

# Summer Camp Caregiver Harassment Policy

## 1. Purpose

- To maintain a positive, respectful and safe environment for students, staff and caregivers, this policy outlines the expectations regarding parent behaviour and the procedures for addressing harassment.

## 2. Definition of Harassment

Harassment includes any unwanted and/or offensive behaviour that is intimidating, humiliating or threatening. This can include, but is not limited to:

- Verbal abuse
- Aggressive behaviour or gestures
- Inappropriate communication via phone, email or social media
- Physical threats or actions

## 3. Expected Behaviour

Caregivers are expected to:

- Communicate respectfully with staff and students.
- Address concerns through appropriate channels and procedures.
- Refrain from using offensive language or behaviour.

## 4. Reporting Harassment

If a Caregiver experiences or witnesses harassment, they are advised to:

- Report the incident to a staff member or the Leisure Program supervisor immediately.
- Provide detailed information about the incident, including dates, times and any witnesses.

## 5. Procedures for Addressing Harassment

Upon receiving a report of harassment, the following steps will be taken:

- **Investigation:** The Leisure Program supervisor or designated staff member will investigate the complaint promptly and thoroughly.
- **Documentation:** The findings will be documented, and appropriate action will be taken.

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## 6. Consequences of Harassment

Consequences for caregivers who engage in harassment may include:

- **Meeting:** The parties involved may be asked to attend a meeting to discuss the incident and work towards a resolution.
- **Action:** Verbal or written warnings reports and investigations will be documented in writing.
- Mediation sessions
- Restriction from certain activities or events
- Includes being prohibited from pick up and drop off.
- Temporary or permanent ban from the program premises.
- Security or police call will be made if warranted.

## 7. Confidentiality

All reports of harassment will be handled with the utmost confidentiality. Information will be shared only on a need-to-know basis to resolve the issue.

### Acknowledgment of Receipt and Understanding

By signing below, you acknowledge that you have read and understand the City of Greater Sudbury's Summer Program Caregiver Harassment Policy.