

Program Health and Safety Checklist

PURPOSE

To detail the standards under synod [Policy B-7 Program Safety](#) around the health and safety aspects of Anglican Corporation activities, events and programs.

SCOPE

These standards are intended to apply to activities, events, and programs offered by the Diocesan Synod, Corporation of the Cathedral of Christ Church, parish corporation and/or diocesan camps. Leaders of these activities, events and programs are expected to be aware of these standards and implement them as appropriate to the situation.

DEFINITIONS

See [Policy B-7 Program Safety](#) for definitions. In this checklist:

- the synod, cathedral or parish corporation, or camp shall be referred to as a “corporation”,
- all activities, events and programs shall be referred to as “the activity” or “activities”.

STANDARDS

Volunteer Position Descriptions, Selection and Screening

- ☐ The corporation has on file position descriptions for volunteer leadership positions within its overall ministry and mission, as well as position descriptions for any helper roles where the holder will normally have authority over, or work with, children, youth or vulnerable adults. Position descriptions state responsibilities and accountabilities of the position.
- ☐ A person being considered for a volunteer leadership position or helper role as defined above, who is not considered a known member of the corporation, shall provide three references, and [reference checks](#) shall be carried out.
- ☐ Any volunteer aged eighteen years or older commencing any corporation position that will cause the volunteer to have authority over, or work with, children, youth or vulnerable adults in a corporation activity must complete and file with the corporation a Vulnerable Sector Check report in the form prescribed by a policing authority every five years. Other volunteers can be asked to complete and file a Criminal Record Check at the discretion of the corporation ([Policy B-6 Criminal Record Check](#)).
- ☐ All volunteers in defined leadership or helper roles shall complete the appropriate modules from the Safe Church safeguarding training every five years.
- ☐ See also [Policy B-8 Human Resources](#).

Activities Involving Children and/or Youth

- ☐ Parents/guardians will complete the [Activity Waiver and Emergency Information](#) form for each child. If photos or videos will be taken at any time in an activity or program, a Photo Release form should also be completed. In the case of regular church activities or programs, the forms can be completed once each year.
 - Leadership shall provide the originals of completed Activity Waiver and Emergency Information forms and Photo Release forms to the corporation's safe church officer for appropriate storage
- ☐ Leadership shall carefully review each waiver form and adhere to the instructions given, particularly with respect to allergies and other medical conditions, and permissions not granted.
- ☐ Appropriate waiver forms with emergency contact information are readily available with the activity leadership throughout the activity.
- ☐ There shall be at least two screened adults (18 and over) continuously present for any activity involving children or youth under 18, including transportation to or from an activity. It is preferable that the two adults are not related.
 - If the two-adult standard is not feasible, for example, in the case of mentoring or counselling a child or youth, the activity will only take place in a public area where both people can be seen by others.
- ☐ Adult supervision for any child or youth activity shall follow these minimum adult-to-child/youth ratios:

Age	On-site	Day Excursions	Overnight
Under 18 months	1* adult / 3 children	Not permitted	Not permitted
18-36 months	1* adult / 5 children	1* adult / 5 children	Not permitted
3-5 years	1* adult / 10 children	1* adult / 8 children	Not permitted
6-9 years	1* adult / 15 children	1* adult / 12 children	1* adult / 10 children
10-13 years	1* adult / 15 children	1* adult / 12 children	1* adult / 10 children
14-18 years	1* adult / 15 youth	1* adult / 15 youth	1* adult / 15 youth
* Notwithstanding these ratios, two screened adult leaders must always be within the field of view and within earshot of one another during children and youth activities.			

- ☐ Washroom procedures:
 - Parents/guardians shall be reminded to take their young children to visit the washroom prior to any activity where parents do not remain present. In the case of an ongoing program, this reminder can be made at the beginning of the program and periodically after if required.

- A child or youth needing to visit a washroom during an activity where their own parents are not present shall be instructed to go on their own; or, if they are too young to do so on their own and there are only two adults present, be sent with a trusted older child. If there is a third adult available, that adult should prop any outside door open and remain outside the room/stall door while waiting for the child. In this case, taking two children is better. Two adults can take all the children to the washroom together if necessary and feasible.
 - Where a child needs assistance in the washroom, an adult leader/volunteer may enter the washroom cubicle to assist only when a second adult is within visual contact.
 - When required, changing of diapers/training pants should take place in the activity space.
- ☐ Adults other than screened and approved activity leaders and volunteers shall not normally remain in an activity room except by permission of the leader(s).
- ☐ Risk management for certain types of activities may require additional adults to be present to ensure a safe experience for everyone.
- ☐ If the activity is not at a corporation facility, corporation leadership (cleric incumbent, safe church officer and/or parish wardens) and parents/guardians shall be appropriately briefed regarding the location and nature of the activity, any preparation required and potential risks associated with the activity.
- ☐ If this is an overnight activity:
- Steps shall be taken to ensure the overnight accommodations are safe and healthy for the participants.
 - Parent/guardians and corporation leadership shall be provided with an itinerary, leader contact information, and accommodation/billeting contact information.
 - There shall be at least one adult male and one adult female in leadership if the children participating are of both sexes.
 - In addition to maintaining the minimum adult-to-participant ratio, adults leaders and volunteers should be assigned to a group of participants for whom the adult will be particularly responsible for during the activity.
 - Medication details and dispensing schedule for participants has been collected.

