

**SAFE NURTURE OF VULNERABLE PERSONS IN OUR CARE**  
**Canadian Yearly Meeting Policy for the Safety and Protection of**  
**Vulnerable Persons including Children and Youth**

Approved by Representative Meeting, November 26, 2016

Reviewed by CYM Trustees, April 27, 2019 (no changes)

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## 1. POLICY STATEMENT

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, Canadian Yearly Meeting (CYM) 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. To that end CYM has developed this policy and these procedures to protect all vulnerable persons, including children and youth, when they are at events sponsored by CYM, or otherwise in the care of CYM staff, caregivers and/or volunteers. This includes all events sponsored by Camp NeeKauNis.

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. Rather our goal is to provide an environment in which certain risks are reduced to provide a nurturing and safe environment for healthy spiritual, social, and physical development.

Refer to:

- Appendix SN-C, Code of Conduct
- Appendix SN-D, Maintaining a Safe Environment

## 2. RESPONSIBILITY TO IMPLEMENT:

The CYM Trustees are responsible for ensuring the implementation of this policy on behalf of Canadian Yearly Meeting. The Trustees may appoint others to do the tasks involved, while monitoring the implementation.

### 2.1 On Site Implementation

Those implementing this policy must be aware of provincial ages of majority. The policy must be implemented with vulnerable persons including youth to the age of majority of the province in which the activity takes place. (See Appendix SN-B)

The individuals in the following roles are responsible for implementation of this policy and procedures in the following locations:

#### 2.1.1 CYM –in-Session

The Youth Program Coordinator, in consultation with CYM Programme Committee Clerk, with updates to be given to CYM Clerks and Clerk of Trustees as needed.

**2.1.2 Camp NeeKauNis:**

The Camp NeeKauNis Personnel Committee and the Director for each camp, in consultation with Camp NeeKauNis's Clerks and Camp Ministry & Counsel Clerks, with updates to be given to CYM Clerks as needed.

**2.1.3 Youth retreats under the care of CYM:**

The organizer of the retreat, whether that is a Young Friend, a Young Adult Friend, an adult or a paid staff member. The organizer must be clearly designated and identified in all promotion of the retreat. The organizer must notify the CYM Clerks that the retreat is taking place under the care of CYM. The organizer should access support and resources from CYM, represented by the CYM Trustees, or Camp NeeKauNis.

**2.1.4 Young Friends under the age of majority serving on committees:**

The Clerk of the Committee which has a representative under the age of majority. They may get support and resources from the CYM Trustees or Camp NeeKauNis.

**2.1.5 CYM committee meetings:**

The Clerk of the committee during which care for vulnerable persons is provided:

**2.2 Regular Reporting on Implementation**

**2.2.1** Individuals with responsibility to implement the Safe Nurture policy will report on its implementation as part of their committee's annual Risk Management Report to CYM Trustees.

**2.2.2** In the event there are serious occurrences or lapses in implementation of the Safe Nurture policy during CYM activities, they must be reported immediately to the Clerks of CYM and Clerk of Trustees..

**3. SAFE CARE AND ABUSE PREVENTION TRAINING**

**3.1 The CYM Trustees** are responsible for ensuring that effective training on the implementation of this Safe Nurture policy and associated procedures is provided for all who need it within CYM. Trustees will confirm the content that is required for qualified training, coordinating with Camp NeeKauNis on these standards. Training will include information about provincial legislation regarding procedures to be used for reporting allegations of child abuse.

**3.2 At CYM in Session,** onsite training will be provided in using this Safe Nurture policy. All caregivers are required to be trained before assuming responsibilities for the care of vulnerable persons. The CYM Youth Program Coordinator and Clerk of CYM Programme Committee, are responsible for ensuring this is done.

**3.3 Camp NeeKauNis** will provide training on implementation of this policy at Camp NeeKauNis for all Camp sessions and at other times and off-site as needed. Camp NeeKauNis trainers will be designated members or associates of the Camp Committee who have detailed knowledge of CYM, the Safe Nurture Policy and Procedures and Camp policies, and who have experience as caregivers in the Camp setting.

