

Bullying, Violence & Abuse Prevention



Kin Canada
Kinsmen • Kinettes • Kin

“Kin Canada aims to be an Association that reflects the very best of mutual support, respect and tolerance. Every member should feel that they can contribute, participate and freely take part in Kin activities without fear of being bullied or harassed.

This aspiration will be realized through building awareness, educating and equipping our members with the tools and resources to identify, prevent and address behaviour that reflects negatively upon our stated Values.”



Kin Canada
Kinsmen • Kinettes • Kin

Our Responsibility

Kin members have an important responsibility to ensure that all members and the public who are interacted with are treated with dignity and respect and are safe from harm.

Harm can occur through direct acts of violence including abuse, bullying or harassment.



Kin Canada
Kinsmen • Kinettes • Kin

Overview

- Define types of abuse & identify warning signs of abuse
- Differentiate what bullying and harassment looks like
- Define Kin's complaint and investigation process
- Recognize individual responsibility of ethical and legal obligations for reporting suspected abuse
- Outline reporting requirements
- Summarize practices that promote a safe environment for all people



Kin Canada
Kinsmen • Kinettes • Kin

Bullying

What is bullying?

Bullying happens when someone hurts or scares another person on purpose and the person being bullied has a hard time defending themselves.

Four common types of bullying are:

1. **Verbal bullying** – name-calling, sarcasm, teasing, spreading rumors, threatening, making negative references to one's culture, ethnicity, race, religion, gender, or sexual orientation, unwanted sexual comments.
2. **Social Bullying** – mobbing, scapegoating, excluding others from a group, humiliating others with public gestures or graffiti intended to put others down.
3. **Physical Bullying** – hitting, poking, pinching, chasing, shoving, coercing, destroying or stealing belongings, unwanted sexual touching
4. **Cyber Bullying** – using the internet or text messaging to intimidate, put-down, spread rumors or make fun of someone.



Kin Canada
Kinsmen • Kinettes • Kin

What to watch for

Bullying can have long-term physical and psychological consequences. Some of these include:

<ul style="list-style-type: none">• Withdrawal from family and school activities, wanting to be left alone.• Shyness• Stomachaches• Headaches• Panic Attacks	<ul style="list-style-type: none">• Not being able to sleep• Sleeping too much• Being exhausted• Nightmares
--	--



Kin Canada
Kinsmen • Kinettes • Kin

Harassment

What is harassment?

As defined by the [Human Rights Commission](#):

"Harassment is a form of discrimination. It includes any unwanted physical or verbal behaviour that offends or humiliates you. Generally, harassment is a behaviour that persists over time. Serious one-time incidents can also sometimes be considered harassment."



Kin Canada
Kinsmen • Kinettes • Kin

Harassment occurs when someone:

- makes **unwelcome remarks or jokes** about race, religion, sex, age, disability or any other of the grounds of discrimination (as described in Canadian Human Rights Act)
- **threatens or intimidates** because of race, religion, sex, age, disability or any other of the grounds of discrimination
- makes **unwelcome physical contact** such as touching, patting, or pinching
- **prevents** a person from **expressing** themselves: **yelling** at the person; **threatening**; **constantly interrupting** that person; **prohibiting** the person from speaking to others
- makes **unwanted sexual advances** which may or may not be accompanied by threats or explicit or implicit promises
- makes **rude, degrading or offensive remarks**



Kin Canada
Kinsmen • Kinettes • Kin

Harassment occurs when someone:

- makes **gestures that seek to intimidate**
- discredits a person by spreading **malicious gossip or rumors, ridiculing, humiliating, calling into question convictions or private life, shouting abuse**
- compels a person to **perform tasks** that are **inferior** to their competencies that **demean or belittle** them, setting the person up for **failure, name calling** in private or in front of others
- **isolates** a person by no longer talking to them, **denying or ignoring** their presence, distancing them from others
- **destabilizes** a person by **making fun** of their beliefs, values, political and/or religious choices, and mocking their weak points."



