



**Anglican Network Church of the Good Shepherd
(Richmond)**

**also operating as
Good Shepherd Richmond Church**

**SAFETY RESPONSE AND CARE
POLICY and PROCEDURES**

Executive Council Approval on November 22, 2025

Anglican Network Church of the Good Shepherd (Richmond) Safety Response and Care Policy and Procedures

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1. INTRODUCTION

1.1. Preamble

The Anglican Diocese of Canada (The Diocese) and the congregations and ministries arrayed in the care of the Diocese are challenged to be Bold witnesses, Biblically grounded, Loving children & families, On Mission, and Planting & growing congregations of Christ's Church.

One of the clear priorities of the Church is to reflect the Love of God and to care for and serve His people. We fulfill this priority by diligently living God's Word and by organizing and managing the Diocese in its work and ministry, and by overseeing the congregations and ministries of the Diocese, in ways that God's Love is encountered and a sense of welcome, care, security and safety for everyone is felt. This is our desire for both those who are served and those who serve. The Church is a place where everyone is Loved and can grow in their faith.

We live in a world with uncertainty, chaos, and fear. The Church offers the invaluable gift of Truth to this fallen sinful world. All people are in need of this gift. Yet, some people among us are more vulnerable to harm than others, i.e. children, youth, individuals experiencing distress, those with financial stress, the marginalized, new immigrants, individuals with disabilities, and the elderly. We do not want anything to hinder any in our community from knowing and loving God, nor do we want to be a source of suffering or pain. Therefore, with a desire to create a strong community of faith, we declare we have zero tolerance for any form of abuse, neglect, sexual misconduct, harassment, crime, discrimination or harm.

It is essential that all who serve at The Anglican Diocese of Canada and the Anglican Network Church of the Good Shepherd (Richmond) (hereinafter referred to as 'ANCGSR') feel valued, secure and cared for. Our Ministry Personnel need the security of knowing that they are working in a setting where processes and procedures are in place to minimize the possibility of the prosecution of any erroneous accusation.

The purpose of this policy and procedure manual is to set out protocols for creating the safe ministry community described above. The policy contains the objectives, procedures, and parameters that govern the ministry activities and work of ANCGSR.

The following policies and procedures apply to all ANCGSR clergy, appointees, councilors, office staff (paid or volunteer), and volunteers in a position of trust or authority, who will collectively be referenced as "Ministry Personnel" throughout this document (see Definitions).

1.2. Understanding the Congregation's Responsibility

We believe it is the responsibility of ANCGSR to ensure a safe worship, ministry and work environment for all clergy, appointees, councilors, volunteers, and staff, and for all Children, Youth, Vulnerable Adults and others who we minister to, or who participate in Congregation-sanctioned activities and programs wherever they may be carried out.

1.2.1. *The Spiritual and Moral Responsibility of the Congregation*

We recognize that we, as Christ's Church, are a reflection of God's love to those in our care, under our authority, and in our employment and we take our responsibility to them seriously.

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Micah 6:8 presents this challenge, “He has shown all you people what is good. And what does the Lord require of you? To act justly and to love mercy and to walk humbly with your God.” (TNIV)

Micah suggests that the Lord requires three things of us:

To act justly – we must work for justice, seeking to promote the truth and speak up when we are aware of or have concerns about any form of abuse, harm or crime within the Congregation, its missions, ministries or operations, or on the Congregations premises. Speaking up is especially significant when vulnerable individuals who may not be able to speak for themselves are involved.

To love mercy – compassion needs to be a hallmark of all our work.

To walk humbly with our God – every area of our lives need to be marked by humility and righteousness. To act always with integrity.

The Bible outlines our spiritual responsibility to Children, Youth and Vulnerable People:

“If anyone causes one of these little ones – those who believe in me – to stumble, it would be better for them if a large millstone were hung around their neck and they were drowned in the depths of the sea.” (Matthew 18:6 TNIV)

“People were bringing little children to Jesus for him to place his hands on them, but the disciples rebuked them. When Jesus saw this, he was indignant. He said to them, ‘Let the little children come to me, and do not hinder them, for the kingdom of God belongs to such as these. Truly I tell you, anyone who will not receive the kingdom of God like a little child will never enter it.’ And he took the children in his arms, placed his hands on them and blessed them.” (Mark 10:13-16 TNIV)

“Avoid every kind of evil.” (1 Thessalonians 5:22 NIV)

“For we are taking pains to do what is right, not only in the eyes of the Lord but also in the eyes of others.” (2 Corinthians 8:21 TNIV)

Beyond these obligations, the faith and practices of the Congregation are shaped by the following documents, which describe the fundamentals of Anglican Christianity:

- i. The Thirty-nine Articles of Faith;
- ii. The Solemn Declaration of 1893;
- iii. The Creeds as contained in the Book of Common Prayer (1662);
- iv. The Montreal Declaration of 1994; and
- v. The GAFCON Jerusalem Statement of 2008.

1.2.2. *The Ethical Responsibility of the Congregation*

Scripture directs us to be a people who reflect God, His character and His nature in all we do. When we see others in need or distress, we will respond abundantly, with compassion and care to ease suffering and supply necessities. God wants us to see each other as His children

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and love each other as He loves each of us. This love is seen in an active, compassionate, generous, protective, caring concern that puts the needs of others ahead of one's self. Therefore, this divine love establishes the minimum ethical standard shared among God's people (His Church). The Church will freely, creatively and enthusiastically obey God's Will for us to serve and care for each other, especially the most vulnerable who live among us.

"The U.N. Convention on the Rights of the Child is the most ratified of all the United Nations Human Rights treaties. The treaty affirms and describes the fundamental human rights of all children (all human beings below the age of 18), and the governments that have ratified it have legally agreed to fulfill its provisions. The CRC forms the most comprehensive and well-established international standard for children's rights."¹

The protection of children and youth is one of four themes throughout the United Nations Convention on the Rights of the Child (UNCRC), which entered into force as international law on 2 September 1990. To date, 193 countries have ratified the UNCRC and have included it in their own laws. These countries include every country in the world, except for the USA and Somalia.

"The United Nations Convention on the Rights of the Child ... requires us to provide special protection and assistance to children to enable them to reach their full potential as adults. While parents are primarily responsible for ensuring a child's rights are upheld, government and community also have an important role to play in protecting children."²

All articles in the UNCRC apply to all children and youth of all backgrounds. A fundamental philosophy behind the convention is that children have the same inherent value as adults.

1.2.3. *The Civil and Legal Responsibility of the Congregation*

We recognize that providing a safe work and worship space is a legal requirement. We have a legal responsibility to ensure that a policy promoting and maintaining a safe worship, ministry and work environment of the Congregation is in place and is rigorously implemented.

The Congregation's legal responsibility includes being accountable for the actions of our ministry personnel that as an organization, we could be held vicariously liable for their actions.

This policy and the protocols contained within it are to help us in fulfilling our responsibilities to provide as safe an environment as possible for worship, ministry and work in the Congregation.

We, as a Congregation, seek to provide clear, precise, orthodox Christian instruction and care to all people and in this way, promote growth in Christian faith among all persons everywhere.

It must be acknowledged that the Diocese is a separate legal entity, distinct from any congregation and ministry of the Diocese. The Diocese **requires** that each congregation and

¹ Canadian Children's Rights Council 2007

² Government of British Columbia 2007, 5

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ministry of the Diocese establish and implement an effectively functioning Safety, Reporting and Care policy and related protocols that govern all ministries and activities. The Diocese has as a founding philosophy the principle of subsidiarity. This principle seeks to place the greatest degree of ministry leadership, energy, and responsibilities at the most local level. ***Congregations are responsible for establishing, maintaining and annually confirming the effective function of their Safety Reporting and Care policies (SRC).***

1.3. Definitions

For the purposes of this Policy, the following terms shall have the following meanings:

Abuse	Abuse is categorized as being physical, sexual, emotional, spiritual or financial, involving neglect, harassment, improper touching and discipline, misuse of authority, misuse of doctrine and resources by persons in positions of trust or authority.
Accused	A person against whom a complaint of abuse is made pursuant to the terms of this Policy.
Appointees	Individuals appointed to a function and position of trust as established by the Diocese's Articles or Canons (or bylaws) and those of the Congregation.
Child	A person under the age of 18 years; see also Youth .
Child, Family and Community Service Act (CFCSA)	The primary provincial legislation governing any Diocesan ministry, activity, or gathering in the Province of British Columbia.
Complainant or Reporter	A person who makes a complaint of abuse under this Policy.
Designated Screening Personnel	An individual, or group of people, designated and trained to screen Prospective Ministry Personnel. Tasks include processing applications, reference checks, conducting interviews, requesting Criminal Record Checks, and maintaining Ministry Personnel Files.
Executive Council	The Executive Council of the Congregation as established in the Articles and Canons/bylaws of the Congregation.
Safety Response and Care Team	A team reporting to the Executive Council, responsible for the oversight and leadership of the Safety Response and Care policy and protocols within the Congregation. Members will be screened and trained and have signed a confidentiality agreement.

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Liability Shield (Waiver)	Contractual documents used to mitigate liability and manage risk, such as waivers, releases, disclaimers, indemnity agreements, informed consent and permission forms.
Ministry Lead	Individuals who have successfully completed the recruitment and screening process and who have been given the responsibility to give direction to programs or ministries. The term includes volunteers and all full-time, short-term or contract staff members receiving a wage or salary.
Ministry Personnel	An individual who has successfully completed the recruitment and screening procedures of this Safety Response and Care Policy and who can be put in a position of trust with Children, Youth and Vulnerable People. Ministry Personnel include screened volunteers, full-time, short-term or contract staff and pastoral staff whether or not they receive a wage or salary. Diocesan clergy, Diocesan appointees, Diocesan councilors, head office staff (paid or volunteer), and volunteers in a position of trust or authority among others are part of this defined group.
Ministry Personnel File	A permanent record kept on each Ministry Personnel which includes the application form, record of Criminal Records Checks, record of reference checks and interviews, and other documents related to the recruiting and supervision of Ministry Personnel.
Offender	A person convicted of Abuse of a Vulnerable Person.
Parent	The natural or adoptive Parent(s) or Legal Guardian(s) of a Child or Youth.
Executive Council	The governing board of each congregation consisting of the Rector, Wardens, Treasurer, Councilors, Officers, and others elected/appointed by the people or Rector and required by Articles, Canons or bylaws.
Position of Trust	A Position of Trust is any position that requires its holder to enjoy the trust of those who elected or chose the holder. It includes any position whose holder is given care of people or resources.
Prospective Ministry Personnel	Individuals associated with the congregation awaiting approval to become Ministry Personnel.
Participant	Children, Youth and Vulnerable Adults registered to attend programs.
Violation of Position of Trust	In legal terms, this refers to a situation where one person holds a position of authority over another person or resources and uses that

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	position to their advantage to commit a crime or to injure the victim in some way. Liability for abuse of a Position of Trust is not limited to criminal prosecution, in some cases a civil lawsuit may be brought as well.
Vulnerable Adult	A person who is 18 years of age or older, and who, because of their age, a disability, distress, illness or other circumstances, whether temporary or permanent, is in a position of dependence on others or is otherwise at a greater risk than the general population of being harmed by a person or persons in Positions of Trust or authority relative to them. The term also includes single women, widows and widowers, and adults with special needs and disabilities.
Youth	A Child aged 11 to 17 years.
Officers	Individuals appointed to a function as defined in the Congregation Articles and Canons including but not limited to the Treasurer, Secretary and Executive Director. The officers along with the Rector make up the Corporation, the highest functioning financial and legal authority of the Congregation.

1.4. Understanding Abuse

It is critical for us to have a clear understanding of abuse, to be familiar with the definitions used when referring to it.

Abuse is categorized as being physical, sexual, emotional or financial harm, involving neglect, harassment, improper touching and discipline, misuse of authority and resources by persons in positions of trust or authority.

Abusers can be family members, friends, staff or individuals in positions of trust or authority.

1.4.1. *Discrimination*

Discrimination is a substantiable differential treatment based on a personal characteristic which has an adverse impact on an individual or group. Examples of personal characteristics include race, ancestry, place of origin, colour, ethnic origin, citizenship, faith or creed, sex, sexual orientation, age, marital status, family status or handicap.

It is important to note that any person or group can discriminate, and any person or group can be the target of discrimination.

1.4.2. *Harassment*

Harassment can be physical, sexual, verbal and visual, against an individual or a group. Whether intentional or not, harassment demonstrates a lack of respect for the dignity and

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character of other people. There is no requirement that the victim formally object to the behaviour before it is considered a violation.

The defining features are that the behaviour is unwanted by the recipient (except in the case of children who cannot consent, by virtue of their age and others unable to form and/or communicate consent), unwarranted by the relationship, and would be regarded as such by any reasonable person.

Harassment, victimization, and bullying may include:

- comments that are known, or ought to be reasonably known, to be unwelcome,
- uninvited and unwanted sexual attention and other verbal, visual or physical conduct of a sexual nature by a person who knows or ought to know that it is unwelcome,
- reprisals or threats of reprisals,
- derisory remarks, verbal abuse, insults and threats,
- display of offensive materials such as racist or sexist pictures,
- offensive verbal or practical jokes,
- offensive graffiti or insignia,
- physical attack consisting of hitting, punching, pulling someone's clothing or hair, which is unwanted by an individual.

1.4.3. *Spiritual Abuse*

Spiritual Abuse is the use of spiritual or religious language and/or beliefs to unduly influence and exert control over individuals, exploiting or manipulating them for the apparent benefit of the organization or those in positions of greater authority.

1.4.4. *Financial Abuse*

Financial abuse, also known as economic abuse, means to assert power or control over another person or organization to exploit a personal gain. Financial abuse includes theft, fraud, embezzlement, misappropriations, extortion, misrepresentation or misuse of assets or resources for a personal gain.

1.5. Child Abuse

"Child abuse refers to an act committed by a parent, caregiver or person in a position of trust (even though he/she may not care for the child on a daily basis) which is not accidental and which harms or threatens to harm a child's physical or mental health, or a child's welfare." (Faith Trust Institute, 2006)

1.5.1. *Emotional Abuse*

"Emotional abuse happens when a person uses words or actions to control, frighten, isolate, or take away a child's self-respect and sense of worth. Emotional abuse is sometimes called psychological abuse. It can include: putting a child down or humiliating a child, constantly criticizing a child, constantly yelling at a child, threatening to harm a child or others, keeping a child from seeing their family or friends without good reason, or threatening to move a child out of their home." (Child Abuse is Wrong, Department of Justice Canada, 2012)

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1.5.2. *Exposure to Domestic Violence*

Children who live in homes where a parent or caretaker is experiencing abuse are commonly referred to as "child witnesses" or "children who are witnessing" domestic violence. Children's exposure to domestic violence typically falls into three primary categories: hearing a violent event; being directly involved as an eyewitness, intervening, or being used as a part of a violent event (e.g., being used as a shield against abusive actions); and or experiencing the aftermath of a violent event.

Children's exposure to domestic violence also may include being used as a spy to interrogate the adult victim, being forced to watch or participate in the abuse of the victim and being used as a pawn by the abuser to coerce the victim into returning to the violent relationship. Some children are physically injured as a direct result of domestic violence. Some perpetrators intentionally physically, emotionally, or sexually abuse their children in an effort to intimidate and control their partner. In addition to being exposed to the abusive behaviour, many children are further victimized by coercion to remain silent about the abuse, maintaining the "family secret."

1.5.3. *Neglect*

"Neglect happens when a parent or guardian fails to meet a child's basic needs. Sometimes parents neglect their children on purpose. Sometimes parents don't mean to neglect their children, but they have so many problems themselves that they can't look after their children properly. Neglect can include: not giving a child proper food or warm clothing, not providing a child with a safe and warm place to live, not making sure a child washes regularly, not providing enough health care or medicine, not paying any attention to a child's emotional needs, not preventing physical harm, and not making sure a child is supervised properly." (Child Abuse is Wrong, Department of Justice Canada, 2012)

1.5.4. *Physical Abuse*

"Physical abuse is the intentional use of force against a child. It can cause physical pain, injury, or injury that may last a lifetime. This type of abuse includes: pushing or shoving, hitting, slapping or kicking, strangling or choking, pinching or punching, biting, burning, throwing an object at a child, and excessive or violent shaking." (Child Abuse is Wrong, Department of Justice Canada, 2012)

1.5.5. *Sexual Abuse*

"Child sexual abuse happens when a person takes advantage of a child for sexual purposes. It does not always involve physical contact with a child. For example, it could happen when an adult: makes sexual comments to a child, or secretly watches or films a child for sexual purposes. Sexual abuse of a child includes: any sexual contact between an adult and a child under 16, any sexual contact with a child between the age of 16 and 18 without consent, or any sexual contact that exploits a child under 18." (Child Abuse is Wrong, Department of Justice Canada, 2012)

1.6. Vulnerable Adult Abuse

Vulnerable adult abuse is the mistreatment of a Vulnerable Adult by someone they should be able to rely on (i.e. a spouse, a child, another family member, a friend or a paid caregiver).

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Abuse of Vulnerable Adults is sometimes described as misuse of power and a violation of trust. Vulnerable Adult abuse can take place in the home, in other residential settings, or in the community.

1.6.1. *Emotional and Psychological Abuse*

Psychological Abuse is the systematic destruction of a person's self-esteem or sense of safety, often occurring in relationships where there are power, authority and control differentials. It includes threats of harm or abandonment, humiliation, deprivation of contact, isolation and other psychologically abusive tactics and behaviors. A variety of terms are used interchangeably with psychological abuse, including emotional abuse, verbal abuse, mental cruelty, intimate terrorism, and psychological aggression. Also, when the abuse occurs in a residential care setting, it is often called systemic or institutional abuse. (Follingstad, D. & DeHart, D., 2000; Doherty, D. & Berglund, D., 2008)

"Emotional and Psychological abuse is any action, verbal or non-verbal, that lessens a person's sense of identity, dignity and self-worth." (Elder Abuse Ontario, 2018)

Emotional and Psychological Abuse may include:

- excessive, aggressive or unreasonable demands that place expectations on someone beyond their capacity,
- constant criticizing, teasing, belittling, insulting, rejecting, ignoring or isolating,
- or threats of withdrawal of services or of institutionalization.

