



## YMCA-YWCA of Winnipeg

Title	<b>Safeguarding Children and Youth Policy</b>
Staff Lead	Vice President, People & Culture
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Reviewed By	Senior Leadership Team
Approved By	President and Chief Executive Officer & Chair, Board of Directors



***To report suspected cases of child abuse or neglect:***

**Child and Family All Nations Coordinated Response Network (ANCR)**

Phone: 204-944-4200

Toll-free: 1-888-945-2627

**Kenora/Rainy River Child and Family Services (CFS)**

Phone: 807-467-5437

Toll-free: 1-800-465-1100

***To report criminal behaviour or activity:***

**Winnipeg Police Services or Ontario Provincial Police**

Phone: 911

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## **Safeguarding Children and Youth Policy**

### **1. Introduction**

At the YMCA-YWCA of Winnipeg, we are committed to ensuring the safety of our young community members. We know that children come from diverse families with different experiences, and have differing abilities, cultures, and beliefs. This also means that some children may be at a higher risk of harm due to several factors, such as socio-economic status, gender, race, ethnicity, religion, sexual orientation, gender identity and disability. As an organization, we take our responsibility seriously and work hard to ensure that all our employees and volunteers understand their role in keeping children safe in our programs and spaces.

This policy outlines minimum standards. However, some Y Winnipeg programs may have more requirements related to licensing, accreditation, or government regulations. In these cases, supervisors will inform employee of these additional requirements, which must be followed.

For this policy, the terms "children", "child", or "youth" refer to individuals who are under the age of 18 years old and may be used interchangeably. Please refer to [Section 14](#) for other definitions.

### **2. General Policy Statement**

The YMCA-YWCA Policy for Safeguarding Children and Youth applies to all employees and volunteers, unless otherwise specified. We understand our responsibility to promote child safety and to protect children from harm, abuse, and exploitation. We are committed to:

- providing a secure environment for children;
- identifying and addressing child abuse or potential abuse;
- monitoring and evaluating the efficacy of our policy and procedures; and
- making necessary changes to the policy and procedures.

At Y Winnipeg, we are deliberate in creating safe spaces where we actively embrace Diversity, Equity, Inclusion, and Belonging. We are committed to creating spaces that are free of social injustices, systemic racism, discrimination, and oppression. Guided by the principles of Humility, Truth, and Reconciliation, we are working towards forging stronger relationships with all communities.

If you have any concerns related to child abuse, or potential abuse, or believes a child may need protection, you must immediately contact the All Nations Coordinated Response Network (ANCR) at **204-944-4200**. This applies to all employees and volunteers.

### **3. Roles and Responsibilities for the Safeguarding of Children**

The Child and Family Services All Nations Coordinated Response Agency (ANCR) is the legal agency responsible for protecting children from risk and abuse. All Y Winnipeg employees and volunteers also have a duty to protect children.

#### **3.1 Designated Lead's Responsibilities**

The Vice President, People & Culture is responsible for the development of and compliance with this policy and its procedures. The CEO will ensure the VP has the necessary resources and support to ensure the safeguarding of children is a priority for all staff and volunteers.

### **3.2 Board of Directors and Senior Leadership's Responsibilities**

Y Winnipeg Board Members and the senior leadership team acknowledge and demonstrate awareness of their responsibility for the safeguarding of children by:

- managing and monitoring policies, procedures, and lawful reporting; and
- ensuring a system for the regular review, reporting, and evaluation of how safeguarding children happens at the Y, including how successful the policies and procedures are.

### **3.3 Hiring Managers' Responsibilities**

YMCA-YWCA hiring managers build and maintain a safe environment in all spaces and programs by:

- implementing all these procedures;
- ensuring all employees and volunteers:
  - read and understand this policy;
  - acknowledge their understanding by signing off on the policy ([Appendix D](#));
  - get an orientation to this policy and its procedures (included in new hire package);
  - get initial online training and annual training thereafter through the Learning Management System;
- making sure recruitment, screening, and hiring procedures are followed;
- establishing guidelines to ensure programs are planned and developmentally appropriate;
- maintaining physical security and other safeguards in our centres and program spaces; and
- responding quickly to any complaints, reports, or allegations involving employees or volunteers.

### **3.4 YMCA-YWCA of Winnipeg Employee and Volunteer Responsibilities**

Employees and volunteers are responsible for:

- creating a safe and caring environment for all;
- receiving the orientation, and reviewing the policy, code of conduct, and reporting responsibility before their first shift;
- participating in training regarding the safeguarding of children no later than 60 days of employment;
- participating in annual refresher training and policy review;
- providing an acceptable police record and child abuse registry checks as a term of employment;
- following the Code of Conduct within this policy;
- reporting suspected abuse or a disclosure of abuse as outlined *The Child and Family Services Act (Section 18)*; and
- following specific reporting procedures suspected or disclosure of abuse that occurs within a YMCA-YWCA program or involves an employee or volunteer.

## **4. Code of Conduct for the Safeguarding of Children**

At the YMCA-YWCA of Winnipeg, we are dedicated to fostering a safe, inclusive, and healthy environment for children and youth, as well as their families, educators, students, volunteers, independent contractors, vendors, and community members who engage with our facilities. These guidelines reflect our organization's ongoing commitment to safeguarding the well-being of children and youth. All individuals within our facilities are expected to adhere to this Code of Conduct and consistently demonstrate behavior that aligns with the values of the YMCA-YWCA, serving as positive role models for the young people in our care.