Kin Canada
Kinsmen • Kinettes • Kin

Group Discussion

Discuss examples of:

1. Verbal Harassment
2. Non-Verbal Harassment
3. Physical Harassment
4. Visual Harassment



Kin Canada
Kinsmen • Kinettes • Kin

Complaint & Investigation Process

In being of Good Character and Good Community

Standing, an Active Member of a Club must not:

have engaged in any conduct including, but not

limited to, harassment, bullying and/or

discrimination towards any individual, member or

otherwise;



Kin Canada
Kinsmen • Kinettes • Kin

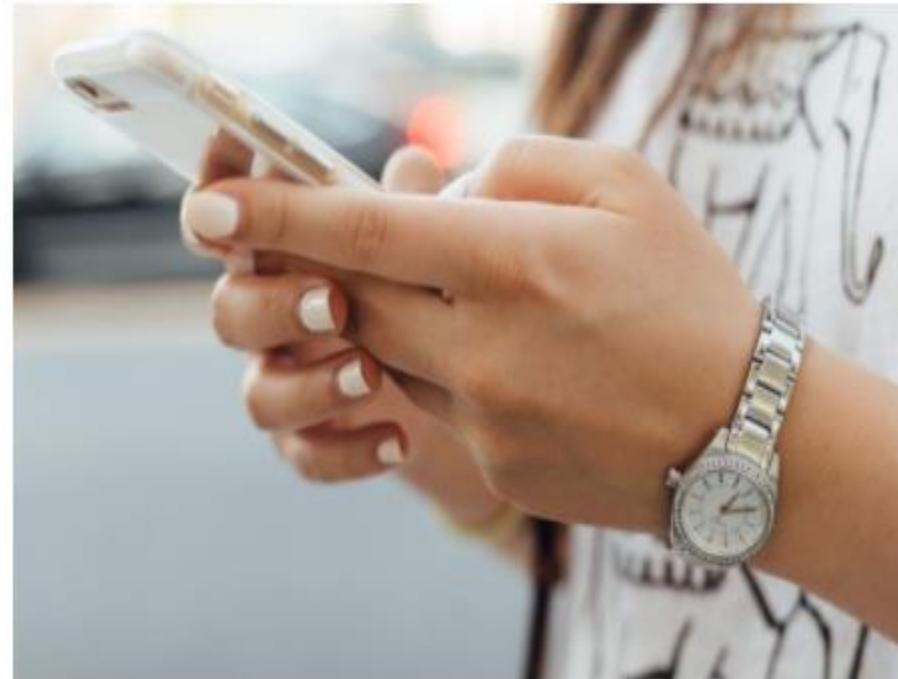
Complaint & Investigation Process Con't

If you are feeling harassed or violated in any way, contact the club president and file a complaint.

If things are not handled the way you feel it should be. contact Headquarters. At anytime if you feel that the situation warrants calling the police, please do so.

Does your club have a code of conduct?

For further information on the required practices of clubs and members responding to allegations of bullying and harassment please review the National Policies & Procedures of the Association, Chapter 11 {**Conduct of Character, Community Standing & Complaint Resolution**}



Kin Canada
Kinsmen • Kinettes • Kin

Complaint & Investigation Process Con't

If there are allegations that ...

...an Active Member is not being of Good Character or in Good Community Standing, a signed written statement must be given to the Club Executive. The nature of the allegation against the Active Member in question, is outlined in a written, detailed explanation upon the basis of which the allegation is being made.



Kin Canada
Kinsmen • Kinettes • Kin

Complaint & Investigation Process Con't

Once a written statement is received, the Club Executive at its next meeting will review and consider the information in a fair and impartial manner.

Potential temporary suspension as an Active Member and/or from any official position within the Club pending a final determination on the matter will be made.

However, if a situation identified involves a criminal charge(s) against an Active Member, then any suspension of the Active Member ordered by the Club Executive shall continue until criminal charge(s) are addressed and resolved.

The policy outlines actions and requirements to be followed when criminal convictions against an Active Member are made.

National Policies and Procedures of the Association, Chapter 11
{Conduct of Character, Community Standing & Complaint Resolution}



Kin Canada
Kinsmen • Kinettes • Kin

Abuse

What is abuse?

Abuse is behaviour used to intimidate, isolate, dominate or control another person. Abuse can be acts, words or neglect. It may happen once or over a period of time.



**Everyone has the right to be safe
and free from abuse.**



Kin Canada
Kinsmen • Kinettes • Kin

5 types of Abuse

1. Physical
2. Psychological/Emotional Abuse
3. Sexual
4. Financial
5. Neglect



Kin Canada
Kinsmen • Kinettes • Kin

Physical Abuse

Physical Abuse is any act of violence or rough handling that causes physical discomfort, pain or physical injury to a person.



