
INTRODUCTION AND PURPOSE OF THE POLICY

Mission of the Diocesan Church

The Church's mission is to teach and promote the Gospel. To achieve this, the Church must be close to people, especially those in greatest need. In their ministry, the clergy, some lay employees and volunteers are called upon to help people who may be in vulnerable situations, for example, by teaching the catechesis to children, offering pastoral care of the sick and the dying, assistance to people affected by the suicide of a loved one, visiting the elderly, and so on.

In such situations, these individuals often end up in positions of trust, or even authority, over individuals in a state of vulnerability. These individuals may feel threatened by any misconduct on the part of their companion. It is therefore necessary that any form of assault, harassment or other misconduct be avoided at all costs. These actions can take the form of eye contacts, words or insinuating gestures. Although it is important to be very cautious, the clergy, lay employees and volunteers must not live in a state of panic that would prevent them from doing their job.

All forms of sexual misconduct are strongly condemned by the Church and violate the principles promoted by the Gospel. The pastoral workers and community workers are called upon to collaborate in this matter, while being aware that they are subject to the laws of the province and the country.

All other forms of harassment are likewise unacceptable, be they on the part of a member of the clergy, a pastoral worker, a lay employee, a volunteer worker or even a parishioner. The diocese is a community where such behaviour is not tolerated. People receiving Church services have a right to expect a non-threatening environment. All workers, whomever they may be, must be able to execute their ministry work without being harassed.

Diocese Commitment

The diocese is committed to preventing abuse and misconduct by all possible means including the following:

This policy is presented and explained to all new members of the clergy, lay employees, and volunteers at the diocese or parish level, and their written agreement to comply with all required Church policies, including the *Diocesan Policy for Responsible Pastoral Ministries*, must be received as part of their employment or volunteer mandate.

Recruitment and screening are essential elements in the process of preventing abuse. Procedures for new members of the clergy, lay employees and volunteers and those already in function are detailed in this policy under the following sections: *Screening Process*; *Recruitment and Employment Process*. Members of the clergy, lay employees and volunteers must comply with all points outlined in these sections.

All members of the clergy, lay employee and volunteer in a High Risk position will be subject to a police records check and references check as established in the *Recruitment and Employment Process* section.

Training for members of the clergy, lay employees and volunteers normally takes place at the beginning of their term with review sessions to be completed annually.

The diocese puts into place the procedures and personnel to effectively deal with complaints of abuse or misconduct and with the consequences resulting from the incidents in a timely fashion.

Policy Objectives

Through Baptism, Catholics are members of the People of God and members of the faith community we know as the Church. The protection of children and other vulnerable individuals is part of the very mission of the Church because it enables all members of the community to practice their faith in a safe environment, confident that all the faithful are committed to their protection and well being.

This policy's objectives are as follows:

- a) Maintain a workplace and community relations wherein all people relating to a member of the clergy (bishop, priest, deacon), or any lay worker or volunteer, will be safe from any form of sexual assault, or harassment, physical or psychological.
- b) Inform our members of the clergy, lay employees and volunteers that sexual assault or harassment, physical or psychological is a violation of the law.
- c) Maintain the necessary resources to educate and support the members of the clergy, lay employees and volunteers so as to prevent wrongful treatment and assure the protection of all persons within our environment.
- d) Establish a mechanism to receive complaints of abuse or misconduct and provide a procedure by which the diocese will hear and resolve all complaints.

Application of the Policy

This policy and its procedures apply to instances of abuse and misconduct by a member of the clergy, lay employees or volunteers in the Diocese of Bathurst as defined below, whether current, recent or in the past.

This policy applies to all employee and volunteers working in the Diocese of Bathurst (including the parishes). It should be noted, however, that when leaders (or responsible persons) are mentioned in this policy, we are referring to people of at least 19 years of age. Nevertheless, responsible persons from 12 to 18 are expected to follow the policy when acting as leaders or volunteer helpers.

Each parish will appoint a committee or coordinator whom will be responsible to ensure that the policy is properly implemented at the parish level.

Nothing in this policy and its procedures, or their application, is intended to discourage or prevent anyone from seeking legal or ecclesiastical counsel or resolution.

Communication

In the spirit of transparency and truth, the bishop will appoint a spokesperson for all communications with the Medias. In his statement, he will safeguard the alleged offender's right to a fair trial; protect the identity of victims; while providing general information when possible. As far as is feasible, only the spokesperson shall discuss the case with the media or communicate in any other public context.

The present document will be made available to the faithful in all the parishes and on the diocese's website at www.diocesebathurst.com.

Revision of the Policy

The Diocesan Policy for Responsible Pastoral Ministries (Replacing the following documents: *Diocesan Policy for the Protection of Minor or Vulnerable Individuals* and *Guidelines for Recruiting, Screening and Directives for the Safety of All People in the Diocese of Bathurst*) will be reviewed and updated as needed or at the very least every 5 years.

Definitions

Abuse: Abuse is the violation of the physical or psychological integrity or trust of another person. It includes sexual abuse and exploitation, sexual harassment, negligence and physical abuse.

Allegation: An allegation is a statement or accusation of abuse or misconduct that is yet to be proven.

Alleged Offender: An alleged offender is a person against whom an allegation is made.

Bishop's Delegate: The Bishop's Delegate is a person nominated by the Bishop to ensure with the help of the diocesan response group, that the procedures and protocols related to the *Diocesan Policy for Responsible Pastoral Ministries* are implemented and complied with. The Bishop's Delegate also manages the diocese's response to a complaint from the time it is received until its resolution.

Child/youth/minor: A child/youth/minor is a person under the age of 19.

Complainant: A complainant is a person who raises an allegation.

Diocesan Policy Committee/Coordinator: The Diocesan Policy Committee/Coordinator is the group of people or the individual responsible for ensuring that this policy is implemented and followed within the diocese.

Diocesan Response Group: The Diocesan Response Group is a structure put in place by the diocese to assist the Bishop and his Delegate by guiding internal investigation when allegation of abuse are brought to their attention.

Emotional or Psychological Abuse: Emotional abuse involves harming a child's or vulnerable adult's self esteem. It includes acts (or omissions) that result in, or place a child or vulnerable adult at risk of, serious behavioral, cognitive, emotional or mental health problems. For example, emotional abuse may include verbal threats, social isolation, intimidation, exploitation, or routinely making unreasonable demands. It also includes terrorizing a child or vulnerable adult, or exposing them to violence.

Event: An event is considered a one-time or occasional activity sponsored by a parish community. Examples: a benefit concert, a community-sponsored tea or an annual picnic.

Lay Employee: A lay employee is a person hired by the diocese or a parish to perform specific tasks. An employee must complete steps 4 through 8 of the screening process.

Leader or Responsible Person: A leader or responsible person is defined as a person (member of the clergy, or religious or lay individuals) in a leadership role in which there is expected to be direct interaction with children, youth or vulnerable adults. Examples: a parish priest, a catechist, a youth group leader, an altar server coordinator, a pastoral care worker, a visitor to shut-ins. The individual could either be a lay employee or a volunteer.

Ministry: Refers to the Ministry of Social Development.

Negligence: Negligence is often chronic and it usually involves repeated incidents. It means not ensuring the needs of a child's physical, psychological and emotional development and well-being. For example, negligence includes failing to provide a child or a vulnerable adult with food, clothing, shelter, cleanliness, medical care or protection against injury. Emotional neglect includes the lack of love, security and self esteem in a child.

Parish Policy Committee/Coordinator: The Parish Policy Committee/Coordinator is the group of people or the individual responsible for ensuring that the *Diocesan Policy for Responsible Pastoral Ministries* is implemented and followed within the parish.

Participants: Participants are those who participate in programs or receive services from ministries. The word participant is used as a generic term for these people.

Program/Activity/Ministry: A program/activity/ministry is a structured series of similar activities or events governed and run by the parish which spans a period of weeks or months, in which the level of risk is expected to remain constant. Examples: weekly catechism classes; pastoral visitations at a hospital or nursing home, home visitations; weekly youth meetings; nursery or day care work.

Public Misconduct: Public misconduct is misconduct that becomes public or known. This could include immoral actions or actions that are considered to be crimes, such as indecent exposure or lewd activity.