#### **4.1 Duty to Report**

All individuals share a responsibility to protect children and youth. If you become aware of concerns, issues, problems, suspected incidents, or any suspicious behavior, you must act promptly. This includes:

- a. Legal Mandate: After notifying your supervisor or manager, you must immediately report any allegations, suspicions of abuse or neglect, or suspicious behavior to the appropriate child protection agency or police, as required by law. This is a legal obligation and applies even if the information is second-hand or unconfirmed.
- b. Internal Reporting: Immediately report any concerns related to the safeguarding of children and youth to your direct supervisor, in alignment with the Policy and Code of Conduct. All concerns must be addressed in accordance with established internal procedures.

#### **4.2 Practices for Working with Children**

- a. Treat all children with respect, dignity, and fairness, recognizing and valuing their individual needs and rights.
- b. Communicate expectations clearly and respectfully, using developmentally appropriate language, and offer choices to support children's decision-making skills.
- c. Provide positive reinforcement consistently, using encouraging language, gestures, and recognition to affirm children's efforts and accomplishments.
- d. Maintain appropriate adult-to-child ratios to ensure the safe and effective supervision of all program activities, in alignment with regulatory and organizational standards.
- e. Engage parents and guardians as partners in the program experience, encouraging their involvement whenever feasible and appropriate.
- f. Ensure that children are never left unsupervised; promptly contact a parent or guardian if a child under the age of 10 is found without adult supervision.
- g. Design and organize program environments and materials to encourage positive behaviour, promote engagement, and minimize the potential for inappropriate conduct.
- h. Develop and deliver programs that are responsive to children's interests, developmental stages, and individual needs, fostering an inclusive and supportive atmosphere.
- i. Establish and consistently communicate clear, positively stated limits and expectations, providing developmentally appropriate explanations to promote understanding and self-regulation.
- j. Demonstrate and model respectful, inclusive, and collaborative behaviour, and actively support conflict resolution and problem-solving in partnership with children, families, and colleagues.

#### **4.3 Examples of Unacceptable Behaviours**

- a. Being alone with a child or youth in private, isolated, or unobserved settings, except when required by program operations, such as designated 1:1 Inclusion Support.
- b. Demonstrating favoritism or preferential treatment toward an individual child or youth, compromising perceptions of fairness and equity.
- c. Using one's authority, position, or physical presence to intimidate, coerce, or unduly influence a child or youth.
- d. Making inappropriate, suggestive, discriminatory, or otherwise improper comments in the presence of children or youth.
- e. Engaging in verbal, emotional, or psychological abuse, including behaviour that demeans, humiliates, isolates, or shames a child or youth.
- f. Inflicting physical harm, administering corporal punishment, or engaging in any inappropriate, suggestive, or unwanted physical contact with a child or youth.
- g. Exploiting a child or youth for personal, financial, or professional gain in any capacity.
- h. Engaging in private, unsanctioned relationships with children or youth outside of YMCA-YWCA of Winnipeg programming, including visits, babysitting, phone calls, text messaging, or online communication.
- i. Inviting or permitting a child or youth to visit or stay at a staff member's or volunteer's personal residence.
- j. Participating in, encouraging, or failing to appropriately address incidents of bullying, harassment, discrimination, or conduct that places a child or youth at physical, emotional, or psychological risk.

- k. Failing to report suspicions, disclosures, or evidence of abuse, neglect, bullying, or other safeguarding concerns in accordance with policy and legal requirements.
- l. Sharing personal information about a child or youth, or disclosing confidential information without authorization, except where required by law or organizational policy

## 5 Recruitment and Selection of Employees and Volunteers

The YMCA-YWCA of Winnipeg has established comprehensive recruitment and selection processes to ensure only suitable individuals work or volunteer with children. Proper recruitment and selection practices help match people to roles, maintain safe environments, and reduce the risk of harm to all participants.

### 5.1 General Procedures for New Employees and Volunteers:

Refer to People & Culture policies for detailed employment procedures.

- All new employees and volunteers are required to provide one valid government-issued photo identification upon onboarding.
- All job postings will include a statement that the screening process includes a Police Record Check with Vulnerable Sector Search (PRC) and a Child Abuse Registry Check (CAR) and/or Adult Abuse Registry (AAR).
- All applicants must provide a resume OR an application form before being interviewed.
- Interviews are required for all positions.
  - Interviews must include child behaviour management or child protection questions as appropriate to the position ([Appendix A](#)).
  - Interviews must be documented. All questions and answers are to be kept in the employee/volunteer's People & Culture file.
- For every position, two professional or arms-length reference checks must be completed before an offer of employment/volunteering is made.
  - References from relatives will not be accepted.
  - Young candidates with little or no prior work experience may include coaches, teachers, program facilitators, or others in similar capacities.
  - Reference checks must include **at least one** question specific to the suitability of the candidate to work with or around children.
  - All reference questions and answers must be documented and will be kept in the employee/volunteer's People & Cultures file.
- A **third reference** is required for **supervisory** positions.
- Employment and volunteer positions are conditional upon receiving an acceptable PRC and CAR and/or AAR.
- The PRC must be received and reviewed by the potential employee's manager **prior to** the person starting employment/volunteerism.
- If the employee experiences unexpected PRC processing delays, a voluntary declaration ([Appendix B](#)) form must be completed, and the following conditions must be met:
  - Offer of employment is signed and returned to People & Culture (volunteers may never start without a completed PRC).
  - The voluntary declaration, a satisfactory **agency** police records check, and proof the PRC was applied for (such as the payment receipt) must be returned to People & Culture.
  - The voluntary declaration is only accepted for three months from the start of employment.
  - The hiring manager will ensure the employee is never working alone and is always paired with another employee who has an approved PRC.
  - The person who is paired with the new employee must complete the 'Police Check in Progress Employee Supervision Tracking' form to document when and where they were working. The hiring

