

Diocese of Prince Albert

RESPONSIBLE MINISTRY PROTOCOL: A Protection Plan for Children, Youth, Vulnerable Adults and Ministry Personnel Manual

Approved by _____
Bishop of Prince Albert, Saskatchewan

on the _____ **day of** _____ **20**_____



May 17, 2018

To all the faithful of the Diocese of Prince Albert,

May your hearts and homes be filled with the peace and joy of the Lord!

Over the centuries, there have been distinct times when people were called to be vigilant. In our society today, what was once understood as common sense seems to be a way of the past for many. Consequently, we are to remember the Lord's words, "Be vigilant." (1 Peter 5:8, 9)

Each of us wants to build good relationships with others. We extend our hands and share our responsibility in proclaiming the Good News with all. However, being human is to realize that we are not perfect, that society is not perfect. These imperfections or grey areas have to be handled with care and love to avoid sensitive disagreements and conflict. Therefore, it is good to take the steps that are needed to prevent situations that may inadvertently occur.

The Church is a family and, as you know, many of our activities include our children, grandchildren, and our vulnerable people. Our diocese and parishes are committed to providing a safe environment for our communities while we accompany one another along the way of finding fulfilment on our faith journey. Accordingly, a protocol has been prepared for us to help examine our behaviour at any time and with anyone. We support such procedures and understand the necessity of being proactive for the Church has suffered much in the past and is still being accused of being deficient in this area.

For which we are extremely grateful, many of you may have served and continue to serve in different capacities and in different ministries in our parishes. With the understanding that society has changed, it is necessary for us to respond and modify our actions accordingly. Therefore, I encourage you to follow the Responsible Ministry policies provided in this document that offer us means and ways to function when challenged. Be informed! Be respectful! Be merciful to all! Be vigilant! This is the year 2018!

The whole protocol document has been revised to assure that it is with respect, love, and mercy that we responsibly exercise our ministry. Let us listen to the words of the Lord and be vigilant out of love and mercy.

Sincerely yours in Christ,

Most Rev. Albert Thévenot, M. Afr.
Bishop of Prince Albert

'To help our people rediscover Christ, the incarnate word of God because we are all called to holiness'



le 17 mai 2018

À tous les fidèles du diocèse de Prince Albert,

Que vos cœurs et vos maisons soient remplis de la paix et de la joie du Seigneur!

Au cours des siècles, il y a eu des moments distincts où les gens ont été appelés à être vigilants. Dans notre société aujourd'hui, ce qui était autrefois compris comme du bon sens semble être une voie du passé pour beaucoup. Par conséquent, nous devons nous souvenir des paroles du Seigneur: "Soyez vigilants." (1 Pierre 5: 8, 9)

Chacun de nous veut construire de bonnes relations avec les autres. Nous portons mains fortes et partageons notre responsabilité en proclamant la Bonne Nouvelle à tous. Cependant, être humain, c'est se rendre compte que nous ne sommes pas parfaits, que la société n'est pas parfaite. Ces imperfections ou zones grises doivent être traitées avec soin et amour afin d'éviter les désaccords sensibles et les conflits. Par conséquent, il est bon de prendre les mesures nécessaires pour éviter les situations qui pourraient se produire par inadvertance.

L'Église est une famille et, comme vous le savez, plusieurs de nos activités comprennent nos enfants, nos petits-enfants et nos personnes vulnérables. Notre diocèse et nos paroisses s'engagent à offrir un environnement sécuritaire à nos communautés, tandis que nous nous accompagnons les uns les autres sur la voie de la réalisation de notre chemin de foi. En conséquence, un protocole a été préparé pour nous aider à examiner notre comportement à tout moment et avec n'importe qui. Nous soutenons de telles procédures et comprenons la nécessité d'être proactif car l'Église a beaucoup souffert dans le passé, et est toujours accusée d'être déficitaire dans ce domaine.

Nous sommes extrêmement reconnaissants envers vous, car beaucoup d'entre vous ont servi et continuent à servir dans différentes capacités et dans différents ministères dans nos paroisses. Avec la compréhension que la société a changé, il est nécessaire pour nous de réagir et de modifier nos actions en conséquence. Donc, je vous encourage à suivre les politiques du ministère responsable fournies dans ce document qui nous offrent des moyens et des façons de fonctionner en cas de difficultés. Être informé! Soyez respectueux! Soyez miséricordieux pour tous! Soyez vigilants! C'est l'année 2018!

L'ensemble du document du protocole a été révisé pour assurer que c'est avec respect, amour et miséricorde que nous exerçons notre ministère de façon responsable. Écoutons les paroles du Seigneur et soyons vigilants par amour et compassion.

Sincèrement vôtre dans le Christ,

Mgr. Albert Thévenot, M. Afr.
Évêque de Prince Albert

'To help our people rediscover Christ, the incarnate word of God because we are all called to holiness'

Responsible Ministry for the Diocese of Prince Albert

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LIST OF ACRONYMS¹

CCC – Catechism of the Catholic Church

CPIC – Canadian Police Information Center

DRM – Director of Responsible Ministry

NRSV Bible – New Revised Standard Version Bible

PIPEDA – Personal Information Protection Electronic Data Act

PRC – Police Records Check

PRMC – Parish Responsible Ministry Committee

RMAT – Responsible Ministry Advisory Team

¹ See definition for acronyms on pages 2- 4.

SECTION I - INTRODUCTION

Marks of the True Christian

Let love be genuine; hate what is evil, hold fast to what is good; love one another with mutual affection; outdo one another in showing honour. Do not lag in zeal, be ardent in spirit, serve the Lord. Rejoice in hope, be patient in suffering, persevere in prayer. Contribute to the needs of the saints; extend hospitality to strangers.

Bless those who persecute you; bless and do not curse them. Rejoice with those who rejoice, weep with those who weep. Live in harmony with one another; do not be haughty, but associate with the lowly; do not claim to be wiser than you are. Do not repay anyone evil for evil but take thought for what is noble in the sight of all. If it is possible, so far as it depends on you, live peaceably with all. Beloved, never avenge yourselves, but leave room for the wrath of God; for it is written, 'Vengeance is mine, I will repay, says the Lord.' No, 'if your enemies are hungry, feed them; if they are thirsty, give them something to drink; for by doing this you will heap burning coals on their heads.' Do not be overcome by evil but overcome evil with good. Romans 12.9-21²

1.01 Preamble

Children, youth and vulnerable adults are precious gifts from God. As our Catechism and church documents affirm, the dignity of each human person is rooted in having been created in the image and likeness of God. (cf. *Gaudium et spes {The Church in the Modern World}* 14, 22, 29 passim, CCC 1700, et al.)

Children and youth are gifts that must be taken seriously. They are not only the church of the future; they are a valued part of the church today. Jesus reminds us that to enter into the kingdom of heaven we must have the faith of a little child. (Luke 18.17)

Similarly, our handicapped and seniors also require our respect. Again, and again, the Gospels make clear our Lord's preferential option for the poor, weak and marginalized, and the wisdom that comes with age and experience is an invaluable resource for the younger generations.

However, these people are also vulnerable. Sadly, because of their lack of strength, awareness, or knowledge, they may be taken advantage of and worse, victims of abuse. Therefore, it is imperative that the Church be proactive in protecting them and in providing safe environments so that the intimate relationship between vulnerable people and God remains secure.

We must also protect those who serve our children, youth, and vulnerable adults. Our ministry personnel need the security of knowing that they are working in a setting where processes and procedures are in place to minimize any possibility of an erroneous allegation.

The Responsible Ministry establishes the criteria for the provision of a safe environment for children, youth, vulnerable adults, and ministry personnel.

² All Scripture references are from the New Revised Standard Version – Catholic Edition.

1.02 Purpose

- To prevent abuse of children, youth and vulnerable adults. Prevention includes the provision of a good process that seeks to prevent opportunities for abuse, neglect and harm.
- To protect the vulnerable persons in our midst. The protection of children, youth and vulnerable adults is everyone's responsibility.
- To train and support our clergy, employees and volunteers.
- To provide a process for reporting all incidents of abuse, neglect and harm. Such incidents, wherever and whenever they occur, are to be reported immediately to the appropriate authorities for action.
- To protect the ministry personnel, (clergy, employees and volunteers) against false allegations of wrongdoing.

1.03 Definitions

In this Protocol, these terms shall be defined as follows:

Accused	A person against whom a complaint is made pursuant to the terms of this Protocol.
Act	The <i>Child and Family Services Act</i> , S.S.1989-1990, c.C-7.2
Child	A person under the age of 18 years; see also Youth .
Clergy	Those persons who have received the sacrament of Holy Orders (i.e. permanent or transitional deacons, priests, and bishops). The term clergy will also include those preparing to receive the sacrament of Holy Orders (i.e., seminarians).
Complainant	A person who has made a complaint under Responsible Ministry Protocol. The complaint may involve children, youth and vulnerable adults or adult to adult complaints.
Designated Screening Personnel	A designated individual trained to prepare prospective ministry personnel. Responsibilities include processing applications, checking references, conducting interviews, and maintaining ministry personnel files.
Director of Responsible Ministry	An individual appointed by the Diocese to determine the appropriate response and/or action to issues pertaining to the implementation of the Diocesan Responsible Ministry Protocol including any allegations of misconduct or abuse.
Hall Monitors	Ministry Personnel whose role is to walk hallways for supervision and to visit rooms at random where children are being supervised to protect against false allegations.

High Risk Ministry	A situation where children or youth are not accompanied by their parents, where there is a relationship of trust between Ministry Personnel and children or youth, or where there is a ministry to the vulnerable.
Ministry Lead	Individuals who have successfully completed the recruitment and preparation process and have been given the responsibility to direct programs or ministries for children, youth, or vulnerable adults. The term includes volunteers, full-time, short-term or contract employees, and clergy, regardless of whether or not they receive a salary.
Ministry Personnel	An individual who has successfully completed the recruitment and preparation procedures of the Responsible Ministry Protocol and is now deemed to be a person who can be put in a position of trust with children, youth, or vulnerable adults. Ministry Personnel include prepared volunteers, full-time, short-term or contract employees, and clergy, regardless of whether or not they receive a salary.
Ministry Personnel File	A file kept on each Ministry Personnel that includes the ministry application form, the police records check, reference checks, and other documentation related to the recruitment and supervision of Ministry Personnel.
Ministry Year	The terms during which a ministry program runs. In regard to Responsible Ministry Protocol, the ministry year will be defined as programs which run during the period from September to August unless otherwise designated.
Occasional Observer	Individuals who visit, observe, and assist Ministry Personnel with ministry activities on rare occasions. This term includes parents assisting their own children. Occasional observers do not need to be screened and trained. However, their access to minors will be limited and they will never be placed in a position of trust with children who are not their own. This means that they will not be asked to assume responsibility for children, and they will not be allowed or asked to take children to the washroom.
Off-Site Activities	All Parish related activities shall take place in a public area of the church, church hall or rectory. Any activity taking place outside this predetermined location shall be considered an off-site activity.
Parent	The natural or adoptive parent(s) or legal guardian(s) of a child under the age of 18 years of age.
Parish Responsible Ministry Committee (PRMC)	A group of persons responsible for the ongoing implementation of this protocol within the parish including the Pastor, Parish Council Chairperson (or a person appointed by Parish Pastoral Council) and a member at large who is appointed by the Parish Pastoral Council.
Position of Trust	The position of trust is a relationship between children, youth or vulnerable adults and the Ministry Personnel. This relationship comes into being in situations when someone has: <ul style="list-style-type: none"> • a significant degree of authority or decision-making power over another • unsupervised access to another person and to his/her property • contact with vulnerable individuals

Program	A structured series of similar activities or events governed and run by the Parish or Diocese which spans a period of weeks or months and in which the level of risk is expected to remain constant, e.g., weekly catechism classes; visitation at a hospital or nursing home, home visitation; weekly youth meetings, etc.
Prospective Ministry Personnel	Youth or adults associated with the Diocese or Parish awaiting approval to become Ministry Personnel.
Protocol	This term will be used throughout this document to refer to the Responsible Ministry Protocol: A Protection Plan for Children, Youth, Vulnerable Adults and Ministry Personnel of the Roman Catholic Diocese of Prince Albert, Saskatchewan.
Responsible Ministry Advisory Team (RMAT)	A group of between 3 - 5 persons who are qualified by training and experience, to act as advisors to the Director of Responsible Ministry in the administration of this protocol in the event of an allegation.
Risk Assessment	The process by which programs are rated according to risk factors. High Risk ministries require special attention.
Unrelated Ministry Personnel	Ministry Personnel must not be related as in husband/wife, common law and previously married.
Vulnerable Adult	A person 18 years of age or older who, because of age, disability or other circumstances, whether temporary or permanent, is in a position of dependence on others or is at a greater risk than the general population of being harmed by a person or persons in positions of authority or trust.
Youth	A person aged 11 to 17 years (student)

1.04 Understanding Abuse and Harassment

Definitions of Abuse

Abuse of Children

The term “child abuse” refers to the violence, mistreatment, or neglect that a child or youth may experience while in the care of someone they either trust or depend on, such as a parent, sibling, other relative, caregiver, guardian or Ministry Personnel. Abuse may take place anywhere and may occur, for example, within the child's home or that of someone known to the child.

There are many different forms of abuse, and a child may be subjected to more than one form:

Physical abuse may consist of just one incident or it may happen repeatedly. It involves the deliberate use of force against a child in such a way that the child is either injured or is at risk of being injured. Physical abuse includes beating, hitting, shaking, pushing, choking, biting, burning, kicking or assaulting a child with a weapon. (Assault and unlawful confinement are criminal offences in Canada.) It also includes holding a child under water, or any other dangerous or harmful use of force or restraint.

Sexual abuse and exploitation involves using a child for sexual purposes. Examples of child sexual abuse include fondling, inviting a child to touch or be touched sexually, intercourse, rape, incest, sodomy, exhibitionism, or involving a child in prostitution or pornography. (Child sexual assault and sexual exploitation are criminal offences in Canada.)

Neglect is often chronic and usually involves repeated incidents. It involves failing to provide what a child needs for his or her physical, psychological or emotional development and wellbeing. For example, neglect includes failing to provide a child with food, clothing, shelter, cleanliness, medical care or protection from harm. (Failure to provide the necessities of life, such as food or medical treatment, is a criminal offence in Canada.) Emotional neglect includes failure to provide a child with love, safety, and a sense of worth.

Emotional abuse involves harming a child's sense of self. It includes acts (or omissions) that result in, or place a child at risk of, serious behavioural, cognitive, emotional, or mental health problems. For example, emotional abuse may include verbal threats, social isolation, intimidation, exploitation, or routinely making unreasonable demands. It also includes terrorizing a child or exposing them to family violence.

An abuser may use a number of different tactics to gain access to a child, exert power and control over them, and prevent them from telling anyone about the abuse or seeking support. A child who is being abused is usually in a position of dependence on the person abusing them. Abuse is a misuse of power and a violation of trust. The abuse may happen once, or it may occur in a repeated and escalating pattern over a period of months or years. The abuse may change form over time.³

³ *Family Violence Initiative: Child Abuse: A fact sheet from the Department of Justice Canada, 2001.* <http://www.justice.gc.ca/eng/pi/fv-vf/facts-info/child-enf.html#ftn2>. For further information see Appendix 16.

Child grooming is defined as deliberate actions taken with the aim of befriending and establishing an emotional connection with a child, in order to lower the child's inhibitions in preparation for sexual abuse or exploitation of the child.⁴

Abuse of Vulnerable Adults

Abuse of vulnerable adults is an act or behaviour by anyone, including a caregiver, which results in harm to a vulnerable adult's well-being or safety. Caregivers are often family members but include anyone who provides care to the vulnerable adult in their own home or care facility.

Issues of power and control underlie all abuse situations and the most vulnerable people are at the most risk. Such abuse may take the form of financial abuse, emotional abuse, physical or sexual abuse, or neglect.

Financial abuse may involve forcing a person to sell their personal belongings or property. It may also involve pressuring them to pay for products and services that are not needed. Stealing a person's money, pension cheque or possessions, or withholding money that is required for daily expenses are other examples. Theft, fraud, forgery, extortion, and the wrongful use of a power of attorney are also forms of financial abuse. Victims of financial abuse often have a close relationship with their abuser.

Emotional abuse involves humiliating, insulting, threatening, or controlling behaviour. Abusers may socially isolate another person or threaten to have them placed in a facility. Abusers may also unnecessarily restrict or remove another's decision-making powers.

Physical abuse includes things like slapping, pushing, kicking, shaking, misuse of medication and forced confinement, for example, not allowing a vulnerable adult out of a room, bed, or chair for extended periods of time. It also includes sexual abuse such as inappropriate touching during personal care routines, sexual comments, or sexual activity without the adult's consent.

Neglect may involve abandonment or withholding things such as food, personal care, or medical attention.⁵

⁴ This definition was taken from Saskatchewan Child Abuse Protocol 2014 - http://www.qp.gov.sk.ca/Publications_Centre/SocialServices/Saskatchewan-Child-Abuse-Protocol-2014.pdf

⁵ Cf. Abuse of Older Adults: Saskatchewan's Provincial Protocol Framework and Action Plan for Older Adults, 2003. (See Appendix 17)

Definition of Harassment

Pursuant to 3-1 (1) (1) of *The Saskatchewan Employment Act*, harassment means:

- Any inappropriate conduct, comment, display, action or gesture by a person that constitutes a threat to the health or safety of the worker, and is either:
 - Based on race, creed, religion, colour, sex, sexual orientation, marital status, family status, disability, physical size or weight, age nationality, ancestry or place of origin; or
 - Adversely affects the worker's psychological or physical well-being and that the person knows, or ought reasonably to know, would cause a worker to be humiliated or intimidated (sometimes referred to as personal harassment).

Personal harassment must involve repeated occurrences; however, a single serious incident may also constitute harassment if it is shown to have a lasting harmful effect on a worker. Sexual harassment, which is conduct, comment, gesture or contact of a sexual nature that is offensive, unsolicited or unwelcome, is also prohibited.

1.05 Understanding Our Responsibility

We believe that each person is created in the image and likeness of God (Gen 1.27) and therefore has the right to be respected at all times.

We believe in the dignity and self-worth of each person and their right to autonomy in all situations.

We believe that situations of personal misconduct violate the integrity of persons, degrade them, and interfere with their gifts of creativity and wholeness.

We believe that any situation of personal misconduct misuses power and distorts relationships.

We believe it is the responsibility of the Diocese and Parish to provide a safe environment for all who attend our facilities or who participate in diocesan and parish sanctioned activities and programs wherever they may occur.

Our Spiritual and Moral Responsibility

We recognize that we are to be a reflection of God's love to those in our care and we take this responsibility seriously.

Micah presents this challenge: "He has told you, O mortal, what is good; and what does the LORD require of you but to do justice, and to love kindly, and to walk humbly with your God (Micah 6.8)

According to Micah, the Lord requires three things of us:

- **To do justice** – we must work for justice, seeking to promote the truth and speak out on behalf of the vulnerable.
- **To love kindly** – compassion needs to be the bedrock of all our work.
- **To walk humbly with our God** – every area of our lives needs to be marked by humility and righteousness. To act always with integrity.

Scripture outlines our spiritual responsibility to children, youth and vulnerable adults:

If any of you put a stumbling block before one of these little ones who believe in me, it would be better for you if a great millstone were fastened around your neck and you were drowned in the depth of the sea. (Matthew 18.6)

People were bringing little children to him in order that he might touch them; and the disciples spoke sternly to them. But when Jesus saw this, he was indignant and said to them, "Let the little children come to me; do not stop them; for it is to such as these that the kingdom of God belongs. Truly I tell you, whoever does not receive the kingdom of God as a little child will never enter it." And he took them up in his arms, laid his hands on them, and blessed them. (Mark 10.13-16)

Abstain from every form of evil. (1 Thessalonians 5.22)

For we intend to do what is right not only in the Lord's sight but also in the sight of others. (2 Corinthians 8.21)

Our Civil and Legal Responsibility

We recognize that providing a safe place for children, youth and vulnerable adults is also a legal requirement. We have a legal responsibility to ensure that a plan for protecting children, youth and vulnerable adults is in place and diligently followed.

Our legal responsibility includes accountability for the actions of our Ministry Personnel, including our clergy, employees, and volunteers, and recognizes that as a Diocese we will be held vicariously liable for their actions.

This protocol and its guidelines are to help us fulfill our responsibilities to provide as safe and nurturing environment as possible for children, youth and vulnerable adults. In partnership with parents and caregivers, we seek to provide quality care and instruction and, in this way, promote spiritual growth at

every age level. It is also the responsibility of our Diocese and Parishes to provide a safe environment for all its clergy employees, ministry leaders and participants free of all forms of harassment or misconduct.

Preparation and Oversight

The Director of Responsible Ministry will recommend to the Bishop a Responsible Ministry Advisory Committee (RMAT) that will have overall responsibility to implement these guidelines and to ensure that all parishes and other entities in the Diocese know about the protocol and follow the implementation steps with integrity and consistency. Likewise, each Parish will appoint a Parish Responsible Ministry Committee (PRMC) to ensure the protocol is properly implemented. Each member of the RMAT and PRMC will sign an Oath of Confidentiality, which will be kept permanently on file at the Diocese (Appendix 6B).

Evaluating the Risk

The Parish Responsible Ministry Committee (PRMC) will evaluate the risk in each staff and volunteer position using the Position Risk Assessment Guide. (Appendix 1) For each response on the Risk Assessment Guide checked as "Yes; true", the Diocese or Parish should strive to reduce this risk so the "No; not true" column may be honestly checked off. This process is ongoing and must be revisited with each new program year, each change in adult leadership and after any change in the environment. Risk assessment for recurring programs and ministries should be done annually, since responsibilities associated with positions often change over time. If a new element is introduced into a program, the Ministry Lead must determine the risk for that specific event and submit the risk assessment in writing to the Parish Responsible Ministry Committee for review prior to the event.

The same procedure is to be followed for every extraordinary activity that takes place in the Diocese or Parish. A specific form has been created to help those planning the event to ascertain the risk level (Appendix 11C). In order for the activity to go forward, Appendices 11A-C need to be completed by the organizer and be submitted to the Director of Responsible Ministry. Upon approval, the assessor will notify the organizer. A completed Extraordinary Activity Approval of Assessor will need to be received (Appendix 11D).

Ministry Descriptions

Communicate what is expected, what skills or experience may be needed, how the Diocese or Parish will provide orientation and training for the task, and what support can be expected. All Ministry Personnel whether volunteer or employed are required to have position descriptions. Sample Ministry Position Descriptions for most volunteer positions are available in section 8.2 of Our Living Covenant. A list of the positions and the risk level associated with the position can be found in Appendix 2. The Diocese has also created a position description for each of those listed. These should be customized for your specific ministries and programs. These can be found in the Volunteer Ministry Positions and Risk Levels section at the end of the Responsible Ministry Protocol document.

SECTION II - PROTOCOL on PROTECTION PROCEDURES

2.01 Ministry Personnel Recruitment and Screening

Ministry Personnel working with children, youth and/or vulnerable adults must complete the recruitment and screening process prior to being placed in a position of trust.

Selection Process⁶

1. The Parish Responsible Ministry Committee (PRMC) will determine if an individual is a suitable or a potential candidate for ministry with children, youth and/or vulnerable adults.
2. The individual will be a known attendee of the Parish.
3. Prospective Ministry Personnel are to submit to the recruitment and screening process managed by the Ministry Lead. Individuals will submit and complete the following:
 - Ministry Personnel Application Form (Appendices 4A & 4B or 5 for youth working with children)
 - Reference checks (Appendix 4C)
 - Police Records check, according to the risk assessment of the position (Appendix 4D)
 - Sign the Ministry Personnel Agreement Form and Covenant of Care (Appendix 6A)
 - Interview form (Appendix 7A or 7B)
 - New Volunteer Protocol Orientation
 - Final approval from PRMC (Appendix 8)⁷
4. A signed copy of the Approval of Ministry Personnel Application will indicate that the process has been completed. (Appendix 8)
5. Ministry Personnel who serve children, youth and/or vulnerable adults must have a personnel file which includes the aforementioned documents. These files are to be kept permanently at the Diocesan Office.

Retention of Documentation

The purpose of collecting personal information is to insure that the protocol is properly administered. Records of a personal, confidential nature will be kept in the strictest of confidence and used only for the purpose for which they were collected, that is, for implementing and monitoring this protocol. Information will be safely stored and only accessed for the purpose of compliance with these guidelines.

The original forms are to be sent to the Diocesan Office where they will be kept permanently. While the parish is collecting information, care must be taken to see that these documents are stored in a secure place in order to protect confidentiality. Documents are to be stored in a fireproof, locked metal cabinet (e.g., location of archives).

⁶ For further information see Appendix 3A The Screening Process, 3B Ten Steps of Screening, 3C Screening Protocol for Each Risk Level, 2A Checklist for General Risk Volunteer Positions, and 2B Checklist for High Risk Volunteer Positions.

⁷ For guidelines on declining the services of a volunteer, see pages 15.

Once all screening forms for an individual have been received, send the complete package of information to the Diocese. The parish is to keep only a copy of Appendix 8: Approval of Ministry Personnel Application. All other documentation in the screening package is to be sent into the Diocese.

A completed screening package includes:

- Volunteer Ministry Personnel Application Form for those working with children, youth or vulnerable adults (Appendices 4A or 5)
- Release of Information and Declaration of Intent (Appendix 4B);
- Three reference checks with any notes (Appendix 4C);
- The original CPIC (Police Records Check including Vulnerable Sector Scan – Appendix 4D);
- Interview form (Appendix 7A or 7B);
- Ministry Personnel Agreement Form and Covenant of Care statement (Appendix 6);
- Approval of Ministry Personnel Application (Appendix 8); and
- The Ministry Position(s) Description.

