



Anglican Network  
in Canada

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## **PLAN TO PROTECT® POLICY: A Protection Plan for Children, Youth and Vulnerable Adults**

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### **IMPORTANT NOTE**

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# Plan to Protect® Policy for The Anglican Network in Canada

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## Downloadable Forms

Besides receiving the electronic version of this policy, we are happy to make available to you a downloadable PDF copy of the Policy as well as the Appendices in Word format for your use. Simply use the code listed below when visiting our website. Once you have downloaded it to your computer, you can customize the Appendices to reflect your church name and add them right on to your policy document.

How to access the downloads:

1. Visit [www.plantoprotect.com](http://www.plantoprotect.com) and on the bottom of the home page click on “Downloads”
2. In the middle of the Downloads page, click on the link for Private Label downloads.
3. At the bottom of the Private Label Downloads page, under the title “Private Label Policies,” click on the picture of the policy cover for ANiC (Anglican Network in Canada)
4. Enter the following for both username and password (including the dashes): **a30n-n29e-i57n-c83a**
5. Download the files and save onto your computer.

While you are visiting our website, we encourage you take a few moments to:

- View a complimentary webinar on tips for successful implementation of Plan to Protect®;
- Read our extended list of FAQ’s and articles; and
- Acquaint yourself with our many tools, resources and training options

**Plan to Protect® provides the STANDARD for abuse prevention and detection for child and youth serving organizations in North America. The STANDARD meets the insurance company demands for abuse coverage and demonstrates duty of care. Once an organization achieves the STANDARD, they will proudly display the *Plan to Protect®* seal of excellence. Parents and guardians will soon seek out schools, churches, daycares, camps, recreation centres that proudly display that they have achieved the STANDARD of *Plan to Protect®*, providing a peace of mind that their children and youth are in good hands.**



# SECTION 1

## INTRODUCTION

### **1.1 Preamble**

- 1.1.1 The Anglican Network in Canada (ANiC) is concerned for the safety of all those who are members and guests in our congregations. Our commitment is to protect children, youth (i.e. minors) and vulnerable adults from harm and to protect workers from false allegations. We recognize that some groups are more vulnerable than others (see definitions below), and we will ensure that policies and practices are in place to ensure that all reasonable care is taken to ensure their safety during all ANiC activities, including services, meetings, conferences, Synods, small groups, individual ministry or other such activity. In an effort to ensure a safe environment all ANiC staff and volunteers are required to be screened and trained to levels appropriate to their ministries. This Plan to Protect® Policy outlines the policies and practices to support these requirements for a safe environment for Children, Youth, Vulnerable Adults, and Ministry Personnel.

### **1.2 Basis for Policy and Procedures**

- 1.2.1 The church has spiritual, moral, legal and societal obligations to ensure a safe environment for all its members and guests, but particularly for the children and youth participating in church programs.
- 1.2.2 It is clear that God embraces children with love and places their nurture and care in our hands. As a Church we accept this call, but recognizing the fallen nature of humanity and that we all fall short of the grace of God, we also accept our responsibility to implement clear policies and procedures to minimize the risk of abusing those who are vulnerable.
- 1.2.3 There are also legal and societal obligations, which demand that we protect children and youth. The church, like any secular organization, is called to clarify and enforce procedures to ensure safe environments. Indeed, the church can provide positive testimony to the community by adhering to standards that are equal to or exceed society's requirements.
- 1.2.4 Christ, himself delighting in children, exhorts us, whoever welcomes one of these little children in my name welcomes me; and whoever welcomes me does not welcome me but the one who sent me." He follows this with a severe warning about how we are to relate to the children entrusted to us. "If anyone causes one of these little ones who believe in me to sin, it would be far better for him to be thrown into the sea . . ." (Mark 9: 37, 42).
- 1.2.5 Beyond these obligations, the faith and practices of the ANiC are also shaped by the following documents, which describe the fundamentals of Anglican Christianity:
- i. The Thirty-nine Articles of Faith;
  - ii. The Solemn Declaration of 1893;
  - iii. The Creeds as contained in the Book of Common Prayer (1662);
  - iv. The Montreal Declaration of 1994; and
  - v. The GAFCON Jerusalem Statement of 2008.

## **1.3 Definitions**

In this Policy, the following terms shall have the following meanings:

<b>Accused</b>	Shall mean a person against whom a complaint of child abuse or sexual exploitation is made pursuant to the terms of this Policy.
<b>Act</b>	Refers to the Provincial Acts that legislates the protection of children and youth.
<b>Board</b>	Means the Advisory Board, of each parish. Usually made up of the Rector, Wardens, Deputy Wardens, Treasurer, Trustees, and others elected/appointed by the people or Rector.
<b>Child</b>	Persons 0-11 years of age.
<b>Complainant</b>	Means a person who makes a complaint of abuse or sexual exploitation under this Policy.
<b>Designated Screening Personnel</b>	An individual designated by the Rector and trained to screen Prospective Ministry Personnel. Tasks include processing applications, reference checks, conducting interviews and maintaining ministry personnel files.
<b>Hall Monitors</b>	Ministry Personnel whose role is to walk hallways for surveillance and to randomly visit rooms where Children are being supervised to protect against false allegations.
<b>Ministry Lead</b>	Individuals who have successfully completed the recruitment and screening process and who have been given the responsibility to give direction to programs or ministries for Children, Youth and Vulnerable Adults. The term includes volunteer and all full-time, short-term or contract staff members receiving a salary.
<b>Ministry Personnel</b>	An individual who has successfully completed the recruitment and screening procedures of Plan to Protect® Policy and is now deemed to be a person who can be put in a Position of Trust with Children, Youth and Vulnerable Adults. Ministry Personnel include volunteers, full-time, short-term or contract staff and pastoral staff whether or not they receive a salary.
<b>Ministry Personnel File</b>	A file kept on each Prospective Ministry Personnel which includes the ministry application form, record of police records check, record of reference checks, and other documents related to the recruiting and supervision of Ministry Personnel.
<b>Occasional Observer</b>	Individuals who visit, observe and assist Ministry Personnel with ministry activities on rare occasions. This term includes Parents assisting their own children. Occasional Observers do not need to be screened and trained, however, their access to minors will be limited and they will never be placed in a position of trust with Children who are not their own.
<b>Parent</b>	Shall mean the natural or adoptive Parent(s) or legal guardian(s) of a Child.
<b>Plan to Protect® Committee (PTPC)</b>	All ANiC Parishes shall establish and maintain a Plan to Protect® Committee who oversees the implementation of this Plan to Protect® Policy.

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<b>Position of Trust</b>	The role wherein Children, Youth, or Vulnerable Adults are entrusted to the care of Ministry Personnel.
<b>Prospective Ministry Personnel</b>	Youth or adults awaiting approval to become Ministry Personnel.
<b>Special Needs</b>	Individuals with disabilities either children or youth.
<b>Trustees</b>	Individuals elected/appointed to function as the incorporation's officers for each parish. The Trustees, along with the Rector, make up the Corporation, the highest functioning financial and legal authority in each parish.
<b>Vulnerable Adult</b>	A person 18 years of age or older who, because of his/her age, a disability or other circumstances, whether temporary or permanent, is in a position of dependence on others or is otherwise at a greater risk than the general population of being harmed by a person or persons in Positions of Trust or authority relative to him/her. The term also includes single women, widows and widowers, and adults with special needs and disabilities.
<b>Youth</b>	Persons 12-17 years of age.

## **1.4 Understanding Child Abuse**

- 1.4.1 The ANiC adheres to a policy of zero tolerance of behaviours defined below. Furthermore, the law requires, through the various provincial Child and Family Services Acts (CFSA), that abuse and neglect of children must be reported to civil authorities.
1. **Abuse** – to use wrongly, to maltreat, to injure. It is the misuse of power by a person in a position of trust. Abuse may take various forms:
    - a) **Physical Abuse** – deliberate physical force or action that results, or could result, in non-accidental injury to a Child, Youth or Vulnerable Adult. It can include punching, slapping, beating, shaking, burning, biting or throwing a child. It is never considered reasonable discipline.
    - b) **Emotional Abuse** – a pattern of behaviour that attacks a child's emotional development and sense of self-worth. It includes excessive, aggressive or unreasonable demands that place expectations on a child beyond his or her capacity. Examples include constantly criticizing, teasing, insulting, rejecting, ignoring or isolating the child.
    - c) **Sexual Abuse** – any sexual exploitation of a child, whether consensual or not, by an adult or older child. Physical, psychological or emotional coercion is intrinsic to sexual abuse. It is against the law to touch a child for a sexual purpose; to encourage or force a child to touch another person in a sexual way; to encourage or force a child to participate in any sexual activity; or tell a child to touch him or herself for an adult's or older child's sexual purposes. Sexual abuse can take many forms – for example, sexual intercourse, exposing a child's private parts, indecent phone calls, fondling for sexual purposes, watching a child undress for sexual pleasure, allowing a child to look at, or perform in, pornographic pictures or videos; or to engage in prostitution.

