



## **Policy on Reporting and Responding to Inappropriate Conduct**

### **Purpose**

**This policy provides clear guidance for parents, coaches, and team personnel to respond appropriately and effectively if they witness or suspect inappropriate conduct, ensuring the safety and well-being of children in soccer programs.**

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### **Scope**

**This policy applies to all individuals involved in soccer activities, including parents, coaches, volunteers, team officials, and administrative staff.**

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### **Definition of Inappropriate Conduct**

**Inappropriate conduct includes, but is not limited to:**

- **Physical abuse or excessive physical force.**
  - **Verbal abuse, including shouting, threats, or demeaning language.**
  - **Sexual abuse, exploitation, or grooming behavior.**
  - **Harassment, bullying, or discrimination.**
  - **Neglect, such as failure to provide proper care or supervision.**
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### **Responsibilities of Witnesses**

#### **Immediate Actions**

**If you witness inappropriate conduct:**

1. **Ensure Immediate Safety**
  - **Prioritize the safety and well-being of the child or children involved. If necessary, remove them from the situation and ensure they are in a safe and supervised space.**
  - **If there is an immediate threat, call 911 or local emergency services.**



## **2. Document Observations**

- **Write down the details of the incident as soon as possible. Include:**
  - **Date, time, and location of the incident.**
  - **Names of individuals involved.**
  - **Description of the behavior or conduct observed.**
  - **Any actions taken in response.**

## **Reporting the Incident**

### **3. Report to Authorities**

- **Inform the appropriate authority immediately:**
  - **For Coaches and Team Personnel: Report to the team's Child Protection Officer (CPO), club executive, or designated safeguarding lead.**
  - **For Parents: Report to the coach, CPO, or club official in writing.**
- **If the incident involves potential abuse or neglect, contact Child Protection Services or law enforcement directly, as required by law.**

### **4. Confidentiality**

- **Do not discuss the incident with others except as required by this policy. Protect the privacy of all parties involved while the matter is being addressed.**

## **Follow-Up Actions**

### **5. Cooperate with Investigations**

- **Cooperate fully with any internal or external investigations conducted by the club, Canada Soccer, or legal authorities.**
- **Provide honest and detailed accounts of what you witnessed**



## **6. Support the Child**

- **Reassure the child involved and provide emotional support. Do not interrogate or press the child for details—leave this to trained professionals.**
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## **Club Responsibilities**

### **The club must:**

#### **1. Acknowledge and Act**

- **Acknowledge receipt of reports immediately.**
- **Take appropriate steps to investigate and address the issue, including contacting legal authorities if necessary.**

#### **2. Protect Whistleblowers**

- **Ensure that individuals who report inappropriate conduct are protected from retaliation or negative consequences.**

#### **3. Provide Training**

- **Regularly train all personnel on recognizing and responding to inappropriate conduct.**

#### **4. Maintain Records**

- **Keep detailed records of all reports, investigations, and outcomes.**
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## **Prohibited Actions**

- **Ignoring or dismissing reports of inappropriate conduct.**
  - **Retaliating against individuals who report concerns.**
  - **Conducting informal investigations without involving the appropriate authorities.**
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### **When in Doubt**

**If you are unsure whether a behavior constitutes inappropriate conduct, err on the side of caution and report the incident. It is better to raise a concern than to overlook a potential risk to a child's safety.**

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### **Contact Information for Reporting**

**Please report any incidents to Chatham Youth Soccer Association personnel and/or contact John Foster ([jmfoster@kent.net](mailto:jmfoster@kent.net) / 519-358-5756)**

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**This policy is reviewed annually and updated to reflect changes in legal and organizational standards. By working together, we can ensure a safe and positive environment for every child in soccer.**