

VERSION 3 - CARE OF CHILDREN

Toronto Monthly Meeting Of the Religious Society of Friends (Quakers)

Policy and Procedures Regarding the abuse of children and vulnerable adults

Approved by Toronto Monthly Meeting Sept 9, 2017
First Revision

There are six versions of these policies and procedures:

- Version 1 Master
- Version 2 Compliance
- Version 3 Care of Children
- Version 4 Care of Vulnerable Adults
- Version 5 Staff
- Version 6 Oversight

The Master version contains all sections, appendices and forms. The other versions are tailored to specific positions, and contain selections from the master version. A spreadsheet filed in the TMM office identifies which sections, appendices, and forms belong in each protocol.

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SECTION 1: POLICY

Policy statement

The care of children, young people, and vulnerable adults is a sacred trust. Honouring that trust, Toronto Monthly Meeting is committed to ensuring that they are safe and secure in our care.

The testimony to equality, a belief in the equality of all persons, has been a base tenet of Quaker faith and practice since the beginnings of Quakerism. All persons are to be treated equally, respectfully and with love and care, irrespective of age, race, gender, or ability. Consequently, Toronto Monthly Meeting (TMM) commits itself to do everything possible to create safe environments for its activities in which vulnerable persons, including children and youth, are nurtured, and physical, emotional and sexual abuse is prevented. While it is not the intention of this policy to insulate vulnerable persons, including children and youth, from the balance of challenge and risk that they need for healthy development, we recognize that our peace arises out of right relationships and that children and young people are especially vulnerable to the tragic consequences of broken relationships and abusive treatment. Child abuse in any form, physical, emotional, sexual, as well as neglect, is unacceptable.

Toronto Monthly Meeting is also committed to ensuring that vulnerable adults are safe and secure in our care. Any of us may find ourselves to be vulnerable at different times in our lives.

The following procedures are intended to:

- provide a safe environment for the children, adolescents, and vulnerable adults in our care
- guide us in carrying out our responsibilities
- protect staff and volunteers from false or wrongful allegations
- comply with insurance requirements

Screening

1. Police checks

The following are required to have a police check:

- All volunteers over 18, before regularly working with children
- The First-Day School Coordinator(s)

All checks will be “Vulnerable Sector Screening Program – Police Reference Checks

None of the police checks will include searches under the Mental Health Act (MHA)

All positions requiring a police check are conditional on a completed check

Those who are waiting for the results of a police check should not be alone with children

Police checks must be renewed every three years for those who remain in the position

Intermittent events involving children:

At least one volunteer over 18 must have a police check before supervising children at an intermittent event, such as

- Driving
- Nursery care
- A Young Friends’ overnight
- Half-Yearly Meeting, wherever held
- A special program such as the Christmas play
- Young Friends’ overnights in Friends’ House

Refugee Committee events:

At least one volunteer over 18 must have a police check before supervising children at a Refugee Committee event involving children, such as

- The annual Refugee Camp at NeeKauNis
- The annual Christmas party

Hired consultants:

- Any hired consultant with duties involving the care of children or vulnerable people must show evidence of a Vulnerable Sector check to the person or committee who hired them.

2. References

The following shall provide three references:

- All volunteers over 18, before regularly working with children

These references:

- If possible, should include at least one who has direct experience of the person's work with children and at least one who is a professional or institutional reference, rather than a personal one
- Should not include family references

3. Teen volunteers

Teen volunteers under 18 who will regularly work with children must first obtain a letter of support from the Meeting

4. New volunteers

New volunteers should be attenders of the Meeting for at least six months before they are allowed to work with children. Then they should only assist someone who has been approved to work with children for the next 3 months.

5. Intermittent volunteers

A volunteer wishing to present a special program, or to assist with the children's program intermittently must be in the presence of someone who has been approved to work with children.

Training

1. Initial training

All employees and volunteers who require training must complete the online training program on the TMM website for their position(s)

2. Renewal training

The online training program must be renewed every three years for those who remain in the position

3. Training workshop

A training workshop will be presented by TMM every three years. All those who require training must attend.

Details on the workshop can be found on the TMM website.