**3.4 The Agreement of Care (Appendix SN-F)** is to be signed by all participants at the completion of their training. Signed Agreements will be filed with all the other documents, as described in Appendix SN-E, point 7, “Maintaining Confidential Files.”

#### **4. POLICY FOR SETTING BOUNDARIES AROUND AND REDIRECTING UNDESIRABLE BEHAVIOUR**

In all sessions and events, Canadian Yearly Meeting and its committees will use an approach to setting boundaries around and redirecting undesirable behaviour (discipline) that is compatible with our Quaker peace testimony and the United Nations Convention on the Rights of the Child (1990).

#### **5. ACCIDENTAL INJURY TO VULNERABLE PERSONS**

In the event that a vulnerable person, including a child or youth, is injured while under CYM care, the following steps are to be followed:

**5.1** For minor injuries, scrapes, and bruises, caregivers will provide First Aid (Band-Aids, etc.) as appropriate and will notify the vulnerable person’s parent/guardian/sponsor of the injury at the time the vulnerable person is picked up from CYM care. No pain medication is to be administered except by parents/guardians of that vulnerable person.

**5.2** For injuries requiring medical treatment beyond simple First Aid the response will be appropriate to the location, with those responding making decisions about the need to call 911. If the vulnerable person is bleeding, the caregiver must protect him/herself and all others from the blood. Appropriate care of the injured is the immediate concern with notification as below once the immediate care needed is provided:

**5.2.1** At CYM in session, the parent/guardian/sponsor will immediately be summoned in addition to the Youth Program Coordinator and CYM medic.

**5.2.2** At Camp NeeKauNis, the Camp Director will immediately notify the parent/guardian by phone, if they are not on site with the vulnerable person.

**5.2.3** At Young Friends activities, the organizer or designate will be called, assessment made and appropriate action taken. This will include notification of the parent/guardian as needed.

**5.3** Once the vulnerable person has received appropriate medical attention for an injury described in 5.2, a written incident report will be completed. (See Appendix SN-H). Incident report forms are confidential and must be filed and stored in case they are needed for future reference (see Appendix SN-E, point 7). Notes must also be maintained and filed regarding minor injuries described in 5.1.

**6. EVALUATION AND REVISIONS**

The CYM Trustees will coordinate a bi-annual review of this Policy and procedures, and provide evaluation and revisions as deemed necessary, consulting with appropriate committees. Users of the policy are encouraged to provide feedback to the CYM Trustees. Job descriptions and risk assessments will be evaluated and adjusted annually by each implementing body named in Section 2.1.

## APPENDIX SN-A

### Definitions

1. **Vulnerable person:** a person who, because of age, a disability or other circumstance whether temporary or permanent, is in a position of dependence on others, or is otherwise at a greater risk than the general population of being harmed by persons in positions of authority or trust relative to him/her (Bill C-7, proclaimed by Government of Canada August 1, 2000). This includes:
  - 1.1 **Child** –has the meaning given in the relevant Provinces’ child protection legislation.
  - 1.2 **Youth** - has the meaning given in the relevant Provinces’ child protection legislation.
2. **Canadian Yearly Meeting**, the national body of the Religious Society of Friends (Quakers) in Canada, is the umbrella organization for the purposes of this policy. This policy is applicable to all CYM Committees and event sites.
  - 2.1 **The CYM Trustees** of CYM are the legal entity responsible for ensuring implementation of this policy.
  - 2.2 **See policy section 2.1** for identification of responsible persons for implementation at various sites.
  - 2.3 **Half Yearly Meetings, Regional Gatherings and Monthly Meetings**, with their separate organizations and registration, are not covered by this policy. These bodies are welcome to use this policy should they so wish.
3. **Child abuse** – Children can be abused in different ways. Child abuse includes a wide range of acts of omission and commission.
  - 3.1 **Physical Abuse** – Physical Abuse occurs when a person intentionally injures or threatens to injure a vulnerable person. This may take the form of, but is not limited to, slapping, punching, shaking, kicking, burning, shoving or grabbing. The injury may take the form of bruises, cuts, burns, or fractures.
  - 3.2 **Sexual Abuse** – Sexual abuse occurs when any sexual activity between a vulnerable person and an adult or between a vulnerable person and another vulnerable person at least four years older than the victim takes place. This includes activities such as fondling, exhibitionism, intercourse, incest or pornography.

