POLICY 05

Safeguarding and Youth Protection

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Purpose and scope

TBGN protects all participants and applies additional safeguards for minors and people at increased risk. Abuse, grooming, exploitation, coercion, violence and retaliation are prohibited.

Before minors participate

For activities involving people under 18, document the supervision plan, role-based screening, safeguarding lead, consent and age-appropriate assent, approved contact channels and emergency escalation. Use vulnerable-sector screening where appropriate and legally available. Complete required screening before any unsupervised access to minors.

Use approved group communication channels, avoid private adult-to-minor contact and prohibit unauthorized recording. Review online moderation and incident response before the activity.

Respond to a concern

Call 911 for immediate danger. Where Ontario law requires a report, report directly and immediately to a children's aid society. Follow the legal duties and age-specific rules under Ontario's Child, Youth and Family Services Act, 2017. Internal notification follows the external reporting obligation and must never delay it.

Assign an independent safeguarding contact. Record facts and actions promptly, protect the person at risk, preserve relevant evidence and restrict case access. Explain that confidentiality is subject to reporting and investigation duties.

Youth and AI

The safeguarding lead must authorize AI-enabled activities involving minors, including consent, supervision, moderation and escalation. Prohibit unsupervised AI interactions that seek sensitive disclosures and uploads of identifiable youth information or images to public tools.

Records and review

The responsible lead keeps the records needed to demonstrate implementation, including relevant approvals, training, checks, incidents and corrective actions. Review this policy at least annually and after a material incident, change in law or funding, or significant program expansion. Refer material changes to the authority designated by Potter's House.

Standards for AI-assisted work

Use approved tools for a defined learning or operational purpose. A person reviews AI-assisted work, checks substantive claims against reliable sources and decides what to use. Protect private information, disclose material AI use and provide an accessible alternative where needed. Record the purpose, tool and permissions, privacy checks, verification, incidents and follow-up.

Official references

Government of Ontario - Report child abuse and neglect