Physical Abuse: Physical abuse may consist of a single incident, or it may occur repeatedly. This involves the deliberate use of force against a person in a manner such that the person is injured or is likely to be injured. By violence, we mean beating, hitting, shaking, pushing, choking, biting, burning, kicking or assaulting a person with a weapon. This also includes holding the person under water, or any other dangerous or harmful use of force, restraint or punishment.

Risk Assessment: Risk assessment is the process by which programs/activities/ministries are rated according to various risk factors. High risk ministries require special attention.

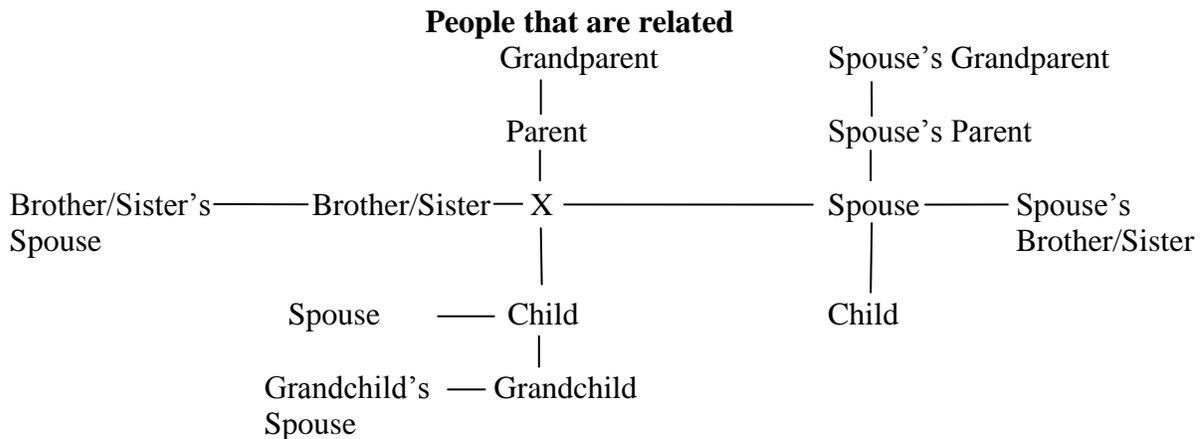
Screened Adult: For the application of this policy, a screened adult is an individual who has completed steps 4 through 8 of the screening process. A screened adult may be: a member of the clergy, a lay employee, a volunteer, a volunteer helper, a leader or responsible individual, a member of a policy committee or a policy coordinator.

Sexual Abuse and exploitation: Sexual abuse and exploitation involves using a person for sexual purposes. Examples of sexual abuse against a person include: fondling, the invitation to touch or be touched sexually, intercourse, rape, incest, sodomy, exhibitionism, or involving a person in prostitution or pornography. Any sexual contact or activity between an adult and a minor is **ILLEGAL**.

Sexual Harassment: Sexual harassment entails unwelcome sexual advances, request for sexual favors, or other verbal or physical conduct of a sexual nature that is unwanted by the targeted person and always unacceptable in the case of a child or a vulnerable adult.

Situation (or position) of trust: A situation (or position) of trust is incurred when a vulnerable individual is placed under the care/supervision of another. The person entrusted with the care/supervision thus may be viewed by the vulnerable individual as someone whose judgement/actions may be trusted.

Unrelated: The term “unrelated” describes a relationship where the people function independently and have no family relations. Two people are related when they are linked by blood, marriage, common law union or adoption. We may state the following people as being related.



Vicarious Liability: Vicarious liability is defined by an entity’s responsibility for the actions performed by a group of people working or representing on its behalf.

Volunteer/Volunteer Helper: A volunteer/volunteer helper is a lay person who is involved in a recognized diocesan or parish activity. A volunteer may be a leader/responsible individual, whereas a volunteer helper may not as they are involved peripherally in recognised activities. Some examples would be: the difference between a catechist and a catechist-assistant, the person organizing a Christmas Box Delivery Campaign and the person offering to deliver the boxes. To become a volunteer or a volunteer helper, steps 4 through 8 of the screening process must be completed.

Vulnerable Adult: A vulnerable adult is a person who, because of his/her age, a disability 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 authority or trust relative to him/her.

ABUSE PREVENTION AND REPORTING

Understanding the Need

Studies indicate that minors are particularly vulnerable, that their sexual abuse can be traumatic, damaging to their spiritual, moral, psychological, and interpersonal development, and can have long lasting effects. For these reasons, children who are victims of sexual abuse by a member of the clergy, a parish or diocesan employee or a volunteer have a primary right to parish and diocesan support.

Parents and siblings of victims often experience anger, shock, betrayal, and disillusionment. They too have a right to the parish and diocesan support.

Public authorities are obliged to enact and enforce appropriate legislation to protect minors from abuse. The diocese will respect and comply with such legislation. Thus, an allegation of sexual abuse involving minors always requires an immediate response.

The Duty to Report

There is a legal obligation to report a suspicion of abuse of a child to the Minister of Social Development without any delay.

Any person who has information causing him to suspect that a child has been abandoned, deserted, physically or emotionally neglected, physically or sexually ill-treated, including sexual exploitation through child pornography or otherwise abused **shall inform the Minister of the situation without delay**. The provincial legislation concerning this obligation is the *Family Services Act, S.N.B. 1980, c. F-2.2*.

The obligation to report and the **mandatory intervention** in the case of a probable sexual child-abuse are restricted to youth under the age of 19. The parents' consent is never required to report a suspicion of sexual child-abuse to *Child Protection Services*.

Every member of the clergy, lay employee or volunteer who has information causing him to suspect that a child is or has been the victim of abuse must inform the Bishop's Delegate who will also contact the Minister to report the allegation, if applicable.

No member of the clergy, lay employee or volunteer can absolve himself or herself from the duty to report directly to the Minister by rationalizing that he or she has no first hand information, that the information is hearsay, or that someone else will make the report. Failure to report promptly on such complaints risks exposing the young person to harm and exposes the individual who fails to report to prosecution.

Failure to report promptly on such complaints risks exposing the young person to harm and exposes the individual who fails to report to prosecution. The police should immediately be contacted when a child is believed to be in danger.

With respect to those who report such abuse, no proceedings may be brought against them when they acted in good faith in complying with their duty to report. In addition, the identity of the person who reported a case of abuse cannot be revealed without this person's consent, except in judicial proceedings.

Personal discretion is not to be exercised in fulfilling these reporting obligations. No one or no administrative process can exempt a person from his duty to report.

The Structure of Responsibilities

The Bishop

The Bishop, with the advice of the Bishop's Delegate and the Diocesan Response Group, decides the duration of the alleged offender's suspension of duties, whether there is a need for psychological assessment of an alleged offender, whether there is a need for prompt removal of the alleged offender from any situation in which an offense might be repeated. The Bishop appoints the Bishop's Delegate.

The Bishop's Delegate

The Bishop's Delegate's role is to ensure that policies and procedures related to this policy have been implemented and complied with. The Bishop's Delegate works in strict collaboration with the Bishop and works closely with the Diocesan Response Group.

The Bishop's Delegate manages the diocese's response to a complaint from the time it is received until it is resolved.

With the assistance of the Diocesan Response Group, the Bishop's Delegate conducts the internal investigation of a complaint.

The Bishop's Delegate instructs the alleged offender that he should not attempt to contact the complainant, the complainant's family, known witnesses, or the complainant's counsel. He will also instruct the alleged offender that any contact with the parish with which the complaint is associated must first be vetted and approved.

The Diocese

The diocese will be responsible for record keeping. It is important that the diocese maintains full and complete records to ensure that information is not lost over time. Records related to the complaints will be kept indefinitely. The diocese will also be responsible of notifying the appropriate insurance carriers regarding a potential claim.

The Diocesan Response Group

The Diocesan Response Group will review all allegations of misconduct and with the help of the Bishop's Delegate, will guide the internal investigation of an alleged offense. The investigation will not include a conversation with the alleged aggressor unless consent has been obtained from said individual.