Indicators of **physical abuse** could be:

- individual says s/he was physically assaulted;
- unexplained falls and injuries;
- injuries inconsistent with explanation, burns and bruises in unusual place or of an unusual type;
- cuts, finger marks, or other evidence of physical restraint;
- malnourishment or dehydration without an illness-related cause



Kin Canada
Kinsmen • Kinettes • Kin

Psychological/Emotional Abuse

Psychological/Emotional abuse is any actions, behaviour or remarks which diminish a person's identity, dignity or self-worth.

Indications of **psychological /emotional abuse** could also

include:

- Threatening, belittling, or controlling caregiver behaviour that you witness
- Individual feeling fearful



Kin Canada
Kinsmen • Kinettes • Kin

Sexual Abuse

Sexual Abuse is any touching, behavior or remarks of a sexual nature directed towards another person without the person's consent.

Indicators for **sexual abuse** may include:

- Individual says s/he has been sexually assaulted;
- unexplained changes in behavior, such as, aggression, withdrawal or self-mutilation
- frequent complaints of abdominal pain
- reluctance to being physically touched or examined



Kin Canada
Kinsmen • Kinettes • Kin

Financial Abuse

Financial abuse is any misappropriation or misuse of money, property or assets that results in a monetary or personal gain to the abuser and/or monetary or personal loss for other individuals and/or the organization.



Indicators of **financial abuse** could include:

- items or cash missing
- unexplained withdrawals of money
- ticket sale records not aligning with tickets left
- suspicious activity on bank or credit card account



Kin Canada
Kinsmen • Kinettes • Kin

Neglect

Neglect refers to situations in which a caregiver fails to provide adequate clothing, food or shelter, deliberately or otherwise. **Neglect** can also apply to the abandonment of a child or the omission of basic care such as medical or dental care.

Indicators for **neglect** may include:

- unexplained or non-accidental marks such as bruises, welts, cuts or burns
- inappropriate clothing or inadequately protected from the weather
- abnormally high appetite, stealing or hoarding food
- always watchful, extremely compliant, passive or withdrawn
- comes to places early, stays late, does not want to go home or has a consistent lack of supervision



Kin Canada
Kinsmen • Kinettes • Kin

Duty to Report

If you suspect child abuse...

Everyone has a **duty to report** child abuse and neglect under Canadian child welfare laws. Professionals who work with children and youth have an added responsibility to report.

You are obliged to report child maltreatment if you know or suspect it is occurring. This is called the '**duty to report**'.



Kin Canada
Kinsmen • Kinettes • Kin

Duty to Report Con't

1. Members, volunteers and staff should use Kin Canada's Incident Reporting Form to record brief information, indicating the vulnerable person's name, the date the call was made to the Police services, and program location.
2. In the description, record 'call made to the police regarding suspected abuse of a vulnerable person', then sign and date the incident report form.
3. Forward a copy of the incident report found on iKin to your Club Risk Manager who will forward it to the Risk Management Coordinator (Mélanie Nieson mnieson@kincanada.ca).

[Incident Report Form.pdf](#)



Kin Canada
Kinsmen • Kinettes • Kin

Saskatchewan

To report suspected child maltreatment: Call the local [Social Services Child Protection office for your area](#) or call your local provincial child protection line:

Prince Albert (North) 1-866-719-6164

Saskatoon (Centre) 1-800-274-8297

Regina (South) 1-844-787-3760

Ministry of Social Services:

1920 Broad Street

Regina, SK S4P 3V6

Toll free phone: 1-866-221-5200

Email: socialservicesinquiry@gov.sk.ca

Advocate for Children and Youth:

500 - 350 3rd Avenue North
Saskatoon, SK Canada S7K 6G7

Toll free phone: 1-800-322-7221

Phone: 306-933-6700

Fax: 306-933-406

Email: contact@saskadvocate.ca

When placing a call to a child protection agency, be ready with the following information:

Provide your full name (John/Jane Doe), your position (Member of the Kin____ Club of

_____), our Association Name (Kin Canada) and a phone number where they can reach you, along with the full details to the best of your knowledge of your suspicion(s).

The goal of Kin Canada and a child protection agency is to protect all children whose safety must be considered first.



