

NAVY LEAGUE



CANADA

CHARM

Cadet **H**arassment and **A**buse **R**ecognition and **M**anagement

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M. Lou Newell: Laurence Richardson:
*The term CHARM was created and put forward in 2001
by L. Newell and L. Richardson in recognition of the
special needs of children of Navy League Cadet age.*

Where CHARM fits:

*We must recognize that the **CHAP** program (**C**adet **H**arassment and **A**buse **P**revention currently used by Sea Cadets – aged 12 to 19) is in many ways too mature for the Navy League Cadet age group (9 to 13), though much may be applied to NL Officers.*

Our Role in Navy League:

We can't be expected to be experts in all things, especially Abuse and Harassment, but we do need to know how to act and how to recognize the signs. Further, we have a legal requirement to respond.

Remember too that the word *management* (in CHARM) does not mean that you can, or should try to, solve major problems. You should however have an good idea of recognizing things and where to go from there.

Our Actions:

When working with children we can be susceptible to accusations and we, as volunteers, need to know how to handle ourselves in order to avoid such a predicament. We have a responsibility to protect the cadets and ourselves.

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Protect yourself ... and you will protect others!

It is important for your own sake not to put yourself in a position where you could be accused wrongly. It is likely not overstating things to say that your life could be ruined with one false accusation and, as we will see later, it does not matter what the intention was on your part.

And you are not being self centered. If you can avoid any possible misinterpretation of your actions, at the same time you thereby ensure that actions cannot occur to either Cadets or to Officers. That's a winning combination. Protect yourself and you will protect others

So, what can you do or NOT do?

Here are some sample points to remember.

- 1) Never be alone with a Cadet behind closed doors. If you need to discipline a Cadet in your office or somewhere private, it is good practice to make sure another officer is present. Or, if this is not possible, make sure you are clearly visible by other staff members.
- 2) Always make sure there are both female and male Officers present when you have both female and male Cadets present.
- 3) When fitting Cadets (especially of the opposite sex), allow them to go to the heads and change and then come back with the uniform on to show you how it fits.
- 4) If checking a uniform for lint or dust, never try to remove the lint by yourself, instead, point out the object and have the Cadet remove it themselves. The same principle applies when fixing a lanyard.
- 5) If a Cadet's hair needs fixing, ask the Cadet to do it themselves, do not attempt to fix it yourself.
- 6) Refrain from such phrases as 'belly in and chest out' when doing drill. Girls are very conscious of their bodies at this age and this may embarrass them.
- 7)
- 8)
- 9)

You are likely to think of other good points. Add them on please!

ABUSE and HARASSMENT: What are they?

Stop for a minute or two, and think about whether you *REALLY* know what each term means.

Types of Abuse:

EMOTIONAL ABUSE

When talking about abuse we tend to forget about a type of abuse that is just as harmful as physical or sexual abuse. This is Emotional Abuse. This may well occur at home where we do not see it. But we must always be conscious of acts at the Corps.

Young children have delicate egos and fragile minds and because of this we must be careful how we handle cadets when it comes the time to discipline them. We must never forget how we felt as young children when we had to be disciplined by an adult.

Shouting at a Cadet (other than loud drill commands) is inexcusable. We must never criticize a Cadet, for any reason, in front of other cadets or officers. Never refer to poor exam results or poor performance other than in encouraging doing better.

PHYSICAL ABUSE

DEFINITION:

- i) Inflicted physical harm.
- ii) Physical harm caused by failure to care and provide for.

