



Emmaus Road Anglican Church

Safety, Response, & Care Summary (SRC)

At Emmaus Road, we want to care for people well. This document summarizes policies which help protect our children, youth, and vulnerable adults from harm, including abuse (physical, emotional, or sexual), neglect, and bullying.

General Guidelines

- Where possible, meetings with vulnerable persons should not be done alone. It is best to have more than one adult (who has completed the Safety, Response, & Care [SRC] training) present and to meet in open, public spaces.
- If a person is in a situation where a boundary is crossed, where there is an allegation of a crossed boundary, or where something could be misunderstood, the person should discuss it with a ministry leader.

Serving with Children, Youth, and Vulnerable Adults

- Those who serve with children, youth, and vulnerable adults are to be models of integrity and to refrain from activities that are illegal or morally questionable.

- All those who serve will do the following before being placed in a position of trust with our children, youth, or vulnerable adults:
 - Complete a ministry application form and a confidentiality agreement
 - Be committed to the fundamentals of Anglican Christianity
 - Supply two references and undergo an interview
 - Supply a police record check every two years
 - Undergo a three-month probationary period (when they're not allowed to serve alone)
 - Attend an SRC training session at least once a year

Children's Classes

- Our nursery is unstaffed, and parents or guardians are responsible for their children while in the nursery. Diaper changing should only be done by a child's parent or guardian.
- For children's classes, we will always have at least one SRC-trained adult present with the door open and hall monitors circulating periodically.
 - For children aged 5 or younger, if more than 9 children are present, we will have two adults for every 10 children.

- For children ages 6 to grade 5, if more than 14 children are present, we will have two adults for every 15 children.
- The attendance of all children, leaders, and guests will be recorded and kept on file.
- For washroom needs:
 - Parents/guardians are encouraged to deal with their child's toileting needs before classes. If a child needs assistance in the washroom during the class, a helper will contact the parent/guardian to assist.
 - Children should not be sent to the washroom alone but should have a leader or buddy to accompany them (and wait outside the washroom).
 - Those serving with children should never be alone with a child in a closed washroom.
- Displays of affection must be age-appropriate and done in view of others. Examples of appropriate affection include:
 - holding a child who is crying
 - holding a child's hand when speaking, listening, or walking with them

- putting your arm around a child's shoulder when comforting or quieting is needed
- patting a child on the head, hand, shoulder, or back to affirm them
- It is always inappropriate to:
 - kiss a child or coax them to kiss you
 - engage in extended hugging and tickling or prolonged physical contact
 - hold a child's face when talking to them or disciplining them
 - touch any area of a child that would be covered by a bathing suit
- Discipline must be appropriate to create a loving, caring environment.
 - Physical punishment, humiliation, depriving a child of basic needs, or confining a child in a room alone is not permitted.
 - Problems should be dealt with individually, explaining why the behaviour is unacceptable, redirecting them to positive action, and explaining consequences.

Youth (11-18 years old) Activities

- For youth activities, we will have at least two unrelated SRC-trained adults present. If more than 14 youth are present, there should be two SRC-trained adults for every 15 youth.

- There must be at least a five-year age difference between ministry personnel and the youth they supervise.
- The attendance of all youth, leaders, and guests will be recorded and kept on file.
- Displays of affection must be appropriate and done in view of others.
It is always inappropriate to:
 - engage in kissing
 - engage in prolonged hugging, back rubs, “horseplay,” or tickling
 - touch any area of the body that would be covered by a bathing suit
- Discipline must be appropriate to create a loving, caring environment.
 - Physical punishment, humiliation, depriving a youth of basic needs, or confining a youth in a room alone is not permitted.
 - Problems should be dealt with individually, explaining why the behaviour is unacceptable, redirecting them to positive action, and explaining consequences.
- Offsite activities, overnight events, and transportation must be pre-approved by the Rector, with parents/guardians notified by a letter of informed consent at least one week in advance. Proper written consent and medical release forms are required.

Health and Safety

- Those who serve with children or youth are encouraged to receive first-aid training. The names and contact information of those certified in first aid are to be posted in the children's and youth program areas.
- Ministry leaders must be informed of those with severe allergies.
- Those who are ill (e.g., fever, coughing, sneezing, vomiting, diarrhea, etc.) are not to be received into programs to limit exposure to others.
- Parents/guardians are to administer all medications. Those who serve with children or youth are not to give medications, and medications are not to be left in a classroom.

Additional Guidelines

- We are opposed to any form of bullying and will take action to prevent it.
- Those who serve with children may use their phone (e.g., to show the children a short video), but children should not have unsupervised access to computers or phones while in class. Children are not to bring their own phones to class.
- Youth may have their own phones at youth events, but should use them responsibly. Responsible phone use includes using them in

ways that are not distracting (to youth or others) and refraining from activities that are illegal or morally questionable. Additionally, we want our use of phones (including social media) to be kind and loving, so pictures of (or posting about) others should not be done without their consent.

- Written permission from a parent or guardian must be secured before taking photographs of children or youth.

Allegations or Suspicion of Abuse

- All allegations and/or suspicions of abuse are taken seriously and handled with the utmost care. Suspected victims and suspected perpetrators will be treated with dignity and respect.
- Anyone accused of abuse of children or youth is prohibited from accessing children or youth until they are cleared of all charges. Anyone convicted of child abuse is prohibited from accessing children or youth.
- 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, which will be kept permanently. They can also submit through the link on our website.

- According to Canadian law, anyone with a reasonable suspicion of child abuse has a legal responsibility to immediately and directly report it to child protection authorities or the police.
- It is not the role of the one serving with children or youth to assess or substantiate claims of abuse.
- It is critical to maintain confidentiality. However, the Rector and/or the SRC Committee should be notified of any allegation or suspicion of abuse as soon as possible.

If you have questions, please see our full Safety, Response & Care policy or ask Father Chad or someone on our SRC Committee (Catherine Maynard, Doug Liao).