The Diocesan Response Group consists of at least five persons in addition to the bishop and his delegate:

- A person who is knowledgeable in the field of victims of abuse;
- A person who is knowledgeable in the field of human relations;
- A person skilled in keeping minutes of the Diocesan Response Group's meetings who will preside over meetings of the Diocesan Response Group; and,
- Any other person or persons the Bishop deems appropriate.

Before becoming a member of this group, prospective members must be informed of their responsibilities. Its members are sworn to confidentiality.

The Reporting Process

Reporting Procedures

1. When a person believes that he is experiencing abuse or harassment files a complaint or when a complaint of sexual abuse or harassment by a member of the clergy, lay employee or volunteer becomes known to a third party, the person or the third party must promptly report to the Bishop's Delegate.
2. The Bishop's Delegate consults immediately with the Bishop and then with the members of the Diocesan Response Group to inform them of the complaint.
3. The Bishop's Delegate immediately contacts the complainant to verify the allegation and encourage the complainant to contact the police. He also reminds him of his legal obligation to report a case of sexual abuse of a child, if applicable.
4. Where the allegation involves a minor or a vulnerable person, the alleged offender is immediately relieved of all his duties. The allegation is immediately reported to the police, either by the complainant or the Bishop's Delegate.
5. When the Bishop, his Delegate or the Diocesan Response Group have serious information leading them believe that a member of the clergy, lay employee or volunteer was aware of the abuse but did not report the incident, he/she will be immediately relieved of all duties for the duration of the internal investigation or the police investigation if such an investigation has begun.
6. When the allegation leads to criminal charges, the diocesan authorities will assist the police in the investigation.
7. If the alleged offender acknowledges the truth of the allegations or if the alleged offender is found to be guilty, the alleged offender will be permanently suspended from his duties. If the offender is a member of the clergy, he will not be transferred to another parish or diocese. The Bishop will brief the diocesan spokesperson on the situation and call a meeting to advise the parish and wider community.
8. When a priest is accused of having sexually molested a child, the Bishop immediately informs the Vatican. If the priest is found guilty, the Bishop recommends the laicization of the priest by the Vatican.

To report an incident...

- Only need to suspect
- No proof necessary
- Report immediately
- Continued responsibility
- Prioritize confidentiality
- No possibility of lawsuit

How to respond...

- Believe what is said
- Don't make any promises
- Reassure the person
- Record the facts
- Report immediately

Procedures in the Case of Abuse of a Child (Under the age of 19)

1. **First**, contact the Ministry of Social Development (*Child protection department*) to report an abuse at the following phone numbers – **this is required by law**:

Restigouche region	1 866 441-4245
Chaleur region	1 866 441-4341
Acadian Peninsula region	1 866 441-4149
Miramichi region	1 866 441-4246

After hours - Emergency (For all regions)
1 800 442-9799

2. **Second**, the person reporting the complaint, either him or herself or by means of a member of the Advisory Committee, will forward it to the Bishop's Delegate or his Assistant. To contact the Bishop's Delegate, his Assistant or a member of the committee, call: 1(506) 546-1420.

Procedures in the Case of Abuse of a Vulnerable Adult (19 years and older)

In the case of a vulnerable adult 19 years and over, the alleged victim or the person reporting the complaint, either him or herself or by means of a member of the Advisory Committee, should contact the Delegate of the Bishop or his Assistant. To contact the Bishop's Delegate his Assistant or a member of the committee, call: 1 (506) 546-1420.

In both cases the *General Incident Report (Form C)* must be completed and sent to the Bishop's Delegate without delay.

Procedures in the Case of Injury or Damage

In the event that a participant or volunteer suffers an injury during a parish or diocesan activity, the Parish Priest must be informed and the *General Incident Report (Form C)* must be completed and sent without delay to the financial administration office of the diocese by fax at: 1 (506) 546-1423.

This form must be completed **for every incident** – even if the injury is minor.

In the case where an employee (part-time, permanent or occasional) is injured at work the following steps must be followed:

1. Assure that the employee is safe and that he/she undergoes a medical examination.
2. The *WorkSafeNB* form *Report of Accident or Occupational Disease* (Form F67) must be completed and faxed to *WorkSafeNB* at 1 (888) 629-4722 **without delay**. (No later than 3 days after the incident) The F67 Form can be downloaded directly from the *WorkSafeNB* website at <http://www.worksafenb.ca>.
3. The *General Incident Report (Form C)* must also be completed and faxed, without delay, to the financial administration office of the diocese at 1 (506) 546-1423.

Both these forms must be completed **in all cases** – even if the injury is minor.

Support

Confidentiality

The diocese acknowledges the difficulty of making a complaint of harassment or abuse and recognizes that it must ensure confidentiality in the interest of the complainant.

To protect the interests of the complainant, the alleged offender and others who may report suspected abuse, the confidentiality of the investigation will be carried as far as circumstances permit.

The diocese will ensure the confidentiality of case files, including meetings, interviews, survey results and other relevant documents, unless disciplinary proceedings or resolution of another complaint requires disclosure.

Support for Complainants

The complainant is encouraged to report the abuse or misconduct to the police or the Minister and to inform himself of all his legal and civil rights.

The diocese will facilitate access to professional and certified counselling services for the complainant when deemed necessary. A reasonable duration for these services will be determined.

Support for Parishes

Where abuse or misconduct has been reported to the diocese, the Bishop's Delegate will coordinate, with the Bishop, a means of addressing the questions and concerns of parishioners. The nature of this response will depend upon the particulars of each case. It may not be possible to provide information because of the involvement of law enforcement officials or because of the complainant's reasonable request for confidentiality.

Support for an Alleged Offender

The alleged offender has a right to his own defence, to be presumed innocent until the contrary is proven, and to engage his own legal counsel whether civil or canonical.

SCREENING PROCESS

The screening process begins long before any person offers to volunteer and ends only after the person leaves the ministry. The screening process, as developed by Volunteer Canada, is divided into three sections: before selecting, the selection process, and managing the volunteers.

Before selecting employees and volunteers

1. Determine the risk
2. Ministry position description
3. Recruitment process

The selection process

4. Application Form
5. Interviews *
6. Reference Checks **
7. Criminal Record Check **

Managing the employees and volunteers

8. Orientation and Training **
9. Supervision and Evaluation *
10. Participant Follow-up

* *Mandatory for all parish and diocesan employees*
** *Mandatory for all employees and volunteers in high risk positions*

Steps 1 through 8 must be completed before a new employee or volunteer starts the ministry. The Diocesan Policy Committee/Coordinator will communicate the results to the Parish Committee/Coordinator when the process is completed.

All forms, references, and Criminal Record Checks will be forwarded to the Diocese where they will be filed and stored permanently in a secure and confidential manner.

The Ten Steps in Detail

Step 1 – Determining the Risk

The Parish Policy Committee/Coordinator will determine the risks associated with current programs and whether those risks can be reduced. Each position requires a risk assessment using the *Risk Evaluation Guide (Annexe 3)* which must be dated, signed and sent to the Diocese to be stored permanently in a secure and confidential manner, before the start of activities/programs.

This work is ongoing and must be revisited with each new program, each change in adult leadership and after any change in the environment. Risk assessment for recurring programs and ministries should be done annually as responsibilities associated with positions often change over time. Should a leader decide to introduce a new element into a program, he/she must determine the risk for that specific event and submit the risk assessment in writing to the Parish Policy Committee/Coordinator for review prior to the event. The same procedure should be followed for every special event undertaken in the parish.

Step 2 – Ministry Position Description

A ministry position description is a powerful and necessary tool. It is similar to a job description since it is used to define the tasks of a ministry and to set ground rules for everyone involved in the program. Inherent risk for each position should also be defined. Ministry position descriptions are listed in the *Volunteer Position Description (Annexe 1)*.

The level of risk associated with a volunteer/ministry position will also be contained in its description. The various risks levels and those positions associated with each are listed in the *Requirements Grid for Screening Policy Profile (Annexe 2)*.

Step 3 – Recruitment Process

All recruitment for volunteers and staff will be done in a formal public process.

The recruiting process must include a description of the ministry position, an application form and the screening process. People should understand that application selection is done with utmost care and consideration and that not every application may be accepted.