1.6.2. *Financial Abuse*

Financial abuse is the illegal or unauthorized use of someone else's money or property (see 1.4.4). It includes pressuring someone for money or property. (Federal/Provincial/Territorial Ministers Responsible for Seniors Forum, 2010)

In the case of an elderly, vulnerable persons, or any individual without cognitive capacity, "financial abuse is the misuse of an individual's funds and assets without that person's knowledge and/or full consent, or in the case of an older Adult who is not mentally capable, not in that person's best interest." (Government of Ontario, n.d.)

Examples of financial abuse can include pressuring, forcing or tricking an individual into:

- Lending or giving away money, property or possessions,
- Selling or moving from their home,
- Making or changing a will or power of attorney,
- Signing legal or financial documents that they don't understand,
- Working for little or no money, including caring for Children or Grandchildren,
- Making a purchase one does not want or need,
- Providing food and shelter to others without being paid.

(Elder Abuse Ontario, 2018)

1.6.3. *Neglect*

"Neglect is not meeting the basic needs of the older person/Vulnerable Adult;

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Active (intentional) neglect: the deliberate withholding of care or the basic necessities of life to an older adult/Vulnerable Adult for whom they are caring.

Passive (unintentional) neglect: the failure to provide proper care to an older adult/Vulnerable Adult due to lack of knowledge, experience, ability or through being unaware of how to access local services.

Neglect can be:

- Withholding care or denying access to necessary services (home care, nursing) or medical attention
- Leaving a person in an unsafe place
- Improper use of medication – i.e., over/under medicating
- Not providing food, liquids, proper clothing or hygiene
- Failure to assist with activities of daily living
- Abandonment
- Denial of a senior's basic rights"

(Elder Abuse Ontario, 2018)

1.6.4. *Physical Abuse/Assault*

"Physical abuse is any act of violence or rough handling that may or may not result in physical injury but causes physical discomfort or pain. Physical abuse can be: punching, kicking, shoving, shacking, hitting, slapping, poking, burning, pulling hair, biting, pinching, arm twisting, spitting at someone, confining or restraining a person inappropriately." (Elder Abuse Ontario, 2018)

"This may include the inappropriate and/or unwarranted use of physical or chemical restraints." (Ontario Seniors' Secretariat, 2015)

A person commits an assault when:

- without the consent of another person, they apply force intentionally to that other person, directly or indirectly;
- they attempt or threaten, by an act or a gesture, to apply force to another person, if they have, or cause that other person to believe on reasonable grounds that they have, present ability to effect their purpose; or
- while openly wearing or carrying a weapon or an imitation thereof, they accost or impede another person or begs. (Canadian Criminal Code, 1985, c. C-46)

1.6.5. *Sexual Abuse and Misconduct*

Sexual abuse, often also known as sexual misconduct, is defined as an act or assault of a sexual nature that violates the sexual integrity of the victim. The Supreme Court of Canada held that the act of sexual assault does not depend solely on contact with any specific part of the human anatomy but rather the act of a sexual nature that violates the sexual integrity of the victim. When investigating sexual abuse, there are certain relevant factors that the police will consider:

- The part of the body touched
- The nature of the contact
- The situation in which the contact occurred

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- The words and gestures accompanying the act
- All other circumstances surrounding the act
- Any threats that may or may not be accompanied by force

(Edmonton Police Service, n.d.)

In the case of an elderly person or a person without cognitive capacity, sexual abuse occurs “without that person’s full knowledge and consent; it includes coercing an older person through force, trickery, threats or other means into unwanted sexual activity. Sexual abuse also includes sexual contact with seniors who are unable to grant consent and unwanted sexual contact between service providers and their clients.” (Elder Abuse Ontario, 2018)

In the case where there is abuse of power of authority involving sexual activity, this too would constitute as sexual misconduct or sexual abuse.

1.7. General Guidelines and Principles for Reducing the Risk of Abuse³

The following are general guidelines and principles reflected in this document:

1.7.1. *When RISK increases, supervision should also increase.*

For the protection of all Congregation Ministry Personnel, supervision of all Ministry Personnel will be intentional and will take place through formal processes among Congregation ministry venues and activities by Ministry Leads;

1.7.2. *RISK increases as isolation increases.*

Ministry Personnel will:

- avoid Isolation.
- not be alone with a minor.
- where possible, meet with others in pairs (as a minimum) rather than be alone in any ministry environment.
- where possible, ensure that more than one Screened Adult is present when working with Children, Youth, Vulnerable Adults, members of the opposite sex and in situations of power imbalance (“vulnerable people”). If an other adult cannot be in the same room, it is best to have them close by in the same building and aware of the meeting and acting in the capacity of monitor.
- meet with others in an open, public space rather than a closed, private space.
- ensure meetings occur in spaces with open doors or at a minimum windows that allow easy observation of the entire meeting.

1.7.3. *RISK increases as accountability and adherence to policies decrease.*

The Congregation requires that:

- where and whenever possible, ministry personnel make others aware of schedules, meetings, activities, and whereabouts, particularly when meeting with vulnerable people.
- procedures that ensure training and documentation the updating of files, and the physical environment are compliant with this policy.

³ Adapted from Reducing the Risk

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- c) Regular meetings with a Ministry Lead are to be arranged to discuss the ongoing nature and actions of the ministry.
- d) If a person is involved in a situation where a boundary is violated, or something occurs that is out of the ordinary or could be misinterpreted, or where such a violation or occurrence is alleged, they should immediately report it and discuss it with a supervisor. If the supervisor is unwilling, unable, or unavailable for discussion they should seek out a Warden or the Rector to discuss the issue. Such incidents should be immediately reported to the insurer if appropriate.
- e) All local Health and Safety Standards must be adhered to.

1.7.4. *RISK increases when there is an imbalance of power, authority, influence and control between a potential abuser and potential victim.*

- a) Never lose sight of the power differential in the role that you serve. Avoid all forms of abuse of power!
- b) Corporal punishment is prohibited.
- c) Report all allegations and suspicions of maltreatment.

1.7.5. *Key to demonstrating due diligence is by retaining documentation.*

- a) Registration forms, Letters of Informed Consent wherein, and attendance records will be gathered and kept on file.
- b) Incident reports will be written and submitted on all accidents and injuries.
- c) All documents may be scanned, saved as a PDF or saved on the cloud in a secure format that cannot be easily manipulated. A secure backup of documentation will be retained, and files will not be overwritten.
- d) Documentation mentioned within this policy should be retained permanently.

2. POLICY ON PROTECTION PROCEDURES

2.1. Safety Response and Care Team

A Safety Response and Care Team (SRC Team), along with the Safety Response and Care Policy Administrator, will oversee the implementation of the Safety Response and Care policy including, but not limited to, the screening and training of all Ministry Personnel. (See Appendix 30)

The Rector will appoint a Safety Response and Care Team (SRC Team) pursuant to this policy and appointments will be ratified by the Executive Council. The SRC is composed of:

- i. The Rector (the Chair)
- ii. The Associate and Assistant Clergy
- iii. The SRC Administrator (usually a clergy with legal or other relevant training)
- iv. Trained SRC Report Receivers.
- v. at least two lay appointees (usually with secular legal or other relevant training and experience).

Ideally, each portfolio will be held by a different Team member. However, team members may hold multiple portfolios if this is deemed necessary and appropriate. The Safety Response and Care Team

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reports to the Executive Council and will provide an annual report to the Executive Council, the Congregation and the Diocese.

The report should include the following:

- Members of the Congregation Safety Response and Care Team
- Number of active Ministry Personnel screened and trained serving in a Position of Trust
- Status of abuse insurance coverage
- Number of Training Sessions held or contracted
- Date and findings of the annual audit of Financial Statements
- Highlights of the past year
- Professional development completed
- Goals for the upcoming year
- Items of praise and prayer requests

2.2. Ministry Personnel Recruitment and Screening

2.2.1. Human Rights and Discrimination

The Anglican Diocese of Canada, ANCGSR and its Ministry Personnel are committed to treating people fairly, with respect and dignity, when hiring and recruiting, in accordance with applicable provincial human rights law.

Ministry Personnel will conduct their hiring and recruiting practices in line with applicable provincial human rights laws and will avoid asking questions that violate applicable provincial human rights legislation in interviews and when checking references.

ANCGSR will be transparent about how applicable provincial human rights law permits religious organizations in certain circumstances to give preference in hiring persons or to hire only persons who are members of the same religious group or meet a creed-based qualification.

2.2.2. Recruitment and Screening Process

All ministry departments engaging the vulnerable sector must adhere to this recruitment and screening process. Clergy or the Ministry Lead determines if an individual is a suitable or potential candidate for ministry. Individuals in a Position of Trust of confidential information must sign a Confidentiality Agreement (Appendix 28).

Prospective Ministry Personnel are to submit to the recruitment and screening process managed by the Ministry Lead. The recruitment and screening process includes:

- Ministry Personnel Application Form (Appendix 2)
- Membership and attendance requirement (see 2.2.3, “Qualifications for Ministry,” below)
- Practice and commit to the Statement of Faith and the fundamentals of Anglican Christianity (Appendix 1b /1c)
- Reference checks
- Face-to-face interview

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- CPIC Criminal Record Clearance check and Vulnerable Sector Search
- Training
- Final approval from the Executive Council

Ministry Personnel must complete the recruitment and screening process prior to being placed in a Position of Trust and must have a Ministry Personnel file kept with church records. These files are to be kept permanently.

Current and active Ministry Personnel who have been serving at the Congregation as of the date of approval of this policy will be grand-parented into the screening process as it relates to interviews and reference checks. Current and active Ministry Personnel must be in good standing with the Diocese and the Congregation. They are required to have current Criminal Record Checks on file that have been completed on behalf of the Congregation (not dated more than 36 months prior to Board approval) and are required to attend a Safety Response and Care orientation training provided by . All current and active Ministry Personnel must have their screening and training up to date before (three months from date of Board approval).

2.2.3. *Qualifications for Ministry*

All prospective Ministry Personnel will be voting members of a Diocese congregation and will have regularly attended that Diocese congregation for the previous six months. Exceptions can be made in circumstances where the Ministry Personnel have transferred from another The Anglican Diocese of Canada congregation in which they were long-time members and ministry workers in good standing or they are being employed by the church. In these circumstances, reference checks must be received from at least three individuals, including one from their previous minister or children's ministry director.

Ministry Personnel serving in a Position of Trust or leadership are members or adherents in good standing who support the doctrines, direction and by-laws or constitution of the Anglican Church in North America.

Individuals that have been accused, or convicted, or are under the suspicion of crimes against Children or Youth, or who have been convicted of violent crimes will not have any involvement in ministries or programs where Children or Youth participate until such time as they have been found innocent, or the accusation has been found unsubstantiated.

The Diocesan Bishop, in consultation with the Diocese House of Bishops and the Congregation SRC Team, may make exceptions for individuals with a known violent history if

1. it has been more than five years since the date of the last offence *and*
2. the Diocesan Bishop and diocesan Safety Response and Care Team are entirely satisfied that they, due to a process of thorough Christian transformation, pose no more risk than the general population.

No exceptions may be made for individuals with a confirmed history of crimes against children or youth.

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2.2.4. *Ministry Application Form*

Prospective Ministry Personnel are to complete a Ministry Personnel Application Form (Appendix 2). Youth wanting to volunteer as leaders are to complete the Ministry Personnel Application Form for Youth Working with Children (Appendix 3).

- A verifiable witnessed signature is required for the protection of all parties
- Individuals who transfer from another congregation, unknown to the Rector or Wardens, must include contact information or a reference from a Clergy member of their previous congregation
- In accordance with the Personal Information Act regulations, the Ministry Personnel Application Form must include the reason for which the information is being collected.
- Ministry Personnel Application Forms are to be kept confidential and available only to the Ministry Lead, Executive Council or Designated Screening Personnel.
- Completed Ministry Personnel Application Forms are to be kept on file permanently and in a secure location

2.2.5. *Reference Checks*

The Safety Response and Care Team screening members will conduct at least four qualitative reference checks, including one from their previous Rector, on all prospective Ministry Personnel (Appendix 3).

- Prospective Ministry Personnel must sign a liability release before reference checks are conducted
- References provided must fit with the acceptable categories for those who want to work with Children, Youth and Vulnerable Adults
- Individuals who transfer from another congregation unknown to The Anglican Diocese of Canada Clergy, the Congregation, Rector or Wardens must include contact information or a reference from a Clergy member of their previous congregation
- Reference checks may be conducted by telephone or in person to confirm the suitability and appointment of prospective Ministry Personnel

2.2.6. *Interview*

Face-to-face interviews will be conducted by the Safety Response and Care Team Director and the Ministry Lead of the specific ministry area (Appendix 6).

2.2.7. *Criminal Records Checks (CPIC - Canadian Police Information Clearance)*

Criminal Record Checks must be conducted on all Ministry Personnel serving Children, Youth and Vulnerable Adults.

- If it applies, the first check done on an individual should be a Vulnerable Sector Scan/Search.
- Criminal Records Checks are to be renewed every two (2) years
 - Criminal Records Checks are to be conducted on all Ministry Personnel 18 years of age and older and are to be kept on file permanently.
- If a prospective Ministry Personnel has had a history with the Child Welfare Agency, a request may be made by the Rector or the Executive Council for the individual to sign consent for a child welfare check.

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If a CPIC check or Vulnerable Sector Check is returned “NOT CLEAR” the prospective candidate will be asked to do one of the following:

- a) either to submit to a Criminal Record Check with fingerprinting verification and submit to disclosure and verification of the crimes committed that they have been convicted of; or
- b) withdraw their application from serving in a position of leadership or a Position of Trust with Children, Youth or Vulnerable Persons.

Note: Without verification of convictions and without a clear Criminal Record Check, individuals cannot be placed in a Position of Trust with Children, Youth and Vulnerable Adults.

PRCs remain the property of the employee or volunteer – the Diocese or Congregation staff will retain a true copy of the original. The Safety Response and Care Team screening member should review the person’s original PRC, and, provided it does not disclose any information, which would give rise to concerns, note this in a file maintained for this purpose. Similarly, the Safety Response and Care Team screening member should review and record all renewals of the PRC.

In the event the PRC discloses information giving rise to any concerns, such person shall not be hired as a member of staff or volunteer, without consultation and permission from the Bishop, with advice of the Chancellor.

2.2.8. *Screening of Youth*

Minors who apply to work and volunteer shall complete the same screening requirements as Adult Ministry Personnel with the following exceptions:

- No Criminal Record Check is required for applicants under the age of 18. When an active Youth volunteer turns 18, they will submit a Criminal Record Check within 3 months to continue volunteering.

2.2.9. *Red Flags and Disqualifiers*

Screening Personnel are to be trained on identifying red flags during the screening process and are to be alert to any red flags that may disqualify prospective Ministry Personnel from working with the vulnerable sector. When a red flag is identified, Screening Personnel are to bring the red flag to the attention of the Rector or their delegate.

Screening Personnel are to keep information confidential and information regarding red flags and disqualifiers will only be shared on a need-to-know basis.

The following red flags are to be automatic disqualifiers:

- Violent crimes wherein a weapon was used (but see the exception under 2.2.3 above)
- Any convictions of crimes against Children, Youth or Vulnerable Adults or violent crimes, including but not limited to:
 - Child abuse, sexual or otherwise
 - Abduction, murder, or manslaughter
 - Incest
 - Rape

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- Sexual assault

The Rector and the Wardens are to make a decision to disqualify or not to disqualify someone from a Position of Trust due to one or more red flags. Depending on the severity of the red flag, the decision may be made in conjunction with legal counsel and the insurance company. Their decision, reasoning, and steps taken to mitigate any potential risks are to be documented and kept permanently. No exceptions are to be made for convictions that fall under automatic disqualifiers.

Documentation is to be maintained permanently for all prospective Ministry Personnel applying to be Ministry Personnel. If someone does not qualify for a Position of Trust, the reason for disqualifying the candidate is to be kept confidential but is to be included on their personal record which is to be kept under lock and key.

2.2.10. Safety Response and Care Training

An initial Orientation training on abuse prevention education is required for all Ministry Personnel. This applies to all employees, Priests, Deacons, Wardens, Screening Personnel, Ministry Leaders and Volunteers, and anyone else in a Position of Trust.

Training must be conducted by a qualified trainer. The training must include a review of the Safety Response and Care Policy and all safeguarding procedures. Ministry Personnel are to be educated about their obligation to report suspected abuse and on how to recognize and identify the symptoms of abuse and molestation.

All Ministry Personnel are required to attend Orientation training prior to placement. All Ministry Personnel are required to attend annual Refresher training sessions thereafter.

Attendance is to be taken at all training events and noted in the Ministry Personnel file for each individual present. All Ministry Personnel must sign an agreement form (Appendix 2e) confirming they have read, understood and are willing to comply with the Safety Response and Care policies and procedures.

2.2.11. Code of Conduct and Covenant of Care

Upon completion of screening and training, Ministry Personnel must sign a Covenant of Care and Code of Conduct attesting that they will abide by the Safety Response and Care policies, procedures and training.

The Covenant of Care and Code of Conduct is to be signed on an annual basis.

2.2.12. Approval Process

The Executive Council is to appoint an individual who is to approve candidates that have completed the screening process.

- Approval must be signed and dated,
- The recruitment and screening process must be completed within a three-month period of time,

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- Workers in the process of completing the recruitment and screening process are not to be placed in a Position of Trust,
- Access to Children is to be limited until final approval is received.