manager must send this information to People & Culture weekly until the PRC is satisfactorily returned.

- People & Culture will track all voluntary declarations. The hiring manager will ensure that the PRC has been received prior to the expiry date of the declaration. Once that date has passed, the employee/volunteer is prohibited from working until the PRC is received by People & Culture
- If any of the PRC, CAR or AAR are not clear, there will be a review and approval process by the President & Chief Executive Officer and the Vice President, People & Culture. If one or both cannot participate in the review, the Operational Vice President or the Vice President, Finance & Administration may fill in. If approved, documentation will be placed in the employee's People & Culture file.
- Until satisfactory PRC, CAR/AAR are received, new employees/volunteers are not to have unsupervised access to children.
- Employees/Volunteers will be oriented to this policy and its procedures prior to the start of their employment through courses on the Association LMS.
- All employee and volunteer records (including training records) will be maintained in keeping with information and records management processes, which will include appropriate safeguards to protect highly sensitive, personal information such as details of the

## **5.2 General Procedures for Returning Employees**

For procedures regarding the recruitment and selection of returning employees please refer to People & Culture policies for details.

## **5.3 Exemptions/Exceptions**

A PRC, CAR or AAR will be completed for all employees/volunteers with the following exceptions:

- Special Event/Occasional Volunteers may be given an exemption if their attendance is recorded and;
  - The person will have limited interaction with children
  - The person will not be left alone with children
  - The person attends program sites infrequently (less than one time per month)
  - The person attends program sites for a limited duration (less than eight hours total)
  - The exemption has been approved in writing the President & CEO, or the Chair of the Board of Directors
- Board of Directors volunteers are required to complete a PRC only.
- Employees and volunteers under the age of 18 are required to obtain a CAR/AAR only. The declaration found under [Appendix C](#) must be completed. Once 18, they will be required to provide proof of their application for PRC within 30 days of their 18th birthday.

## **6 Education, Training, Review, and Monitoring**

The YMCA-YWCA's commitment to the safety and protection of includes:

- providing training and education that ensures staff members and volunteers know their responsibilities and duty to report and;
- reviewing and monitoring the YMCA- YWCA's effectiveness in its commitment to the safety and protection of children.

**Training and education** are essential in raising awareness about individual and organizational responsibilities in protecting children. This helps to ensure that the policy is implemented effectively. The Association provides various educational and training programs to employees and volunteers to help them understand their responsibility to report suspected abuse. These programs include new employee orientation, mandatory training, an annual refresher session, and annual policy sign-off requirements. The information is presented in a clear and concise manner to increase understanding and promote awareness. All employee and volunteer training will be documented in their People & Culture file/profile.



## 6.1 Education and Training:

The learning opportunities for employees and volunteers regarding the safeguarding of children will include the following:

- Participating in the **initial orientation** to child safety and protection and read the policy **prior to starting their position**. Both the orientation and policy are included in the hiring package.
- Completing **online training** pertaining to the policy and procedures **within 60 days of their start date**.
- Participating in **annual refresher training**.
- Training is provided to those responsible for dealing with complaints and disciplinary procedures in relation to child abuse and inappropriate behaviour towards children and young people.
- Training and written guidance on safer recruitment and evaluation practices are provided for those responsible for recruiting, selecting, and managing staff members and volunteers.
- Opportunities for learning from practical case experience will be fed back into organizational training and development programs.

## 6.2 Review and Monitoring

The YMCA-YWCA of Winnipeg has implemented a formal review and monitoring system that ensures compliance with policies and procedures for safeguarding children which include includes:

- Annual review and update, if necessary, by the VP, People & Culture;
- Annual approval by the Board Chair and CEO;
- Annual review of systems and procedures to ensure facility and program space security.
- Semi-annual self-assessments conducted with results reported to YMCA Canada.
- The senior leadership team will implement any required actions after the assessment.
- YMCA Canada will direct when peer reviews are required. Peer review results will be provided to the Board of Directors.

## 6.3 Annual Policy Review by Employees/Volunteers

All employees and volunteers will review and sign off on the policy annually. In the event of any **significant changes** to the policy or its procedures, a summary will be provided in addition to the new policy for review and agreement.

## 6.4 Renewal of Security Clearances

All employees and volunteers are required to renew their Police Record with Vulnerable Sector Check every three years and their Child Abuse Registry Check every five years, or as requested by the People & Culture Department.

