



AD.1.12.1 Protection of Minors Procedure

Schedule B

Code of Conduct for the Protection of Minors

SAIT requires all its employees, contractors and volunteers to observe the following code of conduct, including both verbal and non-verbal actions, when involved in activities with minors. This code of conduct defines what is and what is not acceptable behaviour or practice when working with minors. Following this code of conduct helps to promote best practices for interacting with minors, and minimizes opportunities for abuse of, or misinterpretation of actions with minors. This can also help prevent or minimize the possibility of false allegations being made against employees, contractors and volunteers.

Though not exhaustive, the lists below can help to provide some parameters for appropriate and inappropriate interactions with minors:

Appropriate Practices:

- Treat all minors equally, with respect, dignity and fairness.
- Give constructive rather than negative criticism.
- Involve parents/guardians wherever possible and reasonable.
- Be aware of how actions can be misinterpreted. Avoid private or unobserved situations with minors unless personal assistance such as toileting or changing is required.
- Ensure the number of adults is appropriate to safely supervise an activity.
- Have two staff members present when in situations with minors where it is necessary for staff to change or undress (i.e. swimming) so this activity is not misconstrued.
- Avoid transporting minors alone. Where this is unavoidable, the minor must sit in the back seat of a vehicle. Where possible, parents/guardians, should be advised before departure.

Inappropriate Practices:

- Spending excessive (i.e. unwarranted) amounts of time alone with minors away from others.
- Adding minors as contacts on social media channels.
- Promising to keep a minor's disclosure of abuse, harassment or bullying a secret. If a child discloses a situation that meets the definition of abuse (see Schedule A), you have a duty to report the abuse to the appropriate authorities.
- Engaging in rough or physical contact except as permitted within the rules of the game or competition.
- Forming intimate emotional, physical or sexual relationships with minors.
- Allowing or engaging in touching minors in a sexually suggestive or unwanted manner.
- Allowing minors to swear or use sexualized language unchallenged.
- Making sexually suggestive comments to minors, even in jest or fun.
- Reducing minors to tears as a form of control.
- Allowing disclosures or allegations of abuse made by minors to go unrecorded or undocumented.
- Inviting or allowing minors to stay with you at your home.
- Asking minors to keep any type of secret from other minors, staff, or from their parents/guardians.
- Relating to minors from programs in non-program activities, such as baby-sitting or weekend visits.
- Doing things of a personal nature for minors that they can do for themselves (ie – putting on their clothes).