

OAKVILLE GYMNASTICS CLUB
REPORTING PROCEDURES FOR THE PROTECTION OF MINORS

1. Introduction

The Oakville Gymnastics Club (the “**Club**”) has implemented the following reporting procedures to ensure that instances compromising the safety of our athletes, members, coaches, staff members and volunteers (the “**Members**”) who have not yet reached their eighteenth (18th) birthday (a “**Minor**”).

Every Member has a duty to ensure the safety of our Minors. We have an obligation to protect our Minors from all forms of child abuse — whether physical, sexual, or emotional — and neglect. We must be alert to inappropriate sexual behaviours involving our Minors. We also need to monitor the welfare of our Minors.

These Procedures describe how and when coaches, staff members and other adults act upon and report allegations of abuse, neglect, and concerns about the welfare of our Minors. In the event of any doubt or uncertainty, it is your duty to contact the Halton Regional Police. The safety and protection of our Minors must take precedence over all other matters.

2. Procedures

2.1 Guiding Principle

- (a) Anyone has a right to raise concerns or report allegations in confidence without fear of repercussions or other adverse effects.

2.2 Disclosure of Abuse

- (a) If a Minor discloses abuse by someone:
 - (i) Allow the Minor to speak freely without interruption and **accept what you are told.**
 - (ii) Offer reassurance and understanding;
 - (iii) Do not make any judgment or show emotion;
 - (iv) Explain that you can get help and must report the information to authorities;
 - (v) Ensure the Minor is safe from harm;
 - (vi) **If there is immediate risk call 911;**
 - (vii) Write down what you have been told, using the Minor’s words when possible and sign and date your notes;
 - (viii) Ensure that there is no further risk to any Minor during club activities;

- (ix) Immediately report the alleged abuse to an adult staff member or the Executive Director, who will then be responsible for contacting the Halton Regional Police or Provincial child protective services.

2.3 *Concern about the Welfare of a Minor*

- (a) If you are concerned about the welfare of a Minor or their safety (including neglect, self-harm or homelessness):
 - (i) Make notes of your concerns, what you saw, heard, or witnessed. Sign and date the notes.
 - (ii) Ensure the Minor is safe from harm. **Call 911 if there is an immediate risk.**
 - (iii) Immediately report the alleged abuse to an adult staff member or the Executive Director, who will then be responsible for contacting the Halton Regional Police or Provincial child protective services.

2.4 *Receiving a Complaint or Allegation*

- (a) If you receive a complaint or allegation about any athlete, member, coach, staff member, Board member, parent or guardian:
 - (i) Immediately inform an adult staff member or the Executive Director;
 - (ii) Make notes of the allegation using the complainant's words, sign, and date them
 - (iii) Immediately report the alleged abuse to an adult staff member or the Executive Director, who will then be responsible for contacting the Halton Regional Police or Provincial child protective services.
- (b) If a complaint or allegation is made about you, immediately inform the Executive Director.
- (c) If a complaint or allegation is made against the Executive Director, immediately inform a member of the Executive Committee of the Board of Directors.