Kin Canada
Kinsmen • Kinettes • Kin

Make sure documentation is complete

- Sign and date the report.
- Place the report in a sealed envelope marked CONFIDENTIAL.
- Write the child's name on the front, and sign and date the envelope
- Do not include or document your personal thoughts about how it might have happened.
- Include direct observations and indicators to support your statements.
- Include what someone else has told you, as long as it is relevant, and you have recorded who told you the information.
- Do not make a rough copy and then re-write 'in good.' Your original document is required. If you make a mistake, don't use whiteout. Simply cross it out with a single line and initial.



Kin Canada
Kinsmen • Kinettes • Kin

Safe Boundaries & Relationships

KIN CANADA

VULNERABLE SECTOR CHECK BEST PRACTICES

1

Certify that any program your club undertakes that involves the vulnerable is conducted with written consent of the person's parent/guardian/care taker/support person/power of attorney. Make consent forms available to these people well in advance of the event or program in order for them to be made aware of all activities being undertaken.

2

Ensure that any programs run for the vulnerable sector are conducted by individuals qualified to deliver the instruction/program.

3

Confirm that your club has adequate insurance and project spaces provide proof of same, naming your Club and Kin Canada as additionally insured. Confirmation that they have been obtained should be sent to the Kin Canada Risk Management Coordinator. If your club is running an event with youth as part of a school requirement you should ask to have your club added as a loss payable to their school's insurance policy.

4

Ensure that any Club member is not permitted to spend any time alone (one-on-one) with any member of the vulnerable population. Regardless of what may or may not have occurred, if there are no witnesses, the Club member finds themselves in a difficult position when the situation of a member's word against a vulnerable persons is allowed to occur.

5

When listing project duties make sure that all duties are appropriate, they don't require them to use a vehicle or power tools (if not properly equipped or trained), be in an area around or serve alcohol (if they are under the legal age) and doesn't include them handling a substance that falls under the Occupational Health and Safety Act.

6

During a project, participants should receive and orientation. During the orientation the club should once again include the expectations but it should also include the safety instructions related to the tasks that will be performed. Always make sure that the vulnerable person completely understands and that there is always first aid care readily available.

7

When your Club has any volunteers participating in a project, club members should be on their best behaviour, use appropriate language, and avoid the use of foul language, the telling of age inappropriate jokes, and/or the use of discriminatory language.

Responding as an Active Bystander

As bystanders, we need to be vigilant and aware of what disrespect, harassment, and hate violence look like in order to be able to stand up and intervene at a time when people need it most.



“Courage is the first of human qualities because it is the quality which guarantees all others.”

~ Winston Churchill

It has been suggested that worse than being targeted with harassment because of race, sex, religion, color, gender, size, orientation, disability, age, or origin, is being targeted while surrounded by bystanders who see what is happening, but do nothing.



Kin Canada
Kinsmen • Kinettes • Kin

Are You A Bystander?



You can make a choice to actively and visibly
take a stand against disrespect, bullying,
violence and harassment.

<https://www.youtube.com/watch?v=Wy6eULTzczU4&feature=youtu.be>



Kin Canada
Kinsmen • Kinettes • Kin

The Five D's

The Five D's (**Distract, Delegate, Document, Delay, and Direct**) are methods you can use to:

- support someone who's being harassed
- emphasize that harassment is not okay
- demonstrate to other bystanders that they too have the power to make our communities and workplaces safer