Step 4 – Application Form

A *Volunteer Application Form (Form A)* or an *Employee Application Form (Form A1)* must be completed by every applicant. The form will indicate that references may be verified and that a Criminal Records Check will be requested for high risk positions. The completed application form must be sent to the Diocese to be stored permanently in a secure and confidential manner.

Step 5 – Interviews

Every new individual applying for a paid position, either at the diocesan or parish level, will be interviewed by at least two interviewers who will complete an *Interview Questionnaire (Form A2)* for each interview. The interview includes, but is not limited to, questions directly related to the specific risks associated with the position being applied for. For example: the manner in which the applicant interacts with children or vulnerable adults, past experiences with the handling of monetary sums, etc. The questionnaires and all notes taken during an interview must be sent to the Diocese to be stored permanently in a secure and confidential manner.

Step 6 – Reference Check

Two (2) References must be checked for all high risk ministry positions. The individuals identified as references must be unrelated to the applicant. It should be made clear to the individual being called upon as reference that the applicant is being considered for a position of trust (high risk) for example: with children,

with other vulnerable people, with money, etc. References for volunteers will be verified at the Diocesan level by the Diocesan Policy Committee/Coordinator. References for employees will be verified at the appropriate level (Parish or Diocesan) by those persons responsible of the hiring process.

The *Reference Questions (Form A3)* must be completed for every individual called upon as a reference and all forms and notes must be sent to the Diocese to be stored permanently in a secure and confidential manner.

Step 7 – Criminal Records Check

A Criminal Records Check including a Vulnerable Sector Scan must be received by all volunteers applying for a high risk ministry position, as well as all employees and members of the clergy. A Police Records Check including a Vulnerable Sector Scan must be obtained for any individual moving from a position of ordinary risk to a position of high risk.

An individual who obtains a Police Records Check must keep a copy of the check for their records and must forward the original check to the Diocese where it will be reviewed and permanently filed in the individual's screening folder in a secure and confidential manner. Information contained in the Police Records Check will be treated with the utmost confidentiality.

Step 8 – Orientation and Training

Appropriate orientation and training will be provided to all volunteers and employees. An information session regarding the *Diocesan Policy for Responsible Pastoral Ministries* must be followed by all volunteers, employees and members of the clergy. For all employees, members of the clergy and those volunteers occupying high risk positions, an Abuse Prevention Training will also be required. The *Employee or Volunteer Commitment Form (Form B)* must be signed by all individuals, volunteer, employee or member of the clergy, before they start their ministry.

Step 9 – Supervision and Evaluation

All ministry positions will be appropriately supervised. The intensity and nature of the supervision will vary with the lever of risk associated with the position. Supervision is conducted by a Ministry supervisor/leader or an experienced person within the ministry. This individual will spend time with the applicant to observe, support and give feedback on their gifts, skills, style, strengths and challenges.

In the case of high risk positions, supervision should be performed periodically and all notes and information taken during the process must be sent to the Diocese to be permanently filed in the individual's screening folder in a secure and confidential manner.

Step 10 – Participant Follow-up

Ministry supervisors will monitor all high risk positions by periodically evaluating participant satisfaction.

Regular ongoing contact with a program's participants and their family members helps to ensure that programs remain relevant and of high quality. Such monitoring can also act as an effective deterrent to someone who might otherwise do harm and go undetected. It is vital that the parish let all volunteers know

that regular contact with program participants and their families is part of the parish's risk management procedures and that this practice is nothing personal.

Criteria for Updating Screening Folders

The supervision and update of volunteer, employee and members of the clergy's screening folder is of utmost importance in achieving the objectives of the policy.

The following steps must be followed to maintain up to date screening folders:

- Every parish will be responsible to maintain an up to date list of all volunteers and employees. This list may be prepared using the *Volunteer File Update (Annexe 6)* and the *Employee Information Update (Annexe 7)*.
- All parishes will be required to annually submit their lists to the Diocesan Policy Committee/Coordinator for validation.
- All volunteers, employees and members of the clergy will be informed of the content and the availability of the *Diocesan Policy for Responsible Pastoral Ministries* annually by attending a mandatory regional Policy General Assembly organised by the Diocesan Policy Committee/Coordinator.
- All volunteers, employees and members of the clergy will be required to sign and submit the *Volunteer or Employee Commitment Form (Form B)* annually.
- All employees, members of the clergy and volunteers in high risk positions will be required to follow the Abuse Prevention Training every 5 years.

RECRUITING AND EMPLOYMENT PROCESS

Volunteers

Volunteer positions are divided into three (3) risk categories. The screening requirements vary by category. The various positions as well as the screening requirements associated with their risk levels are identified in the Requirements Grid for Screening Policy File (Annexe 2).

Screening Process for Ordinary Risk Positions (Involved in mass celebrations or public activities)

1. The volunteer must complete the first side of the *Volunteer Application Form (Form A)*.
2. The volunteer must sign the *Employee or Volunteer Commitment Form (Form B)*.
3. The volunteer must be informed of the content and availability of the *Diocesan Policy for Responsible Pastoral Ministries*.

The forms for those occupying positions of ordinary risk will be kept at the parish office to allow proper coordination of parish volunteer resources.

Screening Process for High Risk Positions (Financial Sector)

1. The volunteer must complete the both sides of the *Volunteer Application Form (Form A)* and supply two (2) unrelated references.
2. The volunteer must sign the *Employee or Volunteer Commitment Form (Form B)*.
3. Forms A and B will be sent to the Diocese for reference verification and the *Reference Questions (Form A3)* will be completed.
4. Once the references have been concluded, the volunteer will be requested to submit a Criminal Records Check.
5. The volunteer must be informed of the content and availability of the *Diocesan Policy for Responsible Pastoral Ministries*.

The original forms for high risk positions in the financial sector will be sent to the Diocese to be filed permanently in a secure and confidential manner. The parish may keep a copy of the first side of the *Volunteer Application Form (Form A)* for their records, to allow proper coordination of parish volunteer resources.

Screening Process for High Risk Positions (Vulnerable Sector)

1. The volunteer must complete the both sides of the *Volunteer Application Form (Form A)* and supply two (2) unrelated references.
2. The volunteer must sign the *Employee or Volunteer Commitment Form (Form B)*.
3. Forms A and B will be sent to the Diocese for reference verification and the *Reference Questions (Form A3)* will be completed.
4. Once the references have been concluded, the volunteer will be requested to submit a Criminal Records Check.
5. The volunteer must be informed of the content and availability of the *Diocesan Policy for Responsible Pastoral Ministries* and must follow the *Abuse Prevention Training* available on the Diocesan website (www.diocesebathurst.com) in the Volunteering section or through the Parish Policy Committee/Coordinator in a class setting.

The original forms for high risk positions in the vulnerable sector will be sent to the Diocese to be filed permanently in a secure and confidential manner. The parish may keep a copy of the first side of the *Volunteer Application Form (Form A)* for their records, to allow proper coordination of parish volunteer resources.

Employees

Employment and Screening Process for new employees (part-time, permanent or occasional)

1. After receiving resumes for a position, those responsible for the hiring process will select those applicants they wish to interview.
2. Candidates chosen for an interview will be required to complete the *Employee Application Form (Form A1)* and supply two (2) unrelated references.

3. Interviews will be conducted by at least two (2) interviewers and the ***Interview Questionnaire (Form A2)*** must be completed for each interview.
4. The candidate's references will be validated by persons responsible for the hiring process and the ***Reference Questions (Form A3)*** must be completed for each reference contacted.
5. Once the references have been validated, all documents including a letter explaining the reason for the appointment of the chosen candidate must be sent to the Diocese to the attention of the Diocesan Policy Committee/Coordinator. The Diocese will then forward a request for a Criminal Records Check to the chosen candidate.
6. The new employee must be informed of the content and availability of the ***Diocesan Policy for Responsible Pastoral Ministries*** and must follow the ***Abuse Prevention Training*** available on the Diocesan website (www.diocesebathurst.com) in the Volunteering section or through the Parish Policy Committee/Coordinator in a class setting.

