

The background features abstract green geometric shapes, including triangles and overlapping polygons, in various shades of green, creating a modern and dynamic look.

Safe Church Risk Management Overview

Parish Officers Day May 6, 2017

Safe Church is comprised of the following components:

- **Safe Church Regulation**
- **Diocesan Misconduct Policy**
- **Diocesan Privacy Policy**
- **Diocesan Police Record Check**
- **Risk Management Guide**

Purpose

To promote the mission of the church by providing a safe and effective working, learning and spiritual environment

Key Objectives

Prevent misconduct

Protect all church members

Complement pre-established provisions

Application

- **Diocese of Fredericton**
- **Cathedral Corporation**
- **Each Parish Corporation**
- **Each Diocesan Camp**

Application

AND

- **Their employees, volunteers, committees and groups**
- **Other groups using church facilities or participating in church sponsored events**

Risk Management

Adopted May 19, 2016

**Managing Risk through Risk
Identification and
Assessment is the key to
providing a safe church
environment**

**Risk can also be managed
by implementing the
following:**

Program Safety Standards

Human Resource Standards

Facilities Standards

Transportation Standards

What is Risk?

- **An uncertain event or condition that may have a positive or negative impact on participants or ministry**
- **Includes the likelihood that a certain risk event will actually occur**

Positive Risk = Opportunity

- **Reduced cost**
- **Satisfied participants**
- **Development of bonding and/or long-lasting friendships**

Positive Risk = Opportunity

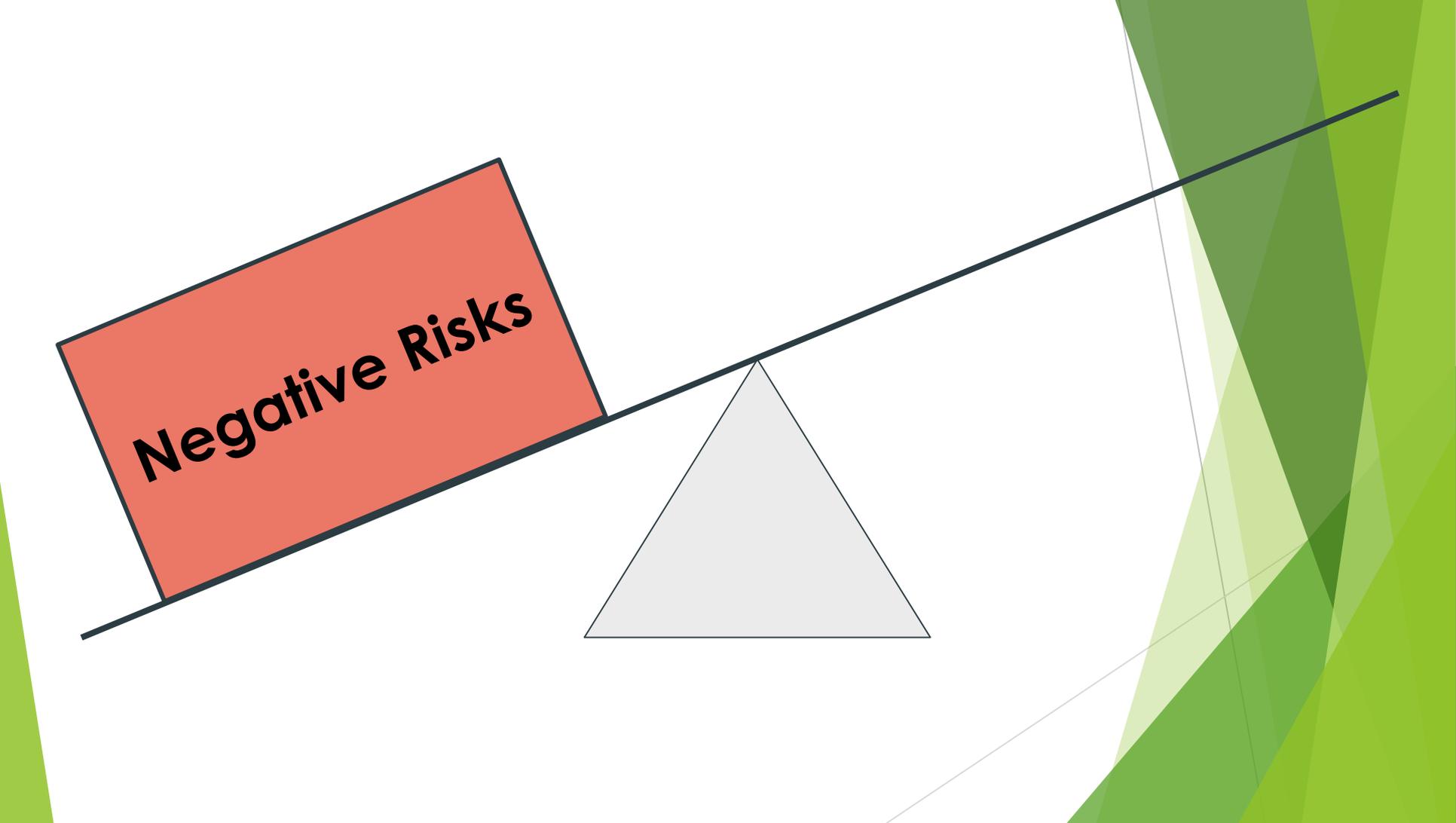
- **Deeper spirituality and/or stronger relationship with God**
- **Development of new disciples of Jesus**