In the future, any Incident Reports (Appendix 13) completed by Ministry Personnel are to be sent into the Diocese and will be added to the individual's files.

Requirements for Ministry

1. Individuals wanting to work with children, youth and/or vulnerable adults must be faithful attendees of the Parish. Reference checks must be received from a minimum of three individuals who have known the applicant for at least three years. When prospective Ministry Personnel have transferred during the previous year from another Parish, one of the references must include their previous clergy.
2. Ministry Personnel serving with children, youth and/or vulnerable adults are to be members in good standing with the Roman Catholic Church. They are to support and accept the leadership of the Director of Responsible Ministry, the clergy and the diocesan policies, procedures and protocols.
3. For the protection of our children, youth and vulnerable adults, Ministry Personnel are to be committed to growth in every area of their lives by engaging in practices and experiences that keep them connected to God and becoming more like Christ.
4. Ministry Personnel are to be role models of integrity at all times. They are to refrain from activities that are illegal or could be considered questionable according to the moral standards and teachings of the Roman Catholic Church.
5. Individuals who have been accused, convicted or are under reasonable suspicion of crimes against children, youth or vulnerable adults, or have been convicted of violent or other relevant crimes will not be permitted to be involved in ministries or programs where children, youth or vulnerable adults participate.

Ministry Personnel Application Form

1. Prospective Ministry Personnel are to complete the Ministry Personnel Application Form. (Appendix 4A). Students (youth) leaders are to complete the Ministry Personnel Application Form for Youth Working with Children (Appendix 5). Only the official forms of the Diocese of Prince Albert may be used.
 - The application form must be completed in full.
 - A verifiable witnessed signature is required for the protection of all parties.
 - Individuals transferring from one Parish to another Parish must include contact information and a reference from the Clergy of their previous Parish.
 - In accordance with the Personal Information Protection and Electronic Documents Act (PIPEDA), the Ministry Personnel Application Form must include the reason for which the information is being collected.
2. Ministry Personnel Application Forms are to be kept confidential and available only to the Ministry Lead, Clergy, screening personnel, PRMC and anyone authorized by the Director of Responsible Ministry.
 - The original Ministry Personnel Application Forms are to be kept on file permanently at the Diocesan Office.

Covenant of Care

All volunteers, employees and clergy are required to sign the Ministry Personnel Agreement Form and Covenant of Care statement. (Appendix 6A, B, C)

Reference Checks

Designated Screening Personnel will conduct reference checks on all prospective Ministry Personnel. (Appendix 4C)

- Prospective Ministry Personnel must sign a liability release before reference checks are conducted. (Appendix 4B)
- References provided should address the requirements of the applicant for the ministry in which they wish to be engaged.
- Reference checks may be conducted by telephone or in person to confirm the suitability and appointment of prospective Ministry Personnel.

Interview

Interviews will be conducted by the Ministry Lead, Designated Screening Personnel or by an individual approved by any two members of the Parish Responsible Ministry Committee (PRMC).

Police Records Check (Canadian Police Information Clearance)

1. Canadian Police Information Clearance (CPIC) checks must be conducted on all ministry personnel serving children, youth or vulnerable adults. (Appendix 4D)
 - The Police records check is to be renewed every five (5) for volunteer ministry personnel and every 3 years for clergy and paid ministry personnel.
 - The Police records check is to be conducted on all Ministry Personnel 18 years of age and older and is to be kept on file permanently with the Diocesan Office.
2. If a CPIC check or Vulnerable Sector Scan is returned "NOT CLEAR" the prospective ministry personnel will be asked to do one of the following:
 - a. either submit to a CPIC with fingerprinting verification and submit to disclosure and verification of the crimes committed that he/she has been convicted of; or
 - b. withdraw their application from serving in a position of leadership or a position of trust with children, youth or vulnerable adults.

Note: Without verification of convictions and without a clear vulnerable sector scan individuals cannot be placed in a position of leadership or trust with children, youth or vulnerable adults.
3. If anyone is convicted of a criminal offence of abuse related to children, youth or vulnerable persons, the individual must notify the PRMC who in turn must submit a written report directly to the Director of Responsible Ministry.
4. Anyone accused/convicted of abuse against a child, youth or vulnerable adult will be prohibited from having access to children, youth or vulnerable adults until they are cleared of all charges. Clear written guidelines will be provided to the individual, restricting activities and access to particular areas of diocesan or church property.
5. Anyone convicted of abuse will be prohibited from having access to children, youth or vulnerable adults. The PRMC and/or RMA may appoint an individual to be responsible to be informed whenever the convicted person attends diocesan or parish activities and to accompany the convicted person while on diocesan or church property. Clear, written guidelines will be provided to the individual listing restricted areas and access points on diocesan or church property.
6. Only members of the PRMC and DRM will handle Criminal Records findings. To ensure that no one else has access to this document, the appointed person(s) will place the findings in an envelope, seal the envelope and sign the seal of the envelope. This is placed in the employee's, volunteer's or applicant's secure file at the Diocese.

Training

1. A New Volunteer Orientation or Refresher Training is required for all Ministry Personnel (whether new or experienced) serving with children, youth and/or vulnerable adults. Such training should be offered prior to the beginning of the pastoral year.
2. The orientation by designated trainers is to include the following:
 - a. A review of the Responsible Ministry Protocol and procedures;
 - b. The requirement to finish the screening process with forms completed and on file;
 - c. A review of position descriptions to ensure everyone knows what their job entails and whether their position is one of those identified as "a position of trust";⁸
 - d. An overview of the definitions of abuse and neglect; warning signs, and how to respond to allegations and suspicions;
 - e. Legal responsibility and procedure for reporting abuse and neglect;
 - f. What to do in case of an illness of either themselves or someone in the program;
 - g. How to access forms; and
 - h. Child and youth protection procedures;
3. All Ministry Personnel working with children, youth and/or vulnerable adults are to affirm that they have read the Responsible Ministry Protocol, that they understand it and the procedures that pertain to their area of ministry and are willing to comply with the Responsible Ministry Protocol. (Appendix 6A) Ministry Personnel will be educated about their legal obligation to report suspected abuse and to recognize and identify the symptoms of abuse and molestation.
4. All Ministry Personnel working with children, youth or vulnerable adults, the PRMC, Ministry Leads and Designated Screening Personnel are required to attend either the orientation or refresher sessions once a year.
5. Attendance is to be taken at orientation and refresher sessions and submitted to the Diocese.

Approval

All Ministry Personnel of the Parish working with children, youth and vulnerable adults, whether volunteer or employed, are to be approved by a member of the PRMC as appropriate upon completion of the recruitment and screening processes. Approval should not be granted unless the screening process is complete and carefully reviewed. The Approval Form must be signed and dated by two of the committee members. (Appendix 8)

⁸ To be done in the diocesan or parish context in which the ministry will take place.

When a Candidate Does Not Meet the Criteria for High-Risk Ministry

In cases where a candidate doesn't meet the criteria for high-risk ministry, please contact the Director of Responsible Ministry for direction, who, following review of all pertinent information will assist in an appropriate response to the candidate.

Confidentiality

All written or verbal information must be kept in the strictest of confidence in all circumstances except when:

- a person threatens suicide
- a minor (16 and under) reports physical or sexual abuse
- someone's life is in danger
- any person's physical well-being is threatened (including your own)
- someone exhibits psychotic behaviour
- a situation occurs that is beyond your own experience and expertise.

In these situations, it is appropriate for employees, volunteers or parishioners to share the information with a PRMC Member and notify the Clergy.

The information gathered for the purposes of screening will be accessible only to the PRMC and the Director of Responsible Ministry, it may also be reviewed by RMAT under circumstances when there is a complaint.

Confidentiality is a serious issue. We must be aware of the potential legal liability if information about someone is made public. Even if something that is written or said is true, telling it to others or allowing them to see something written may still constitute an invasion of privacy, which might also give rise to a lawsuit.

All employees and volunteers have the right to expect that any personal information will be kept confidential. It is important that these guidelines on the maintenance and confidentiality of records be explained to all employees, volunteers and volunteer applicants so that they know who has access to their information. It should be made clear to them that they can examine their file at any time and may insert documentation of their own if they so desire (such as certificates and awards) however, the file remains the property of the Roman Catholic Diocese of Prince Albert.

Only a person appointed by the DRM, RMAT or PRMC will handle Criminal Records findings. To ensure that no one else has access to this document, the appointed person will place the findings in an envelope, seal the envelope and sign the seal of the envelope. The Police Records Check will be sent into the Diocese where it will be kept on file permanently in the employee's, volunteer's or applicant's secure file.

It is to be understood that the seal of the confessional remains inviolate.

2.02 Children and Youth Protection Procedures

The following procedures are in place for programs and ministries where children (birth to age 10) are in attendance and placed in a position of trust with an employee or volunteer. Supervision of Ministry Personnel

For the protection of our children, supervision of all Ministry Personnel will be intentional and will take place through formal and informal visits to classrooms and program venues by Ministry Leads, Clergy, members of the PRMC or RMAT or a person authorized by the Director of Responsible Ministry.

Ministry Personnel Identification

All Ministry Personnel, when serving, are to wear a nametag that clearly identifies them to parents, children and others.

Child Authorization and Consent Forms & Compliance with the Personal Information Protection Electronic Data Act (PIPEDA)

1. At the beginning of every ministry year (September), for each of their children, parents are to submit a completed and signed Children/Youth Registration Form, Image Release and Parent/Guardian Consent form (Appendix 9) and a Health form (Appendix 10). A statement will be included on all forms stipulating the purpose and extent for collecting personal information of children. Only the official form is to be used. Original forms are to be filed and kept permanently at the Diocesan Office.
2. Health forms (Appendix 10) are to be taken on all off-site events in case emergency medical assistance is required and the parent cannot be notified. This form is to be either destroyed or returned to parents at the end of the ministry year.
3. The registration form will not replace specific consent and authorization forms for activities that involve an elevated level of risk (e.g. off-site or overnight trips). (Appendices 11A, 11B, 11C, 11D & 12)
4. It is the responsibility of Ministry Leads and their teams to ensure that forms are completed and submitted for all participants. Reasonable effort is to be made to keep registration information updated and current.

Responsible Ministry Protocol Program Maintenance

A strategy for program maintenance will be developed and reviewed at the beginning of each pastoral year (September) by the PRMC and the Director of Responsible Ministry, who will ensure that the updating of files, training, and the physical environment are compliant with this protocol.

Ministry Personnel/Child Ratios

Room settings must comply with established ratios for Ministry Personnel and children at all times. This includes off-site activities and trips. There must be a minimum of two (2) Ministry Personnel. Established ratios are:

- One Ministry Personnel for every 3 infants (birth to 15 months old)
- One Ministry Personnel for every 5 toddlers and pre-schoolers (15 months old to 5 years of age)
- One Ministry Personnel for every 7 elementary age children (6 year olds to 10 year olds)

Supervision of Children

1. To provide adequate supervision one (1) of the following must be in place:
 - A minimum of two (2) unrelated Ministry Personnel are present for supervision, except in the event of an emergency OR
 - One Ministry Personnel is present with the door open with hall monitors circulating periodically from room-to-room OR
 - If the activity takes place in a situation accessible to the public at all times, one Ministry Personnel is acceptable providing the above-mentioned ratios are maintained
2. Ministry Personnel between the ages of 11 and 17 may assist only under adult Ministry Personnel supervision. Ministry Personnel must be 18 years of age or older to supervise children and youth alone in a room. In both situations, the door must remain open with hall monitors circulating periodically from room to room.

Contacting Opportunities

1. One-on-one visitation or catechism classes are to be conducted in a public place.
2. Catechism classes, when held in a home or rectory, must have prior approval from the Director of Responsible Ministry and 2 unrelated adults must be present. (Appendix 11E)

Open Door Protocol

Ministry Personnel working with children must not have one-on-one or small group meetings behind closed doors. Either the door must remain open or the meeting take place in a room with an unobstructed window.

Receiving and Releasing Children

For Children from Birth to age 5:

1. The receiving and releasing of children under the age of 6 will be closely monitored. A mandatory sign-in and sign-out form is to be used for all programs.
2. Children are not to be dropped off or left in a room without Ministry Personnel present.
3. Children will only be released into the care of the child's parent or designate.

For Children ages 6 to 7:

1. Children are to be received in the designated room by Ministry Personnel.
2. Children are not to be dropped off or left in a room without Ministry Personnel present to receive them.
3. Children are to remain in the room until the parent or designate arrives to pick them up and the child demonstrates recognition of the parent or designate.

For Children ages 8 to 10:

1. Children are received in the designated room by Ministry Personnel.
2. Children are not to be dropped off or left in a room without Ministry Personnel present to receive them.
3. Children may be released on their own if parental permission is given. (side 2 of Appendix 10)

Attendance

1. Attendance of children is to be taken each time a group or program is in session. These attendance records are to be kept on file permanently at the Diocesan Office. (Appendix 14B)
2. A record will be kept of all Ministry Personnel on duty in each group or program. This record will be maintained with the record of attendance and is to be kept on file permanently with the Diocesan Office.
3. It is the responsibility of every Diocesan Program or Parish to send attendance records to the Diocesan Office every June and December where the files will be kept permanently.

Occasional Observers

Occasional observers who join a group of children will have their attendance recorded and kept on file with the group attendance for that day. Such visitors will be clearly identified and, if they have not been screened and approved, they will not be placed in a position of trust with children.

Washroom Guidelines

Parents are encouraged to deal with their child's toileting needs prior to the start of each program or worship service.

For Nursery:

The Roman Catholic Diocese of Prince Albert has a **"NO DIAPERING"** protocol. This is interpreted that only parents and guardians are to diaper their children. In their role as Ministry Personnel no diapering is to be done.

For Preschool Children:

1. Preschool children are not to go to the washroom alone.
2. When accompanying preschool children to the washroom:
 - Two (2) unrelated Ministry Personnel will escort a group of children to the washroom OR
 - One (1) Ministry Personnel will escort a group of children to the washroom with one (1) hall monitor appointed to assist with washroom and security duties.
3. Ministry Personnel are never to be alone with a child in an unsupervised washroom and they are never to go into a cubicle with a child and shut the door.
4. When a preschool child needs assistance in a washroom, Ministry Personnel may only enter the washroom cubicle to assist following these guidelines:
 - The outside washroom door must be propped open and the adult Ministry Personnel must stand in an open cubicle,
 - Ministry Personnel will take into consideration the privacy of the child.

For Elementary Children:

1. Elementary boys and girls are not to be sent to the washroom alone but are to be accompanied by a buddy and Ministry Personnel.
2. Ministry Personnel will escort the children to the washroom and prop the door open and remain outside the washroom door and wait for the children before escorting them back to the room.
3. Ministry Personnel are not to be alone with children in an unsupervised washroom and are never to enter into a cubicle with a child and shut the door.

Architectural Precautions

Recognizing that there are often many storage areas within the Parish elevated precautions will be taken to monitor these areas. Storage closets and doors must be locked at all times except when in use.

1. All windows in children's program areas are never to be covered in any way to keep clear sight lines into rooms.
2. Washroom facilities in the preschool area are for sole use of children.
3. Nursery doors are to be secured from the inside.
4. All electrical outlets in the preschool area are to be kept covered when not in use.
5. During children's programs, doors of rooms and closets in the preschool area must be locked when not in use.

Proper Display of Affection

Appropriate Touch:

1. All touch must be done in view of others.
2. Recognizing that children need appropriate displays of affection that reflect pure, genuine and positive displays of God's love, appropriate touch of children will be age and developmentally appropriate. We encourage Ministry Personnel to:
 - Comfort a preschool child who is crying,
 - Speak to a child at eye level and listen with your eyes as well as your ears,
 - Hold a child's hand when speaking, listening or walking with him or her to an activity,
 - Gently hold the child's shoulder or hand to keep his or her attention while you redirect the child's behaviour,
 - Put your arm around the shoulder of a child when comforting or quieting is needed,
 - Pat a child on the hand, shoulder or back to affirm him or her.

Inappropriate Touch:

1. Ministry Personnel are not to be left alone with a child.
2. Recognizing that the innocence of children must be protected, Ministry Personnel will be made aware that the following actions are deemed inappropriate and will not be permitted:
 - Do not kiss a child or coax a child to kiss you,
 - Do not engage in extended hugging and tickling,
 - Do not hold a child's face when talking to or disciplining the child,
 - Do not touch a child in any area that would be covered by a bathing suit (strictly prohibited except in cases of assisting preschoolers as outlined in washroom procedures or in emergencies),
 - Do not carry older children and do not allow them to sit on your lap,
 - Avoid prolonged physical contact with a child.

Discipline & Classroom Management

1. All discipline and group management will be conducted in a loving and caring environment. All attempts will be made to prevent discipline problems from arising and to avoid the need for remedial discipline. All attempts are to be taken to adhere to the following:

Preventive Discipline:

- Create a loving, caring atmosphere,
- To gain respect, you must grant respect,
- Model self-discipline and structure in your own life,
- Prepare exciting and interesting activities with short transitions in between,
- Arrange your environment for children and for learning,

- Establish and communicate realistic expectations for the children,
- Be sure the activities that you provide are meaningful and age-appropriate,
- Be fair and consistent with all children,
- Be sure your focus is on positive actions and reward positive behaviour,
- Be aware of children with special needs and bring their needs to the attention of the Ministry Lead.

Remedial Discipline:

- Every effort will be made to deal with problems individually,
 - Every effort will be made to explain to the child why the behaviour is unacceptable and instruct them in how to do it correctly,
 - Every effort will be made to redirect the child to positive action,
 - Every effort will be made to explain the consequences of unacceptable behaviour by defining the correct way to behave as well as the result of the wrong behaviour,
 - Every effort will be made to offer choices that are acceptable to both you and the child.
2. Group rules will be established to clearly communicate the expectations required of children.
Some suggested rules are:
- One voice talking at a time, and always use inside voices,
 - Use good manners,
 - Respect each other,
 - Quiet hands get answered,
 - Obey directions the first time,
 - Keep your hands and feet to yourself,
 - Be friendly.
3. Should a child's behaviour be repeatedly inappropriate the parent shall be informed, at first verbally with a witness and if inappropriate behaviour continues the parent shall be informed in writing. Use Appendix 13 Incident Report.

2.03 Youth Protection Procedures

The following procedures are in place for programs and ministries where youth ages 11 through 17 are in attendance and placed in a position of trust with Ministry Personnel.

Supervision of Ministry Personnel

The supervision of Ministry Personnel will be intentional and will take place through formal and informal visits to rooms and program venues by Ministry Leads, Clergy, members of the PRMC or RMAT, or a person authorized by the Director of Responsible Ministry.

Responsible Ministry Protocol Program Maintenance

The PRMC will review its strategy at the beginning of each ministry year to ensure training, the updating of files, and the physical environment are compliant with this protocol.

Ministry Personnel/Student Ratios

1. Programs for youth must comply with established ratios as follows:
 - "Jr. High" (Ages 11 to 13) – one Ministry Personnel for every 8 students
 - "Sr. High" (Ages 14 to 17) – one Ministry Personnel for every 10 students
2. There must be at least two (2) unrelated Ministry Personnel at all events. Events with mixed genders must be supervised by both male and female Ministry Personnel.

It is recommended there be at least a five (5) year age difference between Ministry Personnel and the youth they supervise.

Contacting Opportunities

1. One-on-one youth visitation or catechism classes are to be conducted in a public place.
2. Youth visitation or catechism classes are not to be done in a home or rectory setting without another unrelated adult present.

Dating

Ministry Personnel working with youth may not pursue a dating relationship with a student.

Physical Contact

1. Ministry Personnel must be made aware of what constitutes appropriate touch:
 - One arm hugs
 - Shoulder to shoulder hugs
 - Touch on the back or shoulder
2. Ministry Personnel must refrain from inappropriate touch at all times:
 - Chest-to-chest hugging
 - Extended hugging
 - Over exuberant affection
 - Lap sitting
 - Kissing
 - Touching of thighs, knees, back rubs or inappropriate parts of the body
3. Ministry Personnel must be cognizant of conduct that could be misinterpreted:
 - Horseplay
 - Tickling
 - Extended backrubs

Open Door Protocol

Ministry Personnel working with youth must not have one-on-one or small group meetings behind closed doors. It is required that the door remains open or that the meeting take place in a room with an unobstructed window.

Youth Authorization and Consent Forms & Compliance with the Personal Information Protection Electronic Data Act (PIPEDA)

1. At the beginning of every ministry year (September), all youth are to submit a completed Children/Youth Registration Form, Image Release and Parent/Guardian Consent form (Appendix 9) signed by their parent. A statement will be included on all forms stipulating the purpose and extent for collecting personal information of children. Only the official form is to be used. Original forms are to be filed and kept permanently at the Diocesan Office.
2. Health forms (Appendix 10) are to be taken on all off-site events in case emergency medical assistance is required and the parent cannot be notified. This form is to be either destroyed or returned to parents at the end of the ministry year.
3. The registration form will not replace specific consent and authorization forms for extraordinary activities that involve an elevated level of risk (e.g. off-site or overnight trips). (Appendices 11A,11B, 11C, 11D & 12)
4. It is the responsibility of Ministry Leads and their teams to ensure that forms are completed and submitted for all participants. Reasonable effort is to be made to keep registration information updated and current.

Attendance

1. Youth attendance is to be taken each time a group or program is in session. These attendance records are to be kept on file permanently at the Diocesan Office.
2. A record will be kept of all Ministry Personnel on duty in each group or program. This record will be maintained with the record of attendance and is to be kept on file permanently with the Diocesan Office.
3. It is the responsibility of every Diocesan Program or Parish to send attendance records to the Diocesan Office every June and December where the files will be kept permanently.

Planning for Safety

All Ministry Personnel must ensure a safe environment in their planning and evaluating of all activities. Safety precautions are to be communicated to youth.

Billeting and Hosting

1. For the protection of our youth, it is required that all adults residing in the home where billets are provided must complete the following approval process prior to hosting. Approval includes:
 - Recommendation from PRMC to the Director of Responsible Ministry
 - A clear Police Records Check
2. Guidelines are to be distributed to host homes no less than one week in advance of the youth arriving at their home:
 - (a) Any allergies and medications for youth should be communicated to the host home prior to arrival, with clear directions on how to manage allergies and/or medications.
 - (b) If more than one youth is billeted at the same location, they must be of the same gender.
 - (c) Youth should have distinctly separate sleeping arrangements from the other household members, separate beds, and should not be left alone in the home.
 - (d) Curfews of 11:00 p.m. should be enforced when youth are being billeted.
 - (e) All youth staying in host homes are informed of proper etiquette and curfew guidelines.

2.04 Off-Site Activities, Overnight Events and Transportation

Off-Site Activities

1. All off-site activities must be pre-approved by the Director of Responsible and the PRMC, with parents being notified at least one (1) week prior to the outing utilizing the Extraordinary Activity Plan. (Appendix 11A).
2. Proper written consent and medical release forms are required for each child or youth participating in off-site events. (Appendices 11B & 10) A copy of the forms must be kept in the Ministry Lead's possession during off-site activities. After the event, the original of the consent form (Appendix 11B) must be sent into the Diocesan Office for filing. Where they will be kept permanently.
3. All off-site activities are to be supervised by a minimum of two (2) unrelated adult Ministry Personnel. Off-site activities with mixed genders must be supervised by at least two (2) unrelated, adult Ministry Personnel of opposite gender. Health Form (Appendix 10) should be retained for the remainder of the program year after which it is to be destroyed or returned to the parents.

Retreats and Overnight Events

1. All retreats and overnight events are required to receive prior approval in writing from the DRM. (Appendices 11C and 11D)
2. The letter of informed consent (Appendix 11B) and medical release form (Appendix 10) are required for each child or youth participating in overnight events. The medical release form must be kept in the Ministry Lead's possession during trips and events and a copy filed in the Administrator's office at the Parish. After the event, the original of the letter of informed consent (Appendix 11B) must be sent to the Diocesan Office where it will be kept permanently. The medical release form is to be returned to the parents or destroyed at the end of the ministry year. (Appendix 10)
3. All overnight activities with mixed genders must be supervised by at least two (2) unrelated, adult Ministry Personnel of opposite gender. There must be a minimum ratio of two (2) Ministry Personnel with proper ratios according to age and number as set forth below. Ministry Personnel are to be assigned a specific group of children or youth for whom they are responsible. Female Ministry Personnel will be assigned responsibility for female children or youth and male Ministry Personnel will be assigned responsibility for male children or youth.
4. Youth attending retreats and overnight events will not be allowed to leave the event unless permission is given in writing by the parents prior to the event.
5. Female and male youth are not allowed in each other's rooms or tents for any reason during retreats and overnight events, nor are they permitted to sleep in mixed company.