Health

- ☐ The activity leadership shall take steps to reduce exposure to any allergens or other triggers indicated for a child/youth on an activity waiver or as indicated by any participant in the activity.

- ☐ A person who has reasonable grounds to believe that a health hazard exists shall notify a medical officer of health or public health inspector of the health hazard without delay [[NB Public Health Act](#) 4(1)].
- ☐ In the case of a local or more widespread health hazard, the corporation and church members shall follow all directions provided by the NB Minister of Health.
- ☐ Church members shall regularly be reminded that if they suspect they are suffering from an airborne communicable disease, they shall not attend corporation activities.

First Aid Capability

- ☐ There shall be at least one qualified first aider (Standard First Aid) present at any activity. Two first aiders are recommended in case the first aider is the injured or ill party.
- ☐ First Aid equipment is available onsite or in a nearby building.
- ☐ If the activity is not at the corporation's facility, directions to the nearest medical facility have been determined.

Emergency Procedures

- ☐ Every activity participant shall be made aware of fire exits and fire evacuation procedures of each corporation facility, as well as any facilities used for off-site activities.

General Safety

- ☐ For home visitations to vulnerable adults by laypersons, the visit should be carried out by two screened volunteers.
- ☐ For any activity which includes the use of a pool, hot tub or natural body of water, a qualified Lifeguard (i.e. certified by the Canadian Red Cross or YM/YWCA) shall be in attendance throughout the event.

Food

- ☐ If food is served as part of an activity, the menu must take into account food allergies and other dietary restrictions as indicated for a child/youth on an activity waiver or as indicated by any participant in the activity.
- ☐ Corporation kitchens and kitchenettes shall be cleaned on a regular basis, including reviewing the contents of refrigerators and freezers.
- ☐ Staff and volunteers who contribute to, prepare or clean-up from a meal held at a corporation facility should regularly review the NB Department of Health's [The ABC's of Food Safety introductory guide](#) or similar document. It is also a desirable for church members to be [trained in food safety](#).
- ☐ *Note: a food premises of a not-for-profit organization where food is prepared for a single-day event or where food is prepared and sold on an occasional basis to raise*

money for the not-for-profit organization is exempt from the [New Brunswick Food Premises Regulation](#).

Photo and Video Permission

- ☐ Photo and video recording waivers shall be provided to parents or guardians of all children and youth in corporation activities, including worship services if photos or videos are taken. Copies of these shall be received by all associated activity leadership, who shall be diligent on this matter with all for whom permission has not been granted.
- ☐ A process is in place for adults to request they not be photographed or video recorded.
- ☐ Procedures are in place to ensure those involved with photography and videography know whose image should not be captured.
- ☐ There is signage to indicate worship services or other events are being live streamed or recorded, and, if practical, a section of the room marked off as a place for those who do not wish to be recorded. Parishes should also determine the process for times in worship such as during communion when members are more apt to come into view, recognizing that members watching a livestream of worship may wish to see at least the backs of people's heads to better connect with their church community.

Transportation

- ☐ Parents are responsible for arranging transportation of their children to and from Anglican Corporation activities. Parents may arrange transportation by family members or other parents taking children to and from the activity.
- ☐ If using private vehicles to transport people for a corporation activity:
 - Each driver shall have a valid driver's license appropriate to the class of vehicle being used and automobile insurance coverage suitable for the transportation being offered.
 - Each vehicle must be considered road-worthy and be equipped with tires appropriate for the expected weather.
 - The number of persons per vehicle shall not exceed the number of seat belts. When necessary, certified infant-, toddler- and/or child-seats are used in accordance with legal and safety standards.
 - There shall never be one adult driver and one child or youth passenger not related to the driver alone in a vehicle.
 - It needs to be made clear to drivers that the corporation's insurance does not protect owners/drivers of privately owned vehicles used during or to and from activities.

- ☐ If using chartered commercial transportation, the activity leader must confirm that the owner, the vehicle(s), and operator(s) are correctly licensed and adequately insured in accordance with the laws of the province or territory in which the vehicles are being operated.
- ☐ If using rented vehicles, the activity leader shall arrange third party liability and collision insurance with the rental company or with a qualified insurance broker to make sure they are adequately insured. It is not permitted to rent passenger vans seating more than seven persons.
- ☐ An activity risk assessment must consider any transportation aspects of an activity, particularly with third party involvement and if the activity involves towing individuals behind a motorized vehicle of any sort (car, truck, tractor, ATV, snowmobile, boat, etc.).

Out-of-Province/Country Mission Standards

This section is still to be added.