2. **Child Neglect** – the failure to meet a child's basic needs for food, clothing, shelter, sleep, medical attention, education, and protection from harm. Young children should never be left unattended.
3. **Harassment** – repeated subtle or overt action, particularly by a person in a position of authority, which causes the recipient to feel attacked, demeaned, intimidated or manipulated.
4. **Improper Touching** – touching which creates feelings of violation, confusion, or isolation. It may include kissing a child, coaxing a child to give a kiss, extended hugging or tickling, touching a child in any area that would be covered by a swim suit, carrying older children or having them sit on an adult's lap.
5. **Improper Discipline** – inappropriate and harmful attempts to control a child. Improper discipline includes yelling or screaming at children, threatening them or physically hurting them. By contrast, proper discipline involves establishing clear boundaries of acceptable behaviour and maintaining such behavioural expectations with firm and kind expressions of authority.
6. **Assault** – to cause bodily harm by inappropriately applying force to another person; to attempt or threaten to apply force; or, to accost or impede another person while openly carrying a weapon.
7. **Exposure to Domestic Violence** - Children who live in homes where a parent or caregiver is experiencing abuse are commonly referred to as "child witnesses" or "children who are witnessing" domestic violence. Children's exposure to domestic violence typically falls into three primary categories: hearing a violent event; being directly involved as an eyewitness, intervening, or being used as a part of a violent event (e.g., being used as a shield against abusive actions); and or experiencing the aftermath of a violent event. Children's exposure to domestic violence also may include being used as a spy to interrogate the adult victim, being forced to watch or participate in the abuse of the victim, and being used as a pawn by the abuser to coerce the victim into returning to the violent relationship. Some children are physically injured as a direct result of the domestic violence. Some perpetrators intentionally physically, emotionally, or sexually abuse their children in an effort to intimidate and control their partner. In addition to being exposed to the abusive behaviour, many children are further victimized by coercion to remain silent about the abuse, maintaining the "family secret." (Not Alone: You are not alone! <sup>1</sup>)

## **1.5 Creating and Maintaining a Safe Environment**

- 1.5.1 The overall aim of this policy is to establish reasonable measures to provide a safe environment in all ministries and activities within our Church, whether on Church premises or not. We recognize that clergy, parish staff, and volunteers serve in situations where abuse may potentially occur. We also recognize that Children, Youth, and Vulnerable Adults need to be protected from the occurrence of any such abuse, and that those who are ministering in our Church need to be properly selected and trained to avoid abuse or the appearance of abuse to others.
- 1.5.2 Safety and respect for all members of the Church community is very important to ANiC. We desire to ensure that our churches are safe and holy places for all those whom our ministry

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<sup>1</sup> <http://www.enotalo>



affects. Special care for those members of the Church who may be more vulnerable is paramount, particularly for our Children, Youth and some Adults and elderly members.

- 1.5.3 While these guidelines need to be read and understood by all Ministry Personnel and volunteers, we recognize that it is impossible to make recommendations for all possible situations and circumstances. Therefore we also rely on the discretion and good judgment of the clergy, staff, and volunteer lay ministers to avoid compromising situations.

## **1.6 General Guidelines**

- 1.6.1 Where possible, all meetings with Vulnerable Persons are to be with a group or in pairs rather than be alone.
- 1.6.2 It is preferable to have more than one Screened Adult present when working with Vulnerable People. If the other adult cannot be in the same room, it is best to have them close by in the same building and aware of your meeting, acting in the role of a Hall Monitor.
- 1.6.3 Your objective should be to meet in an open, public space rather than a closed, private space. A church hall is better than a secluded room. A church office is better than a person's home.
- 1.6.4 When meeting, an open door is better than a closed door; a door with a window is better than a solid door.
- 1.6.5 At all times (where possible) make others aware of your activities and your whereabouts, particularly when meeting with Vulnerable People.
- 1.6.6 For the protection of our Children, Youth and Vulnerable Adults, supervision of all Ministry Personnel will be intentional and will take place through formal and informal visits to classrooms and programs by Ministry Leads and / or a Rector.
- 1.6.7 A strategy for program maintenance will be developed and reviewed at the beginning of each ministry year (September) to ensure training, the updating of files, and the physical environment are compliant with this policy.
- 1.6.8 Regular meetings with a supervisor are to be arranged to discuss the ongoing nature and actions of the ministry.
- 1.6.9 If a person is involved in a situation where a boundary is violated, or something occurs that is out of the ordinary or could be misinterpreted, or where such a violation or occurrence is alleged, he or she should immediately report it and discuss it with a Ministry Lead. If the Ministry Lead is unwilling, unable, or unavailable for discussion, he or she should seek out another qualified person or colleague with whom to discuss the issue. Such incidents should be immediately reported to the insurer if appropriate.
- 1.6.10 Letters of Informed Consent wherein Parents give written permission for their Children or Youth to participate in off-site group activities will be gathered and kept on file.
- 1.6.11 Corporal punishment is prohibited.
- 1.6.12 Activities that could easily lead to instances or allegations of abuse or harassment, such as allowing unsupervised internet access to Children or Youth on church computers, vehicle

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transportation by workers alone with an unrelated Child or Youth, or improperly supervised sleepovers, are to be prohibited without express written permission of at least one Parent of the Child or Youth and the Program Leader.

- 1.6.13 All local Health and Safety Standards must be adhered to, particularly with respect to the availability of equipment and training to deal with medical emergencies.
- 1.6.14 Fire drills should be held annually before or after regular church services.

## SECTION 2

### POLICY ON PROTECTION PROCEDURES

#### **2.1 Plan to Protect® (PTPC) Ministry Personnel**

- 2.1.1 All ANiC Parishes shall establish and maintain a Plan to Protect® Committee with no less than two members, and with at least one male and one female. The PTPC will be familiar with the terms of this policy, as well as the established procedures of the church for dealing with a complaint and will be responsible for hearing complaints under this policy.
- 2.1.2 Current ministry leaders and staff shall work with the PTPC to ensure that all current and newly appointed ministry staff and volunteers are familiar with this Plan to Protect® Policy.
- 2.1.3 The PTPC, in cooperation with leaders and staff, shall also ensure that recruitment requirements and training practices are updated as required, and as new ministries are established and staffed.
- 2.1.4 All Ministry Personnel must ensure a safe environment for all activities in which they minister to Children, Youth, and Vulnerable Adults.
- 2.1.5 At the beginning of each ministry year (e.g., September), the PTPC shall ensure that Ministry Personnel training and files are up to date, and that the physical environment is compliant with this policy

#### **2.2 Position Profiles**

- 2.2.1 Every staff and volunteer position shall have a position profile.
- 2.2.2 Position profiles should include the following sections, as appropriate to the position being described:
  - a. Objectives of Position
  - b. Responsibilities
  - c. Skills and Experience Needed
  - d. Training Needed
  - e. Security Requirements
- 2.2.3 Position profiles should be drafted and kept up to date by the responsible ministry leaders, approved by the parish leadership or Trustees, and be available for any member of the congregation to review.

#### **2.3 Screening of Prospective Ministry Personnel**

- 2.3.1 For the protection of our Children, Youth, and Vulnerable Adults, Ministry Personnel are to be committed to becoming more like Christ in every area of their lives through engaging in various practices and experiences that keep them connected to God.
- 2.3.2 Ministry Personnel are to be role models of integrity at all times. They are to refrain from activities that are illegal or could be considered morally and biblically questionable.
- 2.3.3 Ministry Personnel who serve Children, Youth and Vulnerable Adults will have a personnel file kept with parish records. These files will be kept permanently.

- 2.3.4 An individual on the Plan to Protect Committee will oversee the screening of all Ministry Personnel.
- 2.3.5 Individuals in a Position of Trust of confidential information must sign a Confidentiality Agreement (Appendix 13).
- 2.3.6 Prospective Ministry Personnel must meet all of the Requirements for Ministry (see section 2.4) in order to serve Children, Youth, and Vulnerable Adults.

## **2.4 Requirements for Ministry with Children, Youth, and Vulnerable Adults**

### **2.4.1 Probationary Period**

- 2.4.1.1 All those who are newly appointed to Positions of Trust must complete a three (3) month probationary period. During this probationary period, the Ministry Personnel in question must not be left alone with children, youth, or vulnerable adults, and, while ministering to children, youth, or vulnerable adults, must be accompanied by another Ministry Personnel who has already completed his/her probationary period.

### **2.4.2 Ministry Personnel Application Form (Appendices 1 & 2)**

- 2.4.2.1 Prospective Ministry Personnel are to complete a Ministry Personnel Application Form (Appendix 1). Youth wanting to volunteer as leaders are to complete the Ministry Personnel Application Form for Youth Working with Children (Appendix 2).
- 2.4.2.2 In accordance with the Personal Information Protection and Electronic Documents Act (PIPEDA) regulations, the Ministry Personnel Application Form must include the reason for which the information is being collected.
- 2.4.2.3 Ministry Personnel Application Forms are to be kept confidential and available only to the Ministry Lead, Rectors or Designated Screening Personnel
- 2.4.2.4 A verifiable witnessed signature is required for the protection of all parties
- 2.4.2.5 Completed Ministry Personnel Application Forms are to be kept on file permanently and in a secure location

### **2.4.3 Commitment to Anglican Christianity (Appendices 1a, 1b & 1c)**

- 2.4.3.1 Every person who is in any Position of Trust, authority or leadership, whether elected or appointed, must consent to the fundamentals of Anglican Christianity.
- 2.4.3.2 Ministry Personnel must sign the Release of Information and Declaration of Intent.