SIGNS AND SYMPTOMS:

Bruises	- Buttocks, lower back, upper thighs, inner thighs, genitals, cheek, ear lobe (babies upper lip area from feeding problems), and neck (choke marks, punches).
Head Injuries	- Throwing a child. 80% of children who fall rail out of a crib do not suffer major head injuries.
Abdominal Injuries	- Ruptured liver or spleen (children in shock)
Blows to the back	- Kidney or bladder injuries
Burns	- Children with burns suffer the most serious psychosocial problems. - Permanent scars - Scald burns most frequent - 2nd most frequent contact burns such as cigarette burns, iron, stove, and curling irons. - Deep round burns (accidental burns not circular and not

	deep)
Broken limbs	- Broken arm most frequent Shoulder injury — from grabbing arm and jerking

COMMON BEHAVIORAL CHARACTERISTICS

Situations that suggest abuse:

- 1) Eye witness reports: Tangible proof, partial confession by parents, confession by child.
- 2) Unexplained injury: Denies knowing about bruises or injury, avoids discussion about injury.
- 3) Impossible, inconsistent report: Story does not make sense or changes. Medical report and parents don't match.
- 4) Alleged self-inflicted injury: 'Child did it to themselves.'
- 5) Alleged sibling inflicted injury.
- 6) Delay in seeking medical attention: 1/3 are never brought to the hospital.
- 7) Overly compliant
- 8) Withdrawal
- 9) Very nervous when someone touches them
- 10) Fear of adults
- 11) Very aggressive

POSSIBLE INDICATORS OF CHILD SEXUAL ABUSE

Although the following are not conclusive indicators of sexual abuse, the presence of one or more is at least a sign that the child may be in need of help.

- 1) Frequently crying with little or no apparent provocation. *
- 2) Dramatic change in school behaviour. *
- 3) Inability to concentrate.
- 4) Sudden drop in academic performance. *
- 5) Arriving early at school and leaving late, with few absentees, or opposite — extreme truancy.
- 6) Aggressive, destructive, hostile, disruptive behaviour
- 7) Learning disabilities
- 8) Non-participation in school and extra—curricular activities.
- 9) Chronic depression and/or anxiety.
- 10) Excessive fear of males/females being touched, going home.
- 11) Evidence of "bribes".
- 12) Indication of age—inappropriate sexual knowledge (reflected in drawings, verbal statements, play with peers)
- 13) Hints about sexual activity.
- 14) Seductive behaviour with males (in cases of male offender and female victim)
- 15) Overly—compliant behaviour
- 16) Poor self—image.

- 17) Evidence of poor overall care.
- 18) Regressive behaviour (or act 13 years when only 7)
- 19) Compulsive lying and/or confusion with regard to personal reality.
- 20) Withdrawal *
- 21) Phobias
- 22) Self—destructive behaviour such as alcohol *abuse*. Self-mutilation, being accident—prone. *
- 23) Suicide threats or attempts. *
- 24) Running away from home *
- 25) Compulsive seeking of affection and attention
- 26) Parent report of molestation by a stranger.
- 27) Lack of trust of adults
- 28) Nightmares and sleep disturbances (may be indicated the classroom by chronic fatigue)
- 29) Physical complaints with no apparent somatic base, ex. frequent stomach aches, persistent sore throats. Etc.
- 30) Difficulty making friends (family also isolated)
- 31) Pregnancy
- 32) Promiscuity *
- 33) Adolescent prostitution
- 34) Irritation, pain or injury to the genital area *

A sudden change in a Cadet's behaviour, marks or attendance does not always mean they have been abused. There are other factors that should be looked at, BUT, if a Cadet does come to you and wants to talk there are some things that you must keep in mind.

If a Cadet wishes to speak to you but wants you first to promise never to tell anyone what he/she has said, tell them that you cannot make that promise but you will do what is right. You must not feel that it is up to you alone to solve a problem.

NEGLECT:

Physical Indicators

Children who are being neglected may look undernourished and lethargic or show other signs of inadequate food or sleep. If they are medically neglected, they may show untreated injuries or evidence of unattended illness. Failure to obtain timely medical care can allow injuries to worsen or allow deterioration of health. Lack of supervision can result in a child's death (e.g., drowning in a bucket/tub/pool, being hit by a car).

