



PLAN TO PROTECT® POLICY: A Protection Plan for Children, Youth and Vulnerable Adults

Board Approval on the _____ day of _____

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Plan to Protect[®] Policy for Japanese Canadian Cultural Centre

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SECTION I

INTRODUCTION

1.01 Preamble

The Japanese Canadian Cultural Centre (JCCC) exists to promote Japanese culture and Japanese Canadian heritage to Canadians of all backgrounds and heritages. Since 1934, the JCCC has served as a gathering point for the Japanese Canadian community and for Canadians of non-Japanese ancestry who have an interest in things Japanese. The Japanese Canadian Cultural Centre is recognized across Canada as an important and vibrant community institution.

“The Japanese Canadian Cultural Centre is committed to building a strong and diverse community by providing a wide range of programming, activities, and special events that promote harmony, friendship and understanding.” - Gary Kawaguchi, President, JCCC

It is also our mission to bridge generations within the Japanese Canadian community: connecting the younger generation to their roots and providing the means for the continuing evolution of the community. At the Japanese Canadian Cultural Centre children, youth and vulnerable people are very important to us. We understand that children and youth are not only our future; they are a valuable part of the community today.

However, our children, youth and seniors are also vulnerable. Sadly, because of their lack of strength, awareness, and knowledge, they are often taken advantage of and worse, victims of abuse. Therefore, it is imperative as an organization, that we be proactive in protecting them and in providing safe environments.

We must, as well, protect those who work with our children, youth and vulnerable adults. Our instructors need the security of knowing that they are working in a setting where processes and procedures are in place to minimize any possibility of an erroneous accusation.

This Plan to Protect® Policy establishes the criteria for the provision of a safe environment for children, youth, vulnerable adults, and instructors.

1.02 Definitions

In this Policy, the following terms shall have the following meanings:

Accused	Shall mean a person against whom a complaint of child abuse or sexual exploitation is made pursuant to the terms of this Policy
Act	Means the <i>Child and Family Services Act</i> , R.S.O.1990, c.C.11, s. 72 (the “Act”)
Board	Means the Board of Directors the highest functioning authority of the Japanese Canadian Cultural Centre

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Child	Means a person under the age of 18 years; see also Youth
Complainant	Means a person who makes a complaint of child abuse or sexual exploitation under this Policy
Designated Screening Personnel	An individual designated and trained to screen prospective personnel. Tasks include processing applications, reference checks, conducting interviews and maintaining personnel files
Monitors	Head Sensei or instructor, whose role is to survey and visit rooms where children are being supervised to protect against false allegations
Head Instructor	A general terms for individuals who have successfully completed the recruitment and screening process and who have been given the responsibility to give direction to programs for children, youth and vulnerable adults. The term can refer to the leader, facilitator, person in charge, head teacher, head sensei (Japanese term for a teacher), judge, coach, official or other individual responsible for a program at the JCCC and includes volunteers and all full-time, short-term or contract staff members receiving a salary.
Instructor	An individual who has successfully completed the recruitment and screening procedures of Plan to Protect® Policy and is now deemed to be a person who can be put in a position of trust with children, youth and vulnerable adults. The term can refer to the facilitator, teacher, sensei and assistant sensei, (Japanese term for a teacher), assistant coach, or other individual participating in a program at the JCCC and includes volunteers and all full-time, short-term or contract staff members receiving a salary.
Minor	An individual who is under the age of majority. In Ontario the age of majority is 18.
Participants	Adults, children and youth actively enrolled and engaged in a program at the JCCC. Terms used to describe a participant are: student, member, trainee, etc., including visiting participants.
Personnel File	A file kept on each prospective personnel which includes the Program application form, record of police records check, record of reference checks, and other documents related to the recruiting and supervision of personnel
Occasional Observer	Individuals who visit, observe and assist Instructors with Program activities on rare occasions. This term includes parents assisting their own children. Occasional observers do not need to be screened and trained, however, their access to minors will be limited and they will never be placed in a position of trust with children who are not their own. That means that they will not be asked to assume responsibility for children and they will not be allowed or asked to take children to the washroom

Parent	Shall mean the natural or adoptive parent(s) or legal guardian(s) of a child
Position of Trust	The role wherein parents and/or guardians have entrusted their children or youth to the care of our instructors
Prospective Personnel	Youth or adults associated with the Japanese Canadian Cultural Centre either by membership or regular attendance as an adherent, and awaiting approval to become Instructors
Youth	Means a child aged 11 to 17 years
Vulnerable Adult	A person who 18 years of age or older, because of his/her age, a disability or other circumstances, whether temporary or permanent, is in a position of dependence on others or is otherwise at a greater risk than the general population of being harmed by a person or persons in positions of trust or authority relative to him/her. Also includes women participants where there is a male instructor / sensei.

1.03 Understanding Child Abuse

Definition of Abuse

It is critical for us to have a clear understanding of abuse, to be familiar with the definitions used when referring to it.

Abuse is categorized as being physical, sexual, verbal or emotional, involving neglect, harassment, improper touching and improper discipline.

Abuse of vulnerable adults is sometimes described as misuse of power and a violation of trust. Elder/Vulnerable adult abuse can take place in the home, in other residential settings, or in the community.

Child abuse refers to an act committed by a parent, caregiver or person in a position of trust (even though he/she may not care for the child on a daily basis) which is not accidental and which harms or threatens to harm a child's physical or mental health, or a child's welfare.

Abusers can be family members, friends, staff or individuals in positions of trust or authority.

Physical Abuse

“Physical abuse is any deliberate physical force or action that results, or could result, in injury to a person. It can include punching, slapping, beating, shaking, burning, biting or throwing a person. It is different than what is considered reasonable discipline.” (The Children’s Aid Society of London and Middlesex, 2007). In martial arts classes, this refers to actions or activities that go beyond the parameters of the activities the person is participating in.

Sexual Abuse

“Sexual abuse occurs when a child is used for the sexual gratification of an adult or an older child. Coercion (physical, psychological or emotional) is intrinsic to sexual abuse. This is what distinguishes it from sexual exploration with peers.

It is against the law to touch a child for a sexual purpose; to encourage or force a child to touch another person in a sexual way; encourage or force a child to participate in any sexual activity; tell a child to touch him or herself for an adult’s or older child’s sexual purposes.

Sexual abuse of children, youth and vulnerable adults can take many forms. This includes sexual intercourse, exposing private areas, indecent phone calls, fondling for sexual purposes, watching the individual undress for sexual pleasure, allowing a child to look at, or perform in pornographic pictures or videos, or engage in prostitution.” (The Children’s Aid Society of London and Middlesex, 2007)

Sexual Harassment

Sexual harassment is a type of discrimination based on sex. When someone is sexually harassed in the workplace, it can undermine their sense of personal dignity. It can prevent them from earning a living, doing their job effectively, or reaching their full potential. Sexual harassment can also poison the environment for everyone else. If left unchecked, sexual harassment in the workplace has the potential to escalate to violent behaviours.

