



## **GENERAL CHILD SAFETY POLICIES AND PROCEDURES**

Big Brothers Big Sisters contributes to the healthy development of children and youth by providing safe, quality relationships with screened and trained volunteers. General Child Safety policies exist to ensure the safety of children in our programs.

### **GENERAL CHILD SAFETY POLICY STATEMENTS:**

Volunteers shall not consume alcohol before or during an outing or in the presence of a child in our programs. Volunteers will not consume any alcohol prior to transporting a child in our program.

Volunteers shall not consume illegal substances at any time while a volunteer with Big Brothers Big Sisters of Peel.

The Agency encourages all volunteers to be positive role models regarding non-smoking. Volunteers, who do smoke, will not do so during Group or match outings, at agency events or in the presence of a child.

Under no circumstances will a volunteer ever give a child alcohol, illegal substances, cigarettes or access to pornographic materials.

Volunteers in community-based mentoring programs are to ensure at all times that their home environment is safe and comfortable for a child before and during match outings in the home. Supervision, heightened awareness and caution should always be exercised regarding pets, swimming pools and other potential sources of danger.

Any firearms, or hunting equipment, in a volunteer's home must be kept locked and stored consistent with relevant legislation. Firearms and hunting equipment must not be in sight at a volunteer's home during a match outing with a child.

Adult magazines or any pornographic content shall never be in sight at a volunteer's home or shared or viewed with a child.

### **Supervision of Children:**

- Volunteers are always responsible for the supervision of the children for whom they have assumed direct responsibility from the parent/guardian.
- Children are to be carefully supervised by the volunteer, including being present with them and knowing their whereabouts at all times.
- Direct supervision of the children is critically important in the community, at the volunteer's home and at agency events.
- Caution should be exercised by volunteers as children have varying degrees of safety awareness.

- Supervision is the volunteer's responsibility until the children are returned directly to their parent/guardian's care.

### **Reporting of Accidents and Injuries:**

- It is the responsibility of each volunteer to report as soon as practical to service delivery staff any accidents or injuries involving themselves or their Little that occur during a match, Group or program event.
- In the case of an accident requiring medical attention, the volunteer will seek immediate medical attention for the child and contact the family immediately. The volunteer will then contact service delivery staff or another representative of the Agency immediately.
- Service delivery staff will immediately inform their supervisor of the details of accident or injury and the President & CEO will then be informed. Appropriate documentation and follow-up will then be undertaken consistent with Serious Occurrence reporting as per Policy 1.05 Child Safety and Reporting Disclosures of Abuse.
- Refer to Program Policy 1.05 Child Safety and Reporting Disclosures of Abuse for suspected or actual incidents of abuse.

### **Agency Events:**

- Attendance of children and volunteers at Agency events will be documented by agency staff.
- At Agency events where over 100 children are expected, at least one qualified CPR/First-Aider will be on site at all times, along with a complete first aid kit, per O.H.S.A. requirements. The Agency defibrillator will be available on site and St. John's Ambulance may be engaged to oversee first aid requirements. Emergency evacuation plans and identification of the site first-aid station will be announced. A telephone shall be readily accessible on site to call for emergency medical assistance. The ease of access to a hospital/doctor should be a major consideration when planning any event.
- All Group and program events will have a complete first aid kit, per O.H.S.A. requirements, available.
- All Group and program events involving swimming must have a certified lifeguard (as per Red Cross requirements).

### **Transportation Safety:**

Only safe and insured vehicles are to be used when transporting children. All safety procedures and applicable laws should be followed when in the vehicle.

- *Seat belts must be worn.*
- *Children under the age of 8 must be placed in a booster seat.*
- *Children must ride in the backseat until the age of 12. If a child is unable to ride in the back seat then the passenger air bag(s) must be shut off.*
- *If a child is to be transported on a volunteer's motorcycle, a separate consent must be signed by the parent/guardian on a yearly basis that is kept on the child's file.*
- *If a child is regularly transported in a vehicle driven by the family member of a volunteer, then a successful police check for that family member must be on file and the parent/guardian must sign a separate consent that is kept on the child's file. The child must always be accompanied by the volunteer.*

Any volunteer who operates a motor vehicle as part of their agency duties is required to report to the agency when their driving privileges are suspended or disqualified for any period of

time. Upon such notification, the agency shall have enquiries made into the circumstances and re-assess the role of the volunteer.

**First Aid and Emergency Procedures:**

- Volunteers are provided with the phone numbers for police and the Children's Aid Society and trained in procedures to follow in case of emergency or disclosure of abuse.
- School-based volunteers will be become familiar with school fire and lock-down procedures.
- Volunteers will be educated about universal precautions for handling bodily fluids. Instructions will be enclosed in First Aid Kits.
- Volunteers will not administer prescription or non-prescription medication to a child, subject to below.
- Volunteers who are in contact with a child with a medical condition, such as anaphylaxis, asthma or epilepsy that may require medical treatment, are trained in consultation with the parent/guardian and appropriate precautions are put in place in case of an emergency.
- Volunteers must "trial run" a new prescription medication for 72 hours before spending time with a child to ensure there are no unanticipated negative side effects.