

# VERSION 5 - STAFF

## 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

All staff are required to have a police check, as part of the hiring process

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

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

All staff positions are conditional on a completed check

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

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

## 2. References

Staff shall provide three references as part of the hiring process

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

\* Note that any hired consultant with duties involving the care of children or vulnerable adults must show evidence of a Vulnerable Sector check to the person or committee who hired them.

# 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 staff

In general, Toronto Monthly Meeting staff are to address crises, and to leave follow-up to the Contact People.

Staff will:

- follow preventive procedures with children and vulnerable adults
- report any incidents involving children or vulnerable adults
- keep the names of those involved confidential, except for reporting or legal requirements. If an incident is discussed with Personnel Committee, names should not be mentioned.
- follow procedures (see also the Resident Friend Handbook) for booking rooms for children under 18 who are either
  - accompanied by an an adult who is not a parent
  - part of an outside group
  - part of a Young Friends' retreat

Staff includes (but is not limited to):

- Resident Manager
- On Duty Residents
- Secretary / Asst. Treasurer
- Refugee Settlement worker
- Cleaners

# **SECTION 3: PROCEDURES**

## **Preventive procedures**

### **Preventive procedures for staff contact with children**

#### **1. 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.

#### **2. 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:

- another adult should know what is happening
- the door should be left ajar.

### **Preventive procedures for staff contact with vulnerable adults**

#### **1. Refer pastoral care**

An adult seeking emotional or spiritual counselling should be referred to Ministry and Counsel

## 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.

## **Incident procedures for staff**

### **1. Overview:**

If anyone, child or adult, reports child abuse to you, or if you or they have reasonable grounds to suspect a child is or may be in need of protection (see Appendix on the law), you must follow these incident procedures.

In the event of a report of child abuse, 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.

If you are aware of abuse of a vulnerable adult by a Meeting employee, member, or attender in the course of their duties on behalf of the Meeting, or if someone reports such abuse to you, you must follow these procedures.

### **2. Ongoing support**

You should not provide counselling, but, if asked, you can provide references to any resources that are needed: help-lines, counselling services, etc. Children's Aid or the Kid's Help Phone can be of assistance here.

### **3. Reporting and followup**

If someone has reported a concern to you, inform them that a report needs to be made, and ask for their assistance in filling in the form.

Whether this is your concern or one reported to you, you must ensure that the appropriate Incident Report is filled out in duplicate.

Report this matter to a Contact Person immediately (or if they are not available, one of the Trustees) and give them one copy of the report. They will carry out any needed followup measures.

Store the other copy in the locked cabinet in the TMM office.

#### **4. 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, unless the protection of that child or other children may require otherwise.

The Contact People will decide who needs to be informed.

If an incident is reported to you, it may be reported to Personnel Committee, but the names should be kept confidential.

# 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:**

<b>Witness # 1</b>	Phone or e-mail:
Relationship to person who allegedly caused harm:	Relationship to child allegedly harmed:
<b>Witness # 2</b>	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:	
<b>Action taken:</b>	
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**

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**Date file closed:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Store in the locked files in Toronto Monthly Meeting office.**

# 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:**

<b>Witness # 1</b>	Phone or e-mail:
Relationship to person who allegedly caused harm:	Relationship to vulnerable adult allegedly harmed:
<b>Witness # 2</b>	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:	
<b>Action taken:</b>	
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**

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**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: \_\_\_\_\_