(<http://www.ohrc.on.ca/en/sexual-harassment-employment-fact-sheet>)

Some examples of sexual harassment are:

- asking for sex in exchange for a benefit or a favour
- repeatedly asking for dates, and not taking “no” for an answer
- demanding hugs
- making unnecessary physical contact, including unwanted touching
- using rude or insulting language or making comments toward women (or men, depending on the circumstances)
- calling people sex-specific derogatory names
- making sex-related comments about a person’s physical characteristics or actions
- saying or doing something because you think a person does not conform to sex-role stereotypes
- posting or sharing pornography, sexual pictures or cartoons, sexually explicit graffiti, or other sexual images (including online)
- making sexual jokes
- bragging about sexual prowess.

Emotional Abuse

“Emotional abuse is a pattern of behaviour that attacks a child’s emotional development and sense of self worth. It includes excessive, aggressive or unreasonable demands that place expectations on a child beyond his or her capacity. Emotional abuse includes constantly criticizing, teasing, belittling, insulting, rejecting, ignoring, or isolating the child. It also includes failure by a parent or caregiver to provide their children with love, emotional support, and guidance.” (The Children’s Aid Society of London and Middlesex, 2007)

See also Verbal Abuse, Harassment and Discrimination

Exposure to Domestic Violence

Children who live in homes where a parent or caretaker is experiencing abuse are commonly referred to as "child witnesses" or "children who are witnessing" domestic violence. Children's exposure to domestic violence typically falls into three primary categories: hearing a violent event; being directly involved as an eyewitness, intervening, or being used as a part of a violent event (e.g., being used as a shield against abusive actions); and or experiencing the aftermath of a violent event.

Children's exposure to domestic violence also may include being used as a spy to interrogate the adult victim, being forced to watch or participate in the abuse of the victim, and being used as a pawn by the abuser to coerce the victim into returning to the violent relationship. Some children are physically injured as a direct result of the domestic violence. Some perpetrators intentionally physically, emotionally, or sexually abuse their children in an effort to intimidate and control their partner. In addition to being exposed to the abusive behaviour, many children are further victimized by coercion to remain silent about the abuse, maintaining the "family secret." (Not Alone: You are not alone!
<http://www.enotalone.com/article/9996.html>)

Neglect

This is also "the intentional or unintentional failure to provide for the needs of someone. Active neglect is the intentional withholding of basic necessities or care, while passive neglect is not providing basic necessities and care because of a lack of experience, information or ability.

"Neglect is the failure to meet a child's basic needs for food, clothing, shelter, sleep, medical attention, education, and protection from harm. This can occur when parents do not know about appropriate care for children, when they cannot adequately supervise their children or when they are unable to plan ahead." (The Children's Aid Society of London and Middlesex, 2007)

Another area to consider is self-neglect where older adults, by choice or ignorance, causing them to live in ways that disregard health or safety needs, sometimes to the extent that the disregard also poses a hazard to others."

Harassment

Repeated subtle or overt action, particularly by a person in a position of trust, which causes the recipient to feel attacked, demeaned, intimidated or manipulated.

Discrimination

Discrimination is differential treatment based on a personal characteristic, which has an adverse impact on an individual or group. Examples of personal characteristics include race, ancestry, place of origin, colour, ethnic origin, citizenship, faith or creed, sex, sexual orientation, age, marital status, family status or handicap.

Discrimination robs people of their dignity and their ability to fulfill their capabilities. It is important to note that any person or group can discriminate and any person or group can be the target of discrimination.

Verbal Abuse

Abuse is defined as improper or excessive use of a privilege. Verbal abuse is the excessive use of language to undermine someone's dignity and security through insults or humiliation, in a sudden or repeated manner.

See also Emotional Abuse, Harassment and Discrimination.

1.04 Understanding the Organization's Responsibility

We believe it is the responsibility of the Japanese Canadian Cultural Centre to provide a safe environment for all participants in attendance at the Japanese Canadian Cultural Centre's facilities or who participate in Japanese Canadian Cultural Centre-sanctioned activities and programs wherever they may be carried out.

The Ethical Responsibility of the Organization

"The U.N. Convention on the Rights of the Child is the most ratified of all the United Nations Human Rights treaties. The treaty affirms and describes the fundamental human rights of all children (all human beings below the age of 18), and the governments that have ratified it have legally agreed to fulfill its provisions. The CRC forms the most comprehensive and well-established international standard for children's rights."¹

The protection of children and youth is one of four themes throughout the United Nations Convention on the Rights of the Child (UNCRC), which entered into force as international law on 2 September 1990. To date, 193 countries have ratified the UNCRC and have included it in their own laws. These countries include every country in the world, except for the USA and Somalia.

"The United Nations Convention on the Rights of the Child ... requires us to provide special protection and assistance to children to enable them to reach their full potential as adults. While parents are primarily responsible for ensuring a child's rights are upheld, government and community also have an important role to play in protecting children."²

All articles in the UNCRC apply to all children and youth of all backgrounds. A fundamental philosophy behind the convention is that *children have the same inherent value as adults and are their equals*.

The Civil and Legal Responsibility of the Organization

We recognize that providing a safe place for children, youth and vulnerable adults is also a legal requirement. We have a legal responsibility to ensure that a plan for protecting children, youth and vulnerable adults is in place and is followed.

Our legal responsibility includes being accountable for the actions of our employees and volunteers, that as an organization we could be held vicariously liable for their actions.

¹ Canadian Children's Rights Council 2007

² Government of British Columbia 2007, 5

This policy and the guidelines contained within it are to help us in fulfilling our responsibilities to provide as safe and nurturing environment as possible for children, youth and vulnerable adults. In partnership with parents, we, as an organization, seek to provide quality care and instruction to families and their children at every age level.

1.05 General Guidelines and Principles for Reducing the Risk of Abuse³

The following are general guidelines and principles reflected in this document:

1. When RISK increases, supervision should also increase.

- a) For the protection of our children, youth and vulnerable adults, supervision of all instructors will be intentional and will take place through visits to classrooms and programs by head instructors;

2. RISK increases as isolation increases.

- a) Avoid Isolation -- Where possible, all meetings with vulnerable persons are to be with a group or in pairs rather than be alone.
- b) It is preferable to have more than one screened adult present when working with children, youth and vulnerable adults. If the other adult cannot be in the same room, it is best to have them close by in the same building and aware of your meeting, acting in the role of a hall monitor.
- c) Your objective should be to meet in an open, public space rather than a closed, private space. A hallway is better than a secluded room. An office is better than a person's home.
- d) When meeting, an open door is better than a closed door; a door with a window is better than a solid door.

3. RISK increases as accountability and adherence to policies decrease.

- a) At all times (where possible) make others aware of your activities and your whereabouts, particularly when meeting with children, youth and vulnerable adults.
- b) A strategy for program maintenance will be developed and reviewed at the beginning of each program year (September) to ensure training, the updating of files, and the physical environment are compliant with this policy.
- c) Annual meetings with head instructors and Board Liaisons are to be arranged to discuss the ongoing nature and actions of the program.
- d) If a person is involved in a situation where a boundary is violated, or something occurs that is out of the ordinary or could be misinterpreted, or where such a violation or occurrence is alleged, he or she should immediately report it and discuss it with a supervisor. If the head instructor is unwilling, unable, or unavailable for discussion, he or she should seek out the executive director to discuss the issue. Such incidents should be immediately reported to the insurer if appropriate.
- e) Activities that could easily lead to allegations of abuse or harassment, such as allowing unsupervised Internet access to children or youth on computers, vehicle transportation by instructors alone with an unrelated child or youth, or improperly supervised sleepovers, are prohibited without express written permission of at least one parent of the child or youth and the head instructor.
- f) All local health and safety standards must be adhered to.

