



Building Healthy Minds and Bodies since 1977

## **4.12 COMMUNITY SAFETY AND SECURITY POLICY**

### **PURPOSE**

This policy is specifically to prevent and take action on any suspicious or inappropriate behaviour by adults towards our members and participants at the facility.

### **POLICY**

#### Preventative Steps

- All participants are encouraged and directed to use washrooms in the change rooms and not public washrooms.
- If children need to go to the washroom encourage them to go in pairs.
- If any participants feel they have experienced any suspicious behaviour, they are to tell an employee of the incident immediately.
- Parents are to be educated that Okanagan Gymnastic Centre (OGC) is a public facility and is susceptible to inappropriate behavior by adults; the risk is the same as any other public place such as a park or a local swimming facility.

### **PROCEDURE**

1. The following is the procedure of what to do if a participant report suspicious or inappropriate behaviour.
  - Child reports behaviour to parent or any OGC employee.
  - If the child reports to a coach of the incident, ensure the class is under the supervision of another coach. Take child to the office.
  - Employee remain as calm as possible and be responsible.
  - Seek the help of the office staff or management. If available, they will take over from the coach and coach is to go back to their class.
  - Employee handling the incident will ask the child if they can still see the person in the building. Ask the child not to point in the direction of the person. Ask them to tell you where about he/she is and what type of clothes they have on.
  - Call the RCMP immediately and tell them the person is still in the building.
  - If the person is still in the building get assistance from another employee and keep person in visual sight. Do not approach the person in any way. Try to get a detailed description of the person while observing them. If the person

- leaves the building let them go. Follow the person out the building as far as the perimeter of the building to see which direction the person goes. If the person gets in a vehicle, take down the license number plate of the vehicle.
- Have parents called immediately.
  - Ask the child to show who, what, where and when. What the person looked like. Write as many details down as possible.
  - Make observations of the child and watch for stress or unusual behaviour, reassure child. May need to contact victim services for counseling – the police have these resources.
  - When police arrive share all information and details.
  - Write up incident and submit report to management.

## **2. ROLE OF EMPLOYEES**

- Employees are to respond immediately if a child reports any suspicious or inappropriate behavior. (See section 1).
- To be aware of any suspicious or inappropriate behaviour that may be occurring in the gym.
- To educate participants to beware of inappropriate behaviour.

## **3. ROLE OF PARENTS IN THE FACILITY**

- To be aware of other adults who may be visiting the gym.
- To report any suspicious or inappropriate behaviour to an employee.
- To educate their children to be aware that the centre is a public facility and to be aware of the dangers of any public facility.

This policy will take effect as of January 2006 and will override any precedent set in previous years.

**APPROVED BY OGC BOARD OF DIRECTORS FEBRUARY 21, 2018**