### **2.4.4 Reference Checks (Appendix 3)**

- 2.4.4.1 Reference checks must be received from at least two individuals.
- 2.4.4.2 Prospective Ministry Personnel must sign a liability release before reference checks are conducted.
- 2.4.4.3 References provided must fit with the acceptable categories for Adults and for Youth who want to work with Children, Youth, or Vulnerable Adults.
- 2.4.4.4 Interviews with referees may be conducted by telephone or in person to confirm the suitability and appointment of prospective Ministry Personnel.

## **2.4.5 Interviews**

- 2.4.5.1 Interviews of Prospective Ministry Personnel may be conducted by the Rector, Ministry Lead, or Designated Screening Personnel.

## **2.4.6 Police Record Checks (Canadian Police Information Clearance)**

- 2.4.6.1 Every person who ministers in any way to Vulnerable Persons must obtain and keep current a Police Record Check (CPIC and Vulnerable Sector Scan). Without verification of convictions and without a clear Vulnerable Sector Scan, individuals cannot be placed in a Position of Trust with Children, Youth and Vulnerable Adults.
- 2.4.6.2 Once submitted to the Parish, Police Records Checks are to be renewed every three (3) years.
- 2.4.6.3 Police Records Checks are to be conducted on all Ministry Personnel 16 years of age and older and are to be kept on file permanently
- 2.4.6.4 If a CPIC check or Vulnerable Sector Scan is returned “NOT CLEAR” the prospective candidate will be asked to do one of the following:
  - a. Either submit to a Police Record Check with fingerprinting verification and to submit to disclosure and verification of the crimes committed that he/she has been convicted of; or
  - b. Withdraw their application from serving in a position of leadership or a Position of Trust with Children, Youth or Vulnerable Persons.
- 2.4.6.5 ANiC recognizes that many people who currently hold staff and volunteer positions have already been through the necessary screening and training and hold current PRCs. When sharing the results of a PRC, the PRC should be dated no later than twelve months from the point of submission. If the PRC is older than this, the candidate should secure an up-to-date PRC for the parish.
- 2.4.6.6 PRCs remain the property of the employee or volunteer – the ANiC or Parish staffs will retain a true copy of the original. The Rector, Ministry Lead, or Designated Personnel should review the person’s original PRC to ensure that it does not disclose any information which would give rise to concerns.
- 2.4.6.7 Similarly, the Rector or his or her designate should review and record all renewals of the PRC. In the absence of a Rector, the senior clergy or Warden in the parish will perform this task.
- 2.4.6.8 In the event the PRC discloses information giving rise to any concerns, such person shall not be hired as a member of staff or volunteer, without consultation and permission from the Bishop, with advice of the Chancellor.
- 2.4.6.9 Individuals who have been accused, or convicted, or are under the suspicion of crimes against Children and/or Youth, or who have been convicted of violent crimes or other relevant crimes will not have any involvement in ministries or programs where Children or Youth participate.

## **2.4.7 Training**

- 2.4.7.1 All Ministry Personnel, Rectors, Trustees, Ministry Leads and Designated Screening Personnel must receive training in policies and procedures, related to the church’s abuse prevention program.

- 2.4.7.2 All Ministry Personnel, Rectors, Wardens, Ministry Leads and Designated Screening Personnel are required to attend training sessions at least once a year.
- 2.4.7.3 Training is to include a review of the Plan to Protect® Policy and procedures. Ministry Personnel will be educated about their legal obligation to report suspected abuse and to recognize and identify the symptoms of abuse and molestation.
- 2.4.7.4 Attendance is to be taken at training courses and noted in the personnel file for each Ministry Personnel. All Ministry Personnel must sign a Ministry Personnel Agreement Form and Covenant of Care (Appendix 4) confirming they have read, understood and are willing to comply with the Plan to Protect® policies and procedures.

## **2.4.8 Confidentiality Agreement (Appendix 13)**

- 2.4.8.1 All Ministry Personnel must sign a Confidentiality Agreement.

## **2.4.9 Approval**

- 2.4.9.1 All Ministry Personnel are to be approved by a Rector, Ministry Lead, or Designated Screening Personnel upon fulfillment of the requirements for ministry. Applicants who have not fully completed the recruitment and screening process will not be placed in a Position of Trust.
- 2.4.9.2 The recruitment and screening process must be completed within a 3-month time period. Access to Children, Youth and Vulnerable Adults will be limited until final approval is received
- 2.4.9.3 Approval must be signed and dated.

## **2.5 Child Protection Procedures**

The following procedures are in place for ministries including but not limited to: Nursery, Sunday School, and all other children's ministry programs designated for children birth to grade five.

### **2.5.1 Ministry Personnel-to-Child Ratios**

- 2.5.1.1 Room settings should comply with established ratios for Ministry Personnel and Children at all times. Established ratios are:
- Two screened Adults for every 6 infants;
  - One Adult for up to 9 toddlers and pre-schoolers (16 months old to 5 years of age); two Adults for every 10 toddlers and pre-schoolers;
  - One Adult for up to 14 elementary age children (6 year olds to gr. 5); two Adults for every 15 elementary age Children;
  - Ratios for off-site trips should be two Adults for every 10 Children, or half of recommended classroom ratios stated above.

### **2.5.2 Supervision of Children**

- 2.5.2.1 To provide adequate supervision of Children, one of the following must be in place:
- A minimum of two Unrelated (married) Ministry Personnel are present for supervision, except in the event of an emergency, or
  - One Ministry Personnel is present with the door open with Hall Monitors circulating periodically from room to room.

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- 2.5.2.2 Ministry Personnel between the ages of 11 and 17 may assist only under adult Ministry Personnel supervision.

### **2.5.3 Occasional Observers**

- 2.5.3.1 Occasional Observers who join a group of Children will have their attendance recorded and kept on file with the group attendance for that day.  
Occasional observer will not be placed in a Position of Trust with Children who are not their own.

### **2.5.4 Ministry Personnel Identification**

- 2.5.4.1 All Ministry Personnel, when serving, are to wear a nametag that clearly identifies them to Parents, Children and others.

### **2.5.5 Registration Forms and Personal Information Protection**

- 2.5.5.1 Children's and Youth Ministry Registration Forms (Appendix 5) will be available for activities where Children and Youth are participating. A release and permission statement will be included on all participation forms releasing the Anglican Network in Canada and its local church from unforeseen and accidental injuries along with contact information in case of an accident. A statement will be included on all registration forms, which stipulate the purpose and extent for collecting personal information of Children and our commitment to protect the personal information on the forms.
- 2.5.5.2 Forms are to be copied and the copies taken on all off-site events in case emergency medical assistance is required and the parent cannot be notified. Original forms are to be filed and kept permanently in a secure location.
- 2.5.5.3 The registration form will not replace specific consent and authorization forms for activities that involve an elevated level of risk including off-site activities.
- 2.5.5.4 It is the responsibility of Ministry Personnel and their teams to ensure that forms are completed and submitted for all participants. Reasonable effort is to be made to keep registration information updated and current.
- 2.5.5.5 Registration forms must be kept permanently, under lock and key.

### **2.5.6 Receiving and Releasing Children**

- 2.5.6.1 In the case of Children from birth to age 5, the following procedures shall be observed:
1. The receiving and releasing Children under the age of 6 will be closely monitored. A mandatory sign-in and sign-out form is to be used for all programs, unless the children are delivered directly to their parents.
  2. Children are not to be dropped off or left in a room without Ministry Personnel present.
  3. Parents and visitors are not to enter the nursery when picking up their Child unless requested to do so.
- 2.5.6.2 In the case of Children ages 6 to 7, the following procedures shall be observed:
1. Children are to be received in the designated room by Ministry Personnel.
  2. Children are not to be dropped off or left in a room without Ministry Personnel present to receive them.

3. Children are to remain in the room until the Parent or designate arrives to pick them up and the Child demonstrates recognition of the Parent or designate, unless the children are delivered directly to their parents.

2.5.6.3 In the case of Children ages 8 to 10, the following procedures shall be observed:

1. Children are received in the designated room by Ministry Personnel. Children are not to be dropped off or left in a room without Ministry Personnel present to receive them.
2. Children may be released on their own or be picked up by a Parent.

## **2.5.7 Attendance**

2.5.7.1 Attendance of Children is to be taken each time a group or program is in session. These attendance records are to be kept on file permanently.

2.5.7.2 Attendance records must include the date, Child's first and last name, and full names of all Ministry Personnel and Occasional Observers attending on that date.

## **2.5.8 Diaper and Washroom Procedures**

2.5.8.1 Parents are to be encouraged to deal with their Child's toileting needs prior to the start of each program or worship service.

2.5.8.2 Diaper changing procedures (Appendix 6) are to be clearly posted in the nursery diapering station.

2.5.8.3 Diaper changing is to be done only by designated female adult Ministry Personnel or by the child's Parent.

2.5.8.4 For Preschool Children:

Preschool Children are not to go to the washroom alone.

