

# PWI Youth Safety Policy

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The Process Work Institute has a Youth Safety Policy, built on our general Conduct Policy, to ensure the safety and well-being of any and all young people involved in PWI educational and training activities.

Any staff or faculty working in direct contact with young people are subject to a Criminal Background Check, and must abide by the Youth Safety Code of Conduct.

## Youth Safety Code of Conduct

**With respect to their commitment to children and young people, PWI staff, faculty and students WILL:**

- Ensure that children and young people are treated with sensitivity, fairness and respect.
- Create an environment in which children and young people feel safe, comfortable and confident.
- Behave and communicate with children and young people respectfully at all times.
- Act with propriety in dealing with children and young people or their families.
- Ensure all allegations or reasonable suspicions of abuse or neglect are recorded and reported.
- Raise any concerns, issues or problems with the PWI Administration as soon as possible.
- Be aware that offensive and violent behavior is unacceptable in any circumstance.

**PWI staff, faculty and students involved in youth training activities WILL NOT:**

- Engage in rough physical play with children or young people.
- Touch or hold children or young people in a way that is unwarranted or unwanted.
- Perpetrate, allow or tolerate bullying or harassment of a child or young person.
- Neither take a child/young person to an employee's home under any circumstances nor go to a child's/young person's home without documented Manager approval.
- Provide any unnecessary personal contact details to a child or young person.
- Behave or communicate in a way that could be interpreted as being sexually suggestive even as a joke, nor allow a young person to communicate or behave in such a way. The young person must be immediately told that their behaviour or comment is unacceptable and inappropriate.

Any complaints will incur an appropriate response to the incident.

### **PWI General Conduct Policy**

The Youth Safety protocol is built on the PWI educational conduct policy, which binds all faculty, staff and enrolled students to behavioral standards and an ethical code of practice.

### **Prohibited behaviors**

The following behaviors are prohibited and may be grounds for disciplinary action and censure, including removal of the student from the program:

#### **Abuse and Endangerment**

- Verbal or physical abuse against another student or faculty member
- Careless endangerment of another person
- Possession of weapons
- Use or sale of illegal drugs
- Property damage and/or theft
- Obstructive or disruptive behavior
- Insubordination or direct incitement to serious misconduct
- Diminishing the reputation of the college community
- Willful failure to comply with the authorized directions of any college official, staff member, or instructor acting in the performance of their duties.

#### **Harassment and Discrimination**

- Harassment or discrimination based on race, religion, gender, sexual orientation, age, or physical ability.

These behaviors are prohibited at all times.

In addition, the Process Work Institute has an ethical code that applies to activities that are part of the educational and/or professional roles of Process Work practitioners. A copy of these is available on the website: <http://www.processwork.org/about-pwi/ethical-principles-and-standards-for-process-workers/>

Effective January 31, 2015