

Kittiwake Dance Theatre
Code of Conduct to Protect Children
Approved by Board of Directors - May 2022

Purpose: To guide employees, contractors and volunteers in developing healthy relationships with children involved in activities or programs delivered by Kittiwake Dance Theatre. This Code of Conduct to Protect Children is an important component to creating and maintaining safe environments for children. As a reputable and charitable organization, the safety, rights and well-being of children served by our programs and services are paramount to activities involving children and our continued public support, and it is imperative that we have transparency and accountability in all of our dealings involving children.

Treating Children with Dignity and Maintaining Boundaries

All employees, contractors and volunteers are responsible for treating all children with respect and dignity, and for maintaining appropriate boundaries. Employees, contractors and volunteers must monitor their own behaviour towards children, and be aware of the behaviour of their colleagues, to ensure that behaviour is appropriate and respectful, and will be perceived as such by others.

Before engaging in any behaviour or activity with a child, employees, contractors and volunteers should consider whether:

- The activity with a child is known to, and approved by, your supervisor and/or the parents of the child. All interactions with a child should be transparent.
- The activity or behaviour would raise concerns in the mind of a reasonable observer as to its appropriateness.
- The activity or behaviour is directly and objectively tied to their job function.
- The organization may be detrimentally affected by the activity or behaviour.
- The activity or behaviour may be reasonably regarded as posing a risk to the child.
- The activity or behaviour may contribute to a child's discomfort.
- The activity or behaviour may appear inappropriate to the organization, the child's family, or the public.

General Rules of Behaviour

Employees, contractors and volunteers must:

- Treat all children with respect and dignity.
- Establish, respect and maintain appropriate boundaries with all children involved in activities or programs delivered by Kittiwake.
- Always adhere to Kittiwake's policies and procedures in dealing with children.
- Treat all disclosures, allegations or suspicions of sexual or other unlawful or inappropriate behaviour involving a child seriously.
- Report all disclosures, allegations or suspicions of inappropriate or unlawful behaviour to their supervisor.

Inappropriate Behaviour

Inappropriate behaviour will not be tolerated, especially as it relates to the well-being of the children involved in activities or programs delivered by Kittiwake. Specifically, employees, contractors and volunteers must not (not limited to):

Name: _____

- 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 work 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) Kittiwake's mandate or policies, regardless of whether they are serving Kittiwake at that moment.
- Favour one or more children to the exclusion of others.
- Use a personal cell phone, camera or video to take pictures of a child, or allow any other person to do so, as well as upload or copy any pictures you may have taken of a child to the Internet or any personal storage device, unless permitted by Kittiwake.
- Offer or provide rides to a child in their personal vehicle, except when your supervisor is aware of and has approved it and express parental consent has been granted, or in emergency situations.
- Conduct their own investigation into allegations or suspicions of inappropriate behaviour.

Employees, contractors and volunteers are required to report inappropriate behaviour or incidents to their supervisor. For the protection of children in Kittiwake's care, all instances of inappropriate behaviour will be followed up on.

In addition to the foregoing, the following behaviour is considered serious and may trigger a report to child welfare:

- 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, and screen savers, displaying or keeping such material in a location where it is reasonably possible that a child may see it, or making such material available to a child.
- Physically or emotionally harming a child.
- Intimidating or threatening a child.
- Making fun of a child.

Whether or not a particular behavior or action constitutes inappropriate behaviour will be a matter determined by Kittiwake having regard to all of the circumstances, including past behaviour, and allegations or suspicions related to such behaviour. Behaviours of concern will be reported to the child welfare agency and/or law enforcement whenever Kittiwake deems such action to be warranted.

Unlawful Behaviour

Unlawful behaviours are those that are criminal or that breach child welfare or related legislation, and include such things as child abuse, sexual assault, sexual interference, invitation to sexual touching, sexual exploitation, procurement, luring, child pornography offences, corrupting morals, indecent acts, voyeurism, etc. Unlawful behaviours must be reported to child welfare and/or law enforcement for investigation.

Reporting Requirements

Employees, contractors and volunteers are required to report unlawful behaviour, witnessed or heard to law enforcement/child welfare and inappropriate behaviour or incidents to their supervisor.

Disclosures or allegations of unlawful behaviour reported to an employee by a child regarding either another employee, contractor, volunteer of Kittiwake or someone other than an employee, contractor, volunteer of

Name: _____

Kittiwake must be reported to child welfare and/or law enforcement

Unlawful behaviour witnessed by an employee, contractor or volunteer of Kittiwake either: regarding another employee, contractor or volunteer of the organization or regarding someone other than an employee, contractor or volunteer of Kittiwake, must be reported to child welfare and/or law enforcement. Additionally, it is expected that any employee, contractor or volunteer will take reasonable steps to stop or disrupt the interaction. The steps may vary according to what is witnessed and in consideration of personal safety. If personal safety cannot be maintained, immediately seek additional help, whether by calling the law enforcement, involving other employees, contractors or volunteers, etc.

Consequences of Failure to Adhere to this Code

Depending on the circumstances, failure to adhere to the Code of Conduct to Protect Children by an employee, contractor or volunteer may result in:

- follow-up by Kittiwake to (1) gather information about what happened and (2) determine what, if any, disciplinary action is required; and/or
- a report to child welfare or law enforcement (or both).

Consequences, disciplinary or corrective actions will be as determined by the Board of Directors and will be based on the nature and severity of the incident, as well as information learned during follow-up, and any past behaviour of concern.

If, in following up on a concern, Kittiwakes believe the behaviour exhibited by an employee, contractor, volunteer or a third party may constitute unlawful behavior, Kittiwake we will report the behaviour to child welfare and possibly law enforcement.

I have read and agree to comply with the Code of Conduct to Protect Children for Kittiwake Dance Theatre.

Employee/ contractor /volunteer's signature

Date