1. One of the following will be adhered to when accompanying preschool Children to the washroom:
  - Two (2) Ministry Personnel will escort a group of Children to the washroom OR
  - One (1) Ministry Personnel will escort a group of Children to the washroom with one (1) Hall Monitor appointed to assist with washroom and security duties.
2. Ministry Personnel are never to be alone with a Child in an unsupervised washroom and they are never to go into a cubicle with a Child and shut the door.
3. When a preschool Child needs assistance in a washroom, Ministry Personnel may only enter the washroom to assist following these guidelines:
  - The outside washroom door must be propped open and the adult Ministry Personnel must stand in an open cubicle,
  - The second Ministry Personnel (or hall monitor) must be at the outside washroom door with line of sight on the Ministry Personnel offering assistance.

Ministry Personnel will take into consideration the privacy of the Child.

2.5.8.5 For Elementary Children:

1. Elementary boys and girls are not to be sent to the washroom alone but should be accompanied by a buddy and Ministry Personnel
2. Ministry Personnel will escort the Children to the washroom and prop the door open and remain outside the washroom door and wait for the Children before escorting them back to the room.

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3. Ministry Personnel are not to be alone with Children in an unsupervised washroom and are never to enter into a cubicle with a Child and shut the door
- 2.5.8.6 A Ministry Personnel or Hall Monitor must accompany Children under 5 years of age to the washroom.
- 2.5.8.7 Children ages 5-11 are not to be sent to the washroom alone but should be accompanied by a buddy or a Ministry Personnel, who will remain outside the washroom door and wait for the Child before escorting him/her back to the room.
- 2.5.8.8 Ministry Personnel are never to go into a cubicle with a Child with the door shut.
- 2.5.8.9 When a Child needs assistance in a washroom, only female Ministry Personnel or the child's Parents may enter the washroom cubicle.

## **2.5.9 Architectural Precautions**

- 2.5.9.1 Recognizing that there are many storage areas within the church, elevated precautions will be taken to monitor these areas. Storage closets and doors must be locked at all times except when in use.
- 2.5.9.2 All windows in doors in Children's program areas are never to be covered in any way so to keep clear sight lines into rooms.
- 2.5.9.3 If possible, all electrical outlets are to be kept covered when not in use. Doors of rooms and closets must be closed when not in use during children's programs.

## **2.5.10 Proper Display of Affection**

- 2.5.10.1 Recognizing that Children need appropriate displays of affection that reflect pure, genuine and positive displays of God's love, appropriate touch of Children will be age and developmentally appropriate. We encourage Ministry Personnel to observe the following guidelines:
- Hold a Child who is crying;
  - Speak to a Child at eye level and listen with your eyes as well as your ears;
  - Hold a Child's hand when speaking, listening or walking with him or her to an activity
  - Gently hold the Child's shoulder or hand to keep his or her attention while you redirect the Child's behaviour;
  - Put your arm around the shoulder of a Child when comforting or quieting is needed;
  - Pat a Child on the head, hand, shoulder or back to affirm him or her.
- 2.5.10.2 All touch must be done in view of others.
- 2.5.10.3 Recognizing that the innocence of Children must be protected, Ministry Personnel will be made aware that the following actions are deemed inappropriate and will not be permitted:
- Kissing a Child or coaxing a Child to kiss you;
  - Engaging in extended hugging and tickling;
  - Holding a Child's face when talking to or disciplining a Child;
  - Touching a Child in any area that would be covered by a bathing suit (except in cases of diapering and assisting Children as outlined in Section 2.5.8, Diaper and Washroom Procedures);
  - Carrying older Children or allowing them to sit on your lap;
  - Prolonged physical contact with a Child.

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## 2.5.11 Discipline & Classroom Management

2.5.11.1 The following forms of punishment will not be permitted:

- Corporal punishment of a Child by a staff person, student or volunteer;
- Deliberately harsh or degrading measures which humiliate a child or undermine a Child's self-respect;
- Deprivation of a Child of his/her basic needs;
- Locking or confining a Child in a room separate from other Children or Adults.

2.5.11.2 All discipline and group management will be conducted in a loving and caring environment. All attempts will be made to prevent discipline problems from arising and to avoid the need for remedial discipline. All attempts are to be taken to adhere to the following.

1. Preventive Discipline:

- Create a loving, caring atmosphere;
- Grant respect to gain respect;
- Model self-discipline and structure in your own life;
- Prepare exciting and interesting activities with short transitions in between;
- Arrange your environment for Children and for learning;
- Establish and communicate realistic expectations for the Children;
- Be sure the activities that you provide are meaningful and age-appropriate;
- Be fair and consistent with all Children;
- Be sure your focus is on positive actions and reward positive behaviour;
- Be aware of Children with special needs and bring their needs to the attention of the Ministry Lead.

2. Remedial Discipline:

- Deal with problems individually;
- Explain to the Child why the behaviour is unacceptable and instruct them in how to act correctly;
- Redirect the Child to positive action;
- Explain the consequences of unacceptable behaviour by defining the correct way to behave as well as the result of the wrong behaviour;
- Offer choices that are acceptable to both you and the Child.

2.5.11.3 Group rules will be established to clearly communicate the expectations required of Children. Some suggested rules are:

- One voice talking at a time, and always use inside voices;
- Use good manners;
- Respect each other;
- Quiet hands get answered;
- Obey directions the first time;
- Keep your hands and feet to yourself;
- Be friendly.

## **2.6 Youth Protection Procedures**

The following policies and procedures are in place for ministries including but not limited to: Youth Group, Sunday School, youth discipleship, and all youth ministry programs designated for youth Grades six to twelve (11 – 18 years in age).

### **2.6.1 Ministry Personnel / Youth Ratios**

2.6.1.1 Programs for Youth should comply with established staffing ratios as follows:

- One Ministry Personnel for up to 14 Youth; two Ministry Personnel for every 15 Youth;
- For high-risk activities, ratios should be adjusted to two Ministry Personnel for every 5 Youth

### **2.6.2 Supervision of Youth**

2.6.2.1 To provide adequate supervision of Youth, one of the following must be in place:

- A minimum of two unrelated Ministry Personnel present for supervision, except in the event of an emergency; or
- One Ministry Personnel present with the door open with Hall Monitors circulating periodically from room to room.

2.6.2.2 There must be at least a five-year age difference between Ministry Personnel and the Youth they supervise if unaccompanied by an older leader.

2.6.2.3 Ministry Personnel working with Youth must not have one-on-one or small group meetings behind closed doors. It is required that the door remains open or that the meeting take place in a room with an unobstructed window in the door.

### **2.6.3 Contacting Opportunities**

2.6.3.1 Ministry Personnel are encouraged to meet with Youth only during the parameters of ministry programming.

2.6.3.2 The Ministry Lead or Rector must pre-approve Ministry Personnel that provide one-on-one discipling activity.

2.6.3.3 Ministry Personnel working with Youth may not pursue a dating relationship with a student.

### **2.6.4 One-on-One Discipleship**

2.6.4.1 One-on-one discipleship sanctioned by the Ministry Lead or Rector must be done in public settings and only under the following conditions:

1. The Ministry Lead or Rector is informed of the time and place of the meeting prior to the meeting; and
2. The bounds of confidentiality should be shared at the outset, stipulating that Ministry Personnel are legally bound to report physical abuse or neglect of a minor to the Department of Social Services or the police.
3. Parental permission is granted with written documentation, and,
4. Documentation will be maintained and filed including written permission from Parents and notification to Ministry Lead.
5. When separate transportation is arranged, avoid isolation.

2.6.4.2 One-on-one discipleship should only take place on a short-term basis, unless otherwise approved by the Rector and the Parents.

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2.6.4.3 There are likely to be times when clergy or Ministry Personnel are not able to help the Youth to whom he or she is ministering as much as the Youth wants or needs. These situations are most likely to occur in one-on-one ministries of visiting, pastoral care, or counselling, and may result from a lack of skills or expertise in the special need area of the Youth being ministered to or from a lack of resources. In such cases it is the responsibility of the ministering individual to:

1. Provide the Youth with a referral if the person asks to see someone else, or if he or she expresses a desire for additional help that you are unable to provide.
2. Provide the Youth with a referral when the Youth shows signs of mental illness, psychosis, incoherence, severe depression, violent behaviour, alcohol or drug addiction, when a person makes suicidal or homicidal threats, or when a person shows suicidal tendencies.
3. Provide the Youth with a referral in situations involving physical, emotional, or sexual abuse.
4. Contact ANiC administration for assistance if unaware of or unable to determine an appropriate referral.

