

VERSION 1 - MASTER

**Toronto Monthly Meeting
Of the Religious Society of Friends (Quakers)**

**Policy and Procedures
Regarding
the abuse of children and vulnerable adults
38th Draft**

Approved by Toronto Monthly Meeting [date]
First Revision

There are six versions of these policies and procedures:

- Version 1 Master
- Version 2 Compliance
- Version 3 Care of Children
- Version 4 Care of Vulnerable Adults
- Version 5 Staff
- Version 6 Oversight

The Master version contains all sections, appendices and forms. The other versions are tailored to specific positions, and contain selections from the master version. A spreadsheet filed in the TMM office identifies which sections, appendices, and forms belong in each protocol.

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INTRODUCTION

The Master version of the TMM protocols contains all sections, appendices and forms used in the other versions, each of which is tailored to specific positions.

It is intended for use as a reference document for those who develop, maintain, and oversee the abuse protocols in Toronto Monthly Meeting, as well as anyone looking for complete documentation of the TMM protocols

The “Responsibilities” section contains position checklists, which may be used as periodic questionnaires.

SECTION 1: POLICY

Policy statement

The care of children, young people, and vulnerable adults is a sacred trust. Honouring that trust, Toronto Monthly Meeting is committed to ensuring that they are safe and secure in our care.

The testimony to equality, a belief in the equality of all persons, has been a base tenet of Quaker faith and practice since the beginnings of Quakerism. All persons are to be treated equally, respectfully and with love and care, irrespective of age, race, gender, or ability. Consequently, Toronto Monthly Meeting (TMM) commits itself to do everything possible to create safe environments for its activities in which vulnerable persons, including children and youth, are nurtured, and physical, emotional and sexual abuse is prevented. While it is not the intention of this policy to insulate vulnerable persons, including children and youth, from the balance of challenge and risk that they need for healthy development, we recognize that our peace arises out of right relationships and that children and young people are especially vulnerable to the tragic consequences of broken relationships and abusive treatment. Child abuse in any form, physical, emotional, sexual, as well as neglect, is unacceptable.

Toronto Monthly Meeting is also committed to ensuring that vulnerable adults are safe and secure in our care. Any of us may find ourselves to be vulnerable at different times in our lives.

The following procedures are intended to:

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

Scope

Those who have responsibilities under these procedures are the following.

Training is required for most positions; in addition some positions require police checks.

POSITION	CHECK	PROTOCOL	NOTES
Officers			
Clerk(s)	CL	Comp, Master	
Treasurer	CL	-	No resp. for protocol
Trustees	CL	Comp, Master	
Oversight			
Contact People	VS	Comp, Master	
SAHC Committee	VS	Comp, Master	Or successor comm.
Personnel Committee	-	Oversight	
Refugee Committee	-	Oversight	
Religious Education Comm	-	Oversight	For First Day School
HYM Coordinator	-	Oversight	
Staff (not limited to:)			
Resident Manager	VS	Staff	
	VS	Staff	
On Duty Residents	VS	Staff	
Secretary / Asst. Treasurer	VS	Staff	
Refugee Settlement worker	VS	Staff, Oversight	
Cleaners	VS	Staff	
Care of children			
First-Day School Coordinator	VS	Children's	
Regular FDS Volunteers	VS	Children's	
Regular Teen FDS Volunteers	-	Children's	Under 18
Refugee event volunteers	VS	Children's	At least one person
Intermittent event volunteers	VS	Children's	At least one person
Care of vulnerable adults			
Burial Committee	-	Vulnerable	
Ministry and Counsel	-	Vulnerable	
Visiting Committee	VS	Vulnerable	May elect no PC
Committees of Care	-	-	Directed by M&C
Other			
Consultants	VS	-	VS if duties require

CL: Clearance Letter police check VS: Vulnerable Sector police check

Screening

1. Police checks

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

All checks will be “Vulnerable Sector Screening Program – Police Reference Checks” except those for Signing Officers, who will have a less intensive “Clearance Letter” Check.

None of the police checks will include searches under the Mental Health Act (MHA)

All positions requiring a police check are conditional on a completed check

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

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

Visiting Committee:

- Members of Visiting Committee are required to have a police check, although they may elect not to, in which case they may not visit alone

Intermittent events involving children:

- At least one volunteer over 18 must have a police check before supervising children at an intermittent event, such as
 - [Driving](#)
 - Nursery care
 - A Young Friends’ overnight
 - Half-Yearly Meeting, wherever held
 - A special program such as the Christmas play
 - Young Friends’ overnights in Friends’ House

Refugee Committee events:

- At least one volunteer over 18 must have a police check before supervising children at a Refugee Committee event involving children, such as
 - The annual Refugee Camp at NeeKauNis
 - The annual Christmas party

Hired consultants:

- Any hired consultant with duties involving the care of children or vulnerable adults must show evidence of a Vulnerable Sector check [to the person or committee who hired them.](#)

2. References

The following shall provide three references:

- Staff, as part of the hiring process
- All volunteers over 18, before regularly working with children

These references:

- If possible, should include at least one who has direct experience of the person's work with children and at least one who is a professional or institutional reference, rather than a personal one
- Should not include family references

3. Teen volunteers

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

4. New volunteers

New volunteers should be attenders of the Meeting for at least **six** months before they are allowed to work with children or vulnerable adults. Then they should only assist someone who has been approved to work with children for the next three months.

5. Intermittent volunteers

A volunteer wishing to present a special program, or to assist with the children's program intermittently must be in the presence of someone who has been approved to work with children.

Training

1. Initial training

All employees and volunteers who require training must complete the online training program on the TMM website for their position(s)

2. Renewal training

The online training program must be renewed every three years for those who remain in the position

3. Training workshop

A training workshop will be presented by TMM every three years. All those who require training must attend.

Details on the workshop can be found on the TMM website.

SECTION 2: RESPONSIBILITIES

Responsibilities of the Clerk(s)

While the clerk has no responsibilities to oversee these protocols, an understanding of their contents may, from time to time, assist in the business of the Meeting. The Clerk(s) should:

- Review and have a general understanding of the Master version of the protocols

Responsibilities of the Trustees

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

Annually, when the insurance is renewed, the Trustees will ensure that the following steps are taken:

- appropriate insurance coverage is in place
- legislative changes are monitored to determine if changes are needed to the procedures, and see that they are made and signed off
- Contact People have been appointed and that at least one of them is trained in relevant sections of the Human Rights Code
- the house notice is up to date with the names of the Contact People and posted in appropriate locations
- questionnaires are distributed to and completed by all committees, employees, volunteers or participants who have responsibilities for this protocol, to determine if they have carried out their duties
- further action is taken if any committees, employees, volunteers or participants do not adhere to this policy or undertake the measures outlined

Periodically, when an incident is reported, they shall

- with the Contact People, respond to and coordinate oversight of any reported incidents

If any claim is made against the Meeting for an incident, the Trustees will inform the insurance company as soon as possible, and carry out other duties as outlined in the insurance policy.

Responsibilities of the Contact People

It is the responsibility of the Contact People to carry out the police check procedures and assess applicants. They must first have a completed police check themselves.