# 7 Reporting a Child in Need of Protection

## 7.1 Reporting to a Child Protection Agency

*The Child and Family Service Act* (Section 18) regulates the reporting children in need of protection. However, the **legal responsibility** for reporting **belongs to the person who suspects abuse**, including the person who receives a disclosure. Anyone who believes that a child may need protecting, must immediately report to the All Nations Coordinated Response Network (ANCR) or to a parent or guardian.

If you are not sure that your concerns are serious enough to warrant a report, you must consult ANCR and follow their recommendation. Consulting does not meet the legal requirements under *The Child and Family Services Act*. You still have the legal responsibility to report.

## 7.2 Reporting to a Parent or Guardian

You can report a child in need of protection to a parent or guardian, if they are in a position to protect the child. ANCR must be contacted specifically when there is concern that the child needs protection and it is judged that the parent/guardian cannot protect the child.

## 8 Responding to a Disclosure or the Suspicion of Child Abuse/Neglect

- All disclosures and allegations of abuse will be taken seriously and handled confidentially.
  - Confidentially means that you only discuss details with authorities or the internal investigation team.
- Ensure that the child is not exposed to unnecessary risk.
- Immediately Complete [Appendix F – Suspected Child Abuse Reporting Form](#).
- Make the report to ANCR - **Phone: 204-944-4200**
- Contact your manager once the report is made.
- During business hours, the manager will notify their VP, who will notify the Child Protection Lead.  
Outside of business hours, the manager will notify the VP call.
- Complete the [Envelope Cover Page](#) (name of the child, date the report was made to ANCR, the name of the employee who called ANCR, and their branch/department)
- Place all related documentation in an envelope found at the back of the binder.
- Seal the envelope.
- Deliver the envelope **by hand or by courier immediately** to 3550 Portage Ave. R3T 0Z8, c/o VP, People & Culture. Note: If making a report outside of Monday – Friday 8:30am-5:00pm, send the confidential envelope the next business day.
- Reports will be given directly to the VP, People & Culture.
- The report will be kept indefinitely and only be read/shared if required by law.
- Reports may only be sent by email or other electronic methods (fax, text and/or scan) to the VP, People & Culture if the information has been encrypted and secured with a digital signature.

## 9 Managing an Allegation of Abuse Against an Employee or Volunteer of the YMCA-YWCA Employee/Volunteer Responsibilities

- All disclosures and allegations of abuse will be taken seriously and handled confidentially.
- The first priority will be to ensure that the child is not exposed to unnecessary risk.
- Notify your manager immediately.
- Complete [Appendix F – Suspected Child Abuse Reporting Form](#).
- Make the report to ANCR - **Phone: 204-944-4200**
- Complete the [Envelope Cover Page](#) (name of the child, date the report was made to ANCR, the name of the employee who called ANCR, and their branch/department)
- Place all related documentation in an envelope found at the back of the binder.
- Seal the envelope.
- Deliver the envelope **by hand or by courier immediately** to 3550 Portage Ave. R3T 0Z8, c/o VP, People & Culture. Note: If making a report outside of Monday – Friday 8:30am-5:00pm, send the confidential envelope the next business day.
- Reports will be given directly to the VP, People & Culture.
- The report will be kept indefinitely and only be read/shared if required by law.

### Management Responsibilities

- During business hours, the manager will notify their VP, who will notify the Child Protection Lead. Outside of business hours, the manager will contact the VP on-call.

- VP will consult the VP, People & Culture to determine if the employee in questions is to be suspended pending investigation (or until formal charges are laid). They may also seek legal advice.
- The Child Protection Lead will immediately inform the CEO and VP, Finance and Risk Management.
- The VP, Finance and Risk Management will immediately inform the VP, Philanthropy, Impact & Engagement who will take the lead implementing the Crisis Response Protocol.
- The VP, Finance and Risk Management will notify the insurer.
- The CEO will report all critical child protection incidents and outcomes to the Board Chair.

### **Internal Investigation**

- A committee of trained leadership team employees will be designed by the CEO to investigate.
- The committee will consult with ANCR and any other authorities necessary.
- Note: children may not be interviewed as part of the internal investigation
- The committee will conclude its investigation within 2-weeks from when the committee was formed.

### **Outcome of the Internal Investigation**

- If evidence of abuse/misconduct is found, the employee/volunteer will be terminated for just cause.
- If no evidence of abuse/misconduct is found, the committee may decide to reinstate the employee to their former position or find an alternate position of equal pay and responsibility, or other actions as deemed appropriate.
- It is recognized that being wrongfully accused can be traumatizing and the employee will be offered EAP services, or other supports on a case-by-case basis.

### **Criminal Investigation and Charges**

- An employee who is being investigated on criminal charges will be suspended without pay.
- If the police lay criminal charges, the employee will be suspended without pay until:
  - The charges are dropped; or
  - The case has been dealt with by the courts.
- If the suspension exceeds 12 months, or the employee is found guilty, their employment will be terminated.
- If the accused employee is acquitted of all charges within 12 months, the committee may reinstate them to their former position, or find an alternate position of equal pay and equal responsibility, or other as deemed appropriate.