SECTION 2: RESPONSIBILITIES

Responsibilities of First day School Volunteers and Coordinator

First day School Volunteers and the Coordinator should ensure that

- they maintain a safe and positive environment for the young people in the care of First Day School
- these protocols are followed

Responsibilities of volunteers in intermittent events such as Half Yearly Meeting, the Christmas play, or Young Friends' retreats

These volunteers should ensure that

- at least one volunteer over 18 has had a police check
- these protocols are followed during the event

SECTION 3: PROCEDURES

Preventive Procedures

Preventive procedures for children's programs

These procedures are for all individuals participating in gatherings involving children, whether regularly scheduled events such as First Day School, special events such as plays, or excursions or overnight events.

1. **Do not engage in these behaviours:**

Within a loving community, the following types of behaviours cannot be tolerated - these are some examples of behaviours between adults and children, or among children, which are abusive and destructive to the building of positive relationships with and among children

- singling out a child for highly favoured or unduly harsh treatment
- ridiculing, scape-goating, rejecting, or threatening a child
- bullying or put-downs
- making racially provocative comments or remarks based on appearance
- physically contacting a child when it is unwanted, unless necessary for the safety of the child or those around them
- invading the privacy of children when showering or toileting unless they need help
- making sexually suggestive comments
- corporal punishment
- sexually interacting with a child*
- physically hurting a child*

*These are reportable offences by adults against children

2. **Avoid being alone with children**

When children are given over to the care of the meeting, there should always be at least two people present with them. These people can then support one another in creating a positive environment for children.

- At least one of them must be an adult who has been approved to work with children.
- Others may be teenagers, or new volunteers, under the supervision of the “approved” adult.

- 3. Follow an open-door policy when two people cannot be present**

There will be occasions when only one person is with a child, for privacy reasons, if a child asks to talk to the person alone, or when it is not possible to have 2 people present. In these cases:

 - the person with the child should be an “approved” adult
 - another adult should know what is happening
 - the door should be left ajar.
- 4. Avoid acts that could lead to allegations**

These could include:

 - individual photography of children
 - unsupervised internet access
- 5. Provide supervision for new and teen volunteers**
 - volunteers under 18 who are caring for children should be supervised by an “approved” adult
 - new volunteers who have not yet had police checks should also be supervised
- 6. Account for toddlers and infants**
 - Document receipt and release of toddlers and infants up to three years old left with a volunteer without the parents being present
- 7. Follow safe practice for transportation**
 - If during the course of an event held under the auspices of Toronto Monthly Meeting, an adult plans to transport unrelated children and youth to or from the event, those in charge of the program must obtain a signed consent from the child’s parent or guardian.
 - The consent form must be filed in the TMM office.
 - Those transporting children are obliged to follow all applicable laws, regulations and safety practices.
 -
- 8. Obtain signed parental permission for off-premises programs**
 - Provide appropriate and adequate supervision of children at all times and in the event of an off-premise activity or program, obtain a consent signed by the child’s parent or guardian, allowing the child to be taken to this activity by the TMM staff or volunteers who are in charge
 - The consent form must be filed in the TMM office
- 9. Provide appropriate and adequate supervision of children at all times**

Preventive procedures for special events involving children

- 1. Follow special guidelines for intermittent events such as the Christmas play**
 - ensure at least one volunteer over 18 supervising the event has had a police check and been trained in the protocols
 - always follow the 2-person and open-door rules

Preventive procedures for events involving Refugees

- 1. Follow special guidelines for Refugee Camp at NeeKauNis**
 - ensure at least one volunteer over 18 supervising the event has had a police check and been trained in these procedures
 - ensure that these procedures are followed during any children's program
 - ensure that all children are accompanied by their parents
 - ensure that parents are informed they are responsible for their children while at camp
- 2. Follow special guidelines for the Refugee Christmas party**
 - ensure at least one volunteer over 18 supervising the event has had a police check and been trained in these procedures
 - ensure that these procedures are followed
 - ensure that all children are accompanied by their parents
 - always follow the 2-person and open-door rules

Preventive procedures for Half-Yearly Meeting

- 1. Follow special guidelines for Half-Yearly Meeting in Friends' House**
 - ensure at least one volunteer over 18 supervising the event has had a police check and been trained in these procedures
 - ensure that these procedures are followed during the children's program
 - always follow the 2-person and open-door rules
- note that Half-Yearly Meetings that take place at Camp NeeKauNis or in other meeting houses would be covered by the protocols applicable in those locations