It is also their responsibility to address any reported incidents.

At least one of them must be trained in certain sections of the Ontario Human Rights Code

Periodically, as part of the hiring of new staff, they shall

- ensure that initial police checks have been done, and any failures properly dealt with and recorded

Annually, at the start of First Day School, they shall, for all those working with Children

- ensure that initial police checks have been done, and any failures properly dealt with and recorded
- ensure that any police checks over 3 yrs old have been renewed and any failures properly dealt with and recorded

Annually, at the start of each year, they shall, for all positions requiring a police check:

- ensure that initial police checks have been done, and any failures properly dealt with and recorded
- ensure that any police checks over 3 yrs old have been renewed and any failures properly dealt with and recorded

To manage the police checks, they should

- Ensure that someone responsible for the review and assessment of applicants is trained in the Ontario Human Rights Code
- Keep a record of those who require, or have had checks
- Provide applicants with the police check package, (or alternately, the self-declare package), and explain the process
- [Sign the applications, give signed copies to the applicants, and arrange for the completed applications to be sent in](#)
- Assess the returned reports against the predefined disqualification criteria
- Consult with the Trustees or Personnel Committee, as appropriate, where decisions are to be made about the report results, and document any decisions
- In the case of prior convictions, consult with the Trustees as to who needs to be informed

To manage the training process, they should

- Keep a record of those who have been trained

Periodically, when an incident is reported, they shall

- With the Trustees, respond to and coordinate oversight of any reported incidents
- Ensure that all actions taken to respond to a reported incident are recorded and filed, even if the incident is determined to be a misinterpretation. This includes any final decision or assessment
- Ensure that all documentation is stored in the locked files

Responsibilities of the Sexual Abuse and Harassment Committee

It is the responsibility of SAHC (or any committee established by the Meeting to replace it) to produce and maintain abuse policies and procedures.

It shall:

- create these policies and procedures, and amend them as needed:
 - Policies and Procedures regarding the abuse of children and vulnerable adults (all versions)
 - House Statement
 - Police Check Package
- ensure that any changes to the procedures are distributed (see Appendix)
- advise all members and attenders of the existence of these policies and procedures and where they can be found
- advise all members and attenders of their responsibilities under the law
- ensure that master copies of policies and procedures are properly stored
- ensure that necessary training is carried out

Responsibilities of Personnel Committee and of Refugee Committee

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

Staff includes (but is not limited to):

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

Personnel and Refugee Committee do not carry out the police checks, but must notify the Contact People when new staff are being hired.

- These committees should be mindful that all staff are required to fulfill the requirements of the Staff Version of the protocols

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

Responsibilities of Religious Education Committee

Religious Education Committee should ensure that

- they inform the Contact People when new volunteers join First Day School, or a new First Day School coordinator is appointed, so that police checks can be done
- the participants in First day School are reminded of these procedures each September
- the participants in First Day School carry out these procedures
- they maintain a safe and positive environment for the young people in the care of First Day School

Responsibilities of Refugee Committee

Refugee Committee should ensure that

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

Responsibilities of the Half-Yearly Meeting Coordinator

The HYM coordinator should ensure that

- these procedures are followed when HYM is held in Friends' House.

Note that Half-Yearly Meetings that take place at Camp NeeKauNis or in other meeting houses would be covered by the protocols applicable in those locations

Responsibilities of First day School Volunteers and Coordinator

First day School Volunteers and the Coordinator should ensure that

- they maintain a safe and positive environment for the young people in the care of First Day School
- these protocols are followed

Responsibilities of volunteers in intermittent events such as Half-Yearly Meeting, the Christmas play, or Young Friends' retreats

These volunteers should ensure that

- at least one volunteer over 18 has had a police check
- these protocols are followed during the event

Responsibilities of Visiting Committee

It is the responsibility of Visiting Committee to ensure that

- members who have not had police checks visit vulnerable adults with another member of the Committee who has had a valid check.
- records of all Visiting Committee visits, whether in person, by phone, or by e-mail, be kept in a central binder
- cards or notes recording the visit are left for the family when visits are made to hospitals or nursing homes

Responsibilities of Ministry and Counsel

It is the responsibility of Ministry and Counsel to ensure that

- when individual members of Ministry & Counsel or Committees of Care attend face to face pastoral counselling sessions with vulnerable adults, they have had a valid police check, or are accompanied by another Committee member or other adult, who has had a valid police check.

Responsibilities of Burial Committee

It is the responsibility of Burial Committee to ensure that

- members of Burial Committee who are offering care and support to a vulnerable individual do not meet with that person alone, but are accompanied by another Committee member or other adult, unless the necessity of making memorial meeting or burial arrangements in a timely manner make this impossible

Responsibilities of staff

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

Staff will:

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

Staff includes (but is not limited to):

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

SECTION 3: PROCEDURES

Preventive Procedures

Preventive procedures for children's programs

These procedures are for all individuals participating in gatherings involving children, whether regularly scheduled events such as First Day School, special events such as plays, or excursions or overnight events.

1. Do not engage in these behaviours:

Within a loving community, the following types of behaviours cannot be tolerated - these are some examples of behaviours between adults and children, or among children, which are abusive and destructive to the building of positive relationships with and among children

- singling out a child for highly favoured or unduly harsh treatment
- ridiculing, scape-goating, rejecting, or threatening a child
- bullying or put-downs
- making racially provocative comments or remarks based on appearance
- physically contacting a child when it is unwanted, unless necessary for the safety of the child or those around them
- invading the privacy of children when showering or toileting unless they need help
- making sexually suggestive comments
- corporal punishment
- sexually interacting with a child*
- physically hurting a child*

*These are reportable offences by adults against children

2. Avoid being alone with children

When children are given over to the care of the meeting, there should always be at least two people present with them. These people can then support one another in creating a positive environment for children.

- At least one of them must be an adult who has been approved to work with children.
- Others may be teenagers, or new volunteers, under the supervision of the "approved" adult.

3. Follow an open-door policy when two people cannot be present

There will be occasions when only one person is with a child, for privacy reasons, if a child asks to talk to the person alone, or when it is not possible to have 2 people present. In these cases:

- the person with the child should be an "approved" adult
- another adult should know what is happening
- the door should be left ajar.