Kin Canada
Kinsmen • Kinettes • Kin

Distract

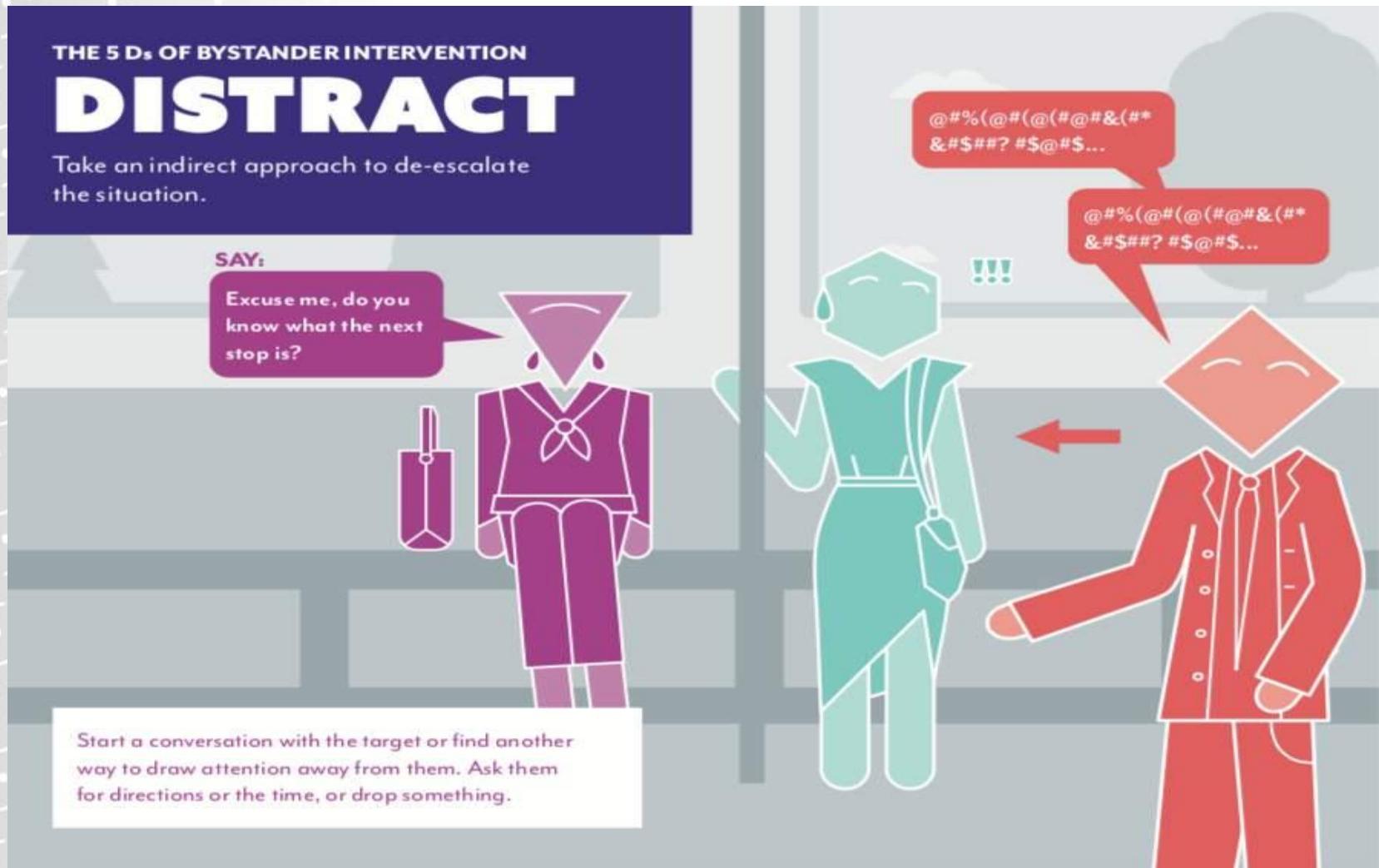
THE 5 Ds OF BYSTANDER INTERVENTION

DISTRACT

Take an indirect approach to de-escalate the situation.

SAY:

Excuse me, do you know what the next stop is?



Start a conversation with the target or find another way to draw attention away from them. Ask them for directions or the time, or drop something.