## **10 Managing Complaints of Inappropriate Behavior at the YMCA-YWCA by Non-Staff**

From time to time, there may be incidents of inappropriate behavior by members or others which affect or involve individuals under the age of 18 in YMCA-YWCA facilities or program spaces. When these incidents are reported, follow the steps listed below:

- **Ask – Is anyone involved, including witnesses, under the age of 18?**
  - If no, complete regular incident reporting procedures
  - If yes, continue with Safeguarding Children reporting procedures
- Complete [Appendix F – Suspected Child Abuse Reporting Form](#)
  - Highlight who the person under 18 is and their role in the incident.
- Investigate if the alleged perpetrator is still in the building.
- Contact authorities if necessary.

- Contact your manager and advise them of the incident.
- During business hours, the manager will notify their VP, who will notify the Child Protection Lead.  
Outside of business hours, the manager will contact the VP on-call.
- The manager or VP on-call will contact the parents or guardians of the child under 18.

## 11 Records Management

The VP, People & Culture will retain all records related to an allegation or complaint, including the investigation report, indefinitely which will be stored in a secure and accessible location, or until such time as determined by the authorities, or by the insurer, whichever is longer.

Documentation regarding an ANCR record and/or suspected abuse is never to be given to anyone including Police or an ANCR official unless a warrant or subpoena is provided. Any request to release information should be forwarded to the VP, Finance and Risk Management who will determine the appropriate action to be taken.

## 12 Accessing and Securing Facilities and Program Spaces

The YMCA-YWCA maintains physical security by controlling access to its facilities and program spaces by implementing the following requirements:

### 12.1 Community Hubs

- Employees will record all who **enter and use Hub facilities**, including day pass users, drop-ins, 3<sup>rd</sup> parties, and contractors.
- YMCA ID, government issued ID, or other authorized ID is required to access the Hub.
  - Other identification includes photo ID from another country (driver's license, passport), a public service employee photo ID, or multiple pieces of non-photo ID.
  - In the event providing identification is a barrier to access our programs and spaces, exceptions can be made by the Community Hub Manager to uphold the Y's commitment to diversity, equity, inclusion and belonging. These exceptions will only be approved for a 6- month period and recorded appropriately.
- Visitors who attend a Community Hub who are accompanied by a member of the SLT are not required to provide identification as long as the following requirements are met:
  - The visitor will not be left alone in the facility.
  - SLT members (CEO and Vice Presidents) complete the shared visitor records document.
  - Visitors must be attending for business purposes. Examples include:
    - Potential partners and donors
    - Elected government officials
- The Community Hub Manager, supervisor on duty, or designate will conduct frequent building walk-throughs to verify and record the following:
  - Only central points of entry are used
  - A strong presence of staff is demonstrated throughout the entire facility
  - Visitors are greeted by staff and asked questions about the purpose of their visit
  - Restrooms, locker rooms, and any isolated areas are monitored to ensure safety
  - Unused rooms and spaces should be secure to prevent unauthorized entry

### 12.2 Child Care Spaces and Centres

- Children are signed into care and signed out of care to designated approved individuals who must provide identification

- Employees must document the entry and exit of all individuals to childcare centres; not limited to non-registered parents or legal guardians or designated approved individuals, employees not usually assigned to that specific centre, and external stakeholders
- YMCA ID, government issued ID, or other authorized ID is required to access the Childcare Centre.
  - Other identification includes photo ID from another country (driver's license, passport), a public service employee photo ID, or multiple pieces of non-photo ID.
  - In the event providing identification is a barrier to access our programs and spaces, exceptions can be made by the supervisor to uphold the Y's commitment to diversity, equity, inclusion and belonging. These exceptions will only be approved for a 6- month period and recorded appropriately
  - Visitors who attend a Childcare Centre who are accompanied by a member of the SLT are not required to provide identification as long as the following requirements are met based on the Policy 12.1.

## **13 E-Safety**

The YMCA-YWCA of Winnipeg is committed to ensuring the safety and well-being of children and youth in both physical and online environments. This E-Safety Policy outlines our standards and expectations for protecting children and youth from online risks, ensuring responsible use of digital technology, and promoting safe digital engagement in all YMCA-YWCA of Winnipeg related activities.

### **13.1 Online Communication and Engagement**

- YMCA-YWCA of Winnipeg staff and volunteers must identify, assess, manage, and communicate E-Safety risks when engaging online with children and youth.
- Online communications with children or youth must occur only via YMCA-approved platforms and devices, with prior knowledge and approval of the immediate supervisor or program manager.
- Unless programmatically necessary, all communication should be directed to the parent or guardian, not directly to a child or youth.
- Staff and volunteers must not interact with current or former participants (children/youth) via personal social media accounts, private messaging, personal emails, or personal phone numbers.

### **13.2 Photography and Videography**

- Photographs and videos may only be captured using our approved equipment and solely for authorized YMCA-YWCA of Winnipeg purposes.
- Explicit, written consent must be obtained through a signed Picture Release Form prior to photographing or recording any images or video of children or youth for use in promotional materials, including but not limited to print, web, and social media. All signed forms must be securely stored and maintained by the Marketing Department.
- Photos shared with families should only feature images of their own child, unless group consent has been obtained.
- Children and youth must be appropriately dressed in all photos and videos.
- Uploading or sharing photos or videos to personal devices, personal social media accounts, or unofficial YMCA-YWCA of Winnipeg platforms is strictly prohibited.
- Staff and volunteers must take reasonable steps to ensure parents, guardians, and members of the public do not photograph or film children or youth during YMCA-YWCA of Winnipeg programs without prior approval.