4. Avoid acts that could lead to allegations

These could include:

- individual photography of children
- unsupervised internet access

5. **Provide supervision for new and teen volunteers**
 - volunteers under 18 who are caring for children should be supervised by an “approved” adult
 - new volunteers who have not yet had police checks should also be supervised

6. **Account for toddlers and infants**
 - Document receipt and release of toddlers and infants up to three years old left with a volunteer without the parents being present

7. **Follow safe practice for transportation**
 - If during the course of an event held under the auspices of Toronto Monthly Meeting, an adult plans to transport unrelated children and youth to or from the event, those in charge of the program must obtain a signed consent from the child’s parent or guardian.
 - The consent form must be filed in the TMM office.
 - Those transporting children are obliged to follow all applicable laws, regulations and safety practices

8. **Obtain signed parental permission for off-premises programs**
 - Provide appropriate and adequate supervision of children at all times and in the event of an off-premise activity or program, obtain a consent signed by the child’s parent or guardian, allowing the child to be taken to this activity by the TMM staff or volunteers who are in charge
 - The consent form must be filed in the TMM office

9. **Provide appropriate and adequate supervision of children at all times**

Preventive procedures for special events involving children

1. **Follow special guidelines for intermittent events such as the Christmas play**
 - ensure at least one volunteer over 18 supervising the event has had a police check and been trained in the protocols
 - always follow the 2-person and open-door rules

Preventive procedures for events involving Refugees

1. **Follow special guidelines for Refugee Camp at NeeKauNis**
 - ensure at least one volunteer over 18 supervising the event has had a police check and been trained in these procedures
 - ensure that these procedures are followed during any children’s program
 - ensure that all children are accompanied by their parents
 - ensure that parents are informed they are responsible for their children while at camp

2. **Follow special guidelines for the Refugee Christmas party**
 - ensure at least one volunteer over 18 supervising the event has had a police check and been trained in these procedures
 - ensure that these procedures are followed
 - ensure that all children are accompanied by their parents
 - always follow the 2-person and open-door rules

Preventive procedures for Half-Yearly Meeting

1. Follow special guidelines for Half-Yearly Meeting in Friends' House

- ensure at least one volunteer over 18 supervising the event has had a police check and been trained in these procedures
- ensure that these procedures are followed during the children's program
- always follow the 2-person and open-door rules

- note that Half-Yearly Meetings that take place at Camp NeeKauNis or in other meeting houses would be covered by the protocols applicable in those locations

Preventive procedures for staff contact with children

1. Avoid being alone with children

When children are given over to the care of the meeting, there should always be at least two people present with them. These people can then support one another in creating a positive environment for children.

2. Follow an open-door policy when two people cannot be present

There will be occasions when only one person is with a child, for privacy reasons, if a child asks to talk to the person alone, or when it is not possible to have 2 people present. In these cases:

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

Preventive procedures for children staying overnight

Children staying overnight in the house	Forms required
With an adult who is a parent	-
With an adult who is not a parent	Parental Consent and Release Form
Young Friends' retreat	Parental Consent and Release Form
With an outside group	Overnight Retreat Rental Form and Contract Agreement, with Hold Harmless Agreement

1. For children staying overnight at Friends' House accompanied by an adult who is not a parent

- Resident Manager or On Duty Residents must obtain signed parental consent on a Parental Consent and Release Form if the child under 18 is not accompanied by a parent.

For further details, see the Resident Manager Handbook.

2. For residential events such as a Young Friends' overnight that are under the care of the Meeting

- The Resident Manager or On Duty Resident must present the application to the Meeting for approval.
- Upon approval, the Resident Manager or On Duty Resident must make sure the following conditions are complied with :
 - The individuals in charge of the event must obtain signed parental consent for each person at the event who is under the age of 18, and provide these to the Resident Manager/On Duty Resident
 - Those in charge must ensure that at least one volunteer over the age of 18 supervising the event has had a police check and training in these procedures, and guarantees that the procedures will be followed

3. For residential events such as retreats run by outside groups

- The Resident Manager and On Duty Resident must use the procedures for outside groups (including obtaining proof of the outside group's parental consent form)*
- the outside group will take responsibility for any children in their care

[For further details, see the Resident Manager Handbook](#)

All forms and other material should be stored in the waiver binder in the Resident Manager's office.

Preventive procedures for those working with vulnerable adults

Visiting Committee

Because of the nature of the ongoing care that Visiting Committee offers to vulnerable members of our community, its members are required to have a police check.

Records of all Visiting Committee visits, whether in person, by phone, or by e-mail, are to be kept in a central binder.

When visiting a nursing home or hospital, leave a card or note recording your visit in the room.

Ministry & Counsel and Committees of Care

Similarly, individual members of Ministry & Counsel or Committees of Care who engage in pastoral care or counselling of vulnerable adults on behalf of the Meeting should ensure that if they attend face to face sessions with vulnerable adults, they have had a valid police check, or are accompanied by another Committee member or other adult, who has had a valid police check.

Burial Committee

Members of Burial Committee who are offering care and support to a vulnerable individual should not meet with that person alone, but be accompanied by another Committee member or other adult, unless the necessity of making memorial meeting or burial arrangements in a timely manner make this impossible