The original forms and all notes taken during the hiring process must be sent to the Diocese to be stored permanently in a secure and confidential manner. The parish may, however, keep copies to allow for the proper management of parish employee resources.

Employment and Screening Process for Students (Student Projects)

1. After receiving resumes for a position, those responsible for the hiring process will select those applicants they wish to interview.
2. Candidates chosen for an interview will be required to complete the Employee ***Application Form (Form A1)*** and supply two (2) unrelated references.
3. Interviews will be conducted by at least two (2) interviewers and the ***Interview Questionnaire (Form A2)*** must be completed for each interview.
4. The candidate's references will be validated by persons responsible for the hiring process and the ***Reference Questions (Form A3)*** must be completed for each reference contacted.
5. Once the references have been validated, all documents including a letter explaining the reason for the appointment of the chosen student candidate must be sent to the Diocese to the attention of the Diocesan Policy Committee/Coordinator. If the chosen student candidate is 19 or over, the Diocese will forward a request for a Criminal Records Check to be submitted without delay.
6. Due to the limited time frame of a student projects and the mandatory supervision required for student workers, student candidates will not be required to complete the Policy sessions or trainings.

The original forms and all notes taken during the hiring process as well as a letter stating the reason for the hiring of the chosen student candidate and the name of the person responsible for daily supervision, must be sent to the Diocese to be stored permanently in a secure and confidential manner. The parish may, however, keep copies to allow for the management of parish student projects.

Members of the Clergy

Screening Process for a New Member of the Clergy

1. Before a new member of the Clergy may begin his Ministry within the Diocese, he will be required to submit a Criminal Records Check.

2. All members of the Clergy who maintain an active ministry status must be informed of the content and availability of the *Diocesan Policy for Responsible Pastoral Ministries* and must follow the *Abuse Prevention Training* available on the Diocesan website (www.diocesebathurst.com) in the Volunteering section or through the Parish Policy Committee/Coordinator in a class setting.

The original forms will be permanently stored at the Diocese in a secure and confidential manner.

PREVENTION PROTOCOLS

Protection of Persons

Guidelines - General

All members of the clergy, pastoral agents, employees and volunteers must display a professional attitude, an appropriate tone and language as well as pay close attention to gestures which are too familiar during all interactions with others, particularly with minors and those adults that may be physically or psychologically vulnerable.

Members of the clergy, pastoral agents, employees and volunteers must comply with all guidelines and directives presented within this policy.

Parish ministry activities must be limited to the community or public sectors of the parish. For example: a parish office or a meeting hall.

When a member of the clergy, pastoral agent, employee or volunteer must meet an individual, the door of the area where the meeting is conducted must remain open. If, however, the information exchanged during the meeting is of a confidential manner, permission must be obtained by the individual to have the door closed.

Guidelines – Health Issues

While parishes cannot always avoid having ill children/youth/vulnerable adults in their programs, several measures can be taken to promote good health and reduce infection.

Allergies: When children/youth/vulnerable adults register for a program, inquire about allergies. Post this information so that it will not be overlooked. If your program serves meals or snacks, post the menu so the parent/guardian can see it. Avoid foods identified as serious allergens such as peanut butter, chocolate and nuts of any kind. Popcorn can also be dangerous for young children.

Injury: If a participant is injured while participating in a program or activity, the leader must arrange to get medical attention. If necessary, call 911. If the child/youth/vulnerable adult is bleeding, the teacher/leader should protect him/her self and others from the blood. For all injuries, even if the person does not need

medical attention, the responsible screened adult must complete a **General Incident Report Form (Form C)** and report the incident to the injured person's parent/guardian. Reports must be sent to the diocesan financial administrator as soon as possible.

Infectious diseases: Leaders must ask parents/guardians not to let their children and youth attend parish programs if they have symptoms and diseases which are known to be infectious, such as: diarrhea, vomiting, fever, rash, open sores, skin or eye infection, scarlet fever, measles, mumps, chicken pox, whooping cough, head lice, etc.

Guidelines – Use of Social Media

In today's society, new technologies and social media are increasingly present in our activities. Young people particularly are avid users of these technologies.

Contact with young people can be made using cell phones, text messages, photos, email or through social media such as "Facebook" or "Twitter".

The advent of "Facebook", among others, allows for a much faster and more efficient communication between young people, but also between different groups and associations. It is not uncommon to now see a "Facebook" page for a youth ministry or catechism group. This media is often used to reach parents and youth. Announcement of events, meetings or information are displayed.

The following guidelines should be observed when using technological equipment and social media:

- If you have a **public access computer** at your facility, make sure it is in an open area in sight of everyone. If it is used by young children, install a **parental control or filter** to restrict access to questionable websites.
- When you send an **email or text message** to a vulnerable person (children/young people/ vulnerable adults) add the parent/guardian or supervisor of the activity in the mailing list (in the CC field).
- Social media such as "Facebook" or "Twitter" must be used for **communication purposes** and not to build a relationship with vulnerable people (children/young people/vulnerable adults). Communications via social media must be **made visible to all users** (ex. On the group's "Wall" space).
- **Written permission** must be obtained from a parent/guardian to publish photographs taken of children/young people/vulnerable adults during an event. Care must be taken when posting photos on the internet. To obtain written consent the **Publication Consent Form (Form E)** must be completed and signed by a parent/guardian and sent to the Diocese to be stored permanently in a secure and confidential manner. A copy of the consent form may be kept at the parish to monitor authorizations for publication.

Guidelines – With Minors (Under the age of 19)

Guidelines - General

To assure the safety of participants, volunteers and employees, the following steps must be taken at all times during a program/activity:

- Parents or guardians of minors must be present or give written consent for their children's participation in sessions or activities involving members of the clergy, employees or volunteers.
- Emergency measures must be established before an activity involving minors occurs so that First Aid care may be given in case of accident. Neglecting this aspect could be considered negligence in the case of an accident.
- It is strictly forbidden for a companion to drink and/or possess alcohol and/or illegal substances when he participates or is responsible for activities involving children.
- Maintain a two (2) unrelated person policy for any program/activity.
- Members of the clergy, pastoral agents, employees or volunteers must avoid being alone in a closed area with a minor, unless there is another screened adult or the minor's parents/guardians close by.
- When transportation of children/youths is needed for an activity, all drivers must have a valid driver's license for at least five (5) years, valid automobile insurance and must be screened volunteers or paid staff. The number of persons per vehicle must never exceed the number of seat belts or car seats. Whether the automobile belongs to the parish, the diocese or the volunteer, the two (2) unrelated persons policy must be observed.
- Where the two-person policy cannot be used, require that one-to-one contacts between an employee/volunteer and child or youth take place in a public area either inside or outside the church where both people can be seen by others.
- Classroom doors must be equipped with a window, or the door must remain open at all times.
- Any employee/volunteer working with children or youth must wear a name tag.
- If a minor or a vulnerable person expresses an exaggerated or misplaced attraction for, or behaves in an ambiguous or dubious way (manifestations of exaggerated friendship, affectionate gestures and manifestations of love feelings) toward the accompanying adult, that child will immediately be transferred to another monitor and inform the parent or guardian.
- The parents/guardians contact information must be kept with care.
- Appropriate steps must be taken to ensure that children under the age of ten (10) are picked up by a parent/guardian or authorized caregiver.
- No child should be dropped off without a leader/responsible screened adult being present.
- No parents or adults should enter a classroom without permission.
- No in-home activities (including catechism instruction) are permitted for children or youths.
- At the beginning of each youth group or catechism session, attendance should be recorded and the attendance book or sheets should be picked up and taken to a central location. Those records are to be forwarded to the diocese for permanent storage by the end of December and of June of each year.

Guidelines - Physical Contact

It is essential to be careful regarding behavior, language and physical contact when working with children or youths:

- Do not show favoritism. Show a similar level of affection and kindness to all.
- Do not engage in or allow the telling of sexual jokes or behave in a way that promotes sexual exploitation of others.
- Provide clearly-stated consequences for inappropriate behavior. Stop inappropriate behavior early. Be fair, consistent and reasonable, matching consequences to the age and ability of the child or youth.
- Do not use corporal punishment such as hitting, spanking or strapping.