Supervision for Off-Site Trips

The required ratios for day excursions and overnight outings are:

Age	Day excursions	Overnight excursions/activities
5 or under	2 adults per group of 10	Not permitted
Ages 6 – 8	2 adults per group of 12	2 adults for every 7 children
Ages 9 – 10	2 adults for every 15 children	2 adults for every 7 children
Ages 11 – 14	2 adults for every 15 youth	2 adults for every 10 youth
Ages 15 – 17	2 adults for every 15 youth	2 adults for every 10 youth
Vulnerable Adults	2 adults per 10 vulnerable adults	2 adults per 5 vulnerable adults

Transportation

When planning off-site activities, whenever possible parents are to make arrangements to drop off and pick up their children or youth at the event location. Ministry Personnel must not make these arrangements, since in doing so they would assume liability for the transportation. Unless none are available, diocesan vehicles or commercial school carriers are to be used for out-of-town events. When Ministry Personnel make transportation arrangements, the following directives are to be adhered to:

1. The first concern in transportation is the safety of children and youth. Drivers must obey all the rules of the road, including speed limits. Reckless or unsafe driving will not be tolerated.
2. Prior to the event, Ministry Personnel transporting children, youth or vulnerable adults during diocesan or parish activities must:
 - Be pre-approved by the Ministry Lead
 - Provide a copy of their valid driver's license
 - Provide a copy of their current automobile registration, if their vehicle is being used
 - Have a minimum of five (5) years driving experience
3. The number of occupants in vehicles transporting children, youth or vulnerable adults during diocesan or parish sponsored activities must not exceed the number of seat belts. Seat belts or age-appropriate safety restraints must be worn by everyone and remain fastened at all times while the vehicle is in operation.
4. Children, youth or vulnerable adults must never be left alone in a vehicle.
5. The 'Trips and Off-site Travel Form' (Appendix 12) will accompany the group with the original left in the Diocesan or Parish office. After the event, the original form must be sent to the Diocesan Office. This form consists of:
 - Names and phone numbers of all participants
 - Location of event and phone number(s)
 - Names of drivers and license plate numbers of vehicles involved

2.05 Health & Safety Guidelines

First Aid

1. Ministry Leads and Ministry Personnel are encouraged to be certified and trained in first aid.
2. Ministry Leads and Personnel must be informed of any children, youth or vulnerable adults having severe allergies.
3. An up to date first aid kit is to be assessable at all parish and diocesan programs and activities. Ministry Leads and Ministry Personnel must be aware of the First Aid Kits location.

Illness

1. An individual, including Ministry Personnel, who is ill is not to be received into the program and will be sent home.
2. Factors and symptoms to consider are:
 - Fever, unusual fatigue, irritability, coughing, sneezing, runny nose and eyes, vomiting, diarrhea, inflamed mouth and throat
 - Individuals with a known communicable disease

Medications

1. Ministry Personnel are not to give or apply any medications unless directed to do so in writing by parents. The medication must be in original packaging with clear directions attached.
2. Where permission has not been given, parents and caregivers are to be contacted to administer all medications. Permission will not be accepted over the telephone.
3. Medication is not to be left in a classroom. When medication is provided, the medication is to be kept in the possession of the Ministry Lead or their designate.
4. In the extreme case where Epi-pens and puffers are needed for allergies or asthma, parents must provide oral and written instruction for Ministry Personal. Permission to administer such medications should be written.
5. If Ministry Personnel administer any medication an incident report (Appendix 13) needs to be written up and sent into the Diocese.

Dealing with Cuts or Injuries Involving Blood

1. When a child, youth or vulnerable adult is injured, the individual is to be separated from others. The area where the injury occurred or where any blood may have dropped on the floor or toys is also to be isolated.
2. Ministry Personnel need to ensure that no one else has had contact with any blood from the cut or injury.
3. Non-latex gloves are to be used when bandaging the injury, avoiding contact with mouth, ears and eyes. Seek further medical treatment as required.

4. Extreme care is to be taken in cleaning up all blood and bloody bandages, the safe and secure removal of waste, and the disposal of gloves to a secure waste removal container.
5. Hands are to be washed carefully with sterilizing soap available in the first aid kit. (Appendix 18)
6. When ministering to individuals with HIV or Aids, specific guidelines for the education and care of these individuals will be developed and followed. (Appendix 19)
7. For further information a Blood pathogen Policy is available. (Appendix 19)
8. Complete an incident report and contact parent.

Emergencies

1. Emergency evacuation procedures will be reviewed semi-annually by the PRMC or Parish Council. These procedures are to be posted in a visible place in each classroom stating the planned route of escape to the nearest exit.
2. The PRMC or Parish Council, in cooperation with the Ministry Lead, will arrange for annual fire and evacuation drills.
3. A first aid kit should be kept in each classroom with Ministry Personnel being educated on the kit's contents. Each kit will contain a pair of disposable non-latex gloves, disinfectant towelettes, two or three 4" x 4" gauze pads for blood absorption, small scissors and band-aids.
4. A parent will be contacted when an injury, accident or medical emergency occurs. Incident Reports (Appendix 13) are to be completed for any and all accidents and a copy sent to the Diocesan Office for filing. Injuries are to be reported to the Ministry Lead.

2.06 Bullying Among Peers

Children, youth, and vulnerable adults have a right to a caring, respectful and safe church environment where they will encounter the love of God in action. Therefore, bullying will not be tolerated. All Ministry Personnel will take action to prevent bullying, teach against it, and assist and support children, youth and vulnerable adults who are being bullied. Bullying in any form will not be tolerated. Refer to Appendix 13 to document any incidents that occur.

2.07 Computer and Internet

1. General inquiries via e-mail, chat, Facebook, or other on-line social networks are permitted.
2. Written permission must be obtained from a parent or guardian before ongoing conversations with a minor via e-mail, chat, Facebook, or other on-line social networks will be allowed. Ongoing conversations are deemed to be anything beyond the discussion of ministry related activities and events.
3. Parishioners and Ministry Personnel are encouraged to demonstrate and model purity, integrity, transparency, and accountability with all communications. It is required that all communication be done in the open and that the ministry leader, parent or co-worker be sent a copy on all communication.

2.08 Vulnerable Adult Protection Procedures

The following procedures are in place for programs and ministries where vulnerable adults are in attendance and/or for opportunities where vulnerable adults are visited and ministered to.

Supervision of Ministry Personnel

The supervision of Ministry Personnel will be intentional and will take place through formal and informal visits by Ministry Leads, Clergy, members of the PRMC or RMAT, or a person authorized by the Director of Responsible Ministry.

Personal Care

Personal Care should be the responsibility of care givers and family members, not Ministry Personnel.

Note: Caregivers and family members may look forward to the respite of Ministry Personnel coming to administer Eucharist or to visit the vulnerable. It is at the Ministry Personnel's discretion if they wish to provide this extra level of care. However, at no time should Ministry Personnel be left alone in a home or behind closed doors with vulnerable persons.

Supervision of Vulnerable Adults

1. Programs for vulnerable adults must comply with established ratios as follows:
 - On-site programs – Minimum of two (2) Ministry Personnel; One (1) Ministry Personnel for every 10 vulnerable adults
 - Off-site trips and activities– Minimum of two (2) Ministry Personnel; One (1) Ministry Personnel for every 5 vulnerable adults
2. There must be at least one (1) other adult present for home visitation and administration of the Eucharist, excluding Sacrament of Reconciliation and Spiritual Direction.
3. Events with mixed genders must be supervised by both male and female Ministry Personnel.
4. Caution and professional attitudes are to be observed in all interactions.
5. Pastoral ministry should be limited to the professional section of the rectory (i.e., office or meeting room) or in a public place (e.g., coffee shop).

Planning for Safety

All Ministry Personnel must ensure a safe environment in their planning and evaluating of all activities with vulnerable adults. Safety precautions are to be communicated to the vulnerable adults and also to their care givers and family members.

2.09 Photography and Video Taping

Photography and videotaping will be closely monitored by Ministry Personnel according to the following guidelines:

1. Photography and videotaping will be done by designated individuals who, where necessary, have been screened and trained.
2. For general, public parish activities, including services where videotaping will be done, signage should be posted notifying those in attendance that the service or activity will be captured on film. Individuals can either stay out of the line of the camera or, if necessary, opt out of the activity or service.
3. For all ministry activities and programs involving children, youth or vulnerable adults, permission from parents or guardians must be secured prior to taking photographs. For children or youth programs and events, permission from parents or guardians will be secured on an annual basis on the registration form.
 - a. **No photographs of children, youth or vulnerable adults will be taken without prior written approval.**
 - b. **No photographs will be posted by Ministry Personnel on Facebook, or other online social networks without written permission of the parent or guardian.**
 - c. **To identify those who are not to have their picture taken, it is recommended that children or youth have either a sticker on their nametag or wear an arm band. Every effort should be made to honour the parent's request.**
4. No photographs will be tagged or labeled with the name of a child, youth, or vulnerable adult at any time without the written permission from the parent or guardian. This includes bulletin boards, newsletters, websites, or parish bulletins.
5. When archiving and filing photographs and video shots of children, youth, or vulnerable adults, only those with written permission can be kept for future use. Written permission forms must be kept permanently on file at the Diocesan Office. Archived photos should be labeled, and cross referenced with a copy of the parental permission form.

2.10 Permission for Outside Presenters

When priests, deacons, members of a religious, laity or ministry group from outside the Diocese are invited to be present at a Diocesan or Parish sanctioned event the following protocol is to be followed. *Bishops are to be invited by the Bishop of the Diocese of Prince Albert.*

Permission for outside presenters is to be obtained through the Responsible Ministry Office.

This procedure takes time and permission should be made at the beginning of event planning and not after an event has been planned. Requests are to be written and not by word of mouth through a casual conversation or via telephone. Events risk being cancelled if the presenter is not preapproved by the Bishop of the Diocese of Prince Albert following this procedure through the Responsible Ministry Office. All questions and concerns about permission for outside presenters and event approval are to be directed to the Responsible Ministry Office.

Procedure when inviting an outside presenter:

1. Write to the Responsible Ministry Office requesting permission to bring in an outside presenter, a letter of intent describing the event and the presenter/ministry group and include the ministry the presenter/ministry group will be engaged in, the relevant dates, and target group for the presentation (i.e., parish mission with opportunity for confession and counselling from presenter, youth retreat, large group presentations, etc.). A short biography of the person/ministry group and their qualifications would be beneficial. Also include Appendix 15A, which is a letter of reference, to be completed by the Bishop of the presenter's Diocese who can vouch to the presenter/ministry group's Catholicity.
2. The Responsible Ministry Office will then proceed to get approval from the Bishop of the Diocese of Prince Albert.
3. Upon approval of the event from the Bishop of the Diocese of Prince Albert, the Director of Responsible Ministry will notify the planning group. Once the permission is received, the planner(s) of the event may then invite the presenter/ministry group to come into the Diocese.
4. The approval for the event (Appendix 15B), and any other documentation that has been requested will be kept on file permanently at the Diocese of Prince Albert.

When the presenter will be a member of a religious community:

1. When the presenter being invited will be a member of a religious community follow all of the above procedures for inviting an outside presenter.
 - a. Appendix 15A will have been signed by the Bishop of the Diocese of the visiting religious or by the Superior of the Religious Community to which the religious belongs (i.e., Sisters of the Presentation of Mary, Grey Nuns, etc.).

SECTION III - REPORTING AND RESPONDING TO ALLEGATIONS AND SUSPICIONS OF ABUSE OR HARASSMENT

3.01 Administration of Responsible Ministry Policies

A Director of Responsible Ministry shall be appointed to oversee the administration of this Protocol. The Director of Responsible Ministry shall appoint a team (Responsible Ministry Advisory Team) of a minimum of three and maximum of five persons who are qualified by training and experience to act as advisors to the Director of Responsible Ministry and to the Bishop in the administration of this protocol in the event of an allegation. The members of the team shall facilitate the appointment of one or more of the following:

- investigators in investigations of a complaint of abuse or harassment
- support persons in investigations of a complaint of abuse or harassment
- facilitators in informal and formal processes dealing with complaints of harassment
- intervenors providing crisis intervention in a place of ministry affected by a complain of abuse or harassment
- mediators

The Responsible Ministry Advisory Team (RMAT) is expected to meet at least twice annually for education and periodic review of the protocol, as well as for crisis situations. Each member of the RMAT shall sign an Oath of Confidentiality, which will be kept permanently on file at the Diocese (Appendix 6B).

The RMAT team members shall appoint a chairperson and vice-chairperson from their membership. All RMAT meetings shall be attended by at least one of the Director of Responsible Ministry or Official Spokesperson for the diocese and at least three appointed members one of which must be either the chairperson or vice-chairperson.

Roles and Responsibilities on RMAT:

Director of Responsible Ministry

- appoint all members of RMAT for a 3-year renewable term.
- act as the contact person for allegations of abuse or harassment for the diocese
- coordinate meetings
- plan meeting agendas in communication with the chairperson
- act as the official record keeper
- act as a consultant during RMAT meetings
- communicate information to RMAT
- provide a communication link with the Bishop

Official Diocesan Spokesperson

- act as a consultant to the DRM and to the RMAT
- act in the absence or incapacity of the DRM
- act on the DRM's behalf in incidents of conflict of interest
- conduct all formal communications from RMAT to the media or public

Chairperson

- chair all RMAT meetings
- consult with the DRM to prepare meeting agendas

Vice-Chairperson

- chair RMAT meetings in the absence of the chairperson

The Chancellor and Vicar General shall be invited to attend all RMAT meetings that involve agenda items related to policy development and/or protocol review or implementation but not to meetings where an abuse or harassment allegation is being addressed.

The RMAT may request support from other resource people (Diocese Legal Counsel, Diocese Finance Manager, etc.) to facilitate their work.

Investigators and Support Persons

The roles of investigators and support persons are distinct from each other. A person cannot act as both an investigator and a support person on the same case.

Investigators will cooperate with secular authorities and not interfere in any way. After the secular investigation is complete, the investigator may conduct independent inquiries that are fair, thorough, objective, and compassionate to all involved. The Roman Catholic Diocese of Prince Albert shall offer full cooperation and assistance to all official investigators under this protocol.

The complainant and accused person will have separate support persons. Support will consist of assistance with communications and understanding the procedures of the Roman Catholic Diocese of Prince Albert. Emotional and possibly spiritual support (not counseling) will be offered. The support persons are not part of the investigation.

3.02 Reporting Procedures for Children, Youth and Vulnerable Adults

Hearing of an Allegation or Suspicion of Abuse

The following policies outline the procedure and sequence for reporting:

1. For the protection of our children, youth and vulnerable adults, all allegations or suspicions of abuse against children, youth and vulnerable adults will be taken seriously and acted upon immediately.
2. All child abuse must be reported to Child and Family Services, Ministry of Social Services and only after reporting to Child and Family services the Ministry Personnel are required to notify the Roman Catholic Diocese of Prince Albert that they have made a report to Child and Family Services.
3. Immediately upon hearing of potential abuse or allegations of abuse to a child or youth, the Ministry Personnel must complete a Suspected Abuse Report Form documenting all pertinent information. (Appendix 17) The victim should not be asked leading questions nor should the accused or any other parties be contacted at the point of completing the Suspected Abuse Report Form.
4. A suspicion of abuse of a vulnerable adult is to be reported to the Director of Responsible Ministry who will take appropriate action.
5. All forms and other written correspondence regarding the allegation and its investigation must be kept permanently at the Diocesan Office unless otherwise directed by legal counsel.

Reporting an Allegation or Suspicion of Abuse

1. According to the Child and Family Services Act, any person with a reasonable suspicion of child abuse has the legal responsibility to immediately report the matter to child protection authorities (Child and Family Services) or the police.⁹

⁹ The Child and Family Services Act (1989-90 cC-7.2 s11; 1999, c.14, s.3) identifies the following situations where a child "is in need of protection;"

(a) as a result of action or omission by the child's parent:

- (i) the child has suffered or is likely to suffer physical harm;
- (ii) the child has suffered or is likely to suffer a serious impairment of mental or emotional functioning;
- (iii) the child has been or is likely to be exposed to harmful interaction for a sexual purpose, including involvement in prostitution and including conduct that may amount to an offence within the meaning of the Criminal Code;
- (iv) medical, surgical or other recognized remedial care or treatment that is considered essential by a duly qualified medical practitioner has not been or is not likely to be provided to the child;
- (v) the child's development is likely to be seriously impaired by failure to remedy a mental, emotional or developmental condition; or
- (vi) the child has been exposed to domestic violence or severe domestic

2. Reporting must be done by telephone or in person promptly at the point of observing signs of abuse or receiving a report of abuse and followed up by a written report. The reporting must be immediate, a direct report, and an on-going report. The report may be made in conjunction with a member of the PRMC or RMAT.
3. A person who knowingly fails to report in these circumstances is in violation of the law and may be found to have committed an offence. Such a person may be subject to disciplinary action by the Church, as defined by this protocol and canons 1732-1742.
4. The Roman Catholic Diocese of Prince Albert requires that, when a ministry volunteer or employee in the line of duty reports a suspicion of abuse or an allegation of abuse to authorities, they also notify the Director of Responsible Ministry that a report has been made. The Director of Responsible Ministry will in turn consult with legal counsel for the Diocese of Prince Albert and coordinate the Diocese of Prince Albert's response. It is understood that the report is to be kept confidential.
5. The Diocese Finance Officer will also notify the insurance company.
6. The PRMC will notify and work in conjunction with RMAT and the Director of Responsible Ministry in any and all allegations or suspicions of abuse that may have happened in the context of ministry.
7. If the suspected child abuse happened in the context of Church ministries and was committed by a church member or attendee, the parents of the victim must be notified by the Director of Responsible Ministry.
8. Any member of the clergy, employee or volunteer of the Diocese of Prince Albert who is the subject of a criminal or child protection investigation related to abuse of a child, youth or vulnerable adult shall be removed from sacred ministry or from any ecclesiastical office or function as applicable pending the outcome of the investigation as stated in canon 1722. The remuneration of the suspected individual shall continue during the period of investigation. Members of the clergy will also continue to be provided with living accommodations, as stated by canons 1746-1747.

disharmony that is likely to result in physical or emotional harm to the child;

(b) there is no adult person who is able and willing to provide for the child's needs, and physical or emotional harm to the child has occurred or is likely to occur; or

(c) the child is less than 12 years of age and:

(i) there are reasonable and probable grounds to believe that:

(A) the child has committed an act that, if the child were 12 years of age or more, would constitute an offence under the Criminal Code, the Narcotic Control Act (Canada) or Part III or Part IV of the Food and Drug Act (Canada); and

(B) family services are necessary to prevent a recurrence; and

(ii) the child's parent is unable or unwilling to provide for the child's needs.

9. As per canon 1747.3, no new pastor will be named to the particular parish where a case of abuse is under investigation until the case or investigation is deemed resolved. In the interim a parochial administrator may be named in the pastor's place.
10. A suspicion of abuse of a vulnerable adult is to be reported to the Director of Responsible Ministry who will take appropriate action.
11. It is to be understood that the seal of the confessional remains inviolate.

Assessing and Investigating an Allegation or Suspicion of Abuse

1. In the event of an allegation, no persons, including clergy, are to assume on their own authority the function of assessing, substantiating or investigating the need for intervention or interpretation of suspected child abuse.
2. There must not be any interference when a report of child abuse has been filed with child protection authorities or the police. The Director of Responsible Ministry should ask the child protection authorities how they can assist in helping and supporting the investigation and the hurting child or youth and their family. The RMA and Director of Responsible Ministry should maintain frequent communication and supportive relationships with those suspected or guilty of child abuse as long as these persons exhibit a willingness to listen, change and look for help. This does not exclude the need for hurting individuals to receive professional counselling.

3.03 Response to Allegations of Abuse of a Child, Youth or Vulnerable Adult

Pastoral Response and Counsel for the Victim

1. For the protection of our children, youth and vulnerable adults, all allegations or suspicions of abuse will be taken seriously and handled with the utmost care. The suspected victims will be treated with dignity and respect.
2. During the process of reporting and response, all Ministry Personnel will be committed to prayer and strive to remain calm and hopeful.
3. Situations of abuse must be handled forthrightly with due respect for people's privacy and confidentiality. Discretion must be observed and details of the suspected abuse must not be shared among the church community. Information should be shared only on a need-to-know basis, expanding only as individuals are drawn into the response and investigation. Confidentiality must be protected.
4. Clergy in conjunction with the RMAT will seek opportunities to provide individual care and counsel both for the abuse victim and their family. Clergy in conjunction with the RMAT will determine the need for professional assistance and evaluate and designate resources as needed and able.

Pastoral Response and Discipline for the Accused or Convicted

1. The accused is to be treated with dignity and respect. All accused Ministry Personnel, whether paid or volunteer, will be relieved temporarily of their duties until the investigation is completed and the allegations are closed or substantiated.
2. It is the responsibility of the Director of Responsible Ministry in consultation with the Responsible Ministry Advisory Team (RMAT) to exercise and practice church discipline according to the Code of Canon Law and the policies promulgated by the Roman Catholic Church. This does not set aside the requirement to report any suspicion of child abuse to the legal authorities.
3. The RMAT will seek opportunity to provide individual care and counsel both for the accused and their family. The RMAT in conjunction with the Director of Responsible Ministry will determine the need for professional assistance and evaluate and designate resources as needed and able after consultation with church authorities.
4. Anyone accused of abuse of a child, youth or vulnerable adult will be prohibited from having access to children, youth or vulnerable adults until they are cleared of all charges. Clear written guidelines will be provided to the individual, restricting activities and areas of diocesan or church property that they are not permitted to use or have access.
5. Anyone convicted of abuse of a child, youth or vulnerable adult will be prohibited from having access to children, youth or vulnerable adults. The Director of Responsible Ministry may appoint an individual to be responsible to be informed whenever the convicted person attends diocesan or parish activities and to accompany the convicted person while on diocesan or church property. Clear written guidelines will be provided to the individual listing restricted areas and access points on diocesan or church property.

Media Relations

1. It is the responsibility of the Bishop to appoint a spokesperson to speak on behalf of the Diocese and Parish to the media and to the public in relation to a case of suspected abuse. All inquiries are to be directed to this person, other individuals are not to comment on any case so as to keep the facts clear and concise. Public statements must be well prepared and presented under the guidance of legal counsel.

Ongoing Investigation

1. Full cooperation must be given by all parties to civil authorities under the guidelines of legal counsel.
2. At no time should Ministry Personnel or members of the RMAT or PRMC engage in denial, minimization or blame, or admit responsibility which could prejudice the case or cause increased liability to the Diocese or Parish.
3. A confidential follow-up report outlining conclusions and describing action taken must be documented by the Ministry Personal following a report of abuse. This report is to be placed in a confidential ministry personnel file and kept permanently with the Diocesan Office.
4. It is critical to maintain confidentiality and operate strictly on a need-to-know basis.
5. Following the completion of any criminal or child protection proceedings, the Roman Catholic Diocese of Prince Albert asserts the right and obligation to conduct an internal investigation to determine whether an accused member of the clergy, employee or volunteer poses a hazard to children or vulnerable adults. The findings of this internal investigation will be used to determine future assignments of the accused person. The determination shall be made by the Responsible Ministry Advisory Team (RMAT) and shall be made on the basis of the balance of probabilities with primary consideration given to the safety of children, youth or vulnerable adults.
6. Whenever allegations of sexual abuse involving minors by a member of the clergy have been made, a proper preliminary canonical enquiry, in accordance with the codes of Canon Law pertaining to discipline and ecclesiastical trials, will be undertaken and the case will be referred to the Congregation for the Doctrine of the Faith, as required by the Roman Norms (see Canon 1717 and *Motu proprio Sacramentorum sanctitatis tutela*).

3.04 Complaints of Alleged Harassment or Criminal Activity Against an Adult

All allegations of personal or sexual harassment between two or more adults shall be taken seriously and the Roman Catholic Diocese of Prince Albert Harassment Policy shall be followed (Appendix 18 A-D).

In cases where a harassment complaint process has been initiated and the complaint involves conduct that is potentially of a criminal nature the details of the case shall be referred to the RMAT for review. A formal risk assessment process shall be conducted by the RMAT and a recommendation made to the parish priest (for complaints involving parish employees or volunteers) or Diocese Office Manager (for complaints involving diocese staff) or Vicar General (for complaints involving clergy or parish administrators) regarding their suspension from sacred ministry or from any ecclesiastical office or function while waiting for a final determination.

Any member of the clergy, employee or volunteer of the Diocese of Prince Albert who is the subject of a criminal investigation related to personal or sexual harassment of an adult may, at the discretion of the Bishop or his appointee, be suspended with pay from sacred ministry or from any ecclesiastical office or function pending the outcome of the criminal investigation. Additionally, should the investigation lead to a criminal charge, the subject shall be suspended with pay pending the outcome of the trial or hearing.

SECTION IV - PROTOCOL REVIEW AND AUDITS

4.01 Protocol Review

The Protocol is to be reviewed and approved every three years by the RMAT to ensure procedures are updated and clarified as needed and the Protocol maintains its relevance to applicable provincial child protection legislation.

4.02 Protocol Audit

It is at the discretion of the Director of Responsible Ministry and the RMAT to conduct Parish audits to ensure compliance to this protocol.

4.03 Parish Audits Policy

1.1 Background:

Section 4.02 of the Diocese Responsible Ministry Protocol provides the authority to the RMAT to conduct parish audits to ensure compliance with the protocol.

1.2 Definitions:

Director of Responsible Ministry (DRM) – An individual appointed by the Diocese to determine the appropriate response and/or action to issues pertaining to the implementation of the Diocesan Responsible Ministry Protocol including any allegations of misconduct or abuse.

Parish Responsible Ministry Committee (PRMC) – A group of persons responsible for the ongoing implementation of the Protocol within the parish including the Pastor, Parish Council Chairperson (or a person appointed by parish council) and a member at large who is appointed by the Parish Pastoral Council.

Responsible Ministry Advisory Team (RMAT) – A group of 3-5 persons who are qualified by training and experience, to act as advisors to the Director of Responsible Ministry in the administration of this protocol and in the event of an allegation.

