

**Toronto Monthly Meeting
Of the Religious Society of Friends (Quakers)
Interim Policy and Procedures
regarding the abuse of children**

Amendment, May 19, 2012

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Copies to:

- *Toronto Monthly Meeting members and attenders (attached to the minutes)*
- *Trustees*
- *Contact People*
- *All volunteers over 18 regularly working with children (Religious Education Committee)*
- *All staff (Personnel Committee)*
- *Toronto Monthly Meeting office (master copy on computer)*
- *Toronto Monthly Meeting website*
- *Resident Friends' office*
- *Library*
- *CFSC office*
- *Canadian Yearly Meeting*
- *Yonge Street Half Yearly Meeting*
- *Insurance agent*

Policy Statement

Children and young people are an important part of Toronto Monthly Meeting, and we are committed to ensuring that they are safe and secure in our care.

The following procedures are intended to:

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

Screening

The following must have police checks done:

- “*Contact People*”*, as part of their appointment by the *Trustees*
- Staff, as part of the hiring process:
 - Resident Friends
 - Associate Resident Friends
 - Substitute Resident Friends
 - Secretary / Asst. Treasurer
 - Refugee Settlement worker
- All volunteers over 18, before regularly working with children
- Police checks must be renewed every three years for those who remain in the above positions.

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

New staff or volunteers should be attenders of the Meeting for at least 3 months before they are allowed to work with children. Then they should only assist others for the next 3 months

Training

All those requiring police checks shall be given, and agree to follow, the abuse policies and procedures.

Teen volunteers under 18 who regularly work with children, and new staff or volunteers working with children under supervision, shall also be given, and agree to follow, the abuse policies and procedures.

** “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.*

Preventive procedures for those working with children

When children are given over to the care of the meeting, at least two adults should share the responsibility for their care. These adults can then support one another in creating a positive environment for children. They should not be a couple. When it is not possible to have 2 adults present, another adult should know what is happening, and the door should be left ajar.

Volunteers under 18, and new volunteers who are caring for children should be supervised by an “approved” adult

Incident procedures for incidents involving children

Every person to whom a child discloses abuse, or who has reasonable grounds to suspect a child is or may be in need of protection must follow these incident procedures

If a child reports abuse, stay with the child or leave them with a responsible adult, while you report **immediately** to the Children’s Aid Society at (416)-924-4646.

Complete an Incident Report in duplicate, and give both copies to one of the “*Contact People*”* within 24 hours.

Outside of Incident Reports and legal requirements, confidentiality will be observed.

Long-term oversight will be coordinated by the “*Contact People*”*, in concert with the Trustees. This will include ensuring

- reports have filled out and filed
- directions suggested by the Children’s Aid Society have been followed
- a lawyer has been consulted
- the alleged perpetrator has been suspended from activities involving children, pending the outcome of the investigation

Responsibility for these procedures

It is the responsibility of the Trustees to confirm that these procedures are properly used and maintained.

Annually, when the insurance is renewed, the trustees shall:

- determine if changes are needed to the procedures, and see that they are made and distributed
- confirm that initial police checks have been done
- confirm that the same people have been given the policies and procedures, and filled out *Individual Profile and Consent forms*
- confirm that any police checks over 3 yrs old have been renewed
- confirm that the locked files are kept up to date with completed forms
- confirm that these procedures are being followed by those working with children
- ensure that any incidents have been properly recorded and that long-term oversight is in place

Legal reporting requirements summary
(See Ontario Child and Family Services Act)

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 not including those actually or apparently 16 years of age or older (on or after their 16th birthday), unless the child is the subject of an order.

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

- this includes physical harm, sexual molestation, serious emotional harm, and other causes, *including sexual exploitation by child pornography.*
- “reasonable grounds” are what an average person, given his or her background and experience, and exercising normal and honest judgment. would suspect to be abuse or neglect, or the risk thereof.

Toronto Monthly Meeting

Friends' House
60 Lowther Ave

INCIDENT REPORT

Date: _____

Name of person reporting: _____

Details of incident:

Who: _____

What: _____

When: _____

Where: _____

Action taken: _____

Reported to police?: _____ **If yes, Police report number:** _____

Reported to Children's Aid?: _____ **If yes, File number:** _____

Signature: _____

Toronto Monthly Meeting
INDIVIDUAL PROFILE AND CONSENT FORM

Name of person (print): _____

Function (employee / volunteer) :: _____

_____ I hereby acknowledge receipt of a copy of the TMM Policies and
Procedures for working with children

_____ I understand these Policies and Procedures, and I agree to abide by them

_____ I have completed a police check

_____ I agree to renew the police check every three years

Dates of police checks: _____ , _____ , _____

Signature: _____

Date: _____

If you cannot check off any of the above statements or if you have *questions, please talk to a Contact Person* prior to signing off on this document.

This signed form will be placed in a confidential file. It will remain in the file for an indefinite **period of time. Access to the file is restricted.**