Preventive procedures for children staying overnight

Children staying overnight in the house	Forms required
With an adult who is a parent	-
With an adult who is not a parent	Parental Consent and Release Form
Young Friends' retreat	Parental Consent and Release Form
With an outside group	Overnight Retreat Rental Form and Contract Agreement, with Hold Harmless Agreement

1. For children staying overnight at Friends' House accompanied by an adult who is not a parent

- Resident Manager or On Duty Residents must obtain signed parental consent on a Parental Consent and Release Form if the child under 18 is not accompanied by a parent.

For further details, see the Resident Manager Handbook.

2. For residential events such as a Young Friends' overnight that are under the care of the Meeting

- The Resident Manager or On Duty Resident must present the application to the Meeting for approval.
- Upon approval, the Resident Manager or On Duty Resident must make sure the following conditions are complied with :
 - The individuals in charge of the event must obtain signed parental consent for each person at the event who is under the age of 18, and provide these to the Resident Manager/On Duty Resident
 - Those in charge must ensure that at least one volunteer over the age of 18 supervising the event has had a police check and training in the protocols, and guarantees that the protocols will be followed

3. For residential events such as retreats run by outside groups

- The Resident Manager and On Duty Resident must use the procedures for outside groups (including obtaining proof of the outside group's parental consent form)
- the outside group will take responsibility for any children in their care

For further details, see the Resident Friend Handbook

All forms and other material should be stored in the waiver binder in the Resident Manager's office.

