



# St. Hilda's By The Sea Anglican Church

Open Doors Open Hearts Open Minds

5838 Barnacle Street, PO Box 302, Sechelt, BC V0N 3A0

604.885.5019

admin@sthilda.ca

www.sthilda.ca

## Screening Policy for User Groups of St Hilda's Anglican Church

In 2010, the Anglican Diocese of New Westminster, of which St Hilda's is a parish, began to implement a policy of volunteer screening. This policy extends to individuals and groups using parish facilities, which in our case includes; the Church Sanctuary, the Parish Hall, the Gathering Room, the Annex and the grounds.

The purpose of this screening is to:

1. To protect vulnerable individuals (as defined by section 6.3(3) of the Criminal Records Act) from harm:
  - children (those under eighteen years of age);
  - adults who, because of their age, a disability or other circumstances, whether temporary or permanent,
    - (a) are in a position of dependence on others; or
    - (b) are otherwise at a greater risk than the general population of being harmed by persons in a position of authority or trust relative to them.
2. To protect the Parish and participating organizations from the effects of any legal action.

To accomplish these goals and to satisfy the requirements of our insurer, we require user groups of St. Hilda's premises to ensure that their members supervising or working with vulnerable individuals, institute the procedures outlined below, and provide to St Hilda's Anglican Church documentation verifying that they have been put in place. St Hilda's will establish a record for each organization to enable an annual review every September to ensure that the documentation is current.

Requirements for user groups:

1. If your group includes vulnerable individuals, you must provide a signed document certifying that you have implemented procedures to screen those interacting with such individuals. This screening must include a Police Records Check with Vulnerable Sectors search. The document must indicate that there are policies and procedures in place to effectively protect vulnerable individuals, and to respond to any concerns or complaints expressed relating to harm or potential harm to vulnerable individuals.
2. You must provide proof of liability insurance. If you do not have this insurance, there is insurance available to purchase through our church that is under the Anglican Diocese of New Westminster. Please contact the Office Administrator for more information about this.

With regard to undertaking a Police Records Check with Vulnerable Sector search, individuals may contact the RCMP detachment on the Sunshine Coast where they reside. The fee for undertaking a records search is normally waived for those working in a volunteer capacity. With regard to liability insurance, simple and inexpensive policies can be easily purchased by sponsoring groups or individuals through your insurance broker.

A template of the written confirmation required by us is on the next page.

Should you have any questions regarding your responsibilities or if you believe that this policy does not apply to your group please contact our Office Administrator at 604-885-5019 or at admin@sthilda.ca

[A Template to be printed on the Letterhead of User Group]

[Date]

Office Administrator  
St. Hilda's Anglican Church  
PO Box 302  
5838 Barnacle Street,  
Sechelt, BC V0N 3A0

I, [name of person-in-charge of user group], hereby certified that the activities of  
[name of user group] conducted at St. Hilda's Anglican Church

DO / DO NOT (*please cross out inappropriate one*) involve vulnerable individuals.

***if the activities conducted do involve vulnerable individuals, please also include:***

I hereby also confirm that our group has implemented procedures to screen those interacting with such individuals and the screening include a Police Records Check with Vulnerable Sectors Search. We have policies and procedures in place to effectively protect vulnerable individuals, and to respond to any concerns or complaints expressed relating to harm or potential harm to vulnerable individuals.

***for all user groups:***

Enclosed please find a copy of our liability insurance policy for your records.

Sincerely,

[Authorized Signature of User Group]