

PLAST Ukrainian Youth Association of Canada
Plast Canada Abuse and Harassment Prevention Policy

1. Acknowledgements:

Material for this policy was obtained from five main sources. The use of this material is acknowledged and appreciated.

- EPSB policy for “**Student Behavior & Conduct**”, 17/05/2022
- ACSA “**Violence and Harassment Prevention Plan**”, 2022
- OHS Act **Code Part 27**
- Scouts Canada “**MyScouts Anti-Bullying and Harassment Policy**”, 2018
- Canadian Red Cross “**Differences and Similarities Between Abuse, Bullying and Harassment**”, Red Cross 2006

2. Definitions:

- **Abuse** means treating another person with violence, cruelty, harm, or force.
- **Bullying** is aggressive behaviour that is typically repeated over time. It is meant to cause harm, fear, distress or create a negative environment for another person.
- **Falsifying** any claim of harassment and /or violence is treated with the same severity as perpetrating same.
- **Harassment** may be in the form of a single event or repeated incidents of objectionable or unwelcome conduct by a person against another person where the perpetrator should reasonably know that such behavior would cause offence or hurt to another person. It includes bullying, racism and commentary that is discriminatory and/or hurtful to the recipient.
- **Inclusivity** is the fact or policy of not excluding members or participants on the grounds of gender, race, class, sexuality, disability, etc.
- **Leader** is any person 18 years or older of in a position of authority over others. Junior leaders may be 14- 17 years of age and function under the general supervision of a leader 18 years of age or older. This includes parents involved in assisting leaders or in various support roles that bring them into contact with Scouts and leaders.
- **Member** is any member of PLAST.
- **Racism** includes conscious and unconscious discriminatory or derogatory attitudes, comments or actions directed at identifiable groups bases on color, language, religion, or race. Racism can be experienced at the individual or systemic level.
- **Reprisals** against a complainant are not permitted and will be dealt with as an act of harassment.
- **Restorative Practice** is the constructive approach that seeks to resolve an issue. It typically focuses on those who inflict and are affected by harm, to remediate issues and teach tolerance.
- **Violence** is the threatened/actual behavior of a person that is likely to/causes physical/psychological harm to others.

3. Statement of Purpose:

“Every PLAST Scout deserves to participate in a positive and supportive environment that supports the value of PLAST and upholds the highest standards of freedom from abuse, violence and harassment.”

This means that all participants including PLAST Scouts and Scouting leaders have the right to participate in Scouting that is free from bullying, harassment, cyber-bullying, , abuse and violence.

4. Policy:

- We treat every member inclusively and with respect.
- All forms of bullying, harassment and violence are forms of abuse that are not tolerated at PLAST.
- When identified, incidents of abuse and harassment will be responded to immediately and reported to leadership for action.
- If necessary, the incident will be escalated to Branch leadership/Group leadership for action and resolution.
- Though the main aim of any remedial action is to remedy the situation, disciplinary actions consistent with the bylaws of the Branch including suspension, dismissal, and legal proceedings may result.
- Members who experience any form of harassment and/or violence will be shown every measure of consideration, support and assistance possible in eliminating such behavior against them.
- Individuals participating in inappropriate behavior will be counselled with a view to helping them understand that such behavior is unacceptable and that such behavior will not be tolerated at PLAST.
- Inappropriate behavior related to harassment and violence is to be reported and dealt with per the protocols herein outlined.

5. Responsibilities of PLAST Leadership:

- PLAST Canada develops an abuse and harassment prevention policy complete with procedures and protocols necessary for its effective utilization.
- PLAST Branches and Groups identify leads for the Vulnerable Sector Check Policy and Abuse and Harassment Prevention Policy implementation at the Branch or Group level.
- PLAST Branches and Groups train members to use the policy to identify, prevent and respond to abuse.
- PLAST Branches and Groups train members on reporting, investigating, taking action, and documenting incidents of abuse and harassment.
- PLAST Canada reviews and updates the policy to reflect “best practices” related to abuse and harassment prevention.

6. Protocols and Procedures:

- “The Abuse and Harassment Prevention” policy will be documented and posted online on the PLAST Canada website. It will also be a part of every Branch’s and Group’s resources.
- The policy will be shared with all Branch and Group leaders and staff, and an acknowledgement of understanding will be signed by all members in positions of leadership (**Appendix A**).
- If an incident of abuse or harassment is observed, the following procedure will be followed:
 - The basic rules for handling any abuse/harassment event.
 - **Intervene** and try to stop abuse and establish safe environment.
 - **Assist** victim as may be required.
 - **Report** to superior and document facts.

