

Calgary Game Developers Academy for Youths Ltd.
Child Protection Policy

Calgary Game Developers Academy for Youth Ltd. (CGday) is committed to the wellbeing of children, teens, and all participants who attend our classes. We are committed to providing a safe and educational space for all who wish to participate in the activities set out by CGday. It is mandatory for employees, contractors, interns and volunteers to report any witnessed, suspected or alleged incident of child abuse or violation of the Child Protection Policy. Calgary Game Developers Academy for Youth Ltd. is committed to upholding the Universal Human Rights of any Child entering the CGday Facility. Children have the right to protection from abuse, neglect and exploitation. All employees of CGday are required to provide a police check every 3 years and are required to be First Aid certified. If anyone affiliated with CGday including partners, employees, sponsors, or volunteers go against our Child Protection Policy, we may end the partnership and take follow-up action with other external agencies where appropriate. CGday thoroughly investigates every case by contacting the child and their family, and appropriate authorities if required. All concerns raised under our Child Protection Policy will be dealt with promptly and will be treated seriously and sensitively. Any concerns will be discussed with parents in order to help determine the precise action to be taken. Whenever possible, resolution will be reached, and the outcome known within 30 days of raising the concern. Parents or Guardians will be informed of the action taken and the outcome.

CGday always has at least one program director or instructor on site, and at least one program director is within viewing range of children at all time, except for extreme circumstances.

In the extremely rare event that a program director or instructor must be greater than viewing range of children, a Teachers Assistant (TA) must be available. A TA is defined as:

“Teachers Assistant must be at least eighteen (18) years of age and demonstrate an ability to work with children. TA’s must have at least three (3) months of full-time or equivalent part-time satisfactory and verifiable experience with school-age children and must have completed First Aid Training.”

PHOTOS IN MARKETING AND ON THE WEBSITE

Photos used on CGday’s website may occasionally feature children from previous camps or courses or groups which we work with. However, we ensure all parents fill out a registration and waiver form to allow for the use of a child’s image for marketing. We never use children's full names on our websites. At most you will see a child's first name and the name, and their project.

BULLYING, HARASSMENT, THREATS, AND DESTRUCTIVE BEHAVIOUR

Bullying, harassment, Destructive Behaviour or Threats towards any student or CGday faculty is not tolerated and may result in immediate dismissal followed by a lifetime ban from all activities set out by CGday. Anyone causing physical harm to others or to the equipment will be permanently banned from any and all class activities and no refunds will be issued if applicable and may result in fines. Fines will be issued for destruction of school property and or equipment.

VISITORS

Visitors to the CGday Facility must register with the program instructor or delegated substitute on site. A log book is maintained that includes the visitor’s name contact information. Identification is inspected for individuals who are strangers to personnel at the Facility.

EMPLOYEES, CONTRACTORS, INTERNS AND VOLUNTEERS

Any organization working with children must be vigilant in the recruitment and selection of employees and volunteers. CGday’s recruitment processes include procedures to deter and prevent potential child abusers from entering the organization. All employees, volunteers, interns and contractors must follow

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the same screening as it relates to Child Protection. All employees, contractors, interns and volunteers must provide a satisfactory police background clearance to work with us. CGday requires that all US and Canadian volunteers of age 18 years or older applying for an event role must complete screening every 3 years. If you were screened in the last 3 years, you will not be required to complete screening this season.

REPORTING CHILD ABUSE

Any caregiver or staff member in the Facility who has reasonable cause to know or suspect that a child has been subjected to abuse or neglect or who has observed the child being subjected to circumstances or conditions that would reasonably result in abuse or neglect must immediately report or cause a report to be made of such fact to the county department of social services or local law enforcement agency. If the suspected child abuse occurred at the Facility, the report of suspected child abuse must be made to the county department of social services, police department, or other law enforcement agency in the community or county in which the child care facility is located. If the suspected child abuse did not occur at the child care facility, the report of suspected child abuse must be made to the county department of social services in the county in which the child resides or to the local law enforcement agency in the community in which the incident is believed to have occurred.

FILING A COMPLAINT

To file a complaint about child care, call (403) 297-4491 Monday through Friday between 9:30 AM and 5 PM,

or mail complaint to:

Alberta Human Services
Community and Social Services
Attention: Children's Services
855 8 Ave SW, Calgary,
AB T2P 3P1