

INAPPROPRIATE CONDUCT

STEPS FOR REPORTING:

This card is a component of the Commit to Kids® program. It is intended as a quick reference and is not meant to be exhaustive or to replace legal advice. Users are strongly encouraged to consult with any or all of child welfare, law enforcement and legal counsel as appropriate to a given situation.



1 A child **discloses information** to an employee/volunteer indicating that another employee/volunteer may have acted inappropriately. (Document)



2 Employee who receives the report **notifies the manager**. (Document)



3 Manager **notifies the head** of the organization.



4 **Consultation** between the manager and head of the organization to decide if concern is warranted. (Document)



5 If warranted, meet with accused employee/volunteer to **discuss allegations and concerns**. The individual is told about the complaint without disclosing the source. The individual is asked to respond to the allegation. (Document)



6 If the head of the organization determines that the nature of the conduct is not sufficiently serious to warrant formal action, the organization may choose to **clarify expectations** with the employee/volunteer as outlined in the Code of Conduct to Protect Children. (Document)

! As part of any investigation or internal follow-up process, an organization should **critically assess the adequacy of existing child protection policies** and practices in light of concerns raised. If needed, strengthen policies and practices to better protect children.

NOTE: Consider when/if the child's parents should be notified about allegations of inappropriate conduct.



7 If the head of the organization determines that the nature of the conduct is sufficiently serious to warrant action, an **internal follow-up** takes place. (Document)



8 Organization conducts an internal follow up. (Document)
OUTCOME OF INVESTIGATION:

- A) Inappropriate conduct is not substantiated.** Follow internal policies. No further action necessary but organization may choose to take the opportunity to remind all employees/volunteers of the Code of Conduct to Protect Children.
- B) Inappropriate conduct is substantiated.** Next steps will depend on severity of the conduct, the nature of the information gathered during internal follow-up, and other relevant circumstances (such as past inappropriate conduct of a similar nature). Varying levels of disciplinary action may be appropriate. For example, it may be prudent for an organization to report concerns to child welfare or law enforcement.
- C) Inconclusive.** Next steps will need to be carefully considered and depend on the nature of the information gathered during the internal follow-up. Work through options, assess risk and consult professional as needed.



9 Adequately **supervise and monitor** employee/volunteer, consistent with internal policies. (Document)

Many of these steps would also apply when:

- An employee/volunteer reports observing inappropriate behaviour by another employee/volunteer
- A peer discloses on behalf of another child



The safety of the child and other children in the organization must be ensured at all times in the process.



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