1.3 Beliefs:

- 1) Education is the key tool that should be used to help parishes to fully comply with the Responsible Ministry Protocol.
- 2) Self-Evaluation by the Parish Responsible Ministry Committees (PRMC) in a deliberate and guided process can shine a light on areas where each PRMC can make improvements to their practices.
- 3) The parish priest and PRMC have a shared responsibility along with the Director of Responsible Ministry and RMAT to educate themselves and their parishioners about the Responsible Ministry Protocol and to ensure compliance within their parish.
- 4) Parish Responsible Ministry Committee members are a valuable source of information to help the DRM and RMAT identify areas within the Responsible Ministry Protocol which may need improving or updating.

1.4 Procedures:

- 1) The RMAT members shall plan an audit of parishes to ensure compliance with the Responsible Ministry Protocol at least once every three (3) years.
- 2) The members of the audit committee shall be determined by the RMAT.
- 3) The audit may include but is not limited to:
 - a. Meetings held at the deanery level with PRMCs where information is shared, and assessments are completed.
 - b. Internal audits of required documentation from each parish.
 - c. Site meetings with individual PRMCs should there be concern regarding compliance issues.
- 4) Notwithstanding the above, any parish may be audited at any time as determined by the Director of Responsible Ministry and RMAT.

SECTION V - APPENDICES

ROMAN CATHOLIC DIOCESE OF PRINCE ALBERT

APPENDIX 1 - POSITION RISK ASSESSMENT GUIDE

This guide will help determine if an individual should be screened and trained under the *Responsible Ministry Protocol*. If you respond by answering YES to any of these questions, we recommend that you proceed with screening to ensure that you are providing a safe environment for all those involved.

Risk Category	Risk Factor	YES / TRUE	NO / NOT TRUE
Degree of Isolation	The personnel may be alone with children, youth or vulnerable adults.		
Degree of Supervision/ Leadership	The personnel has limited or no supervision or is considered a person in a leadership role with authority. Children, youth and vulnerable adults would have contact with this person and consider them to be an authority figure.		
	The activities of the personnel are in a place where activities are not observed or monitored.		
Degree of Physical Contact	The role requires the personnel to have physical contact with children, youth or vulnerable adults?		
Vulnerability of Persons Served	The persons served have language or literacy barriers.		
	Persons served are immobile.		
	The persons served have challenges that contribute to their vulnerability (e.g., physical, psychological or situational).		
Degree of Physical Demands	The activity involves potential physical danger to person served (e.g. rock climbing, using a stove).		
	Activity involves potential stress (e.g. children upset by visit to elderly in palliative care).		
Degree of Trust	The personnel develop close, personal relationships with children, youth or vulnerable adults they serve.		
	The parents and caregivers entrust children, youth or vulnerable adults into this individual's care, (eg. teaching, visiting, mentoring, tutoring, nursery care).		
	The position involves transportation of children, youth or vulnerable adults.		
	The personnel contribute to making career or other important decisions for persons served.		
	The personnel have access to personal property or money of persons served.		
	The personnel have access to confidential information related to children, youth or vulnerable adults.		
Degree of Inherent Risk	The activity heightens potential for the personnel to be in contact with bodily fluids or disease of the person served.		
	The activity exposes the person served to handling toxic substances or results in exposure to poor air quality, noise, etc. (e.g. Mission experience or service project).		

ROMAN CATHOLIC DIOCESE OF PRINCE ALBERT

APPENDIX 2A - MINISTRY POSITIONS AND RISK LEVELS

Below is the list of the Diocese of Prince Albert Ministry Positions. These are sorted according to risk level. Use this list with Appendix 3C to determine if screening is required by Ministry Personnel. Standardized Volunteer Ministry Position Descriptions are available in a separate section. Parishes are to have ministry positions descriptions for each ministry in the parish. You may use the ones prepared by the Diocese or alter them to suit local needs.

If the Ministry Position is filled by a paid employee a contract describing duties, hours to be worked, etc. will be made between the Parish and/or Diocese and the individual hired. If the Ministry Position is fulfilled by a member of the clergy, the responsibilities of that position are under the direct supervision of the Diocesan Delegate. Some Ministry Positions may be filled by a volunteer, a paid employee or member of the clergy. Be sure to use the Volunteer Ministry Position Descriptions when the position is being fulfilled by a volunteer.

If your Parish has a volunteer position not listed here, please submit a draft of the Volunteer Ministry Position Description for review and approval by the Director of Responsible Ministry.

For the purposes of this protocol, these are the designations for the following positions.

HIGH RISK MINISTRY POSITIONS¹⁰

1. Altar Server Coordinator
2. Altar Server Coordinator Volunteer
3. Bereavement Team Coordinator
4. Bereavement Team Member
5. Children's Catechetics Coordinator
6. Children's Catechetics Teacher
7. Children's Catechetics Volunteer
8. Children's Liturgy of the Word Coordinator
9. Children's Liturgy of the Word Prayer Leader
10. Children's Liturgy of the Word Volunteer
11. Diocesan Youth Council (DYC) Adult Team Member
12. Extraordinary Minister of Communion to Homes/Institutions
13. Liturgical Dance Coordinator
14. Nursery Coordinator
15. Nursery Volunteer
16. Outreach Program Coordinator
17. Outreach Program Team Member
18. Parish Secretary (Volunteer)
19. Pastoral Assistant (Volunteer)
20. Pastoral Care Visitor

¹⁰ A High Risk Ministry Position is one where children or youth are not accompanied by their parents, where there is a relationship of trust between Ministry Personnel and children or youth, or where there is a ministry to the vulnerable.

21. Pastoral Care Visitor Coordinator
22. Prison Ministry Volunteer
23. St. Vincent de Paul Coordinator
24. St. Vincent de Paul Member
25. Vacation Bible School Coordinator (Volunteer)
26. Vacation Bible School Group Leader
27. Vacation Bible School Teacher
28. Vacation Bible School Volunteer
29. Vocations Team Director
30. Vocations Team Member
31. Volunteer Driver
32. World Youth Day Adult Team Leader
33. Youth Ministry Coordinator (Volunteer) Parish
34. Youth Ministry Event Coordinator
35. Youth Ministry Event Volunteer
36. Youth Ministry Volunteer

GENERAL OR HIGH-RISK MINISTRY POSTIONS¹¹

1. Altar Server (Adult – 18+)
2. Choir Director
3. Choir Member (Adult – 18+)
4. Custodian/Maintenance Person (Volunteer)
5. Program Commission Member
6. RCIA Catechist
7. RCIA Coordinator
8. RCIA Sponsor
9. Sacramental Preparation Coordinator
10. Sacramental Preparation Teacher
11. Sacramental Preparation Volunteer

¹¹ These positions will be either High or General Risk, depending on who is involved with the Ministry. For example, if children and adult altar servers are working together, the adult is in a High Risk Ministry Position; if there are children and adults in a choir, the adult is in a High Risk Ministry Position; or if there are children in the RCIA program, then the Ministry Position is High Risk. If children are not present in these ministry positions the positions would then all be general risk positions

GENERAL RISK MINISTRY POSITIONS

1. Altar Server (Child/Youth)
2. Archivist
3. Archivist Volunteer
4. Baptismal Preparation Coordinator
5. Baptismal Preparation Team Member
6. Bible Study Coordinator
7. Bookkeeper/Treasurer (Volunteer)
8. Building and Maintenance Committee
9. Choir Member (Child/Youth)
10. Collection Counter
11. Collection Counter Coordinator
12. Commentator
13. Community Life Ministries Coordinator
14. Community Life Ministries Member
15. Designated Screening Personnel
16. Development and Peace Chairperson
17. Development and Peace Committee Member
18. Devotional Coordinator (i.e. Adoration, Rosary, Stations of the Cross, etc.)
19. Diocesan Pastoral Council Executive Members
20. Diocesan Pastoral Council Member
21. Diocesan Youth Council (DYC) Team Member
22. Ecumenism Coordinator
23. Extraordinary Minister of Communion
24. Extraordinary Minister of Communion Coordinator
25. Funeral Lunch Coordinator
26. Funeral Lunch Helper
27. Lay Leader of Liturgical Celebrations
28. Lector
29. Lector Coordinator
30. Liturgical Coordinator
31. Liturgical Dance Team Member
32. Liturgical Environment Planner
33. Liturgical Hospitality Coordinator
34. Liturgical Hospitality Greeters & Ushers
35. Marriage Preparation Coordinator
36. Marriage Preparation Team Member
37. Parish Finance Council Chairperson
38. Parish Finance Council Member
39. Parish Finance Council Treasurer
40. Parish Pastoral Council Chairperson

41. Parish Pastoral Council Member
42. Parish Responsible Ministry Committee (PRMC) Member
43. Prayer Group Coordinator
44. Religious Articles Purchaser/Vendor
45. Sacristan
46. St. Vincent de Paul Treasurer

ROMAN CATHOLIC DIOCESE OF PRINCE ALBERT

**APPENDIX 2B - PARISHES WITH NO HIGH-RISK MINISTRIES
ANNUAL FORM OF VERIFICATION**

Below is the list of the Diocese of Prince Albert High Risk Ministry Positions. Each Parish Responsible Ministry Committee (Pastor, Parish Council Chair and a parish member at large) is to review this list. One member of the committee is to initial each High-Risk Ministry in the lined space provided. This will confirm that there is no one involved in the particular ministry in your parish.

If while reviewing the list the parish realizes that they do have parishioners involved in high-risk ministry, the parish must then proceed to screen the individual according to Responsible Ministry.

Once the list is reviewed and initialed, and the Parish Responsible Ministry Committee is satisfied that no one in their parish is involved in a high-risk ministry position, the PRMC is to complete the Letter of Verification (Appendix 2C) and submit both Appendices 2B and 2C to the Diocese.

The following are the High-Risk Ministries Positions of the Diocese.

This is the checklist of _____ (parish name)

HIGH RISK MINISTRY POSITIONS¹²

- 1. Altar Server Coordinator _____
- 2. Altar Server Coordinator Volunteer _____
- 3. Bereavement Team Coordinator _____
- 4. Bereavement Team Member _____
- 5. Children’s Catechetics Coordinator _____
- 6. Children’s Catechetics Teacher _____
- 7. Children’s Catechetics Volunteer _____
- 8. Children’s Liturgy of the Word Coordinator _____
- 9. Children’s Liturgy of the Word Prayer Leader _____
- 10. Children’s Liturgy of the Word Volunteer _____
- 11. Diocesan Youth Council (DYC) Adult Team Member _____
- 12. Extraordinary Minister of Communion to Homes/Institutions _____
- 13. Liturgical Dance Coordinator _____
- 14. Nursery Coordinator _____
- 15. Nursery Volunteer _____
- 16. Outreach Program Coordinator _____
- 17. Outreach Program Team Member _____
- 18. Parish Secretary (Volunteer) _____
- 19. Pastoral Assistant (Volunteer) _____

¹² A High Risk Ministry Position is one where children or youth are not accompanied by their parents, where there is a relationship of trust between Ministry Personnel and children or youth, or where there is a ministry to the vulnerable.

- 20. Pastoral Care Visitor _____
- 21. Pastoral Care Visitor Coordinator _____
- 22. Prison Ministry Volunteer _____
- 23. St. Vincent de Paul Coordinator _____
- 24. St. Vincent de Paul Member _____
- 25. Vacation Bible School Coordinator (Volunteer) _____
- 26. Vacation Bible School Group Leader _____
- 27. Vacation Bible School Teacher _____
- 28. Vacation Bible School Volunteer _____
- 29. Vocations Team Director _____
- 30. Vocations Team Member _____
- 31. Volunteer Driver _____
- 32. World Youth Day Adult Team Leader _____
- 33. Youth Ministry Coordinator (Volunteer) Parish _____
- 34. Youth Ministry Event Coordinator _____
- 35. Youth Ministry Event Volunteer _____
- 36. Youth Ministry Volunteer _____

GENERAL OR HIGH-RISK MINISTRY POSTIONS¹³

- 1. Altar Server (Adult – 18+) _____
- 2. Choir Director _____
- 3. Choir Member (Adult – 18+) _____
- 4. Custodian/Maintenance Person (Volunteer) _____
- 5. Program Commission Member _____
- 6. RCIA Catechist _____
- 7. RCIA Coordinator _____
- 8. RCIA Sponsor _____
- 9. Sacramental Preparation Coordinator _____
- 10. Sacramental Preparation Teacher _____
- 11. Sacramental Preparation Volunteer _____

¹³ These positions will be either High or General Risk, depending on who is involved with the Ministry. For example, if children and adult altar servers are working together, the adult is in a High Risk Ministry Position; if there are children and adults in a choir, the adult is in a High Risk Ministry Position; or if there are children in the RCIA program, then the Ministry Position is High Risk.

ROMAN CATHOLIC DIOCESE OF PRINCE ALBERT

**APPENDIX 2C - PARISHES WITH NO HIGH-RISK MINISTRIES
ANNUAL LETTER OF VERIFICATION**

We the parish of _____ verify that we have no high-risk ministries at this time in our parish life as per Appendix 2B attached.

If we initiate any high-risk ministries in our parish, we agree that we will comply with Responsible Ministry Protocol as set out by the Roman Catholic Diocese of Prince Albert and will properly screen our Ministry Personnel, follow ratio guidelines for working with children, youth, and vulnerable adults, and ensure that our buildings are set up so as to minimize any risk to volunteers and vulnerable individuals receiving such ministry.

Signed by the Parish Responsible Ministry Committee of

(Parish name)

on _____.
(Date)

Pastor _____
(Print) (sign)

Parish Council Chairperson _____
(Print) (sign)

Member at Large _____
(Print) (sign)

ROMAN CATHOLIC DIOCESE OF PRINCE ALBERT
APPENDIX 3A - THE SCREENING PROCESS

Screening begins long before any person volunteers and ends only after the person leaves the ministry. The Ten Safe Step process, developed by Volunteer Canada, is divided into three sections: before selecting volunteers, the selection process and managing the volunteers.

Ten Safe Steps of Screening

Before selecting volunteers

1. Determine the Risk
2. Volunteer Ministry Position Description
3. Recruitment Process

The selection process

4. Ministry Personnel Application Form
5. Interviews
6. Reference Check
7. Police Records Check

Managing the volunteers

8. Orientation and Training
9. Supervision/Evaluation
10. Participant Follow-Up

ROMAN CATHOLIC DIOCESE OF PRINCE ALBERT

APPENDIX 3B - TEN SAFE STEPS OF SCREENING – DETAILED

Step 1 - Determine the Risk

The nature of the ministry and the inherent level of risk involved dictate the degree of screening required. The greater the risk, the greater the degree of screening applied. Factors that will help determine the level of risk include: the participant, the setting, the nature of the activity required and the level of supervision. (Appendix 1)

Volunteers and employees who are active in more than one ministry will be screened for the position with the highest level of risk. When a person moves from a position with a general level of risk to a position of high risk, the other screening steps will be carried out for the new high-risk position.

Step 2 – Volunteer Ministry Position Description

There will be a role description for every volunteer ministry position. There are sample ministry position descriptions available in *Our Living Covenant*. It is imperative to describe each ministry position and define its inherent risk. (Appendix 2A) This description defines the tasks of the positions and sets the ground rules for all involved. By documenting the role, these descriptions provide greater protection for the person being ministered to, the volunteer, the Parish, and the Diocese.

Step 3 - Recruitment Process

It is recommended that all recruitment for volunteers and staff will be done in a formal public process. Requests for volunteers should be done in a public way through notices printed in parish bulletins, church newsletters or other forms of communication. The notice should be accompanied by a "Description of the Ministry" and notice that an "Information Form" will need to be completed. These two items are powerful screening tools in themselves and prompt people to reflect on the seriousness of their call to this ministry even before any formal interview. Recruiting materials will clearly indicate that the faith community takes its responsibility towards participants seriously and screens all applicants.

Do not leave people with the impression that everyone who applies will be accepted. Be very clear that you are extremely careful about selecting those who work in ministry and do not apologize for that fact.

Step 4 – Ministry Application Form

An application form must be completed for all High-Risk Ministry Positions (Appendix 4A & B or 5). The completion of an application form is intended to ensure that adequate records are kept. In addition, as with the use of a ministry position description, asking individuals to complete an application form demonstrates the seriousness of the applicant's commitment to screening and provides a paper trail that will protect the applicant, the Parish, and the Diocese. There is one form for adults and one form for those under 18 years of age. Use only the official Diocese of Prince Albert forms.

Step 5 - Interview

An interview will be conducted for all High-Risk Ministry Positions. The interview provides you with an opportunity to talk with the applicant about her/his background, gifts, talents, skills, interests, and availability. It also allows an opportunity to explore any concerns you may have about the suitability of this person for the ministry position in question and to ensure there will be a "good fit" between the person and the ministry.

The interview includes questions, which are directly related to the specific risk concerns for the position being applied for (e.g., interpersonal style with children or vulnerable adults, history working with money, and so on). Notes from the interview will be kept in a secure file at the Diocesan Office.

Step 6 - Reference Check

Three (3) References must be completed for all High-Risk Ministry Positions (Appendix 4C). It should be made clear to the referee that the individual is being considered for a position of trust (e.g., with children, with other vulnerable people, with money, etc.). Reference forms must be kept in the volunteer's file at the Diocesan Office.

A reference check may be the most effective screening step during the selection process. References will confirm the background, gifts, talents, and skills of the applicant and will provide an outside opinion on the suitability of the person for the ministry. Use only the official Diocese of Prince Albert forms.

Step 7 – Police Records Check

A Police Records Check report must be received for all High-Risk Ministry Positions (Appendix 4D). The police records check signals, in a very public way, our concern about the safety of our people. Ministry Personnel will be asked to provide a copy of her/his police report. If any conviction appears, Ministry Personnel will be asked to provide details and give permission for the Director of Responsible Ministry or Parish Responsible Ministry Committee (PRMC) to confirm the nature of the conviction with the police. It is not only important to know if someone has been convicted of a crime, but also to know the nature and severity of the crime. The limitations of Police Records Check are:

- The report is only good up to the checking day.
- A recent conviction may not show yet.
- There are time lags in sending records from one country to another.
- The individual may be using an alias so only fingerprint checks will be accurate.
- The person may have obtained a "pardon" and therefore is no longer on the list.
- OR the person may never have been caught!

We must NOT rely solely on the Police Records Check - to do so would be dangerous.

However, despite the limitations of the Police Records Check, they do signify our concern for the safety of our participants, particularly in those cases (high risk volunteer ministry positions) where the faith group is committed to a full and complete screening process. Use only the official Diocese of Prince Albert forms.

Step 8 – Orientation and Training

Appropriate orientation and training will be provided together with guidelines for working with the vulnerable for all High-Risk Ministry Positions. In fairness to volunteers, it is essential that orientation and training be provided to ensure that the individual is able to perform her/his ministry effectively.

Applicants are required to sign the Ministry Personnel Agreement Form, Covenant of Care stating that they have read the position description, completed the screening protocol and that they understand and will comply (Appendix 6A). Use only the official Diocese of Prince Albert form.

Step 9 - Supervision and Evaluation

All High-Risk Ministry Positions will be appropriately supervised. The intensity and nature of the supervision will vary with the risk involved in the position. This entails a more "senior or experienced" person in the ministry spending time with the Ministry Personnel to observe, support and give feedback on their gifts, skills, style, strengths, and challenges. The supervision should be systematic and recorded.

There will be a self-review on a regular basis. By instituting a formal supervision and evaluation process, the volunteer can be observed "on the job" and their ministry can be monitored on an ongoing basis.

Step 10 - Participant Follow Up

Supervisors will monitor all High-Risk Ministry Positions by checking from time to time on participant satisfaction.

Regular ongoing contact with program participants and family members helps to ensure that programs remain relevant and of high quality. Such monitoring can also act as an effective deterrent to someone who might otherwise do harm and go undetected. It is vital that the parish let all volunteers know that regular contact with program participants and families is part of the parish's risk management procedures and that this practice is not personal.

If a volunteer and a participant are usually alone together, it would be appropriate for someone to conduct random spot checks by visiting the location where they are together.¹⁴

¹⁴ The above information was adapted from the Archdiocese of Toronto's resource manual, which adapted *The 10 Steps of Screening* from Volunteer Canada found at <http://volunteer.ca/topics-and-resources/screening/10-steps-screening>. The various evaluations forms and protocol included at this website may also be helpful.

ROMAN CATHOLIC DIOCESE OF PRINCE ALBERT

APPENDIX 3C - SCREENING OVERVIEW FOR EACH RISK LEVEL

The nature of particular ministry positions and the level of risk involved will determine the intensity of the screening process employed.

General Risk Ministry Positions

General Risk Ministry Positions within our Diocese will use the following steps:

- Determine the Risk
- Provide the Volunteer Ministry Position Description
- Orientation and Training appropriate to the Ministry Position
- Supervision and Evaluation

High Risk Ministry Positions

Adult's volunteering in High-Risk Ministry Volunteer Positions within our Diocese will use ALL of the "Ten Safe Steps of Screening" (Appendix 3B).

- Determine the Risk (Appendix 1)
- Volunteer Ministry Position Description
- Appropriate Recruitment Process
- Ministry Personnel Application Form (Appendix 4A)
- Release of Information and Declaration of Intent (Appendix 4B)
- Three Reference Checks (Appendix 4C)
- Police Records Check (Appendix 4D)
- Interview (Appendix 7A or 7B)
- Signing of the Covenant of Care (Appendix 6A)
- Orientation and Training
 1. New Volunteer Protocol Orientation
 2. Training appropriate to the Ministry Position
- Complete Approval of Ministry Personnel Application (Appendix 8C)
A copy of Appendix 8C may be retained at the parish level. All original documentation must always be sent into the Diocese.
- Participant Follow-Up
 1. Annual Protocol refresher training
 2. Renewal of Police Records Check every 3 or 5 years

Youth see next page.

APPENDIX 3C - SCREENING OVERVIEW FOR EACH RISK LEVEL CONT.

Youth volunteering in High-Risk Volunteer Positions within our Diocese will use the following steps:

- Determine the Risk
- Volunteer Ministry Position Description
- Recruitment Process
- Ministry Personnel Application Form (Appendix 5)
- Three Reference Checks (Appendix 4C)
- Interview
- Signing of the Covenant of Care (Appendix 6A)
- Orientation and Training
 1. New Volunteer Protocol Orientation
 2. Training appropriate to the Ministry Position

- Complete Approval of Ministry Personnel Application (Appendix 8C)
A copy of Appendix 8C may be retained at the parish level. All original documentation must always be sent into the Diocese.
- Annual Protocol Refresher training.
- Upon reaching 18 years of age adult screening is required.

APPENDIX 4A - MINISTRY PERSONNEL APPLICATION FORM
for Adults working with Children,
Youth or Vulnerable Adults Ministries

In order to reduce the risk of abuse within our churches and to place volunteers effectively, we believe this information is necessary to protect our children, youth, vulnerable adults and our Ministry Personnel. Your cooperation is greatly appreciated.

Personal Information

Male Female

Full Name _____

Address _____

Postal Code _____ Date of Birth (yy/mm/dd) _____

Phone Number (H) _____ (W) _____

Cell Number _____ Email _____

Personal History

Occupation and/or Employer

Hobbies, Interests or Skills

Ministry(s) Interested in Serving in

Spiritual History

How long have you attended a Parish located in the Diocese of Prince Albert? _____

Do you regularly attend (2 or more masses a month)? Yes No

Are you registered with the Parish? Yes No

List any gifts, training, education or other qualifications that have prepared you to minister with children, youth and/or vulnerable adults.

Ministry Information

Parishes I have regularly attended in the last five years are as follows:

1. Name of Parish _____ Phone Number _____

Address _____

Dates Attended _____ Registered Yes No

2. Name of Parish _____ Phone Number _____

Address _____

Dates Attended _____ Registered Yes No

My present and previous ministry experience is as follows:

1. Name of Parish/Mission _____

Dates and Description of Ministry _____

Clergy or Ministry Supervisor _____ Phone Number _____

2. Name of Parish/Mission _____

Dates and Description of Ministry _____

Clergy or Ministry Supervisor _____ Phone Number _____

Confidential Information

In order to provide a safe and secure environment for our children, youth and vulnerable adults, we believe it is necessary to include the following questions as part of our application process. All information will be kept confidential by Parish leadership and the Parish Responsible Ministry Committee. (Police may access this information, under warrant, if requested.) Answering yes to any of the questions may not necessarily preclude your involvement in ministry. Thank you for your understanding.

1. Are there any circumstances involving your lifestyle or background that would call into question your ability to work with children, youth or vulnerable adults? (e.g. pornography, use of illegal substances, etc.) Yes No
2. Have you ever been accused of impropriety with children, youth or vulnerable adults? Yes No
3. Have you ever used, sold or been convicted for the use or sale of illegal drugs? Yes No
4. Have you ever been through treatment for alcohol or substance abuse? Yes No
5. Have you ever been convicted of a criminal offense (excluding minor traffic violations)? Yes No
6. Have you ever been arrested for or convicted of any abuse related crimes? Yes No
7. Have you been investigated by Child and Family Services for suspected child abuse? Yes No
8. Have you ever been the subject of a civil lawsuit involving sexual harassment or other immoral behaviour or conduct involving children, youth or vulnerable adults? Yes No
9. Have you ever been the subject of any disciplinary action, transfer or dismissal, or been named as a defendant in a civil or criminal lawsuit as a result of an accident or mishap involving children, youth or vulnerable adults? Yes No
11. Have you ever been the subject of any disciplinary action (including discharge) or investigation by a church, religious or other organization, or by an employer? Yes No
12. Do you have any health concerns of which we should be aware? (e.g. medical, psychiatric) Yes No

If you have answered yes to any of the above questions, please explain.