2.3. Documentation Management

2.3.1. Safety Response and Care Program Maintenance

A strategy for program maintenance will be developed and reviewed at the beginning of each ministry year (September) to ensure training, the updating of files, and the physical environment are compliant with this policy.

2.3.2. Documentation

Registration Forms, Attendance Records, and Letters of Informed Consent must be collected and kept on file.

Incident Reports must be written and submitted on all accidents and injuries. Suspected Abuse Report Forms must be written for all suspicions, allegations and disclosures of abuse.

Documentation on screening and involvement of Ministry Personnel will be compiled in Ministry Personnel files.

All documents will be scanned, saved as PDFs or saved on the cloud in a secure format that cannot be easily manipulated. A secure backup of documentation will be retained, and files will not be overwritten.

Documentation mentioned within this policy must be retained permanently.

2.3.3. Documentation Storage and Retention

As there is no statute of limitations for child abuse in Canada, and extended statute of limitations for crimes and personal injury related to Vulnerable Adults in Canada, all documentation pertaining to program activities involving Children, Youth and Vulnerable Adults shall be kept and stored permanently following Congregation's document retention procedures, and in compliance with the areas below.

Wherever possible, forms must be legible, include the date, location and full names of everyone present or involved, and include any explanatory notes which provide context. The individual who completed a form must be identifiable.

This policy applies to all documentation created and gathered in relation to Children, Youth and Vulnerable Adults. The documentation to be retained includes, but is not limited to:

- All documentation gathered during Recruitment, Screening, Training of Ministry Personnel
- Ministry Personnel files
- Files created during the planning, supervision, and implementation of program activities
- Insurance policies

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- Registration Forms
- Attendance Forms
- Disciplinary memos of Ministry Personnel
- Letters of Informed Consent (Releases and Waivers)
- Transportation records
- Rental agreements
- Incident Forms
- Suspected Abuse Forms
- Any follow-up or additional information attached to such forms as is necessary to provide a clear picture of Congregation's activities, participants, and supervision

Documentation storage and backup

All documents and files pertaining to the Congregations activities, participants and supervision will be stored in physical copy in a locked cabinet accessible only to authorized Ministry Personnel. Another copy (or the original digital copy) of all documents will be maintained either digitally in a secure cloud or physically in an off-site fire- and water-resistant location. When the digital option is implemented, scans of new physical documents will be made and uploaded to the cloud at least weekly.

Even if the Congregation chooses to keep both copies in physical form, it is inevitable that the church will handle some digital documents. All such documents pertaining to the church's activities, participants, and supervision will be stored in a secure cloud. All information stored on the server will be done in an unalterable format (i.e., PDF or password protected) where possible, and the ability to delete items will be removed. Where possible, use software that tracks all changes to stored information.

Access to archived documentation

Archived documentation may be needed from time to time, to verify someone's past history, for audit purposes, or to ensure accuracy. In all cases where the archived, stored information must be accessed, care will be taken to adhere to a transparent process. Individuals accessing archived files must have a clear, articulated reason, and always do so under the supervision of at least one other authorized Ministry Personnel.

2.3.4. Personal Information and Privacy

The protection of personal information is all our responsibility. Therefore, it is the responsibility of everyone serving to ensure that personal information provided is kept confidential according to this policy.

All Ministry Personnel that have access to personal information must sign a Confidentiality Agreement.

The collection of personal information is limited to what is necessary for the identified purposes and will be collected by fair and lawful means. Personal information must only be used and disclosed for the purposes for which it was collected, except with consent or as required by law. It will be retained only as long as it is necessary to fulfill those purposes. In

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most cases, information that relate to minors and Ministry Personnel serving with minors will be retained permanently as there is no statute of limitations on child abuse in Canada.

Personal information must be as accurate, complete and up-to-date as is necessary. Personal information must be protected by adequate safeguards. Information about a church's privacy policies and practices must be readily available to individuals upon request.

An individual has the right of access to personal information about themself and has the right to seek correction. Both these rights are subject to some exceptions as specified in each statute. The Congregation must provide the means for an individual to challenge their compliance with the above principles. Please refer anyone requesting information to the Church Office Administrator.

2.3.5. *Policy Review, Audits and Updates*

This Policy and the Procedure Handbook is to be reviewed annually and updated every three years by the Diocesan Council, following a diocesan audit, to ensure procedures are updated and/or clarified as needed and the Policy maintains its relevance. The Executive Council must make a motion to approve the policy and every edition of the policy should be retained permanently.

2.4. General Protection Procedures

The following procedures are in place for all programs for Children, Youth or Vulnerable Adults, or where Children, Youth or Vulnerable Adults are in attendance.

2.4.1. *Planning for Safety*

All Ministry Personnel must ensure a safe environment in their planning and evaluating of all activities. Safety precautions are to be posted and highly visible for Children, Youth and Vulnerable Adults.

2.4.2. *Supervision of Ministry Personnel*

For the protection of our Children, Youth and Vulnerable Adults, supervision of all Ministry Personnel will be intentional and will take place through formal and informal visits to classrooms and programs by Ministry Leads.

2.4.3. *Lifestyle*

For the protection of everyone, Ministry Personnel are to be committed to maintaining a consistent life in Christ, including prayer, Bible reading, attendance at relevant events, planning meetings and worship services.

Ministry Personnel are to be role models of integrity at all times. Ministry Personnel are to refrain from activities that the Congregation considers morally and biblically inappropriate.

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2.4.4. Ministry Personnel Identification

Ministry Personnel will introduce themselves promptly to visitors and new members within the scope of their ministry. Name tags may be worn if deemed appropriate (e.g., larger churches).

2.4.5. Registration and Compliance with PIPEDA

At the beginning of every ministry year, all Children and Youth are to submit completed Registration and Medical Consent Forms, (Appendix 10) signed by their Parents. These forms are to be photocopied and originals maintained and filed permanently. The photocopies should be taken on all off-site trips and outings in case emergency medical assistance is required and the Parent cannot be notified.

The Registration and Medical Consent Form will not replace specific Letter of Informed Consent Forms for activities that involve an elevated risk or for overnight trips.

The inclusion of 'liability shields' on permission forms has been considered for activities that involve a level of risk.

A release and permission statement will be included on all Registration Forms releasing the Congregation and The Anglican Diocese of Canada from unforeseen and accidental damages:

I/We, the parents or guardians named above, authorize the Ministry Personnel of ANCGSR and The Anglican Diocese of Canada to sign a consent for medical treatment and to authorize any physician or hospital to provide medical assessment, treatment or procedures for the participant named above.

I/We, named above, undertake and agree to indemnify and hold blameless the Ministry Personnel, ANCGSR, The Anglican Diocese of Canada, its Clergy and Wardens from and against any loss, damage or injury suffered by the participant as a result of being part of the activities of the Congregation and The Anglican Diocese of Canada as well as of any medical treatment authorized by the supervising individuals representing the Congregation. This consent and authorization is effective only when participating in or traveling to events of ANCGSR or The Anglican Diocese of Canada.

A statement will be included on all Registration Forms which stipulates the purpose and extent for collecting personal information of Youth:

ANCGSR is collecting and retaining this personal information for the purpose of enrolling your Child in our programs, to assign the Participant to the appropriate classes, to develop and nurture ongoing relationships with you and your Child, and to inform you of program updates and upcoming opportunities at our church. This information will be maintained permanently as it is a requirement of our insurance company and legal counsel. If you wish The ANCGSR to limit the information collected, or to view your Child's information, please contact us.

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2.4.6. Attendance

Attendance must be taken each time a classroom or program is in session. These attendance records are kept on file permanently.

A record will be kept of Ministry Personnel on duty in each classroom or program. This record will be maintained with the record of attendance and kept on file permanently.

Attendance records must include the date, time, and classroom and everyone present (including visitors) during the program.

2.4.7. Outside User Groups (Renters and Service Providers)

For ANCGSR to be a safe space for all users, the following policies apply to all groups who use the space, whether they have a connection to the church or not:

All Service Providers, Visitors* and Renters must sign-in upon arrival at the front desk and sign-out when they leave. The individual's name, the date and the time is to be clearly noted. This information is to be kept on file in the Activity Log for that day and kept permanently.

***Note: This does not apply to individuals joining public events as attendees.**

If Service Providers are onsite when programming is happening for Children, Youth or Vulnerable Adults, the Service Providers are to be clearly identified with a uniform or a nametag and are to always be accompanied and supervised by Ministry Personnel.

The criteria for Renters or outside user groups to use The Anglican Diocese of Canada's facility include:

- Renters must complete a Rental Agreement which must be approved by the Wardens or the Rector.
- Renters must provide a certificate of insurance, with no less than \$2,000,000 Commercial General Liability coverage and The Anglican Diocese of Canada be named as additional insured.
- Renters must provide evidence that they have a strong abuse prevention policy and protocol in place.⁴
- They must abide by the following for all activities where Children, Youth or Vulnerable Adults are present:
 - Two Screened Workers providing oversight; or
 - One Screened Worker provides oversight where Parents accompany their Children, or Caregivers accompany Vulnerable Adults.

In the case that The Anglican Diocese of Canada partners with other churches, agencies or community groups for the delivery of a joint activity or event (outside the normal operations and services of the congregation) with Children, Youth or Vulnerable Adults in attendance, the Executive Council requires that their insurance agent be consulted during the planning stage, to determine risks, insurance coverage and shared liability. A Ministry Lead is required to

⁴ This is required but The Anglican Diocese of Canada is NOT to provide or advise in the development of such a policy for a tenant or facility user, nor is The Anglican Diocese of Canada to provide SRC oversight of tenants or facility users.

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obtain written opinion from the insurance agent acknowledging the status of insurance coverage for these joint activities.

2.4.8. *Misconduct and Accountability*

Ministry Personnel are to refrain from all forms of misconduct.

It is the responsibility of the Wardens, Rector and Ministry Leads to hold each other and their direct reports accountable. Every member of a church must be accountable for their actions that could impact the reputation of The Anglican Diocese of Canada, no one is exempt. This flows both up and down in reporting concerns. For example: Ministry Personnel are to be supervised and held accountable by Ministry Leads, Ministry Leads are to be supervised and held accountable by the Clergy and the Wardens, and the Clergy are to be supervised and held accountable by the Wardens and Executive Council as a collective body.

As a community of faith, we reserve the right and freedom to bring to the attention of individuals anything we believe is compromising their integrity, walk with God, or could bring harm to the reputation of the church and cause of Christ. Individuals with concerns must follow Matthew 18 when confronting an individual unless they feel unsafe to do so. Matthew 18 calls for individuals to confront the individual alone first, and if they do not feel that the concern has been taken seriously, they are to bring in another. In the case of The Anglican Diocese of Canada, they must then bring in the individual's Supervisor, followed by the Rector and/or Wardens. If a person does not feel safe to confront the individual (i.e., in the case of abusive behaviour), they must follow the Safety Response and Care Reporting Policy.

When traveling, Ministry Personnel are to avoid one-on-one meetings in hotel rooms of another individual other than an immediate family member if there could be a perceived power differential or if one of the individuals is a child, youth, or vulnerable person.

With reasonable cause, the Executive Council reserves the right to look at staff computers, cell phones, and tablets that are primarily used for ministry purposes. This includes but is not limited to photographs and communication. Upon request, these devices must be turned over immediately. Staff Members must provide their passwords for their primary ministry electronic devices to the Office Administrator upon request.

All petty cash and expenses must be accounted for.

If a person is involved in a situation where a boundary is violated, or something occurs that is out of the ordinary or could be misinterpreted, or where such a violation or occurrence is alleged, they must immediately report it and discuss it with a Supervisor. If the Ministry Lead is unwilling, unable, or unavailable for discussion, they must seek out a Warden or the Rector to discuss the issue.

2.4.9. *Disciplinary Action of Ministry Personnel*

When a Policy or Procedure of The Anglican Diocese of Canada has not been adhered to (i.e. refusal to attend Refresher Training, not completing Incident Reports, tickling a child), the following progressive disciplinary actions should be taken, depending on the nature of the

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offence. There is zero tolerance for serious offences such as physical or sexual abuse, assault and/or theft – please see step 3 and 4.

Step 1: VERBAL WARNING

Ministry Personnel will be:

- Given a verbal warning regarding the unacceptable behaviour/action.
- Given an explanation of when and how the undesirable behaviour/action took place, including the reason why the behaviour/action was unacceptable.
- Given an opportunity to explain the situation and their actions. This will be their opportunity to give their side of the story.
- Given a description of the desirable and/or acceptable behaviour or actions and reminded that their behaviour goes against a policy and/or the training they received.
- Reminded that they signed a Covenant of Care affirming they would abide by the Policy and Procedures of The Anglican Diocese of Canada. A copy of this should be given to them.
- Informed that further disciplinary action, up to and including termination, will follow if unacceptable behaviour continues.
- Notified that the verbal warning will be recorded.

NOTE: Some examples of reasons for verbal warnings would include: Not completing an Incident Report, tickling a Child, being alone in a classroom with a Child with the door shut.

Step 2: WRITTEN WARNING

Ministry Personnel will be:

- Given a written warning regarding their unacceptable behaviour/action in the event that the behaviour/action had either been discussed in a previous verbal warning or was considerably severe in nature.
- Given an explanation of when and how the undesirable behaviour/action took place, including the reason why the behaviour/action was unacceptable.
- Given an opportunity to explain the situation and their actions. This is their opportunity to give their side of the story.
- Given a description of the desirable and/or acceptable behaviour/actions.
- Provided with a copy of the written warning, with the original placed in their Ministry Personnel file and shared with the Clergy/Wardens.
- Reminded that they signed a Covenant of Care affirming they would abide by the Policy and Procedures of The Anglican Diocese of Canada. A copy of this should be given to them.
- Asked to sign the copy of the written warning as proof that they have received it.
- Notified that future disciplinary problems will be addressed with further progressive disciplinary actions up to and including termination.

At this point, the individual should be asked to take additional professional development training in the area of the infraction (e.g. Social Media) or attend Safety Response and Care orientation or refresher training again.

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NOTE: Some examples of reasons for written warnings are: inappropriate or rude interaction with Youth or a Parent, a raised voice, inappropriate jokes or comments, impatience, prolonged hugging or touching, or driving alone in a vehicle with Youth without written Parental permission.

Step 3: SUSPENSION

Ministry Personnel will be:

- Given written documentation regarding the suspension in relation to the unacceptable behaviour/action in the event that the behaviour/action had either been discussed in a previous verbal or written warning, or it was considerably severe in nature.
- The documentation will include information on the offence, the reason for the suspension, and the length of the term of suspension.
- Given an explanation of when and how the undesirable behaviour/action took place, including the reason why the behaviour or action was unacceptable.
- Given a description of the desirable and/or acceptable behaviour/actions.
- Provided a copy of the suspension, with the original placed in their Ministry Personnel file, and shared with the Clergy/Wardens.
- Asked to sign the notice of suspension as proof that they have received it.
- Notified that future disciplinary problems will be addressed with further progressive disciplinary actions up to and including termination.

During the suspension, the individual will be required to take additional professional development training in the area of the infraction (e.g. Social Media) and re-attend Safety Response and Care training.

NOTE: Some examples of reasons for suspensions are: suspicion or allegation of abuse, inappropriate text messages, meeting a Child or Youth outside of program times without permission and knowledge of leadership, an incident of verbal abuse, or inappropriate touch.

See also Reporting and Response for suspicions or allegations of abuse

PLEASE NOTE: Ministry Personnel suspended due to suspicions or allegations of abuse should have no contact with vulnerable individuals and they should not be placed in a Position of Trust. The suspension should NOT be overturned unless they have been cleared of any and all allegations or suspicions of abuse. The Rector or a member of the Executive Council will contact The Anglican Diocese of Canada's lawyer, insurance company and Child and Family Services prior to reinstatement.

Step 4: TERMINATION

Leadership should be consulted and notified when Ministry Personnel are to be terminated. Ministry Personnel will be:

- Given written documentation regarding their termination and the undesirable behaviour/action leading to and justifying the termination.

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- Documentation should include information on the offense and any previous disciplinary communications with the Ministry Personnel.
- Given a description of when and how the unacceptable behaviour/action took place, including the reason why the behaviour/action was unacceptable.
- Given a description of the desirable and/or acceptable behaviour or actions.
- Provided with a copy of the termination notice, with the original placed in their Ministry Personnel file. Ministry Personnel file documentation is to be kept permanently, even after termination.
- Escorted from the location maintaining the dignity of the terminated Ministry Personnel by not making obvious to others that they have been terminated and for what reasons.

At the discretion of the Rector or Wardens, the individual may be encouraged to attend services, bring their Children to programs, and participate in community events held at The Anglican Diocese of Canada.

NOTE: Some examples of reasons for termination are: Conviction of Abuse, physical or sexual assault, theft, repeated unsuccessful disciplinary attempts.

2.5. Personal Interaction Procedures

2.5.1. *Occasional Observers*

Occasional Observers who join a class will have their attendance recorded and kept on file with the classroom attendance for that day. Occasional Observers do not need to be screened or trained. Occasional Observers will be clearly identified as guests and should be coached on proper protocols for guests. Since they have not been screened and approved, they will not be placed in a Position of Trust with Children who are not their own.

2.5.2. *Bullying*

Our community members have a right to a caring, respectful and safe ministry environment. An anti-bullying policy will therefore be in effect at all times and will be clearly communicated and enforced among participants and Ministry Personnel. All Ministry Personnel will take action to prevent bullying, teach against it, and assist and support Children, Youth and Vulnerable Adults who are being bullied. Bullying in any form will not be tolerated.

Bullying is defined as unwanted, aggressive behavior that involves a real or perceived power imbalance and is repeated or has the potential to be repeated.

Types of Bullying:

- Verbal Bullying
- Social Bullying
- Physical Bullying
- Cyber Bullying
- Racial Bullying
- Homophobic Bullying

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- Sexual Harassment

Procedure for Dealing with Bullying:

Any incidents, reports or suspicions of bullying will be acknowledged, reviewed and dealt with appropriately and immediately. All incidents, reports or suspicions will be reported immediately to the Ministry Lead.

