



Ottawa City Soccer Club Code of Conduct to Protect Children

Last updated June 2025

CODE OF CONDUCT TO PROTECT CHILDREN

Introduction

Ottawa City Soccer Club has developed the following Code of Conduct to Protect Children to guide our employees/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 foster supportive relationships with children while balancing and encouraging appropriate boundaries.

Why a Code of Conduct to Protect Children?

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

The intent of the Code of Conduct to Protect Children is to guide our employees/volunteers in developing healthy relationships with the children involved in activities or programs delivered by our organization and to model appropriate boundaries for children.

Treating Children with Dignity and Maintaining Boundaries

All Employees/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 behaviours towards children and pay close attention to the behaviours of your peers to ensure that behaviour is appropriate and respectful and will be perceived as such by others.

All your interactions and activities with children:

- Should be known to, and approved by, your supervisor/designated person and/or the parents of the child;
- 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, behaviours or other interactions. If at any time you are in doubt the appropriateness of your own behaviour or the behaviour of others, you should discuss it with the Executive Director of the organization and the Child Protection Officer.

Examples of unacceptable behaviour towards a child:

- Criticizing
- Embarrassing
- Shaming
- Blaming
- Humiliating

General Rules of Behaviour

Employees/volunteers of the organization must not:

- Engage in any sort of physical contact with a child that may make the child of a reasonable observer feel uncomfortable, or that may be seen by a reasonable observer to be violating reasonable behaviour.
- 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 that moment.
- Conduct their own investigation into allegations or suspicions of potential illegal or inappropriate behaviour – it is an employee/volunteer's duty to report that matter to their supervisor/Executive Director or Child Welfare Agency, not to investigate.

What Constitutes Inappropriate Behaviour?

- 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 communication such as email, text message, instant message, online chats, social networking (including 'friending'), etc.;
 - Inappropriate Contact. Spending unauthorized time with a child or the child's family outside of designated work times and volunteer activities. You must report all contact BEFORE the contact occurs;

- Favouritism. Singling out a child or certain children and providing special privileges and attention;
- Taking Personal Photos/Videos. Using a personal cell phone, camera or video to take pictures of a child; allowing any other person to do so; or 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 (when known to your supervisor) are acceptable, however, the pictures are to remain with the organization and not be used by you in a personal capacity.

Inappropriate behaviour also includes:

- Telling sexual jokes to a child, or making comments to a child that are in any way suggestive, explicit or personal;
- 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;
- Intimidating or threatening a child;
- 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 the organization.

Reporting Requirements

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

- All allegations or suspicions of potentially illegal behaviour that an employee/volunteer witnesses first-hand must be promptly reported to police and/or child welfare.
- To ensure the protection of all children in our care, all allegations or suspicions of potentially illegal behaviour that an employee/volunteer 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.
- All allegations or suspicions of inappropriate behaviour through the child of some other third party or witnessed first-hand. Examples of the type of behaviour you may learn of or witness and that you must report as set out above includes:
 - Potentially illegal behaviour by an Employee/Volunteer of the organization

- Potential Illegal behaviour by a third party, such as a Parent, Teacher, Babysitter, Coach)

Follow up on Reporting

When an allegation or suspicion of potentially illegal behaviour is reported, the police and/or a child welfare agency will be notified. The organization 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.

In the case of inappropriate behaviour, if:

- Multiple behaviours were reported,
- Inappropriate behaviour is recurring; or
- The reported behaviour is of serious concern

The organization may refer the matter to a child welfare agency or police.

I agree to comply with the Code of Conduct to Protect Children for Ottawa City Soccer Club

Club Primary Liaison for Child Protection:

Vanessa Cinel (playersafety@ottawacitysoccer.com)

ADDITIONAL RESOURCES FROM [THE CANADIAN CENTRE FOR CHILD PROTECTION:](#)

[Guidelines for Adults Interacting with Children in Sport](#)

[Reporting Sexual Abuse and Misconduct](#)

[Steps for Reporting Child Abuse](#)

[Steps for Reporting Inappropriate Conduct](#)