

INAPPROPRIATE CONDUCT

STEPS FOR REPORTING:



1 A child **discloses information** or information is discovered indicating that a coach/volunteer may have acted inappropriately. (Document)



2 Coach who receives the report **notifies the supervisor/manager**. (Document)



3 Manager **notifies the head** of the organization.



4 **Consultation** between the manager and head of the organization to decide if concern is warranted. (Document)



5 If warranted, meet with accused coach/volunteer to **discuss allegations and concerns**. The individual is told about the complaint without disclosing the source. The individual is asked to respond to the allegation. (Document)



6 If the head of the organization determines that the nature of the conduct is not sufficiently serious to warrant formal action, the organization may choose to **clarify expectations** with the coach/volunteer as outlined in the Code of Conduct to Protect Children. (Document)

! As part of any investigation or internal follow-up process, an organization should **critically assess the adequacy of existing child protection policies** and practices in light of concerns raised. If needed, strengthen policies and practices to better protect children.

NOTE: Consider when/if the child's parents should be notified about allegations of inappropriate conduct.



7 If the head of the organization determines that the nature of the conduct is sufficiently serious to warrant action, an **internal follow-up** takes place. (Document)



8 Organization conducts an internal follow up. (Document)
OUTCOME OF FOLLOW-UP:

- A) Inappropriate conduct is not substantiated.** Follow internal policies. No further action necessary but organization may choose to take the opportunity to remind all coaches/volunteers of the Code of Conduct to Protect Children.
- B) Inappropriate conduct is substantiated.** Next steps will depend on severity of the conduct, the nature of the information gathered during internal follow-up, and other relevant circumstances (such as past inappropriate conduct of a similar nature). Varying levels of disciplinary action may be appropriate. For example, it may be prudent for an organization to report concerns to child welfare or law enforcement.
- C) Inconclusive.** Next steps will need to be carefully considered and depend on the nature of the information gathered during the internal follow-up. Work through options, assess risk and consult professionals as needed.



9 Adequately **supervise and monitor** coach/volunteer, consistent with internal policies. (Document)

Many of these steps would also apply when:

- A coach/volunteer reports observing inappropriate behaviour by another coach/volunteer
- A peer discloses on behalf of another child