³ Adapted from *Reducing the Risk*

4. **RISK increases when there is an imbalance of power, authority, influence and control between a potential abuser and potential victim.**
 - a) Unreasonable corporal punishment is prohibited.
 - b) Report all allegations and suspicions abuse to proper authorities.

5. **Key to demonstrating due diligence is by retaining documentation.**
 - a) Registration forms, Letters of Informed Consent wherein parents give written permission for their children or youth to participate in off-site group activities, and attendance records will be gathered and kept on file.
 - b) Accident Reports will be written and submitted on all accidents and injuries.
 - c) All documentation involving minors is to be kept permanently.

SECTION II

POLICY ON PROTECTION PROCEDURES

2.01 Personnel Recruitment and Screening

Process

1. It is recommended that a Screening Committee oversee the screening of all head instructors and instructors for programs where children and youth participate. Individuals in a position of trust of confidential information must sign a Confidentiality Agreement (Appendix 14).
2. Prospective personnel are to submit to the recruitment and screening process managed by the head instructor. Individuals will submit and complete the following:
 - Be members of the Japanese Canadian Cultural Centre in good standing
 - Volunteer Application Form (Appendix 1)
 - Sign Japanese Canadian Cultural Centre's Code of Conduct
 - Recommendations
 - Interview
 - CPIC Criminal Record Clearance check and Vulnerable Sector Search (where required)
 - Training
 - Final approval from the executive director or head instructor/sensei of the program
3. Head instructors and instructors / sensei must complete the recruitment and screening process prior to being placed in a position of trust.
4. Instructors who serve children, youth and vulnerable adults must have a personnel file kept with Japanese Canadian Cultural Centre records. These files are to be kept permanently.
5. Individual exceptions to the screening process may only be made with written permission granted by the executive director and a head instructor / sensei other than the candidate in question. This must be filed and put in the person's permanent file.

Qualifications for Program

1. Individuals wanting to work with children, youth and vulnerable adults must be members of the Japanese Canadian Cultural Centre.
2. Prior to working with children, youth or vulnerable adults, two independent recommendations must be received from instructors / Sensei, one of which must be from a head instructor / Sensei.
3. All instructors serving with children, youth and vulnerable adults are to be members or in good standing who support the vision, values and constitution of the Japanese Canadian Cultural Centre. They also support and are submissive to the leadership of the Japanese Canadian Cultural Centre and Board of Directors.

4. Individuals who have been accused, or convicted, or are under the suspicion of crimes against children and/or youth, or who have been convicted of violent crimes or other relevant crimes will not have any involvement in programs where children, youth or vulnerable adults participate.

Program Application Form

1. Prospective personnel are to complete a Volunteer Application Form (Appendix 1).
 - A verifiable witnessed signature is required for the protection of all parties
 - Individuals who transfer from another organization unknown to the Japanese Canadian Cultural Centre Leadership must include contact information or a reference from leadership of their previous organization
 - In accordance with the Personal Information Protection and Electronic Documents Act (PIPEDA) regulations, the Volunteer Application Form must include the reason for which the information is being collected
2. Volunteer Application Forms are to be kept confidential and available only to the Head Instructor, Executive Directors or Designated Screening Personnel and volunteer coordinators.
 - Completed Volunteer Application Forms for those volunteers who will work with children and youth are to be kept on file permanently and in a secure location

Recommendations

1. It is required that all prospective personnel provide the Screening Committee at least two recommendations. (Appendix 3).
 - Recommendations can be verbal or written, however, the name, date and recommendation must be documented and maintained in the individual's personnel file.

Interview

Interviews with perspective personnel will be conducted by the designated Screening Personnel and the Head Instructor / Sensei of the specific Program area.

Police Records Checks (Canadian Police Information Clearance)

1. CPIC checks and/or Vulnerable Sector Scans (aka Police Record Checks) must be conducted on all instructors serving children, youth and vulnerable adults.
 - Police records checks are to be renewed every three (3) years
 - Police records checks are to be conducted on all Instructors 16 years of age and older and are to be kept on file permanently
2. If a CPIC check or Vulnerable Sector Scan is returned "NOT CLEAR" the prospective candidate will be asked to do one of the following:
 - a. submit to a Criminal Record Check with fingerprinting verification and to submit to disclosure and verification of the crimes committed that he/she has been convicted of; or
 - b. withdraw their application from serving in a position of leadership or a Position of Trust with Children, Youth or Vulnerable Persons.

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Note: Without verification of convictions and without a clear vulnerable sector scan individuals cannot be placed in a position of trust with children, youth and vulnerable adults.

Training

1. Abuse prevention education and training is required for all instructors serving with children, youth and vulnerable adults and must be completed prior to program placement.
2. Training by designated trainers is to include a review of the Plan to Protect® Policy and procedures. All instructors are to affirm that they have read the Plan to Protect® Policy, that they understand it and the procedures that pertain to their area of program. Instructors will be educated about their legal obligation to report suspected abuse and to recognize and identify the symptoms of abuse and molestation.
3. All Instructors, Directors, Head Instructors and Designated Screening Personnel are required to attend training sessions at least once a year.
4. Attendance is to be taken at training courses and noted in the personnel file for each Instructor. All Instructors must sign a Program Agreement Form (Appendix 4) confirming they have read, understood and are willing to comply with the Plan to Protect® policies and procedures.

Approval

1. All Instructors are to be approved by a Head Instructor / Sensei or Executive Director upon completion of the recruitment and screening process. It is preferred that the Executive Director or Head Instructor / Sensei assigned to that program department be the one responsible for approving volunteers once their file has been complete. Approval should not be granted unless the screening process is complete and carefully reviewed.
 - Approval must be signed and dated
2. The recruitment and screening process must be completed prior to Instructors being placed in a position of trust.
3. The recruitment and screening process must be completed within a 3 month period of time.
4. Individual exceptions to the screening process may only be made with written permission granted by the Executive Director and a Head Instructor / Sensei other than the candidate in question. This must be filed and put in the person's permanent file.

2.02 Child and Youth Protection Procedures

The following procedures are in place for programs including but not limited to: Martial Arts classes, Association of Japanese Culture school programs, Kamp Kodomo, March Break Camp, and all other programs designated for children and youth from 4 -18 years old..

Supervision of Instructors

For the protection of our children, supervision of all Instructors will be intentional and will take place through formal and informal visits to classrooms and programs by Head Instructor.

Plan to Protect Program Maintenance

A strategy for program maintenance will be developed and reviewed at the beginning of each program year (September) to ensure training, the updating of files, and the physical environment are compliant with this policy.

Instructors / Child Ratios

Room settings should comply with established ratios for Instructors and children at all times. Established ratios are:

1. Two Instructors for every 10 pre-schoolers (4 - 5 years of age)
2. Two Instructors for every 20 elementary age children (6 year olds to gr. 6)
3. Two Instructors for every 16 Jr. Youth (gr. 7 to 8)
4. Two Instructors for every 20 Sr. Youth (gr. 9 to 12)
5. There must be at least two (2) unrelated Instructors at all events. Events with mixed genders, must be supervised by both male and female Instructors.
6. It is recommended there be at least a five (5) year age difference between Instructors and the youth they supervise.
7. Ratios for off-site trips and high risk activities should be two Instructors for every 10 children/youth, or half of recommended ratios, stated above.