Sexual abuse may appear consensual but the validity of consent is negated by the power and age differential between adult and vulnerable person. (See Appendix SN-B, Age of Majority, Age of Consent)

**3.3 Emotional Abuse** – Emotional Abuse is a persistent attack on a vulnerable person’s self-esteem. It can take the form of name-calling, threatening, ridiculing, intimidating, bullying or isolating a vulnerable person.

**3.4 Neglect** – Neglect is the failure to provide a child with the basic necessities of life, such as food, clothing, shelter or supervision, to the extent that the vulnerable person’s health and/or development are placed at risk.

#### **4. Caregiver**

**4.1** Any person (paid or unpaid) who is responsible for the care and safety of vulnerable persons including children and youth in a recognized activity of CYM.

**4.2** Those under the age of majority who are responsible for the care and safety of vulnerable persons also fall under this policy.

#### **5. Leaders, Assistant Leaders and Helpers**

**5.1 Leaders:** caregivers who plan, direct and supervise programs which have direct contact with vulnerable persons, including children and youth. Leaders may be paid or volunteer.

**5.2 Assistant leaders:** caregivers working regularly with leaders to implement programs. Assistant leaders may be paid or volunteer.

**5.3 Helpers:** unscreened assistants participating occasionally under the direction of a leader/assistant leader in programs with vulnerable persons. (e.g., program visitors, camp volunteers or presenters at weekend youth conferences)

**6. Activity** – an organized activity that is authorized by Canadian Yearly Meeting or its component bodies.

**7. Sponsor** - an adult who has been designated by the parent/guardian of a vulnerable person, usually a youth (the sponsoree), to serve *in loco parentis* during the event.

## APPENDIX SN-B

### Age of Majority, Age of Consent, Confidentiality

#### Age of Majority

The age of majority in Canada is the age at which a person is considered by law to be an adult. A person younger than the age of majority is considered a "minor child."

The age of majority in Canada is determined by each province and territory in Canada. Since these laws periodically change, it is useful to confirm the ages for the province in question.

Alberta- 18

British Columbia – 19

Manitoba – 18

New Brunswick – 19

Newfoundland and Labrador – 19

Northwest Territories – 19

Nova Scotia- 19

Nunavut – 19

Ontario – 18

Prince Edward Island – 18

Quebec – 18

Saskatchewan – 18

Yukon Territory - 19

**Source:** <http://canadaonline.about.com/od/canadianlaw/g/ageofmajority.htm>

#### Age of Consent

In 2008, changes to the Criminal Code of Canada increased the age of consent for non-exploitive sexual activity to 16 years from 14.

The age of consent for exploitive activity (prostitution, pornography or relationship of trust, authority or dependency) is 18 years.

The amendments to the age of consent are not intended to prohibit consensual sexual activity between young persons. For this activity, the law permits the following:

- Youth of 14 or 15 can consent to sexual activity with a person no more than five years older. For example, a youth of 14-years-of-age may consent to having sexual activity



with a 19-year-old, but are deemed incapable of consenting to the same activity with a 20-year-old.

- Youth of 12 or 13 may engage in consensual sexual activity with a peer who is no more than two years older. For instance, a 13-year-old may consent to sexual activity with a 15-year-old; however, they are deemed incapable of consenting to sexual activity with a 16-year-old.
- Children younger than 12 are still judged incapable of consenting to any sexual activity with any person, regardless of the person's age.