Incident Procedures

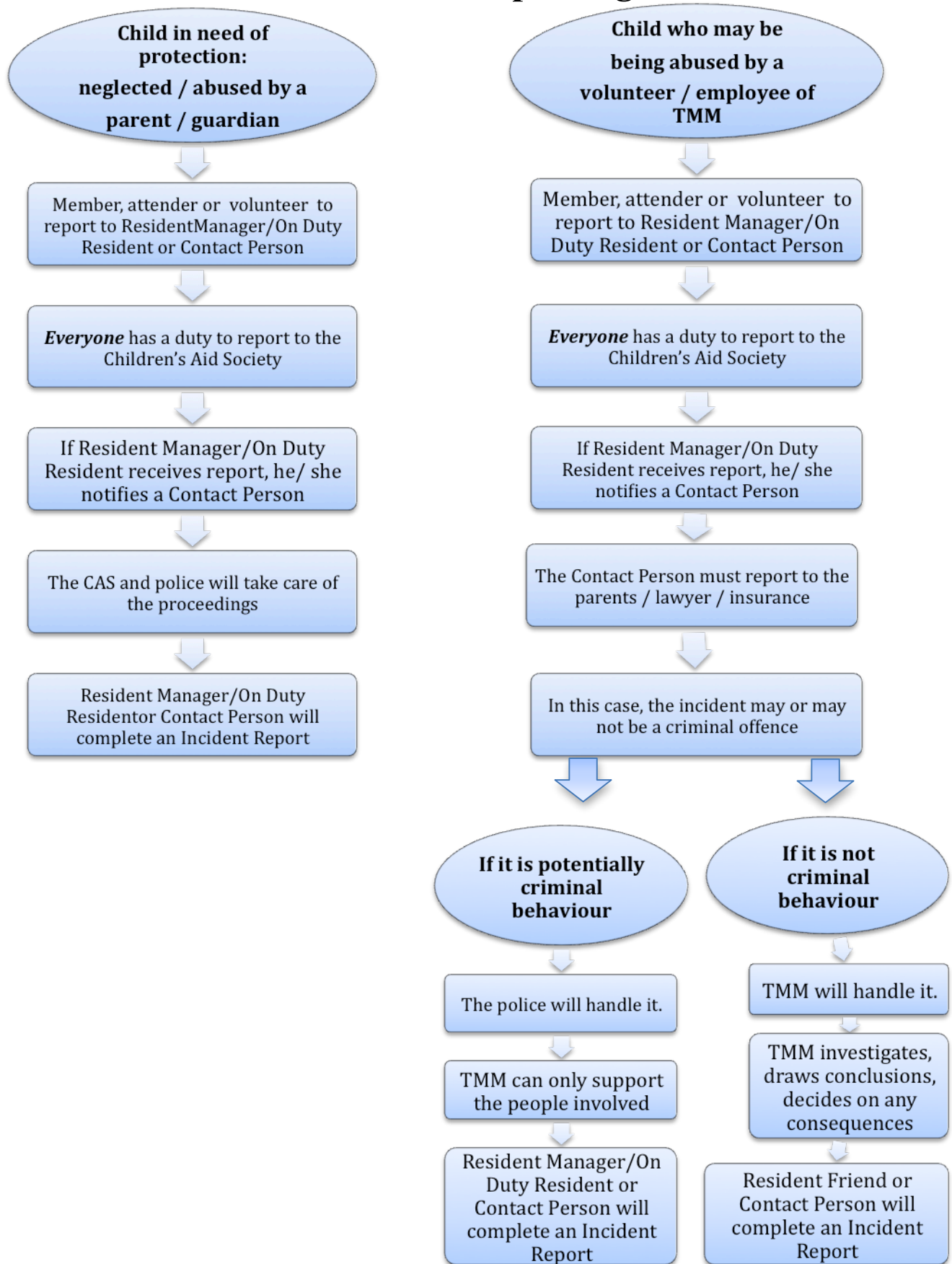
Accidental injuries to children

In the event that a child or youth is injured while under our care, the following steps should be followed:

- For minor injuries, scrapes, and bruises, child carers will provide First Aid (Band-Aids, etc.) as appropriate and will notify the child's parent or guardian of the injury at the time the child is picked up from our care. No pain medication is to be administered except by parents to their own children.
- For injuries requiring medical treatment beyond simple First Aid, the parent and/or guardian will immediately be advised. If warranted by circumstances, an ambulance will be called.

Once the child has received appropriate medical attention, if there have been injuries requiring treatment by a medical professional, an individual with direct knowledge of the incident will report it to a Resident Manager or On Duty Resident, if it has taken place at Friends' House, or to a Contact Person if it has happened elsewhere, and that person will complete an Incident Report

Child Abuse Incident Reporting Procedure



1. Legal Reporting Requirements

a) Under the *Child, Youth And Family Services Act, 2017* of Ontario, every person to whom anyone, child or adult, reports child abuse, or who has reasonable grounds to suspect that a child is or may be in need of protection, i.e., is suffering from abuse and/or neglect, must promptly report the suspicion and the information upon which it is based to a Children's Aid Society. The Act clearly specifies how these children can be identified. (A summary of the reporting requirements under the Act are set out in Appendix B to this protocol.)

b) It is not necessary for you to be certain in order to make a report, but rather that you have "reasonable grounds", which are defined as those that an average person, using normal and honest judgment, would need in order to decide to report.

For the purposes of this protocol, a suspicion is defined as:

- a complaint from the child
- circumstantial evidence, such as cries for help, unexplained physical injury, etc.
- a statement of a credible eye witness to a recent complaint
- a statement of another that is buttressed with detail from the surrounding circumstances
- a credible witness who corroborates the statement of another (gossip and unsubstantiated conclusion are excluded)

c) If a child reports abuse:

Every person is required by law to report this *immediately* to the Children's Aid Society (Toronto CAS: 416 924 4646). All CASs provide emergency service 24 hours a day, seven days a week.

The report to the CAS must be made directly by the person to whom the child reported the abuse—it cannot be done through another person. The person to whom the child reports abuse should stay with the child or leave them with a responsible adult while making the report. Care should be taken not to frighten the child. It is not your role to decide if abuse has actually occurred; it is your role to make the child comfortable and to notify the CAS. Under no circumstances should you engage in investigative questioning of the child, as this could contaminate further investigation.

d) If a child has not made a direct report, but you suspect that abuse or neglect has occurred:

Every person who has reasonable grounds to believe that a child is in need of protection because of physical harm, sexual molestation or exploitation, child pornography, serious emotional harm, neglect, or other causes, is also required by law to report this immediately to a CAS. Again, you should make the report directly and not through another person.

