

PROGRAM SAFETY

PURPOSE

- 1 This policy defines standards and procedures to help ensure that activities connected with the Anglican Diocese of Fredericton provide a healthy and safe environment for members, activity and program participants, users of facilities, and in particular, vulnerable persons. We do this because of care and concern for others as we model the love of Jesus Christ. Outcomes include:
 - a) that members, newcomers and visitors are confident that program safety is a priority;
 - b) that clear direction and guidance in program delivery is provided to Anglican corporation leadership, event, activity and program leaders and volunteers; and
 - c) that insurance providers are confident that risk is being managed proactively.

SCOPE AND CONTEXT

- 2 This policy applies to activities, events and programs offered by the Diocesan Synod, the Corporation of the Cathedral of Christ Church, Parish Corporations and Diocesan Camps. As such, it also applies to clergy, employees, laypersons holding a bishop's licence, and volunteers of the Diocesan Synod, the Corporation of the Cathedral of Christ Church, a parish corporation, and/or a diocesan camp who are involved in planning, administering, and/or delivering activities, event and programs.
- 3 This policy is in conformity with the diocesan safeguarding framework of [Regulation 4-4 Safe Church](#).
- 4 The following are related policies as well as procedures and forms associated with this policy:
 - [Policy A-8](#) defines Minimum Insurance Standards to ensure Anglican Corporations carry adequate liability insurance coverage.
 - [Policy B-9](#) defines Facilities standards to help ensure program safety.
 - [Risk Management Guide](#)
 - [Position Profile Template](#)
 - [Program/Activity Health and Safety Checklist](#)
 - [Activity Waiver and Emergency Information Form](#)
 - [Photo Release Form](#)
 - [Incident Report Form](#)

DEFINITIONS

- 5 In this policy:

“Anglican Corporation” means the Bishop, the Bishop and Chapter of the Cathedral of Christ Church, the Synod, parish corporations, missions, and for this purpose camps owned or managed primarily by personnel appointed by the Synod or a parish corporation;

“child/children” means a person/persons who are thirteen years of age or younger (see also youth);

“facility” means a church building, hall, rectory, office building, camp building, meeting room, lounge, kitchen, or any other area of a building, including the entire building, and any other structure(s), grounds, or equipment that may be used for an activity, event or program;

“incident” means an occurrence arising out of or in the course of an activity, event or program that resulted in or could have resulted in injuries, illnesses, damage to health, fatalities, or material damage;

“leader” means a cleric or lay person with the leadership role in an activity, event or program who has authority for the delivery of the activity, event or program, and regardless of whether the person is paid to do so;

“program” means a structured series of similar activities or events governed and run by an Anglican Corporation which spans a period of days, weeks or months and in which the level of risk is expected to remain constant; e.g., weekly worship services, weekly church school/nursery/youth meeting, camp session, member visits, a study group, an outreach ministry;

“risk” means the possibility of an unfortunate occurrence or the potential for realization of unwanted, negative consequences of an event;

“safeguarding incident” means an incident of abuse, harm or exploitation of a vulnerable group or sexual misconduct, or an allegation of the same regardless of whether the allegation is confirmed or is specific;

“vulnerable adult / person” means a person nineteen years of age or older who, because of age, disability, or other circumstance, whether temporary or permanent, is in a position of dependence on others, or is otherwise at a greater risk than those in the general population of being harmed by a person in a position of authority or trust relative to them; and

“youth” means a person who is between fourteen and eighteen years of age, inclusive.

PRINCIPLES

- 6 The Diocesan Synod has a responsibility to provide a safe and healthy environment for anyone participating or working, in any capacity, in any activity, event or program affiliated with an Anglican Corporation in the diocese.
- 7 Of special concern is providing a safe and supporting environment for children, youth, and vulnerable adults.
- 8 The Synod shall provide resources and training to and require appropriate screening of all persons planning and delivering activities, events and programs.

STANDARDS AND PROCEDURES

Risk Identification, Assessment and Mitigation

- 9 The Synod recognizes that identifying and managing risk is an essential part of conducting activities for itself and associated churches and camps. Anglican Corporations are required to ensure each event, activity and program has had a risk assessment and that appropriate steps have been taken to mitigate risks identified.
- 10 Each Anglican Corporation shall create a risk management plan document which identifies risks inherent in activities and facilities, repercussions based on likelihood and impact, mitigation measures, and any follow-up when a risk occurs. The [Risk Management Guide](#) provides further details and guidance.

Program Position Descriptions

- 11 Each Anglican Corporation is required to complete and have on file position descriptions for the leader of each program, whether the holder of the position receives remuneration or not. Position descriptions are also required for helper roles where the holder will normally have authority over, or work with, children, youth or vulnerable adults. These position descriptions shall state clearly the responsibilities and accountabilities of the position.

Program Health and Safety

- 12 Anglican Corporations shall adhere to the [Program Health and Safety Checklist](#) associated with this policy. Adherence to other standards not yet included in this checklist may also be expected from time to time. The Synod safeguarding framework (“Safe Church”) [web version](#) should be considered the most up-to-date authority.

Activity Waiver/Release and Information Forms

- 13 Templates for activity waiver with medical and emergency contact information and for photo/video permission are available [here](#).
- 14 Originals of completed waiver/release forms shall be provided to the corporation’s safe church officer for appropriate storage. Activity leaders should have a copy with them during each activity or program covered by the form.

Incident Reporting

- 15 In the event of an incident occurring during an activity/event or in a facility, a leader or staff member shall ensure the following:
 - a) in the case of the incident involving a child or youth, report the incident to a parent/guardian/caregiver of the child or youth within two hours, if practicable;
 - b) verbally report the incident to the appropriate corporation officer within twelve hours;
 - c) submit a completed [Incident Report Form](#) to the corporation’s Safe Church Officer within 24 hours;

- d) submit a copy of the Incident Report Form to the Diocesan Safe Church Officer within a week of the incident.
- 16 In the event of any serious incident, the Anglican Corporation shall ensure that corrective measures are implemented to minimize further similar incidents.
- 17 If there is an allegation of a safeguarding incident or a leader or volunteer has reason to believe a child, youth or vulnerable adult is being abused by another party, this must be reported to the appropriate authorities.

RETENTION AND STORAGE OF DOCUMENTS

- 18 All completed forms associated with this policy shall be retained in perpetuity and in accordance with [Policy B-4 Privacy](#). This includes though may not be limited to:
 - a) Risk Management Plans
 - b) Waiver/Release and Information Forms
 - c) Incident Forms
 - d) Position Profiles
 - e) Program/Activity Health and Safety Checklists

POLICY REVIEW

- 19 The Synod Human Resources Committee shall review, and amend as required, this Policy at least once every three years.

Adopted 26 September 2026