All sexual activity without valid consent constitutes a sexual assault, regardless of age.

#### Duty to report

Every province and territory has legislation that imposes a duty on responsible adults to report to a child protection agency if there are reasonable grounds to believe that a child is in need of protection (which includes sexual abuse).

Source: [www.cmpa-acpm.ca/cmpapd04/docs/resource\\_files/perspective/2010/02/com\\_p1002\\_10-e.cfm](http://www.cmpa-acpm.ca/cmpapd04/docs/resource_files/perspective/2010/02/com_p1002_10-e.cfm)

#### **Confidentiality**

Situations sometimes arise in which a child, youth or vulnerable person is about to disclose an experience of abuse but asks the listener to “promise not to tell anyone.” The listener needs to carefully convey the fact that if the disclosure reveals that the child, youth or vulnerable person is at risk of further harm, or the accused abuser may be a harm to others, that the listener is obliged to intervene appropriately.

**APPENDIX SN-C**  
**Code of Conduct**

“In our Meetings it is the responsibility of all members and attenders to help build a community in which all children feel happy and safe, and feel nurtured spiritually, intellectually and emotionally. In such a community, the age and developmental stage of children will be respected. Children will feel listened to and truly heard. Adults need to remember that we are often seen as role models. Those leading group activities will encourage a positive atmosphere of mutual trust, support and care – both between adults and children, and among children. Control and discipline will be carried out with a focus on loving guidance rather than on punishment.” - Continuing Meeting of Ministry and Counsel, Faith and Practice of CYM, 2010, sub section 5.11

Caregivers shall ensure that high standards of conduct are maintained at all times when they have vulnerable person, including children and youth, in their care. The age of the vulnerable persons, including children or youth, is one of the factors in determining what behaviour is appropriate. The following are examples of appropriate behaviour:

- Maintaining open communications with parents/guardians.
- Treating vulnerable persons, including children and youth, equally and with respect and courtesy.
- Supporting vulnerable persons, including children and youth, to care for their personal needs themselves as they are able.
- Appropriate touch as needed for coaching and spotting for physical activities such as balancing.
- Loving and care can usually be expressed in the following common sense ways:
  - Holding or rocking an infant who is crying.
  - Affirming a participant with a pat on the hand, shoulder or back.
  - Bending down to a child’s eye level and placing a hand gently on the child’s hand or forearm.
  - Putting an arm around the shoulder of a person who needs comfort.
  - Taking a child’s hand and leading him/her to an activity.
  - Holding hands for safety when changing locations.
  - Shaking a person’s hand in greeting.
  - Holding a child gently by the hand or shoulder to keep her/his attention while redirecting behaviour.
  - Providing comfort with a warm, wet cloth.

Some behaviours are regarded as inappropriate when caring for vulnerable persons, including children and youth. These behaviours should be remarked upon and advice clearly given to modify or stop. If repeated, a decision must be made whether the carer should be removed and/or a report written. These inappropriate behaviours include:

- Kissing a child/youth/vulnerable adult or coaxing them into kissing you.

- Extended cuddling.
- Tickling.
- Having older children or youth sit on your lap, except for babies, young toddlers.
- Touching anyone in an area normally covered by a bathing suit, except when changing an infant's diaper, except as appropriate coaching/spotting noted above.
- Hugging where a caregiver knows or ought to have known that hugging is inappropriate or unwelcome.
- Dangerously rough physical activities without appropriate risk assessment and management.
- Making sexually suggestive comments to vulnerable persons including children or youth.
- Doing things of a personal nature that vulnerable persons, including children, can do for themselves, such as going to the toilet or changing clothes.
- Taking a vulnerable person, including a child, home or visiting in their home without the parent/guardian being present or having received permission to do so.
- Singling out a vulnerable person, including a child or youth, for highly favoured or unduly harsh treatment.
- Ridiculing, scapegoating, rejecting, or threatening a vulnerable person, including a child or youth.
- Bullying or put-downs.
- Making racially provocative comments or remarks based on appearance.
- Being affected by alcohol or illegal drugs.

