### Position requirements

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| **Category** | **Screening & Training** | **Access** |
| **Officers of the Meeting** |  |  |
| These positions include, but are not limited to:* Trustees
* Mentoring Clerk
* Presiding Clerk
* Treasurer
 | All officers must be ““approved adults”” | n/a |
| **Positions with key responsibilities for the protocols** |  |  |
| These positions include, but are not limited to:* Contact People
* Police Check Manager
* SAHC or its successor
 | All in these positions must be “approved adults” | Contact people may interact with children and vulnerable adults |
| **Positions with oversight and authority: Staff** |  |  |
| These include, but are not limited to:* Personnel Committee
 | All committee members must be “approved adults” | New committee members must become “approved adults” before supervising staff  |
| **Positions with oversight and authority: General** |  |  |
| These include, but are not limited to:* Ministry and Counsel
 | All committee members must be “approved adults” |  |
| **Positions with oversight** |  |  |
| These include, but are not limited to:* Refugee Committee
* YSHYM coordinator
 | All in these positions must review and consent to the procedures | n/a |
| **Staff** |  |  |
| This includes all staff, except for exemptions.Exemptions are staff positions with little access to children or vulnerable adults, including, but not limited to:* cleaners
 | All staff must be “approved adults”, as a condition of employmentThree references are required, as part of the hiring process | Staff may not take responsibility for children when aloneStaff are to refer vulnerable adults who need ongoing support to an appropriate resource |

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| **Children** | **Screening & Training** | **Access** |
| **Regular care for children** |  |  |
| Includes, but is not limited to:* CYPC
* Members of TFSR, whether f/Friends or not, for any activities involving children away from their parents
 | All committee members must be “approved adults”Three references are requiredExceptions: from screening requirements:* teen volunteers under 18, who must have a letter of support from the meeting
* occasional volunteers
 | There must be two “approved adult” committee members with children at all times, including when transporting themNew committee members are not to be in contact with children until they become “approved adults”Exceptions must be with an “approved adult” committee member |
| **Intermittent events with children unaccompanied by parents** |  |  |
| Includes, but is not limited to events such as:* YSHYM held in Toronto
* special programs such as the Christmas play
* Young Friends’ overnights in Friends’ House under the care of the Meeting
 | At least two volunteers over 18 supervising the event must be “approved adults” It is important to ensure there is an appropriate ratio of adults to children | There must be two “approved adults” over 18 with children, including when transporting them |
| **Consultants and other service providers working with or having access to children** |  |  |
|  | Must be accredited professionals if they are hired in their professional capacity. Others will be functioning as volunteers and will need to use TMM protocols | Accredited professionals may be alone with children if they abide by their professional accreditationregulationsOthers must be with an "approved adult" |

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| **Vulnerable adults** | **Screening & Training** | **Access** |
| **Care for vulnerable adults** |  |  |
| Includes, but is not limited to:* Burial Committee
* Members of TFSR, whether f/Friends or not
* Visiting Committee
 | All committee members must be “approved adults”Exceptions from screening requirements:* occasional volunteers
 | New committee members must become “approved adults” before visiting vulnerable adultsExceptions must be with an “approved adult” committee memberBest practice is to visit with two peopleIf circumstances require, “approved adults” may visit alone  |
| **Ad-hoc care for vulnerable adults** |  |  |
| Includes, but is not limited to:* Committees of Care (if they are assessed to be high risk when first established)
 | Best practice is to have “approved adults” | Best practice is to visit with two peopleIf circumstances require, “approved adults” may visit alone  |
| **Consultants and other service providers working with or having access to vulnerable adults** |  |  |
| Includes but is not limited to:* Translators
 | Must be accredited professionals if they are hired in their professional capacity. Others will be functioning as volunteers and will need to use TMM protocols | Accredited professionals may be alone with vulnerable adults if they abide by their professional accreditationFor others, best practice is to visit with two peopleIf circumstances require, “approved adults” may visit alone |