Behavioral Indicators

- Noticeably poor hygiene
- Accidents and injuries
- Clinging behavior
- Begging for or stealing food because of persistent
- Inappropriate dress for the weather

- Accidents and injuries
- Risky adolescent behavior
- Promiscuity, drugs, and delinquency
- Being shunned by peers
- Poor ability to relate to others

Emotional Indicators

- Poor self-esteem
- Attachment difficulties
- Emotional neediness
- Social problems; reduced pro-social behaviors
- Difficulty setting personal boundaries
- Inability to say “no” to inappropriate requests (related to neediness for attention)
- Impaired initiative

Cognitive/Developmental/Learning Indicators

- Excessive absences
- Lack of learned self-discipline
- Inability to apply self to a task
- Poor grades
- Learning difficulties

Finally:

What can and must you do?

Try to be observant and thoughtful. Discuss with other Officers to see if anyone else has noticed something. Bring to the CO.

If approached by a Cadet on a matter, the point here is being as honest as you can. You may not say what they want to hear and at first they may not be very receptive or trusting of you but in the long run they know who will tell them the truth and be up front with them and at this stage this is very important.

Be a good listener. Don't judge what the Cadet has to say and this is not the time to try and investigate by asking the Cadet a million and one questions.

Disclosing abuse is not always cut and dried; a Cadet may give you subtle hints every now and then. If this is the case, wait for them to come to you. Don't push them into something that they are not ready to talk about. They will talk to you when they feel comfortable.

You are required by law to report incidents of abuse or suspected abuse.

Is your Corps prepared to handle an abuse situation?
What do you need in order to feel competent in this area?

PERSONAL AND/OR SEXUAL HARASSMENT

1. DEFINITIONS

a. Prohibited Grounds of Discrimination found in the Charter of Rights and Freedom

- *Race*
- *National or ethnic origin*
- *Colour*
- *Religion*
- *Age*
- *Sex (including pregnancy and children)*
- *Marital status*
- *Family status*
- *Pardoned conviction*
- *Physical or Mental disability (including drug and alcohol dependence)*
- *Sexual orientation.*

b. Personal Harassment

Personal harassment is any behaviour that in effect or in intent disparages, humiliates, or harms another person. It is behaviour that denies individuals dignity and respect, and is demeaning and/or humiliating to another person.

Harassment may be verbal or non-verbal behaviour that can include but is not limited to:

- comments, jokes or slurs related to a person's body, attire, age, national or ethnic origin, religion, gender, sexual orientation, disability
- written or verbal abuse or threats
- derogatory or demeaning posters, pictures, cartoons, graffiti or drawings
- innuendoes, ostracizing, taunting or intimidating
- vandalism of personal property
- practical jokes which result in embarrassment or insult
- abuse of authority which undermines performance or threatens career

c. Sexual Harassment

Sexual harassment is any unwelcome ***sex-based comments or*** conduct where either:

- a) there is a reward or the promise of a reward for compliance, or a reprisal or threat of reprisal for refusal to comply; or
- b) the comment or conduct is intended to or has the affect of creating an intimidating, hostile or offensive environment.

Sexual harassment can include but is not limited to:

- unwanted physical contacts such as touching, patting, pinching, hugging

- unwelcome sexual remarks, invitations or requests (including persistent unwanted contact after the end of a consensual relationship)
- derogatory or degrading remarks directed towards members of one sex or sexual orientation
- unwelcome inquiries or comments about a person's sex life
- leering, whistling, innuendoes, jokes or other behaviours or gestures of a sexual nature
- display of pornographic, sexist, racist or other offensive or derogatory material (e.g. graffiti or pictures)
- verbal abuse or threats of a sexual nature
- physical or sexual assault

COMPLAINTS PROCEDURES FOR PERSONAL AND/OR SEXUAL HARASSMENT

Individuals who believe they have been the subject of personal and/or sexual harassment by an employee, officer or volunteer of the Navy League should make their objection known clearly to the offender and/or the person in authority. Suggested people with authority are Commanding Officer, Branch President, Division President or other member of National Council. While it is preferable that objections to harassment be voiced to the offender, it is not a prerequisite to filing a complaint.

a. Informal Complaint Procedures

The following suggestions are intended for persons who believe they have been harassed or who have witnessed harassment and wish to attempt to resolve the problem themselves.