### **13.3 Digital**

- Staff and volunteers must not engage in direct communication with current or former children and youth through personal social media accounts, voice or video calls, text messages, email, online gaming platforms, or similar channels.

- Digital communication is permitted exclusively for authorized YMCA-YWCA of Winnipeg business purposes, requires prior management approval, and must be conducted using approved devices and platforms.
- Communication should be directed to the parent or guardian rather than directly to the child or youth. Direct communication with a child or youth should occur only when required by the program, and must always adhere to all YMCA-YWCA of Winnipeg policies and procedures.
- Staff and volunteers are expected to take active measures to safeguard children and youth from exposure to inappropriate content, contact, or online interactions when utilizing YMCA-YWCA of Winnipeg technology or platforms, maintaining a safe and trusted environment for all.

## 14 Contacts and Other Resources

For more information about this policy, employees and volunteers may contact their manager or the Association's Child Protection Lead. The following sources also provide additional information about child protection:

- **YMCA Canada** - National Child Protection Standard Requirements and assessment
- **Canadian Centre for Child Protection** at [www.protectchildren.ca](http://www.protectchildren.ca);
- **Boost Child Abuse Prevention** at [www.boostforkids.org](http://www.boostforkids.org)

## 15 Definitions

**Agency police check** is a background check conducted by a third-party specializing in police record checks.

**Arms length reference check** is where a referee does not have a close relationship with the candidate therefore ensuring a fair and impartial reference.

**Broader leadership team** is the Senior Leadership Team along with Managers and other specifically designated individuals.

**Child, children, youth, or young person** is someone under 18 years of age.

**Child abuse** is any action or inaction that endangers a child. It can be physical, emotional, or sexual harm, or a failure to provide basic needs leading to injury or psychological damage. It may be a single incident or happen repeatedly. Emotional harm is caused by all types of abuse. Abuse can take many forms and can occur at the same time including:

**Physical abuse** refers to deliberate harm or ill health caused to a child's body, including but not limited to hitting, shaking, throwing, poisoning, burning, scalding, drowning, or suffocating.

**Emotional abuse** refers to actions or inactions that can result in serious behavioural, cognitive, emotional, or mental health problems including but not limited to threats, social isolation, intimidation, exploitation, terrorizing, or exposing a child to family violence.

**Family violence** refers to abuse, mistreatment, or neglect by a family member or caregiver.

**Sexual abuse** refers to a child being exploited or harmed by sexual activities regardless of whether the child understands what is happening or not. This can involve but is not limited to physical sexual contact, including penetrative or non-penetrative acts, prostitution, pornography, or exposing a child to sexual activity.

**Neglect** refers to a type of child abuse that happens when a child's basic needs are not met. This includes things like food, shelter, clothes, and emotional support. Neglect can hurt a child's physical, psychological, and emotional well-being.

**Child abuse registry** is a government registry containing names of persons who:

- a) were found guilty or plead guilty to child abuse offense in a Canadian court;
- b) a family court has found that a child in their custody or control to be "in need of protection" due to abuse; or
- c) a CFS agency's Child Abuse Committee has reviewed their case and formed an opinion that the person has abused a child.

An employer can get a report issued from the Registry to determine a person's suitability for employment when the job involves caring for or having unsupervised access to children.

**Child in need of protection** according to the Child and Family Services Act is a child whose life, health or emotional well-being is put at risk by a person's act or omission of an act. Examples include but are not limited to a child who:

- a) is without adequate care, supervision, or control;
- b) is in the care, custody, control, or charge of a person who is:
  - i. who is unable or unwilling to provide adequate care, supervision, or control of the child; or
  - ii. whose conduct endangers or may endanger the life, health, or emotional well-being of the child; or
  - iii. who neglects or refuses to provide or obtain proper medical or other remedial care or treatment necessary for the health or well-being of the child, or who refuses to permit such care or treatment to be provided to the child when the care or treatment is recommended by a duly qualified medical practitioner;
  - iv. is abused or is in danger of being abused;
  - v. is beyond the control of a person who has the care, custody, control or charge of the child;
  - vi. is likely to suffer harm or injury due to the behaviour, condition, domestic environment or associations of the child or of a person having care, custody, control or charge of the child;
  - vii. is subjected to aggression or sexual harassment that endangers the life, health or emotional well-being of the child;
  - viii. being under the age of 12 years, is left unattended and without reasonable provision being made for the supervision and safety of the child; or
  - ix. is the subject, or is about to become the subject, of an unlawful adoption under The Adoption Act or of a sale under section 84.

**Duty of care** is a legal principle that requires individuals and organizations to take reasonable measures in order to protect children under their care.

**Duty to report** is a legal obligation to immediately report when you have reasonable grounds to suspect that a child is or may be in need of protection from abuse, harm, or neglect. This includes disclosures of past events. The duty to report applies to the public and includes special reporting responsibilities for professionals who work with children.

