

Youth Recreation Centre User Policy

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1 PURPOSE

1.1 The purpose of this policy is to outline the expectations of participants, volunteers and staff while attending the Youth Recreation Centre and participating in programming in order maintain a safe and welcoming space.

2 SCOPE

2.1 This policy applies to all individuals attending and participating in programs offered by the Youth Recreation Centre, including volunteers and Town staff.

3 POLICY STATEMENT

3.1 The Town of Bradford West Gwillimbury is committed to offering an inviting positive place for the youth of the community to gather. The Youth Recreation Centre will be a respectful centre providing programs and space for youth to engage with one another.

Age of Participation

- 3.2 Individuals attending and participating in Youth Recreation Centre programming will be for those in Grades 7-12 to a maximum age of 18 years old.
- 3.3 Participants that are 18 years of age will be able to participate until the September following their 18th birthday.
- 3.4 Parents and guardians will not be present within the Youth Recreation Centre except for guided tours and customer service related interactions.

Internet Access and Use

- 3.5 The Town offers free access to internet technologies, by offering wired and WiFi access at the Youth Recreation Centre.
- 3.6 Content filtering best practices are in place as part of the Town's network security program. This practice blocks websites that may contain harmful, inappropriate, illegal or objectionable content.
- 3.7 The Youth Recreation Centre staff and volunteers are not responsible for enforcing any restrictions the parent or guardian may place on an individual's use of the centre's internet.
- 3.8 It is expected that users will access the internet in such a way that does not disturb others. In addition, users of the Youth Recreation Centre internet are expected to be respectful to their fellow attendees.
- 3.9 Users may not conduct illegal activity, use the equipment for any illegal activities or operate a business.
- 3.10 Users will comply with all federal and provincial laws regulating internet use.
- 3.11 Town staff are authorized to contact the police if there is suspicion of illegal activities.
- 3.12 Illegal activity will result in the user being denied access to the internet and Youth Recreation Centre.
- 3.13 Installing, downloading, or modifying any software on the workstations is not permitted.
- 3.14 Users may be asked to leave a workstation or return a laptop in order to allow for access to all users.
- 3.15 Users are expected to report accidental damage to equipment and will not be penalized.
- 3.16 Individuals may use their own devices to connect wirelessly to the Youth Recreation Centre network, using BWG Public Wireless after accepting the disclaimer.
- 3.17 Abuse of the equipment or services may result in the user being denied access.
- 3.18 The Town is not responsible for any unattended devices including phones or laptops.
- 3.19 The Town is not responsible for any damage sustained by a user's wireless device or their contents while using the Town's WiFi. This includes, but is not limited to malware, viruses, or issues whereby a device does not work properly.
- 3.20 Privacy at the workstations, or through wireless access to the network is not guaranteed. Workstations are situated in public areas, on a public network and others may see content being viewed by users.

Participant Behaviour

- 3.21 Participants will:
- Treat everyone with respect, including differences in opinion. Anyone being disrespectful to staff, volunteers, or other participants may be asked to leave the program.
 - Show care and respect for Town property and equipment, and for the property of others.
 - Seek help from Town staff to resolve problems proactively and cooperatively.
- 3.22 Smoking and vaping is prohibited in accordance with Town By-laws and provincial legislation.
- 3.23 Illegal drug and alcohol use is prohibited and individuals will not be in possession of illegal drugs or alcohol at the Youth Recreation Centre or while participating in programming.
- 3.24 Participants will adhere to all Town policies and procedures.
- 3.25 Participants found not following policies and procedures may be asked to leave and their participation may be suspended for a reasonable amount of time.

Safe Arrival and Safe Dismissal

- 3.26 Staff will confirm age for new youth participants to ensure they meet the age requirements for the program.
- 3.27 Participants will sign in and out of the Youth Recreation Centre.
- 3.28 Individuals are responsible for leaving the Youth Recreation Centre at the end of programming or closing time. Youth Centre staff or volunteers are not responsible for ensuring individuals leave with a parent or guardian.
- 3.29 To protect the privacy and personal information of participants, staff will not communicate attendance or participation with anyone but the youth participant and in accordance with MFIPPA.

General

- 3.30 The Town is unable to accept responsibility for lost or stolen items on the premises of the Youth Recreation Centre or while participating in programming.
- 3.31 Staff and volunteers will engage with youth in a respectful and positive manner.
- 3.32 Personal information provided to the Town is collected for the purpose of registration and administering the program. At all times it will be protected in accordance with the Municipal Freedom of Information and Protection of Privacy Act. If you have questions, please refer to the Manager of Recreation and Client Services at 905-775-5366 x8501.

4 RESPONSIBILITIES

Compliance, monitoring and review

- 4.1 The Supervisor of Recreation is responsible for:
- Confirming this policy aligns with relevant legislation, Town's requirements, is implemented and monitored; and is reviewed to evaluate its continuing effectiveness.

- b) Developing any necessary procedures required for the effective operation of the Youth Recreation Centre.
- 4.2 The Youth Centre Programmer is responsible for:
- a) Training staff and volunteers regarding the expectations of this policy and any related procedures.
 - b) Notifying individuals attending the Youth Recreation Centre of the expectations outlined in this policy.
 - c) Supervising participants while at the program and taking corrective action when individuals contravene the policy.
 - d) Contacting Police immediately following physical assault, sexual assault or threat of violence committed at the Youth Recreation Centre.
- 4.3 Staff at the Youth Recreation Centre are responsible for:
- a) Supervising participants while at the program and report contraventions of the policy to the Youth Centre Programmer.
- 4.4 Volunteers at the Youth Recreation Centre are responsible for:
- a) Assisting with supervising participants while at the program and report contraventions of the policy to staff.

Reporting

- 4.5 No additional reporting is required.

Records management

- 4.6 Staff must maintain all records relevant to administering this policy in a recognized Town recordkeeping system and in accordance with Town Records Management policies and procedures.

5 DEFINITIONS

Terms and definitions

Staff: means an employee of the Town.

Town: means The Corporation of the Town of Bradford West Gwillimbury.

Volunteer: means an individual who undertakes work without pay.

Youth Recreation Centre: means the Town facility located at 226 Colborne Street, Bradford West Gwillimbury when being used for individuals between Grade 7 and 12.

6 RELATED DOCUMENTS AND LEGISLATION

- Employee Code of Behaviour (HR-07-002)
- Respectful Workplace Policy, HR-07-001
- Workplace Violence Prevention Policy, HS 1-00-01
- Workplace Harassment Policy, HS 1-00-02
- Employee Code of Behaviour, HR-07-002
- Municipal Freedom of Information and Protection of Privacy Act
- Smoke Free Public Places By-law, 2019-41 (as amended)

7 FEEDBACK

- 7.1 Feedback about this document may be provided by emailing Manager of Recreation.
- 7.2 To report suspected instances of noncompliance with this Policy, please see Town's Complaint Policy.

8 APPROVAL AND REVIEW DETAILS

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Administrator	Manager of Recreation
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Document Approval

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Clerk
04-03-2024

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