References

Please provide the names of three individuals who have known you for at least three years, excluding relatives, who could provide a reference for you. One should be from your parish clergy or past parish clergy if you have recently moved into the district in which you wish to serve. Include at least one reference from outside the parish.

1. Name of Reference _____ Phone Number _____
Address _____
Nature of Relationship _____

2. Name of Reference _____ Phone Number _____
Address _____
Nature of Relationship _____

3. Name of Reference _____ Phone Number _____
Address _____
Nature of Relationship _____

All references will be contacted.

Each of the references listed above will be contacted by the PRMC.

ROMAN CATHOLIC DIOCESE OF PRINCE ALBERT

**APPENDIX 4B - RELEASE OF INFORMATION
and Declaration of Intent**

I hereby give _____ (parish name) and the Diocese of Prince Albert permission to contact the persons named as references to ascertain my suitability for volunteer ministry. I release all such references from liability for any damage that may result from furnishing such evaluations to you.

I give my Parish and the Diocese of Prince Albert consent to verify the information provided herein and to contact the references listed. I waive any right to confidentiality and of any right to pursue damages against the Church for losses caused by the reference's response.

I will also submit my Police Records Check (PRC) to my Parish and the Diocese of Prince Albert. I realize that the Police Records Check that I get in the name of the Diocese of Prince Albert becomes the property of the Diocese of Prince Albert. I understand the purpose of the PRC is for my protection against any false allegations and for the protection of those I serve. I consent to submit my PRC with the understanding that the results will be kept in strict confidence. I agree to adhere to the protection policies as adopted by the Diocese of Prince Albert.

I understand that if my character or morals are deemed by church leadership to be inappropriate and/or criminal at any time during my volunteer service, my Parish and the Diocese of Prince Albert will be entitled to terminate my assistance without express cause or prior notice regardless of any other oral or written statement by my Parish and the Diocese of Prince Albert prior to, at, or following the date of volunteer service.

I understand that my Parish and the Diocese of Prince Albert is responsible for the welfare of any person or persons entrusted to my care. I will cooperate fully with the staff in the fulfillment of my duties and will keep all information I encounter, in my role as a volunteer, confidential. If at any time I find that for any reason I am unable to support the policies and procedures of my Parish and the Diocese of Prince Albert or the doctrine of the Roman Catholic Church I will gracefully and quietly resign my volunteer position. If my supervisors find that I am in conflict with any of the policies, procedures or doctrines and we are not able to resolve the issue, I will gracefully and quietly agree to resign my volunteer position.

I hereby acknowledge that, to the best of my knowledge, the information contained in this application for volunteer ministry is true and correct.

Signature of Applicant _____

Printed Name _____ Date _____

Signature of Witness _____

Printed Name _____ Date _____

Information received is confidential and is being gathered for the purposes of screening Ministry Personnel and placing them into ministry with children, youth or vulnerable adults. The information gathered here will be used for the purposes of supporting the ministries of the Diocese of the Prince Albert.

APPENDIX 4C - MINISTRY PERSONNEL REFERENCE CHECK

_____ (Name of Volunteer) has applied to be a volunteer with _____ (our ministries) and has indicated on their application that you might be willing to act as a personal reference. We have a program in our Diocese called *Responsible Ministry*, which is designed to protect our children, youth and vulnerable adults, as well as our volunteers. We do reference checks on all volunteers working in these areas. Your response will remain confidential. Thank you for your cooperation.

Please forward this information to:

Parish Responsible Ministry Committee

Name of Parish:

Address of Parish:

City of Parish:

Postal Code of Parish:

Attention _____

Your Name _____ Phone Number _____

Address _____

Email address: _____

1. Describe your relationship with this person.

2. How long have you known this person? _____

3. What are the applicant's greatest strengths? _____

ROMAN CATHOLIC DIOCESE OF PRINCE ALBERT

POLICE RECORDS CHECK

(As recommended by Prince Albert City Police and RCMP)

APPENDIX 4D – SCREENING

Date: _____

To: Chief of Police/RCMP

_____ is applying for:

_____ a Volunteer Opportunity
(Police Records Check required every 5 years for the Diocese of Prince Albert)

_____ Employment
(Police Records Check required every 3 years for employees of the Diocese of Prince Albert)

_____ Practicum

He/She will be working with and have in his/her care:

_____ children

_____ elderly

_____ mentally challenged

_____ handling money

_____ other _____

Once the Police Criminal Record Check and the appropriate documentation are complete, please return the form to the above-named individual. He/She will return the form to the Parish Responsible Ministry Committee for review.

Sincerely,

Pastor/or designate

ROMAN CATHOLIC DIOCESE OF PRINCE ALBERT

APPENDIX 5 - MINISTRY PERSONNEL APPLICATION FORM for Youth Working with Children

Desiring to reduce the risk of abuse within our churches and to place effectively our volunteers in ministries, we believe this information is necessary to protect our children, youth, vulnerable adults and our Ministry Personnel. Your assistance with this information is greatly appreciated.

Personal Information

Male Female

Full Name _____ Grade _____

Address _____

Postal Code _____ Date of Birth _____

Phone Number (H) _____ (C) _____

Email _____

Name of Parent _____

Phone Number (H) _____ (W) _____

Cell _____ Email _____

Are your parents supportive of your ministry involvement? Yes No

If no, please explain

Hobbies, Interests or Skills

Volunteer Experience and Part-time Jobs

Spiritual History

How long have you attended a Parish in the Diocese of Prince Albert? _____

Do you regularly attend (2 or more masses a month)? Yes No

In a brief paragraph, please describe what your faith means to you.

Ministry Questionnaire

Please list the area of ministry in which you would like to serve.

Describe why you would like to be part of this ministry.

What strengths or assets would you bring to this ministry?

What areas of concern do you have in working with this ministry?

Do you see yourself as a team player? Please explain. Yes No

References

Please provide the names of three individuals who have known you for at least one year and who have a definite knowledge of your character and ability to work with children. You may include one reference from a relative but must also include a reference from your parish Clergy, employer or teacher.

1. Name of Reference _____ Phone Number _____
Address _____
Nature of Relationship _____

2. Name of Reference _____ Phone Number _____
Address _____
Nature of Relationship _____

3. Name of Reference _____ Phone Number _____
Address _____
Nature of Relationship _____

Signature of Applicant _____

Printed Name _____ Date _____

Signature of Parent/Guardian _____

Printed Name _____ Date _____

I grant permission for Ministry Personnel to be in touch with the applicant electronically.

Signature of Parent/Guardian _____

Printed Name _____ Date _____

Each of the references listed above will be contacted by the PRMC.

Information received is confidential and is being gathered for the purposes of screening Ministry Personnel and placing them into ministry. The information gathered here will be used for the purposes of supporting the ministries of the Roman Catholic Diocese of Prince Albert.

ROMAN CATHOLIC DIOCESE OF PRINCE ALBERT

APPENDIX 6A - MINISTRY PERSONNEL AGREEMENT FORM

and Covenant of Care

I (Name of Ministry Personnel**) _____ have read, understand and agree to comply with *Responsible Ministry* and procedures of the Roman Catholic Diocese of Prince Albert to protect the health and safety of children, youth and vulnerable adults at all times.

I also acknowledge the paramount importance of safeguarding in all respects all of those to whom we minister especially children, youth, and vulnerable adults by:

- Following all of the directives of the responsible ministry;
- Complying with the information given in my training orientation;
- Using appropriate language;
- Showing no bias on account of gender, ethnic background, skin colour, intelligence, age, religion, socio-economic status; and
- Respecting confidentiality and privacy, unless a child, youth, or vulnerable adult is in danger, in which case I will notify the police or other appropriate civil authority.

Signature _____

Printed Name _____

Date _____

****Ministry Personnel - An** individual who has successfully completed the recruitment and screening procedures of the Responsible Ministry Protocol and is now deemed to be a person who can be put in a position of trust with children, youth, or vulnerable adults. Ministry Personnel include screened volunteers, full-time, short-term or contract employees, and clergy, regardless of whether or not they receive a salary.

ROMAN CATHOLIC DIOCESE OF PRINCE ALBERT

APPENDIX 6C – OATH OF CONFIDENTIALITY

For employees

Confidential Information is defined here as any personal and family facts or conditions pertaining to any participant’s life that have been communicated or revealed to me through the participant’s connection with the Roman Catholic Diocese of Prince Albert or with partnership programs. It is everyone’s right and expectation that information disclosed to the Roman Catholic Diocese of Prince Albert registered in files, documents and other forms utilized by Ministry Personnel, staff and volunteers will be respected and safeguarded by all of the personnel – professional, contractual, volunteers and any person who by any reason has access to personal information or experience.

Any sensitive information regarding the operation, management and personnel of the Roman Catholic Diocese of Prince Albert such as management or staff issues, special contracts, pending proposals, or critical incidents – is considered confidential information.

In my association with the Roman Catholic Diocese of Prince Albert, I will faithfully and honestly uphold the above stated policy of confidentiality. I will respect the privacy of all information and I will use any information gained for the sole purpose of fulfilling my duties in a responsible manner. I will not gossip with anyone about people or incidents that I encounter in the course of my duties.

In signing this Oath of Confidentiality, dated this _____ of _____, 20____, I agree to the above stated policies and will not disclose any information, which comes into my possession through my paid or volunteer position except with proper authorization.

Signature of Employee

ROMAN CATHOLIC DIOCESE OF PRINCE ALBERT

APPENDIX 7A – INTERVIEW FORM FOR CURRENT VOLUNTEERS

(Please Print)

Date of Interview: _____

Interviewer's Name (s): _____

Volunteer's Name: _____

Parish Volunteer Ministry Position (s): _____

1. Do you understand the Parish Volunteer Screening Program? Yes No

2. How long have you been in this volunteer ministry position? How did you come to be in this volunteer ministry position?

3. What is your experience in this ministry position? How is it going?

4. What assistance or support do you need in order to carry out your current ministry?

5. What kind of training would you recommend for your current ministry position?

Please complete both sides.

6. Tell me about any challenges that make it difficult for you to carry out your responsibilities in this ministry. What changes would you make?

7. Are there some persons or groups with whom you prefer to work? (E.g. Adolescents, elderly, immigrants, children, etc...) Why?

8. If you had reason to believe that a child, youth, or other vulnerable person was being abused what would you do?

9. Do your spouse/family/friends support you in this ministry? How?

10. Do you wish to continue doing this volunteer ministry position? Yes No

ROMAN CATHOLIC DIOCESE OF PRINCE ALBERT

APPENDIX 7B – INTERVIEW FORM FOR NEW VOLUNTEERS

(Please Print)

Interviewer's name: _____ Date of interview: _____

Volunteer's Name: _____

1. How did you hear about this ministry position? What attracts you to this ministry position?

2. Do you have any questions about what you have read in the Ministry Position Description?

3. Have you ever been involved in any activity like this in the past?

4. Tell me about any challenges that you can foresee that might make it difficult for you to carry out your responsibilities in this ministry.

5. What assistance or support do you think you might need to be able to carry out your ministry?

Please complete both sides

6. Do your spouse/family/friends support you in this ministry? How?

7. Are there some persons or groups with whom you prefer to work? (E.g. Adolescents, elderly, immigrants, children, etc...) Why?

8. If you had reason to believe that a child, youth, or other vulnerable person was being abused what would you do?

9. Tell us why you believe you are an ideal person for this Volunteer Ministry Position.

ROMAN CATHOLIC DIOCESE OF PRINCE ALBERT

APPENDIX 8A - CHECKLIST FOR GENERAL RISK VOLUNTEER POSITIONS

- Ensure that the person receives a copy of the Ministry Position Description.
- Get the Ministry Volunteer's contact information.
- Give the contact information to the Ministry Coordinator/Supervisor.
- Create a file for the person.
- Put the following documents in the file, which will be kept in the parish.
 - Contact information.
 - Ministry Position Description (or list of Ministries involved in)

ROMAN CATHOLIC DIOCESE OF PRINCE ALBERT

APPENDIX 8B - CHECKLIST FOR HIGH-RISK VOLUNTEER POSITIONS

- For adults, Have the Ministry Personnel Application Form completed in its entirety. (Appendix 4A and 4B)
- For those under 18 years of age, ensure that the appropriate Ministry Personnel Application Form is used and that the Parent/Guardian has signed the consent. (Appendix 5)
- Ensure that the person receives a copy of the Ministry Position Description
- Provide the person with a copy of the Responsible Ministry document for their review.
- Provide the contact information of the Ministry Coordinator/Supervisor.
- Conduct three personal reference checks. (Appendix 4C)
- Conduct the interview in-person, with two members of the PRMC.

For those 18 years old and older; once the Interview Form and Reference Checks have been conducted:

- Give the necessary form to obtain the Police Records Check. (Appendix 4D)
- Have the applicant attend a New Volunteer Protocol Orientation Session.
- Have the applicant sign the Covenant of Care. (Appendix 6A)
- Upon receipt of clear Police Records Check, the PRMC may give its approval to the applicant. (Appendix 8)
- The PRMC is responsible for keeping all of the applicant's information strictly confidential.

The person will then be able to begin their parish volunteer ministry position.

- Forward the original of all documents to the Diocesan Office where a file for the person will be created. This includes the following documents:
 - The Ministry Personnel Application Form (Appendix 4A or 5)
 - Release of Information and Declaration of Intent (Appendix 4B)
 - Three Reference forms (Appendix 4C)
 - Criminal Records Check report, (for those 18 years old and older) (Appendix 4D)
 - Ministry Personnel Agreement Form and Covenant of Care (Appendix 6A)
 - Interview form (Appendix 7A or 7B)
 - Approval of Ministry Personnel Application (Appendix 8C)
 - Any subsequent Incident Reports (Appendix 13)
- For parish records you may keep a copy of the Approval of Ministry Personnel Application (Appendix 8C) for each Ministry Personnel. All originals are to be sent to the Diocese.

ROMAN CATHOLIC DIOCESE OF PRINCE ALBERT

APPENDIX 8C - APPROVAL OF MINISTRY PERSONNEL VOLUNTEER

(You may keep a photocopy for parish records.)

Name of Volunteer: _____

Date process started: _____

Ministry Interest: _____

Please date and initial as items are added to this file:

	Date	Initial
Appendix 4A or 5 - Ministry Personnel Application Form:	_____	_____

Appendix 4B - Release of Information and Declaration of Intent:	_____	_____
---	-------	-------

Appendix 4C – Three Reference Checks collected:	_____	_____
---	-------	-------

Name: _____	Date Spoken to: _____	_____
-------------	-----------------------	-------

Comments: _____

Name: _____	Date Spoken to: _____	_____
-------------	-----------------------	-------

Comments: _____

Name: _____	Date Spoken to: _____	_____
-------------	-----------------------	-------

Comments: _____

Appendix 7A or 7B - Interview:	_____	_____
--------------------------------	-------	-------

Appendix 4 D - Police Records Check:	_____	_____
--------------------------------------	-------	-------

Appendix 6A – Covenant of Care:	_____	_____
---------------------------------	-------	-------

New Volunteer Responsible Ministry Orientation training	_____	_____
---	-------	-------

Final Approval (must be signed by 2 of the designated screening personnel)

_____	_____	_____
Print Name	Signed	Dated

_____	_____	_____
Print Name	Signed	Dated

Sent to the Diocese on: _____

**APPENDIX 9A - CHILDREN/YOUTH REGISTRATION FORM,
IMAGE RELEASE AND PARENT/GUARDIAN CONSENT**

Parent/Guardian: Please complete both pages of this form and return to the parish.

I hereby give permission to my child to participate in any regular parish and diocesan program for the 20_____ - 20_____ ministry year. (If signing up for a program after May 15 of a ministry year, this will be in effect until August of the following year.)

Part A: Contact Information			
Family name: _____ Last name			
Address: _____			
Number	Street	Apt. Number	P.O. Box or R.R. Number
City		Province	Postal Code
Child 1 Name _____	Date of Birth _____	yy/mm/dd	Age ____ Grade ____ Male <input type="checkbox"/> Female <input type="checkbox"/>
Child 2 Name _____	Date of Birth _____	yy/mm/dd	Age ____ Grade ____ Male <input type="checkbox"/> Female <input type="checkbox"/>
Child 3 Name _____	Date of Birth _____	yy/mm/dd	Age ____ Grade ____ Male <input type="checkbox"/> Female <input type="checkbox"/>
Child 4 Name _____	Date of Birth _____	yy/mm/dd	Age ____ Grade ____ Male <input type="checkbox"/> Female <input type="checkbox"/>
Parent/Guardian Name: _____			
Last name		First name	
Telephone: Home: _____ Work: _____ Cell: _____			
Email: _____			
2 nd Parent/Guardian Name: _____			
Last name		First name	
Telephone: Home: _____ Work: _____ Cell: _____			
Email: _____			
Emergency contact other than parent/guardian (when parent/guardian not able to be reached).			
Name: _____		Relationship to child: _____	
Telephone: Home: _____ Work: _____ Cell: _____			
Part B: Purpose and Extent			
_____ (name of Home Parish) is collecting and retaining this personal information for the purposes of enrolling your child in our programs, to assign the student to appropriate classes, to develop and nurture ongoing relationships with both you and your child, and to inform you and your child of program updates and upcoming opportunities in our Parish and Diocese. Information about programs may be communicated to you and/or your child electronically. This registration, image release and consent form will be maintained indefinitely at the Diocesan Office as required by our insurance company and legal counsel.			
I have read, understood and agree with the above.			
Signature of parent/guardian _____		Date _____	

**cont. Children/youth registration Form
Image Release and parent/guardian consent**

Part C: Image Release

Photos

Should you **not** wish your child/youth to have photos or images used, please indicate which form is **not** acceptable:

- | | | |
|---|---|---|
| <input type="checkbox"/> Brochures/Promotional Material | <input type="checkbox"/> Church Bulletin Boards | <input type="checkbox"/> Diocesan/Parish Website |
| <input type="checkbox"/> Diocesan/Parish Newsletters | <input type="checkbox"/> Videotaping | <input type="checkbox"/> Social Media (Facebook etc.) |

Part D: General Consent Statement

The Diocese of Prince Albert has a set standard and guidelines for activity management including supervision, training, and health matters. These standards are in our Diocesan Responsible Ministry Protocol and are available upon request.

During a typical year, your child or youth will participate in a variety of activities, which may include, but are not limited to:

- Arts and crafts (use of scissors, glue, other small craft material)
- Active games (physical activities that may involve balls, running, skipping, jumping, etc.)
- Use of equipment (for crafts, games, cooking, etc.)
- Active outdoor activities in the community (walking to other locations in the community, outdoor games, skating, sledding, bowling, swimming at a public pool, etc.)
- Excursions in the community (visit to senior center, parks, etc.)
- Meals and snacks (each participant must complete a Health Information Form (Appendix 10))

In all activities there is an element of risk. Adults in charge of activities will take all reasonable precautions to minimize these risks; this is no guarantee against injury or loss. Some of the risks associated with typical activities include, but are not limited to: scrapes, cuts or bruises; sprains; strains or possible broken bones; illness from known or unknown sources; theft or loss of possessions; unforeseen injuries from activities; equipment or actions of your child, other participants or other people, including negligent actions.

You will occasionally need to provide your child or youth with equipment or clothing appropriate for the activity.

From time to time, unscreened adults may be present. We do not permit a child or youth to be left alone with an unscreened adult.

Some activities may take place in the community. These may be within walking distance or may require a different drop-off or pick-up location, which would be your responsibility. You will be informed when the activity will be at a different location than the usual meeting place.

From time to time your child or youth may attend activities or events (i.e., deanery gatherings, diocesan rallies or special outings or events) that would be in addition to the activities outlined above. Your permission will be required for these specific activities/events. If these occur, additional information will be sent home with your child or youth.

Part E: Declaration

I have read and understand the information provided on this form. I understand and assume any and all risks associated with Parish Deanery, and/or diocesan activities on behalf of my son/daughter/ward not limited to those risks listed above. I authorize my son/daughter/ward to participate in the activities described above,

Name: _____ Signature: _____
 (please print)

Date: _____

We protect and respect your privacy. Your personal information is used only for the purposes stated on or indicated by the form.

**APPENDIX 9B – CHILDREN’S LITURGY REGISTRATION FORM,
IMAGE RELEASE AND PARENT/GUARDIAN CONSENT**

Parent/Guardian: Please complete both pages of this form and return to the parish.

Part A: Contact Information

Family name: _____
Last name

Address: _____
Number Street Apt. Number P.O. Box or R.R. Number

_____ City _____ Province _____ Postal Code

Child 1 Name _____ **Date of Birth** yy/mm/dd **Age** ____ **Grade** ____ **Male** **Female**

Child 2 Name _____ **Date of Birth** yy/mm/dd **Age** ____ **Grade** ____ **Male** **Female**

Child 3 Name _____ **Date of Birth** yy/mm/dd **Age** ____ **Grade** ____ **Male** **Female**

Child 4 Name _____ **Date of Birth** yy/mm/dd **Age** ____ **Grade** ____ **Male** **Female**

Parent/Guardian Name: _____
Last name First name

Telephone: Home: _____ Work: _____ Cell: _____

Email: _____

2nd Parent/Guardian Name: _____
Last name First name

Telephone: Home: _____ Work: _____ Cell: _____

Email: _____

Emergency contact other than parent/guardian (when parent/guardian not able to be reached).

Name: _____ **Relationship to child:** _____

Telephone: Home: _____ Work: _____ Cell: _____

Part B: Purpose and Extent

_____ (name of Home Parish) is collecting and retaining this personal information for the purposes of enrolling your child in our programs, to assign the student to appropriate classes, to develop and nurture ongoing relationships with both you and your child, and to inform you and your child of program updates and upcoming opportunities in our Parish and Diocese. Information about programs may be communicated to you and/or your child electronically. This registration, image release and consent form will be maintained indefinitely at the Diocesan Office as required by our insurance company and legal counsel.

I have read, understood and agree with the above.

Signature of parent/guardian _____ Date _____

I hereby give permission to my child to participate in any regular parish and diocesan program for the 20__ - 20__ ministry year. (If signing up for a program after May 15 of a ministry year, this will be in effect until August of the following year)

**cont. Children/youth registration Form,
Image Release and parent/guardian consent**

Part C: Image Release

Photos

Should you **not** wish your child/youth to have photos or images used, please indicate which form is **not** acceptable:

- | | | |
|---|---|---|
| <input type="checkbox"/> Brochures/Promotional Material | <input type="checkbox"/> Church Bulletin Boards | <input type="checkbox"/> Diocesan/Parish Website |
| <input type="checkbox"/> Diocesan/Parish Newsletters | <input type="checkbox"/> Videotaping | <input type="checkbox"/> Social Media (Facebook etc.) |

Part D: General Consent Statement

The Diocese of Prince Albert has a set standard and guidelines for activity management including supervision, training, and health matters. These standards are in our Diocesan Responsible Ministry Protocol and are available upon request.

During a typical year, your child or youth will participate in a variety of activities, which may include, but are not limited to:

- Arts and crafts (use of scissors, glue, other small craft material)
- Active games (physical activities that may involve balls, running, skipping, jumping, etc.)
- Use of equipment (for crafts, games)

In all activities there is an element of risk. Adults in charge of activities will take all reasonable precautions to minimize these risks; this is no guarantee against injury or loss. Some of the risks associated with typical activities include, but are not limited to: scrapes, cuts or bruises; sprains; strains or possible broken bones; illness from known or unknown sources; theft or loss of possessions; unforeseen injuries from activities; equipment or actions of your child, other participants or other people, including negligent actions.

From time to time, unscreened adults may be present. We do not permit a child or youth to be left alone with an unscreened adult.

Part E: Medical Conditions and/or Allergies

Please note any allergy and/or medical condition of which the Children’s Liturgy leaders should be aware:

- Child 1: _____
 Child 2: _____
 Child 3: _____
 Child 4: _____

Parents are always welcome to attend Children’s Liturgy with their child(ren) and share personally with the liturgy leader any medical concerns.

Part F: Declaration

I have read and understand the information provided on this form. I understand and assume any and all risks associated with Parish Deanery, and/or diocesan activities on behalf of my son/daughter/ward not limited to those risks listed above. I authorize my son/daughter/ward to participate in the activities described above,

Name: _____ Signature: _____
 (please print)

Date: _____

We protect and respect your privacy. Your personal information is used only for the purposes stated on or indicated by the form.

ROMAN CATHOLIC DIOCESE OF PRINCE ALBERT
APPENDIX 9C - PARISH/DEANERY EVENTS
Involving children, youth and/or vulnerable adults

Parish Name: _____

Event Title: _____

Date: _____

Time: _____

Anticipated Audience: _____

Age Range: _____

We acknowledge that Responsible Ministry is being complied to.

Signature of Parish Priest: _____
Print Signature

Signature of member of the Parish Responsible Ministry Committee (PRMC):

Print Signature

Signature of Diocesan Staff Member(s) leading event:

Print Signature

A few reminders:

- For events with children, youth and/or vulnerable adults proper ratios of screened adults **are required**. Ministry Personnel/Student Ratios are found on page 22 of the Responsible Ministry Manual.
- Attendance **must be** taken at events held for children, youth and/or vulnerable adults. The Attendance Sheets can be found in the Responsible Ministry Manual (Appendix 14B). Please attach to this form.
- People who have not completed the process of the Responsible Ministry Screening **must not** be left in a position of trust.
- This Appendix 9A **must be** given to the diocesan staff member(s) leading the event with children, youth or vulnerable adults a week prior to the event's occurrence.