Preventive procedures for staff contact with vulnerable adults

1. Refer pastoral care

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

Incident Procedures

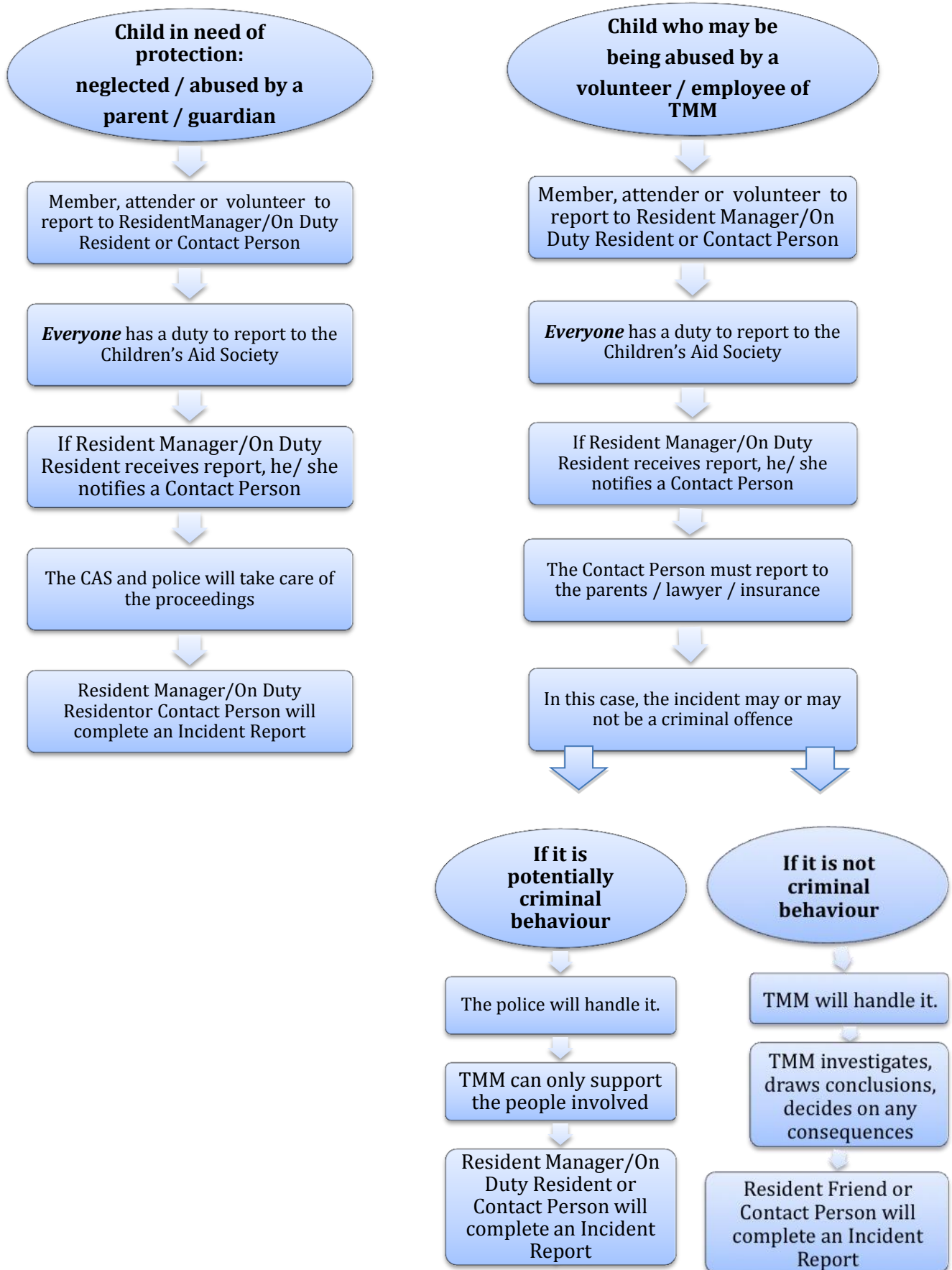
Accidental injuries to children

In the event that a child or youth is injured while under our care, the following steps should be followed

- For minor injuries, scrapes, and bruises, child carers will provide First Aid (Band-Aids, etc.) as appropriate and will notify the child's parent or guardian of the injury at the time the child is picked up from our care. No pain medication is to be administered except by parents to their own children.
- For injuries requiring medical treatment beyond simple First Aid, the parent and/or guardian will immediately be advised. If warranted by circumstances, an ambulance will be called.

Once the child has received appropriate medical attention, if there have been injuries requiring treatment by a medical professional, an individual with direct knowledge of the incident will report it to a Resident Manager or On Duty Resident, if it has taken place at Friends' House, or to a Contact Person if it has happened elsewhere, and that person will complete an Incident Report.

Child Abuse Incident Reporting Procedure



1. Legal Reporting Requirements

a) Under the *Child, Youth And Family Services Act, 2017* of Ontario, every person to whom anyone, child or adult, reports child abuse, or who has reasonable grounds to suspect that a child is or may be in need of protection, i.e., is suffering from abuse and/or neglect, must promptly report the suspicion and the information upon which it is based to a Children's Aid Society. The Act clearly specifies how these children can be identified. (A summary of the reporting requirements under the Act set out **in Appendix B to this protocol.**)

b) It is not necessary for you to be certain in order to make a report, but rather that you have "reasonable grounds", which are defined as those that an average person, using normal and honest judgment, would need in order to decide to report.

For the purposes of this protocol, a suspicion is defined as:

- a complaint from the child
- circumstantial evidence, such as cries for help, unexplained physical injury, etc.
- a statement of a credible eye witness to a recent complaint
- a statement of another that is buttressed with detail from the surrounding circumstances
- a credible witness who corroborates the statement of another (gossip and unsubstantiated conclusion are excluded)

c) If a child reports abuse:

Every person is required by law to report this *immediately* to the Children's Aid Society (Toronto CAS: 416 924 4646). All CASs provide emergency service 24 hours a day, seven days a week.

The report to the CAS must be made directly by the person to whom the child reported the abuse—it cannot be done through another person. The person to whom the child reports abuse should stay with the child or leave them with a responsible adult while making the report. Care should be taken not to frighten the child. It is not your role to decide if abuse has actually occurred; it is your role to make the child comfortable and to notify the CAS. Under no circumstances should you engage in investigative questioning of the child, as this could contaminate further investigation.

d) If a child has not made a direct report, but you suspect that abuse or neglect has occurred:

Every person who has reasonable grounds to believe that a child is in need of protection because of physical harm, sexual molestation or exploitation, child pornography, serious emotional harm, neglect, or other causes, is also required by law to report this immediately to a CAS. Again, you should make the report directly and not through another person.

This duty to report applies to any child who is, or appears to be, under the age of 16 years. It also applies to a child of 16 or 17 to whom a child protection order already applies.

e) The role of the Children's Aid:

The CAS will investigate the information. The CAS may involve the police and other community agencies, and you should follow their directives. The police will handle all allegations of abuse where charges may be laid. The CAS will generally stay involved only in situations where it is suspected that children are suffering abuse and/or neglect in their own homes.

2. Confidentiality

By law, the duty to report overrides the privilege of confidentiality associated with a pastoral relationship.

Otherwise, those involved in the TMM reporting process will keep the names of those involved confidential in order to protect the identity of the child **involved**, unless the protection of that child or other children may require otherwise.

3. Reporting obligations within Toronto Monthly Meeting

In the event that an incident of abuse or neglect is alleged to have occurred on the premises of Toronto Monthly Meeting or in the course of activities sponsored by the Meeting, the following procedure shall be followed (in addition to any other steps that are necessary under the legal reporting requirements set out above):

- a. Any person who suspects that abuse or neglect of a child has taken place must immediately notify the Resident Manager/On Duty Resident or one of the Contact People
- b. The Resident Manager/On Duty Resident or Contact Person receiving notification of the alleged abuse will complete an Incident Report, and inform one of the Trustees of the allegation. If it is a Resident Manager/On Duty Manager who completes an Incident Report, s/he will also notify one of the Contact People, or if they are not available, one of the Trustees.

The Trustees ensure that Ontario's requirements regarding mandatory reporting of abuse are complied with.

- c. The Clerk of the Trustees, or designate, immediately confirms with the appropriate child protection authorities that a report of suspicion of abuse has been made. The Meeting will cooperate fully with child protection and/or police authorities who may be investigating reports of child abuse.
- d. The Contact Person or Trustee notifies Toronto Monthly Meeting's insurance company and also seeks legal advice.
- e. The Clerk of the Trustees, or designate, will contact the child's parent or guardian following consultation with the CAS (and/or investigating police department). Pastoral support will be offered to those desiring it, provided that it will not impede the investigation or interfere with the best interests of the child involved.

- f. The individual who is alleged to be the perpetrator of the abuse or misconduct (respondent) will normally be removed from all duties and responsibilities associated with the TMM, Yonge Street Half-Yearly and/or Canadian Yearly Meeting, until all investigations and legal proceedings are completed and Trustees and Clerks are satisfied that the person poses no risk to children. This removal implies no inference of guilt and may be reviewed periodically.
- g. Following the completion of all criminal and/or civil proceedings, or in the event that there is no statutory investigation of the incident, or such an investigation is started but then discontinued, the Trustees and Clerks of the Meeting **form an ad hoc Committee, consisting of at least three members or longtime attenders, to investigate the circumstances of the incident.** The Investigative Committee should act only in consultation with the Meeting's insurance company and/or lawyer. **It interviews** all individuals who have knowledge of the incident, and may engage the services of experts in the area of law and child protection.
- h. Upon completion of its investigation, the Investigative Committee submits a written report to the Trustees and Clerks as soon as it is possible to do so, depending on the circumstances, but normally within three months of the striking of the Committee. In the report, the Committee will make a determination of the facts of the matter, and whether the respondent was guilty of abuse or misconduct. It may make a recommendation as to what action, if any, should be taken by the Meeting. **In the event of an acquittal of a person charged with abuse of a child, or where charges have not been proceeded with, the Investigative Committee has the right to investigate and make a recommendation based on its findings, as outlined above, including a recommendation as to whether there are any potential risks posed by the respondent based on a standard of the balance of probabilities, and erring on the side of protection of children.¹**
- i. The Trustees and Clerks will review the Investigative Committee's report and decide on whether the allegation of abuse has been sustained. They will decide what actions should be taken, depending on whether an individual was criminally convicted, or found liable civilly, and/or whether the Investigative Committee determined that abuse or misconduct at some level did occur, taking into account the degree of severity and frequency of the incident(s). In reaching their conclusions the Trustees and Clerks will meet with the Personnel Committee, if the respondent is an employee, or with Ministry and Counsel if the respondent is a member, attender or volunteer. The actions could include such measures as termination or suspension of membership, requirement that the respondent abide by certain restrictions while in attendance at TMM, YSHYM or CYM, counselling, or others. ***Any person who has been found in a criminal proceeding to have committed sexual assault of a child shall in no circumstances be given duties of any kind with TMM.***

