manner
- Promote feelings of competency and self-esteem
- Make everyone feel physically and emotionally safe and secure
- Encourage responsible, safe and mutually-respectful behavior through positive methods, such as role-modeling, setting reasonable limits, providing choices and recognizing appropriate behavior
- Guide inappropriate conduct by using behavior management practices
- Accommodate individual difference and make everyone feel equally welcome regardless of gender, race, culture, economic status or ability.

Deviation from this policy entails documentation of the situation, an investigation if necessary and interventions, such as re-training, correction and/or disciplinary action.

The following behaviors are unacceptable:

- Corporal punishment, physically-aggressive or harmful treatment
- Sexual abuse and sexual harassment
- Leaving participants unattended
- Depriving participants of nurturing care and not meeting their basic human needs

- Any form of prejudicial behavior or derogatory comments directed at participants or other staff/volunteers due to their race, ethnicity, religion, gender, ability, social-economic status, personal characteristics or life circumstances
- Mocking, ridiculing, embarrassing, threatening, intimidating, evoking fear or any other form of verbal, emotional, psychological abuse
- Use of alcohol, tobacco products, narcotics
- Swearing
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Any leaders suspected of these behaviors may be removed immediately from having any contact with participants and will be subject to a full investigation into their conduct.

40.3 PROCEDURE

1. Guidelines on how participants, staff, volunteers and the public should be treated will be included in leader training/orientation.
2. All leaders will be made of aware of what constitutes prohibited behavior, the procedures to be followed in the event of suspected inappropriate behavior and the consequences.
3. The Recreation Coordinator will monitor staff and volunteer interactions with participants regularly to ensure that children are treated according to the guidelines.
4. Any leader who suspects inappropriate behavior of another staff or volunteer will report it immediately to the Recreation Coordinator and/or Director of Recreation and Parks.
5. If a staff member or volunteer treats or is suspected of treating someone inappropriately, the Recreation Coordinator and/or Director of Recreation and Parks will intervene immediately to protect the wellbeing of all involved.
6. If its deemed necessary, an investigation will be conducted into the incident or situation by the Recreation Coordinator and/or Director of Recreation and Parks. All leaders who were present will complete incident report forms and will be interviewed by the Recreation Coordinator and/or Director of Recreation and Parks. If necessary, the suspected leader(s) will be removed from programming.
7. If leaders are failing to meet expectations of their role (misconduct), a correction meeting will be held with the leader and the Recreation Coordinator and/or the Director of Recreation and Parks.
8. If disciplinary action is required, the Department will follow the Staff Discipline Policy.

THIS IS TO CERTIFY that the Council of the Municipality of the District of Shelburne duly passed the policy respecting Recreation Leader Conduct on the 28th day of May 28 , 2018.

SIGNED this _____ day of _____, 2018

WARDEN

CHIEF ADMINISTRATIVE OFFICER

Approved by Council: May 28, 2018

Effective Date: May 28, 2018