Negative Risk

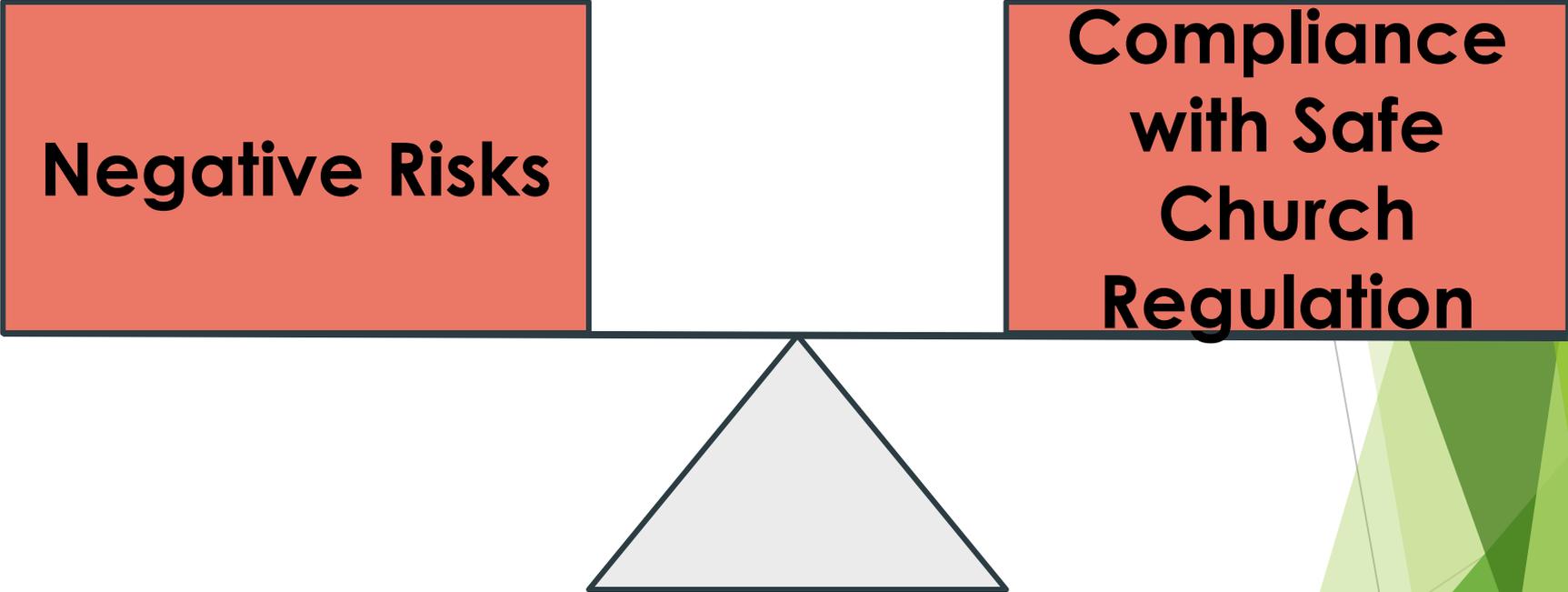
- **Event could lead to real and unsafe practice or outcome**
- **Type of risk event is dependent on consequence of event**