¹ While situations of alleged abuse or misconduct may result in legal processes Friends would be actively encouraged, recognizing that of God in all persons enmeshed in such situations, to seek ways of ministering to persons who have not been cleared of alleged abuse or misconduct.

- j. The Trustees and Clerks shall submit a final report on the matter to the Meeting, in such a manner as to keep confidential the identity of the child involved, and to protect the privacy of the respondent, to the extent that this is possible and desirable.
- k. The Investigative Committee's Report, and subsequent related documents, such as minutes of the Trustees' and Clerks' meetings with Personnel Committee or Ministry and Counsel, or communications with the respondent, are to be filed in a locked cabinet in the TMM office. If a complaint is sustained by statutory investigation, criminal conviction, civil liability or conclusion of the Trustees and Clerks based upon the Investigative Committee's report, a report to this effect will be kept in the individual's file (a file will be created if none exists already). If the respondent is an employee, a copy of the Investigative Committee's report and all relevant documents, will be kept in his or her personnel file.
- l. When a complaint is not sustained, there will be no record in the individual's file, but a summary documentation of the matter will be kept by the Trustees.
- m. Where a person is fully exonerated of the accusation, this determination will be announced publicly.
- n. The TMM Clerks will be spokespersons to any media concerning incidents of abuse or neglect, unless they are alleged to be involved. All other members, attenders and employees should refrain from speaking to the media.
- o. If it is determined that there was no abuse on the part of the respondent, and that the complaint was initiated maliciously, the Meeting will take the appropriate action, depending on whether the initial complainant was a member, attender, or employee.
- p. A review of the decision in paragraph (i) above may be requested by the individual, and the Clerks will bring this to the Meeting for consideration, having regard at all times to the obligation to protect the identity of the child involved.

In the event of a “Claim” or “Action”:

- give a written notice of any Claim received to the insurance company as soon as practicable. It must be received within the policy period
- record the specifics of any Action received, the date received, and notify the insurance company as soon as practicable. In addition, the insurance company must receive written notice within 10 working days
- immediately send the insurance company copies of any demands, notices, summonses or legal papers received in connection with any Claim or Action
- do not incur any expense without the prior consent of the insurance company
- consult the insurance policy immediately for further details. Coverage does not apply if certain actions are not carried out.

Incident procedures for incidents involving vulnerable adults

Vulnerable adult” can be defined as: an individual with physical, sensory, mental health and/or intellectual disabilities, permanent or temporary, that lead to a reduced capacity to look after his or her own interests, needs and wellbeing.

1. Legal Reporting Requirements

There is no legal [as opposed to moral/ethical] requirement to report suspected abuse of a vulnerable adult.

2. Confidentiality

By law, the duty to report overrides the privilege of confidentiality associated with a pastoral relationship.

Otherwise, those involved in the TMM reporting process will keep the names of those involved confidential in order to protect the identity of the vulnerable adult involved, unless the protection of that individual or others may require otherwise.

2. Reporting obligations within Toronto Monthly Meeting

In the event that an incident of abuse is alleged to have occurred on the premises of Toronto Monthly Meeting or in the course of activities sponsored by the Meeting, the following procedure shall be followed:

- a) Any person who suspects that abuse has taken place must immediately notify the Resident Manager/On Duty Resident or one of the Contact People.
- b) The Resident Manager/On Duty Resident or Contact Person receiving notification of the alleged abuse will complete an Incident Report, and inform one of the Trustees of the allegation. If it is a Resident Manager/On Duty Resident who completes an Incident Report, s/he will also notify one of the Contact People, or if they are not available, one of the Trustees.
- c) The Contact Person or Trustee notifies Toronto Monthly Meeting’s insurance company and also seeks legal advice. The Meeting will cooperate with authorities in the event that a criminal investigation takes place.

Pastoral support will be offered to those desiring it, provided that it will not impede the investigation or interfere with the best interests of the vulnerable adult involved.

- d) The individual who is alleged to be the perpetrator of the abuse or misconduct (respondent) may be removed from all duties and responsibilities associated with the TMM, Yonge Street Half-Yearly Meeting and/or Canadian Yearly Meeting.

- e) Following the completion of all criminal and/or civil proceedings, or in the event that there is no statutory investigation of the incident, or such an investigation is started but then discontinued, the Trustees and Clerks of the Meeting form an ad hoc Committee, consisting of at least three members or longtime attenders, to investigate the circumstances of the incident. The Investigative Committee should act only in consultation with the Meeting's insurance company and/or lawyer. It interviews all individuals who have knowledge of the incident, and may engage the services of experts in the area of law and vulnerable adult protection.
- f) Upon completion of its investigation, the Investigative Committee submits a written report to the Trustees and Clerks as soon as it is possible to do so, depending on the circumstances, but normally within three months of the striking of the Committee. In the report, the Committee will make a determination of the facts of the matter, and whether the respondent was guilty of abuse or misconduct. It may make a recommendation as to what action, if any, should be taken by the Meeting. In the event of an acquittal of a person charged with abuse of a vulnerable adult, or where charges have not been proceeded with, the Investigative Committee has the right to investigate and make a recommendation based on its findings, as outlined above, including a recommendation as to whether there are any potential risks posed by the respondent based on a standard of the balance of probabilities, and erring on the side of protection of vulnerable adults.
- g) The Trustees and Clerks will review the Investigative Committee's report and decide on whether the allegation of abuse has been sustained. They will decide what actions should be taken, depending on whether an individual was criminally convicted, or found liable civilly, and/or whether the Investigative Committee determined that abuse or misconduct at some level did occur, taking into account the degree of severity and frequency of the incident(s). In reaching their conclusions the Trustees and Clerks will meet with the Personnel Committee, if the respondent is an employee, or with Ministry and Counsel if the respondent is a member, attender or volunteer. The actions could include such measures as termination or suspension of membership, requirement that the respondent abide by certain restrictions while in attendance at TMM, YSHYM or CYM, counselling, or others.
- h) The Trustees and Clerks shall submit a final report on the matter to the Meeting, in such a manner as to keep confidential the identity of the vulnerable adult involved, and to protect the privacy of the respondent, to the extent that this is possible and desirable.
- i) The Investigative Committee's Report, and subsequent related documents, such as minutes of the Trustees' and Clerks' meetings with Personnel Committee or Ministry and Counsel, or communications with the respondent, are to be filed in a locked cabinet in the TMM office. If a complaint is sustained by statutory investigation, criminal conviction, civil liability or conclusion of the Trustees and Clerks based upon the Investigative Committee's report, a report to this effect (**INCIDENT REPORT FORM – VULNERABLE ADULTS**) will be kept in the individual's file (a file will be created if none exists already). If the respondent is an employee, a copy of the Investigative Committee's report and all relevant documents, will be kept in his or her personnel file.