Appropriate action will take place based on the situation. Possible action may include, but is not limited to:

- Complete an Incident Report (Appendix 12) after each incident
- Notify both sets of Parents after each individual incident
- Provide a warning that bullying will not be tolerated
- Suspension for one day/event if bullying persists
- Suspension for three days/events after next incident
- Prohibit the individual from participating if the bullying does not stop
- If necessary/appropriate, contact and consult with police.

All attempts will be made to work towards reconciliation and change of behavior with the person who is bullying. Ministry Personnel will offer encouragement and foster social acceptance to the victim of the bullying.

2.5.3. *Harassment and Discrimination*

The Anglican Diocese of Canada is committed to fostering an environment that is free of discrimination and harassment and one in which all individuals are treated with respect and dignity. Every attendee of our church community has a right to equal treatment with respect to the receipt of services and facilities without discrimination or harassment based on the following prohibited grounds: race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, marital status, family status, or disability.

A right to freedom from discrimination and harassment is also applicable where someone is treated unequally because they are in a relationship, association or dealing with a person or persons identified by one of the prohibited grounds of discrimination.

Every attendee of The Anglican Diocese of Canada community, especially screened Ministry Personnel, is responsible for creating an environment which is free of discrimination and harassment. Those found to have engaged in such conduct will be subject to discipline.

Individuals who have committed an act of harassment will be subject to progressive steps of discipline. Allegations of sexual harassment will result in immediate suspension and if an investigation finds that the allegation is substantiated, will result in immediate termination.

2.5.4. *Discipline & Classroom Management*

The following form of punishment are not permitted:

- Corporal punishment by Ministry Personnel (Staff or Volunteer)
- Deliberate harsh or degrading measures that would humiliate someone or undermine their self-respect

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- Deprivation of a person's basic needs
- Locking or confining a person in a room separate from others

All discipline and group management will be conducted in a loving and caring environment. All attempts will be made to prevent discipline problems from arising and to avoid the need for remedial discipline. All attempts to provide discipline are to adhere to the following:

Preventive Discipline:

- Create a loving, caring atmosphere,
- To gain respect, you must grant respect,
- Model self-discipline and structure in your own life,
- Prepare exciting and interesting activities with short transitions in between,
- Arrange your environment in an age-appropriate way and for learning,
- Establish and communicate realistic expectations for the class,
- Be sure the activities that you provide are meaningful and age-appropriate,
- Be fair and consistent with all participants,
- Be sure your focus is on positive actions and reward positive behaviour,
- Be aware of individuals with special needs and bring their needs to the attention of the Ministry Lead.

Remedial Discipline:

- Deal with problems individually,
- Explain to the individual why the behaviour is unacceptable and instruct them how to do it correctly,
- Redirect the individual to positive action,
- Explain the consequences of unacceptable behaviour by defining the correct way to behave as well as the result of the wrong behaviour,
- Offer choices that are acceptable to both you and the individual.

Group rules will be established to clearly communicate the expectations required of the class. Some suggested rules are:

- One voice talking at a time, and always use inside voices,
- Use good manners,
- Respect each other,
- Quiet hands get answered,
- Obey directions the first time,
- Keep your hands and feet to yourself,
- Be friendly.

2.5.5. *Contacting Opportunities*

Ministry Personnel may meet with Children, Youth and Vulnerable Adults only during the parameters of ministry programming.

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Ministry Personnel are to avoid any activity that would involve isolation and meet in group settings with a team member.

Any requests for exceptions to this policy must be submitted in writing to the Executive Council. Permission must be granted in writing by both the Executive Council and Parents for each event utilizing a Letter of Informed Consent.

2.5.6. *Pastoral Care and Counselling*

Ministry Personnel are prohibited from offering professional counselling unless the counselling is specifically approved in writing by the Rector and Wardens of their congregation, and then only if the individual is registered and licensed by the appropriate provincial or federal regulatory bodies and associations of their jurisdiction, and they have appropriate insurance in place.

Clergy will engage in pastoral care but will refrain from providing professional counselling and will recommend that the person see, or follow up with, a medical doctor or professional counsellor if he or she shows signs of being affected by the following, or if they require or request specific counselling to deal with any of the following:

- suicidal ideation,
- signs of mental illness,
- self-injury
- working through a history of substance abuse, or past trauma.

In such cases clergy must record that the recommendation was made.

Except when the pastor visits a person in a hospital or institution (e.g., correctional facility) or when the person requires a home visit (see 2.5.9 below), pastoral care must be done in a church office during church office hours, when another Ministry Personnel is also on-site and able to see into the room (e.g., through a window or open door). Totally private one-on-one meetings with vulnerable people or between individuals where a power differential exists, may be perceived to exist, or may be presumed to exist are not permitted.

2.5.7. *Gift Giving*

The Anglican Diocese of Canada requires that all Ministry Personnel demonstrate our commitment to treating all individuals impartially. Ministry Personnel will demonstrate the highest standards of ethics and conduct in all matters when dealing with:

- Children, Youth and Vulnerable Adults
- All vendors and suppliers, both existing and potential
- Employees, Volunteers and prospective Ministry Personnel
- Any individual or organization with whom they come into contact

To demonstrate our commitment to these standards and behaviour, all Ministry Personnel must abide by the following gift giving policy requirements:

- Ministry Personnel are to refrain from giving gifts to Children, Youth or Vulnerable Adults unless the gift is given to everyone in a class or group setting and is in no means in exchange for services or favours.

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- No gifts of any kind, that are offered by vendors, suppliers, Parents, potential employees or volunteers, potential vendors and suppliers, or any other individual or organization – no matter the value – will be accepted by Ministry Personnel at any time, on or off the work premises if it is given as a means to receive benefit or a bribe including any business courtesy offered. This could include a product discount or any other benefit if the benefit is not extended to all Ministry Personnel, i.e., sale, special accommodation, registration spot, etc.
- Exempted from this policy are gifts such as t-shirts, pens, trade show bags and all other tchotchkies that employees or volunteers obtain, as a member of the public, at events such as conferences, training events, seminars and trade shows, that are offered equally to all members of the public attending the event. This includes:
 - Food, beverages, and tchotchkies provided at events, exhibitor trade show floor locations, press events, and parties funded by conference or event sponsors.
 - Cards, thank you notes, certificates, or other written forms of thanks and recognition.
 - Food, beverages, moderately priced meals and tickets to local events that are supplied by and also attended by current customers, partners, and vendors or suppliers in the interest of building positive business relationships.
- When a gift is offered, and it does not fall under the exceptions policy, Ministry Personnel are required to professionally inform vendors, potential vendors and others of this policy and the reasons The Anglican Diocese of Canada has adopted the policy.
- Ministry Personnel will request that vendors respect our policy and not purchase and deliver any gift for our employees, a department, an office, or the church, at any time, for any reason.
- Certain gifts given to or received by Ministry Personnel may be appropriate given a context or situation outside of the scope of this policy. The Executive Council may make a written exemption to this policy detailing the reasoning and scope of their decision for any gift.

2.5.8. *Dating*

Ministry Personnel may not pursue a dating, emotional, or physically intimate relationship with a minor, or someone in a ministry in which they serve. Ministry Personnel are to immediately self-disclose to the Rector or Wardens any and all intimate (psychological or sexual) relationships that begin.

2.5.9. *Home Visits*

There are a variety of reasons and circumstances that make meeting people in their own homes a necessary part of the church's ministry. When visiting shut-ins, preparing people for baptism, welcoming newcomers, conducting stewardship or planned giving campaigns, or responding to pastoral crises, it is often necessary and desirable to go to someone's home.

Ministry Personnel must secure permission in writing from the Ministry Lead to visit individuals that are deemed Vulnerable Adults in their home.

Ministry Personnel are never to visit a Child in a home without a Parent present at all times.

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Ministry Personnel are to maintain and submit monthly communication/visitation logs.

Ministry Personnel are to abide by the following visitation procedures in order to protect both parties in these situations - the visitor and the visited.

- Always arrange the visit in advance. Establish a starting time as well as a clear purpose for the visit so that the individual knows exactly what to expect.
- When possible, travel with another screened Ministry Personnel, or arrange to visit the home when a caregiver is present. If that is not possible, make another person (secretary, spouse, colleague) aware of where you are going and when you can be expected to return.
- Be respectful of people's time and do not overstay your welcome. When visiting a shut-in or someone who is ill, be particularly conscious of how they are feeling and avoid over-tiring them.
- Keep the pastoral purpose of your visit in mind at all times. Do not attempt to unduly persuade or influence the person, particularly if he or she seems confused. Avoid offering advice about medication or medical treatment, and avoid arguing with, or agitating the person you are visiting.
- Stay in the most public area of the home - the living room, family room, or kitchen. Avoid entering a person's bedroom unless a 3rd party is present in the home, and preferably only when the person is infirm or bed-ridden.
- Choose a seat at a comfortable distance from the person you are talking to, avoid sitting next to them on a couch or sofa. Do not invite or initiate any unwanted or inappropriate physical contact. If bed-ridden, do not sit on the individual's bed.
- Visitors should never engage in any form of sexual impropriety with those whom they are visiting. Sexual impropriety includes, but is not limited to, all forms of overt or covert seductive speech, gestures and behaviour as well as explicit sexual contact.
- Do not agree to meet anyone in his or her own home if you sense your own personal safety may be compromised, or if you feel that there is the potential that a boundary may be crossed. If a person whom you don't know well asks for a meeting and you are at all suspicious, arrange to meet him or her at a church office, a coffee shop, or a local restaurant until you know him or her better.
- When first arriving at a person's home, assess the situation for anything that may be out of the ordinary. Do not continue if the person is inappropriately dressed, under the influence of alcohol or drugs, or if a person or animal acts in a threatening or aggressive manner and is not properly restrained.
- If the person acts strangely, says or does things that make you feel unsafe or uncomfortable, or initiates inappropriate physical contact, tell them to stop, and then, re-establish and maintain appropriate boundaries. If the behaviour continues, excuse yourself, document what happened, and report it to your supervisor. Do not stay in a potentially dangerous or compromising situation.
- If driving a person to appointments or errands is part of the stated ministry, drivers must hold a valid driver's license and insurance. Seat belts must be available for all passengers. Drivers must not have any alcohol or drugs in their system, aside from wine received in the sacrament of Communion, when driving. If possible, driving

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ministries should be team ministries to avoid being alone in a car with a vulnerable person.

- Visitors must treat all confidential information and communications obtained while visiting as strictly confidential and should not disclose them to anyone except where required by law or where given written consent by the individual(s) involved. When discussing the confidential details of a particular situation with a supervisor, the identity of the people involved must be protected.
- Except where the stated purpose of the visit is stewardship or planned giving, it is best not to accept gifts or donations when making in-home visits. Encourage the person to make his or her donation using the offering plate or by mailing it directly to the church. If the person insists on giving you a financial gift while you are there, provide a temporary written receipt. Duplicate receipts should be retained. All cheques are to be made payable to the church. Explain that the church will issue an official receipt at the appropriate time.
- People should be encouraged to speak with their family and financial and legal advisors before making significant contributions in order to avoid allegations of undue influence or abuse of trust. Such encouragement should be recorded in an appropriate file.
- Be aware of signs that a person may not be caring for him or herself as he or she should, and may require additional resources to assist him or her. Signs of personal neglect include but are not limited to: a decrease in personal hygiene, wearing the same clothes all the time, particularly if they are stained or soiled, and periods of confusion, disorientation, or loss of memory.
- If you become concerned about the well-being of a person whom you are visiting, speak to your supervisor about trying to initiate contact with a family member in order to discuss the situation and recommend possible courses of action

2.5.10. Hospital and Nursing Home Visits

There must be at least two (2) unrelated Ministry Personnel at all events and for all visitation to hospitals and nursing centres, or the door must remain open with family members, nursing staff, or caregivers nearby or present.

When visiting Children or Youth in a hospital, a Parent or family member should be present, or visitation must be done with Parental permission and in teams of two Screened Adults. The door must remain open.

In hospitals and nursing centers, visitation must be conducted in teams of two or the door must be left open. Totally private one-on-one visits are prohibited.

2.5.11. Disabilities and Personal Support Workers

On Registration Forms, Parents and Caregivers are encouraged to list known disabilities. Upon registration, Ministry Leads are to determine how best to provide inclusive programming for individuals with disabilities. Ratios will be adjusted to provide additional support needed.

Ministry Personnel are to receive training on accessibility for individuals with disabilities.

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If The Anglican Diocese of Canada is unable to provide accommodations and support for individuals with disabilities, personal support workers may accompany the individual to the program. All personal support workers shall comply with The Anglican Diocese of Canada's screening and training process prior to taking responsibility over any individual.

If a personal support worker is personally hired and screened by a Child or Youth's Parents then the Parents will provide a signed form identifying the support worker as a private hire and provide copies of the criminal record check and references conducted.

A personal support worker who is not hired or screened by The Anglican Diocese of Canada may only take responsibility over the individual they were hired to support, they may not supervise any other participants in a program, activity, or event.

All documentation regarding personal support workers and their screening procedures will be kept on file permanently.

2.6. Health & Safety

2.6.1. *Health and Safety General Guidelines*

Ministry Leads and Ministry Personnel are encouraged to be certified and trained in first aid. The names and contact information of individuals who are certified in first aid are to be posted in the Children's and Youth program areas for easy access, with a Master List maintained by the Office Manager.

Ministry Leads must be informed of any individual(s) having severe allergies. The information is to be posted in the Children's and Youth departments for easy access and Ministry Personnel who have the individual(s) in their care must be informed.

Toys will be cleaned frequently and table surfaces will be cleaned and sanitized after each use.

2.6.2. *Illness*

An individual who is ill and could therefore expose others to illness will not be received into the program room. Factors and symptoms to consider are:

- Fever, unusual fatigue, irritability, coughing, sneezing, runny nose and eyes, vomiting, diarrhea, inflamed mouth and throat
- Individual(s) with a known communicable disease

2.6.3. *Medications*

Ministry Personnel are not to give or apply any medications (i.e., Tylenol, Polysporin, vitamins, etc.) except in ***rare circumstances*** and then only when:

- written authorization is received from a parent or guardian;
- with the knowledge and signed consent of a warden and ministry lead;
- if a prescription medication, the medication is provided by the parent in the original container with the doctor's prescription, dosage and date clearly printed on the label;
- a medication form indicating the dosage instructions is completed and signed by the parent or guardian.

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In those rare circumstances when administering medications is authorized:

- the medication must be presented to the Ministry Lead or their designate on duty in the Child's room and handed over at sign-in with the medication form. (Appendices 15 and 16);
- the medication is to be stored securely to avoid accidental use or misuse (i.e. in a locked medicine chest/cupboard or in a locked container in a refrigerator).
- dosage times must be recorded in the daily journal or Attendance Form for all staff to see.
- at dosage time, the Ministry Lead or a designated health worker must double check the medication form and instructions, dispense medication to the child and sign the form noting the amount and time medication was given.
- administration of medication should never be done without two legal adults in attendance.

In the extreme case where EpiPens and puffers are needed for allergies or asthma, written instructions are to be provided by the Parent or Guardian to the Ministry Lead. Requests should be written, signed, dated and filed permanently.

Topical medications for diaper changing purposes are to be used only when instructed and provided by the Parent or Guardian.

2.6.4. *Dealing with Cuts or Injuries Involving Blood*

Universal precautions must be used when administering any kind of first aid. (Appendix 9)

Blood pathogen policies will be posted in classrooms.

When an individual is injured, they are to be separated from others. The area where the injury occurred or where any blood may have dropped on the floor or toys is also to be isolated. Ministry Personnel need to ensure that no other individuals have had contact with any of the blood from the cut or injury.

Non-latex gloves are to be used when bandaging the injury, avoiding contact with mouth, ears and eyes. Extreme care will be taken in cleaning up all blood and bloody bandages and the safe and secure removal of waste and disposal of gloves to a secure waste removal container. Hands are to be washed carefully with sterilizing soap available in the first aid kit.

When ministering to individuals with HIV or Aids, specific guidelines for the education and care of these individuals will be developed and followed.

2.6.5. *Emergencies*

Emergency evacuation procedures will be reviewed semi-annually by the Rector and Wardens. These procedures are to be posted in a visible place in each classroom stating the planned route of escape to the nearest exit.

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The Rector or Wardens, in cooperation with the Ministry Leads, will arrange for annual fire and evacuation drills.

All first aid kit locations will be clearly marked. There will be at least one first aid kit within 20 meters of each classroom.

Ministry Personnel will be educated on the first aid kit's contents.

A first aid kit must be available to The Anglican Diocese of Canada's building and in any church-owned vehicle.

Each kit will contain a pair of disposable non-latex gloves, disinfectant towelettes, two or three 4" x 4" gauze pads for blood absorption, small scissors and bandages.

A Parent will be contacted when an injury, accident or medical emergency occurs. Incident Reports (Appendix 12) are to be completed for any and all accidents. Injuries are to be reported to the Ministry Lead.

2.6.6. *Severe Allergies*

Parents and Caregivers are responsible for notifying The Anglican Diocese of Canada of any known allergies which their Children have. This information is to be noted on their Registration Form.

Upon permission of Parents, a notification of severe allergies will be posted in a Child's classroom for high visibility, including a picture of the Child, a list of known allergies and typical signs of reaction. Ministry Personnel assigned to care for the Child must be made aware of the allergy and the treatment required if a reaction occurs.

In recognition of individuals with severe peanut allergies, we recommend that churches consider the value of establishing a peanut-free policy for their facility.

2.6.7. *Immunizations*

It is the responsibility of The Anglican Diocese of Canada and Ministry Personnel to demonstrate their care for the families they serve to ensure those providing care are vaccinated.

All Children, Youth and Ministry Personnel should stay current with their immunizations as recommended or mandated by Health Canada and the Public Health Agency of Canada and Province.