Guidelines - Appropriate and Inappropriate Contact

A touch can convey a multitude of positive messages and communicate care, comfort and love; however, it is important to distinguish between appropriate and inappropriate touching. It is also important to be aware of, and sensitive to, differences in interpretation to touching based on sex, culture or personal experience.

Here are some examples of appropriate contact:

- Holding or rocking an infant who is crying
- Affirming a participant with a pat on the hand, shoulder or back
- Bending down to the child's eye level and placing a hand gently on the child's hand or forearm
- Putting your arm around the shoulder of a person who needs comfort
- Taking a child's hand and leading him/her to an activity
- Holding hands for safety when changing locations
- Shaking a person's hand in greeting
- Holding a child gently by the hand or shoulder to keep his/her attention as you redirect behavior
- Anointing a person with oil on the head
- Holding hands in a circle for prayer or song
- Providing comfort with a warm damp cloth

Here are some examples of inappropriate contact:

- Kissing a child or youth or coaxing them into kissing you
- Extended cuddling
- Tickling
- Piggy-back rides
- Having others sit on your lap (except for babies/young toddlers)
- Touching anyone in any area covered by a bathing suit (except changing infant's diapers)
- Hand holding, except for the examples listed above
- Stroking a child or youth's hair
- Hugging, where an adult knows or ought to know that hugging is inappropriate

Guidelines – Managing participants’ inappropriate behaviors

The best approach to dealing with inappropriate behavior is thoughtful prevention. If a teacher/leader has prepared adequately, makes clear statements about expectations and provides an engaging program, inappropriate behavior will be avoided or reduced. If, however, a child/youth behavior is unacceptable, these practices must be followed:

- Tell or remind the child or youth what is expected.
- If it is necessary to speak to a child or youth in private, move to a quiet place in view of others.
- Seek supervisory help if needed and if available.
- Keep children or youth from harming themselves or others.
- If necessary, ask another adult to help you remove the child or youth from the situation to calm them down.
- Discipline with children and youth must be limited to talking and “time out”.
- Provide a “time-out” space for younger children on one side of the room until they are ready to rejoin the group. The “time-out” should be no longer than one minute for each year of the child’s age.
- Inform the parent/guardian of the problem and work co-operatively with them. They may have good ideas of how to deal with a given situation.

**UNDER NO CIRCUMSTANCE
may corporal punishment (such as hitting, spanking or strapping) be used.**

Guidelines – Washroom procedures

The following steps must be observed for the use of washroom facilities:

- Ask parents of pre-school children to take their child to the washroom before class.
- **Children under the age of 6** who need to use the washroom should be accompanied by a leader/screened adult who will escort them to the washroom and check the washroom facility for safety. No screened individual is ever to be in a closed washroom or cubicle with a child. If no other screened adult is available, the adult accompanying the child should position him/her self in public view, at the open door of the washroom facilities while another screened individual stays behind with the remaining children.
- **Children ages 6 and over** may go to the washroom with a “buddy.”
- If there is an emergency bathroom situation, the parent or supervisor should be notified immediately to be able to respond to the situation.

Guidelines – Day or Off-Site Excursions or Activities

On top of following the general, health, social media and age appropriate guidelines, the following steps must be observed for full day or off-site excursions or activities:

- A leader must assess the risk of the activity and submit that assessment in writing to the Parish Policy Committee/Coordinator for approval prior to the activity.
- Parents/guardians/caregivers must be notified prior to the outing.
- One leader/responsible screened adult should have a cell phone and the phone numbers of where the parents/guardians of the participants may be reached during the event. The leader should also copies of the completed consent forms with them.
- All day excursions must be supervised by a minimum of two screened adults. Additional support workers might be necessary to accompany vulnerable adults.
- When the transportation of children/youth is required for an activity, the **Transportation Authorization Form (Form F)** must be completed and signed by a parent/guardian. The original forms must be sent to the Diocese to be stored permanently in a secure and confidential manner. The parish may keep copies to assure proper management of authorizations.
- All drivers must have a valid driver's license for at least five (5) years, valid automobile insurance and must be screened volunteers or paid staff. The number of persons per vehicle must never exceed the number of seat belts or car seats.
- At least one leader must have First Aid training.

Guidelines – Overnight Events

All previous guidelines must be observed for an overnight event, as well as the following steps:

- Each child/youth is required to follow pre-established codes of conduct signed by the parent/guardian
- If the group is comprised of children/youth of both genders, responsible screened adults of both genders must be present.
- Each screened adult should have an assigned group of children/youth for whom they will be responsible during the overnight event.
- All facilities in which an overnight function is housed must be equipped with smoke detectors and inside release doors. All members of the group should be made aware of fire exits and fire procedures as required by provincial/regional standards.
- A **Program Waiver and Medical Release Form (Form D)** must be completed and signed prior to taking participants out for an overnight activity/program. The original forms must be sent to the Diocese to be stored permanently in a secure and confidential manner. A copy of the forms must be kept with the event's responsible screened adult during the event and after the event may be kept at the parish for follow-up.

Guidelines – Billeting in Private Homes

Billeting reduces costs and allows youth to meet new people. Here are some things to keep in mind when billeting youth:

- Children under 14 years of age are not to be billeted.
- The people offering billeting within the diocese must be known and trusted parishioners and must submit a Criminal Records Check and Vulnerable Sector Scan to the Diocese.
- For billeting outside of the diocese, assurances must be made that the diocese receiving our youth has a policy providing the same level of protection as our own.
- The contact information (telephone number, address) of the individual with whom the youth will be billeted must be obtained by the group leader/responsible screened adult.

Ratios (Screened Adults : Participants)

The activity and age of children/youth affect the number of required screened adults. The management of the program as well as concern for safety, care and social interaction are some of the factors taken into account when we established the ratios set out in the sections below. If there are not enough leader and adult volunteers, the program or activity should not be held.

Two unrelated adults are required to be present for any program involving children, youth and/or vulnerable adults. While the rule of having two unrelated screened adults at all times for a group is encouraged, there are occasionally times when only one adult is present.

All screened individuals under the age of 19 must be accompanied by a screened adult. There must be at least a five (5) year span between screened individuals under the age of 19 and participants.

***Required Ratios Between Screened Individuals and Participants
During a Regular Activity/Program****

** Please Note: The allowed number of participants may be decreased depending on the type of activity*

Age of Participants	Required Ratio (Regular Activity/Program)
5 years old and younger	2 screened adults for 10 children
6 to 8 years of age	2 screened adults for 12 children
9 to 18 years of age	2 screened adults for 15 children

***Required Ratios Between Screened Individuals and Participants
During Day, Off-site or Overnight Events***

Age of Participants	Required Ratio (Day or Off-Site Event)	Required Ratio (Overnight Event)
5 years old and younger	2 screened adults for 10 children	Not Authorised
6 to 8 years of age	2 screened adults for 12 children	Not Authorised
9 to 10 years of age	2 screened adults for 15 children	Not Authorised
11 to 14 years of age	2 screened adults for 15 children	2 screened adults for 10 children
15 to 18 years of age	2 screened adults for 15 youth	2 screened adults for 10 youth

Required Documentation

All forms required by the various guidelines of this policy must be completed and a copy must be kept at the parish office and the originals must be sent to the Diocese to be stored permanently in a secure and confidential manner. Attendance sheets must be regularly maintained for all activities/programs involving minors (*see the SHEETS section*).

Attendance sheets must contain the following information: the name of the parish, the location of the activity, the description of the activity, the arrival and departure times of the participants, the name of each participants, the screened adults and visitors.

Attendance sheets must be kept in a central location at the parish until they are sent, at the end of the months of June and December, to the Diocese to be stored permanently in a secure and confidential manner.

