



Ecclesiastical Insurance Office plc

SAFER CHURCH — ABUSE POLICY RENEWAL SELF-AUDIT FOR PARISHES OF THE ANGLICAN DIOCESE OF NOVA SCOTIA AND PRINCE EDWARD ISLAND

Please have a representative of your Parish review the following declarations and respond to the following questions, and then submit the completed form by clicking on the “Submit” button. Please retain a copy of the Self-Audit for your records. **(Note: This copy of the form is for your information and planning purposes. The actual form to be submitted will be sent to all Parishes in April 2015.)**

I am authorized to complete this form on behalf of the Parish. After having made reasonable inquiries, I can state that, to the best of my knowledge and belief, all the declarations contained in this document are accurate, and that the Parish is in compliance with the provisions of its SafeR Church Plan as described in this document.

Date: _____ Name of Parish: _____

Name of Individual Completing the Self-Audit Form: _____

Title/Description of involvement with SafeR Church Plan: _____

(Guidance Note: The individual who completes this form should have knowledge of the Parish’s SafeR Church Plan and how it is being implemented, and should be designated by Parish Council to complete it. He or she does not have to be a member of Parish Council, a Warden, or the Rector.)

SELF-AUDIT QUESTIONS

1. Our Parish has created and implemented a formal, written SafeR Church Plan, which includes specific measures our Parish will take, especially to protect the children, youth, and/or vulnerable adults in our Parish in relation to the risks of all forms of abuse.

(Guidance Note: The purpose of SafeR Church is to create communities of trust and trustworthy communities by taking deliberate, appropriate action to prevent and respond to the risks of all forms of abuse, committed by anyone in the Parish against anyone in the Parish. (See SafeR Church How-To Guide, Parts I, II, and III, on the SafeR Church webpage of the Diocese’s website).

In relation to the abuse coverage provided by Ecclesiastical Insurance to the Parishes of this Diocese, each parish’s SafeR Church Plan will comprise specific measures that seek to do the following, in particular in relation to children, youth, and vulnerable adults:

- prevent opportunities for abuse;*
- respond to allegations, disclosures, reports, or suspicions of abuse;*
- establish recruiting, screening and training protocols for employees and volunteers; and*
- protect the Parish from lawsuits involving allegations of abuse.)*

Yes No In Progress

If in progress, when will the Plan be complete and implemented?

2. Initial and Ongoing Screening, and Hiring/Engagement Procedures for Positions of Trust in the Parish

(Guidance Note: With respect to the abuse-related insurance coverage, Ecclesiastical’s primary concern is that people in Positions of Trust with children, youth, and/or vulnerable adults are properly recruited and screened before they begin their involvement (e.g., through reference checks, interviews, police records checks, etc.), and throughout their involvement (e.g., through proper supervision, etc.), and trained as appropriate to their Positions of Trust. The requirements set out below, in 2a, 2b, 2e, and 2f apply most specifically to these positions.

The requirement set out in 2c and 2d, however, that every current and prospective volunteer and employee in a Position of Trust be required to submit a Police Records Check, including the Vulnerable Sector Check, applies to every Position of Trust, not only those in which people directly work with children, youth, and/or vulnerable adults.

Ecclesiastical defines a Position of Trust as follows: An individual is in a position of trust in the Parish if he or she leads or assists in services, programs, or activities that involve children, youth, and/or vulnerable adults, and/or is in a position where he or she has some degree of responsibility for, and/or authority or control over such programs, services, and activities, or over Parish assets, including money, property, church buildings, etc. Anyone who has a key to the church or other Parish buildings is, by definition, in a Position of Trust.

Unless otherwise identified, the term “employee and volunteer” includes all laypersons, student interns, volunteers, part-time, full-time, seasonal, permanent, or temporary workers, people contracted to do work on behalf of the Parish), and any other person who performs work or services for the Parish.

NOTE: (1) Re CLERGY: The requirements established in this section do not extend to members of the ordained clergy. In relation to these issues, responsibility for clergy is a matter for the Diocese and will be covered in the Diocese’s SafeR Church Plan.

(2) Re ELECTED/APPOINTED PARISH POSITIONS: In addition, given that Diocesan canons govern the manner of appointment or election, and outline the duties related to certain Parish positions (e.g., Warden, members of Parish Council, etc.), guidance for Parishes on Ecclesiastical’s requirements in relation to these positions will be forthcoming from the Diocese.

a. An application form has been (or will be) created for each Position of Trust in the Parish, based on an audit of the position and the identification of its Bona Fide Occupational Requirements (BFORs). All applicants for a position are required to complete the relevant application form.