Multiple Risk Events

- If one risk event occurs, it may cause the likelihood of another to increase
- A periodic assessment of risks may be required when multiple risk events are identified



Negative Risks



Negative Risks

**Compliance
with Safe
Church
Regulation**

**Compliance always
offsets the possibility of
a negative risk event**

Risk Assessment

- **Identify, rate and measure applicable risk factors for each activity / program to mitigate negative risk and promote positive risk**

Categorizing Risk

- **Ministries categorized as inherently “low risk” or “high risk”**
- **Each ministry position is reviewed and risk identified**

Low Risk Ministries

- **Person not normally alone with a child, youth or vulnerable adult**
- **Doesn't require a significant level of authority or trust**
- **Examples: Flower arranger, Greeter, Reader**

High Risk Ministries

- Reasonable expectation of being alone with child, youth or vulnerable adult
- Involve people in positions of authority or trust
- Examples: Cleric, Camp Leader, Parish Warden

High Risk Ministries

- All residential or off-site ministries with children or vulnerable persons are always ranked high risk

Risk Assessment

- **Establish responses to mitigate or avoid risk factor(s), commensurate with the level of assessed risk**

Risk Assessment

- **Real or perceived risk events, associated risk assessments, and action plan are reviewed with appropriate authority**

Risk Assessment

- ✓ **Completed Risk Assessment**
- ✓ **Reviewed Risk Assessment**
- **Complete Event Checklist**

Safe Church Event Checklist

- **Two versions – general and off-site**
- **Comprehensive summary of compliance**

Police Record Check Policy

Adopted December 3, 2014

Police Record Check

- **Each Cleric, employee, leader, volunteer**
- **Any position described as “a position of authority or trust” OR**
- **If individual will be in contact with children, youth, or vulnerable adults**

Police Record Check Policy

- **No person found guilty in a judicial proceeding of physical or sexual assault is permitted to work with children, youth or vulnerable adults in a Church program**

Program Safety Standards

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Supervision, Support and Evaluation

- **Based on the level of risk of the program/event**

Access to Classroom Standard

- **Not without permission from Leader, except in an emergency**

Two Adult Standard

- **During all programs, activities and transportation**
- **Minimum of one Leader and one adult for overnight and off-site activity**

Two Adult Standard

- **Any counseling of a child must be done in room with open door OR in open room with minimum 2 adults present**

Adult-to-Participant Minimum Ratio Standard

- **Leader may be one of adults required to satisfy requirements**
- **Different for on-site, off-site or overnight**

Off-site and Overnight Standard

- **Each participant to complete Program Waiver and Medical Release Form**

Off-site and Overnight Standard

- **Qualified Lifeguard must be in attendance if event includes use of a pool, hot tub or natural body of water**

Off-site and Overnight Standard

- **No adult shall be alone with a single child / youth or vulnerable adult**

Contact and Identification Standard

- **Access to operative communication device**
- **Contact information for parents, guardians**

Contact and Identification Standard

- **Each leader / volunteer clearly and appropriately identified when working with children, youth or vulnerable adults**

First Aid Standard

- **At least one person for each program or activity shall have current qualification for Standard First Aid and CPR training**
- **First aid kits must be accessible**

Minimum Insurance Standard

- **Adequate property and liability insurance coverage must be in place for each church building and facility**

Health and Wellness Standard

Disclosure required for:

- **Allergy or medical intolerance, dietary restriction and/or other medical condition**
- **Menu content**

Health and Wellness Standard

- Reportable diseases to be reported immediately to provincial health authority
- No person suspected to be suffering any of these conditions may participate

Medical & Accident Incident Reporting Standard

- To parent or caregiver within 2 hours
- Verbally to corporation within 12 hours
- Written report within 24 hours

Human Resource Standards

- **Staffing Standard**
- **Training Standard**
- **Performance Review Standard**

Facility Standards

- **Safe church facilities must be available for all users and adhere to all applicable standards**
- **Facilities Checklist completed for each facility**

Facilities Safety Standards

- **Fire exits and fire evacuation procedures communicated / practiced**
- **Working smoke detectors**
- **Fire and Emergency Exits with inside-release “crash bar”**

Washroom Standards

- **Functioning washroom unless prohibited by age or size of the building and access to services**