- j) When a complaint is not sustained, there will be no record in the individual's file, but a summary documentation of the matter will be kept by the Trustees.
- k) Where a person is fully exonerated of the accusation, this determination will be announced publicly.
- l) The TMM Clerks will be spokespersons to any media concerning incidents of abuse or neglect, unless they are alleged to be involved. All other members, attenders and employees should refrain from speaking to the media.
- m) If it is determined that there was no abuse on the part of the respondent, and that the complaint was initiated maliciously, the Meeting will take the appropriate action, depending on whether the initial complainant was a member, attender, or employee.
- n) A review of the decision in paragraph (g) above may be requested by the individual, and the Clerks will bring this to the Meeting for consideration, having regard at all times to the obligation to protect the identity of the vulnerable adult involved.
- o) Pastoral care will be arranged for those who desire it.

The foregoing procedures and decision-making processes would be carried out in accordance with the established principles and procedures according to which the Meetings of the Religious Society of Friends conduct their business.

In dealing with any instances of alleged abuse or misconduct, whether or not they result in legal processes, Friends would be actively encouraged, recognizing that of God in all persons enmeshed in such situations, to seek ways of ministering to all persons involved, including those who have not been cleared of alleged abuse or misconduct.

Incident procedures for staff

1. Overview:

If anyone, child or adult, reports child abuse to you, or if you or they have reasonable grounds to suspect a child is or may be in need of protection (see Appendix on the law), you must follow these incident procedures. In the event of a report of child abuse, the report to the CAS must be made directly by the person to whom the child reported the abuse—it cannot be done through another person. The person to whom the child reports abuse should stay with the child or leave them with a responsible adult while making the report. Care should be taken not to frighten the child. It is not your role to decide if abuse has actually occurred; it is your role to make the child comfortable and to notify the CAS. Under no circumstances should you engage in investigative questioning of the child, as this could contaminate further investigation.

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

2. Ongoing support

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

3. Reporting and followup

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

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

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

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

4. Confidentiality

By law, the duty to report suspected child abuse overrides the privilege of confidentiality associated with a pastoral relationship.

Otherwise, those involved in the TMM reporting process will keep the names of those involved confidential in order to protect the identity of the child, unless the protection of that child or other children may require otherwise.

The Contact People will decide who needs to be informed. If an incident is reported to you, it may be reported to Personnel Committee, but the names should be kept confidential.

SECTION 4: APPENDICES

Appendix A: Definitions

“Action”

“Action” means a Statement of Claim or a similar civil process originating in Canada in which “Compensatory Damages for “Bodily Injury” to which the insurance applies are claimed. “Action” includes an arbitration proceeding claiming such damages (see the Insurance Policy for further details).

“Child”

For the purposes of these policies and procedures, a child is a person under the age of 18. (Note that Children’s Aid may not have responsibility for incidents involving persons 16 and older, but should still provide guidance).

“Claim”

“Claim” means a written or oral notice, or notice of an “Action”, alleging that an Insured is legally liable for “Compensatory Damages for “Bodily Injury” to which the insurance applies (see the Insurance Policy for further details).

“Contact People”

* “Contact People” are up to three Trustees, Clerks, or other individuals appointed by the Trustees. They are responsible for carrying out the police check procedures, assessing applicants, and responding to incidents. Their names are posted on the bulletin boards.

“Due diligence”

"Due diligence" is defined by Black's Law Dictionary as: "such a measure of prudence, activity, or assiduity, as is properly to be expected from, and ordinarily exercised by, a reasonable and prudent person under the particular circumstances; not measured by any absolute standard but depending on the relative facts of the special case."

It includes a duty to be aware of legal requirements, and a responsibility to act reasonably and prudently in light of these requirements.

“Respondent”

Someone who has been accused of an incident; an alleged perpetrator.

Sexual offences (from the Criminal Code of Canada):

The Meetings’ insurance policy uses the Criminal Code of Canada (R.S.C., 1985, c. C-46) (Sections 150, 1, 2, 3, 5, 9, 160, 163, 170, 171, 172) to define conduct constituting the sexual offences that are covered by the policy: <http://laws-lois.justice.gc.ca/eng/acts/C-46/page-71.html#h-55>

“Those approved to work with children”

These are adults over 18 who regularly work with children, have undergone police checks, and have read and agreed to these procedures via an *Individual Profile and Consent form*.

(Anyone else, adult or young adult, must be under the supervision of an approved adult when working with children).

“Vulnerable adults”

The *Criminal Records Act* says vulnerable persons are:

“persons who because of their age, a disability or other circumstances, whether temporary or permanent,

- are in a position of dependence on others: or
- are otherwise at greater risk than the general population of being harmed by persons in a position of authority or trust relative to them.”

Appendix B: Legal reporting requirements

The requirements for the reporting of child abuse can be found in the *Child, Youth and Family Services Act*, 2017, s.o. 2017, chapter 14, Section 125, as it may be amended from time to time.

There is no legal requirement to report the abuse of vulnerable adults.

Summary of the legislation (subject to any later amendments):

Duty to report

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

- this includes physical harm, sexual molestation or exploitation, serious emotional harm, and other causes.

There is an ongoing duty to report, even if previous reports have been made, and the report must be made directly, and not through another person.

Failure to report:

Everybody has a duty to report, and professionals (e.g. teachers, daycare supervisors et al who are not volunteers) may be liable to fines or imprisonment for failing to report a suspicion obtained in the course of their professional duties.

Definitions (subject to any later amendments):

The legislation defines a child as a person under the age of 18 years.

Part III of the Act defines child for the purposes of child protection as an individual under the age of 18

“Reasonable grounds” are what an average person, given his or her background and experience, and exercising normal and honest judgement, would suspect to be abuse or neglect, or the risk thereof. If a child tells a person directly that s/he is or has been abused, this must be reported immediately.

Appendix C: Police checks

Contacts:

Records Management Services Unit
Toronto Police Service
40 College Street
Toronto, Ontario, Canada
M5G 2J3

Toronto Police Reference Checks
Main line 416-808-8244
Info line 416-808-7991

<http://www.torontopolice.on.ca> Link – Police Reference Check Program

Description of the checks

Positions requiring police checks are listed in the “scope” section of this document.

Most checks to be done are called “Vulnerable Sector Screening Program – Police Reference Checks”, which are the most comprehensive.