(Guidance Note: Information about, and tools used to conduct audits, can be found in the SafeR Church How-To Guide, Part II. In addition, a sample application form template will be available on the SafeR Church page of the Diocese’s website.)

Yes No IP NA

If in progress, when will this be in place?

If not applicable, please explain why.

<p>b. Reference checks are conducted and documented for all Positions of Trust in the Parish. Appropriate sources of references (e.g., employers, clergy, etc.) and the questions asked of them are identified based on the BFORS of the specific position in question, which are in turn identified through an up-to-date audit of that position.</p> <p><i>(Guidance Note: This includes contacting all references to ask specific questions relating to the applicant’s past performance, work ethic, attitude, etc., that are relevant to the BFORS of the position, in particular matters related to abuse, e.g., trustworthiness, maturity, ability to set and maintain appropriate boundaries, etc., and about any relevant issues that may have arisen.)</i></p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/> IP <input type="checkbox"/> NA <input type="checkbox"/></p> <p>If in progress, when will this be in place? _____</p> <p>If not applicable, please explain why. _____ _____</p>
<p>c. All employees and volunteers who currently hold Positions of Trust are required to produce a physical copy of a Police Records Check, including a Vulnerable Sector Check, obtained from the police force/service operating in the village, town, city, county, or region where the individual employee or volunteer resides. A new check will be required every five (5) years.</p> <p><i>(Guidance Note: Police Records Checks can be requested at local police stations; costs, processing times, and the nature and extent of information provided by the police will vary by jurisdiction. Parishes must recognize that a Police Records Check is, at best, only one of the screening measures necessary for any Position of Trust, and that such checks have significant limitations (See SafeR Church How-To Guide, Part II). The Police Records Check must be obtained specifically for the Parish; a check obtained for a different organization will not be acceptable.)</i></p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/> IP <input type="checkbox"/> NA <input type="checkbox"/></p> <p>If in progress, when will this be in place? _____</p> <p>If not applicable, please explain why. _____ _____</p>
<p>d. Prospective employees and volunteers seeking Positions of Trust are and will be required to produce a physical copy of a Police Records Check, including a Vulnerable Sector Check, obtained from the police force/service operating in the village, town, city, etc. where the individual resides, before he or she can be hired for such position.</p> <p><i>(Guidance Note: Police Records Checks can be requested at local police stations; costs, processing times, and the nature and extent of information provided by the police will vary by jurisdiction. Parishes must recognize that a Police Records Check is, at best, only one of the screening measures necessary for any position of trust, and that such checks have significant limitations (See SafeR Church How-To Guide, Part II). The Police Records Check must be obtained specifically for the Parish; a check obtained for a different organization will not be acceptable.)</i></p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/> IP <input type="checkbox"/> NA <input type="checkbox"/></p> <p>If in progress, when will this be in place? _____</p> <p>If not applicable, please explain why. _____ _____</p>

<p>e. A six-month probationary period will be in place for all employees and volunteers being hired/engaged for Positions of Trust.</p> <p><i>(Guidance Note: Specific expectations, identified through the audit of the position, and the potential consequences—including the possibility of dismissal—of not meeting expectations based on the BFORs of the position will be established and communicated in writing to each employee and volunteer).</i></p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/> IP <input type="checkbox"/> NA <input type="checkbox"/></p> <p>If in progress, when will this be in place? _____</p> <p>If not applicable, please explain why. _____ _____</p>
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<p>f. All employees and volunteers participate in regular (at least annual) reviews, based on the Bona Fide Occupational Requirements (BFORs) of the position they hold, as identified by the audit of that position (in particular the BFORs most relevant to abuse prevention, e.g., issues of character, etc.). If practical, the Parish seeks to involve individuals trained in human resources matters to assist with this process.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/> IP <input type="checkbox"/> NA <input type="checkbox"/></p> <p>If in progress, when will this be in place? _____</p> <p>If not applicable, please explain why. _____ _____</p>
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<p>3. Operational and Premises Risk Management Measures</p>	
<p>We have established specific measures (procedures, practices, protocols, etc.) in relation to inherent and foreseeable risks of abuse arising from our operations (ministries) or on our premises:</p>	
<p>a. Parish Council has assigned responsibility for abuse prevention and response to a designated position or group, e.g., a SafeR Church Committee, or equivalent. This responsibility includes development of the SafeR Church Plan and overseeing its implementation, monitoring, evaluation, and modification, as required by changing circumstances (e.g., introduction of a new ministry, etc.).</p> <p><i>(Guidance Note: The Parish is responsible for the ongoing implementation, updating, evaluating, monitoring, amending, etc. of its SafeR Church Plan, in particular, in relation to the abuse-related insurance coverage, those aspects of the Plan that seek to protect children, youth, and/or vulnerable adults from abuse. Consequently, it is important that the Parish explicitly identify who (which individual, individuals, which Committee, etc.) will be responsible for this work.)</i></p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/> IP <input type="checkbox"/> NA <input type="checkbox"/></p> <p>If in progress, when will this be in place? _____</p> <p>If not applicable, please explain why. _____ _____</p>

