

Section:	Administration (AD)
Subject:	Organization of the Institution
Legislation:	<i>Child, Youth and Family Enhancement Act (RSA 2000 cC-12)</i>
Effective:	May 31, 2018
Revision:	September 23, 2019

APPROVED: _____
President and CEO

POLICY

The policy of the Board of Governors is that SAIT has procedures in place to manage minors in its care and on its campus, and that SAIT provide a safe environment for and safeguards the welfare of all minors in its care.

PROCEDURE

DEFINITIONS

Abuse For the purpose of this procedure, abuse is any act or omission by a person, or any situation created or caused as a result of a person’s act or omission, that results in a minor being at risk of physical or mental harm. It includes without limitation any form of physical harm, emotional deprivation, sexual misconduct, exploitation or neglect which can injure or psychologically harm a minor. For detailed definitions, see Schedule A, an Associated Document to this procedure.

Minor A person under the age of eighteen years.

Need of protection A minor is in need of protection where there are reasonable and probable grounds to believe that the minor’s survival, security and/or development is endangered because of any of the following:

- the minor is abandoned or lost

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- the minor’s guardian is deceased and the minor has no other guardian
- the minor’s guardian:
 - has neglected the minor,
 - has physically injured or sexually abused the minor, or there is substantial risk that the guardian will do so,
 - is unable or unwilling to protect the minor from physical injury or sexual abuse,
 - has emotionally injured the minor, or is unable or unwilling to protect minor from emotional injury,
 - has subjected the minor to, or is unable or unwilling to protect the minor from, cruel and unusual treatment or punishment; or
- the minor is otherwise in need of intervention within the meaning of Alberta’s child welfare legislation

SAIT student

A student registered in SAIT courses or programs who is at least 18 years of age.

PHILOSOPHY

SAIT is committed to providing a safe environment for minors in its care, and recognizes the rights of minors to be protected from abuse.

GOVERNING PRINCIPLES

1. SAIT offers a variety of activities and programs in which minors are in SAIT’s care. These include but are not limited to Summer Camps, Trojans Athletics and Recreation activities, the Career Exploration Centre, Dual Credit program offerings, Student for a Day activities, school field trips, enrolment as students in continuing education courses, and enrolment as students in academic programs.
2. The purpose of this procedure is to safeguard the well-being of minors and to protect them from abuse or the risk of abuse while they participate in SAIT activities and/or program.
3. SAIT will recruit, train, support and supervise its employees, contractors and volunteers, so that they safeguard and protect minors from abuse while at the same time reducing risk to SAIT and its employees, consultants, contractors, volunteers and SAIT students.

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PROCEDURE

A. Responsibilities

1. SAIT will:
 - a) Develop and implement minor protection procedures and processes as required;
 - b) Establish a reporting protocol that complies with provincial minor welfare legislation;
 - c) Establish procedures for reporting and addressing allegations of abuse brought against its employees, consultants, contractors, volunteers or SAIT students;
 - d) Require employees, consultants, contractors, volunteers and SAIT students who may have regular contact with minors during SAIT activities and/or programs to be aware of SAIT's minors' protection procedures and processes and the obligations thereunder; and
 - e) Require SAIT's minor-related activities and/or programs to be developmentally appropriate and well-planned in advance of participation by minors.
2. SAIT's employees, consultants, contractors, volunteers and SAIT students who may have regular contact with minors during SAIT's activities and/or programs are responsible for:
 - a) Reporting to the government (or, in the case of a SAIT student, reporting to that student's direct supervisor) when a minor is in need of intervention as per Alberta's minor welfare legislation and notifying their supervisors that such a report has been made;
 - b) Following guidelines that ensure that SAIT's activities and/or programs are developmentally appropriate and well-planned in advance of participation by minors;
 - c) Creating a safe and caring environment for minors attending or participating in SAIT activities and/or programs;
 - d) Ensuring that the adult-to-minor ratio that is required for a particular activity and/or program is maintained during that activity and/or program; and

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- e) Following SAIT's Code of Conduct for the Protection of Minors, set out in Schedule B, an Associated Document to this procedure.

B. Recruitment of Employees, Contractors and Volunteers Regularly Working with Minors

1. SAIT will take all reasonable steps to ensure that individuals regularly working with minors while attending or participating in SAIT activities and/or programs are qualified and suitable to do so.
2. All forms of advertising used to recruit and select employees, consultants, contractors, volunteers and/or SAIT students who will be regularly working with minors will include a statement that a clear Criminal Record Check is required for the position.
3. All candidates must submit a resume and a cover letter. Candidates who are short-listed must participate in a formal interview and shall be asked questions that, among other things, determine the candidate's suitability and qualifications for working with minors.
4. For those employees, contractors, volunteers and SAIT students who are signing an offer of employment or who are being appointed to a position involving regular contact with minors:
 - a) Employment or appointment is conditional upon the individual's criminal check being reviewed by the Criminal Check Committee and the hiring manager to ensure that there are no conflicts. The Committee may recommend additional tests if necessary, such as the Vulnerable Sector Check (VSS).
 - b) The Criminal Background Check information will be housed by a third party vendor responsible for keeping the information confidential
 - c) A minimum of two reference checks must be completed before an offer or appointment is made to a prospective employee, contractor, volunteer or SAIT student who will likely have regular contact with minors, and the Reference Check form (available from the Employee Services department) must be completed. The program/school/department managing the hiring process is responsible for keeping these forms in a secure location. References are subject to:
 - i) Where possible and if applicable, at least one of the references must be from an employer or volunteer organization where the position required working with minors.

