

VERSION 4

CARE OF VULNERABLE ADULTS

**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.

TABLE OF CONTENTS

SECTION 1: POLICY	3
Policy statement	3
Screening	4
Training	4
SECTION 2: RESPONSIBILITIES	5
Responsibilities of Visiting Committee	5
Responsibilities of Ministry and Counsel	5
Responsibilities of Burial Committee	5
SECTION 3: PROCEDURES	6
Preventive procedures for those working with vulnerable adults	6
Incident procedures for incidents involving vulnerable adults	7
SECTION 4: APPENDICES	8
Appendix A: Definitions	8
SECTION 5: FORMS	10
INCIDENT REPORT FORM – VULNERABLE ADULTS	11

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

Visiting Committee:

- Members of Visiting Committee are required to have a police check, although they may elect not to, in which case they may not visit alone

The check will be a “Vulnerable Sector Screening Program – Police Reference Check

It will not include a search under the Mental Health Act (MHA)

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

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

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 Visiting Committee

It is the responsibility of Visiting Committee to ensure that

- members who have not had police checks visit vulnerable adults with another member of the Committee who has had a valid check.
- records of all Visiting Committee visits, whether in person, by phone, or by e-mail, be kept in a central binder
- cards or notes recording the visit are left for the family when visits are made to hospitals or nursing homes

Responsibilities of Ministry and Counsel

It is the responsibility of Ministry and Counsel to ensure that

- when individual members of Ministry & Counsel or Committees of Care attend face to face pastoral counselling sessions with vulnerable adults, they have had a valid police check, or are accompanied by another Committee member or other adult, who has had a valid police check.

Responsibilities of Burial Committee

It is the responsibility of Burial Committee to ensure that

- members of Burial Committee who are offering care and support to a vulnerable individual do not meet with that person alone, but are accompanied by another Committee member or other adult, unless the necessity of making memorial meeting or burial arrangements in a timely manner make this impossible

SECTION 3: PROCEDURES

Preventive procedures for those working with vulnerable adults

Visiting Committee

Because of the nature of the ongoing care that Visiting Committee offers to vulnerable members of our community, its members are required to have a police check.

Records of all Visiting Committee visits, whether in person, by phone, or by e-mail, are to be kept in a central binder.

When visiting a nursing home or hospital, leave a card or note recording your visit in the room.

Ministry & Counsel and Committees of Care

Similarly, individual members of Ministry & Counsel or Committees of Care who engage in pastoral care or counselling of vulnerable adults on behalf of the Meeting should ensure that if they attend face to face sessions with vulnerable adults, they have had a valid police check, or are accompanied by another Committee member or other adult, who has had a valid police check.

Burial Committee

Members of Burial Committee who are offering care and support to a vulnerable individual should not meet with that person alone, but be accompanied by another Committee member or other adult, unless the necessity of making memorial meeting or burial arrangements in a timely manner make this impossible

Incident procedures for incidents involving vulnerable adults

Vulnerable adult” can be defined as: an individual with physical, sensory, mental health and/or intellectual disabilities, permanent or temporary, that lead to a reduced capacity to look after his or her own interests, needs and wellbeing.

1. Legal Reporting Requirements

There is no legal [as opposed to moral/ethical] requirement to report suspected abuse of a vulnerable adult.

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 vulnerable adult involved, unless the protection of that individual or others may require otherwise.

2. Reporting obligations within Toronto Monthly Meeting

In the event that an incident of abuse 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:

- a) Any person who suspects that abuse 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 Resident 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.”

SECTION 5: FORMS

INCIDENT REPORT FORM – VULNERABLE ADULTS

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:

Vulnerable adult allegedly harmed:	Person allegedly causing harm:
Age:	
Connection to Meeting:	Connection to Meeting:
Address:	Address:
Telephone:	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 vulnerable adult allegedly harmed:
Witness # 2	Phone or e-mail:
Relationship to person who allegedly caused harm:	Relationship to vulnerable adult allegedly harmed:

INCIDENT DETAILS

Time & date of incident(s):	
Location of incident:	
Description of incident:	
Action taken:	
Reported to police?	If yes, police report number? Name of officer?
Reported to Contact Person?	If yes, who?

Signature: _____

INCIDENT REPORT FORM II
ACTIONS TAKEN

Toronto Monthly Meeting
Friends' House
60 Lowther Ave., Toronto ON

Record all details of followup action, including: dates people spoken to, and meetings with them, decisions made, final resolution

Store in the locked files in Toronto Monthly Meeting office.