- Tell the person that the behaviour is unwelcome and against the policy of the Navy League (remain calm and professional, be direct and candid).
- Keep a record of incidents: describe the nature of the event(s), dates, times, possible witnesses and your response.
- Ask a person in authority to assist you in communicating your concerns about the harassment to the person involved in order to resolve the situation at an early stage in an informal manner.

b. Formal Complaint Procedures

The formal process of complaint may be pursued in the event that the informal process does not resolve the situation or that either party believes the formal process to be more appropriate.

- A written or verbal complaint should be addressed to a person in authority as suggested above.
- This policy does not affect an individual's right to file a complaint or to respond to a complaint with the Human Rights Commission or, if circumstances warrant, the police, to file a charge of assault.

- Concerns or complaints as a result of this policy shall be held in strict confidence between the complainant, respondent and other such individuals as may be involved in the resolution of the complaint.
- An investigation will be undertaken immediately and all necessary steps taken to obtain all of the information required to ultimately resolve the matters such as questioning the parties concerned, reviewing documentation and interviewing witnesses.
- *Information/investigation files for these issues will be kept at National Office as a confidential file per the Canadian Privacy Act. These files will be separate from the Record of Service for the employee, officer or volunteer of the Navy League.*
- Information/investigation files involving allegations against a cadet shall be kept separate from that cadet's official cadet file.

c. Investigation

The investigator(s), **appointed by the National Executive**, shall commence the investigation as soon as possible but within a maximum of two weeks. The following are recommended steps in the investigation process:

- *The CO or supervisor must immediately assess if the parties need to be separated until the investigation is completed.*
- *Any incident where a cadet has been allegedly abused must be reported immediately to the police or proper Provincial authority as well as National Office before the investigation is initiated.*
- The investigator(s) shall review all policies, procedures and pertinent information
- The investigator(s) will require a written account of the alleged behaviour including a thorough description of the event(s) with any supporting material such as record of facts, times, dates, nature, witnesses or physical evidence. The complainant must be prepared to share the nature and details of the complaint with the investigator(s).
- The complainant and the alleged harasser will both be interviewed, as will any individuals who may supply relevant information.
 - Persons named in the complaint have the right to reply to the allegations against them and the right to be accompanied by a representative of their choice in any meeting with the investigator(s).
 - Persons not named in the complaint who may have some personal knowledge about the incident(s) will also be interviewed. A representative of their choice may also accompany these witnesses.
- The investigation should be completed and subsequent reports prepared within 30 working days. From the day after the registering of a formal harassment complaint.

d. Findings and Recommendations

Once the investigation is complete, the investigator(s) will:

- Prepare a written report summarizing what facts are agreed upon and what facts the parties contest.
- Document all steps taken from the initiation of the complaint to its resolution (if there is one)

- Determine whether or not harassment occurred. If the investigation fails to find evidence to support the complaint, no further action will be taken and the case will be closed and filed confidentially at National Office.
- The complainant and those named in the complaint have the right to review and comment on the investigator's findings and recommendations.
- If the investigation reveals evidence to support the complaint of harassment, the National Executive Committee will review the report of the investigation. They will decide the appropriate disciplinary action to be taken in consultation with those involved. This action may include a verbal or written warning, suspension or termination of employment or membership in the League.
- There will be no retaliation against the complainant for reporting personal or sexual harassment.

Complaints made in a malicious or vindictive manner shall result in disciplinary action, dismissal or legal action as may be appropriate in each circumstance.

**NAVY LEAGUE of CANADA:
Documentation**

As found in the NL(100), Annex B, C, D (respectively)

1.01 Navy League Harassment Policy Statement

The Navy League of Canada is committed to providing a learning and working environment for all persons that is free from harassment.

The Navy League of Canada requires employees, officers, cadets, parents, volunteers and all other visitors to conduct themselves in a manner, which promotes and protects the best interests and well being of cadets, staff and volunteers.

All prospective employees, members and volunteers of the Navy League of Canada, who will have direct contact with Royal Canadian Sea Cadets or Navy League Cadets, will undergo a screening process determined by the National Council of the Navy League. These prospective individuals will not have unsupervised contact with any cadets until the screening process is completed and approved by National Office.