## **2.6.5 Proper Display of Affection**

2.6.5.1 The following actions constitute appropriate touch:

- One arm hugs
- Shoulder to shoulder hugs
- Touch on the back or shoulder

2.6.5.2 The following actions constitute inappropriate touch and must be refrained from at all times:

- Prolonged hugging
- Overly exuberant affection, “horseplay”, or tickling
- Extended backrubs
- Lap sitting
- Kissing
- Touching of thighs, knees, back rubs or inappropriate spots of the body

## **2.6.6 Billeting and Hosting of Youth**

2.6.6.1 When Youth are billeted or hosted, the following requirements must be fulfilled:

1. The host family must be recommended by the Rector before the Youth is hosted; and
2. The host parent(s) must successfully complete a Police Records Check before the Youth is hosted; and
3. Information guidelines are to be distributed to host homes no less than one week in advance of the Youth arriving at their home; and
4. Any allergies and medications for Youth should be communicated to the host home prior to arrival, with clear directions on how to manage allergies and/or medications; and
5. Youth must have distinctly separate sleeping arrangements from the other household members; and
6. Curfews of 11:00 p.m. should be enforced when Youth are being billeted; and
7. All Youth staying in host homes must be informed of proper etiquette and curfew guidelines.

## **2.7 Registration Forms and Personal Information Protection**

- 2.7.1 Child/Youth Registration Forms (Appendix 5/7) will be available for activities where Children and Youth are participating. A release and permission statement will be included on all participation forms releasing the Anglican Network in Canada and its local church from unforeseen and accidental injuries along with contact information in case of an accident.
- 2.7.2 A statement will be included on all registration forms which stipulate the purpose and extent for collecting personal information of Children/Youth and a commitment to protect the personal information on the forms.
- 2.7.3 Forms are to be copied and the copies taken on all off-site events in case emergency medical assistance is required and the parent cannot be notified. Original forms are to be filed and kept permanently in a secure location.
- 2.7.4 The registration form will not replace specific consent and authorization forms for activities that involve an elevated level of risk including off-site activities.
- 2.7.5 It is the responsibility of personnel and their teams to ensure that forms are completed and submitted for all participants. Reasonable effort is to be made to keep registration information updated and current.
- 2.7.6 Registration forms must be kept permanently under lock and key.

## **2.8 Vulnerable Adult Protection Procedures**

The following procedures are in place for programs and ministries where Vulnerable Adults are in attendance and/or for opportunities where Vulnerable Adults are visited and ministered to.

### **2.8.1 Supervision of Vulnerable Adults**

- 2.8.1.1 Programs for Vulnerable Adults must comply with established staffing ratios as follows:
  - On-site programs – one Ministry Personnel for every 10 Vulnerable Adults
  - Off-site trips and activities – one Ministry Personnel for every 5 Vulnerable Adults
  - There must be at least two (2) unrelated Ministry Personnel at all events and for all visitation including home visitation and hospital visits
- 2.8.1.2 Events attended by male Youth must be supervised, at least in part, by male Ministry Personnel; events attended by female Youth must be supervised, at least in part, by female Ministry Personnel.
- 2.8.1.3 Caution and professional attitudes are to be observed in all interactions.
- 2.8.1.4 Pastoral ministry should be limited to the professional section of the parish, e.g., office or boardroom, or in a public place, e.g., coffee shop.

### **2.8.2 Personal Care**

- 2.8.2.1 Personal Care should be the responsibility of care givers and family members, not Ministry Personnel.
- 2.8.2.2 It is at the Ministry Personnel's discretion if they wish to provide this extra level of care. However, at no time should Ministry Personnel be left alone in a home or behind closed doors with Vulnerable Persons.

### **2.8.3 Conducting In-Home Visits**

- 2.8.3.1 There are a variety of reasons and circumstances that make meeting people in their own homes a necessary part of the church's ministry. When visiting shut-ins, preparing people for baptism, welcoming newcomers, conducting stewardship or planned giving campaigns,

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or responding to pastoral crises, it is often necessary and desirable to go to someone's home.

- 2.8.3.2 However, visiting people in their own homes presents its own set of challenges. Homes, by their nature, are private environments. Because a person tends to be more comfortable and relaxed in his or her own environment, this increased degree of relaxation may, in fact, make him or her more vulnerable. Also, because the person being visited is better able to control the situation in his or her own environment, he or she may hold a higher degree of power than the visitor. Visitors should be aware that they are potential victims of abuse when visiting someone's home and should take the necessary steps to protect themselves.
- 2.8.3.3 The following guidelines are meant to protect both parties in these situations - the visitor and the visited:
1. Always arrange the visit in advance. Establish a starting time and approximate ending time, as well as a clear purpose for the visit so that the individual knows exactly what to expect.
  2. When possible, travel with another screened ministry personnel, or arrange to visit the home when a care giver is present. If that is not possible, make another person (secretary, spouse, colleague) aware of where you are going and when you can be expected to return.
  3. Be respectful of people's time and do not overstay your welcome. When visiting a shut-in or someone who is ill, be particularly conscious of how they are feeling and avoid over-tiring them.
  4. Keep the pastoral purpose of your visit in mind at all times. Do not attempt to unduly persuade or influence the person, particularly if he or she seems confused. Avoid offering advice about medication or medical treatment, and avoid arguing with, or agitating the person you are visiting.
  5. Stay in the most public area of the home - the living room, family room, or kitchen. Avoid entering a person's bedroom unless a 3rd party is present in the home, and preferably only when the person is infirm or bed-ridden.
  6. Choose a seat at a comfortable distance from the person you are talking to and avoid sitting next to them on a couch or sofa. Do not invite or initiate any unwanted or inappropriate physical contact. If bed-ridden, do not sit on the individual's bed.
  7. Visitors should never engage in any form of sexual impropriety with those whom they are visiting. Sexual impropriety includes, but is not limited to, all forms of overt or covert seductive speech, gestures and behaviour as well as explicit sexual contact.
  8. Do not agree to meet anyone in his or her own home if you sense your own personal safety may be compromised, or if you feel that there is the potential that a boundary may be crossed. If a person whom you don't know well asks for a meeting and you are at all suspicious, arrange to meet him or her at a church office, a coffee shop, or a local restaurant until you know him or her better.
  9. When first arriving at a person's home, assess the situation for anything that may be out of the ordinary. Do not continue if the person is inappropriately dressed, under the influence of alcohol or drugs, or if a person or animal acts in a threatening or aggressive manner and is not properly restrained.
  10. If the person acts strangely, says or does things that make you feel unsafe or uncomfortable, or initiates inappropriate physical contact, tell them to stop, and then, re-establish and maintain appropriate boundaries. If the behaviour continues, excuse

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yourself, document what happened, and report it to your supervisor. Do not stay in a potentially dangerous or compromising situation.

11. If driving a person to appointments or errands is part of the stated ministry, drivers must hold a valid driver's license and insurance. Seat belts must be available for all passengers. Drivers must not have any alcohol or drugs in their system when driving. If possible, driving ministries should be team ministries to avoid being alone in a car with a vulnerable person.
12. Visitors must treat all confidential information and communications obtained while visiting as strictly confidential and should not disclose them to anyone except where required by law or where given written consent by the individual(s) involved. When discussing the confidential details of a particular situation with a supervisor, the identity of the people involved must be protected.
13. Except where the stated purpose of the visit is stewardship or planned giving, it is best not to accept gifts or donations when making in-home visits. Encourage the person to make his or her donation using the offering plate or by mailing it directly to the church. If the person insists on giving you a financial gift while you are there, provide a temporary written receipt. Duplicate receipts should be retained. All cheques are to be made payable to the church. Explain that the church will issue an official receipt at the appropriate time.
14. People should be encouraged to speak with their family and financial and legal advisors before making significant contributions in order to avoid allegations of undue influence or abuse of trust. Such encouragement should be recorded in an appropriate file.
15. Be aware of signs that a person may not be caring for him or herself as he or she should, and may require additional resources to assist him or her. Signs of personal neglect include, but are not limited to, a decrease in personal hygiene, wearing the same clothes all the time, particularly if they are stained or soiled, and periods of confusion, disorientation, or loss of memory.
16. If you become concerned about the well-being of a person whom you are visiting, speak to your supervisor about trying to initiate contact with a family member in order to discuss the situation and recommend possible courses of action.

## **2.8.4 Providing a Referral When Needed**

2.8.4.1 There are likely to be times when clergy or Ministry Personnel are not able to help the Vulnerable Adult to whom he or she is ministering as much as the Vulnerable Adult wants or needs. These situations are most likely to occur in one-on-one ministries of visiting, pastoral care, or counselling, and may result from a lack of skills or expertise in the special need area of the Vulnerable Adult being ministered to or from a lack of resources. In such cases it is the responsibility of the ministering individual to:

1. Suggest an appropriate alternative source of care and to assist that person in contacting that source of care if necessary
2. Provide the Vulnerable Adult with a referral if the person asks to see someone else, or if he or she expresses a desire for additional help that you are unable to provide.
3. Provide the Vulnerable Adult with a referral when the Vulnerable Adult shows signs of mental illness, psychosis, incoherence, severe depression, violent behaviour, alcohol or drug addiction, when a person makes suicidal or homicidal threats, or when a person shows suicidal tendencies.

4. Provide the Vulnerable Adult with a referral in situations involving physical, emotional, or sexual abuse.
5. Contact ANiC administration for assistance if unaware of or unable to determine an appropriate referral.

Provide the person with a referral if you are unable to devote the necessary time to help the person, if you feel out of your depth in terms of experience or expertise, if you feel you don't properly understand the situation or the issues involved, or if you feel overwhelmed by the situation and unable to cope.