Summary of Documentation Requirements by Activity

Activity or Program	Required Forms
Catechesis session	Attendance Sheet (Activity with Minors) – Sheet A
Choir practice	Attendance Sheet (Activity with Minors) – Sheet A
RCIA Pastoral Interview	Attendance Sheet (RCIA Interview) – Sheet B
RCIA session	Attendance Sheet (Activity with Minors) – Sheet A
Day or Off-Site Event	Transportation Authorisation – Form F Attendance Sheet (Activity with Minors) – Sheet A
Overnight Event	Transportation Authorisation – Form F Program Waiver and Medical Release Form – Form D Attendance Sheet (Activity with Minors) – Sheet A
Pictures taken for the purpose of parish or diocesan publication (paper or internet)	Publication Consent – Form E

Guidelines – With Vulnerable Adults (19 years and older)

Guidelines - General

To assure the safety of participants, volunteers and employees, the following steps must be taken at all times during a program/activity:

- Maintain a two (2) screened person policy for any program/activity with vulnerable adults living alone. When at all possible, the screened adults should not be related.
- Members of the clergy, pastoral agents, employees or volunteers must avoid being alone in a closed area with a vulnerable adult, unless there is another screened adult or caregiver close by.
- When transportation of vulnerable adults is needed for an activity, all drivers must have a valid driver’s license for at least five (5) years, valid automobile insurance and must be screened volunteers or paid staff. The number of persons per vehicle must never exceed the number of seat belts or car seats. Whether the automobile belongs to the parish, the Diocese or the volunteer, the two (2) unrelated persons policy must be observed.

- When visiting vulnerable adults in a hospital or group home the meeting room's doors must be equipped with a window, or the door must remain open at all times.
- Where the two-person policy cannot be used, require that one-to-one contacts between an employee/volunteer and vulnerable adult take place in a public area either inside or outside the church where both people can be seen by others.
- Any employee/volunteer working with vulnerable adults must wear a name tag.
- The guardian's or caregiver's contact information must be kept with care.
- No in-home activities (except those related to Services to the Sick) are permitted for vulnerable adults.

Guidelines - Physical Contact

It is essential to be careful regarding behavior, language and physical contact when working with vulnerable adults.

- Do not show favoritism. Show a similar level of affection and kindness to all.
- Do not engage in or allow the telling of sexual jokes or behave in a way that promotes sexual exploitation of others.
- Do not use corporal punishment such as hitting, spanking or strapping.

Guidelines - Appropriate and Inappropriate Contact

A touch can convey a multitude of positive messages and communicate care, comfort and love; however, it is important to distinguish between appropriate and inappropriate touching. It is also important to be aware of, and sensitive to, differences in interpretation to touching based on sex, culture or personal experience.

Here are some examples of appropriate contact:

- Congratulating a participant with a pat on the hand, shoulder or back
- Putting your arm around the shoulder of a person who needs comfort
- Holding hands for safety when changing locations
- Shaking a person's hand in greeting
- Holding hands in a circle for prayer or song
- Providing comfort with a warm damp cloth

Here are some examples of inappropriate contact:

- Kissing a vulnerable adult or coaxing them into kissing you
- Extended cuddling
- Tickling
- Piggy-back rides
- Having others sit on your lap
- Touching anyone in any area covered by a bathing suit
- Hand holding, except for the examples listed above
- Hugging, where an adult knows or ought to know that hugging is inappropriate

Guidelines – Managing Participants’ Inappropriate Behaviors

The best approach to dealing with inappropriate behavior is thoughtful prevention. If a teacher/leader has prepared adequately, makes clear statements about expectations and provides an engaging program, inappropriate behavior will be avoided or reduced. If, however, a child/youth behavior is unacceptable, these practices must be followed:

- Tell or remind the individual what is expected.
- If it is necessary to speak to individual in private, move to a quiet place in view of others. If needed seek help from a supervisor if available.
- Keep individuals from harming themselves or others.
- If necessary, ask another adult to help you remove the individual from the situation to calm them down.
- Discipline with vulnerable adults must be limited to talking with the individual or his/her caregiver.
- Inform the guardian/caregiver of the problem and work co-operatively with them. They may have good ideas of how to deal with a given situation.

**UNDER NO CIRCUMSTANCE
may corporal punishment (such as hitting, spanking or strapping) be used.**

Guidelines – Washroom procedures

The following steps must be observed for the use of washroom facilities:

- If there is an emergency bathroom situation, the guardian/caregiver should be notified immediately as to be able to respond to the situation.
- Vulnerable adults may have need of specific equipment when using the washroom. For example: Safety or Assistant Bars, etc.

Guidelines – Day or Off-Site Excursions or Activities

On top of following the general, health, social media and age appropriate guidelines, the following steps must be observed for full day or off-site excursions or activities:

- A leader must assess the risk of the activity and submit that assessment in writing to the Parish Policy Committee/Coordinator for approval prior to the activity.
- Guardians/caregivers must be notified prior to the outing.
- One leader/responsible screened adult should have a cell phone and the phone numbers of where the guardians/caregivers of the participants may be reached during the event. The leader should also copies of the completed consent forms with them.
- All day excursions must be supervised by a minimum of two screened adults. Additional support workers might be necessary to accompany vulnerable adults.
- When transportation of vulnerable adults is needed for an activity, all drivers must have a valid driver’s license for at least five (5) years, valid automobile insurance and must be screened

volunteers or paid staff. The number of persons per vehicle must never exceed the number of seat belts or car seats. Whether the automobile belongs to the parish, the Diocese or the volunteer, the two (2) unrelated persons policy must be observed.

- At least one screened adult must have First Aid training.

Guidelines – Overnight Events

All previous guidelines must be observed for an overnight event, as well as the following steps:

- Each vulnerable adult is required to follow pre-established codes of conduct signed by the guardian/caregiver.
- If the group is comprised of vulnerable adults of both genders, responsible screened adults of both genders must be present.
- Each screened adult should have an assigned group of vulnerable adults for whom they will be responsible during the overnight event.
- All facilities in which an overnight function is housed must be equipped with smoke detectors and inside release doors. All members of the group should be made aware of fire exits and fire procedures as required by provincial/regional standards.
- A ***Program Waiver and Medical Release Form (Form D)*** must be completed and signed prior to taking participants out for an overnight activity/program. The original forms must be sent to the Diocese to be stored permanently in a secure and confidential manner. A copy of the forms must be kept with the event’s responsible screened adult during the event and after the event may be kept at the parish for follow-up.

Ratios (Screened Adults : Participants)

The activity and the age and specific needs of the vulnerable adults affect the number of required screened adults. The management of the program as well as concern for safety, care and social interaction are some of the factors taken into account when we established the ratios set out in the sections below. If there are not enough leader and adult volunteers, the program or activity should not be held.

Two unrelated adults are required to be present for any program involving vulnerable adults. While the rule of having two unrelated screened adults at all times for a group is encouraged, there are occasionally times when only one adult is present.

All screened individuals under the age of 19 must be accompanied by a screened adult.

***Required Ratios Between Screened Individuals and Participants
During a Regular Activity/Program****

** Please Note: The allowed number of participants may be decreased depending on the type of activity*

Age of Participants	Required Ratio (Regular Activity/Program)
Vulnerable adult	2 screened adults for 10 participants

*Required Ratios Between Screened Individuals and Participants
During Day, Off-site or Overnight Events*

Age of Participants	Required Ratio (Day or Off-Site Event)	Required Ratio (Overnight Event)
Vulnerable adults	2 screened adults for 10 participants	

Required Documentation

All forms required by the various guidelines of this policy must be completed and a copy must be kept at the parish office and the originals must be sent to the Diocese to be stored permanently in a secure and confidential manner. Attendance sheets must be regularly maintained for all activities/programs involving vulnerable adults (*see the SHEETS section*).

Attendance sheets must contain the following information: the name of the parish, the location of the visit, the date, time or arrival and time of departure of the visit, and the names of each vulnerable adult, screened adult and family member or caregiver present.

Attendance sheets must be kept in a central location at the parish until they are sent, at the end of the months of June and December, to the Diocese to be stored permanently in a secure and confidential manner.

Summary of Documentation Requirements by Activity

Activity or Program	Required Forms
Visit or Communion to Individuals	Attendance Sheet (Visit or Communion to Homes or Institutions - Individual) – Sheet C
Visit or Communion to Institutions	Attendance Sheet (Visit or Communion to Homes or Institutions - Residences) – Sheet D
Day or Off-Site Event	Transportation Authorisation – Form F
Overnight Event	Transportation Authorisation – Form F Program Waiver and Medical Release Form – Form D
Pictures taken for the purpose of parish or diocesan publication (paper or internet)	Publication Consent – Form E

PREVENTION PROTOCOLS Against Financial Abuse

Financial abuse may take various forms. Financial abuse may be committed by members of the clergy, employees or volunteers towards those individuals receiving services or towards the parish’s monetary funds. In all situations where money or finances are involved, the following guidelines must be observed.

