



Town of Trenton

POLICY NO. REC-20240409

APPROVED: 2024-04-09

CHILD PROTECTION POLICY

Scope

The Town of Trenton Department of Parks and Recreation is committed to creating a safe and secure environment for all children who participate in our programs, events, and services. This Child Protection Policy outlines our commitment to the protection of children from any form of abuse, neglect, or harm during their time with us. It provides a comprehensive framework for staff, volunteers, parents, and participants to ensure the safety and well-being of all children involved.

Policy

1.1. We are dedicated to promoting the welfare of children by:

- a) Providing a safe and secure environment for all children, age 17 and under, participating in our programs, events, and services.
- b) Adopting rigorous recruitment and selection procedures to ensure staff and volunteers working with children are suitable and have undergone appropriate background checks.
- c) Providing clear guidelines and training to all staff and volunteers on child protection policies, procedures, and practices.
- d) Encouraging open and transparent communication among staff, volunteers, parents, and children to report any concerns or suspicions of abuse.
- e) Taking prompt and appropriate action in response to any allegations, suspicions, or reports of abuse, following the guidance of relevant authorities and organizations.
- f) Regularly reviewing and updating our child protection policies and procedures to ensure they remain effective and in line with current best practices.

Roles & Responsibilities

2.1. **Management:** The Town of Trenton Parks and Recreation Department is responsible for establishing and implementing child protection policies, ensuring staff and volunteers are aware of their responsibilities, and providing necessary resources and support.

2.2. **Staff and Volunteers:** All staff and volunteers are required to familiarize themselves with the child protection policy, undergo appropriate training, and follow the guidelines and procedures outlined.

2.3. **Parents and Guardians:** Parents and guardians are encouraged to actively participate in the child protection process, report any concerns or suspicions, and support the implementation of the policy.



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2.4. **Children:** Children are encouraged to express any concerns or worries they may have, and to report any incidents or suspicions of abuse to a trusted adult.

Recruitment and Selection

- 3.1. All staff and volunteers working with children must undergo a thorough recruitment process, including application forms, interviews, and reference checks.
- 3.2. Background checks, including criminal record checks and vulnerable sector, will be conducted for all staff and volunteers.
- 3.3. Staff and volunteers must provide proof of identity and relevant qualifications or certifications, as applicable.
- 3.4. A code of conduct will be established, clearly outlining the expected behavior and responsibilities of staff and volunteers when working with children.

Training and Education

- 4.1. All staff and volunteers will receive training on child protection policies and procedures, including recognizing signs of abuse, appropriate behavior, and reporting mechanisms.
- 4.2. Training will be regularly updated and refreshed to ensure staff and volunteers are aware of any changes in legislation or best practices.

Reporting and Response

- 5.1. In accordance with the Nova Scotia Children and Family Services Act (CFSA) Sections 23-24, every person who suspects or has information indicating that a child is in need of protective services shall forthwith report the suspicion and the information to an agency and upon failure to report may be guilty of an offence as detailed in the CFSA.

Any concerns, suspicions, or allegations of abuse must be reported immediately to the Director of Parks and Recreation and/or leadership staff.

- a) All reports will be taken seriously and handled confidentially, with the best interests of the child as the primary consideration.



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- b) The Director of Recreation and/or staff will liaise with relevant authorities, such as child protection services or the police, as required.
- c) Support and guidance will be provided to the child, their family, and any staff or volunteers involved throughout the process.
- d) Any disciplinary action or dismissal will be taken in accordance with our disciplinary procedures and relevant legislation.

Communication and Information Sharing

- 6.1. Parents, guardians, and children will be provided with information about our child protection policies and procedures, including how to report concerns or suspicions.
- 6.2. Regular communication will be maintained with parents and guardians to update them on activities and address any concerns.
- 6.3. Information sharing will be conducted in a manner that respects the privacy and confidentiality of all individuals involved.

Child Drop off and Pick Up Policies

- 7.1. When children arrive at our programs or events, parents and /or guardians will be asked to sign their child in with their first and last name, and arrival time. They must also declare who will be responsible for them at pick up and provide an emergency contact number they can be reached at for the day.
- 7.2. Children must be signed out of our programs or events by the same individual declared at sign in unless other arrangements have been made by the legal guardian and communicated to program staff. Recreation staff reserve the right to request photo ID at any time or withhold the child until contact with the legal parent or guardian has been made.
- 7.3. Children permitted by their parents to walk to and from our programs or events must be at least 12 years old and have written consent from their legal parent or guardian.

Photo Release and Cyber Safety

- 8.1. Prior to the commencement of our programs or events, parents or guardians will be required to sign a photo release form. This form will outline our policies regarding the use of photographs or videos taken during program activities and events, ensuring that parents or guardians are aware and provide consent for their child's image to be used for promotional or educational purposes.
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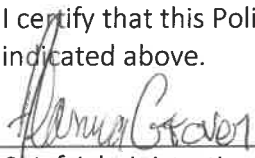
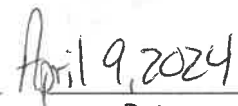
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Review and Monitoring

9.1. Regular reviews of the child protection policy and procedures will be conducted to ensure they are effective and up to date.

9.2. Any incidents or concerns will be documented, reviewed, and analyzed to identify areas for improvement or further training.

By implementing this Child Protection Policy, we aim to create a safe and nurturing environment where children can thrive, grow, and enjoy their time in our programs and events. We are committed to preventing child abuse and responding effectively to any concerns or allegations, ensuring the well-being and protection of all children in our care.

		<u>CAO's Annotation for Official Policy Book</u>	
Policy Number:	REC-20240409	Date of Notice to Council Members of Intent to Consider (Minimum 7 Days):	<u>March 26, 2024</u>
Council Approval:	<u>2024/ 04/ 09</u> Y M D	Date of Passage of Current Policy:	<u>April 09, 2024</u>
Effective Date:	<u>2024/ 04/ 09</u> Y M D	I certify that this Policy was adopted by Council as indicated above.	
Supersedes Date:	<u> / / </u> Y M D		
		Chief Administrative Officer	Date