- **Maintain** confidentiality insofar as possible.
 - **Cooperate** with superiors/authorities.
- Procedure for reporting/dealing with any abuse/harassment event.
 - Once the situation is secured and safe, assist victim.
 - Report to superior in charge.
 - Document per standard form “**Abuse/Harassment/Bullying Incident Reporting Form**” (**Appendix B**) and escalate forthwith to the head of Branch for action.
 - The Head of Branch/Head of Group to review written documentation and decide on next steps. These may include one or more of the following.
 - Interviewing event participants and intervenor.
 - Contacting parents of participants as may be required.
 - Escalating to public authorities as may be required. Child Services, Police, etc.
 - Cooperating with all authorities in support of any related investigative/legal process.
 - Managing the status of the perpetrators as may be required under the bylaws of the Branch.
 - If public authorities are involved in managing the event, the Head of Branch/Head of Group must advise KPS (National office) of facts, provide all pertinent reports.
 - KPS will advise insurer as may be required.
 - All documentation related to the event will be kept under the stewardship of the Head of Branch/Head of Group and Board of Directors.
- The policy will be reviewed with members and re-certified every 3 years.

Appendix A

PLAST Ukrainian Youth Association of Canada

Plast Canada Abuse and Harassment Prevention Policy Acknowledgement Form

I, _____, acknowledge that I have read, understand, and will comply with protocols and procedures outlined in the **Plast Canada Abuse and Harassment Prevention Policy**. I have been given an opportunity to ask any questions I may have and have received satisfactory answers to all my questions. I understand that this policy may be revised over time, when authorized by Plast Canada.

Signature: _____

Print Name: _____

Date: _____

Witnessed: _____

Appendix B

PLAST Ukrainian Youth Association of Canada Abuse/Harassment/Bullying Incident Reporting Form

Date of Incident: _____ Time of Incident _____ Repeat Infraction? YES NO

Name of victim(s): Name of person(s) bullying Name of witnesses/bystanders:

_____	_____	_____
_____	_____	_____
_____	_____	_____

Reported by (circle all that apply):

Vykhovnyk (leader)

Camp Nurse/Doctor

Novak/Novachka

Instructor

Yunak/Yunachka

Other (Please

Bystander Victim/Target

specify): _____

Parent

Where did the incident happen? (circle all that apply):

Camp

Barrack

Internet

Domivka

Tent

Cell phone

Other Plast-sponsored event
(hike/prohulka)

Dining Hall

Text

Hallway

Sport field

Social Media

Meeting Room

In the Woods

Other (Please describe)

Restroom

Parking lot

Playground

School bus

Please check the box that best describes what the bully did. Please choose all that apply.

- ☐ Hitting, kicking, shoving, spitting, hair pulling or throwing something at the victim
- ☐ Getting another person to hit or harm the victim
- ☐ Teasing, name calling, making critical remarks or threatening in person, by phone, by e-mail, etc.
- ☐ Putting the student down and making the student a target of jokes
- ☐ Making rude and/or threatening gestures
- ☐ Excluding or rejecting the student
- ☐ Making the student fearful, demanding money or exploiting
- ☐ Spreading harmful rumors or gossip
- ☐ Cyber bullying (bullying by calling, texting, emailing, web posting, etc.)
- ☐ Staring/leering
- ☐ Writing /Graffiti
- ☐ Stole/Damaged Possessions
- ☐ Cyber bullying (bullying by calling, texting, emailing, web posting, etc.)
- ☐ Racial, Sexual, Religious or Disability → Circle one and describe: _____
- ☐ Other

If you select other, please describe: _____

Describe the Incident:

Physical Evidence (circle all that apply):

Notes

Email

Graffiti

Video/Audio

Website

Other (please specify): _____

Why do you think the harassment, intimidation or bullying occurred?

Did a physical injury result from this incident? If yes, please describe.

If yes, was injury reported to Designated Abuse and Harassment Prevention Lead/Tabir Nurse?

Yes__ No__

If yes, was injury reported to police? Yes__ No__

Did the Victim/Target leave Camp/Activity/Organization because of the incident? Yes ☐ No ☐

If yes, please describe:

Is there any additional information?

Actions Taken (See PlastT Canada Abuse and Harassment Prevention Policy)

Consequences:

Remediation:

Referral for Additional support services:

Parent Contact:

Victim/Target's Parents: Date: _____ Time: _____ Person Making Contact: _____

Result: _____

Bully's Parents: Date: _____ Time: _____ Person Making Contact: _____

Result: _____

Today's Date: _____ **Reported by:** _____

Signature: _____

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Abuse/Harassment/Bullying Incident Follow-up Form

Follow-up Conference with Victim/Target: **Date:** _____ **Time:** _____

Conducted by: _____

People Present:

___ Designated Abuse and Harassment Prevention Lead ___ Leader/Vykhonyk ___ Victim/Target

___ Witness(es) ___ Other (please specify)

According to Victim/Target, situation is: ___ Better ___ Worse ___ No Difference

Follow-up Conference with Bully: **Date** _____ **Time:** _____

Conducted by: _____

People Present:

___ Designated Abuse and Harassment Prevention Lead ___ Leader/Vykhonyk

___ Bully ___ Other (please specify)

According to Bully, situation is: ___ Better ___ Worse ___ No Difference

ADMINISTRATION

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