## **2.9 Off-Site Activities, Overnight Events, Transportation, and Mission Trips**

1. All off-site activities must be pre-approved by a Rector with Parents being notified at least one (1) week prior to the outing utilizing the Letter of Informed Consent (Appendix 12)
2. Proper written consent and medical release forms are required for each Child/Youth participating in off-site events. Forms must be kept in the Ministry Lead's possession during off-site activities with a copy of the completed forms filed in church office. The originals are to be kept on file permanently (Child, Appendix 5; Youth, Appendix 7).
3. All off-site activities are to be supervised by a minimum of two (2) unrelated adult Ministry Personnel. Off-site activities with mixed genders must be supervised by at least two (2) unrelated, adult Ministry Personnel of opposite gender.

### **2.9.1 Overnight Events**

In addition to the regulations governing Child Protection Procedures (2.5), Youth Protection Procedures (2.6), and Vulnerable Adult Protection Procedures, the following regulations shall govern overnight events involving Children, Youth, or Vulnerable Adults.

- 2.9.1.1 All overnight events must be pre-approved by a Rector and, when relevant, Parents of Children and Youth must be notified at least one week prior to the event utilizing the Letter of Informed Consent (Appendix 12). Make sure to note that:
  - a. Precautions are being taken to minimize the risk and to raise the level of safety provided for their Children and Youth; and
  - b. Specific sleeping arrangements have been planned.
- 2.9.1.2 The Parent or guardian of a Child/Youth participating in overnight events must return the signed and witnessed Letter of Informed Consent that includes the required liability shields. Forms must be kept in the Ministry Lead's possession during retreats and overnight events with a copy of the completed forms filed with the church. The originals are to be kept on file permanently.
- 2.9.1.3 Overnight events attended by male Youth must be supervised, at least in part, by male Ministry Personnel; retreats and overnight events attended by female Youth must be supervised, at least in part, by female Ministry Personnel.
- 2.9.1.4 Ministry Personnel are to be assigned a specific group of Children or Youth for whom they are responsible to supervise. Female Ministry Personnel will be assigned responsibility for female Children/Youth and male Ministry Personnel will be assigned responsibility for male Children/Youth.
- 2.9.1.5 Youth attending overnight events will not be allowed to leave the event. Any exceptions must be added to the permission form signed by the Parent.



- 2.9.1.6 Female and male Youth are not allowed in each other's rooms or tents for any reason during overnight events and they are not permitted to sleep in mixed company.
- 2.9.1.7 Any individuals travelling with the team who are not screened Ministry Personnel should have separate sleeping arrangements and are not to be put in a Position of Trust with children or Youth who are not their own.
- 2.9.1.8 When travel plans require overnight housing, it is strongly recommended that housing be arranged in the homes of screened and approved billets, or in a conference centre, camp, or parish where Children and/or Youth can stay together, and where more than one Screened Personnel can be assigned to each common sleeping area. (Refer to policy on "Billeting and Hosting".) When this is not possible, and it is necessary that the group stay in hotels or motels, plans need to be made so that Children and Youth have distinctly separate sleeping arrangements from other adults. In your plans, it is strongly encouraged that:
- Hotel rooms be all together in one wing of the hotel or motel; and
  - Parents be encouraged to accompany the team, assigning family members to hotel rooms; or,
  - Request the availability of suites with two or three bedrooms per suite and assign two Children/Youth to a separate room, set apart from the two adult Screened Personnel; or,
  - Assign two unrelated adult Screened Personnel to a hotel room with two or more Children/Youth; or,
  - In hotel or motel rooms with adjoining doors, assign one Screened Adult with two Children/Youth in each room. For accountability purposes, the door separating adjoining rooms must be kept ajar or open at all times. Children and Youth should have distinctly separate sleeping arrangements from other adults.
  - Screened Personnel are never to be alone in a room with a Child or Youth.
- 2.9.1.9 Children should not be left alone in hotel rooms.
- 2.9.1.10 Curfews should be established and enforced.
- 2.9.1.11 At no time should Personnel sleep in the same bed with a Child, Youth or Vulnerable Adult.

## **2.9.2 Transportation**

- 2.9.2.1 When planning off-site activities, Parents are to be encouraged to drop off and pick up their Children and Youth at the event location. For out of town events, commercial school carriers are to be used when feasible.
- 2.9.2.2 Drivers must obey all the rules of the road including the speed limits. Reckless or unsafe driving will not be tolerated.
- 2.9.2.3 All drivers transporting Youth during local ANiC church activities must complete the following prior to the youth event:
- Be pre-approved by the Ministry Lead; and
  - Provide a copy of their valid driver's license; and
  - Provide a copy of their current automobile insurance policy; and
  - Have a minimum of five (5) years driving experience or on new driver's licenses have four dots.
- 2.9.2.4 The number of occupants in vehicles transporting Children, Youth and Vulnerable Adults during local ANiC church sponsored activities must not exceed the number of seat belts and

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each Child must be in age appropriate safety restraints. Seat belts must be worn by everyone and remain fastened at all times the vehicle is in operation.

2.9.2.5 The 'Trips and Off-site Travel Form' (Appendix 8) will accompany the group with the original left in local ANiC church office and filed permanently, consisting of:

- Names and phone numbers of all participants; and
- Location of event and phone number(s); and
- Drivers and vehicles involved.
- There will be a lease 2 youth/children in the vehicles at all times, to avoid 1 personnel driving one youth.

### **2.9.3 Mission Trips**

2.9.3.1 Due to the diverse nature of mission trips, a comprehensive set of policies to govern all trips is an impossibility. These are some general policies (non-comprehensive) that apply to the activities of Missions by the local ANiC church:

1. Each potential mission trip, in its application package, will include the specific policies unique and appropriate to that trip, and require potential applicants and their Parents to give written agreement with those policies.
2. Leadership for mission teams (Missions Team Leaders) shall be selected from adult applicants. First priority will be given to youth staff members and clergy, and then to parents of Youth, before being offered to the general parish congregation. When adult staff members are applying for Missions Team Leadership, they must fulfill the same application requirements as someone applying to the youth staff, including Plan to Protect® screening.
3. Youth Missions Teams are subject to the policies set by the local ANiC church Missions Committee, including:
  - Minimum spiritual and character requirements of team members;
  - Eligibility of candidates;
  - Financial obligations of candidates;
  - Subsidization for Team Leaders.
4. There will be a minimum of 2 parents' meetings scheduled for each proposed trip – one as an information meeting, scheduled before the application deadline, and one after the team has formed but before the team has departed – to address any further questions or concerns.
5. The minimum number of Missions Team Leaders for mixed gender trips will be 2 unrelated Ministry Personnel; one male, one female. All attempts will be made to provide four leaders, two males and two females.
6. Each team will have a written policy detailing the circumstances under which a removal from the team might occur, and the procedure that would be employed in such a case.
7. Unless accompanied by a Parent, no Child under the age of 16 will be permitted as a part of an overseas Youth Missions Team.

## **2.10 Health & Safety Guidelines**

### **2.10.1 First Aid**

- 2.10.1.1 Ministry Leads and Ministry Personnel are encouraged to be certified and trained in first aid.
- 2.10.1.2 The names and contact information of individuals who are certified in first aid are to be posted in the children's and youth program areas for easy access with a Master List maintained by the Office Manager.
- 2.10.1.3 Ministry Leads must be informed of any individual(s) having severe allergies. The information will be posted in the children's and youth departments for easy access and Ministry Personnel who have the individual(s) in their care will be informed.

### **2.10.2 Illness**

- 2.10.2.1 An individual who is ill and could therefore expose others to illness is not to be received into the nursery or classroom. Factors and symptoms to consider are:
  - Fever, unusual fatigue, irritability, coughing, sneezing, runny nose and eyes, vomiting, diarrhea, inflamed mouth and throat; and/or
  - Individual(s) with a known communicable disease.

### **2.10.3 Medications**

- 2.10.3.1 Ministry Personnel are not to give or apply any medications. Parents are to be contacted and should administer all medications.
- 2.10.3.2 Medication is not to be left in a classroom. When an individual brings medication, the medication is to be kept in the possession of the Ministry Lead or their designate.
- 2.10.3.3 In the extreme case where Epi-pens and puffers are needed for allergies or asthma, written instructions are to be provided by the Parent or guardian to the Ministry Lead. Requests should be written, signed, dated and filed permanently.
- 2.10.3.4 Topical medications for diaper changing purposes are to be used only when instructed and provided by the Parent or guardian.

### **2.10.4 Dealing with Cuts or Injuries Involving Blood**

- 2.10.4.1 Blood pathogen policies will be posted in the departments.
- 2.10.4.2 When an individual is injured, they are to be separated from others. The area where the injury occurred or where any blood may have dropped on the floor or toys is also to be isolated.
- 2.10.4.3 Ministry Personnel need to ensure that no other individuals have had contact with any of the blood from the cut or injury.
- 2.10.4.4 Non-latex gloves are to be used when bandaging the injury, avoiding contact with mouth, ears and eyes.
- 2.10.4.5 Extreme care will be taken in cleaning up all blood and bloody bandages and the safe and secure removal of waste and disposal of gloves to a secure waste removal container.
- 2.10.4.6 Hands are to be washed carefully with sterilizing soap available in the first aid kit.
- 2.10.4.7 When ministering to individuals with HIV or Aids, specific guidelines for education and care of these individuals will be developed and followed (Appendix 9).