The following are mandatory reportable offences, when carried out by adults to children.

- Physically hurting a vulnerable person including a child
- Holding, kissing or touching vulnerable person, including children, in inappropriate or culturally insensitive ways.

**APPENDIX SN-D**  
**Maintaining a Safe Environment for Vulnerable Persons,**  
**including Children and Youth, during programs:**

Caregivers need to take all reasonable steps to ensure that vulnerable persons, including children and youth, are cared for in a physically and emotionally safe environment. It is recognized that implementation varies depending on the physical environment of the activities. For example—Camp NeeKauNis provides life guards at the NeeKauNis beach. The following procedures will help to ensure a safe environment.

1. Prior to starting any program, a risk assessment of the facility is to be undertaken with results recorded. See Appendix SN-G for a facilities checklist.
2. In all activities at least one of any caregivers must have cleared a **vulnerable persons' police check, or provide an acceptable alternative** (for example, registration as a certified professional). See Appendix SN-E for implementation procedure.
3. Prior to children and youth participation at programs at CYM and Camp NeeKauNis, parents must complete the release forms that are part of the relevant registration package. These are confidential and should be stored as described in Appendix SN-E, point 7)
4. The first time a vulnerable person, including a child, arrives at the program location, contact details for parent/guardian/sponsor and any necessary medical information must be recorded. It is mandatory that written instructions be obtained from the parent/guardian/sponsor regarding administering any medication. (ex. Epi-pen)
5. Except in an emergency, written instructions must be provided regarding any change in the pick- up of vulnerable persons, including children, by someone other than the parent/guardian/sponsor or the person dropping the child off.
6. A check-in and check-out procedure must be followed, including signing children in and out.
7. The parent/guardian/sponsor must inform program leaders if the vulnerable person, including child/youth, will miss any of the programs. Unexplained absences will be taken seriously.
8. At least two (2) caregivers should be present when working with or supervising vulnerable persons, including children, except where a parent/guardian/sponsor is caring for their own child/children in the same location. In that case one caregiver is acceptable.
9. When only one caregiver is working with or supervising vulnerable persons, including children, in a sub-group, they need to be in sight of other responsible adults.
10. When transporting vulnerable persons, including children,

10.1 Appropriate car seats and seatbelts must be used.

10.2 Where possible, caregivers must try to have another adult in a vehicle when transporting a vulnerable person. If this is unavoidable, the caregiver will travel directly to the agreed on location without spontaneous detours.

11. Respect for privacy is required during activities that require undressing, dressing or changing clothes. Caregivers should have another adult present when a child is changing and must not change in the presence of a child.
12. For care provided to babies and young children, the parent/guardian/sponsor must be consulted about their wishes regarding assistance for the child in toileting – whether permission is given for the caregivers to assist the child or the parent/guardian/sponsor wishes to do this.
13. Caregivers are expected to model appropriate privacy during such activities.
14. All aspects of the children's and youth programs are to be open to observation by parents/guardians/sponsors.
15. Caregivers have the right to ask people who do not have a valid reason to be present at child/youth related activities to leave. Police may be contacted if such persons refuse to comply with any reasonable request to leave.

**Ratio of caregivers to vulnerable persons**

Infant: 2 adults to six infants  
18-24 months: 2 adults to 10 children  
2-5 years: 2 adults to 12 children  
5-14 years: 2 adults to 15 children  
15-18/19 years: 2 adults to 15 youth  
Vulnerable adults: 2 adults per 10 vulnerable adults

**APPENDIX SN-E**  
**Selection of Persons Involved with Vulnerable Persons,**  
**including Programs for Children and Youth**

**1. Recruitment of Leaders, Assistant Leaders and Helpers**

(see definitions, Appendix SN-A)

**1.1** Prior to recruitment it is essential for job descriptions to be prepared or annually re-assessed. Job descriptions are required for all positions to ensure appropriate fit between persons being recruited and the jobs.