Supervision of Children and Youth

1. To provide adequate supervision of children, one (1) of the following must be in place:
 - A minimum of two (2) unrelated Instructors are present for supervision, except in the event of an emergency OR
 - One Instructors is present with the door open with a Head Instructor / Sensei circulating periodically from room to room
2. Instructors between the ages of 11 and 17 may assist only under adult Instructor supervision. Instructors must be 18 years of age or older to supervise children and youth alone in a room. In both situations, the door must remain open with a Head Instructor / Sensei circulating periodically from room to room.
3. Japanese Canadian Cultural Centre recognizes that they have a responsibility for all activities that are held at the centre. Instructors must be assigned and present for "family events" including but not limited to Nikkei Kids Day, Haru Matsuri, Nostalgia Night, Natsu Matsuri & Obon, Road to Asia, and the Winter Family Festival, supervising

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hallways, washrooms and the registration procedures. During these events when parents are responsible for their own children, clear signage and notification to parents will also be distributed and posted and announcements made notifying parents they are responsible for the care and supervision of their own children.

4. Recognizing that risk increases when weapons are used during martial art classes, Instructors are to stay present and fully engaged when minors are using weapons i.e. swords. Minors are not to play with weapons, and may only be given them for use when Instructors are providing direct supervision and oversight of the minor and the weapons.

Occasional Observers

Occasional Observers who join a group of children or youth will have their attendance recorded and kept on file with the group attendance for that day. Visitors will be clearly identified and if they have not been screened and approved, they will not be placed in a position of trust with children or youth.

Registration Forms and Personal Information Protection

Program Registration Forms (Appendix 6-8) will be available for activities where children and youth are participating. A release and permission statement will be included on all participation forms releasing the Japanese Canadian Cultural Centre from unforeseen and accidental injuries along with contact information in case of an accident. A statement will be included on all registration forms, which stipulate the purpose and extent for collecting personal information of children and our commitment to protect the personal information on the forms.

1. Forms are to be copied and the copies taken on all off-site events in case emergency medical assistance is required and the parent cannot be notified. Original forms are to be filed and kept permanently in a secure location.
2. The registration form will not replace specific consent and authorization forms for activities that involve an elevated level of risk including off-site activities.
3. It is the responsibility of Instructors and their teams to ensure that forms are completed and submitted for all participants. Reasonable effort is to be made to keep registration information updated and current.
4. Registration forms must be kept permanently under lock and key.

Receiving and Releasing Children

For children, birth to SK (up to and including age 5):

1. The receiving and releasing children under the age of 6 will be closely monitored.
2. Children are not to be dropped off or left in a room without Instructors present.
3. Children will only be released into the care of the child's parent or designate.

For children, grade 1 to 2 (ages 6 to 7):

1. Children are to be received in the designated room by Instructors. Children are not to be dropped off or left in a room without Instructors present to receive them. Children are to remain in the room until the parent or designate arrives to pick them up and the child demonstrates recognition of the parent or designate.

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For children / youth, grade 3 to 12 (ages 8 to 18):

1. Children and youth are not to be dropped off or left in a room without Instructors present to receive them.
2. Children and youth may be released on their own or be picked up by a parent.

Attendance

1. Attendance is to be taken each time a group or program is in session. These attendance records for programs where children participate are to be kept on file permanently.
2. Attendance records must include the date, classroom, age/grade of participants, child/youth's first and last name, full names of all Instructors and occasional observer attending on that date.

Washroom Guidelines

For Preschool Children:

1. Preschool children are not to go to the washroom alone. A parent should be on hand to assist preschool children to the washroom.
2. Instructors are never to be alone with a Child in an unsupervised washroom and they are never to go into a cubicle with a child and shut the door.
3. When a preschool child needs assistance in a washroom, Instructors may only enter the washroom cubicle to assist following these guidelines:
 - Adult female Instructors will assist both girls and boys in the washroom,
 - The outside washroom door must be propped open and the adult Instructor must stand in an open cubicle,
 - The second Instructor (or Sensei) must be at the outside washroom door with line of sight on the Instructor offering assistance.
 - Instructors will take into consideration the privacy of the child.

For Elementary Children:

1. Elementary boys and girls are not to be sent to the washroom alone but should be accompanied by a buddy of the same gender.
2. Instructors will escort the children to the washroom and prop the door open and remain outside the washroom door and wait for the children before escorting them back to the room.
3. Instructors are not to be alone with children in an unsupervised washroom and are never to enter into a cubicle with a child and shut the door.
4. Male Instructors are not to accompany female children to the washroom.

For Jr. & Sr. Youth:

1. Jr. and Sr. Youth boys and girls are not to be sent to the washroom alone or accompanied by a buddy.

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Architectural Precautions

Recognizing that there are many storage areas within the Japanese Canadian Cultural Centre, elevated precautions will be taken to monitor these areas. Storage closets and doors must be locked at all times except when in use. When doors are unlocked, an additional Head Instructor / Sensei will be on duty to monitor these areas.

1. All windows in doors in program areas are never to be covered in any way so to keep clear sight lines into rooms.
2. Doors of rooms and closets must be locked when not in use during programs.

Proper Display of Affection

Appropriate Touch:

1. All touching of minors will be age and developmentally appropriate. We encourage Instructors to:
 - Hold a preschool child who is crying when necessary,
 - Speak to a child at eye level and listen with your eyes as well as your ears,
 - Hold a young child's hand when speaking, listening or walking with him or her to an activity,
 - Gently hold the child's shoulder or hand to keep his or her attention while you redirect the child's behaviour,
 - Put your arm around the shoulder of a child when comforting or quieting is needed,
 - Pat a child on the head, hand, shoulder or back to affirm him or her.
 - One arm hugs
 - Shoulder to shoulder hugs
 - Touch on the back or shoulder
2. All touching must be done in view of others.

Inappropriate Touch:

1. Recognizing that the innocence of minors must be protected, Instructors will be made aware that the following actions are deemed inappropriate and will not be permitted:
 - Do not kiss a minor or coax a minor to kiss you,
 - Do not engage in extended hugging and tickling,
 - Do not hold a minor's face when talking to or disciplining the minor,
 - Do not touch a minor in any area that would be covered by a bathing suit (strictly prohibited except in cases of diapering and assisting preschoolers as outlined in washroom procedures),
 - Do not carry minors.
 - Avoid prolonged physical contact with minors.
 - Avoid chest-to-chest hugging.
 - Avoid extended hugging.

- Avoid over exuberant affection.
 - Do not allow minors to sit on your lap.
 - Do not touch the thighs, knees, or other inappropriate spots of the body.
 - Do not give back rubs.
2. Instructors are not to be left alone with a minor.

Dating

Instructors working with minors may not pursue a dating or intimate relationship with the minor.

Lifestyle

1. Instructors are to be role models of integrity at all times. They are to refrain from activities that are illegal.

Contacting Opportunities

1. Instructors are encouraged to meet with minors only during the parameters of Japanese Canadian Cultural Centre programming.
2. Private lessons for children, youth and vulnerable adults are not permitted without the express written permission of the Executive Director. These policies are still in effect when permission is granted by the Executive Director and the minor's parents.
3. Instructors are to avoid any activity that would involve isolation and meet in a group setting with a team member.
4. The Head Instructor / Sensei must pre-approve Instructors that do one-on-one mentoring or counselling activity.
5. One-on-one mentoring sanctioned by the Japanese Canadian Cultural Centre must be done in public settings and only under the following conditions:
 - The Head Instructor / Sensei is informed of the time and place of the meeting prior to the meeting, and,
 - Parental permission is granted with written documentation, and,
 - When separate transportation is arranged (avoiding isolation);
 - Documentation will be maintained and filed including written permission from Parents and notification to the Head Instructor / Sensei.