This duty to report applies to any child who is, or appears to be, under the age of 16 years. It also applies to a child of 16 or 17 to whom a child protection order already applies.

e) The role of the Children's Aid:

The CAS will investigate the information. The CAS may involve the police and other community agencies, and you should follow their directives. The police will handle all allegations of abuse where charges may be laid. The CAS will generally stay involved only in situations where it is suspected that children are suffering abuse and/or neglect in their own homes.

2. Confidentiality

By law, the duty to report overrides the privilege of confidentiality associated with a pastoral relationship.

Otherwise, those involved in the TMM reporting process will keep the names of those involved confidential in order to protect the identity of the child involved, unless the protection of that child or other children may require otherwise.

3. Reporting obligations within Toronto Monthly Meeting

In the event that an incident of abuse or neglect is alleged to have occurred on the premises of Toronto Monthly Meeting or in the course of activities sponsored by the Meeting, the following procedure shall be followed (in addition to any other steps that are necessary under the legal reporting requirements set out above):

- a. Any person who suspects that abuse or neglect of a child has taken place must immediately notify the Resident Manager/On Duty Resident or one of the Contact People

- b. The Resident Manager/On Duty Resident or Contact Person receiving notification of the alleged abuse will complete an Incident Report, and inform one of the Trustees of the allegation. If it is a Resident Manager/On Duty Manager who completes an Incident Report, s/he will also notify one of the Contact People, or if they are not available, one of the Trustees.

SECTION 4: APPENDICES

Appendix A: Definitions

“Action”

“Action” means a Statement of Claim or a similar civil process originating in Canada in which “Compensatory Damages for “Bodily Injury” to which the insurance applies are claimed. “Action” includes an arbitration proceeding claiming such damages (see the Insurance Policy for further details).

“Child”

For the purposes of these policies and procedures, a child is a person under the age of 18. (Note that Children’s Aid may not have responsibility for incidents involving persons 16 and older, but should still provide guidance).

“Claim”

“Claim” means a written or oral notice, or notice of an “Action”, alleging that an Insured is legally liable for “Compensatory Damages for “Bodily Injury” to which the insurance applies (see the Insurance Policy for further details).

“Contact People”

* “Contact People” are up to three Trustees, Clerks, or other individuals appointed by the Trustees. They are responsible for carrying out the police check procedures, assessing applicants, and responding to incidents. Their names are posted on the bulletin boards.

“Due diligence”

"Due diligence" is defined by Black's Law Dictionary as: "such a measure of prudence, activity, or assiduity, as is properly to be expected from, and ordinarily exercised by, a reasonable and prudent person under the particular circumstances; not measured by any absolute standard but depending on the relative facts of the special case."

It includes a duty to be aware of legal requirements, and a responsibility to act reasonably and prudently in light of these requirements.

“Respondent”

Someone who has been accused of an incident; an alleged perpetrator.

Sexual offences (from the Criminal Code of Canada):

The Meetings' insurance policy uses the Criminal Code of Canada (R.S.C., 1985, c. C-46) (Sections 150, 1, 2, 3, 5, 9, 160, 163, 170, 171, 172) to define conduct constituting the sexual offences that are covered by the policy: <http://laws-lois.justice.gc.ca/eng/acts/C-46/page-71.html#h-55>

“Those approved to work with children”

These are adults over 18 who regularly work with children, have undergone police checks, and have read and agreed to these procedures via an *Individual Profile and Consent form*.

(Anyone else, adult or young adult, must be under the supervision of an approved adult when working with children).

“Vulnerable adults”

The *Criminal Records Act* says vulnerable persons are:

“persons who because of their age, a disability or other circumstances, whether temporary or permanent,

- are in a position of dependence on others: or
- are otherwise at greater risk than the general population of being harmed by persons in a position of authority or trust relative to them.”

Appendix B: Legal reporting requirements

The requirements for the reporting of child abuse can be found in the *Child, Youth and Family Services Act*, 2017, s.o. 2017, chapter 14, Section 125, as it may be amended from time to time.

There is no legal requirement to report the abuse of vulnerable adults.

Summary of the CFSA (subject to any later amendments):

Duty to report

Every person who has reasonable grounds to suspect a child is or may be in need of protection (as defined by the Act), **must forthwith** report the suspicion and the information on which it is based to the local Children's Aid Society.