**Employee** includes all full-time, part-time, substitute, seasonal, and contract workers as well as individuals who are on secondments, exchanges and/ or internships.

**Hiring manager** includes supervisors, coordinators, directors, and any other leaders with responsibilities related to recruitment and selection of employees and/or volunteers.

**Police records check** is a report generated from a police agency database of offences. It may include a check of national or local and regional police records.

**Position of trust or authority** is created when one individual in a relationship has decision-making power, unsupervised access, and/or performs activities of a personal nature in the course of their work.

**Senior leadership team** is the President & Chief Executive Officer (CEO) of the Association and the team of Vice Presidents reporting to the CEO.

**Volunteer** includes program volunteers, Board of Directors, philanthropy & fundraising volunteers, and student placements.

**Occasional and special event volunteers** are defined as volunteers who:

- have limited interaction and are not left alone with children; and
- whose attendance is limited in duration and frequency



## **Appendix A – Required Safeguarding Children & Youth Interview Questions**

### **Section A) Position with direct supervision over children. Select a minimum of 2 questions.**

- How do you manage child behaviour? What techniques do you use? Give an example of successful behaviour management.
- Share examples of a successful and unsuccessful relationship with a child. Why was one successful and the other not?
- Describe some ways in which you have motivated children to participate in an activity.
- How do you build appropriate relationships with children?

### **Section B) Position that may have direct contact with children. Select a minimum of 2 questions.**

- If you saw a child who seemed to be alone in one of our Community Hubs, what would you do?
- What would you do if you saw an individual who seemed out of place talking to a young child?
- A youth you know tells you about a friend who is experiencing abuse – what do you do?
- What would you do if your colleague was talking loudly and using vulgar language?

## Appendix B - YMCA-YWCA Voluntary Declaration: Police Records Check

Employee Statements	Empl Initials
I understand that, as a term and condition of employment, I am required to provide a satisfactory Police Records Check / Vulnerable Sector Screen (PRC/VSS).	
I confirm that I have applied for a PRC/VSS through the appropriate Police Services and that <b>no response has yet been received</b> . I understand that until I have a satisfactory PRC/VSS on file, I must be supervised by an employee with an approved PRC/VSS.	
I confirm that I have not been convicted of any offence under the Criminal Code of Canada for which I have not received a pardon, and that there are no outstanding charges against me and, specifically, there are no charges pending before the courts related to child abuse, sexual abuse, assault, or other similar serious criminal acts.	
I understand that I may start work on the agreed upon date, which may be before a PRC/VSS has been received, and that if my PRC/VSS is unsatisfactory once received, my employment may be terminated without notice or any payment in lieu of notice.	
I understand that if the outstanding PRC/VSS is not received within the 90-day period starting today, my employment may be terminated.	
Supervisor Statements	Supv Initials
I understand that, as a term and condition of employment, all employees are required to provide a satisfactory Police Records Check / Vulnerable Sector Screen (PRC/VSS).	
I confirm that _____ has applied for a PRC/VSS and has submitted a receipt as proof of their application (attached).	
The reason for scheduling an employee who has not submitted their PRC/VSS:	
I understand I am responsible for ensuring that _____ does not work unsupervised until their PRC/VSS is received and approved. I will also ensure that the required tracking sheet will be forwarded to People & Culture on a weekly basis.	
<b>Receipt for PRC/VSS attached</b>	<b>Date of Receipt:</b>

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Name

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

**Received and reviewed by:**

\_\_\_\_\_  
Manager Name

\_\_\_\_\_  
Manager Signature

\_\_\_\_\_  
Date

## Appendix C – YMCA-YWCA Voluntary Declaration: Police Records Check Under 18

Employee Statements	Empl Initials
I understand that, as a term and condition of employment, I am required to provide a satisfactory Police Reference Check / Vulnerable Sector Screen (PRC/VSS) once I reach the age of 18.	
I confirm that I have not been convicted of any offence under the Criminal Code of Canada for which I have not received a pardon, and that there are no outstanding charges against me under the Youth Criminal Justice Act or the Criminal Code of Canada of any sort.	
I understand that when I turn 18, I cannot work without a PRC/VSS on file. I agree that I will apply for a PRC/VSS, and I will provide a receipt as proof of my application before my next shift once I turn 18.	
I understand that if I do not provide proof that I applied for a PRC/VSS within 30 days following my 18 <sup>th</sup> birthday, I may be suspended without pay. I understand that if I do not submit PRC/VSS for management's review within 90 days of my 18 <sup>th</sup> birthday, my employment may be terminated.	

**No person under the age of 18 may begin working as an employee at the YMCA-YWCA of Winnipeg without the Manager OR VP's signature on this form.**

_____ Employee Name	_____ Employee Signature	_____ Date
_____ Employee Date of Birth	_____	_____
<b><u>Received and reviewed by:</u></b>		
_____ Manager or VP Name	_____ Manager Signature	_____ Date

## Appendix D - YMCA-YWCA Policy Acknowledgment: Safeguarding Children and Youth

VERSION DATE – June 2025

As an employee/volunteer of the YMCA-YWCA of Winnipeg:

- ☐ I have read and understand my responsibility and the actions required by me as they relate to the YMCA-YWCA of Winnipeg Policy regarding the Safeguarding of Children and Youth;
- ☐ I understand my legal duty to report suspected abuse and neglect under the *Child and Family Services Act* of Manitoba;
- ☐ I understand that the YMCA-YWCA of Winnipeg Policy regarding the Safeguarding of Children and Youth may be revised from time to time, and that I am responsible for reading and adhering to any updates; and
- ☐ I understand my responsibility to complete the policy orientation, initial and subsequent training, to and review and acknowledge review of the Safeguarding of Children and Youth Policy annually within the time set out by the YMCA-YWCA.