It is the responsibility of the Parent to ensure immunizations are current and to notify The Anglican Diocese of Canada if there are immunization exemptions.

At such time that ANCGSR is alerted to the requirement of an immunization, a written notice will be sent home.

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2.6.8. *Drugs and Alcohol*

Anyone acting on behalf of the church will remain in a state of sobriety and readiness, particularly to ensure the safety of any children, youth, or vulnerable persons present. They will always set a good example and be judicious about possessing or consuming alcohol except for sacramental purposes. Consumption of tobacco is to be conducted out of sight of children and youth and will not be undertaken if it exposes children or youth to smoke or vapors. Possession of illegal drugs is strictly prohibited.

The legalization of cannabis does not change ANCGSR's legal obligation to provide a safe workplace and programs.

Ministry Personnel are not to be impaired while serving or working at ANCGSR.

Ministry Personnel will take action to prevent the abuse of drugs and alcohol, encourage the biblical norms of sobriety and healthy living, and promote a safe environment for everyone.

ANCGSR will take steps to ensure individuals who are impaired or whose ability to work is affected by consuming substances such as alcohol and drugs, including cannabis, are removed from the premises, unless accommodation has been provided for medicinal use. Individuals (including minors) under the influence of drugs or alcohol will be escorted off the premises as they may pose a risk to other individuals.

Ministry Personnel may not possess or consume/use alcohol or drugs (legal or non-legal) where minors are present or where Ministry Personnel are responsible for the supervision and oversight of minors.

If minors are found to be in the possession of drugs or alcohol, it will be confiscated and turned over to the police. An incident report must be completed. Parents will be notified.

During employment or volunteer service, ANCGSR has a zero tolerance for the possession and/or consumption of illegal drugs at any time.

All Ministry Personnel working with Children, Youth and Vulnerable Adults are required to notify their supervisor of their use of prescription and non-prescription medication which may produce side effects causing them to be under the influence of the medication or left impaired by the medication. If such medication is prescribed, Ministry Personnel may be required to provide relevant documentation by a physician. ANCGSR reserves the right to verify with a physician (either with such Ministry Personnel's own physician or an independent medical examination) that Ministry Personnel can safely continue to perform their duties. If the organization determines from the examination or medical information that the Ministry Personnel is unable to safely perform their duties, ANCGSR will not grant continued service in ministry for the period of time that the Ministry Personnel remains impaired. ANCGSR is committed to respecting the privacy of Ministry Personnel, and Children, Youth and Vulnerable Adults.

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Ministry Personnel that travel on behalf of the organization are expected to conduct themselves in a professional and positive manner at all times. Irresponsible consumption of alcohol or cannabis at any time during employment, volunteer service or engagement with ANCGSR may result in immediate termination and in the case of employment, without compensation. Therefore, Ministry Personnel must exercise responsible alcohol and drug consumption when off-site, including after working hours. Any consumption must not in any way impede capacity or ability to respond competently to situations that may arise any time and must not negatively impact the reputation of ANCGSR. Ministry Personnel are prohibited from wearing ANCGSR uniforms when purchasing or consuming alcoholic beverages, or while smoking or purchasing cigarettes or cannabis.

Ministry Personnel whose duties include driving must not be under the influence of any drugs or alcohol while operating a motor vehicle. It is important for ANCGSR drivers and the passengers to be fully functional and alert when operating or driving in a motor vehicle. When ANCGSR drivers are transporting other members of the organization or any Children, Youth or Vulnerable Adults on behalf of ANCGSR in commercial vehicles, such as a rented vehicle, or in their own vehicles, there is a zero alcohol¹⁵ and cannabis consumption policy for all relevant members of ANCGSR for a full 24 hours prior to the scheduled time of departure.

2.6.9. *Inclement Weather Conditions*

In extremely hot or cold weather, Ministry Leads may use their discretion to determine if it is safe to take Children and Youth outside for programming.

Ministry Personnel must use discretion when smog alerts are in effect, especially if there are Children and Youth with respiratory ailments in attendance.

In the event of a thunderstorm with lightning, Children and Youth are to remain inside.

In the event of a natural disaster, Children and Youth and Ministry Personnel are to remain indoors, away from windows. If required to go to the lowest part of the building, Ministry Personnel are to escort Children and Youth calmly.

In the event of inclement weather (heavy snow, tornado warning, etc.) ANCGSR may close due to travel warnings and high-risk of injury and danger. Notice of closure should be adequate to inform guests and congregants and may include a recorded message on the church voicemail, a notice placed on the website, and an email notice to be sent to all families.

2.6.10. *Missing Person*

The safety of Children and Youth will be given our highest priority. If a person goes missing, time is of the essence. As soon as an individual is found to be missing, all available Ministry Personnel must follow the steps below:

- Conduct a preliminary search of their last known location.
- Assemble all remaining Children and Youth together in a central safe location, enabling as many Screened Ministry Personnel as possible to search for the missing person. Split

⁵ receiving the Eucharist is NOT envisioned here.

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the Ministry Personnel into two groups - one group to search, and one group to supervise the remaining Children and Youth. One person is designated as the primary point of contact.

- The Primary Point of Contact must contact the Ministry Lead and Wardens immediately, and remain available to coordinate between the searchers, remaining Ministry Personnel, off-site leadership and outside groups.
- The group supervising the Children and Youth must stay together and wait for further instructions from leadership. Do not send any minors to search for a missing person.
- The searching group must appoint individuals to keep watch over points of entry or exit, and to reduce movement in the area by any other groups - under ideal circumstances, no one exits the area.
- Remaining Ministry Leads and Personnel, (as many as possible without putting the remaining Children at risk) must begin by conducting a search of the “hot spots” - nearby, likely and dangerous areas - then move to less immediate areas.
- Search both inside the building and outside the building. Search inside locations: cupboards, washrooms, closets, stairwells, classrooms, auditorium/sanctuary, baptismal tanks and offices. Search outside locations: parking lot, beach, river, swimming pool, nearby streets, parks, playgrounds, railroad tracks, and ravines, etc.
- At the 10-minute point of searching, the Primary Point of Contact must call 9-1-1 to notify the police and emergency officials of the missing person. Provide them with the individual’s age, physical description (including a description of their clothing), last known location, and possible whereabouts in the building or community where the Child went missing. If possible, provide a photograph.
- The Primary Point of Contact is to designate someone (themselves or a Warden) to notify the family members (in the case of a Child, their Parents) immediately after notifying the police.
- Continue to search, cooperating with the police and local authorities.
- Once the missing person is found, administer first aid as needed.
- If a Child is found with another Adult, attempt to calmly and gently detain the Adult until the police arrive. If the Adult leaves, record a description of the individual as soon as possible if they are unknown, and provide it to the police.
- Complete an Incident Report and keep the report on file permanently.
- If the media arrives on the scene, only the Rector or Warden may speak to the media.

2.6.11. Lockdown Guidelines

[Lockdown guidelines will not be necessary in many ministry contexts; each church may draft their own lockdown policy with details pertaining to their specific needs and facilities, this policy will help give the Executive Council a place to start.]

- Identify green zones and red zones within the facility. Green Zones: More secure – rooms that have doors that lock. Red Zones: open areas, including gyms and auditoriums.
- As soon as the facility is put on “Lockdown Alert”, the designated person in charge will announce “Code Red” to all classrooms and Ministry Personnel: “Announcement:

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Emergency Code Red, the facility is going into lockdown, repeat, Emergency Code Red, the facility is going into lockdown."

- Immediately call 9-1-1, unless it is a situation where the police first alerted the church. Instruct all individuals present to shut off cell phones.
- All present must clear away from red zones as quickly as possible. They are to go to the nearest green zone, or if an outside door is closer, they are to evacuate the building.
- Prior to locking doors, those in charge of classrooms are to ensure that any individuals walking the halls within their classroom's proximity are ushered quickly into the room. The door must then be closed and locked. If the classroom door has a window, Ministry Personnel are to cover it and turn off the lights.
- Those in charge of classrooms are to assist Children in turning tables on their sides and position them away from the door and windows. The Children are to then take refuge behind them.
- Attendance is to be taken, including a list of all missing and extra Children in the room. This list must be emailed to the office, and the Ministry Personnel must take the list with them if directed to leave the classroom.
- Sextons or sidespersons are to check all washrooms in the facility, remove any individuals who may be within, and lock the washrooms from the outside.
- Everyone is prohibited from leaving green zones until they are instructed to do so by the designated person in charge or a police officer. Those in charge of classrooms are to remain in the rooms, maintain silence and keep the Children calm. Do not contact the church office, the office will contact you when it is safe to do so.
- When instructed to evacuate the building, do so quickly and silently.
- Once the police arrive on the scene, they have the ultimate command of the incident and their instructions will be followed without protest.
- At least twice during a calendar year, ANCGSR is to perform a lockdown drill. The Wardens are to notify the church community of a lockdown drill the week or day prior to the drill.
- Circumstances and details of the drill are to be recorded and kept on file. It is strongly recommended to have a debriefing with participants, and keep notes of these debriefings on file.

2.6.12. *Fire and Emergency-Evacuation Guidelines*

[Fire and emergency-evacuation guidelines will not be necessary in many ministry contexts; each church may draft their own lockdown policy with details pertaining to their specific needs and facilities, this policy will help give the Executive Council a place to start.]

Whenever the fire alarm sounds, everyone is to leave the building and wait in the designated waiting area, even if it is a false alarm or a drill.

Ministry Personnel, Clergy, the Wardens, and selected members of the congregation are to be trained in Emergency Evacuation Policies and Procedures and must be prepared to assist in the event of an Emergency Evacuation. These Ministry Personnel and members of the congregation are to be referred to as Fire Marshals.

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Ministry Personnel must not wait for Parents to pick up their Children when there is an alarm. Rather, they must immediately vacate the building with the Children and Youth and go to the designated location.

Congregation members are to immediately vacate the building. Parents are to be notified to meet their Children at the designated locations outside of the building. A fire alarm does not negate the need for appropriate sign-out and pickup of Children.

The congregation shall periodically conduct a “Fire Drill” in order to practice safe evacuation of the building, according to the procedures.

The Executive Council, in coordination with Ministry Personnel, must be responsible to:

- Assure the periodic training of Ministry Personnel, Clergy, Wardens, and additional selected members of the congregation in Emergency Evacuation Policies and Procedures;
- Schedule and carry out periodic “Fire Drills;”
- Periodically review and update the Emergency Evacuation Policies and Procedures.

Exits are to be maintained free of snow, ice and obstructions.

In the event that the Fire Department is called to the scene, the Fire Department (and other Emergency Responders) have authority to determine a course of action. Ministry Personnel, church members, and building occupants are to follow their directives.

2.7. Technology Concerns

2.7.1. *Online Forums and Gatherings*

Online Forums and Gatherings provide an opportunity for us to connect with Participants during times of self-isolation and quarantines. However due to the high-risk nature of online presence, the following protocols are in place when hosting an online forum / gathering:

- Online Forums/Gatherings must be hosted by ANCGSR’s licensed and operated accounts only, no personal accounts may be used.
- ANCGSR’s licensed and operated accounts must be accessible to more than one member in leadership (passwords, usernames and email credentials).
- To host an Online Forum/Gathering, Ministry Personnel must first secure permission in writing from the Ministry Lead overseeing the department.
- A Letter of Informed Consent must be prepared and submitted to the parent prior to the event. Parents must sign and submit the Letter of Informed Consent to allow a Child/Youth to participate utilizing an electronic signature platform (i.e., SmartWaiver or DocuSign).
 - Parents will be provided with an opt-in option on the Letter of Informed Consent to allow their children to use a webcam while a session is being recorded.
 - Parents will be briefed on the documentation management and retention policies outlined in these policies.

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- Any Children or Youth that do not have express, written permission from a parent to use the webcam will not be permitted to do so.
- For the duration of the meeting, the Facilitator will have the video platform in 'Moderator' mode to restrict the video and webcam sharing of other attendees.
 - If the 'Moderator' mode is unavailable on the video platform, or ANCGSR deems it beneficial for attendees to use a webcam, only Children and Youth that have express written consent from a parent to be recorded will be permitted to use a webcam. Those that do not have consent to be recorded will not be permitted to use their webcams.
- Ministry Personnel will either:
 - Remain on the video platform until all attendees have left before closing the session; OR,
 - Close the session to end the meeting for all attendees.
- The Gathering Facilitator is encouraged to use videos, fun games and songs to share with families, to limit direct attendee communication.
- All persons (Children, Youth, Parents, Volunteers) will be educated on the expectations for the use of the online platforms, both video and social media, to encourage safe and productive use.
- Ministry Personnel found to be contacting children, youth or Vulnerable Adults through personal accounts will be subject to disciplinary action by ANCGSR.
- In the event that a conversation with a Child or Youth moves beyond regular program activities, Ministry Personnel must inform Leadership and provide a copy of the conversation immediately.
- Leadership will follow procedure outlined in the Plan to Protect® manual for Suicide, Substance Abuse and Self-Injury. Procedures may include:
 - Reporting to the proper authorities; and/or,
 - Informing the parents of the Child or Youth

For Children Grades 1-6:

In order to create a safe experience, ANCGSR must:

- Maintain at least two (2) screened, unrelated adults in ANCGSR's Gatherings (in accordance with the Recruitment and Screening section above).
- The online gathering's Facilitator will record the program. The recordings will not be posted online and will only be used for security and resource purposes.
- Attendance will be taken at each online Gathering.
- A Parent must be in the room with their child at the beginning and at the end of a call. This is our check in and out process.
- Parents are recommended to remain in the same room as their children when they are on the call, and to not leave their children in front of a computer alone in an isolated room.
- Parents are requested to ensure that the call is played on a computer/device with speakers instead of earphones/headphones.
- ANCGSR Gatherings are not permanent chat rooms. Parents will be required to check their children in at each online Gathering. Children will not be able to join an online Gathering outside the pre-set program time.

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- Upon completion of the call, the attendance record and the recording must be sent to the Ministry Lead in charge of the department and retained permanently.

For Youth Grades 7-12:

In order to create a safe experience, ANCGSR staff will:

- Maintain at least two (2) screened, unrelated adults (in accordance with the Recruitment and Screening section above) in our online Gatherings.
- The online gathering's facilitator will record the program. The recordings will not be posted online and will only be used for security and resource purposes.
- Attendance will be taken at each online Gathering.
- ANCGSR Gatherings are not permanent chat rooms. Youth will not be able to join an online Gathering outside the pre-set program time.
- Upon completion of the call, the attendance record and the recording must be sent to the Ministry Lead in charge of the department and retained permanently.

2.7.2. *Social Media, Email and Text Messaging*

Church members, adherents and Ministry Personnel are encouraged to demonstrate and model purity, integrity, transparency and accountability with all communications including those noted above.

Email or text communication with Children 12 years of age and under is prohibited.

Youth Ministry Personnel will agree to allow the Ministry Lead or designate access to their Social Media networks in order to facilitate regular supervision.

Communication with Youth 13 years of age and older via Social Media, telephone and texting is permitted under the following conditions:

- Communication with a Youth via email, text, Instagram, Snapchat, Facebook Messenger, or other Social Media networks will be monitored closely and only used with written Parental permission (Appendix 10).
- To avoid isolation on social media, one of the following must take place:
 - Ministry Personnel may communicate with Youth via email with written Parental permission (Appendix 10). The Parents will be copied on all communications; or
 - In cases where Ministry Personnel contact Youth via email, text or Social Media without copying Parents, they must include another Ministry Personnel in the communications; or
 - Use a public Social Media option (wall-to-wall, church-owned pages and accounts). In either case, Parental permission to contact Youth directly is required.
- Ministry Personnel will limit their online communications with Youth via Social Media to daytime hours (8:00am-11:00pm).
- Online communication will not involve video messaging (FaceTime, Skype, etc.) in any form, unless it is a training post or group conference call approved by the Ministry Lead.

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- In the rare occasion that a conversation with a Youth moves beyond communication of information, Ministry Personnel will notify their Ministry Lead immediately and submit a copy of the conversation to the Ministry Lead. Ministry Personnel will request the Youth to continue the conversation in person with the Ministry Lead.

2.7.3. *Internet and Computer Use*

The Executive Council is to determine who will have access to ANCGSR Wi-Fi. Passwords are not to be distributed without permission from the Executive Council

Public computers are to be placed in open areas where the screen is easily visible. Users are to be held accountable through the use of sign-in and sign-out sheets, and/or a user password.

Internet filters are to be installed on each computer to limit access to certain types of content.

The Executive Council is to appoint an authorized computer system's individual who is to periodically review the browser history as well as the documents downloaded onto church-owned computers.

An 'Acceptable Computer Use Policy' are to be developed and posted in the computer center. (Appendix 20).

Ministry Personnel should closely monitor the use of their church owned devices and not allow minors to use these devices.

2.7.4. *Photography and Video Recording*

When a service or activity is live streamed or video recorded, the church will place a notice to that effect in a conspicuous place in the building.

The church will secure written parental permission, on an annual basis, before taking, storing, or publicly posting photographs of Children and Youth (see Appendix 10).

2.8. Facility Precautions

2.8.1. *Facility Monitoring and Access Control*

[Facility Monitoring and Access Control may not be applicable in some ministry contexts; each church may draft their policy with details pertaining to their specific needs and facilities. This policy will help give the Executive Council a place to start.]

Exterior access doors, storage rooms/closets and spaces used occasionally will be locked except when in use.

Security cameras and/or hall monitors may be employed to provide additional security.

Doors with windows are to be used in program areas, windows are to be kept clear, and sight lines into rooms are to remain unimpaired.

Washroom facilities in the preschool area are for the sole use of Children.

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All electrical outlets are to be kept covered when not in use in the nursery and toddler classrooms.

