

# VERSION 6 - OVERSIGHT

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

### Policy and Procedures Regarding the abuse of children and vulnerable adults

Approved by Toronto Monthly Meeting      Sept 9, 2017  
First 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 Oversight version of the protocol is intended for those who oversee staff or are responsible for events involving the care of children.

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

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

# SECTION 1: POLICY

## Policy statement

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

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

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

The following procedures are intended to:

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

# Screening

No screening is required for those in oversight positions.

Note that you may be responsible for some of the following:

These positions require police checks and references:

- All staff
- All volunteers over 18, before regularly working with children

These positions require police checks but not references:

- The First-Day School Coordinator(s)
- At least one volunteer over 18 must have a police check before supervising children at an intermittent event, such as
  - Driving
  - Nursery care
  - Half-Yearly Meeting, wherever held
  - A special program such as the Christmas play
  - Young Friends' overnights in Friends' House
- 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
- 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.

# **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 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

# SECTION 3: PROCEDURES

## **Preventive procedures for events involving Refugees**

- 1. Follow special guidelines for Refugee Camp at NeeKauNis**
  - ensure at least one volunteer over 18 supervising the event has had a police check and been trained in these procedures
  - ensure that these procedures are followed during any children's program
  - ensure that all children are accompanied by their parents
  - ensure that parents are informed they are responsible for their children while at camp
  
- 2. Follow special guidelines for the Refugee Christmas party**
  - ensure at least one volunteer over 18 supervising the event has had a police check and been trained in these procedures
  - ensure that these procedures are followed
  - ensure that all children are accompanied by their parents
  - always follow the 2-person and open-door rules

## **Preventive procedures for Half-Yearly Meeting**

- 1. Follow special guidelines for Half-Yearly Meeting in Friends' House**
  - ensure at least one volunteer over 18 supervising the event has had a police check and been trained in these procedures
  - ensure that these procedures are followed during the children's program
  - always follow the 2-person and open-door rules
  
- note that Half-Yearly Meetings that take place at Camp NeeKauNis or in other meeting houses would be covered by the protocols applicable in those locations