Open Door Policy

Instructors working with participants must not have one-on-one or small group meetings behind closed doors. It is required that the door remains open or that the meeting take place in a room with an unobstructed window in the door.

Discipline & Classroom Management

1. The following form of punishment will not be permitted:
 - corporal punishment by a staff person, participant or volunteer
 - excessive physical exercise is not permitted as a form of punishment

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- deliberate harsh or degrading measures to be used that would humiliate or undermine an individual's self-respect
 - deprivation of a child / youth of basic needs
 - lock or confine an individual in a room separate from other participants
2. All discipline and group management will be conducted in a loving and caring environment. All attempts will be made to prevent discipline problems from arising and to avoid the need for remedial discipline. All attempts are to be taken to adhere to the following.

Preventive Discipline:

- Create a loving, caring atmosphere,
- To gain respect, you must grant respect,
- Model self-discipline and structure in your own life,
- Prepare exciting and interesting activities with short transitions in between,
- Arrange your environment for learning,
- Establish and communicate realistic expectations,
- Be sure the activities that you provide are meaningful and age-appropriate,
- Be fair and consistent,
- Be sure your focus is on positive actions and reward positive behaviour,
- Be aware of the special needs and bring their needs to the attention of the Head Instructor.

Remedial Discipline:

- Every effort will be made to deal with problems individually,
- Every effort will be made to explain to the individual why the behaviour is unacceptable and instruct them in how to do it correctly,
- Every effort will be made to redirect the individual to positive action,
- Every effort will be made to explain the consequences of unacceptable behaviour by defining the correct way to behave as well as the result of the wrong behaviour, and
- Every effort will be made to offer choices that are acceptable to both you and the individual.

3. Group rules will be established to clearly communicate the expectations required of children and youth.

Some suggested rules are:

- One voice talking at a time, and always use inside voices,
- Use good manners,
- Respect each other,
- Quiet hands get answered,
- Obey directions the first time,
- Keep your hands and feet to yourself,

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- Be friendly.

2.03 Vulnerable Adult Protection Procedures

The following procedures are in place for programs where vulnerable adults are in attendance and/or for opportunities where vulnerable adults are visited. This includes programs (such as Marital Arts classes) where women are present in the same class with men or with a male Instructor.

Planning for Safety

All Instructors must ensure a safe environment in their planning and evaluating of all activities with vulnerable adults. Safety precautions are to be communicated to the vulnerable adults and also to their caregivers and family members.

Supervision of Vulnerable Adults

1. Programs for vulnerable adults must comply with established staffing ratios as follows:
 - On-site programs – one Instructor for every 10 vulnerable adults
 - Off-site trips and activities– one Instructor for every 5 vulnerable adults
2. There must be at least two (2) unrelated Instructors at all events and for all visitation including home and hospital visits.
3. Off-site events must be supervised by both male and female Instructors.
4. Caution and professional attitudes are to be observed in all interactions.

Supervision of Instructors

The supervision of Instructors will be intentional and will take place through formal and informal visits by Head Instructors.

Personal Care

Personal care should be the responsibility of caregivers and family members, not Instructors.

2.04 High Risk Activities: Off-Site Activities, Tournaments, Competitions, Overnight Events, Billeting and Transportation

Tournaments, Competitions and Off-Site Activities:

1. All participation at tournaments, competitions and off-site activities must be pre-approved by a Head Instructor or Sensei with the parents of minors being notified at least one (1) week prior to the outing utilizing the Letter of Informed Consent (Appendix 13)
2. Proper written consent and medical release forms are required for each individual participating in off-site events. Forms must be kept in the Head Instructor's possession during off-site activities with a copy of the completed forms filed in the Japanese Canadian Cultural Centre office. The originals are to be kept on file permanently.
3. When minors are participating, all off-site activities are to be supervised by a minimum of two (2) unrelated adult Instructors. Off-site activities with mixed genders must be supervised by at least two (2) unrelated, adult Instructors of opposite gender.

Shower and Change Room Guidelines

Parents must accompany their children when they are using the shower and change rooms. Shower and Change Rooms must also be closely monitored by screened Instructors / Sensei.

1. Shower and locker rooms will be closely monitored. Head Instructors will designate two Instructors to monitor the shower and locker rooms when minors are using them.
2. Out of respect for the Children / Youth, and to maintain a high standard of professionalism, Instructors will announce their arrival prior to entering a dressing or locker room.
3. Instructors are not permitted to change or shower at the same time as Children / Youth.
4. Separate facilities should be designated for both genders or, if these are not available, separate showering / changing times will be arranged.
5. If a Child is too young or is unable to dress him / herself, he / she should be aided by a Parent / guardian or their designate.
 - a. Appropriate facilities should be provided where Parents, guardians and / or attendants can assist Children in getting dressed.
 - b. If assistance in the dressing room is requested from someone other than a Parent or guardian, attendant or Child, they must only assist within sight of other Personnel or Parents and in a manner where only necessary physical contact occurs.
6. The use of photographic or video recording devices, including cell phones, is prohibited in dressing or locker rooms at all times

Overnight Events:

1. All overnight events sponsored by the JCCC must be pre-approved by the Head Instructor / Sensei and JCCC Administration.
2. Proper written consent and medical release forms utilizing the Letter of Informed Consent (Appendix 13) are required for each individual participating in overnight events. Forms must be kept in the Head Instructor's possession during trips and events and a copy filed in the office Manager's office at the Japanese Canadian Cultural Centre. The originals are to be kept on file permanently.
3. When minors are participating, all overnight activities with mixed genders must be supervised by at least two (2) unrelated, adult Instructors of opposite gender. There must be a minimum ratio of two (2) Instructors for every ten children or youth. Instructors are to be assigned a specific group of children or youth for whom they are responsible to supervise. Female Instructors will be assigned responsibility for female children / youth and male Instructors will be assigned responsibility for male children / youth.
4. Youth attending overnight events will not be allowed to leave the event. Any exceptions must be added to the permission form signed by the parent.
5. Female and male youth are not allowed in each other's rooms or tents for any reason during retreats and overnight events and they are not permitted to sleep in mixed company.

Billeting and Hosting

1. For the protection of our minors, it is required that all adults residing in the home where billets are provided must complete the following screening process prior to hosting. Screening includes:
 - Recommendation from an employer/senior leader, and,

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- Police Records Check
2. Information guidelines are to be distributed to host homes no less than one week in advance of the youth arriving at their home.
 3. Any allergies and medications for youth should be communicated to the host home prior to arrival, with clear directions on how to manage allergies and/or medications.
 4. Youth must always be billeted in teams or small groups of the same gender
 5. Youth should have distinctly separate sleeping arrangements from the other household members and should not be left alone.
 7. All youth staying in host homes are informed of proper etiquette and curfew guidelines.