For accessibility:

The following accommodations will be considered:

- Ramps and automatic doors.
- Elevators or stair lifts.
- Handicap seating and space for wheelchairs.
- Accessible washrooms with wide doors, space for assistive devices, low sinks, and handrails.
- Signage and program materials accessible to those with limited vision.
- Accommodations for those with hearing loss

2.8.2. *Security Systems and Cameras*

[Security systems and cameras may not be applicable in some ministry contexts; each church may draft their policy with details pertaining to their specific needs and facilities. This policy will help give the Executive Council a place to start.]

Security cameras are provided for the purpose of elevated safeguarding precautions, and to aid in investigations.

As the purpose of Safety Response and Care policy is to prevent injury, harm and abuse from happening, security cameras that are installed for recording purposes are not to be considered a replacement for Hall Monitors or elevated supervision.

Security cameras that are installed for the purpose of monitoring in real time, must be staffed during all activities and programs where Children, Youth and Vulnerable Adults are present.

2.9. High Risk Activities

2.9.1. *High Risk Activities*

High risk activities include each of the following:

- Activities identified as having a higher risk, such as off-site events, water activities, online events, overnight events, billeting, transportation, mission trips, and small groups, and;
- Irregular activities that take place, including one-off events, yearly events, and new activities.

High risk activities that fall into the categories above may only take place under the following criteria:

- A risk assessment must be completed prior to the event,
- Permission must be granted from the Rector or designate,
- Parents must be provided a Letter of Informed Consent one week in advance of the event,

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- A qualified instructor or lifeguard has been appointed, and
- Ratios have been modified to provide elevated supervision.

At ANCGSR, we are committed to protecting Children, Youth and Vulnerable Adults. The following activities are prohibited:

- Uncontrolled free falls or jumps that exceed 8 feet,
- Driving at high speeds,
- Minors driving all-terrain vehicles or motorized vehicles,
- Events that might be perceived as sexualizing or having any explicit sexual content,
- Events that might be perceived as opulent, extravagant (in the material, financial, physical sense) or excessive, and
- Activities that are not specifically approved and shown to have evangelical, missional or catechism purpose or merits.

2.9.2. *Transportation*

When planning off-site activities, Parents are to be encouraged to drop off and pick up their Children and Youth at the event location. For out-of-town events, commercial school carriers are to be used whenever possible.

Our first concern in transportation is the safety of our Children and Youth. Drivers must obey all the rules of the road including the speed limits. Reckless or unsafe driving will not be tolerated.

When not using commercial carriers, all Ministry Personnel drivers transporting on behalf of ANCGSR must complete the following prior to the event:

- Be pre-approved by the Ministry Lead,
- Provide a copy of their valid driver's license,
- Provide a copy of their current automobile insurance policy, and,
- Have a minimum of five (5) years driving experience in good standing.

The number of occupants in vehicles transporting Children, Youth and Vulnerable Adults during ANCGSR sponsored activities must not exceed the number of seat belts and each passenger must be in age-appropriate safety restraints. Seat belts must be worn by everyone and remain fastened at all times the vehicle is in operation.

Children, Youth and Vulnerable Adults must never be left alone in a vehicle. At least two (2) Ministry Personnel must be in each vehicle transporting Children during ANCGSR sponsored activities. Exceptions to this policy may only happen when Ministry Leads and Parents are informed, and there is more than one Child/Youth in the vehicle, avoiding isolation.

A copy of the 'Off-site Travel Form' (Appendix 15) will accompany the group with the original left in ANCGSR's office and filed permanently consisting of:

- Names and phone numbers of all participants
- Location of event and phone number(s)
- Drivers and vehicles involved

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When transportation is being provided by ANCGSR, a Letter of Informed Consent for Transportation must be signed by Parents of minors (Appendix 16). The travel forms must be maintained and filed in the church office. Forms are to be kept on file permanently.

2.9.3. *Off-Site Event Planning*

Prior to any off-site trip the Ministry Lead must complete a risk assessment. The results of the risk assessment must be provided when securing approval to host the off-site event.

All off-site trips must be pre-approved by the Rector.

A Letter of Informed Consent for the off-site trip will be given to the Parents no less than one week prior to the event. Information must include the exact location of the event, emergency phone numbers, a list of Adult Ministry Personnel attending the event, and any inherent risks of the event.

If there is travel involved or there are additional elements of risk to the activity, Parents will be informed of risks and required to provide clear permission for each element of risk.

Sufficient supervision by at least two screened Adults is required to ensure protection and safety for all involved.

Copies of Letters of Informed Consent (Appendix 13), medical authorizations, and any additional Registration Forms (Appendix 10) for each Participant must be kept on hand at each event.

Attendance of all Ministry Personnel, Children, Youth, and Occasional Observers must be recorded on the Off-Site Travel Forms. (Appendix 15) The Travel Form must be maintained and filed in the church office. Forms will be kept on file permanently.

2.9.4. *Off-site Event Planning: Shared Activities*

In the case that outside users, members, adherents or renters are granted use of the facility, the lease will require confirmation of a certificate of insurance, with no less than \$2,000,000 Commercial General Liability coverage with abuse coverage. ANCGSR will be named as additional insured, the lessee will have a Child/Youth protection policy and protocol in place, and ANCGSR will not be associated with the lessee's programs or events without prior written consent.

In the case that ANCGSR partners with other churches, agencies or community groups for the delivery of a joint activity or event with Children or Youth, the leadership of ANCGSR requires that their insurance agent be consulted during the planning stage, to determine the risks, insurance coverage and shared liability. The Program Leader is required to obtain written opinion from the insurance agent acknowledging the status of insurance coverage for these joint activities.

2.9.5. *Off-site Event Planning: Home Groups*

The following protocols is to be adhered to for all group meetings hosted in homes:

- Host homes and families must be approved by the Rector.

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- At no time may Children be left unsupervised. One of the following two criteria for supervision must be in place:
 - The Child must stay with the Parent at all times; or
 - If Children are separated from their Parents, two Screened Adults must be assigned to supervise the Children; or one Screened Adult with the second Screened Adult acting in the role of a Hall Monitor to check on the group frequently throughout the event.
- Children are never to be left unattended or left in the care of only Youth child care worker(s). There must always be a minimum of one Screened Adult and a Hall Monitor supervising the Children.
- Programming for Children is to be planned in advance in conjunction with the Executive Council. Prior to each event, Parents must be notified of the activities that the Children will participate in. This includes but is not limited to verifying appropriate games, computer activity, and screen activity (i.e., TV, video, Netflix).
- Children are **not** to be left alone with Unscreened Adults or Youth.
- Home Group Leaders will be responsible to:
 - Take attendance each time a group meets as part of a Cell/Home Group;
 - The Attendance Form must include the date, location and the names of all Adults and Children in attendance;
 - The attendance must include the age or grade of Children, participant's first and last name, full names of all Ministry Personnel and Occasional Observers attending on that date.
- Each Home Group Leader must remit this Attendance Form within one week to the Ministry Lead or to the church office.
- These Attendance Forms are to be kept on file permanently.

2.9.6. *Fieldtrips and Special events*

All off-campus activities are to be pre-approved by the Ministry Lead with Parents being notified at least one week prior to the outing.

Proper written Letter of Informed Consent and Registration and Medical Consent Forms are required for each individual participating in field trips and special events. Photocopies of the forms must be kept in the Ministry Lead's possession during trips and events with the originals filed in the church office. (Appendix 13 and 10)

All trips and outings are to be supervised by a minimum of two approved, unrelated Adult Ministry Personnel.

When planning local special events, it is preferred that Parents drop off and pick up their Children at the event location. For out-of-town events, it is preferred that a commercial carrier be employed.

Children and Youth may not be transported one-on-one. Mentoring relationships must be conducted in teams and in public places. Parents are encouraged to drop their Children or Youth off and pick them up.

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All Ministry Personnel drivers transporting individuals during church activities must be pre-approved by the Ministry Lead, provide a copy of their valid driver's license and current automobile insurance in accordance with the church insurance policy, and have had a minimum of five years of driving experience.

Church vehicles are to be driven by Ministry Personnel that have been pre-approved by the Rector or Wardens. These drivers are to be insured under the church automobile insurance policy.

The number of occupants in the vehicle are not to exceed the number of seat belts and each Child must be in age appropriate safety restraints. Seat belts must be worn by everyone and remain fastened at all times the vehicle is in motion. Children are not to be left unattended in a vehicle.

2.9.7. *Overnight Events*

All overnight activities are to be pre-approved by the Executive Council.

Proper written Letter of Informed Consent and Registration and Medical Consent Forms are required for each Child or Youth participating in overnight events. Forms must be kept in the Ministry Lead's possession during trips and events and a photocopy filed in the church office. The originals are to be kept on file permanently. (Appendix 13 and 10)

All overnight activities must have a minimum ratio of two Ministry Personnel for every 10 Children or Youth. Ministry Personnel are to be assigned a specific group of Children or Youth for who they are responsible. If both genders are in attendance, there must also be both male and female Ministry Leaders providing supervision.

All trips and outings must be supervised by a minimum of two approved, unrelated Adult Ministry Personnel.

When transportation is being provided by your church, a Letter of Informed Consent for Transportation must be signed (Appendix 16). The travel forms must be maintained and filed in the church office. Forms are to be kept on file permanently.

2.9.8. *Shower and Change Room Guidelines*

These guidelines are in place with such activities as water events during VBS in mind.

Locker Rooms must be supervised at all times. Two Adult screened individuals must be present together in the dressing or locker room with Children or Youth while they are showering or changing; Screened Personnel must not be alone with minors in this setting.

Out of respect for the Children and Youth, and to maintain a high standard of professionalism, Ministry Personnel will announce their arrival prior to entering a dressing or locker room.

Screened Personnel are not permitted to change or shower at the same time as Children and Youth.

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Separate facilities should be designated for both genders or, if these are not available, separate showering/changing times will be arranged.

The use of photographic or video recording devices, including cell phones, is prohibited in dressing or locker rooms at all times.

2.9.9. *Overnight Trips and Housing*

For the protection of our Children and Youth, the following guidelines will be followed prior to all off-site trips where overnight accommodations must be secured.

A notice with a Letter of Informed Consent (Appendix 13) will be sent home to Parents at least one week in advance, advising them that an overnight trip is being planned, which requires the team to stay in a conference centre/camp/hotel/motel. The notice will note:

- The inherent risks associated with the event;
- The precautions being taken to minimize the risk and to raise the level of safety provided for their Children and Youth; and,
- Specific sleeping and travel arrangements that have been planned.

The Parent must return the signed and witnessed Letter of Informed Consent which includes the required liability shields.

Ministry Personnel traveling with Children and Youth must complete the screening and training process outlined in this policy prior to departure. Screened and trained Ministry Personnel who are placed in a Position of Trust with Children and Youth must be known by ANCGSR for six months.

Any individuals traveling with the team who do not qualify as screened Ministry Personnel must have separate sleeping arrangements.

When travel plans require overnight housing, housing must be arranged in the homes of screened and approved billets, or in a conference centre, camp, or church where Children or Youth can stay together, and where more than one screened Adult can be assigned to each common sleeping area. When this is not possible, and it is necessary that the group stay in hotels or motels, the following plans must be made so that Children and Youth have distinctly separate sleeping arrangements from Ministry Personnel. In these plans, safety will be prioritized using the following guidelines when possible:

- Hotel rooms will be all together in one wing of the hotel or motel; and
- Parents are encouraged to accompany the team, assigning the family to hotel rooms; or, Ministry Leads request the availability of suites with two or three bedrooms per suite and assign two Children or Youth of the same age to a separate room, set apart from the two Adult screened Ministry Personnel; or,
- Ministry Leads must assign two unrelated Adult Ministry Personnel to a hotel room with two or more Children or Youth; or,
- In hotel or motel rooms with adjoining doors, Ministry Leads must assign one Adult Ministry Personnel with two Children or Youth in each room. For accountability purposes, the door separating adjoining rooms must be kept ajar or open at all times.

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Children and Youth must have distinctly separate sleeping arrangements from other Adults.

Ministry Personnel are never to be alone in a room with a Child or Youth.

2.9.10. *Billeting and Hosting*

For the protection of our minors, it is required that all Adults residing in the home where billets are provided must complete the following screening process prior to hosting. Screening includes:

- A recommendation from the Rector or member of the Executive Council
- A Criminal Record Check

Information guidelines are to be distributed to host homes no less than one week in advance of minors arriving at their home.

Any allergies and medications for minors will be communicated to the host home prior to arrival, with clear directions on how to manage allergies and medications.

Minors must always be billeted in teams or small groups of the same gender, must have distinctly separate sleeping arrangements from the household members, and are not to be left alone in the home without adequate adult supervision.

Curfews shall be established and enforced when minors are being billeted. All minors staying in host homes are to be informed of proper etiquette, rules and curfew guidelines.

2.10. *Child Protection Procedures*

The following procedures are in place for ministries including but not limited to: Nursery, Sunday School, Kids Choir, VBS, and all other children's ministry programs designated for Children birth to grade five.

2.10.1. *Ministry Personnel/Child Ratios*

Room settings must comply with established ratios for Ministry Personnel and Children at all times. Established ratios are:

- Two Ministry Personnel for every 6 infants (birth to 18 months old)
- Two Ministry Personnel for every 10 toddlers and preschoolers (18 months old to 5 years of age)
- Two Ministry Personnel for every 20 elementary age Children (6 years old to gr. 5)

2.10.2. *Proper Display of Affection with Children*

Appropriate Touch:

Recognizing that Children need appropriate displays of affection that reflect pure, genuine and positive displays of God's love, appropriate touch of Children will be age and developmentally appropriate. We encourage Ministry Personnel to:

- Hold a preschool Child who is crying,
- Speak to a Child at eye level and listen with your eyes as well as your ears,
- Hold a Child's hand when speaking, listening or walking with them to an activity,

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- Gently hold the Child's shoulder or hand to maintain focus while you redirect the Child's behaviour,
- Put your arm around the shoulder of a Child when comforting or quieting is needed,
- Pat a Child on the head, hand, shoulder or back to affirm him or her.

All touch must be done in view of others.

Inappropriate Touch:

Recognizing that the innocence of Children must be protected, certain actions are deemed inappropriate and will not be permitted. Ministry Personnel are not to:

- Kiss a Child or coax a Child to kiss you,
- Engage in extended hugging and tickling,
- Hold a Child's face when talking to or disciplining the Child,
- Touch a Child in any area that would be covered by a bathing suit (strictly prohibited except in cases of diapering and assisting preschoolers as outlined in washroom procedures),
- Carry older Children or allow them to sit on your lap,
- Have prolonged physical contact with a Child.

Ministry Personnel are not to be left alone with a Child.

2.10.3. *Child-to-Child Sexual Play or Abuse*

If caregivers discover age-appropriate consensual Child-to-Child sexual play, use it as a teachable moment.

- Calmly figure out what happened by asking open-ended questions.
- Provide appropriate consequences and provide education in the area that appears most relevant to the situation. For example: learning names and functions of body parts, clarifying social rules and privacy, understanding how to respect their own bodies and others, identifying friendship vs. intimate relationships, and age-appropriate sexual education.
- Reassure the Child that you care about them.
- Fill out an Incident Report, notify Parents and leadership, and respond appropriately.

If it is inappropriate sexual play, if there is an imbalance of power or authority, if there is a difference in age, ability or strength, if the actions are aggressive in nature or do not follow age of consent laws:

- Fill out a Suspected Abuse Report Form and make a report to the proper authorities immediately.
- Notify Parents as instructed by authorities.
- Keep all documentation of Child-to-Child sexual play and abuse permanently.

2.10.4. *Washroom Guidelines*

Upon registering Children for programs, Parents will be notified to take their Children to the washroom prior to programs.

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For Nursery:

Ministry Personnel are not required to change the diapers of young Children. It is the responsibility of a Child's Parents to change diapers.

Diaper changing procedures are to be clearly posted in the diaper changing area. (Appendix 8).

In the rare case Ministry Personnel do change diapers, it is to be done only by a designated Adult Ministry Personnel and must be conducted within view of other Ministry Personnel.

For Preschool Children:

Preschool Children are not to go to the washroom alone.

One of the following will be adhered to when accompanying preschool Children to the washroom:

- Two (2) Ministry Personnel will escort a group of Children to the washroom OR
- One (1) Ministry Personnel will escort a group of Children to the washroom with one (1) Hall Monitor appointed to assist with washroom and security duties.

Ministry Personnel are never to be alone with a Child in an unsupervised washroom and they are never to go into a cubicle with a Child and shut the door.

When a preschool Child needs assistance in a washroom, Ministry Personnel may only enter the washroom cubicle to assist following these guidelines:

- The outside washroom door must be propped open, and the Ministry Personnel must stand in an open cubicle doorway,
- Ministry Personnel will take into consideration the privacy of the Child.

For Elementary Children:

Elementary Children are not to be sent to the washroom alone but must be accompanied by a buddy and Ministry Personnel.

Ministry Personnel will escort the Children to the washroom, prop the door open and remain outside the washroom door to wait for the Children before escorting them back to the room.

Ministry Personnel are not to be alone with Children in an unsupervised washroom and are never to enter a cubicle with a Child and shut the door.

2.10.5. Receiving and Releasing Children

Receiving and releasing Children under the age of 6 is strongly monitored. A mandatory sign-in and sign-out form is to be used in all Children's programming. (Appendix 22)

Children are not to be dropped off in a classroom without Ministry Personnel present.

Babies and preschool Children are to only be released into the care of the Child's Parent or designate utilizing a signature, security number or identification card.

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Parents and visitors are not to enter the nursery or preschool classroom when picking up their Child unless requested to do so.

For elementary aged Children:

Younger elementary Participants and newcomers are to remain in the classroom until the Parent or designate comes to pick them up and the Child demonstrates recognition.

Consideration must be given to security, church facilities and location when determining the age of release of older elementary Children. Ministry Personnel are to ask on an informal basis whether the Child knows where to find a Parent. If the Child demonstrates uncertainty, the Ministry Personnel will keep the Child in the classroom until the Parent or designate picks up the Child.