**1.2** Recruitment is the responsibility of the committee/individuals organizing the program/event (Sec. 2.1 Safe Nurture policy). The screening process is to ensure right fit and to screen out unsuitable candidates so as to ensure that a safe environment is maintained for all leaders and volunteers, paid and unpaid, and for all participants. Group screening may be provided when groups of volunteers are returning after previous year's work. Re-screening is important as the life situations of volunteers and the needs of the organization may change from year to year. Re-screening ensures effective fit.

**1.3** A personal interview, even if done by phone, is a good way of ensuring an effective fit between the potential leader/volunteer and the program, and whether it is the right time for the applicant to take on the responsibility. For those leaders/volunteers returning, the holding of a group interview using some of the same questions offers the committee opportunity for appropriate discernment.

**2. Obtaining References:**

**2.1** All potential Leaders and Assistant Leaders shall provide the names of two people willing to serve as references, preferably including one who has direct experience of the caregiver's work with vulnerable persons. They also will provide written permission for CYM to contact those persons for a reference. Family members and CYM Staff are not eligible to be used as references. References will be checked, and written records kept on file.

**2.2** If the people (staff, clerks, etc.) responsible for the program for vulnerable persons have a question or concern about information revealed during the screening procedures that might prevent the individual being appointed, they must consult in confidence with the Clerks of CYM. Decisions resulting from this consultation of the staff and the Clerks shall be final.

**2.3** All Leaders and Assistant Leaders must be active in, or known by a Monthly Meeting for at least six months prior to serving in a CYM program for vulnerable persons. This shall be verified with the Meeting. Camp NeeKauNis may substitute for Meetings when appropriate.

### **3. Background Checks**

**3.1** Police Vulnerable Persons Record Checks<sup>3</sup> (PRC) are mandatory for all Leaders/Assistant Leaders. Such caregivers will obtain a PRC and provide or send a photocopy directly to the person who is appointing Leaders/Assistant Leaders (See Sec. 2.1 Responsibility to Implement). As an alternative, Leaders/Assistant Leaders can provide documentation of their current status in an occupation that requires PRCs (educators, day care workers, medical professionals, etc)

**3.2** Engagement as a Leader/Assistant Leader will not be limited solely based on the PRC, except in cases of crimes against children and the vulnerable sector.

**3.3** Reference checks will be completed prior to requiring a PRC.

**3.4** The person who is appointing will maintain the PRC and references in secure and confidential storage for the duration of the activity. See Section 7 for further direction.

**3.5** Once an individual's references and PRC are on file for one part of CYM, the individual may give written permission for the file to be accessed / verified, when applicable, by those with responsibility to implement for other locations, or activities.

### **4. Caregivers for a CYM Committee Meeting**

When a CYM Committee requires care, during its committee meeting, for vulnerable persons, including children and youth, it is the responsibility of that Committee to follow the procedures outlined in this Safe Nurture Policy.

### **5. Hired Caregivers**

From time to time it may be necessary or desirable to hire a caregiver from outside CYM.

**5.1** Committees may engage caregivers whose qualifications and safety standards have been formally verified (for example, by a local daycare or registered babysitting service). Written confirmation of the caregiver's qualification must be obtained from the daycare or service, which then fulfills the requirements of sections 2.2 and 2.3, above.

**5.2** When babysitters without formal qualifications are hired as caregivers, they are serving as helpers. Refer to Appendix SN-D, points 8 and 9 for guidance.

### **6. Repeating Reference Checks**

**6.1** When there has been a gap of two or more years in a caregivers' service to CYM, the processes outlined in sections 2.2 and 2.3, above, must be repeated

**6.2** After three years of continuous service, a caregiver with a supervisory role, or who has overnight responsibility for minors, or who may be alone with children or young people, must repeat the processes outlined in sections 2.2 and 2.3, above.