Overnight Housing Including Conferences, Camps, Hotels and Motels:

1. For the protection of our participants, the following guidelines will be followed prior to all off-site trips where overnight accommodations must be secured:
 - When minors are participating, a notice with an attached Informed Letter of Consent (Appendix 13) will be sent home to the family advising them that an overnight trip is being planned, which requires the team to stay in a conference center/camp/hotel/motel. Make sure to note:
 - a. that precautions are being taken to minimize the risk and to raise the level of safety provided for their children and youth, and,
 - b. that specific sleeping arrangements have been planned.
 - The parent or guardian must return the signed and witnessed Informed Letter of Consent which includes the required liability shields.
2. Youth must always be housed in small groups of the same gender.
3. All personnel travelling with children and youth must complete the screening and training process outlined in this policy prior to departure. Screened and trained personnel, who are placed in a position of trust with children and youth, must be known, by the Japanese Canadian Cultural Centre, for six months.
4. Any individuals travelling with the team who do not qualify as screened personnel should have separate sleeping arrangements.
5. When travel plans require overnight housing, it is strongly recommended that housing be arranged in the homes of screened and approved billets, or in a conference center, camp, or organization where children and/or youth can stay together, and where more than one screened worker can be assigned to each common sleeping area. (Refer to policy on “Billeting and Hosting”.) When this is not possible and it is necessary that the group stay in hotels or motels, plans need to be made so that children and youth have distinctly separate sleeping arrangements from other adults. In your plans, it is strongly encouraged that:
 - Hotel rooms be all together in one wing of the hotel or motel; and
 - Parents be encouraged to accompany the team, assigning family members to hotel rooms; or,

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- Request the availability of suites with two or three bedrooms per suite and assign two children/youth to a separate room, set apart from the two adult Screened Personnel; or,
 - Assign two unrelated adult screened workers to a hotel room with two or more children/youth; or,
 - In hotel or motel rooms with adjoining doors, assign one screened adult with two children/youth in each room. For accountability purposes, the door separating adjoining rooms must be kept ajar or open at all times. Children and youth should have distinctly separate sleeping arrangements from other adults.
 - Screened personnel are never to be alone in a room with a child or youth.
6. Children should not be left alone in hotel rooms.

At no time should personnel sleep in the same bed with a child, youth or vulnerable adult.

Transportation:

1. When planning off-site activities, parents are to be encouraged to drop off and pick up their children and youth at the event location. Commercial school carriers or rental vehicles are to be used whenever possible. Our first concern in transportation is the safety of our children and youth. Drivers must obey all the rules of the road including the speed limits. Reckless or unsafe driving will not be tolerated.
2. All drivers transporting youth during Japanese Canadian Cultural Centre activities must complete the following prior to the youth event:
 - Be screened,
 - Be pre-approved by the Head Instructor,
 - Provide a copy of their valid driver's license,
 - Provide a copy of their current automobile insurance policy, and,
 - Have a minimum of five (5) years driving experience in good standing.
3. The number of occupants in vehicles transporting children, youth and vulnerable adults during Japanese Canadian Cultural Centre sponsored activities, must not exceed the number of seat belts and each child must be in age appropriate safety restraints. Seat belts must be worn by everyone and remain fastened at all times the vehicle is in operation.
4. At least two (2) Instructors must be in each vehicle transporting minors during Japanese Canadian Cultural Centre sponsored activities. Minors must never be left alone in a vehicle. Exceptions to this policy should only happen when Head Instructor / Sensei and Parents are informed, and there is more than one child/youth in the vehicle, avoiding isolation.
5. The 'Trips and Off-site Travel Form' (Appendix 9) will accompany the group with the original left in the Japanese Canadian Cultural Centre office and filed permanently consisting of:
 - Names and phone numbers of all participants
 - Location of event and phone number(s)
 - Drivers and vehicles involved

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2.05 Health & Safety Guidelines

Along with the following policies and guidelines, all Head Instructors and Instructors are to read and be familiar with the Japanese Canadian Cultural Centre's Occupational Health & Safety Plan (see separate document).

First Aid:

1. Lead Instructors and Instructors are to be encouraged to be certified and trained in first aid.
2. The names and contact information of individuals who are certified in first aid are to be posted in the children's and youth program areas for easy access with a master list maintained by the Office Manager.
3. Head Instructors must be informed of any individual(s) having severe allergies. The information will be posted in the Children's and Youth departments for easy access and Instructors who have the individual(s) in their care will be informed.

Illness:

1. An individual who is ill and could therefore expose others to illness is not to be received into the nursery or classroom. Factors and symptoms to consider are:
 - Fever, unusual fatigue, irritability, coughing, sneezing, runny nose and eyes, vomiting, diarrhea, inflamed mouth and throat
 - Individual(s) with a known communicable disease

Medications:

1. Instructors are not to give or apply any medications. Parents are to be contacted and should administer all medications. An exception will be made for full day program and overnight events as follows;
 - Only medications with a doctor's prescription on the bottle will be given / administered. In this case written parental permission is required and a log will be kept, signed and dated, of the medication that was distributed.
 - Personnel are not to give over-the-counter medication without written authorization from physician.
 - Parents must complete the medication forms prior to the event and sign the dosage instructions.
 - Medication given to designated medical personnel or the Head Instructor on duty.
 - The medication is to be returned to the parent or guardian and the medication forms will be signed by the parent/guardian at the time of return.
 - The original forms will be filed permanently.
2. Medication is not to be left in a classroom. When an individual brings medication, the medication is to be kept in the possession of the Head Instructor or their designate. This also applies to non-prescription substances such as tobacco and cigarettes brought by youth to events.
3. In the extreme case where Epi-pens and puffers are needed for allergies or asthma, written instructions are to be provided by the parent or guardian to the Head Instructor. Requests should be written, signed, dated and filed permanently.

4. Topical medications for diaper changing purposes are to be used only when instructed and provided by the parent or guardian.

Dealing with Cuts or Injuries Involving Blood:

1. Blood pathogen policies will be posted in the departments.
2. When an individual is injured, they are to be separated from others. The area where the injury occurred or where any blood may have dropped on the floor or toys is also to be isolated.
3. Instructors need to ensure that no other individuals have had contact with any of the blood from the cut or injury.
4. Non-latex gloves are to be used when bandaging the injury, avoiding contact with mouth, ears and eyes.
5. Extreme care will be taken in cleaning up all blood and bloody bandages and the safe and secure removal of waste and disposal of gloves to a secure waste removal container.
6. Hands are to be washed carefully with sterilizing soap available in the first aid kit.
7. When ministering to individuals with HIV or AIDS, specific guidelines for the education and care of these individuals will be developed and followed (Appendix 10).

Emergencies:

1. Emergency evacuation procedures will be reviewed semi-annually by the Board of Directors. These procedures are to be posted in a visible place in each classroom stating the planned route of escape to the nearest exit.
2. Directors, in cooperation with the Head Instructor, will arrange for annual fire and evacuation drills.
3. A first aid kit will be kept in each classroom with Instructors being educated on the kit's contents. Each kit will contain a pair of disposable non-latex gloves, disinfectant towelettes, two or three 4" x 4" gauze pads for blood absorption, small scissors and band-aids.
4. A parent will be contacted when an injury, accident or medical emergency occurs. Accident Reports are to be completed for any and all accidents. Injuries are to be reported to the Head Instructor (Appendix 11).