2.11. Youth Protection Procedures

The following policies and procedures are in place for ministries including but not limited to: Youth Group, Sunday School, Youth Worship Team, youth discipleship, confirmation classes, and all youth ministry programs designated for Youth 12 – 18 years in age.

2.11.1. Ministry Personnel / Youth Ratios

Programs for Youth must comply with the following established staffing ratios:

- **Junior High events** – Two Ministry Personnel for every 10 Participants (Gr. 6-8)
- **Senior High events** – Two Ministry Personnel for every 20 Participants (Gr. 9-12)
- **Overnight/Off-Site events** – Two Ministry Personnel for every 10 Participants

There must be at least two (2) unrelated Ministry Personnel at all events. Overnight events with mixed genders must be supervised by both male and female Ministry Personnel.

It is recommended there be at least a five (5) year age difference between Ministry Personnel and the Youth they supervise.

2.11.2. Physical Contact

Physical contact guidelines are to be posted in Youth rooms.

Ministry Personnel must limit physical contact with Youth to what constitutes appropriate touch, such as:

- One arm hugs
- Shoulder to shoulder hugs
- Touch on the back or shoulder

Ministry Personnel must refrain from inappropriate touch at all times, such as:

- Chest-to-chest hugging
- Extended hugging
- Over exuberant affection
- Lap sitting
- Kissing

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- Touching of thighs, knees, back rubs or inappropriate spots of the body

Ministry Personnel must be cognizant of, and refrain from, conduct that could be misinterpreted, such as:

- Horseplay
- Tickling
- Extended backrubs

All touch should be done in view of other people.

2.11.3. *Mentoring*

The Rector/Wardens must grant approval for a mentoring ministry to take place. Once approved, for the protection of those we mentor and for Ministry Personnel engaged in mentoring, the following policies are to be followed:

- The Ministry Lead is responsible for assigning mentees with mentors.
- Ministry Personnel granted to be mentors must be screened and trained according to recruitment and screening policies and procedures.
- Ministry Personnel are encouraged to meet with Youth in small group settings and in teams.
- Parental permission must be granted in writing using a Letter of Informed Consent.

If off-site mentoring, the following must take place:

- A risk assessment must be submitted to the Executive Council.
- The Ministry Lead must be informed of the time and place of the meeting prior to the meeting.
- Mentoring must be done in small groups, or in conjunction with another team of two.
- Mentoring can then take place at the church or an approved stationary public location, such as a coffee shop, library, restaurant, or campus cafeteria; and
- Separate transportation must be arranged (avoiding isolation in a vehicle).

If mentoring is not done in small groups, it may only take place at the church or in a public setting, in view of other people. Furthermore, these additional policies must be followed:

- The Ministry Lead must pre-approve the conducting of any one-on-one mentoring with the information being documented and filed.
- The public setting where mentoring takes place must be a static location, not subsequently moving to another location.
- One-on-one mentoring is permissible only for mentoring minors thirteen (13) years of age and older.
- The difference in the age between the mentor and the mentee must be five (5) years or more, subject to the mentor being a minimum of twenty-one (21) years of age, or older.

Mentors must avoid meeting in a home setting unless it is the home of the mentee, and the Parents are at home during the meeting and the mentoring happens in a common shared room (i.e., living room, family room, or dining room).

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2.11.4. Youth-to-Youth Sexual Activity

If Ministry Personnel discover the occurrence of legal consensual sexual activity, between Youth, on the church property or during an offsite church event, they will fill out an Incident Report and notify the Rector, who will, in turn, notify the Parents of all individuals involved.

In the case of any discovered sexual activity that could be deemed abusive or illegal, Ministry Personnel, as mandatory reporters, will report it to the police. If the activity happened on the church property or during an offsite church event, Ministry Personnel will fill out a Suspected Abuse Report Form. They will notify Parents as instructed by the authorities and will keep all forms and documentation permanently.

2.12. Adult Protection Procedures

The following procedures are in place for programs and ministries where Vulnerable Adults are in attendance and/or for opportunities where Vulnerable Adults are visited and ministered to.

2.12.1. Physical Contact

Ministry Personnel should not initiate physical contact except handshakes. In the event that inappropriate contact (or contact that might be deemed to be inappropriate by a reasonable observer) is initiated by another person, it may be prudent for the Ministry Personnel to document the details and circumstances of the contact on an incident report for future reference.

Ministry Personnel must refrain from conduct that could be misinterpreted as romantic.

2.12.2. New Immigrant and Refugee Settlement

[New Immigrant and Refugee Settlement may not be applicable in some ministry contexts; each church may draft their policy with details pertaining to their specific needs and facilities. This policy will help give the Executive Council a place to start.]

Newly arrived immigrants and refugees to Canada are vulnerable due to their dependency on others to assist with acclimation to a new country, culture, and in some cases a new language.

A plan and strategy for Refugee sponsorship and engagement has been approved by the Executive Council and is reflective of both the Refugee Sponsorship Agreement Holder handbook and the Safety Response and Care policy. The plan:

- Requires all Refugee Sponsorship team members be screened and trained per the Safety Response and Care policy;
- Ensures Refugee family members are solely responsible for their own Children;
- Includes both oral and written translation;
- Remains in place until the Refugees are independent or no longer the legal responsibility of ANCGSR.

For the initial year of sponsorship and dependence, Ministry Personnel are not to assign the care of Refugee Children to minors under the age of 18 years old. Following this time, all Child protection procedures will be adhered to in accordance with the procedures outlined under the “Child Protection Procedures.”

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All care procedures will be followed as outlined in “General Protection Procedures,” “Child Protection Procedures,” and “Youth Protection Procedures.” This includes Occasional Observers, personal care and washroom guidelines, dating, discipline, contacting opportunities, and transportation.

Temporary Housing

If temporary housing is provided with a church family, the following guidelines must be followed:

- All Adult members of the home must be appropriately screened and trained.
- Refugee family members will have distinctly separate sleeping arrangements from the other household members. Separate sleeping arrangements must be made available for each family member, or as preferred by the Refugees.
- The Refugee family members will be housed together, and Children are not to share a bedroom or bed with the host family Children.
- Children will accompany Parents to meetings and appointments whenever possible. e. If young Children are part of the family, all electrical outlets will be kept covered when not in use. f. Children will not be left alone in the care of any minors.
- For the protection of all parties, the host family will maintain a daily log of activities. This log is to be submitted to the church office on a monthly basis.

2.12.3. Personal Care

Personal Care is the responsibility of caregivers and family members, not Ministry Personnel.

Note: Caregivers and family members may look forward to the respite of Ministry Personnel coming to visit the Vulnerable. It is at the Ministry Personnel’s discretion if they wish to provide this extra level of care; however, at no time may Ministry Personnel be left alone in a home or behind closed doors with Vulnerable Persons

2.12.4. Mentoring Adults and Pastoral Care

Only Ministry Personnel approved by the Rector may mentor Adults or provide pastoral care under the umbrella of ANCGSR.

Mentoring and pastoral care must take place in a church office or a stationary public location, such as a coffee shop, library, restaurant or another public location, or a room with the door fully open.

Mentors are to maintain and submit monthly communication and appointment logs.

Individuals providing pastoral care must maintain a journal or calendar of appointments and a summary of pastoral care that has been provided.

When meeting off-site, separate transportation is to be arranged (avoiding opportunities for isolation).

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2.12.5. Recovery and Rehabilitation Ministries

This policy is for ministries where programs are provided to individuals in recovery, such as Celebrate Recovery.

Attendance

An attendance record is to be maintained.

Participants' first and last names, along with the names of Ministry Personnel present must be noted for every session. The date and time of each session is also to be captured on the attendance record. The record will be retained permanently.

Confidentiality

Unless granted permission, the names of participants are to be kept confidential. Participants should only be referred to as 'friends'. No personal information shall be divulged without written, informed consent.

2.12.6. Violence and Harassment

ANCGSR is committed to providing safe ministry and worship environments for attendees and Ministry Personnel.

It is the responsibility of the Wardens and the Executive Council to ensure this policy is effectively implemented and documented.

Ministry Leads are to adhere to this policy and ensure that measures and procedures are followed by Ministry Personnel for the safety of attendees and Ministry Personnel.

Violent behaviour in any form is unacceptable from anyone. All concerns regarding violence or not feeling safe within the church must be reported to the Rector or the Wardens.

Ministry Personnel must work in compliance with this policy. Everyone is encouraged to raise any concerns about violence and to report any violent incidents or threats. If it is an emergency, immediately call 9-1-1. Please complete an Incident Report Form and submit all concerns and complaints to the Rector or the Wardens. The Wardens must be made aware of these incidents.

The Wardens and Executive Council pledge to report all incidents and complaints of violence to the Diocese SRC Team in a timely manner, respecting the privacy of all concerned as much as possible.

Incidents of Aggressive and Violent Behaviour

To ensure the safety of participants, aggressive behaviour by an attendee will result in the request for them to leave the premises.

In an effort to discourage aggressive behaviour, Ministry Leads are to follow the disciplinary action policy guidelines.

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If aggressive behaviour has occurred, the aggressive individual is to be required to stay home from the program for at least one event. Additional incidents are to result in a progressive number of days out of the program. In some cases, it may be necessary to impose permanent removal. This would be addressed on a case-by-case basis, and only after other reasonable alternatives have been exhausted. The Ministry Lead is to work with the individual, caregiver or guardian to identify behaviour triggers and look for solutions.

Complete an Incident Report Form for any act of violence.

2.12.7. Financial Aid

Ministry Personnel may not distribute money or loans from their own resources.

Ministry Personnel are not to give money, or loans to individuals in their programs as a bribe or in exchange for any services or favours.

If an individual asks for aid, requests must be submitted in writing, with supporting documentation demonstrating the need to the Ministry Lead of the benevolent fund. Leadership must approve these funds, whether the aid is being provided personally or from the benevolent fund. Groceries and gift cards can be given in the case of need but must be approved by the Rector or benevolent committee.

All financial aid distributed by ANCGSR is to be accounted for by the finance department.

3. REPORTING AND RESPONDING TO ALLEGATIONS AND SUSPICIONS OF ABUSE

3.1. Reporting Procedures for Child Abuse

The following policies outline the procedure and sequence for reporting suspected abuse cases.

Making a report means contacting the Diocese Safety Response and Care Team (SCRT) through the portal or phone number provided on the Diocese, Congregation or Ministry websites. If the Congregation SCR Team receives a report of allegations it will immediately and without exception be referred to the Diocese SCRT.

3.1.1. *Hearing of an Allegation or Suspicion of Child Abuse*

For the protection of our Children, Youth and Adults, all allegations and suspicions of abuse against Children, Youth and Vulnerable Adults will be taken seriously.

Immediately upon hearing of potential abuse or allegations of abuse to a Child or Youth, the Ministry Personnel must make an immediate report to the police or other legislated child protection agencies (i.e. Child and Family Services, Children's Aid etc.).

Then the Ministry Personnel must contact the Diocese SRCT who will assist Ministry Personnel in the completion of the Suspected Abuse Report Form documenting all pertinent information (Appendix 25).

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Until the police or child protection agency investigations are complete, the Diocese SRCT will only monitor the situation and take steps to ensure the safety of all members of the Congregation.

Once the police or child protection agency investigations are complete, the Diocese SRCT may conduct a further investigation and recommend additional actions necessary to ensure the safety of all members of the Congregation.

Victims will never be asked leading questions nor should the accused or any other parties be contacted at the point of completing the Suspected Abuse Report Form.

All forms must be kept permanently unless otherwise directed by legal counsel.

Reporters will be requested to submit a copy of the Suspected Abuse Report Form to the Diocese SRCT after making their report to the police or other child protection agencies.

3.1.2. *Reporting an Allegation or Suspicion of Child Abuse*

According to the Child, Family and Community Service Act (CFCSA), any person including, but not limited to, Ministry Personnel, who has reasonable grounds to believe that a Child is in need of protection has a legal responsibility to immediately report the matter **first** to child protection authorities or the police.

Reporting must be done orally by telephone (contact info) or in person promptly at the point of observing signs of abuse or receiving a report of abuse. This reporting must be immediate, a direct report, and an on-going report. The report may be done in conjunction with and the support of the Rector or your immediate Ministry Leader.

A person who knowingly fails to report in these circumstances is in violation of the law and may be found to have committed an offence and may be subject to discipline action by ANCGSR and The Anglican Diocese of Canada.

If the abuse occurred within the context of ANCGSR, the Rector or a Warden must notify ANCGSR's insurance provider, the Diocese SRCT and seek legal counsel upon hearing of a suspected child abuse case.

If the suspected abuse happened in the context of The Anglican Diocese of Canada or ANCGSR's ministries or was committed by a member or attendee of The Anglican Diocese of Canada or ANCGSR, the Parents of the victim will be notified by the Diocese SRC Team and the Rector or Wardens in conjunction with Child and Family Services and legal counsel.

3.2. Reporting and Responding Procedures for Adult Abuse

The following outlines the procedure and sequence for responding to suspected Vulnerable Adult abuse cases.

3.2.1. *Hearing of an Allegation or Suspicion of Abuse Against an Adult*

All allegations and disclosure of abuse or harassment against Adults are to be taken seriously.

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Upon hearing an allegation or disclosure of abuse or harassment against an Adult, Ministry Personnel must complete a Suspected Abuse Report Form (Appendix 24) documenting all pertinent information. Do not ask the individual leading questions, and neither the accused nor any other parties should be contacted at the point of completing the Suspected Abuse Report Form.

All forms must be kept permanently unless otherwise directed by legal counsel.

Ministry Personnel will notify the Diocese SRCT and then the Rector that they have heard an allegation or disclosure of abuse. A Rector will confirm in writing that the Diocese SRCT have received a report of any allegation they become aware of.

If the abuse occurred within the context of the Congregation's ministries or events, the Rector or a Warden must notify ANCGSR's insurance provider and seek legal counsel.

If the abuse happened within the context of Diocese ministry or events, leadership will notify and work in conjunction with the Diocesan Bishop or Diocesan Executive Director in any and all allegations or suspicions of abuse that may have happened in the context of Diocese ministry.

3.2.2. Reporting and Responding to an Allegation or Suspicion of Abuse or Harassment Against an Adult

All allegations, disclosures and suspicions of abuse and harassment against an Adult will be taken seriously, responded to with empathy and reported to the Diocese SRCT immediately when allegations become known.

If an allegation or suspicion of abuse represents a situation that is an emergency and/or a crime is about to be committed, those who become aware of the allegation will immediately call 9-1-1 and report it to police.

If it is not an emergency or no imminent threat exists, and an accusation of abuse, harassment, misconduct or exploitation towards an Adult is made or suspected, the following guidelines are to be followed:

- If the Adult has the cognitive ability to make a report to police, then Ministry Personnel are to encourage the person to make that report to the Diocese SRCT and appropriate civil authorities, and support them in their decision, whatever they decide. At no time should the individual be discouraged or instructed not to notify the Diocese or call the police.
- If the Adult does not have the cognitive ability to make a report, then Ministry Personnel are to complete a Suspected Abuse Report Form (Appendix 24) and make a report to the Diocese and to police, where the accusation involves a crime.
- In some cases, such as Long Term Care homes, additional laws define anyone who works with certain Adults as a Mandatory Reporter. In these cases, whether the Adult has the cognitive ability to make a report on their own or not, Ministry Personnel are to complete a Suspected Abuse Report Form (for Adults) and make a report to the mandated reporting agency and then to the Diocese SRCT.

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If the Adult has the cognitive capacity to make a report, but is unwilling to do so, and no law requires mandatory reporting, Ministry Personnel should:

- Express concerns for the individual's well-being.
- Provide them with the SRCT phone number to make the report in the future.
- Offer to be with them when they decide to report.
- Inform them about the laws in place regarding abuse and harassment and that they are not alone, that there are supports available to them.
- Encourage them to consider what to do next time.
- Arrange for a follow-up.
- Develop a safety plan.
- Report the allegation and status of the report to the Diocese SRCT.

Ministry Personnel and leadership are not to confront the accused as this may put the victim in more danger. They may offer pastoral care and professional counselling to the individual that disclosed the abuse but they are not to confront the accused about the abuse.

The Anglican Diocese of Canada requests that when a report is made to police on behalf of an Adult who does not have the cognitive capacity to report on their own, in the case where a Ministry Personnel provides support to an Adult who makes their own report to police, or in a case where the Ministry Personnel is a Mandatory Reporter, that the Ministry Personnel and the Rector ensure the Diocese SRCT has received notification that such a report has been made.

3.3. Assessing and Investigating an Allegation or Suspicion of Abuse

No persons, including Clergy, Wardens, Ministry Leads, or Executive Council members, are to assume the function of assessing, substantiating or investigating the need for intervention or interpretation of suspected Child abuse or abuse against an Adult.

Following appropriate reporting to authorities as required by law, The Anglican Diocese of Canada SRCT will investigate allegations and disclosures of sexual misconduct and abuse of Adults so as not to interfere with ongoing investigations and will take appropriate actions to protect all members of ANCGSR and others from harm.

The Anglican Diocese of Canada and its congregations and their members must avoid any undue interference when a report of Child abuse has been filed with child protection agencies or the police. The Anglican Diocese of Canada will ask how it and ANCGSR can assist in helping and supporting the investigation and the victim. The Anglican Diocese of Canada must maintain frequent communication and supportive relationships with those suspected or guilty of Child abuse as long as these persons exhibit a willingness to listen, change and look to Christ for help. This does not exclude the need for hurting individuals to receive professional counselling.

At the request of the victim of abuse, a victim advocate will be appointed to walk alongside the victim. This person should maintain an arms-length relationship with The Anglican Diocese of Canada and ANCGSR's Executive Council and will act to advocate for input from and services for the victim.

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The Diocese SRCT will designate an individual to maintain communication and act as a representative to the individual suspected of abuse throughout the investigation.