Guidelines – General

- Confidentiality is of the utmost importance when dealing with financial information.
- The presence of two (2) screened adults must be maintained when handling money.
- Proper and consistent documentation must be maintained at all times (receipts, deposit slips, government forms, etc.)

Guidelines – Protection of Paper Financial Documents

- Attention must be kept to properly complete all financial papers (receipts, deposit slips, government forms, etc.)
- All financial papers must be kept in a secure location protected from theft and unexpected natural disasters such as fires or flooding.

Guidelines – Protection of Electronic Financial Documents

- Computers used for accounting must be kept up-to-date in regards to function and virus protection (For example: There must be sufficient RAM and storage to run the required software; An Anti-Virus program should be installed, etc.)
- Installed software and anti-virus programs should be maintained and updated on a regular basis.
- Computers used for accounting should only be used by authorised personnel and should be password-protected.
- An electronic back-up of all accounting information should be done regularly onto a portable external device. The portable back-up should be stored in a secure location protected from theft and unexpected natural disasters such as fires or flooding.

Guidelines – During Activities Involving Vulnerable Individuals

- All protection protocols when dealing with vulnerable individuals contained in this policy should be followed at all times.
- Never request payment for pastoral services rendered.
- Never accept gifts from vulnerable individuals (sums of money, expensive items, etc.)
- Never discuss personal finances with vulnerable individuals (bank account statements, loans to family members, last will and testaments, etc.)

Guidelines – Concerning Fundraisers

- When organising a fundraiser, there must be a minimum of two (2) screened adults in charge of the fundraiser's finances. These individuals will be responsible for all documentation required of the event.
- The preparing of "petty cash" tills for the event must be done by the individuals responsible for the fundraiser's finances and the starting till amounts must be properly documented.

- A list of all individuals involved with the fundraiser must be maintained. Volunteers working specific areas, for example the canteen or the sale of tickets, must be supervised by those individuals responsible for the fundraiser's finances, whom by their role become responsible for all money handling during the event.
- During a fundraiser where tickets are to be sold, the tickets must contain the following information: the name of the parish organising the fundraiser, the deadline for ticket sales, the draw date and a ticket number (unique for each ticket sold). The names of all ticket sellers, and the number of tickets assigned to each must be properly documented for each fundraising event.
- By the deadline for the sale of the tickets, the individuals responsible for the fundraiser's finances must collect all sums accumulated and all tickets that have not been sold.
- The counting and registering of all moneys must be done by the individuals responsible for the fundraiser's finances or under their direct supervision. All sums received must be properly documented on the appropriate forms (For example: deposit slip).

SECURITY PROTOCOL

Physical Installations

Guidelines – General

When preparing for orientation, examine the locations and the areas of security or prevention including but not limited to the following:

- Equipment and Installations (*see Managing Inventory and Guideline – In Case of Damage to Physical Installations*)
- Procedures in case of Fire (*see In Case of Fire*)
- Questions regarding transportation (*see Transportation Authorisation – Form F*)
- Required ratios (*see Ratios*)
- Health Issues (*see Guidelines – Health Issues*)

Guidelines – Managing Inventory

Each parish has the obligation to assure a safe environment for all pastoral programs or services. To achieve this it is essential to manage the parish's equipments and installations. The ***Control List of Installations (Annexe 4)*** contains a series of questions and should be completed periodically to improve physical installations. The list covers the following subjects:

- Communication issues (telephone, signs)
- Structural security issues (ramps, stairs, doors, floors)
- Accessibility issues (ramps, elevators, washrooms)
- Injury and illness prevention issues (First Aid Kits)
- Fire prevention issues (smoke detectors, fire extinguishers, emergency exits)

Extra copies of the *General Incident Report (Form C)*, both in French and in English, must be available in all meeting locations. They must be placed in a visible location where they can be easily accessed.

Guidelines – In Case of Fire

Consult with your local or regional fire department for safety standards and practices. Here are some points that should be discussed when preparing a fire prevention plan:

- An evacuation plan must be clearly defined.
- The evacuation plan showing all emergency exits must be posted in every room.
- Assure that smoke detectors and fire extinguishers are properly installed and inspected regularly.
- Inform everyone of the emergency exits and escape routes.
- Hold a fire drill once a year or as often as suggested by your local fire marshal. Maintain a list of individuals who may need assistance during an evacuation.

Guidelines – In Case of Damage to Physical Installations

Please note that **all criminal acts** (break and enter, vandalism, etc.) **must IMMEDIATELY be reported to the police and the Diocese.**

Our insurance provider requires us to report without delay all incidents involving damage to our buildings or properties. By building or property we include the following: church, rectory, parish hall, parish vault, cemetery, or parking lot.

The *Physical Installation Damage Report (Form H)* must be completed and sent to the administration of the diocese by fax at (506) 546-1423 within 3 days of the discovery of damage. A copy of the form and all pertinent documents must be kept at the parish and the originals must be sent to the Diocese to be stored permanently in a secure and confidential manner within the parish's insurance folder.

Guidelines – Use of Property by Third-Parties

Hosting community groups (like Scouts, Seniors Clubs and so on) is part of the outreach and hospitality plan of many parishes. These groups assume the parish is a safe place to conduct their programs.

Rental Agreement Form

It is important to complete a *Rental Agreement Form (Form G)* for all third-parties making use of a parish's facilities. This form must be completed and sent to the Diocese before the event to be stored permanently in a secure and confidential manner. A copy of the form must be kept at the parish for their records.

The following information is included on the rental agreement:

- The facility being rented
- The name of the person or group wishing to rent the facility
- The type of event to be held
- Proof of proper insurance for the event

Proof of Insurance

As the host, your parish should ask the group to provide a Certificate of Insurance from their insurance broker, even for one-time uses.

For those individuals or groups who may not currently hold liability insurance, the Diocese has established a competitively priced event liability insurance option through Marsh Canada Limited. An insurance certificate will be issued though this option. Please note that this option is not available to daycares.

Limits are available at \$2,000,000 or \$5,000,000 and underwritten by Lloyds of London.

Premium Matrix from November 17, 2014 to November 17, 2015

<i>\$2,000,000 Limit</i>		
Number of people	Premium per event (without alcohol)	Premium per event (with alcohol)
1 – 250	\$75.00	\$150.00
251 – 500	\$150.00	\$250.00

<i>\$5,000,000 Limit</i>		
Number of people	Premium per event (without alcohol)	Premium per event (with alcohol)
1 – 250	\$110.00	\$220.00
251 – 500	\$220.00	\$370.00

Events with more than 500 people or lasting more than 7 days must be referred to the insurance provider for consideration.

Steps that Must be Followed for Renting Parish Property to a Third-Party

The following steps must be completed to rent a parish property (hall, building, etc.) to a group or individual:

1. Complete the *Rental Agreement Form (Form G)*.
2. Receive the payments for the rental fee and the insurance premium (if applicable).
3. Deposit both amounts in the appropriate parish account.
4. Keep records of all documents pertaining to the rental in a safe and secure location.

If the group or individual purchased event liability insurance through Marsh Canada (the Diocese Insurance Provider):

5. Fax the *Rental Agreement Form (Form G)* with a fax cover letter to **Marsh Canada** at **1 (902) 422-6843** to the attention of **Gail Gessom**. (The parish will then receive by fax a certificate of insurance for the event).
6. Notify the group or individual renting the parish property that all documents have been received.
7. Write a cheque for the amount of the insurance premium, payable to the Diocese of Bathurst from the respective parish account.
8. Make copies of the *Rental Agreement Form (Form G)* and the proof of insurance and keep these for the parish records.
9. Send the cheque as well as the originals of the *Rental Agreement Form (Form G)* and the proof of insurance to the financial administration office of the Diocese.