Those who are not in contact with children or vulnerable adults will receive the less intensive “Clearance Letter” police check

The Vulnerable Sector check searches for

- Any convictions anywhere in Canada
- Sexual offences anywhere in Canada where there has been a charge but no conviction
- Anything that happens with the police in Toronto (or the local jurisdiction)

The Toronto Police Service can only do these checks for those who live in Toronto. [For those currently or recently living in other jurisdictions, enquire at the appropriate Police Service.](#)

Note that the police only keep records for 5 years except where there has been a serious offence

A background paper on police checks can be found in the Toronto Monthly Meeting office.

Police check package:

The police check forms change from time to time, and so are not included in this document.

[The forms are part of a package with a cover memo, an Individual Profile and Consent form, and other material mandated by the Toronto Police Service](#)

Copies of the package can be found in the Toronto Monthly Meeting office

Please confirm, before using, that we have the latest versions of the official forms.

Procedure Overview

The police check procedure is the responsibility of the Contact People. This includes preparing and submitting applications each year, and assessing the results

If a police check is required, staff and volunteers should be informed during the screening process that the position is conditional on a successful check. The police check should be the last step in the screening.

Renewals will be done every 3 years

Sending in the applications

The Contact People will:

- Prepare the application forms by checking off that a search under the Mental Act is not needed.
- Provide applicants with the police check package, and explain the process
- Sign the completed applications using the name on file with the Toronto Police Service, give signed copies to the applicants, [and arrange for the applications to be sent in](#). The contact person should sign with the same name as the one on file with the Toronto Police Service.

Assessing the results

The Toronto Police Service will send the resulting report to the applicant.

(Note that if an offence is found for which a pardon has been granted, the Toronto Police Service requires that the applicant must provide fingerprints and consent to the dissemination of any pardon information before they will complete the check).

(Note also that should any criminal history be on file, the applicant must provide confirmation of identity by fingerprinting from an RCMP-accredited fingerprinting agency before the TPS will complete the check).

All applicants are required to bring the original report to a Contact Person within a reasonable period of time.

Refusal to present a police report, or a conviction for any of the following would permanently disqualify an individual from working with children, and this would be recorded in the individual's file. Refusal to present a police report, or a conviction for any of the following would permanently disqualify an individual from employment in Friends' House:

- child pornography;
- a sexual offence, physical abuse or assault involving a minor;
- other violent criminal acts such as rape, incest, murder, kidnapping;
- abandonment or endangerment of a child

Decisions about other convictions will be at the discretion of the Trustees, and will be recorded and stored in the locked files. In the case of staff, Personnel Committee may be consulted.

Cases of non-compliance with the police check procedure will be passed by the Contact People to the Trustees for a final decision.

Use and storage of the information

The original report and any decision notes will be kept in the locked file, and a copy given to the applicant.

Any use or disclosure of the information will only be for assessing the applicant's suitability for a position.

Information relating to an offence for which a pardon has been granted shall not be used or communicated except for assessing the applicant's suitability for a position.

Note: The TMM insurance does not cover "Known offenders"

The policy contains a "Known Offenders" clause. This means the policy will not apply to alleged or actual Bodily Injury, directly or indirectly caused by a person of whom any member of the Named Insured having supervisory authority either knew, or had reasonable grounds to suspect that person

- Either had previously or indirectly caused "Physical Abuse" or "Sexual Abuse" or
- Was likely to directly or indirectly cause "Physical Abuse" or "Sexual Abuse"

Note: Forgiveness

Parents who place children in our care have a right to expect a safe environment.

Those with past offences who profess repentance should be forgiven, but not be put in positions involving minors or vulnerable adults. [Forgiveness in no way implies a remission of responsibility.](#)

Permitting such individuals to be in positions involving children or youth would result in an indefensible legal and moral position should a future incident take place.

Appendix D: Files and Storage

The protocol (policy and procedures) package:

There are a number of interrelated documents in the complete protocol package:

- Six versions of the protocol
 - Version 1 The Master protocol
 - Version 2 Compliance protocol
 - Version 3 Care of Children protocol
 - Version 4 Care of Vulnerable Adults protocol
 - Version 5 Staff protocol
 - Version 6 Oversight protocol
- The House Notice
- The Police Check package

Protocol versions:

The complete protocol has been divided into files and forms, which have been numbered for ease of use.

- The “Master” protocol version contains all the files and forms
- The other versions each contain a different selection of the files and forms

A governing spreadsheet identifies which files belong in which of the other protocol versions. Creating or amending a protocol is a simple matter of copying and pasting files.

Protocol storage:

Master copies of all documents in the protocol package are filed on the computer in the Toronto Monthly Meeting office.

[Many of the documents and forms are also stored on the Toronto Monthly Meeting website](#)

Paper copies of the procedures and forms are available in the Resident Manager’s office.

Completed Form Storage:

These forms will be kept in locked files in the TMM office:

- Police checks
- References
- Incident reports

These forms will be kept in the waiver binder in the Resident Manager’s office:

- Parental Consent and Release Form

Confidentiality:

All information in the files will be held in strictest confidence

Duration:

Files will be kept indefinitely.

Access

Access to the locked files will be limited to:

- Trustees
- Contact Persons

Upon written request, individuals shall have access to their own files except for letters of reference, which are confidential.

Property of:

These files are the property of Toronto Monthly Meeting

Appendix E: Amendments and distribution

Signoff

Amendments to documents that arise from changes in the law or in police check procedures should not require signoff. Nor should minor procedural changes.

Other amendments should be taken to Toronto Monthly Meeting for approval.

Protocol (policy and procedures) amendments

To make an amendment:

- amend the appropriate file(s). (Take care with the “Screening” files, as there is some overlap, and note there are some individualized introductions)
- add an amendment date to the cover page file
- copy and paste those files into the relevant procedures according to the governing spreadsheet
- you may need to do some formatting
- update the date in the footers, and refresh the tables of contents.

Distribution List

When amendments are made, copies of all protocols and forms should be stored as follows:

- Toronto Monthly Meeting office (master copy on computer)
- Toronto Monthly Meeting website
- Resident Manager’s office
- Library

The following should be notified of the changes, and that amended procedures can be found on the website:

- Toronto Monthly Meeting members and attenders (via a minute)
- CFSC office
- Canadian Yearly Meeting
- Yonge Street Half Yearly Meeting
- Insurance agent

Other documents

If the protocols are updated, the following documents may also require updating:

- House notice, which should be posted prominently in the house
- Police check package

Appendix F: Background

1. Canadian Yearly Meeting (CYM)

- Concern about sexual harassment and assault began in Canadian Yearly Meeting in 1991.
- In 1997 a minute was approved containing a protocol relating to adults.
- In 1998 a report on children was received.
- These protocols were offered as templates to Monthly Meetings as well as to the Yearly Meeting.

2. Toronto Monthly Meeting (TMM)

Beginnings

- In 1993 a statement on abuse was posted in the house, and contacts were named in case of incident.

Adapting the CYM protocols

- In 1999, The Sexual Abuse and Harassment Committee was established to adapt the Yearly Meeting protocols, and provide education and training to TMM.
- Careful and tender discernment was needed to adapt these protocols to our close-knit faith community. Restorative and transformative justice models provided new insight as the work slowly progressed.

