VERSION 4 - OVERSIGHT

**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 Amendment **???**

There are five versions of these policies and procedures:

* Version 1 Master
* Version 2 Care of Children
* Version 3 Care of Vulnerable Adults
* Version 4 Oversight
* Version 5 Staff

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.

Forms can be found on the TMM website and in the Resident Friend’s Office

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# INTRODUCTION

The Oversight version of the protocol is intended for those who oversee staff or are responsible for events involving the care of children.

While your duties will not include the direct care of children, you will have some responsibilities regarding their care, which are outlined here.

If you wish more information, the Staff and Children’s versions of the Policies and Procedures (“the protocol”) can be found on the TMM website

# 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

The procedures apply to all people active with children or vulnerable persons, regardless of whether the volunteer or staff person is a Friend, Attender, or other, doing ministry or providing services under the care of TMM or on its premises. This includes outside service providers.

## Policy overview

**Risk assessment:**

All the volunteer and staff positions in TMM have been listed and assessed for risk, based on factors like responsibility for children or vulnerable adults, isolation, or oversight of these protocols.

An overall rating of “low”, “medium”, or “high” risk was given to each position.

Police checks are required for “high” risk positions.

Access to children and vulnerable adults depends on this risk assessment.

Risk assessment tables by position can be found on the TMM website.

**Policy summary:**

The policy summary document provides a quick reference for those with responsibilities under the procedures.

It includes details on screening, training, and access to children and vulnerable adults by position.

The document can be found on the TMM website and in the Master Protocol.

##

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# Section 2: RESPONSIBILITIES

### Responsibilities of Personnel Committee

* This committee, when hiring new staff, should ensure that the application process for new staff includes police checks and references:
* job descriptions and advertisements include responsibilities for the abuse procedures and a description of why a police check is required
* job offers are conditional on a successful police check
* the Trustees are informed of new staff members so that police checks are done after all other steps in the hiring process are complete
* references are part of the hiring procedure for new staff, and are checked

Staff includes (but is not limited to):

* Resident Friend - Manager
* On Duty Friends
* Secretary / Asst. Treasurer
* Refugee Settlement worker
* Children and Youth Program Committee Facilitator

Personnel Committee does not carry out the police checks, but must notify the Trustees when new staff are being hired.

It is Personnel Committee’s responsibility to ensure these hiring procedures are carried out for all staff, including those hired on behalf of a TMM committee

* This committee should be mindful that all staff must fulfill the requirements of the Staff Version of the protocols
* In addition, some staff must fulfill the requirements of the Children’s or Vulnerable Person’s Version of the protocols

Any incidents reported to staff should be reported to the Contact People, and are not the responsibility of Personnel or Refugee Committee.

### Responsibilities of Refugee Committee

Refugee Committee shall ensure that

* these procedures are followed during the Christmas party
* these procedures are followed during the Refugee Camp at NeeKauNis

### Responsibilities of the Half-Yearly Meeting Coordinator

The HYM coordinator shall ensure that

* these procedures are followed when HYM is held in Friends’ House.

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

#  Section 3: Procedures

### 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