The Anglican Diocese of Canada is to support Ministry Personnel when they fulfill their duty to report abuse as outlined in the Safety Response and Care policies.

3.4. Protecting Confidentiality and Dignity of the Victim and the Accused

During the process of reporting and response, all Ministry Personnel will be committed to prayer and strive to remain calm and hopeful.

Discretion must be observed and details of the suspected abuse must not be shared among the church community. Information must only be shared on a need-to-know basis, expanding only as individuals are drawn into the response and investigation. Confidentiality for the suspected victim and the accused must be protected.

3.5. Spiritual Abuse

The Anglican Diocese of Canada and ANCGSR are opposed to any form of spiritual abuse. Ministry Personnel are not to misuse their positions of authority or influence to manipulate or coerce others to act or believe in a certain way for the apparent benefit of The Anglican Diocese of Canada, ANCGSR or those in a position of authority.

Ministry Personnel are not to use Scripture out of context or to use the Bible as a weapon to unduly manipulate an individual.

Ministry Personnel, staff members, Clergy, Wardens and volunteers must be aware of the concept and risks associated with the evolving category of abuse labeled “spiritual abuse”. Spiritual abuse training will form part of ANCGSR Safety, Response and Care training.

A Safety, Response and Care Policy must be put in place to provide a safe contact to receive concerns about any form of injury, harm, and abuse. All complaints of spiritual abuse are to be brought to the attention of the Diocese SRCT to be fully investigated.

If an individual raises a concern about spiritual abuse, they are to be encouraged to seek out professional help and healing. The Diocese SRCT, are to assign a knowledgeable person to provide care to the individual, and where able, are to extend the offer of professional care and therapy to help with the recovery from any spiritual harm that has occurred.

3.6. Safety Response and Care Reporting

The Anglican Diocese of Canada and ANCGSR is to act with due diligence in its investigation and follow through on all allegations of misconduct. They are to do their utmost to protect any reporter of abuse of any kind from reprisal, dismissal or any other retaliation.

The Anglican Diocese of Canada and ANCGSR is not to tolerate any harassment or victimization (including informal pressures) and is to take appropriate action to protect the harm or abuse reporter when they raise a concern in good faith, even if they are mistaken. Any harassment or

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victimization of a harm or abuse reporter may result in disciplinary action against the person responsible.

In situations where we have a legal duty to report child abuse, no internal investigation is to take place until such time as an investigation has been conducted by law enforcement or the child protection agency.

Any investigations into allegations arising from harm or abuse reports are not to influence or be influenced by any other Ministry Personnel procedures to which the harm or abuse reporter may be subject.

All concerns are to be treated in confidence and every effort is to be made not to reveal the identity of a harm or abuse reporter if that is their wish. If a concern cannot be resolved without revealing the identity of the harm or abuse reporter, steps forward are to be determined in collaboration with the harm or abuse reporter. This policy encourages the harm or abuse reporter to put their name to their allegation whenever possible.

The Executive Council has overall responsibility for the maintenance and operation of this policy. The Congregation SRCT is to maintain a record of concerns raised and outcomes (in a form which does not endanger confidentiality) and is to report as necessary to the governmental, or other legal authority as required by law.

All allegations are to be reported to Anglican Diocese of Canada SRCT.

The Anglican Diocese of Canada SRCT is to respond to every complaint or allegation. Within 10 working days of a concern being reported, a Diocese SRCT Report Receiver will write to the harm or abuse reporter to:

- Acknowledge that the complaint or allegation has been received.
- Explain the SRCT process and how the matter will be dealt with.
- Give an estimate of how long it will take to provide a final response.
- Indicate whether any initial inquiries have been made.
- Supply the harm or abuse reporter with information on support mechanisms.
- Tell the harm or abuse reporter whether further investigations will take place and if not, why not.

Where appropriate, the matters raised with the Diocese SRCT may be delegated to the ANCGSR SRCT.

The Anglican Diocese of Canada and ANCGSR are to take steps to minimize any difficulties which the harm or abuse reporter may experience as a result of raising a complaint or allegation.

If a complaint or allegation is not confirmed by an investigation, no action is to be taken against a harm or abuse reporter. If, however, a complaint or allegation is made frivolously, maliciously or for personal gain, disciplinary action may be taken against the complainant.

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Subject to legal constraints, The Anglican Diocese of Canada is to inform the harm or abuse reporter of the outcome of any investigation.

To make it easier for a harm or abuse reporter to make a report without fear of exposure, especially if the complaint involves one of the Clergy or Ministry Leads, The Anglican Diocese of Canada and ANCGSR will have a link/button on their website that redirects to the Diocese SRCT. The complaints that are filed at the Diocese will be followed up on by the Diocese Safety Care and Response Team.

3.7. Response to Abuse

3.7.1. Spiritual Response and Counsel for the Victim

The Anglican Diocese of Canada and ANCGSR is committed to providing a trauma-informed response, prioritizing the needs of the victim.

For the protection of everyone, all allegations and suspicions of abuse are to be taken seriously and handled with the utmost care. The suspected victims are to be treated with dignity and respect.

During the process of reporting and response, all Ministry Personnel are to be committed to prayer and strive to remain calm and hopeful.

Situations of abuse must be handled forthrightly with due respect for people's privacy and confidentiality. Discretion must be observed and details of the suspected abuse must not be shared among the church community. Information must be shared on a need-to-know basis, expanding only as individuals are drawn into the response and investigation.

Confidentiality for the victim must be protected.

The Rector and Wardens are to seek opportunity to provide individual care and counsel both for the abuse victim and their family. In consultation with the individual, a victim advocate will be assigned to support the victim. The Rector and Wardens are to determine the need for professional assistance and evaluate and designate resources as needed and able.

The victim will be empowered to make decisions and granted opportunity for their voice to be heard. At no time will the victim be asked to sign a non-disclosure agreement in relation to the incident of abuse.

3.7.2. Biblical Response and Discipline for the Accused or Convicted

The accused is to be treated with dignity and respect. If the accused is a paid Ministry Personnel, that person is to be relieved temporarily of all duties until an investigation is completed with arrangements made to either maintain or suspend income until the allegations are cleared or substantiated.

It is the responsibility and right of Rector and Wardens to exercise and practice church discipline as outlined in Matthew 18 and as stipulated in denominational guidelines.

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The Rector and Wardens are to seek opportunity to provide individual care and counsel both for the accused and their family. The Rector and Wardens are to determine the need for professional assistance and evaluate and designate resources as needed and able.

Anyone accused of abuse to Children or Youth is to be prohibited from having access to Children or Youth until they are cleared of any and all charges. Clear written guidelines are to be provided to the individual with restricted activities and areas of the church that they are not permitted to use.

Anyone convicted of Child abuse will be prohibited from having access to Children or Youth. The Rector and Wardens may designate an individual to be responsible to be informed whenever the convicted person attends church activities and to accompany the convicted person while on church property. Clear written guidelines are to be provided to the individual listing restricted areas and access points on the church property.

3.7.3. *Media Relations*

It is the responsibility of the Bishop or Diocesan Executive Director to designate a spokesperson to speak on behalf of The Anglican Diocese of Canada and ANCGSR to the media and to the public in relation to any crisis or allegation of abuse. All inquiries must be directed to this person and comment must not be made by other individuals unless given permission to do so. If the abuse is alleged to have happened in the context of ANCGSR ministry/programs, the Diocesan Bishop or Diocesan Executive Director will be the designated media spokesperson.

Public statements must be well prepared and presented under the guidance of legal counsel.

The media spokesperson is to cooperate with the media to communicate our deep concern about the incident and reaffirm our commitment to cooperate with the investigation.

3.7.4. *Ongoing Investigation*

Full cooperation must be given by all parties to civil authorities under the guidelines of legal counsel.

At no time may Clergy, the Wardens, or Executive Council members either engage in denial, minimization or blame, or admit responsibility which could prejudice the case or cause increased liability to The Anglican Diocese of Canada and ANCGSR.

A confidential follow-up report with conclusions and action taken must be documented by the Diocese SRCT and the Rector following a report of abuse. This report must be placed in a confidential Ministry Personnel file and kept permanently.

The Diocese SRCT and Rector are to inform others of any ongoing investigation strictly on a need-to-know basis. In consultation with legal counsel, a trauma informed summary report will be shared with the complainant, accused and the Congregation.

3.8. Offender's Policy

This policy relates to Offenders, meaning individuals who have been convicted of sexual crimes against Children or Youth who wish to attend and ANCGSR on a consistent basis.

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3.8.1. *Covenant Agreement*

Offenders of Child sexual abuse may attend ANCGSR on a regular basis if they enter into an Offender's Covenant Agreement with the leadership of the church.

Two delegates from the Executive Council and the Rector are to meet with the individual and inform the individual that ANCGSR requires Offenders to enter into an Offender's Covenant Agreement in order for them to attend the church on a regular basis.

The Covenant Agreement is to be written and signed by the Rector, two other representatives of the Corporation, and the individual, making up the accountability team.

The Offender's Covenant must include the following:

- Who is to be informed when the Offender will be at the church.
- What part of the building the Offender may come to.
- Locations in the building the Offender is not allowed to go to (Children and Youth wings of the church).
- Where in the sanctuary the Offender may sit (recommend the front of the sanctuary with one of the accountability team members).
- Restriction to take pictures at the church.
- Restrictions for befriending and spending time with families with Children.
- When the Offender uses the washroom, one of the chaperones is to first check the washroom to make sure there are no Children in the washroom. If there is a Child in the washroom they are to wait until the Child is done before entering.
- Restrictions from participating in programs with Children and Youth, i.e., church property during special Children's events (such as VBS, mid-week Children's/Youth programs, etc.).
- The requirement for annual review and signature of the Offender's Covenant Agreement by the accountability team.
- The consequences if the covenant is broken.

3.8.2. *Privacy Concerns*

Information regarding an individual's convictions must only be disclosed on a need-to-know basis to the Parish Council, the Rector and some Ministry Leaders. If the individual is a Parent with Children attending, which may afford the opportunity for the individual to have more access to other Children (i.e. pickup and drop-off, and social events), then the need to know the circle could be expanded to those families.

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Statement of Faith and Beliefs

We believe and confess Jesus Christ to be the Way, the Truth, and the Life: no one comes to the Father but by Him. Therefore, the Anglican Church in North America identifies the following seven elements as characteristic of the Anglican Way, and essential for membership:

1. We confess the canonical books of the Old and New Testaments to be the inspired Word of God, containing all things necessary for salvation, and to be the final authority and unchangeable standard for Christian faith and life.
2. We confess Baptism and the Supper of the Lord to be Sacraments ordained by Christ Himself in the Gospel, and thus to be ministered with unfailing use of His words of institution and of the elements ordained by Him.
3. We confess the godly historic Episcopate as an inherent part of the apostolic faith and practice, and therefore as integral to the fullness and unity of the Body of Christ.
4. We confess as proved by most certain warrants of Holy Scripture the historic faith of the undivided church as declared in the three Catholic Creeds: the Apostles', the Nicene, and the Athanasian.
5. Concerning the seven Councils of the undivided Church, we affirm the teaching of the first four Councils and the Christological clarifications of the fifth, sixth and seventh Councils, in so far as they are agreeable to the Holy Scriptures.
6. We receive The Book of Common Prayer as set forth by the Church of England in 1662, together with the Ordinal attached to the same, as a standard for Anglican doctrine and discipline, and, with the Books which preceded it, as the standard for the Anglican tradition of worship.
7. We receive the Thirty-Nine Articles of Religion of 1571, taken in their literal and grammatical sense, as expressing the Anglican response to certain doctrinal issues controverted at that time, and as expressing the fundamental principles of authentic Anglican belief.

In all these things, the Anglican Church in North America is determined by the help of God to hold and maintain as the Anglican Way has received them the doctrine, discipline and worship of Christ.

"The Anglican Communion," Archbishop Geoffrey Fisher wrote, "has no peculiar thought, practice, creed or confession of its own. It has only the Catholic Faith of the ancient Catholic Church, as preserved in the Catholic Creeds and maintained in the Catholic and Apostolic constitution of Christ's Church from the beginning." It may licitly teach as necessary for salvation nothing but what is read in the Holy Scriptures as God's Word written or may be proved thereby. It therefore embraces and affirms such teachings of the ancient Fathers and Councils of the Church as are agreeable to the Scriptures, and thus to be counted apostolic. The Church has no authority to innovate: it is obliged continually, and particularly in times of renewal or reformation, to return to "the faith once delivered to the saints."

To be an Anglican, then, is not to embrace a distinct version of Christianity, but a distinct way of being a "Mere Christian," at the same time evangelical, apostolic, catholic, reformed, and Spirit-filled.

The Thirty-nine Articles of Faith

<http://www.bible.ca/cr-Anglican.htm>

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Solemn Declaration of 1893 (B.C.P. p.viii)

The founding declaration of Anglicanism in Canada

In the name of the Father, and of the Son, and of the Holy Ghost, Amen.

WE, the Bishops, together with the Delegates from the Clergy and Laity of the Church of England in the Dominion of Canada, now assembled in the first General Synod, hereby make the following Solemn Declaration:

WE declare this Church to be, and desire that it shall continue, in full communion with the Church of England throughout the world, as an integral portion of the One Body of Christ composed of the Churches which, united under the One Divine Head and in fellowship of the One Holy Catholic and Apostolic Church, hold the One Faith revealed in Holy Writ, and defined in the Creeds as maintained by the undivided primitive Church in the undisputed Ecumenical Councils; receive the same Canonical Scriptures of the Old and New Testaments, as containing all things necessary to salvation; teach the same Word of God; partake of the same Divinely ordained Sacraments, through the ministry of the same Apostolic Orders; and worship One God and Father through the same Lord Jesus Christ, by the same Holy and Divine Spirit who is given to them that believe to guide them into all truth.

And we are determined by the help of God to hold and maintain the Doctrine, Sacraments, and Discipline of Christ as the Lord hath commanded in his Holy Word, and as the Church of England hath received and set forth in The Book of Common Prayer and Administration of the Sacraments and other Rites and Ceremonies of the Church according to the use of the Church of England; together with the Psalter or Psalms of David, pointed as they are to be sung or said in Churches; and the Form and Manner of Making, Ordaining and Consecrating of Bishops, Priests and Deacons and in the Thirty-nine Articles of Religion; and to transmit the same unimpaired to our posterity.

The Creeds as contained in the Book of Common Prayer (1662)

<http://justus.anglican.org/resources/bcp/1662/Baskerville.pdf>

The Montreal Declaration of 1994

https://www.anglicannetwork.ca/s/montreal_declaration_aec-5myd.pdf

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The Jerusalem Declaration

*Jerusalem, Global Anglican Future Conference
29 June 2008, Feast of St Peter and St Paul*

In the name of God the Father, God the Son and God the Holy Spirit:

We, the participants in the Global Anglican Future Conference, have met in the land of Jesus' birth. We express our loyalty as disciples to the King of kings, the Lord Jesus. We joyfully embrace his command to proclaim the reality of his kingdom which he first announced in this land. The gospel of the kingdom is the good news of salvation, liberation and transformation for all. In light of the above, we agree to chart a way forward together that promotes and protects the biblical gospel and mission to the world, solemnly declaring the following tenets of orthodoxy which underpin our Anglican identity.

1. We rejoice in the gospel of God through which we have been saved by grace through faith in Jesus Christ by the power of the Holy Spirit. Because God first loved us, we love him and as believers bring forth fruits of love, ongoing repentance, lively hope and thanksgiving to God in all things.
2. We believe the Holy Scriptures of the Old and New Testaments to be the Word of God written and to contain all things necessary for salvation. The Bible is to be translated, read, preached, taught and obeyed in its plain and canonical sense, respectful of the church's historic and consensual reading.
3. We uphold the four Ecumenical Councils and the three historic Creeds as expressing the rule of faith of the one holy catholic and apostolic Church.
4. We uphold the Thirty-nine Articles as containing the true doctrine of the Church agreeing with God's Word and as authoritative for Anglicans today.
5. We gladly proclaim and submit to the unique and universal Lordship of Jesus Christ, the Son of God, humanity's only Saviour from sin, judgement and hell, who lived the life we could not live and died the death that we deserve. By his atoning death and glorious resurrection, he secured the redemption of all who come to him in repentance and faith.
6. We rejoice in our Anglican sacramental and liturgical heritage as an expression of the gospel, and we uphold the 1662 Book of Common Prayer as a true and authoritative standard of worship and prayer, to be translated and locally adapted for each culture.
7. We recognise that God has called and gifted bishops, priests and deacons in historic succession to equip all the people of God for their ministry in the world. We uphold the classic Anglican Ordinal as an authoritative standard of clerical orders.
8. We acknowledge God's creation of humankind as male and female and the unchangeable standard of Christian marriage between one man and one woman as the proper place for sexual intimacy and the basis of the family. We repent of our failures to maintain this standard and call for a renewed commitment to lifelong fidelity in marriage and abstinence for those who are not married.
9. We gladly accept the Great Commission of the risen Lord to make disciples of all nations, to seek those who do not know Christ and to baptise, teach and bring new believers to maturity.
10. We are mindful of our responsibility to be good stewards of God's creation, to uphold and advocate justice in society, and to seek relief and empowerment of the poor and needy.
11. We are committed to the unity of all those who know and love Christ and to building authentic ecumenical relationships. We recognise the orders and jurisdiction of those Anglicans who uphold orthodox faith and practice, and we encourage them to join us in this declaration.

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12. We celebrate the God-given diversity among us which enriches our global fellowship, and we acknowledge freedom in secondary matters. We pledge to work together to seek the mind of Christ on issues that divide us.
13. We reject the authority of those churches and leaders who have denied the orthodox faith in word or deed. We pray for them and call on them to repent and return to the Lord.
14. We rejoice at the prospect of Jesus' coming again in glory, and while we await this final event of history, we praise him for the way he builds up his church through his Spirit by miraculously changing lives.