Name : \_\_\_\_\_  
Location and Program : \_\_\_\_\_  
Position : \_\_\_\_\_  
Signature : \_\_\_\_\_

Note: This form is to be submitted to the YMCA-YWCA People & Culture department

## Appendix E - YMCA-YWCA Child Protection Envelope Cover Page

### CONFIDENTIAL

Name of person that made the call & report: \_\_\_\_\_ (Please  
print Full First Name and Last Name)

☐ I am an employee      ☐ I am a volunteer

Department: \_\_\_\_\_

Position: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_  
(Day/Month/Year)

**Please check off (✓) which of the below applies to this report:**

☐ I suspect a Child/Young Person is being abused.

\_\_\_\_\_  
Child's first name and initial of last name

☐ I have been informed of an allegation of abuse against an  
employee or volunteer.

\_\_\_\_\_  
Child's first name and initial of last name

☐ I have been informed of an allegation of abuse within a Y  
Winnipeg program space.

\_\_\_\_\_  
Child's first name and initial of last name

***\* If the Allegation of Abuse is against an employee or volunteer, you must inform your Supervisor/Manager immediately.***

**Please check off (✓) required actions completed:**

- ☐ Call has been made to ANCR
- ☐ Abuse Reporting Form complete and placed in envelope
- ☐ Envelope sealed
- ☐ Employee member signed the envelope on the seal line
- ☐ Envelope hand delivered and/or couriered to the VP, People & Culture, 3550 Portage Ave.  
**(if outside of Monday-Friday, 8:30am – 5:00pm, send on the next business day)**
- ☐ Date hand delivered/couriered \_\_\_\_\_

### **FOR INTERNAL USE ONLY:**

VP, People & Culture Acknowledgement:

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date Received &

Filed (Locked): \_\_\_\_\_

**This envelope is only to be opened or given to an outside agency/individual with a 'legal warrant or subpoena.'**

**Appendix F - Suspected Child Abuse Reporting Form - CONFIDENTIAL**

Today's Date:	Employee Name:
YMCA-YWCA Location and Program:	Employee's Position:
How do you know this child? (ex. Childcare staff, swim instructor etc.)	
Child's full name:	Child's Age and date of birth:
Child's gender:	<input type="checkbox"/> male <input type="checkbox"/> female <input type="checkbox"/> non-binary <input type="checkbox"/> did not disclose
Caregiver's name(s):	
Number of siblings living with child:	
Address and phone number(s):	

**Reason for this Report:**☐  
☐  
☐  
☐

Suspicion of abuse

Disclosure of abuse

Allegation of abuse against a YMCA-YWCA staff member

Allegation of abuse occurring on YMCA-YWCA of Winnipeg property or program space

Date of disclosure or observation:

(mm/dd/yy)

Time: AM or PM

Objectively describe the incident, situation, statement, or behavioural and/or physical indicators of abuse. If the child disclosed abuse, explain what the child said in their words, how they said it, and their emotional state.

Describe the physical condition of the child, including any known or visible injuries, burns, welts, and/or signs of illness. Where appropriate, circle bruises or other injuries on the attached Body Chart (included in this form).

Is there other relevant information or incidents the child protection agency/police should know? ie: Child from a blended family, the family's first language is \_\_\_\_\_, medical conditions, caregiver issues or concerns etc.?

If known, does the alleged abuser have access to the child in need of protection?

What actions, if any have been taken prior to reporting the matter to the child protection agency?

☐

<b>Report made to ANCR</b> <input type="checkbox"/> (Manitoba) Phone: 204-944-4200 Toll-free: 1-888-945-2627	<b>Camp Stephens - Report to Child and Family Services</b> (Ontario) Phone: 807-467-5437 Toll-free: 1-800-465-1100
Date:	Time:
Name of the child protection agency employee spoken to:	
Action recommended by the child protection agency:	
Details of the actions the agency will take because of the report:	

☐

Call your manager to advise you made a report of suspected child abuse.		
Were Police Services called? If Yes;	Date:	Time:
Name of Police Services Contact:		
ELCC Coordinator contacted? If Yes; (Licensed child care only)	Name of Area Coordinator:	Date: Time:
Employee Signature		
Date and time of completed documentation:		

### Body Chart for Recording Injuries

Circle the area(s) on the body shape where the child has visible marks and/or injuries. If the origin of the injury is known, identify in writing beside the circle.

### Last Steps

- Place all related documentation in the envelope found at the back of the binder.
- Complete the [Envelope Cover Page](#).
- Seal the envelope.
- Deliver the envelope **by hand or by courier** to 3550 Portage Ave.

**Note: If making a report outside of Monday – Friday 8:30am-5:00pm, send the confidential envelope the next business day.**