<p>b. We have conducted audits of all programs, services, and activities, and positions in our Parish (i.e., our Ministries), as well as our Governance, and Intangibles, to identify and assess their inherent and foreseeable risks of abuse, and we have identified measures we will implement to eliminate, avoid/prevent, transfer, or reduce these risks. These audits will be reviewed and updated annually.</p> <p><i>(Guidance Note: See the SafeR Church How-To Guide, Parts II and III, and information posted on the SafeR Church webpage for information about and tools that will help you conduct these audits, identify risks and appropriate measures to respond to them.</i></p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/> IP <input type="checkbox"/> NA <input type="checkbox"/></p> <p>If in progress, when will this be in place? _____</p> <p>If not applicable, please explain why. _____ _____</p>
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<p>c. As part of our audits of Ministries, Governance, and Intangibles, we have reviewed the specific features of all Parish premises (e.g., church building, rectory, hall, etc.) to identify and assess their inherent and foreseeable risks of abuse, and we have identified measures we will implement to eliminate, avoid/prevent, transfer or reduce these risks. The premises risk audit will be reviewed and updated annually.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/> IP <input type="checkbox"/> NA <input type="checkbox"/></p> <p>If in progress, when will this be in place? _____</p> <p>If not applicable, please explain why. _____ _____</p>
<p>d. We have adopted a “two-leader” rule and make every effort to follow it at all times.</p> <p><i>(Guidance Note: The goal is to avoid or prevent situations in which older youth/adult leaders, etc., are alone with children or youth as far as is reasonably possible.)</i></p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/> IP <input type="checkbox"/> NA <input type="checkbox"/></p> <p>If in progress, when will this be in place? _____</p> <p>If not applicable, please explain why. _____ _____</p>
<p>e. We have fixed minimum leader (employee/volunteer)-to-participant ratios for all activities involving children or youth. These ratios are higher for overnight and off-site activities.</p> <p><i>(Guidance Note: Ecclesiastical has published a list of standard leader/participant ratios. The list will be posted to the SafeR Church webpage.)</i></p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/> IP <input type="checkbox"/> NA <input type="checkbox"/></p> <p>If in progress, when will this be in place? _____</p> <p>If not applicable, please explain why. _____ _____</p>
<p>f. We have established a rule that parish programs and activities are only held in private homes of leaders or participants if the requisite ratio of leaders to participants can be met.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/> IP <input type="checkbox"/> NA <input type="checkbox"/></p> <p>If in progress, when will this be in place? _____</p> <p>If not applicable, please explain why. _____ _____</p>