APPENDIX 9D – REQUEST FOR PERMISSION TO HOST AN EVENT WITH BABYSITTING PROVIDED

This form is to be completed by the activity/event organizer BEFORE the event is advertised. Permission must also be given BEFORE the event is advertised. Failure to do so may mean that babysitting at the event could be cancelled.

Hosted/sponsored (please circle one): Parish Deanery Diocese

Today’s Date: _____

Activity/Event: _____ Date(s) _____

Location: _____

Person In Charge of Event: _____

Phone number: _____ Work Number: _____ Cell Number: _____

Fax Number: _____ Email: _____

Participants are from: _____

Anticipated number of participants: _____ (Age 0-15 months)

_____ (15 month- 5 yrs.) _____ (6-10) _____ (age 11-14) _____ (age 14-17) _____ adults

Person in Charge of Scheduling/Supervising Babysitters: _____

Phone: _____ Cell: _____ Email: _____

Persons Providing Babysitting Services:

Names	Adult (A) or Youth (Y)	Has Completed Screening (Yes or No)	Training is Up-to-Date (Yes or No)

cont. Request for permission to host an event with babysitting provided

We the undersigned assure that all children will:

- * be registered using the form attached
- * have attendance taken including times in/out
- * be identified by a stick-on name tag (First Name and Last Initial)
- * ONLY BE DIAPERED BY A PARENT

We the undersigned also assure that all persons providing babysitting services will be provided with a structured review of the Roman Catholic Diocese of Prince Albert Responsible Ministry Protocol (Pages 17-21) regarding:

- * Ministry Personnel/Child Ratios (by age group)
- * Open Door Protocol
- *Receiving and Releasing Children
- *Attendance (including attendance of those providing babysitting and supervision)
- *Washroom Guidelines
- *Architectural Precautions
- *Proper Display of Affection
- *Discipline & Classroom Management

We the undersigned further assure that all registration forms and attendance sheets will be sent to the Director of Responsible Ministry promptly upon the completion of the event where they will be stored indefinitely in a secure location at the Diocesan Office.

Signatures:

Person Coordinating Event: _____ Date: _____

Person Supervising Babysitting: _____ Date: _____

Pastor at Event Location: _____ Date: _____

For Office Use Only:

Babysitting at this event has been (circle one): Approved Denied

Name of Assessor (Print) _____

Signature of Assessor: _____

Date: _____

_____ (Name) -- notified by: Phone Email Fax In-Person on _____ (date)

ROMAN CATHOLIC DIOCESE OF PRINCE ALBERT

**APPENDIX 9E - REGISTRATION FORM – BABYSITTING AT PARISH,
DEANERY OR DIOCESE EVENT**

Event: _____ Date: _____

Location: _____

It is preferred that this form be completed prior to an event (if possible).

This form and the attendance sheet(s) from the babysitting location at the event will be retained and stored by the Roman Catholic Diocese of Prince Albert in a secure location at the Diocesan Office indefinitely.

Parent/Guardian Name: _____ (first and last)

Telephone: Home: _____ Cell: _____

2nd Parent/Guardian Name: _____ (first and last)

Telephone: Home: _____ Cell: _____

We, the parents/guardians, are requesting babysitting services at this event for the following children:

Name: _____ Age: _____ Gender: _____

- ✓ We understand that we must remain at the site while our children are at the babysitting location and must be able to be contacted on our cell phone as needed during the event.
- ✓ We understand that the Diocese has a no diapering policy, and we will be contacted if required.
- ✓ We understand that we must sign our child(ren) in and out during the event by presenting ourselves to one of the supervisors.
- ✓ We have identified any pertinent health information (allergies, dietary needs etc.) on the back of this form and will review them with the caregivers at the event when presenting our child(ren).

Signatures:

_____ Date: _____

_____ Date: _____

**APPENDIX 10A - CHILDREN/YOUTH HEALTH INFORMATION,
AND PARENT/GUARDIAN CONSENT**

Parent/Guardian: Please complete both sides of this form and return to the parish group your child/youth is attending.

Note to parent/guardian

1. The information on this form may be used by parish representatives or medical personnel to administer or authorize appropriate health care or medical attention for the participant; and to obtain your permission for another person to pick-up your child/youth.
2. Please return this form to the Ministry Personnel in charge. You may be asked to review and update health information on this form periodically throughout the year. Please initial any changes.
3. It is recommended that you attach a photo to this form.

Part A: Contact Information

Participant's name: _____
Last name First name

Birth Date (YYYY/MM/DD) _____ **Age:** ____ **Grade:** ____ **Height:** _____ **Weight:** _____

Address: _____
Number Street Apt. Number P.O. Box or R.R. Number

City Province Postal Code

Parent/Guardian Name: _____
Last name First name

Telephone: Home: _____ Work: _____ Cell: _____

2nd Parent/Guardian Name: _____
Last name First name

Telephone: Home: _____ Work: _____ Cell: _____

Emergency contact other than parent/guardian (when parent/guardian not able to be reached).

Name: _____ **Relationship to child:** _____

Telephone: Home: _____ Work: _____ Cell: _____

Part B: Medical Information

If more space is required to respond to the questions, please use a separate sheet of paper.

1. Family doctor _____ Phone _____
2. The activity/event may include activity games, swimming, bowling, etc. Does the participant have any physical, cognitive, emotional or behavioral limitations/challenges that would require assistance and/or modifications to the program to enable her to participate fully? (Please circle response) Yes No If yes, please state particulars:

3. Do you have any special instructions for parish ministry personnel regarding the participant's health care and/or diet? (Please circle response) Yes No If yes, please explain: _____

4. Are corrective lenses required? (Please circle response) Yes No
5. Contact lenses? (Please circle response) Yes No

cont. Appendix 10A Children/youth Health Information Form and parent/guardian consent

Part B: Medical Information continued

7. If the participant has allergic reactions to such things as food, insect stings, medications, etc., please complete the following:
- | | <i>Allergy</i> | | <i>Life-Threatening?</i> | | | <i>Allergy</i> | | <i>Life-Threatening?</i> | |
|----------|----------------|----|--------------------------|-----|----|----------------|-----|--------------------------|--|
| 1. _____ | Yes | No | 4. _____ | Yes | No | 5. _____ | Yes | No | |
| 2. _____ | Yes | No | 6. _____ | Yes | No | | Yes | No | |
| 3. _____ | Yes | No | | Yes | No | | Yes | No | |

8. Is the participant subject to any of the following? (*Please circle all that apply*)
- | | | | |
|---------------------|-------------|-----------------|-------------|
| Fainting | Convulsions | Motion sickness | Diabetes |
| Respiratory ailment | Ear trouble | Headache | Other _____ |

9. Chronic conditions or recent illnesses of which the parish ministry personnel should be aware (use extra sheet if necessary): _____

10. Please provide details of treatment required and name of medications he/she will be bringing with him/her if required for the above mentioned condition(s). _____

11. Are there any medications that your child/ward should carry themselves (e.g., asthma pump, Epi-pen). Yes No

12. If yes, please specify: _____

Medications: Any medication (over-the-counter and/or prescribed) required by your child or youth must be brought with them in original packaging with dosage instructions and clearly labeled with their name. Medications are to be given to the Ministry Personnel or first aid provider upon arrival at the activity/event for storage. The Ministry Personnel or first aid provider will supervise the taking of medication by the child or youth according to instructions provided. Participants must be willing to take their medication. They will not be given any medication that is not provided by their parents/guardians.

Other comments: _____

Note: *If the participant has been treated by a physician for an illness or injury within one month of the date of the activity, it is recommended that a doctor's note is sent giving permission for the child or youth to participate.*

PERMISSION TO PICK UP CHILD MEMBER

The Diocese strives to provide the safest possible environment for your child. In keeping with that goal, Ministry Personnel will only release your child/youth to individuals who have been authorized by you to pick up your child/youth after Diocesan or Parish activities.

a) My child/youth has my permission to make his/her own way home: Please initial _____

b) In the space below, please list up to four people who may pick up your child/youth.

1. _____ 2. _____

3. _____ 4. _____

**Please note that individuals on the list may be required to show photo identification if they are not known to the ministry personnel. If there is a need for someone other than those listed above to pick up your child/ward, please inform the Ministry Personnel in writing. In an emergency situation, the Ministry Personnel may accept verbal authorization from you.*

Every care and attention will be given to the health and comfort of the participant.

I hereby authorize a parish ministry representative to secure such medical advice and services (e.g., contacting EMS/ambulance) as may be deemed necessary for the health and safety of myself or my child/ward during activities. I agree to accept financial responsibility in excess of the benefits allowed by my provincial health plan.

Signature of parent/guardian: _____ **Date:** _____

Signature of Participant (or custodial parent/guardian if participant is under provincial/territorial age of majority)

NOTE TO PARISH MINISTRY PERSONNEL:

Securely destroy this form at the end of the Program year or return to parent/guardian.

APPENDIX 10B – ADULT HEALTH INFORMATION FORM

Notes:

1. The information on this form may be used by parish representatives or medical personnel to administer or authorize appropriate health care or medical attention for the participant, if needed.
2. Completion of this form is required for overnight activities and Red level activities. Please keep this form in your purse/with your belongings and inform the Leader or another participant of its locations (or you may hand it in to responsible leader for the activity).
3. If you have any disabilities that may require accommodation, disclosing and discussing them with us will help us accommodate you.
4. It is recommended that you attach a photo to this form.

Name: _____
 Last name First Name

Address: _____
 Number Street Apt. Number P.O. Box or R.R. Number

 City Province Postal Code

Phone: (____) _____ Business: (____) _____ Cell: (____) _____

In an emergency, please notify:

Last name First Name Relationship

Phone: (____) _____ Business: (____) _____ Cell: (____) _____

Address (if different from above):

Number Street Apt. Number P.O. Box or R.R. Number

 City Province Postal Code

Part B: Medical Information

1. Family Doctor: _____ Phone: (____) _____

2. The activity/event may include activity games, swimming, bowling, etc. Do you have any physical, cognitive, emotional or behavioral limitations/challenges that would require assistance and /or modifications to the program to enable you to participate fully?

Yes No If yes, please explain _____

3. Do you have any special instructions for Parish Ministry Personnel regarding your health care and/or diet?

Yes No If yes, please explain _____

4. Are corrective lenses required? Yes No Contact lenses? Yes No

5. If you have allergic reactions to such things as food, insect stings, etc., please complete the following:

Allergy	Life-Threatening?		Allergy	Life-Threatening?	
_____	Yes	No	_____	Yes	No
_____	Yes	No	_____	Yes	No
_____	Yes	No	_____	Yes	No

6. Are you subject to any of the following? (*Please circle all that apply*)

Fainting	Convulsions	Motion sickness	Diabetes
Respiratory ailment	Ear trouble	Headaches	Arthritis
Sleep walking	Nightmares	Other _____	

7. Chronic conditions or recent illnesses of which the parish ministry personnel should be aware (use extra sheet if necessary):

8. Please provide details of treatment required and name of medications you will be bringing with you if required for the above mentioned condition(s).

Medications: Any medication (over-the-counter and/or prescribed) must be brought by you.

Do you carry an asthma pump, Epi-pen or other medication? (Please circle response)

Yes No If yes, please specify: _____

Other comments:

Note: *If you have been treated by a physician for an illness or injury within one month of the date of the activity, it is recommended that you provide a doctor's note giving you permission to participate.*

Every care and attention will be given to the health and comfort of the participant.

I hereby authorize the parish ministry representative to secure such medical advice and services (e.g., contacting EMS/ambulance) as may be deemed necessary for my health and safety. I agree to accept financial responsibility in excess of the benefits allowed by my provincial health plan.

Signature: _____ Date: _____

NOTE TO PARISH MINISTRY PERSONNEL: Securely destroy this form at the end of the Program year or return to parent/guardian.

ROMAN CATHOLIC DIOCESE OF PRINCE ALBERT

APPENDIX 11A- EXTRAORDINARY ACTIVITIES PROCEDURES FOR RESPONSIBLE MINISTRY COMPLIANCE

- Any special or one-time activity such as off-site activities, overnight events and transportation of youth.
- Forms required: Appendix 11B – 11E, 12 and 12A.
- See side 2 of Appendix 11D to help determine the level of risk of the planned activity.

Before you proceed:

- Read Section 2.04 of the Responsible Ministry Protocol which will explain the requirements for hosting a high-risk extraordinary activity.
- Obtain permission from your parish priest to proceed. He will need to know and approve any costs associated with the activity (examples: vehicle rental, fuel, and participant fee).
- If this is being done on behalf of a multi-parish group, you will need permission from all the priests, as well as their authorization that the parishes will pay the costs.

Well in advance:

- Complete the *Extraordinary Activity Authorization Form* (Appendix 11B)
- Complete the *Extraordinary Activity Plan* (Appendix 11C)
- Complete a master copy of the *Extraordinary Activity Parent / Guardian Consent Form* (Appendix 11D). (A copy of this will be given to parents in a later step)
- Submit these three forms for approval to the Director of Responsible Ministry at the Diocesan office.
- The assessor will complete the *Extraordinary Activity Approval of Assessor* (Appendix 11E) and return it to the parish once the activity has been approved.

After Diocesan authorization is received:

- Parents must complete the *Extraordinary Activity Parent / Guardian Consent Form* (Appendix 11D) copy that you provide.
- Only if not already on file: *Registration Form* (Appendix 9) & *Health Information Form* (Appendix 10A). Note: Registration Form (Appendix 9) must be forwarded to the Diocese immediately as usual. Health Information is retained and destroyed at the end of the season.
- Complete any special registration forms required for this particular Extraordinary Event and submit them with any fee as directed.

Must also complete:

- *Trips & Off-Site Travel Form* (Appendix 12).

While travelling & during activity:

- Must carry copies of all paperwork, including the Health Information (Appendix 10).
- At least one other non-related screened person must be present.

After the activity is completed:

- Make a copy of all paperwork in case of loss in mail & for your records.
- All original forms above (Appendix 11B – 11E, 12) are to be sent to the Diocese.
- There will be one Appendix 11D for each participating youth.

**APPENDIX 11B - EXTRAORDINARY ACTIVITY PLAN
PARENT'S COPY**

Activities are organized according to the Diocesan Responsible Ministry Protocol, which sets procedures for activity management including supervision, training, equipment and health matters. A copy of this document is available from your parish upon request.

Host/Sponsor (Please circle one): Parish Pastoral Zone Deanery Diocese
 Activity/Event: _____
 Individual(s) in charge: _____ Cost per person (if applicable): _____

Activity Description:

For overnights, type of accommodations (Please circle):
 School Billeting Church Hotel Other: _____

Purpose of Activity:

Activity Date: From _____ to _____ Time: Start time _____ End time _____ # of overnights _____
 Location: _____ Contact Number: _____
(facility name) (in case of emergency)

Street Address City/Town Postal Code

Number of Participants expected _____ The minimum supervision will be _____
 Supervision will be provided as follows (activity organizers briefly describe how supervision will be organized):

Arrangements for transportation: (if applicable)
 Time and place of departure: _____ Return: _____
 Mode of Transportation: _____
Transportation note: Automobile insurance is **not** provided by the Diocese or Parishes of the Roman Catholic Diocese of Prince Albert for the owner of the vehicle, even if it is used during a sanctioned event. The registered owner of the vehicle is responsible for maintaining adequate automobile insurance. Any physical damage to the vehicle, or liability resulting from its use during participation in or travel to and from a sanctioned activity is the responsibility of the vehicle owner.

Specific Activities will include:	Participants will require the following:
	Money:
	Food:
	Clothing:
	Other:

ROMAN CATHOLIC DIOCESE OF PRINCE ALBERT

**APPENDIX 11D - EXTRAORDINARY ACTIVITY
AUTHORIZATION FORM**

This form is to be completed by the activity/event organizer one month prior to the event and sent into the Director of Responsible Ministry at the Diocese for authorization prior to undertaking Yellow or Red Activities.

Activity Level (Please circle one): Yellow Red

Phone, text or email permission can be used as long as original forms are received following the event.

Hosted/Sponsored (Please circle one): Parish Deanery Diocese Today's Date: _____

Activity/Event: _____ Dates: From _____ to _____

Person in Charge: _____

Phone number: _____ Work Number: _____ Cell number: _____

Fax number: _____ Email: _____

Participants are from: _____ Cost per participant: _____

Participated number of participants: _____ (age 0-5) _____ (age 6-10) _____ (age 11-14) _____ (age 15-17)

_____ Adults Others (specify): _____

Supervisors and additional adults	Has completed screening (Yes or No)	Training up to date (Yes or No)	Supervisors and additional adults	Has completed screening. (Yes or No)	Training up to date (Yes or No)

Home contact Person (when applicable — camps, day trips away from the community, overnight activities, etc.)

A person not travelling on the trip who retains a copy of Appendix 12.

Name: _____

Home Number: _____ Work Number: _____ Cell Number: _____

Location: Name of facility, park, etc. _____

Facility address/park location has been provided on the **Extraordinary Activity Plan** (Appendix 11A):

Yes (must be provided)

Have any of the supervisors been to this facility/park, etc. before? Yes No If yes, when? _____

List additional activities or plans related to this event (if any):

Conditional Activities: If you choose to do these activities more information will be required.

Water Activities Rock Wall Climbing Zip Lining Other _____

Activity Planning Chart – indicate with an 'x' the factors that relate to your activity.

Activity Level

Forms for Activity Notification/Approval	Factors Affecting Activity Planning			Green	Yellow	Red
	<p>For Green Activities You do not need have any other forms beyond the Registration and Health forms. Remember any time you gather with your group to have your copies of the Health form with you in case of an emergency.</p> <p>For Yellow Activities You will need to fill in and send into the Diocese for approval copies of the Extraordinary Activity Plan, Parent Permission and Authorization Forms. You do not need to send in the signed copies of the Extraordinary Permission form until after the end of your event just a sample of what you will be sending home to the parents to sign.</p> <p>Once the event is over you need to send in the signed copies of Parent Permission forms, Authorization form, Approval by Assessor form, your attendance records, and any incidents reports that you had to fill out. These forms will be filed permanently with the Diocesan Office.</p> <p>For Red Activities Red Activities will require special permissions and pre-approval.</p> <p>Water activities that are not a green activity will require that a qualified lifeguard will be present. The name of the lifeguard and his/her certification will need to be sent into the Diocese Office prior to the activity being approved.</p> <p>Adventure Activities with a third-party provider require that proof of their insurance be sent to the Diocesan Office.</p> <p>Please call the Director of Responsible Ministry at the Diocese office for further information.</p>	Attending a Parish/Deanery/Diocese Event	x			
Participants unaccompanied during a portion of an event				x		
Using a third-party provider (e.g., zip lining, rock wall climbing)					x	
Transportation						
Arranged by parent/guardian		x				
Public transportation taxi, bus, train		x				
Arranged by group leader personal or rented (car, van, truck, bus)				x		
Location of Activity						
Regular meeting place		x				
Community/public location (e.g., seniors homes, bowling alley, park, rink, parish other than your own, school, retreat centre)		x				
Food Preparation						
Participants preparing/cooking in a regular kitchen		x				
Camp stove or campfire cooking				x		
Equipment						
Ordinary equipment		x				
Specialized equipment				x		
Power equipment					x	
Situation specific						
Activity that takes place overnight				x		
Adventure activity (e.g., rock wall climbing, zip lining)					x	
Water Activities						
Swimming in a public pool or water park where the facility provides aquatic supervision		x				
All other water activities (e.g., boating, swimming in a lake)					x	
Travel/International Travel						
Travel in Canada (more than 72 hours) or international Travel (requires special permissions)					x	

I will coordinate the Responsible Ministry Protocol for this activity on (date): _____ at (location) _____

Signature of Event Organizer: _____ Date: _____

Signature of Event Organizer: _____ Date: _____

Signature of Event Organizer: _____ Date: _____

ROMAN CATHOLIC DIOCESE OF PRINCE ALBERT

**APPENDIX 11E - EXTRAORDINARY ACTIVITY
Approval of Assessor**

This form is to be attached to the Extraordinary Activity Authorization Appendix 11C. Appendices 11C and 11D are to be sent into the Diocese along with the signed permission forms from each of your participants after the activity/event is concluded where they will be kept on file permanently.

Hosted/Sponsored (Please circle one): Parish Deanery Diocese Today's Date: _____

Activity/Event: _____ Dates: From _____ to _____

Yellow Activities:

I have received the relevant forms as per the Extraordinary Activity Authorization Appendix 11C and any other information or documents requested. I give approval for this activity to go forward under the directions of Responsible Ministry Protocol.

Name of assessor (print): _____

Signature of assessor: _____

Date approved/denied: _____

Organizer notified by: phone email fax in-person

Organizer notified: _____

Organizer notified on (date): _____

Red Activities:

I have received the relevant forms as per the Extraordinary Activity Authorization Appendix 11C and any other information or documents requested. I give approval for this activity to go forward under the directions of Responsible Ministry Protocol.

Name of assessor (print): _____

Signature of assessor: _____

Date approved/denied: _____

Organizer notified by: phone email fax in-person

Organizer notified: _____

Organizer notified on (date): _____

ROMAN CATHOLIC DIOCESE OF PRINCE ALBERT

APPENDIX 12A – VOLUNTEER DRIVING FORM

In addition to the other forms, volunteers who drive vulnerable persons in the context of a ministerial relationship must complete this form. **Drivers must be 18 years of age or over and hold a valid Class 5 driver license with Graduated Driver License notice removed.** This form must be completed in **September of each year** for regular drivers for parish programs. This form must also be completed by drivers for any youth group and altar server activities, or any other parish sponsored event where children, youth, vulnerable adults are being transported. **Forward this form to the Director of Responsible Ministry at the end of each ministerial year or one the event is concluded.**

Full Name of Driver:		Email Address	
Contact Information	Street Address	City/Province	Postal Code
	Daytime	Evening	Cell
Driver's License Information	License No.	Province of Issue	Expiry Date: Day/Month/Year
Vehicle	Make	Model	License Plate No. Seating Capacity incl. Driver
Vehicle Insurance	Company	Policy No.	Expiry Date
Name of Owner:	(If different from Driver)	Email Address	
Contact Information	Street Address	City/Province	Postal Code
	Daytime	Evening	Cell

Insurance Information

- The Diocese requires that the vehicle owner maintain, at all times, valid automobile Third Party Liability Insurance of a minimum of \$2,000,000 in respect of liability for injury or death of any passengers in the vehicle the volunteer is operating.
- Damage to any vehicle, including the owner's, is the responsibility of the volunteer driver and not the diocese/parish.

Commitments

By submitting this application to become a volunteer driver:

- I undertake to ensure that the vehicle used to transport passengers is in safe operating condition.
- I agree to:
 - Operate the automobile referred to herein in a safe manner.
 - Have another unrelated adult accompany me when driving a child or other vulnerable person.
 - Carry copies of all paperwork, (Appendix 10A and 12) when transporting youth.
 - Abide by all applicable laws at all times while I am transporting passengers in the line of my volunteer duties.
 - Limit the number of passengers to the number of useable seatbelts (or required child seats).
 - Require Proper use of occupant restraint systems (seatbelts, head restraints, airbags, and seat position).
- I undertake to report to the PRMC leader, all accidents and any suspension of my license or change in my insurance status which may occur after the date of this authorization while it remains in force.
- I undertake to maintain, at all times, appropriate personal liability, and indemnity insurance.
- I am in good physical condition and mental state to make good driving decisions.
- I am not currently taking any medications that would affect my judgement and, if prescribed any medications that may affect my judgement or my ability to drive safely, I will not drive until I am no longer taking the medications.

I certify that all the information on this application is truthful and completely accurate. I agree to notify the Parish Responsible Ministry Committee Leader within 14 days of any changes in any of the above information. I understand that false statements on this application will constitute grounds for immediate dismissal from my volunteer driver position. By signing, I agree to abide by safety procedures as established by the Diocese/Parish and abide by all laws. **This form must be completed in September of each year.**

Signature of Volunteer Driver

Date (Day/Month/Year)

ROMAN CATHOLIC DIOCESE OF PRINCE ALBERT

APPENDIX 12B - TRIPS AND OFF-SITE TRAVEL FORM

Name of Parish _____

Group _____ Date of Travel _____

Destination _____ Contact Number _____

The purpose of this appendix is to clarify who is in which vehicle in case of an accident or delay in travel. Leave a copy behind at the parish office. After the event send the original to the Diocese office.

Section 1 – Assign drivers a vehicle number (1, 2, 3).

Section 2 – Assign leaders who are not drivers to a vehicle (1, 2, 3).

Section 3 – Assign participants to a vehicle (1, 2, 3).

Departure	
Date	
Time	
ETA	

Return	
Date	
Time	
ETA	

Vehicle #	Leader's Name	Emergency Contact #

Vehicle #	Driver's Name	Vehicle	License Plate #

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APPENDIX 13 - INCIDENT REPORT

The incident report should be completed as soon as possible after the incident occurs and should include as detailed a description of the situation as possible.

Participant Name _____ Phone Number _____

Address _____

Parish name: _____

Nature of Injury/Incident

Incident Date _____ Incident Time _____

Incident Location _____ Event Title _____

Ministry Personnel Present _____

Others present _____

What happened?

What action was taken?

Was any outside help called in? (Emergency Medical Services (911), caretaker, police, fire, etc.) Yes
No

If yes, describe who was called and what they did.