Insurance standards

- In 2006, the Meeting's insurance company requested a complete sexual abuse protocol for children as a prerequisite of continued insurance
- The requirements for insurance coverage are more formal and restrictive than those previously envisaged by Friends. However, compliance both represents best practices of due diligence in protecting children, and protects our members from personal liability.
- In 2006, a brief protocol for children that included the core insurance requirements was written and approved by TMM. Implementation followed.

Appendix I: Sources and References

Quaker sources:

Canadian Yearly Meeting

- CYM 1997 Minute 56: Report of ad hoc committee on sexual harassment and assault
- CYM 1998 Minute 37: Ad hoc committee addressing issues of sexual abuse
- CYM 2005: The Nurture of Children in our Care
- CYM 2012 Nov Representative Meeting Minutes: Appendix L; Draft revised Policy; Safe Nurture of Children in our Care (includes 4 Appendices)
- CYM 2016 Safe Nurture of Vulnerable Persons in our Care

Halifax Monthly Meeting

- Creating a Safe Faith Community: Reducing the risk of abuse and responding to abuse issues involving children and youth. Draft March 2006.

Friends General Conference

- Policy on Abuse Prevention. Adopted by LRCP 23 Oct 2004

Ireland Yearly Meeting

- Working with Children and Young People 2008

Britain Yearly Meeting

- Meeting Safety 2012
- Handbook for Trustees of Quaker Meetings 2009

Other religious sources:

Diocese of Toronto. Anglican Church of Canada. Sexual Misconduct Policy: sexual harassment, exploitation, and assault. October 2001. Revised June 2014.

CCC Bulletin, Canadian Council of churches, October 2005. Abuse Prevention Newsletter, Robertson Hall Insurance.

New York Annual Conference, The United Methodist Church. SAMPLE POLICY, Policies & Procedures For the Prevention of Child Abuse, October 5, 2004.
http://www.nyac.com/form_detail.asp?pkvalue=11

Churches' Child Protection Advisory (CCPAS):

INCIDENT REPORT – I – INCIDENT DESCRIPTION

Toronto Monthly Meeting
Friends' House
60 Lowther Ave., Toronto ON

Information on person completing report

Name:	
Position (employee/member/attender)	
Phone:	E-mail:
Date of completion of report:	

Information on individuals directly involved in incident:

Child allegedly harmed:	Person allegedly causing harm:
Age:	
Parent/guardian:	Connection to Meeting:
Address:	Address:
Telephone of parent/guardian:	Telephone:
E-mail:	E-mail:
Other information:	Other information:

Witnesses:

Witness # 1	Phone or e-mail:
Relationship to person who allegedly caused harm:	Relationship to child allegedly harmed:
Witness # 2	Phone or e-mail:
Relationship to person who allegedly caused harm:	Relationship to child allegedly harmed:

INCIDENT DETAILS

Time & date of incident(s):	
Location of incident:	
If incident reported by child, record verbatim the words of the child:	
Other information on incident:	
Action taken:	
Reported to police?	If yes, police report number? Name of officer?
Reported to Children's Aid Society?	If yes, CAS file number? Name of CAS contact, if available?
Reported to Contact Person?	If yes, who?

Signature: _____

INCIDENT REPORT II – ACTIONS TAKEN

Toronto Monthly Meeting
Friends' House
60 Lowther Ave., Toronto ON

Record , on as many pages as needed, all details of followup action, including:

- All dates**
- People spoken to, and meetings with them**
- Submissions to the Trustees**
- Decisions made by the Meeting**
- Final resolution**

Date file closed:_____

Signature: _____

Store in the locked files in Toronto Monthly Meeting office.

INCIDENT REPORT FORM – VULNERABLE ADULTS

Toronto Monthly Meeting
Friends' House
60 Lowther Ave

Information on person completing report

Name:	
Position (employee/member/attender)	
Phone:	E-mail:
Date of completion of report:	

Information on individuals directly involved in incident:

Vulnerable adult allegedly harmed:	Person allegedly causing harm:
Age:	
Connection to Meeting:	Connection to Meeting:
Address:	Address:
Telephone:	Telephone:
E-mail:	E-mail:
Other information:	Other information:

Witnesses:

Witness # 1	Phone or e-mail:
Relationship to person who allegedly caused harm:	Relationship to vulnerable adult allegedly harmed:
Witness # 2	Phone or e-mail:
Relationship to person who allegedly caused harm:	Relationship to child allegedly harmed:

INCIDENT DETAILS

Time & date of incident(s):	
Location of incident:	
Description of incident:	
Action taken:	
Reported to police?	If yes, police report number? Name of officer?
Reported to Contact Person?	If yes, who?

Signature: _____

**INCIDENT REPORT FORM II
ACTIONS TAKEN**

Toronto Monthly Meeting
Friends' House
60 Lowther Ave., Toronto ON

Record all details of followup action, including: dates people spoken to, and meetings with them, decisions made, final resolution

Store in the locked files in Toronto Monthly Meeting office.

INDIVIDUAL PROFILE AND CONSENT

Toronto Monthly Meeting
Friends' House
60 Lowther Ave., Toronto ON

Name of person (print): _____

Function (employee / volunteer): _____

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

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

_____ I have completed the attached authorization to conduct a police reference check

_____ I agree to renew the police check as requested

Signature: _____

Date: _____

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

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

PARENTAL CONSENT AND RELEASE FORM

**Toronto Monthly Meeting Religious Society of Friends
60 Lowther Avenue, Toronto**

Please complete the following for each minor child (under 18) who is going to be staying in Friends' House and is not accompanied by a parent or legal guardian.

I _____ (Parent's or legal guardian's name)

give permission for my child _____ (Child's name)

to stay at Friends' House, for the following reason: _____

on the following dates: _____

with _____ (Name of Sponsoring adult)

accepting responsibility for this child.

Contact information of parent:

Address: _____

Telephone Numbers:

Day: _____ Evening: _____ Cell: _____

Email: _____

Store with waivers in Resident Manager's Office

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Child's Information (to be used only in case of an emergency):

Date of birth: _____

Address (if different from parent): _____

Physician (name and telephone number):

Health card number: _____

Known allergies and medical conditions: _____

Required medication: _____

I understand that under any emergencies such as required medical treatment

_____ (Sponsoring Adult) is empowered

to make decisions in my place and sign any documents that are necessary.

Signed at _____, the _____ day of _____, 20_____

Signature of parent _____

Store with waivers in Resident Manager's Office

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RELEASE

BETWEEN TORONTO MONTHLY MEETING AND

_____ (name of parent or legal guardian of minor child).

I, the undersigned, both during and following the term of this agreement, undertake to release, indemnify and save harmless Toronto Monthly Meeting, its directors, employees, and volunteers, from and against any and all loss, cost, damages, expense, and liability (statutory and common law) in connection with the injury or death or other damages sustained by my minor child, which may arise out of his/her use of the Toronto Monthly Meeting property, unless it is caused by the intentional act of Toronto Monthly Meeting, its directors, officers, employees, or volunteers.

I assume full responsibility for the conduct of my minor child and for his/her safety.

Date: _____

Signature: _____

Store with waivers in Resident Manager's Office

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