## **2.10.5 Emergencies**

- 2.10.5.1 Emergency evacuation procedures will be reviewed semi-annually by the Rector and Trustees. These procedures are to be posted in a visible place in each classroom stating the planned route of escape to the nearest exit.
- 2.10.5.2 A first aid kit will be kept in each classroom with Ministry Personnel being educated on the kit's contents. Each kit will contain a pair of disposable non-latex gloves, disinfectant towelettes, two or three 4" x 4" gauze pads for blood absorption, small scissors and band-aids.
- 2.10.5.3 The Rector or Wardens, in cooperation with the Ministry Lead, will arrange for annual fire and evacuation drills.
- 2.10.5.3 A Parent will be contacted when an injury, accident or medical emergency occurs. Incident Reports (Appendix 10) are to be completed for any and all accidents. Injuries are to be reported to the Ministry Lead.

## **2.11 Bullying Among Peers**

- 2.11.1 Our Children, Youth and Vulnerable Adults have a right to a caring, respectful and safe parish environment where they will encounter the love of God in action. An anti-bullying policy will therefore be in effect at all times and will be clearly communicated and enforced among the Children, Youth and Vulnerable Adults. All Ministry Personnel will take action to prevent bullying, teach against it, and assist and support Children, Youth and Vulnerable Adults who are being bullied. Bullying in any form will not be tolerated.

Bullying will be defined as unwanted, aggressive behavior that involves a real or perceived power imbalance and is repeated or has the potential to be repeated.

### **Types of Bullying:**

- Verbal Bullying
- Social Bullying
- Physical Bullying
- Cyber Bullying
- Racial Bullying
- Homophobic Bullying
- Sexual Harassment

### **Procedure for Dealing with Bullying:**

- Bullying, of any kind, will not be accepted or tolerated.
- Any incidents, reports or suspicions of bullying will be acknowledged, reviewed and dealt with appropriately and immediately.
- All incidents, reports or suspicions will be reported immediately to the Ministry Lead.
- Appropriate action will take place based on the situation. Possible action may include, but is not limited to:
  1. Complete incident report after each incident
  2. Notify both sets of parents after each individual incident
  3. Provide a warning that bullying will not be tolerated
  4. Suspension for one day/event if bullying persists
  5. Suspension for three days/events after next incident
  6. Expel the student if the bullying does not stop
  7. If necessary/appropriate, contact and consult with police.

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- All attempts will be made to work towards reconciliation and change of behavior with the bully or bullies.
- Counseling and support will be recommended and if at all possible provided for the victim of bullying.

## **2.12 Computer and Internet**

- 2.12.1 Computers accessible to the general public will be placed in open areas where the screen is easily visible. Users will be held accountable through the use of a sign-in/sign-out sheets, and if the computer has network access, a user password.
- 2.12.2 Internet filters will be installed on each computer to limit access to adult content.
- 2.12.3 The browser history will be reviewed periodically, as well as the documents downloaded, for questionable material.
- 2.12.4 An 'Acceptable computer Use Policy' will be developed and posted near publicly accessible computers.
- 2.12.5 Communication with a Child/Youth via email, MSN, Facebook, or other on-line social networks will be monitored closely and only used with parental written permission. Local ANiC church members and adherents and Ministry Personnel are encouraged to demonstrate and model purity, integrity, transparency and accountability with all communications including those noted above. It is highly recommended that all communication be done in the open and that a Ministry Leader or a Parent be included in all electronic communication with Children/Youth.
- 2.12.6 Communication via social media networks should be done in view of other people, i.e. group pages, wall-to-wall, etc. Social media networks are to be used solely for communication purposes.
  1. Ministry Personnel will not initiate contact with Children or Youth under the age of 13 via text or using Social Media. Ministry Personnel may contact Youth aged 13-17 via text or Social Media with written parental permission (Appendix 7) and copying another leader on the text, or using a public Social Media option (wall-to-wall, group pages).
  2. Ministry Personnel will limit their online communication with Youth via Social Media to daytime hours (8:00am-11:00pm).
  3. Online communication will not involve video messaging (FaceTime, Skype, etc.) in any form, unless it is a training post or group conference call approved by the Youth Pastor.
  4. Ministry Personnel will ensure that all online communication with Youth is done in view of other people (group pages, group texts, wall-to-wall) and/or copied to their parent/guardian. Communication should also be copied to your Ministry Leader or co-worker.
  5. In the rare occasion that a conversation with a Youth moves beyond communication of information, Ministry Personnel will notify their Ministry Lead immediately and submit a copy of the conversation to the Ministry Lead. Ministry Personnel will request the Youth to continue the conversation in person with the Program Lead or his/her designate.
  6. Youth Ministry Personnel will agree to allow the Youth Ministry Pastor, or designate by Senior Pastor, access to their Social Media networks in order to facilitate regular supervision.

## **2.13 Photography and Video Taping**

- 2.13.1 Photography and videotaping will be done under the supervision of screened Ministry Personnel.

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- 2.13.2 Individuals who do not wish to be filmed may either stay out of the line of the camera or opt out of the activity/service.
- 2.13.3 For all Children and Youth ministry activities and programs, Parental permission must be secured prior to taking photographs of Children and Youth. Parental permission will be secured on an annual basis on the registration forms and no photographs of Children or Youth will be taken without prior written approval.
- 2.13.4 No photographs will be posted on Facebook, MSN or other online social networks without prior written approval.
- 2.13.5 No photographs will be tagged or labeled with the name of a Child/Youth at any time, including but not limited to bulletin boards, newsletters, websites, and/or parish bulletins.

## **SECTION 3**

### **POLICY ON REPORTING AND RESPONDING TO ALLEGATIONS AND SUSPICIONS OF ABUSE**

#### **3.1 General Procedures for Handling Complaints of Abuse**

##### **3.1.1 Rights of the Complainant**

- 3.1.1.1 The alleged victim of abuse need not be the complainant. Moreover, neither consent nor acquiescence will excuse or exonerate abuse. At any time the church may initiate or proceed with the formal complaint process.
- 3.1.1.2 In determining whether alleged conduct constitutes abuse, consideration shall be given to the record of the incident as a whole and to the totality of the circumstances, including the context in which the incident occurred.
- 3.1.1.3 Any person bringing an abuse complaint or assisting in investigating such a complaint will not be adversely affected in terms and conditions of employment or church membership or affiliation, or otherwise discriminated against or discharged.

##### **3.1.2 Spiritual Response and Counsel for the Victim**

- 3.1.2.1 For the protection of our Children, Youth and Vulnerable Adults, all allegations and/or suspicions of abuse will be taken seriously and handled with the utmost care. The suspected victims will be treated with dignity and respect.
- 3.1.2.2 During the process of reporting and response, all Ministry Personnel will be committed to prayer and strive to remain calm and hopeful.
- 3.1.2.3 Situations of abuse must be handled forthrightly with due respect for people's privacy and confidentiality. Discretion must be observed and details of the suspected abuse must not be shared among the parish community. Information should be shared on a need-to-know basis, expanding only as individuals are drawn into the response and investigation. Confidentiality for the victim must be protected.
- 3.1.2.4 Rectors will seek opportunities to provide individual care and counsel both for the abuse victim and their family. Rectors will determine the need for professional assistance (see Section 2.8.4, Providing a Referral When Needed) and evaluate and designate resources as needed and able.

##### **3.1.3 Biblical Response and Discipline for the Accused or Convicted**

- 3.1.3.1 The accused is to be treated with dignity and respect. If the accused is a paid Ministry Personnel, that person will be relieved temporarily of his or her duties until the investigation is completed with arrangements made to either maintain or suspend his or her income until the allegations are cleared or substantiated.
- 3.1.3.2 It is the responsibility and right of Rectors and the Trustees to exercise and practice parish discipline as outlined in Matthew 18 and as stipulated in denominational guidelines.
- 3.1.3.3 Rectors will seek opportunity to provide individual care and counsel both for the accused and their family. Rectors and the Trustees will determine the need for professional assistance (see Section 2.04, Providing a Referral When Needed) and evaluate and designate resources as needed and able.
- 3.1.3.4 Anyone accused of abuse to Children or Youth will be prohibited from having access to Children or Youth until they are cleared of any and all charges. Clearly written guidelines will

be provided to the individual with restricted activities and areas of the parish property that they are not permitted to use or be in.

- 3.1.3.5 Anyone convicted of child abuse will be prohibited from having access to Children or Youth. Rectors may designate an individual to accompany the convicted person while on parish property. Clear written guidelines will be provided to the individual listing restricted areas and access points on the parish property.

