



Document Number:	POL_3209
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1.0 Purpose

Rocky Mountain Adaptive (RMA) works with children, youth, adults and families as part of its activities. These include: Summer and Winter outdoor sports and recreation activities and programming.

The purpose of this policy statement is:

- to protect guests who receive RMA's services. This includes the children of adults who use our services and vulnerable adults or guardians who use our services.
- to provide parents, staff and volunteers with the overarching principles that guide our approach to child, youth and vulnerable adult protection.

This policy statement applies to anyone working on behalf of RMA including senior managers and the board of trustees, paid staff, volunteers, sessional workers, agency staff and students.

2.0 Policy Details

LEGAL FRAMEWORK

This policy has been drawn up based on legislation, policy and guidance that seeks to protect children in Alberta and other provinces within Canada. A summary of the key legislation and guidance is available from <https://www.alberta.ca/abuse-bullying.aspx>

RMA believes everyone has a responsibility to promote the welfare of all children, youth and vulnerable adults, to keep them safe and to practice in a way that protects them.

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The following is designed to make Staff / Volunteers aware of their responsibilities for reporting of suspicions or disclosed abuse, neglect or self-harming behavior may have occurred.

If an RMA guest discloses to a staff member or volunteer then as per the Child, Youth Family Enhancement act (C-12 RSA 2000) you are obligated to report the details, guidelines for reporting are provided below.

RMA recognizes that:

- the welfare of the guest is paramount
- all participants, regardless of age, disability, gender, race, religion or belief, sex, or sexual orientation have a right to equal protection from all types of harm or abuse
- some guests are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues
- working in partnership with guests, their parents, carers and other agencies is essential in promoting guests participants welfare.

RMA will seek to keep children, youth and vulnerable adults safe by:

- valuing, listening to and respecting them
- appointing a nominated child protection/safeguarding lead, a deputy child protection/safeguarding lead and a lead trustee/board member for safeguarding
- developing safeguarding policies and procedures which reflect best practice.
- using our safeguarding procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, parents, vulnerable adults, families and carers appropriately.
- creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise.
- sharing information about safeguarding best practice with children, their families, staff and volunteers via leaflets, posters, group work and one-to-one discussions.
- recruiting staff and volunteers safely, ensuring all necessary checks are made.
- providing effective management for staff and volunteers through supervision, support, training.

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- implementing a code of conduct for staff and volunteers.
- using our procedures to manage any allegations against staff and volunteers appropriately
- ensuring that we have effective complaints and whistleblowing measures in place.
- ensuring that we provide a safe physical environment for our participants, staff and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance.
- recording and storing information professionally and securely.

3.0 Policy Scope

This Policy applies to Rocky Mountain Adaptive Sports Centre (“RMA”). The term “employees” is used to refer collectively to the employees, volunteers, directors and officers of RMA, and consultants, contractors and other persons engaged by RMA to act on its behalf.

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4.0 Related Policies

This policy statement should be read alongside our organizational policies and procedures, including:

- POL_3301 Operational Policies - Human Resources - Workplace Harassment & Violence
- POL_3101 Operational Policies - General - Whistleblower policy
- POL_3300 Operational Policies - Human Resources - Employment
- Responding to concerns.
- Dealing with allegations of abuse against a participant.
- Managing allegations against staff and volunteers.
- Safer recruitment policy and procedures.
- Adult to child supervision ratios.
- Code of conduct for staff and volunteers.
- Photography and image sharing guidance.

5.0 Policy Owner

Board Chair

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6.0 Definitions

Vulnerable Adult Definition

Vulnerable adults are those who are not able to defend themselves, protect themselves, or get help for themselves when injured or emotionally abused. A person may be vulnerable because of a physical condition or illness, such as weakness in an older adult or physical disability, or a mental or emotional condition.

Key Staff

Safeguarding Lead - Jamie McCulloch

Safeguarding Deputy - Kim Cosman

Lead Board Member for Safeguarding - Cate Rippon

7.0 Procedures

Refer to specific procedures.