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- ii) References from relatives and friends will not be accepted.
 - iii) If the individual does not have work experience, a reference from someone such as a teacher, principal, minister, coach, supervisor or someone else in a position of leadership/trust will be accepted.
- d) Upon hire or appointment, the individual must:
- i) Be made aware of SAIT's policies, procedures and processes governing the protection of minors and of legal requirements around the reporting of suspected abuse, within the first week of starting the position; and
 - ii) Sign the Protection of Minors Acknowledgment, attached as Schedule D, an Associated Document to this procedure. Employee Services will attach a copy of the signed form to the employee's personal file. The program/school/department responsible for a volunteer will keep a copy of the volunteer's signed form.
5. Until a clear Background Criminal Check is received or the Criminal Check Committee has approved the hire, the prospective employee, consultant, contractor, volunteer or SAIT student shall not be offered employment or appointment.

C. Education and Training

1. Employee Services will provide training on minors' protection issues and responsibilities and on SAIT's minors' protection procedures and processes to employees, contractors, and volunteers working with minors, and to their supervisors.
2. Employee Services will provide training on appropriate recruitment practices for those individuals responsible for recruiting and hiring or appointing employees, consultants, contractors, volunteers and SAIT students who will work with minors.
3. All SAIT employees, consultants, contractors, volunteers and SAIT students regularly working with minors must keep current their certifications in First Aid and CPR, and shall provide copies of current certifications to their supervisors.

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D. Responding to Suspected or Disclosed Abuse

1. SAIT treats all allegations of abuse seriously. If an individual discloses abuse or that a minor is in need of protection or there are grounds to suspect abuse or that a minor is in need of protection, SAIT will take prompt and immediate action. SAIT is mandated by provincial law to report any suspected cases of abuse or neglect or a minor in need of protection to the appropriate authorities for investigation.
2. SAIT employees, consultants, contractors, volunteers and SAIT students are responsible to protect minors in their care. If any of them suspect that a minor may be abused or be in need of protection, that individual must promptly report that suspicion and its basis to Alberta Child and Family Services, following SAIT's Minor Abuse Complaints Process, Schedule E, an Associated Document to this procedure.
3. All information related to disclosure of abuse or to suspected abuse or a minor in need of protection will be handled confidentially. Confidential information will only be disclosed as required by compulsion of law or court order.

E. Allegations of Abuse Against a SAIT Employee, Contractor or Volunteer

1. If an employee, consultant, contractor, volunteer or SAIT student suspects or receives an allegation or complaint of abuse against another SAIT employee, consultant, contractor, volunteer or SAIT student, that individual will:
 - a) Follow the standard processes set out in the Response to Allegations of Abuse Against a SAIT Employee, Contractor or Volunteer Process, attached as Schedule F, an Associated Document to this procedure; and
 - b) Notify that individual's direct supervisor that a report has been made to Alberta Child and Family Services.
2. The direct supervisors will, in turn, immediately contact their dean, director, associate vice president or vice president, who will immediately notify SAIT's coordinator, insurance management, Finance Department, of the allegation or complaint of abuse, and who must follow procedure [ER.1.1.5 Critical Incidents Communication](#).
3. Employees, consultants, contractors, volunteers and SAIT students will follow the documentation and information handling procedures required under relevant minor welfare legislation and under procedure [AD.3.2.1 Records Management](#).

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F. Access, Facility and Program Controls for Protection of Minors

- 1. Many of SAIT’s facilities and programs have specific processes and practices regarding the operation of those facilities and programs in relation to minors. Please contact those facilities and programs for more information.

G. Compliance

- 1. Breaches of this procedure may result in disciplinary proceedings as per procedure HR.4.4.1 Corrective Action Procedures.

ASSOCIATED DOCUMENTS

Schedule A	Definition of Abuse
Schedule B	Code of Conduct for the Protection of Minors
Schedule C	Background Check Matrix
Schedule D	Protection of Minor Acknowledgement
Schedule E	Response to Suspicions or Disclosures of Abuse Process
Schedule F	Response to Allegations of Abuse Against a SAIT Employee, Consultant, Contractor, Volunteer or SAIT Student Process

POLICY/PROCEDURE REFERENCE

AD.1.12	Minors on Campus policy
AD.1.12.2	Youth Activities on Campus

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PROCEDURE