If taken to a health care professional/ facility, when? (Date/time)

Name of person accompanying participant to health care professional/facility.
(Print name): _____

Signature: _____ Position: _____

Did health care professional/ facility contact parent/guardian? Yes or No

Was medication prescribed? Yes or No

Activity limitations prescribed: _____

Follow-up prescribed: _____

Contacted Parents Yes No Parent's Name: _____

Parents' Response:

Ministry Personnel Name _____ Signature _____

Witness Name _____ Signature _____

ROMAN CATHOLIC DIOCESE OF PRINCE ALBERT

APPENDIX 14A – VISITOR LOG

Parish Name & Town: _____

Extraordinary Minister of Communion to Homes/Institutions or Lay Pastoral Visitors: _____

PLEASE PRINT

Date	Person Visited	Location	Remarks

- * For each individual visited please write down the name of the person and where you visited them.
- * Also take note of any incidents in the 'Remarks' column (e.g., the person fell while I was visiting, the caretakers left when I came over, the person being visited requested us to ask the pastor to come for reconciliation, etc.)
- * Please send these sheets into the Diocese in January and June.

Property of the Diocese of Prince Albert

ROMAN CATHOLIC DIOCESE OF PRINCE ALBERT
APPENDIX 15A – LETTER OF REFERENCE

“To be completed before booking the event.”

This is to state that _____ is a cleric, religious, lay
(Name – please print)

person or ministry group in good standing in the _____
(Diocese, Congregation, Parish)

He/She is coming to the Diocese of Prince Albert, Saskatchewan for the purpose of _____

(Name of Event/Presentation, presenter will be presenting at)

To the best of my knowledge, in the external forum, I am of the opinion that he/she is of good character and reputation. I believe that he/she is qualified to perform his/her duties in an effective and suitable manner and in conformity with official Church teachings and guidelines.

I have no knowledge that he/she has been arrested, charged or convicted of any criminal act. More specifically, I am unaware of anything in his/her background which would render him/her unsuitable to work with minor children, youth or vulnerable adults. Further, I have no knowledge that he/she has a current, untreated alcohol or substance abuse problem. Therefore, I present the above noted clergy, religious, lay person or ministry group to the Diocese of Prince Albert.

Signature: _____ Date: _____
(Bishop, Bishop’s Representative or Superior)

Print Name: _____

Position: _____

Address: _____

Phone Number(s): _____

ROMAN CATHOLIC DIOCESE OF PRINCE ALBERT
APPENDIX 15B – APPROVAL FOR AN OUTSIDE PRESENTER

For visiting priests, sisters, or conference people:

Parish: _____

Pastor: _____

Date: _____

We would like to invite _____

from _____.

To replace the pastor from _____ to _____.

To give a retreat on _____
_____. from _____ to
_____.

To give a seminar on _____
_____. from _____ to
_____.

Priest's Signature _____ Date _____

This section Diocesan Office use only

Response: _____

Bishop's Signature: _____

Date: _____

This form is to be completed at least 6 weeks prior to the event.

Forward this form to the Office of Responsible Ministry.

ROMAN CATHOLIC DIOCESE OF PRINCE ALBERT

APPENDIX 16 - Child Abuse and Neglect

Last Updated: November 23, 2010

Child Abuse and Neglect

In Saskatchewan we have laws to protect children against abuse and neglect by a parent or guardian. These child protection laws apply to children who are under 16 and unmarried. These laws are designed to prevent child abuse and neglect and protect children from exposure to abusive situations.

Wherever appropriate, family services are offered to the family in order to support and preserve the family while still protecting the child. Actions that are required to prevent child abuse and neglect and protect a child in need must be undertaken in a manner that is the least disruptive to the family unit.

Responsibility for the safety and well-being of children is shared by all professionals and the community when parents cannot, or will not, ensure the safety of their children. In particular, child protection services are provided by Saskatchewan Social Services (Social Services). First Nations Child and Family Services Agencies (FNCFSA) provide similar services to First Nations children and families living on reserve. Additionally, several community-based organizations and other agencies provide support services designed to strengthen families and communities and prevent child protection issues.

When does a child need protection?

The law says that a child needs protection if they are abused or neglected. Child abuse can take many forms including physical violence, sexual abuse and emotional abuse, such as making unreasonable and repeated demands on a child. Child neglect includes not providing enough food, clothing, shelter or health care for a child. It may also include leaving a young child alone without proper supervision or care. It may also involve situations where children suffer physical or emotional harm because of exposure to family violence or where children under 12 commit a crime and require protection to prevent further occurrences.

What if you think a child is abused or neglected?

Anyone who has reason to believe that a child is abused or neglected has a legal duty to report it. If you do not report suspected cases, you could be charged with an offence. If convicted, you could receive a fine of up to \$25,000 or a jail term of up to 24 months or both a fine and a jail term.

If you suspect a child is abused or neglected you can report the information to any Social Services office, First Nations Child and Family Services Agency, or any police officer. The report is kept private. The name of anyone who makes a report is not released unless it is required for a court hearing.

You can protect children from abuse and neglect by reporting your information. If your suspicions turn out to be wrong, the law will protect you as long as your belief was reasonable, and you did not knowingly make a false report.

If you are unsure whether your suspicions are reasonable, you can talk the matter over with a child protection worker or the police.

If you think you may be abusing or neglecting your own child, you can contact the nearest Social Services office. Help is available.

What are some of the signs of abuse and neglect?

Some common signs of abuse and neglect include situations such as: a child has unexplained injuries or repeated injuries of the same type; a child is unusually familiar with sexual acts or behaviours; a child runs away from home or refuses to return home; a child is frequently sick, hungry or dressed inadequately; or a child is exposed to violence in the home.

What will Saskatchewan Social Services do?

When Social Services receive a report involving child abuse or neglect, they must investigate to determine whether the child is in need of protection. Social Services may question the child, the parents and other individuals to get all the facts. Other professionals such as teachers, medical professionals and counsellors may assist in the process. The police and Crown Prosecutors may also investigate.

If Social Services requests a meeting, you can take a family member, friend or lawyer with you for support. Social Services will assess the situation to try to determine the best plan for the child and their family. Individual family situations, cultural needs, relationships with other family members and extended family, and available community resources will all be considered.

How is a child protected?

If Social Services decides that a child needs to be protected from abuse or neglect, the parents or the guardian of the child must be advised. Social Services must offer family services to the parent, such as counselling and support services. Family services can help parents understand childhood development and what a child needs to thrive. Family services may also include education about effective parenting skills and acceptable methods for disciplining a child. Parents may also be provided with an opportunity to improve their conflict management skills and deal with anger management or substance abuse issues. Because the reasons for child abuse and neglect are often complex and varied, family plans can be tailored to suit each family's needs.

Social Services may also offer to mediate the child protection concerns in order to work out a suitable arrangement.

Social Services will try to work with families while the child remains with them at home. However, sometimes Social Services may believe that a child in need of protection must be removed from the

parent's care, usually temporarily. The child must be returned home as soon as the child is no longer in need of protection.

What happens if a child is removed from the home?

If Social Services removes a child from their home and the care of their parents, the parents must be told the reasons for the child's removal and provided with contact information for the case worker. They must also be advised that they may want to contact a lawyer.

If a plan that adequately addresses the child protection concerns cannot be agreed upon and the child is not returned within 48 hours, Social Services must apply to the court for a protection hearing. During this time the child will stay in a safe place, preferably with extended family members. If this is not possible the child could be placed in foster care temporarily. If the child is in need of medical attention they may be taken to a hospital or other medical facility. Parents may be allowed to visit with the child and efforts will be made to support the parent-child relationship and connections with extended family members and the community.

Child protection hearings are more fully discussed in the PLEA pamphlet *Child Protection Services - Information about Child Apprehension and Child Protection Hearings*.

Can a lawyer help?

If Social Services is looking into a report about your child, you may want to contact a lawyer right away. You may also want to contact a lawyer if you feel that Social Services is not respecting your rights. A lawyer can advise you of your rights and help deal with the child protection process. A lawyer can also attend meetings with Social Services and help you prepare for a protection hearing if that becomes necessary. A lawyer may also be able to suggest other professional and community groups that can offer support services and help you work through the problem.

If you don't know who to call you can look through the yellow pages and call a lawyer who practices family law. If you don't think you can afford a lawyer, you can contact your nearest Legal Aid office to find out if you qualify for assistance.

Where can you get help with caring for a child?

Social Services can provide assistance through their family services programs. Help is also available in the community through family service bureaus, daycare centres, support or self-help groups and agencies offering family counselling and parenting classes.

For More Information

Saskatchewan Social Services (Social Services)

Provides child and family services. Check the Government of Saskatchewan Blue Pages for your local office or check their website at www.socialservices.gov.sk.ca/contacts.

Legal Aid

The Saskatchewan Legal Aid Commission provides legal services for family law matters including:

- child custody
- child support or spousal support payments
- access
- separation
- divorce
- child apprehension

Check the Government of Saskatchewan Blue Pages for your local office or check their website at www.legalaid.sk.ca.

This document outlining the responsibilities of the community toward children is available on-line through the Public Legal Education Association (PLEA) at http://www.plea.org/legal_resources/?a=148&searchTxt=&cat=17&pcat=4

Last Updated: November 23, 2010

APPENDIX 17 - ABUSE OF OLDER ADULTS

What is Abuse of Older Adults?

Abuse of older adults is an act or behaviour by anyone, including a caregiver, which results in harm to an older person's well-being or safety. Caregivers are often family members but include anyone who provides care to the older person in their own home or care facility.

Issues of power and control underlie all abuse situations and the most vulnerable people are at the most risk. Abuse of older adults may take the form of financial abuse, emotional abuse, physical or sexual abuse, or neglect.

- Financial abuse may involve forcing a person to sell their personal belongings or property. It may also involve pressuring them to pay for products and services that are not needed. Stealing a person's money, pension cheques or possessions, or withholding money that is required for daily expenses are other examples. Theft, fraud, forgery, extortion and the wrongful use of a power of attorney are also forms of financial abuse. Older victims of financial abuse often have a close relationship with their abuser.
- Emotional abuse involves humiliating, insulting, threatening or controlling behaviour. Abusers may socially isolate an older person or threaten to have them placed in a facility. Abusers may also unnecessarily restrict or remove an older person's decision-making powers.
- Physical abuse includes things like slapping, pushing, kicking, shaking, misuse of medication and forced confinement, for example, not allowing an older person out of a room, bed or chair for extended periods of time. It also includes sexual abuse such as inappropriate touching during personal care routines, sexual comments or sexual activity without the adult's consent.
- Neglect may involve abandonment or withholding things such as food, personal care or medical attention.

Is Abuse of Older Adults Really a Crime?

Currently there is no law that specifically identifies abuse of older adults as a separate crime. However, abuse of older adults may involve crimes such as assault, sexual assault, forced confinement, uttering threats, theft, fraud, forgery and extortion. These behaviours are crimes regardless of the age of the victim and are dealt with under the *Criminal Code*.

Neglect may also sometimes amount to criminal negligence if the behaviour involves a reckless disregard for another person's life or safety. Failing to act when there is a duty to do so can also amount to criminal negligence.

Anyone who suspects criminal abuse and neglect should report the behaviours to the police. Older adults are among the most vulnerable victims of abuse and many are dependent on others to meet even their everyday needs. Tell someone.

Are There Other Laws That Protect Against Abuse of Older Adults?

In Saskatchewan, *The Victims of Domestic Violence Act* can help protect older adults from violence and abuse by a family member, such as a spouse or adult child. This law also applies to people living with a caregiver. Under this law a Justice of the Peace or Judge of the Court of Queen's Bench may make certain orders aimed at protecting victims from their abusers.

- An Emergency Intervention Order may provide immediate, exclusive occupation of a home; direct police to remove an abuser from the home; direct the police to supervise the removal of personal belongings from the home; or prohibit an abuser from contacting the victim. Police, Victims Services, First Nations' Community Case Workers and Mobile Crisis Services can help victims apply for an emergency intervention order.
- A Victim's Assistance Order is designed to be used in non-emergency situations. In addition to the remedies listed above, an order may require the abuser to pay compensation to the victim or attend counseling. An order may also prohibit an abuser from dealing with a victim's property. These orders are issued by the court. A lawyer can assist with getting one of these orders. If the victim is of limited means, they may be able to get a lawyer through Legal Aid.
- Lastly, a Warrant of Entry may be issued where there is concern about a person who may be a victim and unable to act on their own. The warrant permits police to enter and search a place after access to a possible victim has been denied. A warrant allows police to examine or help a possible victim and remove them from the home if necessary. If there is a situation where a warrant of entry may be needed the police should be contacted.

Additionally, other Saskatchewan laws include some safeguards to protect people including older adults from different types of abuse. For example, people who are paid to provide personal care or health care services for someone, or individuals who are an undischarged bankrupt, cannot be granted authority to deal with the person's affairs under a power of attorney. There are also provisions and safeguards in place to protect adults from granting a power of attorney to someone who has a criminal record for offences involving violence, threats, theft, fraud or breach of trust. Similar restrictions are in place to prevent certain individuals from acting as guardians or co-decision-makers.

Special consumer protection legislation is in place to regulate marketing practices for things like the sale of hearing aids and door-to-door sales, as well as a variety of other transactions. While consumer protection legislation protects all consumers, many provisions will be of particular interest to older adults, other vulnerable individuals, and caregivers.

Laws and regulations are also in place that set standards related to caring for older adults in personal care homes and long-term care facilities. Most facilities will also have written policies in place regarding residents' rights, their care and treatment, expectations for staff and complaint procedures.

Who Are the Victims?

Older victims of abuse often know the people who hurt them. Many victims are dependent on their abusers for food, shelter, transportation, personal care or companionship.

Many victims live in their own homes or with relatives. Others live in assisted-living complexes, private care homes and long-term care facilities or nursing homes.

Many older victims of abuse in the community are mentally competent and do not need constant care. Those victims who have mental or physical disabilities are especially vulnerable, but abuse can happen to any older person. The greatest physical harm is often done to those in frail health. Some older people are the victims of abuse by their spouse.

Isolation and abuse go hand in hand. Most abused older people are isolated from their friends, neighbours and other family members. Often the abuser controls the situation by refusing visitors or phone calls or making the victim unavailable.

Who Are the Abusers?

In the community, family members cause most of the abuse of older adults. The abuser may rely on the older adult for money or a place to live. Abuse sometimes happens because a caregiver can no longer handle the stress of looking after the older person. Stress can become unmanageable when the caregiver is not equipped to provide care or has limited resources and little or no personal support. The caregiver may not understand the effects of illness or medication on the older person. The abuser may have psychological difficulties or alcohol or substance abuse issues. Personal problems in their own life can also contribute to the stress and lead to abuse of a vulnerable victim.

In institutional settings such as assisted-living complexes, private care homes or long-term care facilities, abusers are likely to be frustrated staff members who are not able to do their job properly. Staff may become frustrated because they have poor training or are overworked. Abuse such as theft and assault can occur, but in these settings, abuse tends to take the form of neglect, poor personal care and abrupt or disrespectful treatment.

What Are the Signs and Symptoms?

Signs of financial abuse include...

- money or valuable personal items missing without explanation
- going without food, clothing or other necessities that the older person should be able to afford
- unexplained lack of cash on hand
- failure to pay rent or bills on time
- sale or transfer of the older person's property without the older person's knowledge or understanding
- unexplained withdrawals from financial institutions
- unusual changes to documents such as a Power of Attorney or Will
- prepared or executed documents and agreements involving the older person that they don't understand or are not aware of
- lack of independent advice concerning questionable financial decisions

Victims of physical abuse, neglect or emotional abuse may show signs of...

- depression, fear, withdrawal, anxiety or passivity
- unexplained or new fear of family members, friends or caregivers
- unexplained physical injuries
- malnutrition or dehydration
- changes in personal hygiene and grooming
- untreated pressure sores or abrasions
- over-sedation

Any signs and symptoms should be taken seriously and investigated. What sometimes seems to be self-neglect or apathy may turn out to be abuse. If the abuse or neglect is unintentional, education and support can be offered; if the abuse or neglect is intentional legal remedies are available. No one deserves to be abused or neglected. Help is available.

Why Isn't Abuse of Older Adults Always Reported?

Some older victims of abuse may not discuss the matter with a trusted individual or report the abuse because they...

- are afraid of more abuse
- are afraid they will lose their caregiver or lose contact with that family member
- fear they will be placed in an institution
- are ashamed that a family member mistreats them
- feel that they are to blame
- think they cannot prove it
- believe that no one can really help them
- are unable to due to cognitive impairment or disability

Sometimes family, friends and other caregivers remain bystanders who suspect that an older person may be the victim of abuse or neglect but don't report their suspicions because they...

- don't fully understand what constitutes abuse and neglect
- don't know who they can talk to
- are afraid to interfere in family relationships or jeopardize their employment
- don't know if anything can be done
- don't want to get involved

We have laws in place that require suspected cases of child abuse to be reported. Generally speaking, there is no such obligation when it comes to abuse of older adults. Mandatory reporting may be required in some hospitals and places such as government-funded facilities. Some other jurisdictions do have special laws in place or are considering introducing legislation similar to child protection laws, in addition to increased regulation of groups that work with older adults. With or without designated laws, awareness, education and support services will affect reporting and addressing the abuse and neglect of older adults.

Where Can Abuse Be Reported?

If you suspect abuse or neglect by someone in the community - family member, neighbour or friend - contact the police, a social service agency or community crisis centre. Local listings are often included on or near the inside cover of telephone directories.

If you suspect abuse in a personal care home, it can be reported to...

Personal Care Homes Program
(306) 787-1715 (Regina) / (306) 933-5843 (Saskatoon)
www.health.gov.sk.ca/ps_personal_care_homes.html

If you suspect abuse in a special care home talk to management as soon as possible. If the matter is not resolved it should be reported to...

Community Care Branch
(306) 787-7239
www.health.gov.sk.ca/community-care

If you suspect abuse by a doctor, it can be reported to...

College of Physicians and Surgeons of Saskatchewan
(306) 244-7355 (Saskatoon) / 1-800-667-1668 (toll free)
www.quadrant.net/cpss

If you suspect abuse of a Power of Attorney, it can be reported to...

Public Guardian and Trustee of Saskatchewan|
(306) 787-5424 (Regina) / 1-877-787-5424 (toll free)
www.justice.gov.sk.ca/pgt

If you suspect consumer fraud or unfair business practices, contact...

Consumer Protection Branch
(306) 787-5550 (Regina) / 1-888-374-4636 (toll free)
www.justice.gov.sk.ca/cpb

What Do Older Victims of Abuse Need?

Sometimes people assume that older adults are not mentally competent because they have certain physical or mental limitations, so it is important to consider first whether the older person is capable of making their own choices. The goal of helping a victim of abuse is to leave them with more power, not less.

Victims need the abuse and neglect to stop. They need safety, shelter and access to their financial resources. They need support services so they do not need to be dependent on an abuser. These services may include housing options, emotional support, counselling and other links to the community.

Victims may need information about the justice system. In particular, they may need to know where to go for help, what is likely to happen to the abuser and what impact it may have on them.

No one deserves to be abused or neglected. Support, education and legal remedies are available.

What Can the Police Do?

Abuse of older adults may involve crimes such as assault, sexual assault, forced confinement, uttering threats and extortion. Neglect may also amount to criminal negligence if the behaviour involves a reckless disregard for another person's life or safety.

The police can investigate reports of abuse and neglect. If there is evidence of a crime, the police may charge an abuser. The Crown Prosecutor, a government lawyer, will decide whether to proceed with the charge based on the evidence available. Victims are not responsible for the arrest or prosecution of the abuser.

Many victims are concerned about what will happen to the abuser when the police are called. Victims can ask the police or Crown Prosecutor for information about the criminal justice system and what might happen to the abuser.

If the accused person pleads guilty or is found guilty at a trial, the court will determine the sentence. The type of sentence depends on the seriousness of the offence, including the specific circumstances of the case. Sentences for criminal offences include...

- absolute or conditional discharge (the person is found guilty but there is no sentence, and no criminal record results)
- suspended sentence (the person must follow certain conditions for a specified period of time)
- fines or imprisonment

Some victims of abuse are asked to testify. If so, they can get help and support from a lawyer or from a victim-witness assistance program.

Victims may be eligible to apply for compensation from the provincial Victims Services program. This program reimburses the victim for some financial losses associated with personal injuries resulting from the crime and counselling expenses. The police or victim services can help victims apply for compensation.

The police can also help a victim apply for some orders under *The Victims of Domestic Violence Act*, discussed earlier in the section *Are There Other Laws That Protect Against Abuse of Older Adults?*

How Can I Help an Older Victim of Abuse?

Victims, caregivers and potential abusers need information and support. Those already in abusive situations need the abuse to stop. Different options are appropriate for different forms and stages of abuse. Before taking any action it is important to ask yourself if what you are doing will help empower the older adult and help keep them safe or if it will disempower them and/or put them in more danger. There are things that you can do. For example, you can...

- Provide information to older adults, families and caregivers about...
 - abuse of older adults
 - frauds and scams
 - power of attorney and guardianship
 - health care directives
 - estate planning
 - support systems
 - the right to be treated with dignity and respect
 - the justice system
- Reduce the potential for abuse by...
 - reducing isolation of older adults
 - referring possible victims and abusers to crisis lines, community support groups and government programs
- Contact other people who know the victim, for example, a doctor, clergy, social worker, elder, members of the victim's ethnic community, other family members or friends. Talk to the manager of the victim's bank or credit union if you suspect financial abuse. Bank personnel have a vested interest in preventing fraud.
- Report criminal behaviour to the police or Crown Prosecutor.

Where Can a Victim Get Help?

If you are being abused or neglected, or if you think someone else is being abused, tell someone. Advice, referrals and support is available through local police services, social service agencies and professionals. Several groups offer public education on this issue and a variety of community service organizations can provide support.

Community Resources

Canadian Network for the Prevention of Elder Abuse works to raise awareness of key issues around abuse and neglect in later life and to ensure older adults are treated as full citizens of Canadian society. www.cnpea.ca

- Saskatoon Council on Aging operates a resource walk-in centre and works with local agencies to enhance community services for older adults. www.scoa.ca
- Seniors Canada provides information and services on a number of topics such as health and wellness, finances and legal matters. www.seniors.gc.ca

Public Health Providers

Public health providers are familiar with the health and social services available in your community. They can arrange for support for caregivers, victims and abusers.

- Regional Health Authorities offer health education and resources in the areas of nutrition, medication, accident prevention and overall wellness, including educational, cultural, spiritual and recreational aspects.
www.health.gov.sk.ca/health-region-list
- The provincial Ministry of Health can provide information about housing options, seniors' drug prescription plan, community care and services for seniors.
www.health.gov.sk.ca
- The HealthLine (1-877-800-0002) provides information designed to increase understanding and improve management of health-related issues.
www.health.gov.sk.ca/healthline-online
- The Public Health Agency of Canada (1-800-267-1291) provides information and material on family violence including abuse and neglect of older adults and a directory of services.
www.phac-aspc.gc.ca/ncfv-cnivf

Medical and Home Support Services

- Family doctors and hospital geriatric teams treat the medical needs of abuse victims. Talk to your doctor or contact your local public health office.
- Home Care services help older adults to maintain independence in the home. Home Care services are intended to supplement care provided by family, friends and community members.
- Adult day care and day hospital programs help to reduce pressure and offer support by providing daytime programs for older people who have physical or mental disabilities.
- Many communities have respite care services. These services are designed to relieve caregivers of the responsibilities of caring for an older adult for a certain amount of time each week or a few weeks each year.

Counselling Services and Other Programs

- Programs offered at seniors' centres can provide social interaction and stimulation for older adults.
- The Public Guardian and Trustee can help victims who are mentally incompetent. They have the authority to investigate allegations of financial abuse. They also can provide information about guardianship and co-decision-making for adults with diminished capacity.
www.justice.gov.sk.ca/pgt
- Ministry of Social Services provides a number of programs for low-income seniors including low-income housing and supports for independent living.
www.socialservices.gov.sk.ca/seniors

Legal Services

- Legal Aid (1-800-667-3764) provides a range of legal services to low-income individuals in the areas of family and criminal law.
www.legalaid.sk.ca
- Victims Services (1-888-286-6664) receives applications from and may award compensation to victims of crime. Also provides victims with information about the justice system, counselling services and support groups. Victims Services Offices are in most RCMP and city police stations.
www.justice.gov.sk.ca/victimsservices

An excellent resource to view is Elder Abuse Manual at:
[http://www.skseniorsmechanism.ca/Complete Layperson s Protocol Elder Abuse.doc](http://www.skseniorsmechanism.ca/Complete_Layperson_s_Protocol_Elder_Abuse.doc)

We also recommend for those needing assistance to refer to the Provincial contact numbers found at:
[http://www.skseniorsmechanism.ca/Elder Abuse Part Two.doc](http://www.skseniorsmechanism.ca/Elder_Abuse_Part_Two.doc)

Taken from the above document is the following:

ASK YOURSELF SOME QUESTIONS

Before doing anything, ask yourself the following questions.