2.06 Anti-Bullying Policy and Zero Tolerance

The Japanese Canadian Cultural Centre is committed to providing a caring, respectful and safe environment for children, youth and vulnerable adults. Therefore, an anti-bully policy and a zero tolerance policy will be in effect at all times and will be clearly communicated and enforced among children, youth and vulnerable adults. All personnel will take action to prevent bullying, teach against it, and assist and support children, youth and vulnerable adults who are being bullied.

Bullying will be defined as unwanted, aggressive behaviour that involves a real or perceived power imbalance and is repeated or has the potential to be repeated.

Types of Bullying:

- Verbal Bullying

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- Social Bullying
- Physical Bullying
- Cyber Bullying
- Racial Bullying
- Homophobic Bullying
- Sexual Harassment

Procedure for Dealing with Bullying:

- Bullying, of any kind, will not be accepted or tolerated.
- Any incidents, reports or suspicions of bullying will be acknowledged, reviewed and dealt with appropriately and immediately.
- All incidents, reports or suspicions will be reported immediately to the Head Instructor.
- Appropriate action will take place based on the situation. Possible action may include, but is not limited to:
 - Complete an incident report after each incident (Appendix 11)
 - Notify both sets of parents after each individual incident
 - Provide a warning that bullying will not be tolerated
 - Suspension for one day/one event if bullying persists
 - Suspension for three days/three events after next incident
 - Removal from program if the bullying does not stop
 - If necessary/appropriate, contact and consult with police.
- All attempts will be made to work towards reconciliation and change of behaviour with the bully or bullies.
- Counselling and support will be recommended and if at all possible provided for the victim of bullying.

2.07 Harassment and Discrimination

1. The Japanese Canadian Cultural Centre is committed to fostering an environment that is free of discrimination and harassment and one in which all individuals are treated with respect and dignity. Every member of our organization's community has a right to equal treatment with respect to work and volunteer placement and with respect to the receipt of services and facilities without discrimination or harassment based on the following prohibited grounds: race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, age, marital status, sexual orientation, family status, or disability.
2. A right to freedom from discrimination and harassment is also applicable where someone is treated unequally because she/he is in a relationship, association or dealing with a person or persons identified by one of the prohibited grounds of discrimination.
3. Every member of our organization's community, especially screened personnel, is responsible for creating an environment, which is free of discrimination and harassment. Those found to have engaged in such conduct will be subject to discipline.

2.08 Computer and Internet

1. Computers accessible to the general public will be placed in open areas where the screen is easily visible. Users will be held accountable through the use of a sign-in/sign-out sheets, and if the computer has network access, a user password.
2. Internet filters will be installed on each computer to limit access to adult content.

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3. The office manager will appoint an authorized computer system's individual who will periodically review the browser history as well as the documents downloaded for questionable material.
4. An 'Acceptable Computer Use Policy' will be developed and posted near the public-accessed computer.

2.09 Communication via Social Media, Email and Text Messaging

Social Media, such as MSN Messenger, Facebook, Twitter, Myspace, Skype, etc., as well as email and texting, will be used to improve communication, to promote and advertise Japanese Canadian Cultural Centre activities and to arrange face-to-face meetings. Personnel will refrain from using Social Media networks for relationship building or counselling, particularly with minors.

1. Personnel will not initiate any communication via the internet, text or Social Media with a child age 12 and under, except under the following conditions:
 - a) Personnel may communicate with children via email with written parental permission (received on registration forms), and copying parents/guardians on all emails
 - b) Personnel will also copy all email communication to a Head Instructor or co-worker.
2. Personnel may initiate communication with youth age 13 and older using email, text or Social Media under the following conditions:
 - a) Communication with a youth via email, text, MSN, Facebook, or other online social networks will be monitored closely and only used with written parental permission (received on registration forms).
 - b) Personnel will agree to copy all email communication with youth to their parents/guardians.
 - c) Personnel may contact youth aged 13-17 via text or Social Media only with written parental permission (received on registration forms), and copying another leader on the text, or using a public Social Media option (wall-to-wall, group pages).
 - d) Personnel will limit their texting and online communication with youth via Social Media to daytime hours (8:00am-11:00pm).
 - e) Online communication will not involve video messaging (Facetime, Skype, etc) in any form, unless it is a training post or conference call approved by the Head Sensei.
 - f) Youth Leaders will ensure that all online communication with youth is done in view of other people (group pages, group texts, wall-to-wall) and/or copied to parents/guardians. Communication should also be copied to the Head Instructor / Head Sensei or co-worker.
 - g) In the rare occasion that a conversation with a youth moves beyond communication of information, personnel will notify their Head Instructor immediately and submit a copy of the conversation to the Head Instructor. Personnel will request the youth to continue the conversation in person with the Head Instructor or his/her designate.

- h) Youth personnel will agree to allow the Head Instructor or Executive Director access to their Social Media networks in order to facilitate regular supervision.
- i) Japanese Canadian Cultural Centre members and adherents and personnel are encouraged to demonstrate and model integrity, transparency and accountability with all communications including those noted above.

2.10 Photography and Video Taping

1. Japanese Canadian Culture Centre is a public facility where those visiting the centre take pictures. The following policy applies to volunteers and staff.

For general, public Japanese Canadian Cultural Centre activities, signage be posted notifying those in attendance that the activity may be captured on film. Individuals can either stay out of the line of the camera or, if necessary, opt out of the activity.

2. With a desire to capture on film memorable moments at Japanese Canadian Cultural Centre, photography and videotaping will be taken by professional or designated photographers.
 - a. For all children and youth activities and programs, parental permission must be secured prior to taking photographs of children and youth. Parental permission will be secured on an annual basis on the registration forms
 - i. No photographs of children or youth will be taken without prior written approval
 - ii. No photographs will be posted on Facebook, MSN or other online social networks
 - iii. Photographs of children / youth will only be posted on the Japanese Canadian Cultural Centre website with written parental permission and will not be named or tagged
 - b. No photographs will be tagged or labeled with the name of a child / youth at any time, including but not limited to bulletin boards, newsletters, websites, and/or bulletins.
 - c. When archiving and filing photographs and video shots of children and youth, only those with written parental permission can be kept for future use. Written permission forms must be kept permanently on file in the office. Archived photos should be labeled and cross referenced with parental permission forms.

2.11 Workplace Violence Policy

The Japanese Canadian Cultural Centre is committed to the prevention of workplace violence and is ultimately responsible for worker health and safety. We will take whatever steps are reasonable to protect our workers from workplace violence from all sources.

Violent behaviour in the workplace is unacceptable from anyone. All concerns regarding violence in the workplace or not feeling safe within the workplace must be reported to the Executive Director or to a Head Sensei immediately.

Every employee must work in compliance with this policy. All workers are encouraged to raise any concerns about workplace violence and to report any violent incidents or threats. Please bring all complaints to the Executive Director or to a Head Sensei who will in turn report it to the Executive Director.

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Management pledges to investigate and deal with all incidents and complaints of workplace violence in a fair and timely manner, respecting the privacy of all concerned as much as possible.

SECTION III

POLICY ON REPORTING AND RESPONDING TO ALLEGATIONS AND SUSPICIONS OF ABUSE

3.01 Reporting Procedures

Hearing of an Allegation or Suspicion of Abuse

The following policies outline the procedure and sequence for reporting suspected abuse cases.