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<sup>3</sup> Names of the check may vary across the country including Vulnerable Person's Check, Police Record Check, Child Abuse Registry Check etc.

**6.3** If concerns about a caregiver have been raised, or an incident involving that person occurs, the processes in sections 2.2 and 2.3 must be repeated.

## **7. Maintaining Confidential Files**

**7.1** All information from references, Monthly Meetings, and PRCs will be held in the strictest of confidence.

**7.2** Access to these files will be limited, as appropriate, to CYM staff, their supervisors, the CYM Clerk(s), Clerk of the CYM Trustees, and/or the Clerk(s) of Camp NeeKauNis. These files are the property of CYM.

**7.3** Upon written request to CYM Clerks or Camp Clerks, caregivers shall have access to their files, except for letters of reference, which are confidential and not available to the caregiver. The file is not available to others outside of CYM.

**7.4** After the CYM activity is finished, the PRC and references will be placed in a sealed envelope. These documents are confidential and are to be stored in a locked secure cabinet in either the CYM Ottawa office or Camp NKN office. After five years storage those documents under the care of Camp NKN will be forwarded for continued storage at the CYM office. After ten years, all the documents will be moved to the CYM Archives for permanent, confidential storage.

**7.5** Electronic files should be copied on a UBS/tetradrive and backed up, and both copies stored in the double locked locations mentioned in 7.4.

## **8. Helpers**

**8.1** Unscreened helpers do not need reference checks or Meeting verification to be involved in programs with vulnerable persons including children and youth.

**8.2** Unscreened helpers, or parents/guardians/sponsors will be supervised at all times during Program Time by a screened Leader. Under no circumstances will such people be left alone during program time with a vulnerable person, including a child or youth, other than their own child or sponsoree.

## **9. Confidentiality of program participants**

**9.1** All individuals who are staffing programs will respect the confidentiality of all program participants, including vulnerable persons, children and youth.

**9.2** When relevant custody, health or other care arrangements must be recorded, this information is confidential and must be stored in ways that maintain this confidentiality.



**APPENDIX SN - F**

**The Agreement of Care for Canadian Yearly Meeting**

**To complete this training I agree:**

- to follow appropriate action in all my relationships with children/youth/vulnerable adults, as defined by my training/ orientation;
- to use only the physical contact that is deemed appropriate by the Safe Nurture for Vulnerable Persons in our Care document, which I have read and understand;
- to use appropriate language;
- to show no bias based on gender, gender identity, ethnic background, skin colour, faith, intelligence, age, religion, sexual orientation or socio-economic status;
- to not harass or bully others;
- to respect confidentiality and privacy, unless a child, youth or vulnerable adult is in danger. Then I will report to a supervisor, child protection agency or the police.

I have read and agree with this Agreement of Care.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Witness: \_\_\_\_\_ Date: \_\_\_\_\_

**APPENDIX SN – G**  
**Risk Assessment Facilities Checklist:**

	<b>Adequate?</b>	<b>Plan for improvement</b>
Are railings at a safe height for children?		
Are stairs / steps safe?		
Are bathrooms easily accessible?		
Are toilets accessible for children and people with disabilities?		
Are exits clearly marked?		
Can exits, especially basements exits, be released from the inside?		
Are floors, especially around entrances, resistant to slipping?		
Is the nursery cleaned and vacuumed after each use?		
Are used diapers disposed of immediately after each nursery use?		
Are there windows in doors or split doors? If this is not feasible for a nursery, are safety gates used in open doorways?		
Are nursery toys washed regularly in a solution of one tablespoon household bleach to one gallon warm water?		
Are signs posted reminding people to wash hands?		
Is there a certified first aid provider present for residential programs?		
Is information easily available about the location of the nearest hospital?		
Is there a well-stocked first aid kit? Is it easily accessible?		
Is a defibrillator available, and someone who is trained to use it?		
Are fire extinguishers in proper locations?		
Are there fire / emergency escape maps in each room?		
Is there regular practice for fire / emergency escape?		
Are there smoke detectors?		
Is there a lockable metal cabinet for the storage of records?		
Is the access to the building well maintained?		