- this includes physical harm, sexual molestation or exploitation, serious emotional harm, and other causes..

There is an ongoing duty to report, even if previous reports have been made, and the report must be made directly, and not through another person.

Failure to report:

Everybody has a duty to report; professionals (e.g. teachers, daycare supervisors et al who are not volunteers) may be liable to fines or imprisonment for failing to report a suspicion obtained in the course of their professional duties.

Definitions (subject to any later amendments):

Section 3.1 of the *CFSA* defines a child as a person under the age of 18 years.

Part III of the Act defines child for the purposes of child protection as an individual under the age of 18.

“Reasonable grounds” are what an average person, given his or her background and experience, and exercising normal and honest judgement, would suspect to be abuse or neglect, or the risk thereof. If a child tells a person directly that s/he is or has been abused, this must be reported immediately.

SECTION 5: FORMS

INCIDENT REPORT – I – INCIDENT DESCRIPTION

Toronto Monthly Meeting

Friends' House
60 Lowther Ave

Information on person completing report

Name:	
Position (employee/member/attender)	
Phone:	E-mail:
Date of completion of report:	

Information on individuals directly involved in incident:

Child allegedly harmed:	Person allegedly causing harm:
Age:	
Parent/guardian:	Connection to Meeting:
Address:	Address:
Telephone of parent/guardian:	Telephone:
E-mail:	E-mail:
Other information:	Other information:

Witnesses:

Witness # 1	Phone or e-mail:
Relationship to person who allegedly caused harm:	Relationship to child allegedly harmed:
Witness # 2	Phone or e-mail:
Relationship to person who allegedly caused harm:	Relationship to child allegedly harmed:

INCIDENT DETAILS

Time & date of incident(s):	
Location of incident:	
If incident reported by child, record verbatim the words of the child:	
Other information on incident:	
Action taken:	
Reported to police?	If yes, police report number? Name of officer?
Reported to Children's Aid Society?	If yes, CAS file number? Name of CAS contact, if available?
Reported to Contact Person?	If yes, who?

Signature: _____

INCIDENT REPORT II – ACTIONS TAKEN

Toronto Monthly Meeting

Friends' House
60 Lowther Ave

Record , on as many pages as needed, all details of followup action, including:

All dates

People spoken to, and meetings with them

Submissions to the Trustees

Decisions made

Final resolution

Date file closed: _____

Signature: _____

Store in the locked files in Toronto Monthly Meeting office.

PARENTAL CONSENT AND RELEASE FORM

Toronto Monthly Meeting Religious Society of Friends
60 Lowther Avenue, Toronto

Please complete the following for each minor child (under 18) who is going to be staying in Friends' House and is not accompanied by a parent or legal guardian.

I _____ (Parent's or legal guardian's name)

give permission for my child _____ (Child's name)

to stay at Friends' House, for the following reason: _____

on the following dates: _____

with _____ (Name of Sponsoring adult)

accepting responsibility for this child.

Contact information of parent:

Address: _____

Telephone Numbers:

Day: _____ Evening: _____ Cell: _____

Email: _____

Store with waivers in Resident Manager's Office

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Child's Information (to be used only in case of an emergency):

Date of birth: _____

Address (if different from parent): _____

Physician (name and telephone number):

Health card number: _____

Known allergies and medical conditions:

Required medication: _____

I understand that under any emergencies such as required medical treatment
_____ (Sponsoring Adult) is empowered
to make decisions in my place and sign any documents that are necessary.

Signed at _____, the ____ day of _____, 20__.

Signature of parent _____

RELEASE

BETWEEN TORONTO MONTHLY MEETING AND

_____ (name of parent or legal guardian of minor child).

I, the undersigned, both during and following the term of this agreement, undertake to release, indemnify and save harmless Toronto Monthly Meeting, its directors, employees, and volunteers, from and against any and all loss, cost, damages, expense, and liability (statutory and common law) in connection with the injury or death or other damages sustained by my minor child, which may arise out of his/her use of the Toronto Monthly Meeting property, unless it is caused by the intentional act of Toronto Monthly Meeting, its directors, officers, employees, or volunteers.

I assume full responsibility for the conduct of my minor child and for his/her safety.

Date: _____

Signature: _____