1. For the protection of our children, youth and vulnerable adults, all allegations and/or suspicions of abuse against children, youth and vulnerable adults will be taken seriously.
2. Immediately upon hearing of potential abuse or allegations of abuse to a child or youth, the Instructors must complete a Suspected Abuse Report Form documenting all pertinent information (Appendix 12). The victim should not be asked leading questions nor should the accused or any other parties be contacted at the point of completing the Suspected Abuse Report Form.
3. All forms must be kept permanently unless otherwise directed by legal counsel.
4. Instructors are requested to notify the Head Instructor / Sensei (who will in turn notify the Executive Director) that they will be making a report to Child and Family Services (Children's Aid) and/or the police.

Reporting an Allegation or Suspicion of Abuse of Minors

1. According to the Child and Family Services Act, any person with a reasonable suspicion of child abuse has a legal responsibility to immediately report the matter to child protection authorities (Children's Aid) or the police. Reporting must be done by telephone or in person promptly at the point of observing signs of abuse or receiving a report of abuse. The reporting must be immediate, a direct report, and an on-going report. The report may be done in conjunction with a Head Instructor / Sensei or your immediate Instructor.
2. A person who knowingly fails to report in these circumstances is in violation of the law and may be found to have committed an offence and may be subject to discipline action in the Japanese Canadian Cultural Centre.
3. Japanese Canadian Cultural Centre requests that when an Instructor in the line of duty reports a suspicion of abuse or an allegation of abuse to authorities, that they also notify the Head Instructor/Sensei (who will in turn notify the Executive Director) that a report has been made. It is understood that the report is to be kept confidential.
4. The Executive Director or his designate must notify the Japanese Canadian Cultural Centre's insurance provider and seek legal counsel upon hearing of a suspected child abuse case.
5. If the suspected abuse happened in the context of Japanese Canadian Cultural Centre programs or was committed by a Japanese Canadian Cultural Centre

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member or attendee, the Parents of the victim must be notified by the Executive Director.

Assessing and Investigating an Allegation or Suspicion of Abuse

1. No persons, including Personnel and Board members, are to assume the function of assessing, substantiating or investigating the need for intervention or interpretation of suspected child abuse.
2. There must not be any undue interference when a report of child abuse has been filed with child protection authorities or the police. The Executive Director or his designate should ask the child protection authorities how they can assist in helping and supporting the investigation and the hurting child or youth and their family. The Executive Director or his designate should maintain frequent communication and supportive relationships with those suspected or guilty of abuse as long as these persons exhibit a willingness to listen, change and look for help. This does not exclude the need for hurting individuals to receive professional counselling.

3.02 Response to Allegations

Response and Counsel for the Victim

1. For the protection of our children, youth and vulnerable adults, all allegations and/or suspicions of abuse will be taken seriously and handled with the utmost care. The suspected victims will be treated with dignity and respect.
2. Situations of abuse must be handled forthrightly with due respect for people's privacy and confidentiality. Discretion must be observed and details of the suspected abuse must not be shared among the Japanese Canadian Cultural Centre's community. Information should be shared on a need-to-know basis, expanding only as individuals are drawn into the response and investigation. Confidentiality for the victim must be protected.
3. The Executive Director will seek opportunities to provide help both for the abuse victim and their family. The Executive Director will determine the need for professional assistance and evaluate and designate resources as needed and able.

Response and Discipline for the Accused or Convicted

1. The accused is to be treated with dignity and respect. If the accused is a paid Instructor, that person will be relieved temporarily of his or her duties until the investigation is completed with arrangements made to either maintain or suspend his or her income until the allegations are cleared or substantiated.
2. The Executive Director will seek opportunity to provide help both for the accused and their family. The Executive Director and the Board will determine the need for professional assistance and evaluate and designate resources as needed and able.
3. Anyone convicted of child abuse will be prohibited from having access to children or youth. The Executive Director may designate an individual to be responsible to be informed whenever the convicted person attends Japanese Canadian Cultural Centre activities and to accompany the convicted person while on Japanese Canadian Cultural Centre property. Clear written guidelines will be provided to the individual listing restricted areas and access points on the Japanese Canadian Cultural Centre property.

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Media Relations

1. It is the responsibility of the Executive Director, and/or Chair of the Board of Directors to be the designated spokesperson to speak on behalf of the Japanese Canadian Cultural Centre to media and to the public in relation to a suspected child abuse case. All inquiries should be directed to this person and comments should not be made by other individuals unless given permission to do so.
2. Public statements must be well prepared and presented under the guidance of legal counsel.

Ongoing Investigation

1. Full cooperation must be given by all parties to civil authorities under the guidelines of legal counsel.
2. At no time should Board members or the Executive Director either engage in denial, minimization or blame, or admit responsibility, which could prejudice the case or cause increased liability to the Japanese Canadian Cultural Centre.
3. A confidential follow-up report with conclusions and action taken must be documented by the Head Instructor / Sensei or Executive Director following a report of abuse. This report should be placed in a confidential personnel file and kept permanently.
4. It is critical to maintain confidentiality and strictly adhere to a need-to-know basis only.

SECTION IV

MISCELLANEOUS POLICIES

4.01 Other Users and Shared Activities

1. In the case that outside users, members, adherents or renters are granted permission to use the facility for activities involving children, youth and vulnerable adults, that are not direct programs and activities of the Japanese Canadian Cultural Centre, it is required that they provide a certificate of insurance, with no less than \$2,000,000 Commercial General Liability coverage and the Japanese Canadian Cultural Centre be named as additional insured. The user or renter is also required to demonstrate that they have a full child/youth protection policy and protocol in place. If they lack an Abuse Prevention Policy, Japanese Canadian Cultural Centre will refer them to Winning Kids Inc. to secure their own copy of Plan to Protect®.
2. In the case, that Japanese Canadian Cultural Centre partners with other organizations, agencies or community groups for the delivery of a joint activity or event with children and/or youth, the leadership of Japanese Canadian Cultural Centre, requires that our Insurance Agent be consulted during the planning stage, to determine the risks, insurance coverage and shared liability. The Executive Director is required to obtain written opinion from the Insurance agent acknowledging the status of insurance coverage for these joint activities.

4.02 Dojo Policy

The martial arts dojos are available only for use by JCCC members or other members or groups as approved by the JCCC's ED from time-to-time.

As it relates to the use of the dojos by members of the martial arts programs, the dojo facilities may only be used during scheduled practice times and all scheduled practices must be supervised, by a recognized JCCC Instructor.

In certain circumstances, the JCCC Executive Director may grant time for additional extracurricular practices on a case-by-case basis. The Martial Arts Club Liaison must formally request such special practices in written form using the application form provided by the JCCC. Special practices must also be conducted in the presence of at least one recognized JCCC Instructor*.

The JCCC reserves the right to cancel or reschedule practices based on changing circumstances.

* Recognized instructor refers to Sensei whose names and qualifications have been submitted to the JCCC as an instructor by the head sensei of the program. The instructor leading a special practice or seminar may also be a non-JCCC-affiliated sensei. In such cases the JCCC administration requires a letter of support from the head instructor of the program in question.

4.03 Policy Review

The Policy is to be reviewed and audited annually and updated every three years by the Board to ensure procedures are updated and/or clarified as needed and the Policy maintains its relevance to applicable provincial child protection legislation.

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