An employee, volunteer or cadet who subjects a cadet, staff member, parent, volunteer or other member of the public to **discrimination or harassment in any form** may be subject to disciplinary action as is deemed to be appropriate, including dismissal from employment or expulsion from the Navy League of Canada.

The Navy League may take appropriate action against others whose conduct has resulted in harassment of Navy League of Canada cadets, employees or volunteers.

Depending upon the circumstances, incidents involving individuals ***associated with or through*** the Navy League may be considered harassment even if they occur outside of Navy League activities.

Child abuse or suspected child abuse must be reported to the appropriate Provincial Authority (see the front of most telephone books for number). The Child and Family Service Act .68(3) states:

“A person, who in the course of his or her duties, has reasonable grounds to suspect that a child is or may be suffering or may have suffered abuse shall forthwith report the suspicion and the information on which it is based to a society”.

You are not responsible for proving that child abuse took place; you **ARE** responsible for identifying and reporting suspected child abuse as soon as possible.

1.02 Cadet Safety Policy

1. The well-being and safety of cadets is the first priority of the Navy League Cadet and Sea Cadet Programs.
2. Safety Briefings shall be included in all activities where there is a risk to the cadet.
3. Cadets shall be encouraged to work in pairs and groups wherever possible.
4. Cadets should never be placed in a situation of one-on-one contact with officers or volunteers, except where such contact is unavoidable (i.e. A cadet wishes to make a revelation).

1.03 Drug and Alcohol Policy

1. Policy Statement

The following policy applies to all levels of Cadet activity:

- a) Cadets who violate these policies shall be suspended from training, counselled and considered for release.
 - b) Navy League Members, Cadet Officers and Instructors who violate alcohol policies shall be suspended from their duties pending consideration for release.
2. **Alcohol**
- a) Regardless of age or provincial legislation, cadets are prohibited from purchasing, consuming or having alcohol in their possession while engaging in cadet activities.

- b) Cadet Officers and Instructors shall not drink alcoholic beverages nor be under the influence of alcohol when they expect to be, or are, in direct supervision or training of cadets.
- c) Organizers of social events for adults, to which cadets are invited, shall ensure that Cadets have access to non-alcoholic drinks and that the policy of no drinking by cadets is understood by the hosts and cadets.
- d) There will be no consumption of alcoholic beverages at social events specifically organized for cadets.
- e) The Canadian Forces Cadet Alcohol Policy is found in CATO 13-23.

3. **Smoking**

- a) Cadets are not permitted to smoke during any cadet activity.
- b) Officers, Instructors and other volunteers shall refrain from smoking in the presence of cadets.
- c) The CF Policy on Smoking is found in CATO 13-22.

4. **Drugs**

The Navy League of Canada and the Canadian Forces have both adopted a zero tolerance approach to any unauthorized use of drugs:

- a) The unauthorized use of any drug or prohibited substance is prohibited.
- b) The possession, trafficking, importing or exporting of a narcotic or a substance represented as a narcotic are offences under the Narcotic Control Act (NCA); the same actions with respect to restricted and controlled drugs are offences under the Food and Drugs Act (F&DA).
- c) The possession, delivery or control of drug related paraphernalia with the intent that it be used in connection with an offence under the NCA or F&DA is prohibited.
- d) Canadian Forces Cadet Drug Policy is found in CATO 13-23.

ACTION PLAN:

Each Navy League Cadet Corps should review annually, with officers and Branch the CHARM program.

The review could include a guest speaker on special issues, a workshop, seminar or a series of case studies and/or general discussion of the topics involved.

It is also recommended that each Corps establish an Officer called the **CHARM Officer**. This role would include keeping others aware of the CHARM guidelines, serving as a focal point for questions, and being a person that Cadets could approach if not the Divisional Officer, XO or CO.

A class session should be held twice a year where Cadets can discuss treatment of others and perhaps set their own guidelines of conduct that all can agree to. Indeed some Corps ask that cadets and Officers sign a commitment to CHARM and working with others.

CHARM has to be an ever present consideration in officers and Cadets activities.