## **3.2 Procedures for Handling Complaints of Abuse of Vulnerable Adults**

### **3.2.1 Investigating Accusations of Abuse of Vulnerable Adults**

- 3.2.1.1 When an abuse complaint is brought against an adult, the complainant can attempt to resolve the matter directly with the individual.
- 3.2.1.2 The complainant can report the incident to a Rector, in an effort to resolve the matter informally.
- 3.2.1.3 If an informal resolution of the complaint does not seem wise, appropriate, or possible, or does not succeed, the complainant may request that the PTPC institute formal proceedings which shall include the following steps:
- i. The PTPC shall advise the Rector and the Trustees of the receipt of all complaints and shall keep them apprised of ongoing steps and actions taken. If either the Rector or a Trustee is the subject of the complaint, this notice requirement shall not apply as to that person.
  - ii. The PTPC, as expeditiously as possible, shall gather statements or other information from the individuals involved in the alleged abuse incident and from others who may have pertinent information, such as qualified professional consultants.
  - iii. The PTPC shall make determinations and take actions appropriate to resolve the matter. Where the finding is that abuse did not occur, the file shall be closed. Where the finding is that abuse did occur, procedures as outlined in 3.2.2 (Following Up Incidents of Abuse) shall be followed.

### **3.2.2 Following Up Incidents of Abuse of Vulnerable Adults**

- 3.2.2.1 In the event the PTPC finds that abuse did occur, the parish will comply with any legal duties to report such conduct. In addition, such incidents shall immediately be reported to the insurer if appropriate.
- 3.2.2.2 Upon finding that sexual exploitation, harassment or abuse did occur, the Corporation shall take action which may include one or more of the following:
1. A formal reprimand, with defined expectations for changed behaviour;
  2. Recommending or requiring psychological or psychiatric assessment, counselling and/or treatment;
  3. Probationary standing, with the terms of the probation clearly defined;
  4. Dismissal from employment or authorized volunteer position, and if the seriousness of the offense warrants, end the person's affiliation with, or membership in, the church.
  5. A written summary of the committee proceedings in such cases will be maintained indefinitely
- 3.2.2.3 The PTPC may seek the advice of legal counsel or others to advise it in performing its functions.



### **3.2.3 Appeal Process**

- 3.2.3.1 If the committee does not satisfy the complainant or respondent with the process leading to disposition of the matter, he/she has the right to appeal to the Parish Corporation/Trustees.
- 3.2.3.2 Any such appeal, as per Section 3.2.3.1, must be made to the Parish Corporation/Trustees within 10 days of the decision of the PTPC. The appeal must be in writing and clearly explain the reason(s) for the appeal.

## **3.3 Procedures for Handling Complaints of Abuse of Children and Youth**

### **3.3.1 Reporting an Allegation or Suspicion of Abuse of Children and Youth**

- 3.3.1.1 For the protection of our Children, Youth and Vulnerable Adults, all allegations and/or suspicions of abuse against Children, Youth and Vulnerable Adults will be taken seriously.
- 3.3.1.2 Immediately upon hearing of potential abuse or allegations of abuse of a Child or Youth, the Ministry Personnel must complete a Suspected Abuse Report Form documenting all pertinent information (Appendix 11). The victim should not be asked leading questions, nor should the accused be contacted at the point of completing the Suspected Abuse Report Form.
- 3.3.1.3 All forms must be kept permanently unless otherwise directed by legal counsel.
- 3.3.1.4 According to Canadian child welfare laws, any person with a reasonable suspicion of child abuse has a legal responsibility to immediately report the matter to child protection authorities or the police. Reporting must be done by telephone or in person promptly at the point of observing signs of abuse or receiving a report of abuse. The reporting must be immediate, a direct report, and an on-going report.
- 3.3.1.5 Ministry Personnel are requested to notify the Rector that they will be making a report to child protection authorities and/or the police. The report can be made in conjunction with the Rector or appropriate Ministry Lead. The report is to be kept confidential.
- 3.3.1.6 A person who knowingly fails to report in these circumstances is in violation of the law and may be found to have committed an offence and may be subject to disciplinary action in the local ANiC church.
- 3.3.1.7 If the suspected abuse happened in the context of Anglican Network in Canada ministries or was committed by a parish member or attendee, the Rector or his designate will notify and work in conjunction with the local ANiC church leadership to notify the insurance provider and seek legal counsel upon hearing of a suspected child abuse case.
- 3.3.1.8 If the suspected abuse happened in the context of local ANiC church ministries or was committed by a parish member or attendee, the Parents of the victim must be notified by the Rector.

### **3.3.2 Assessing and Investigating an Allegation or Suspicion of Abuse**

- 3.3.2.1 No persons, including Rectors, Trustees, Board and PTPC members, are to assume the function of assessing, substantiating or investigating the need for intervention or interpretation of suspected child abuse.
- 3.3.2.2 There must not be any undue interference when a report of child abuse has been filed with child protection authorities or the police. The Rector or his designate should ask the child protection authorities how he/she/they can assist in helping and supporting the investigation and the hurting Child or Youth and their family.
- 3.3.2.3 The Rector or his/her designate should maintain frequent communication and supportive relationships with those suspected or guilty of child abuse as long as these persons exhibit a

willingness to listen, change and look to Christ for help. This does not exclude the need for hurting individuals to receive professional counselling.

### **3.3.3 Ongoing Investigation**

- 3.3.3.1 Full cooperation must be given by all parties to civil authorities under the guidelines of legal counsel.
- 3.3.3.2 At no time should the Trustees, Board members or Rectors either engage in denial, minimization or blame, or admit responsibility which could prejudice the case or cause increased liability to the Anglican Network in Canada or its local church.
- 3.3.3.3 A confidential follow-up report with conclusions and actions taken must be documented by the Rector following a report of abuse. This report should be placed in a confidential ministry personnel file and kept permanently.
- 3.3.3.4 It is critical to maintain confidentiality and strictly adhere to a need-to-know basis only.

### **3.3.4 Media Relations**

- 3.3.4.1 It is the responsibility of the Rector, or one of the Trustees if the Rector is unavailable, to be the designated spokesperson to speak on behalf of the local ANiC church to media and to the public in relation to a suspected child abuse case. All inquiries should be directed to this person and other individuals should not make comment unless given permission to do so.
- 3.3.4.2 Public statements must be well prepared and presented under the guidance of legal counsel.

## **3.4 Church Offenders Convicted of Child Abuse**

### **3.4.1 Covenant Policy**

When an individual attends an ANiC church, who is a known to have abused Children or Youth in the past, and/or has been convicted of crimes against Children or Youth, the Board and Senior Pastor are to enter into a covenant agreement (Appendix 14) with the individual if they wish to attend the local ANiC church on a regular basis. The covenant agreement is to be written and signed by a Pastor, a representative of the Board, and the individual.

For the protection of Children, Youth and for the protection of those who are known to have a history of crimes against Children and Youth, the following parameters will be put into place restricting access to Children and Youth:

The Offenders Covenant should include the following:

- When he/she is on the premises there will be at least one (but preferably two) adult chaperones assigned to keep an eye on him/her at all times
- Children and Youth ministry areas will be off limits
- He/she will refrain from attending small groups where families with minors participate, and from forging close friendships with families from the Church with minors.
- He/she will not be allowed on the Church property during special Children's events (such as VBS, mid-week Children's/Youth programs, etc.)
- He/she will not be allowed to take pictures while at Church
- When he/she leaves the sanctuary, for example, to use the washroom, one of the chaperones will check the washroom to make sure there are no Children in the washroom. If there is a Child in the washroom the chaperone will ask the man/woman to wait until the Child is done before he/she goes in.

### **3.4.2 Privacy Concerns**

Information regarding an individual's convictions should only be disclosed on a need-to-know basis to the Board, the Pastor and some ministry leaders. If the individual is a parent with children attending church, which may afford opportunity for the individual to have more access to other children (i.e. pickup and drop-off, and social events), then the need to know circle could be expanded to those families.

## SECTION 4

### MISCELLANEOUS POLICIES

#### **4.1 Other Users**

##### **4.1.1 Other Users**

- 4.1.1.1 In the case that outside users, members, adherents or renters are granted permission to use the facility for activities involving Children, Youth and Vulnerable Adults, that are not direct ministries and activities of the parish, it is required that they provide a certificate of insurance, with no less than \$2,000,000 Commercial General Liability coverage and the parish be named as additional insured. The user or renter is also required to demonstrate that they have a full Child/Youth protection policy and protocol in place. If they lack an Abuse Prevention Policy, the Anglican Network in Canada local church will refer them to Plan to Protect®, to secure their own copy of the *Plan to Protect® Manual*.
- 4.1.1.2 In the case, that the local ANiC church partners with other churches, agencies or community groups for the delivery of a joint activity or event with Children and/or Youth, the leadership of the local ANiC church will consult with their Insurance Agent during the planning stage, to determine the risks, insurance coverage and shared liability. The Ministry Lead is required to obtain written opinion from the Insurance agent acknowledging the status of insurance coverage for these joint activities.

#### **4.2 Policy Review**

##### **4.2.1 Policy Maintenance**

- 4.2.1.1 This Policy is to be reviewed and audited annually and updated every five years by the Trustees to ensure procedures are updated and/or clarified as needed, and to ensure that it maintains its relevance to applicable provincial child protection legislation.

## SECTION 5

### APPENDICES

The appendices for this document are located in a separate word document “ANiC Appendices” and available at the ANiC office or through the staff/parish login on the ANiC website.

Amended January 18, 2018