Washroom Standards- Children

- **Two adults must escort a child or group of children to the washroom (preschool to Grade 2)**

Washroom Standards - Persons With Disabilities

- Ramp to the entrance
- Elevator, chair lift, or similar equipment from one floor to another if required

Washroom Standards – Persons With Disabilities

- **Enlarged washroom stall**
- **Handrails fixed securely near each toilet and sink**

Openness and Visibility

- **A church program or activity must be delivered by means of either an open door or an unobstructed interior window**

Use of Facilities by Other Groups

- Other Church Groups: Shall comply with minimum standards
- Community Groups: Must comply as applicable and provide written confirmation of insurance

Building and Structure Standards

- **Each Church facility must be in compliance with National Building Code, Canadian Electrical Code, and all other Provincial and municipal legislation**

Transportation Standards

- **Driver must have a valid driver's license and insurance coverage**
- **Driver screened in accordance with the Safe Church Regulations**

Transportation Standards

- **Number of persons does not exceed the number of seat belts in vehicle**
- **Infant, toddler, child-seats are used in accordance with governmental requirements**

Transportation Standards

- **All car-seats for children shall be fastened with a seat belt, in accordance with requirement(s) specified by the car seat manufacturer**

Privacy Policy

Adopted December 3, 2014

Privacy Policy

- **Permission based access**
- **Adheres to PIPEDA**
- **Governs collection, use, retention and disclosure**

Privacy Policy

- **Information may be collected, used, retained or disclosed without consent only under certain circumstances or conditions**

Web Privacy Statement

- **Commitment to protect personal information**
- **Cookies used do not involve extraction of private information**
- **Links provided do not imply endorsement**

Complaints

- **Investigation and decision within 30 days**
- **May appeal decision to Bishop**
- **Bishop makes decision on appeal within 60 days**

Misconduct Policy

Adopted October 4, 2014

Fundamental Principles

- **Creation of a safe environment for all**
- **Protection of safety and well-being for both complainants, respondents and others affected**

Fundamental Principles

- **Serious consideration and quick investigation**
- **Provision of pastoral care to all affected**
- **Respect for confidentiality**

Fundamental Principles

- **Burden of proof and presumption of innocence**
- **Right to access legal counsel or other representation for both parties**

Fundamental Principles

- **Immediate reporting of incidents of sexual assault against children, youth or vulnerable adults to NB Minister of Social Development**

Fundamental Principles

- **Non-interference with criminal, civil or administrative investigation**

Types of Misconduct

- **Physical**
- **Sexual**
- **Harassment**
- **Exploitation**
- **Bullying**
- **Emotional**
- **Economic**

Complaint Procedure

- **A child proceeds through legal guardian, legal representative**
- **A youth or vulnerable adult, may proceed alone OR through legal guardian OR legal representative**

Complaints of Misconduct

Two kinds of complaints:

- **Minor – submitted orally or in writing to Leader**
- **Formal – submitted in writing to Leader and DMO**

Special Complaints

- If complainant is a child (under 13), youth (14 -18) or a vulnerable adult, the DMO must be contacted within 24 hours of a minor or formal complaint being made

Reporting of Incident

- **Alleged incident of sexual assault, sexual harassment of a child, youth or vulnerable adult immediately referred to Minister of Social Development and to responsible policing authority**

Special Complaint Circumstances

- **Cleric who hears confession from any party will disclose such to Bishop and shall not participate**
- **A party to the complaint shall not participate**

During the Investigation

- **DMO may make recommendation to Bishop that license of Cleric who is respondent in formal complaint be suspended**

During the Investigation

- **DMO may make recommendation to suspend lay employee or volunteer who is respondent in formal complaint**

Pastoral Care

- **Pastoral care and counseling to be made available to complainant, respondent and families, as well as affected church family if necessary**

Penalties Imposed by Bishop

- **Bishop will revoke the license of a cleric found guilty of sexual assault of child, youth or vulnerable adult, in a criminal proceeding**

Penalties Imposed by Bishop

- **Dismissal or removal of any layperson, employee or volunteer found guilty of sexual assault of child, youth or vulnerable adult, in a criminal proceeding**

SUMMARY OF RISK MANAGEMENT

- **Provide safe surroundings**
- **Protect people, especially those who cannot protect themselves**
- **Minimize and manage risk**
- **Implement acceptable standards**
- **Create an environment of trust**