<p>4. Initial, Annual, and Ongoing Information, Education, and Training re Abuse-Related Issues</p> <p>a. Our Parish provides or secures appropriate child, youth or vulnerable adult protection education and training for all employees/volunteers in Positions of Trust with children, youth, and/or vulnerable adults. This training is provided or secured prior to their taking up their positions or as soon as possible after that. Appropriate information, education and training about abuse response and prevention is also provided for children, youth and vulnerable adults, for all Parish leaders, and for all members of our Parish on an ongoing basis.</p> <p><i>(Guidance Note: There is no one standard approved or recommended child protection education and training program or set of resource materials. Many programs and materials are available, often at low or no cost. Information about resources available will be posted to the SafeR Church webpage.</i></p> <p><i>Note that everyone in a Parish carries some responsibility for abuse response and prevention. This does not mean that everyone needs the same kind or level of information/education/training as those who are directly involved in programs, services, and activities with children, youth, and vulnerable adults. It does mean that appropriate information or education should be provided and/or resource materials disseminated so that everyone can do his or her part in abuse prevention and response. Each Parish must decide what is appropriate for itself. Information about resources available will be posted to the SafeR Church webpage.)</i></p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/> IP <input type="checkbox"/> NA <input type="checkbox"/></p> <p>If in progress, when will this be in place? _____</p> <p>If not applicable, please explain why. _____ _____</p>
<p>b. Our Parish provides or secures annual refresher training on the protection of children, youth and/or vulnerable adults for employees and volunteers in positions of trust and for other leaders and members of the Parish, as appropriate.</p> <p><i>(Guidance Note: See note above, under 4a.)</i></p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/> IP <input type="checkbox"/> NA <input type="checkbox"/></p> <p>If in progress, when will this be in place? _____</p> <p>If not applicable, please explain why. _____ _____</p>
<p>c. All employees and volunteers in Positions of Trust in our Parish are required to sign the <u>Covenant of Care</u> established by the Diocese of Nova Scotia and Prince Edward Island and to abide by its principles.</p> <p><i>(Guidance Note: A copy of the Covenant of Care is posted on the SafeR Church webpage of the Diocesan website.)</i></p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/> IP <input type="checkbox"/> NA <input type="checkbox"/></p> <p>If in progress, when will this be in place? _____</p> <p>If not applicable, please explain why. _____ _____</p>

<p>5. Intervention and Claims Reporting</p> <p>a. Our Parish Council has appointed an individual who will take the lead in response to allegations, disclosures, reports or suspicions of abuse.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/> IP <input type="checkbox"/> NA <input type="checkbox"/></p> <p>If in progress, when will this be in place? _____</p> <p>If not applicable, please explain why. _____ _____</p>
<p>b. We have established a protocol for reporting allegations, disclosures, reports, or suspicions of abuse related to children, youth, and/or vulnerable adults to the civil authorities (e.g., child or adult protection services, police, etc.) in keeping with relevant provincial legislation.</p> <p>That protocol includes reporting of any allegation, disclosure, report, or suspicion of abuse to the following: (1) Parish Council, (2) the Bishop’s office; (3) the Diocesan Insurance Advisor, (4) the Parish’s legal counsel.</p> <p><i>(Guidance Note: Guidelines should include procedures for: completing a formal incident report form; -reporting to a child protection agency and/or to law enforcement; -reporting to designated authorities within the Parish/ Diocese -reporting to your insurer and legal counsel. Sample forms and a reporting protocol will be posted to the SafeR Church webpage.)</i></p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/> IP <input type="checkbox"/> NA <input type="checkbox"/></p> <p>If in progress, when will this be in place? _____</p> <p>If not applicable, please explain why. _____ _____</p>
<p>c. All Parish employees /volunteers are informed about and receive copies of the reporting protocol and are expected to comply with it. All employees and volunteers, in particular those who serve in Positions of Trust, are trained on how to respond and provide immediate care for a child, youth or vulnerable adult who has alleged, disclosed, or reported abuse.</p> <p><i>(Guidance Note: Relevant resource material will be posted to the SafeR Church webpage.)</i></p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/> IP <input type="checkbox"/> NA <input type="checkbox"/></p> <p>If in progress, when will this be in place? _____</p> <p>If not applicable, please explain why. _____ _____</p>
<p>d. Our Parish has guidelines in place that outline how allegations, disclosures, reports, or suspicions of abusive behaviour are to be followed up, dealt with, and/or reported, including providing pastoral care to those involved or affected. Where we are required by law to report them, we will do so. Where such incidents fall within the bounds of the Diocese’s Sexual Misconduct Policy, we will follow the directions, procedures, etc., outlined in it.</p> <p>These guidelines include reporting of any incident or allegation, disclosure, report or suspicion of abuse to the following: (1) Parish Council, (2) the Bishop’s office; (3) the Diocesan Insurance Advisor, (4) the Parish’s legal counsel.</p> <p><i>(Guidance Note: See note above, under 5b.)</i></p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/> IP <input type="checkbox"/> NA <input type="checkbox"/></p> <p>If in progress, when will this be in place? _____</p> <p>If not applicable, please explain why. _____ _____</p>

SUBMIT (Note: This copy of the form is for your information and planning purposes. The actual form to be submitted will be sent to all Parishes in April 2015.)