Kin Canada
Kinsmen • Kinettes • Kin

Delegate

THE 5 Ds OF BYSTANDER INTERVENTION

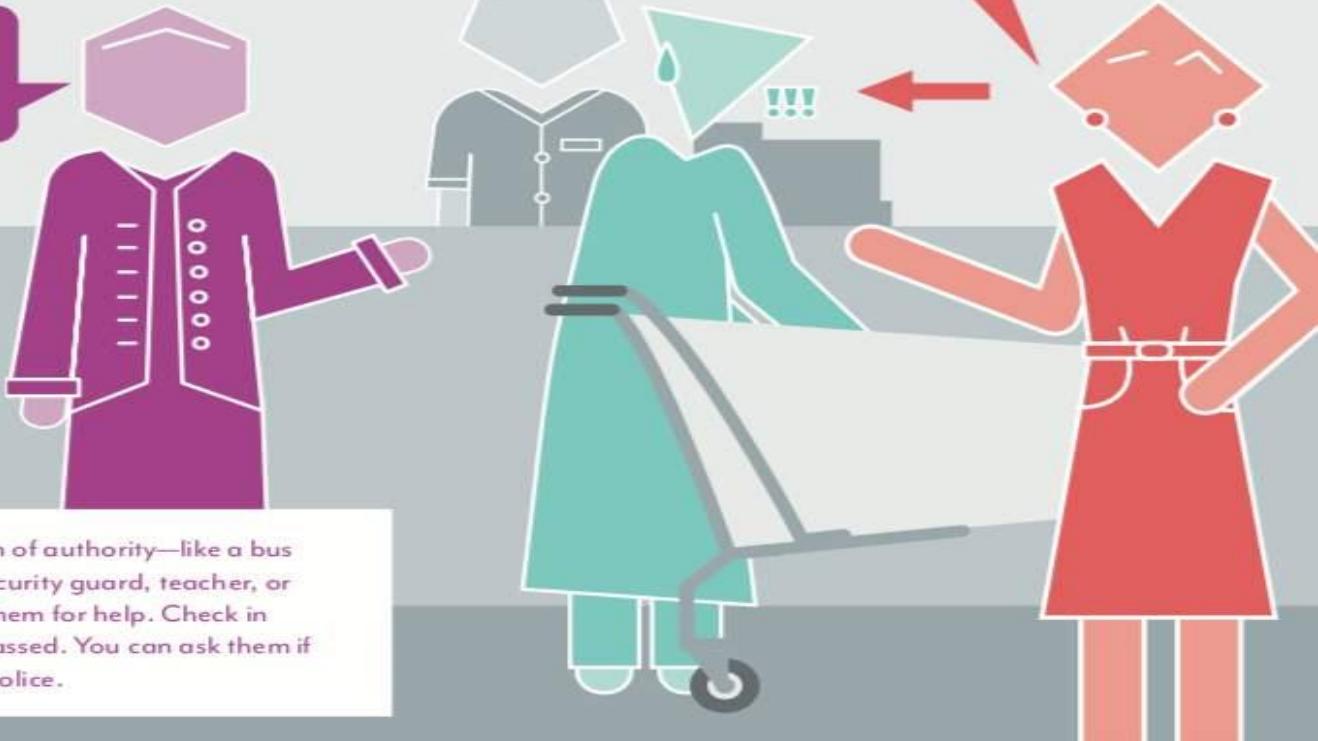
DELEGATE

Get help from someone else.

SAY:

Excuse me! This person
is being harassed. Can
you help?

Find someone in a position of authority—like a bus driver, flight attendant, security guard, teacher, or store manager—and ask them for help. Check in with the person being harassed. You can ask them if they want you to call the police.



Kin Canada
Kinsmen • Kinettes • Kin

Document

THE 5 Ds OF BYSTANDER INTERVENTION

DOCUMENT

It can be helpful for the target to have a video of the incident. Laws about recording in public vary, so check local laws first.

Is anyone helping the person being harassed? If no, use one of the other 4 Ds to help them.

Only document the situation if it's safe.

?!@##\$%#\$%!!!! @#\$%^#\$%!? @%^&!

TIPS FOR DOCUMENTING PUBLIC HARASSMENT

- Keep a safe distance.
- Film street signs or other landmarks that help identify the location.
- Say the day and time.

ALWAYS ask the person targeted what they want to do with the footage. **NEVER** post it online or use it without their permission.

Keep your attention on the person being harassed—make sure anything you do is focused on supporting them.



Kin Canada
Kinsmen • Kinettes • Kin

Direct

THE 5 Ds OF BYSTANDER INTERVENTION

DIRECT

Assess your safety first. Speak up about the harassment. Be firm and clear.

SAY:

That's inappropriate.
Leave them alone.

You can also talk to the person being harassed about what's going on. Ask: "Are you okay? Should I get help? Should we get out of here?"

#\$&&@?!@##\$%#\$%!!!
@#\$%^#\$%!? @%^&!

%^#@#?!@##\$%#\$%!!!
@#\$%^#\$%!? @%^&!

Please go away!



Kin Canada
Kinsmen • Kinettes • Kin

Delay



Kin Canada
Kinsmen • Kinettes • Kin

Summary

Always consider the situation and level of escalation. Think about everyone's safety and consider possibilities that are unlikely to put **you** or **anyone else** in harm's way.



Research shows that even a knowing glance can significantly reduce trauma for the person who is targeted.

At this time in history, it is even more important that we support one another as active bystanders and let the person who is targeted know, in some way, however big or small, that they are not alone!



Kin Canada
Kinsmen • Kinettes • Kin

Open Discussion

Any questions, comments or concerns?



Kin Canada
Kinsmen • Kinettes • Kin