**Source: Ecclesiastical Insurance Office: GUIDELINES FOR DEVELOPING A SAFETY & PROTECTION POLICY FOR CHILDREN / YOUTHS / VULNERABLE ADULTS**

**APPENDIX SN-H**  
**Sample General Incident Report Form**  
**Canadian Yearly Meeting**

**CONFIDENTIAL**

Report date: \_\_\_\_\_ Time of report: \_\_\_\_\_

Full Name of child/youth/adult: \_\_\_\_\_ Age/Grade: \_\_\_\_\_

(Not necessary for adult)

Date of Birth: \_\_\_\_\_ Gender: M F Other

Full Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Name of Parent/Guardian (for child/youth) or caregiver (for adult): \_\_\_\_\_

Notified: Yes / No

If yes, date/time of notification: \_\_\_\_\_

Address: \_\_\_\_\_

(If different from above)

Phone number: \_\_\_\_\_

(If different from above)

Date/time and location of incident: \_\_\_\_\_

\_\_\_\_\_

Description of incident: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Names/contact information of witnesses: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Safe Nurture of Vulnerable Persons in our Care

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Description of injuries sustained: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Description of action taken: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Additional information you think is relevant: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Direct quotes from child/youth/adult: (Note: If this is an abuse allegation, do not interview the child/youth but report only the comments they share with you.)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I hereby confirm that the information provided in this report is accurate to the best of my knowledge.

Name and position of person making report (please print): \_\_\_\_\_

Phone/Address: \_\_\_\_\_

Signature of Person making report: \_\_\_\_\_ Date: \_\_\_\_\_

**Note: If this is an allegation of abuse, it must be reported to a protection agency or police.**

**Source: Ecclesiastical Insurance Office: GUIDELINES FOR DEVELOPING A SAFETY & PROTECTION POLICY FOR CHILDREN / YOUTHS / VULNERABLE ADULTS**

Safe Nurture of Vulnerable Persons in our Care

Guidelines for Implementation Process	Policy Reference	CYM Trustees	CYM Program Committee/ Youth Program Coord	Camp NeeKauNis Personnel Ctte	Canadian Young Friends Yearly Meeting	CYM Committees with YF members or providing child care to members
<b>Preparations:</b>						
- Site risk assessment	SN-G		✓	✓	✓	✓
- Job Descriptions for caregivers	SN-E1.1		✓	✓	✓	
- Develop training materials	Sec. 3 SN-A SN-C	✓	✓	✓	✓	
- Set up system for confidentiality	SN-E7, 9	✓	✓	✓	✓	
<b>Selection of caregivers</b>						
- Recruitment	SN-E 1.2		✓	✓	✓	✓ SN-E4
- References	SN-E 2		✓	✓	✓	
- Police Record Check	SN-E3		✓	✓	✓	
<b>Training</b>						
- conduct training	Sec. 3		✓	✓	✓	
- Sign Agreement of Care	SN-F		✓	✓	✓	
<b>On Site Implementation</b>						
- Set boundaries	Sec. 4		✓	✓	✓	✓
- maintain safe procedures	SN-D		✓	✓	✓	✓
- Report serious incidents to Clerks of CYM, Trustees	Sec. 2.2.2 Sec. 5 SN-H		✓	✓	✓	✓
<b>Report on implementation</b>						
- Include in annual Risk Management Report to Trustees	Sec. 2.2.1		✓	✓	✓	✓
<b>Evaluation and revisions</b>						
- of job descriptions, risk assessments	Sec. 6		Annually	Annually	Annually	Annually
- of Policy	Sec. 6	Bi-annually	Bi-annually	Bi-annually	Bi-annually	Bi-annually