



Seine River School Division Employee and Volunteer Code of Conduct

As a reputable child-serving organization, Seine River School Division has developed the following code of conduct to guide our employees/volunteers. While every employee/volunteer is valued and unique, we come together as an organization in the best interests of children and their families. 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.

Employee/volunteer misconduct will not be tolerated, especially as it relates to the well-being of the children in our organization's care.

Misconduct refers to inappropriate behaviour in our organization and includes, but is not limited to, any/all of the following:

- Communication with a child that goes beyond the employee/volunteer's employment responsibilities with the child and/or does not occur within the context of employment duties and responsibilities.
- Writing personal letters or text messages to a child.
 - Making personal phone calls to a child.
 - Having personal internet exchanges with a child (email, instant messaging, chatting, social networking, etc.).
 - Sending personalized gifts to a child.

Note: It is not misconduct to give a contextually appropriate thank-you card, birthday card, seasonal card, or other normal gift to a child, where such a gesture would be considered reasonable in the circumstances provided that all gestures, taken together, are not excessive in number and any such exchanges are carried out within the workplace, in the presence of others and with the knowledge of the organization.

- Offering unauthorized rides to an individual child.
- Spending time with a child outside of designated work times and activities.

(Except where such activity results from a parent-initiated request and the activity has been disclosed to and approved by the organization in advance.)

- Favouring a child.
- Telling sexual jokes to a child.
- Showing a child sexually explicit or sexist material, signs, cartoons, calendars, literature, photographs, or displaying such material in plain view.
- Taking pictures of a child, except when specifically requested to do so by the organization and provided that only cameras owned or under the control of the organization are used to take such pictures.

Note: Under no circumstances may an employee ever use his/her cellular phone or personal camera to take pictures of a child, nor upload or copy any pictures he/she may have taken of a child to the internet or to any personal storage device without signed parental permission.

Employees/volunteers of Seine River School Division must:

- Always adhere to our organization's policies and procedures in dealing with children.
- Treat children with respect and dignity. Treat all allegations or suspicions of sexual misconduct seriously – it is an employee/volunteer's duty to report allegations or suspicions.

Employees/Volunteers of Seine River School Division must (continued):

- Follow established procedures when reporting any allegations of misconduct or potential policy violations.
- Consider the final outcomes of any behaviour, as well as a child's reaction to any activities, conversations, or interactions so as to avoid embarrassing, shaming, or humiliating the child.
- Establish, respect, and maintain boundaries with all children.

Employees/volunteers of Seine River School Division must NOT:

- Engage in any activities that endanger a child or make a child feel uncomfortable.
- Engage in any activity that goes against our organization's mandate, policies, or code of conduct.
- Make any sort of remark, comment, or joke to/regarding a child that is in any way suggestive, explicit, or sexual.
- Engage in any sort of physical contact with a child that may make the child feel uncomfortable, or that violates reasonable boundaries.
- Conduct their own investigation into allegations or suspicions of sexual misconduct – it is an employee/volunteer's duty to report, not to investigate.
- Place a child in danger from anyone, either within or outside of our organization.
- Offer any child "special" treatment that falls outside of our organization's mandate, or that may (or may appear to) place a child at risk of exploitation.

Employee's/volunteers of Seine River School Division should consider whether:

- The activities they are engaging in with a child are known to, or approved by, supervisors and/or parents. Child interactions should not be kept secret; rather, they should be transparent.
- Activities would raise concerns in the mind of reasonable observer as to their appropriateness.
- Our organization may be detrimentally affected by an employee/volunteer's activities.
- The activity may be reasonably regarded as posing a risk to the personal integrity or security of a child.
- The activity may contribute to a child's discomfort.
- The activity may appear inappropriate to our organization, the child's family, or the public.

Failure to adhere to the code of conduct by any employee/volunteer will result in an investigation and disciplinary action if necessary. Appropriate consequences/disciplinary actions are to be determined by management, and will be based on the nature and severity of the incident.

I agree to comply with the Code of Conduct for Seine River School Division

Employee/Volunteer Signature

Date

May 2020