- Can it wait? Is there time to research further? If the situation demands some immediate action, refer the matter to one of the professional crisis response agencies. Timely referral to a professional can be critical in both protecting the victim and in giving that professional a chance to be effective. On the other hand, if time permits, it's usually better to double-check your facts and your options. Authorities don't appreciate false alarms that waste their time. The following questions should either give you confidence to proceed or make it clear that you should re-check your options before acting.
- Are you qualified to collect info? Don't destroy or taint evidence. Muddled waters, disturbed or tainted evidence can compromise all the subsequent steps. If you don't know with some certainty what information might be relevant, or what information to collect and what to ignore, then don't collect anything. There are special competencies related to interview techniques, to gain useful information without inadvertently suggesting issues that would not otherwise have been raised and if applicable, to avoid compromising the admissibility of evidence gained or oneself breaching privacy and confidentiality provisions.
- Are you legally liable for the results of your actions? Witnesses, victims and self-appointed intervenors need to understand what will be imposed on them and expected of them in the legal system. There are both legal and financial consequences to errors. Professionals carry liability insurance for honest mistakes or errors, and if you are not prepared to be financially and legally accountable for your actions, then don't get personally involved. In a context that is already abusive, it may be impossible for you to demonstrate that your intervention was legally benign, particularly if the results of your intervention weren't.
- Are you qualified to help? Good intentions alone don't count. For example, giving a hungry lost child a snack that triggers a fatal allergic reaction is manslaughter, regardless of one's motivation. There are also some absolutely critical cultural (or cross-cultural) differences with respect to reporting incidents, co-operating with responders, victim support and other aspects. In other words, one's personal experience, no matter how extensive in one context, may be completely inappropriate in some other case. One may indeed have many legitimate reasons *to feel* involved. One may be a "man of action", a genuinely concerned and caring person, a Good Samaritan, or a cherished confidant. Perhaps less flattering, but equally likely, one may be a persistent busybody. The key in all such cases is that those descriptions have nothing to do with one's qualifications and little to do with the victim. Unless the motivation to intervene is based on an objective certainty that you have the current expertise to intervene with positive effect, you should either butt-out altogether, or refer the matter to a professional crisis response agency.
- Will you make it better? Even when one is confident that their intervention should be positive for everyone, it must be recognised that one might possibly do some harm. One must also

reflect in advance on the probability that an intervention could make things worse. Remember that help isn't always helpful, in which case it can be interference rather than intervention. Remember that in most situations, successful intervention will need a multi-disciplinary or multi-dimensional approach, beyond the capability of a single intervenor. This again suggests a need for inter-agency co-operation orchestrated by an experienced authoritative facilitator. Therefore, for the individual Layperson, the governing principles remain: Intervene "only" if you must, not if you can. Refer if it helps, not if it hurts.

- Can you tolerate the stress and consequences? One must also be aware that caring for the abused takes a toll on the caregiver. All intervenors need to be aware that they themselves may be subject to great stress and many anxieties. Some Laypersons may be inadequate to the challenge by virtue of their own temperament or by an absence of support resources. In reality, it is rather unlikely that any Layperson can tolerate the potential stress, since even those professionals who deal with the abused too often succumb to the related pressures. Most professionals are taught to recognize the symptoms of excessive stress in themselves, and most professional agencies have some appropriate support mechanism for their members. Since the Layperson seldom has either the self-awareness or the support network, significant caution is needed before "wading" in to strange and potentially treacherous waters.
- Can you be sufficiently objective? (or can you play a biased supportive role)? Everyone (layperson and professional alike) will bring some degree of sub-conscious bias towards every situation and every victim. Laypersons in particular inevitably bring some attitude, conscious or sub-conscious towards the victim. In the case of a personal friend, there may be attachments that interfere with the degree of objectivity that successful interventions require. In other cases there may be hidden prejudices or stereotypical perceptions that complicate or even sabotage successful interventions. Professionals are educated and trained specifically to recognize and to compensate for such biases.

Providing care to an older person can be a demanding but rewarding experience. Education and support services are critical in preventing and addressing abuse and neglect and promoting overall wellness. To this end, in 2003 the Government of Saskatchewan set out the following principles to guide protocol and programming for older adults. The spirit and intent of many of these principles are already reflected in our laws and serve as a helpful starting point for any interactions with older adults in our communities.

Guiding Principles for providing care to seniors

Dignity - being treated with respect regardless of the situation and having a sense of self-esteem.

Independence/Self-Determination - being in control of one's life, being able to do as much for oneself as possible and making one's own choices.

Participation - remaining integrated in society, getting involved, staying active, taking part in the community and being consulted and having one's views considered.

Fairness - having one's real needs, in all their diversity, considered equally to those of other people regardless of age, gender, racial or ethnic background, disability, economic or other status.

Safety and Security - having adequate income as one ages and having access to a safe and supportive living environment, including freedom from fear and exploitation.

Self-Fulfilment - being able to pursue opportunities for the full development of one's potential with access to the educational, cultural, spiritual and recreational resources of society.

Recognition - achieving intergenerational recognition and respect for contributions of older persons.

**Saskatchewan's Provincial Protocol Framework and
Action Plan for Older Adults, 2003
Last Updated: June 29, 2010**

ROMAN CATHOLIC DIOCESE OF PRINCE ALBERT

APPENDIX 18A- HARASSMENT POLICY

Statement of Commitment

Our diocese and parishes are committed to providing a safe environment for all its employees, ministry leaders and participants free from all forms of harassment or misconduct where everyone is treated with dignity and respect.

Definition of Harassment

Pursuant to 3-1 (1) (1) of *The Saskatchewan Employment Act*, harassment means:

- Any inappropriate conduct, comment, display, action or gesture by a person that constitutes a threat to the health or safety of the worker, and is either:
 - Based on race, creed, religion, colour, sex, sexual orientation, marital status, family status, disability, physical size or weight, age, nationality, ancestry or place of origin; or
 - Adversely affects the worker's psychological or physical well-being and that the person knows, or ought reasonably to know, would cause a worker to be humiliated or intimidated (sometimes referred to as personal harassment).

Personal harassment usually involves repeated occurrences; however, a single serious incident may also constitute harassment if it is shown to have a lasting harmful effect on a worker or a volunteer.

Sexual harassment is conduct, comment, gesture or contact of a sexual nature that is offensive, unsolicited or unwelcome.

Diocese & Parish Commitment

The Prince Albert Roman Catholic Diocese and all its parishes will take all complaints of harassment seriously. We are committed to implementing this policy and to ensuring it is effective in preventing and stopping harassment, as well as creating a productive and respectful workplace and parish community.

Employee's and Volunteer's Duty

In accordance with Part III of *The Saskatchewan Employment Act*, all workers, including all clergy and parish administrators employed in the Prince Albert Roman Catholic Diocese and its Parishes shall refrain from causing or participating in the harassment of another person, and cooperate with any person investigating harassment complaints. In addition, all persons serving as volunteers in ministries, including deacons, shall refrain from causing or participating in the harassment of another person, and cooperate with any person investigation harassment complaints.

Complaint Procedure

A person who believes that he or she has been subjected to harassment is encouraged to first clearly and firmly make known to the alleged harasser that the harassment is objectionable and must stop.

Where this cannot be done, or is unsuccessful, the person should report the alleged harassment to:

- 1) their parish priest (for employees or volunteers of a parish)
- 2) the Diocese Office Manager (for employees at the Diocesan Center)
- 3) the Vicar General (when clergy members are the alleged harasser)
- 4) the Director of Responsible Ministry (when there is a conflict of interest involved with the originally assigned recipient of the complaint and/or the complaint is potentially criminal).

Alleged Harasser Not Named & Informal Resolution Sought	Alleged Harasser Named & Informal Resolution or Mediation Sought	Alleged Harasser Named & Formal Investigation Potentially Required
<p>An individual reports an incident or concern and does not wish to disclose the name of the alleged harasser. A Harassment Complaint Form is completed (attached) with no name or witnesses provided.</p>	<p>An individual reports an incident or concern by completing a Harassment Complaint Form (attached), naming the alleged harasser and requesting a specific informal resolution process.</p>	<p>An individual reports an incident or concern by completing a Harassment Complaint Form (attached), naming the alleged harasser and requesting a formal resolution process.</p>
<p>The person receiving the complaint reviews the policy with the complainant. A plan of action is then developed and shared with the complainant before implementation.</p>	<p>The person receiving the complaint reviews the policy with the complainant and reviews the complaint with the appropriate body (PRMC or RMA) where an action plan is determined. The person receiving the complaint also meets with the alleged harasser to review the complaint and determine whether there is agreement on a resolution process.</p>	<p>The person receiving the complaint reviews the policy with the complainant and provides a written copy of the complaint to the appropriate body (PRMC or RMA). The person receiving the complaint also meets with the alleged harasser to review the complaint and provides the alleged harasser with the written copy or adequate summary of the complaint and reviews the policy with the alleged harasser.</p>
<p>Appropriate Actions May Include:</p> <ul style="list-style-type: none"> • Staff meeting to discuss and review the policy • Providing workshops or resource materials on prevention of harassment. <p>Documentation of the process provided to DRM.</p>	<p>Agreement? PRMC or RMA facilitates resolution (apology, mediation etc.) and person who received the complaint follows up with the complainant. No Agreement or Continued Harassment? – Complainant informed of formal complaint procedure. Documentation of the process provided to DRM.</p>	<p>The PRMC or RMA review the complaint and appropriate resolution options that may be acceptable to the complainant and the alleged harasser. This group will also investigate if required. Documentation of the process provided to DRM.</p>

Should an investigation be required, the investigators must act in accordance with the following guidelines:

- The investigation commences and concludes as soon as reasonably possible.
- Witnesses are interviewed separately, and written witness statements are prepared.
- Witnesses are asked to review and sign their written statements.
- Witnesses are advised to keep the investigation and the identity of the complainant and alleged harasser in confidence, unless required by law to disclose them. The complainant and alleged harasser are entitled to legal counsel.
- During the investigation, both the complainant and the alleged harasser are entitled to be informed of all the allegations and allowed to respond in writing.

This does not mean either party is entitled to see or receive copies of the complete statements. However, both are entitled to see or receive an adequate summary of the evidence to make a full response.

Once the investigation is complete, investigators will prepare a written report setting out a summary of the evidence, a description of any conflict in the evidence, conclusions and reason for reaching those conclusions, as well as the recommended corrective action if harassment has occurred.

The report will be delivered to the priest (if a parish related complaint) or to the Diocese Office Manager (if a diocesan staff related complaint) or Vicar General (if clergy related complaint), the complainant and the alleged harasser. The report shall be marked confidential and delivered with the notation that it should be kept in confidence unless disclosure is required by law or is necessary to implement corrective action.

The priest/Diocese Office Manager/Vicar General will then take appropriate corrective action and inform the complainant and harasser of the corrective action taken. The complainant will also be informed of their right to file a complaint with the Saskatchewan Occupational Health and Safety Division or The Saskatchewan Human Rights Commission.

Where the corrective action is different from the action recommended in the report, the priest, Diocese Office Manager, or Vicar General should provide reasons for not taking the investigators recommended action and shall report this in writing to the investigating body (PRMC or RMAT).

After corrective action has been taken, the person who originally received the complaint shall follow up with the complainant to be sure that the corrective action was effective. If the complainant indicates harassment has not ended, or suffers reprisal, they should take additional or alternative corrective action. Further investigation may be necessary.

Confidentiality

Prince Albert Roman Catholic Diocese and Parishes shall not disclose the name of the complainant or the alleged harasser, nor any information that may identify them except where disclosure is necessary to investigate or take disciplinary action, or where such disclosure is required by law. All documents and statements obtained during the investigation shall be kept in a secure locked location in the diocese office.

Actions to Stop and Prevent Harassment

In acting to stop harassment and prevent its reoccurrence, Prince Albert Roman Catholic Diocese and Parishes will be guided by the following:

- Individual Awareness and Counselling
- Staff Awareness and Counselling
- Interim Action
 - If it is believed that a complainant will be exposed to continued harassment or reprisal while waiting for an investigation or resolution process to occur the following steps may be taken:
 - Cautioning the alleged harasser about the types of behaviour that will not be tolerated;
 - Moving the alleged harasser to another location;
 - Moving the complainant to another location at the complainant's request; and
 - Suspending the alleged harasser with pay while waiting for a final determination.
- Mediation
- Disciplinary Action
 - Options include reprimand, relocation, demotion, suspension or termination of employment or participation in certain ministry positions.
 - The severity of discipline will depend on:
 - Seriousness of the Alleged Conduct
 - Whether the conduct is an offence under the criminal code;
 - Whether the conduct is an offence under The Saskatchewan Employment Act or The Saskatchewan Human Rights Code;
 - The extent of the mental or physical injury caused to the complainant;
 - Whether the harasser persisted in behaviour that was known to be offensive to the complainant; or
 - Whether the harasser abused a position of authority.
 - Risk of the Harasser Continuing with Similar Harassment of the Complainant or Others
 - Whether the harasser acknowledges that conduct was unacceptable and makes a commitment to refrain from future harassment;
 - Whether the harasser has apologized to the complainant or acted to repair any harm; or
 - Whether the harasser has agreed to participate in awareness sessions, training or other recommended counselling or treatment.

Other Options for Complaints

Nothing in this policy prevents or discourages a complainant from referring a harassment complaint to the Saskatchewan Occupational Health and Safety Division under *The Saskatchewan Employment Act* and regulations or the Saskatchewan Human Rights Commission. An employee or volunteer also retains the right to exercise any other legal avenues available.

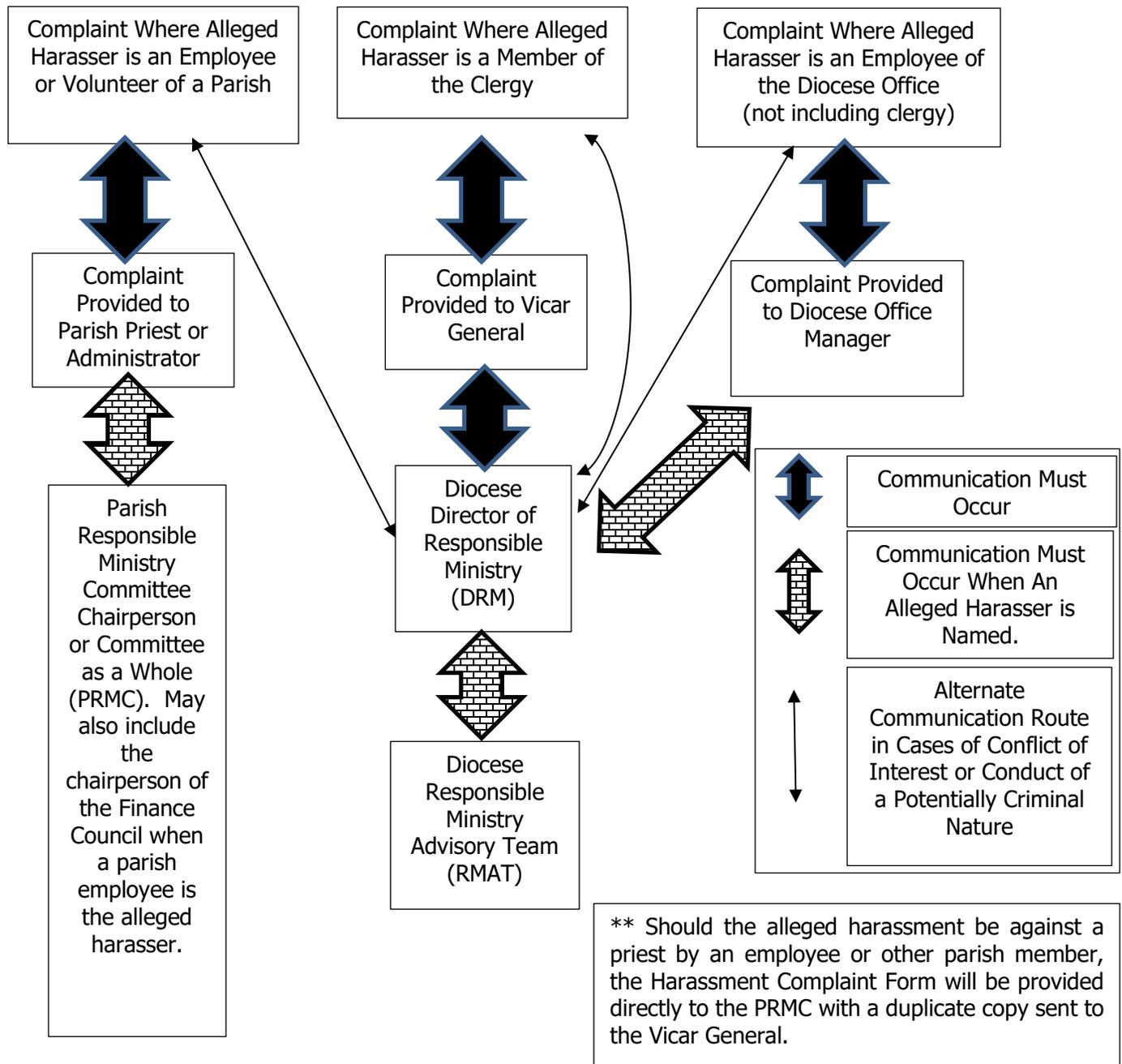
Ongoing Investigations

If a matter is referred to civil authorities, full cooperation shall be given by all parties under the guidelines of legal counsel.

At no time should persons involved engage in denial, minimization or blame, or admit responsibility which could prejudice the case or cause increased liability to the Diocese or Parish.

Following the completion of any criminal or civil proceedings, the Roman Catholic Diocese of Prince Albert asserts the right and obligation to conduct an internal investigation to determine whether an accused member of the clergy, employee or volunteer poses a risk to others.

Personal & Sexual Harassment Complaint Flowchart



ROMAN CATHOLIC DIOCESE OF PRINCE ALBERT
APPENDIX 18B - HARASSMENT COMPLAINT FORM

Complainant Information:

Name: _____ Work Phone Number: _____

Parish or Workplace: _____ Home Phone Number: _____

Job Title or Ministry Position (if applicable): _____

Witness Information:

List names of possible witnesses (if applicable)

Name	Position	Contact Phone Number

Information about the individual(s) you feel has/have harassed you:

Name(s) of person(s) against whom this complaint is made: **(Optional)**

Date(s) of incident(s) (dd/mm/yyyy): _____

In your opinion is the harassment based on any of the following? Check the boxes that apply to your situation.

- | | | |
|---|--|--|
| <input type="checkbox"/> Sexual Orientation | <input type="checkbox"/> Religion | <input type="checkbox"/> Sex |
| <input type="checkbox"/> Nationality | <input type="checkbox"/> Disability | <input type="checkbox"/> Age |
| <input type="checkbox"/> Place of Origin | <input type="checkbox"/> Family Status | <input type="checkbox"/> Creed |
| <input type="checkbox"/> Physical Weight/Height | <input type="checkbox"/> Colour | <input type="checkbox"/> Race |
| <input type="checkbox"/> Marital Status | <input type="checkbox"/> Ancestry | <input type="checkbox"/> None of the Above |

Is the harassment based on either of the following:

a) Repeated incidents that have caused you to be humiliated or intimidated Yes No

OR

b) A single serious incident that has had a lasting harmful effect on you Yes No

In your own words, describe the conduct, comments or display you found objectionable.
Give details of date(s) and location of the incident(s) that is/are the basis of your complaint.

What type of resolution do you seek? (e.g., supervisor to direct or counsel person to correct conduct; facilitated meeting with alleged harasser; apology; workshops or training sessions; mediation; or other (please specify)).

Declaration

I hereby confirm the statement(s) contained in this complaint are true to the best of my knowledge. I understand a copy of this complaint may be provided to the alleged harasser for the purpose of investigating this complaint.

Signature of Complainant: _____ Date (dd/mm/yyyy) _____

I acknowledge receipt of this complaint - _____ (print name)

Position: Parish Priest Office Manager Vicar General Director of Responsible Ministry

Signature: _____

Date (dd/mm/yyyy): _____

(To Be Completed by the Person Receiving the Complaint and signed by each party to the agreed resolution) – attach additional pages if required.

Documentation of Action(s) Taken (Including Dates):

Results of Conflict Resolution (when informal resolution requested or no investigation is warranted). Attach report and follow up findings when a formal investigation is conducted.

I agree that the above stated information accurately reflects our agreement.

Signature of Complainant: _____

Signature of Alleged Harasser: _____

Signature of Director of Responsible Ministry: _____

Date (dd/mm/yyyy): _____

Results of Follow-Up with Complainant (including date of follow-up conversation(s)):

ROMAN CATHOLIC DIOCESE OF PRINCE ALBERT
APPENDIX 18C - ALLEGED HARASSER STATEMENT FORM

Name: _____ Work Phone Number: _____

Parish or Workplace: _____ Home Phone Number: _____

Job Title or Ministry Position (if applicable): _____

In your own words, describe the alleged incident(s) of harassment which are under review or investigation. Give details of date(s) and location of the incident(s) as much as possible and your defense of your alleged conduct. Attach additional pages if required.

Provide the name(s) of any witnesses to the incident(s) (if applicable)

Name	Position	Contact Phone Number

Declaration

I hereby confirm the statement(s) contained herein are true to the best of my knowledge.
 I also agree to protect the confidential nature of this statement and the identity of the complainant.

Signature: _____ Date (dd/mm/yyyy) _____

I acknowledge receipt of this statement - _____ (print name)

Position: Parish Priest Office Manager Vicar General Director of Responsible Ministry

Signature: _____ Date (dd/mm/yyyy): _____

ROMAN CATHOLIC DIOCESE OF PRINCE ALBERT

APPENDIX 18D - ALLEGED HARASSMENT WITNESS STATEMENT FORM

Witness Name (Please Print): _____

Please summarize what you PERSONALLY have seen or heard the complainant and/or alleged harasser say or do that is related to this alleged incident or incidents.

I hereby confirm that the statements contained above are true and I agree to protect the confidential nature of this statement and of the identity of both the complainant and the alleged harasser.

Signature of Witness: _____

Date of Witness Statement: _____

ROMAN CATHOLIC DIOCESE OF PRINCE ALBERT
APPENDIX 19 - SUSPECTED ABUSE REPORT FORM

Date _____ Name of Alleged Victim _____

Age _____ Birthdate _____

Address _____

Postal Code _____ Phone Number _____

Name of Parent or Guardian (if applicable) _____

Name of Parish _____

Name of Person Filing Report and their parish _____

Address _____

Postal Code _____ Phone Number _____

Name of Person Receiving Report _____

Name of Social Worker _____ Phone Number _____

Name of alleged perpetrator _____ M F

Relationship between alleged victim and alleged perpetrator _____

Nature of alleged abuse physical sexual emotional neglect

Indications of alleged abuse (including facts, physical signs and course of events)

Action taken (including date and time)

If a child is reporting:
What did the child say? (Give quotes where possible.)

What was your response?

Signature of person filing report _____

Print Name _____ Date _____

The above information will serve as a guide and will be necessary if a formal report is filed with the police or appropriate government agency. All information received is to be kept **STRICTLY CONFIDENTIAL.**

This document is to be sealed and labelled. The sealed envelope is to be put into a second envelope and sent into the Diocesan Office and will only be opened if needed. It is recommended that the person filing this document make a copy for their own records.

ROMAN CATHOLIC DIOCESE OF PRINCE ALBERT

APPENDIX 20 - HAND WASHING HINTS

1. Wash hands with running water and soap.
2. Wash front and back of hands – don't forget between the fingers.
3. Wash hands for 15 – 30 seconds.
4. Dry hands with disposable towel.
5. Turn off faucet with disposable towel.

ROMAN CATHOLIC DIOCESE OF PRINCE ALBERT

APPENDIX 21 - BLOOD BORNE PATHOGENS AND INFECTIOUS DISEASES

The following is a compilation of guidelines on dealing with blood borne pathogens (any microorganism or virus that can cause disease that is carried through the blood) and infectious diseases.

Studies of school and residential settings reflect a parallel between the inefficiency of transmission of blood borne pathogens and the extent to which risk is adequately controlled by common hygienic measures. Children who have blood borne pathogen infections should not be excluded from children's ministries activities. There is no reason for excluding children who do not exhibit aggressive behaviour and who do not have medication conditions facilitating transmission. The benefits of an unrestricted setting outweigh the risk of the child acquiring harmful infections. The risk of transmitting the virus to others is almost nonexistent.

1. Common infectious diseases may be contracted from dirt and waste encountered in ministry areas. Wash your hands with soap and running water at regular intervals throughout the day.
2. All bodily fluids must be treated as though they are infectious, as blood borne pathogens could be present in any child. Confidentiality laws may prevent you from knowing those infected with the HIV (virus that causes AIDS) or AIDS virus. By treating all bodily fluids as infectious, you protect not only yourself, but others.
3. Latex gloves are required when handling any discharges from another person's body particularly body fluids containing blood. Hands must be thoroughly washed with soap and running water when finished.

Ministry Personnel who are exposed to an infected child's body fluids and excrement should know procedures to follow to prevent transmission. Disposable diapers should be used, and soiled diapers should be placed in a plastic bag before discarding. Feces can be flushed down the toilet. Latex gloves should be worn if open sores are present on the caretaker's hands. Any open sore on the infected child should also be covered. Hands should be washed after exposure to blood and body fluids and before caring for another child.

4. Contaminated disposable latex gloves and other contaminated materials should be disposed in plastic-lined waste containers.
5. You need to develop an awareness of situations or dangers that may put you or others at risk. For instance, do not pick up broken glass with bare hands but use a brush and dustpan instead. You need to avoid punctures with objects that may contain blood from others. Carefully dispose trash that contains sharp objects. Use containers that cannot be broken or penetrated.
6. Surfaces that have blood or other potentially infectious materials containing blood on them must be cleaned with an approved disinfectant or a 1:10 solution of liquid household bleach and water. This disinfectant must be mixed daily and must sit for ten minutes before use.
7. An HBV (virus causing Hepatitis B) vaccination should be pursued within 24 hours if you have had an 'exposure incident'. An 'exposure incident' is when there is blood contact through an open sore, injury by a contaminated sharp object or by a blood splash into your eyes, nose or mouth.

8. If you are responsible for administering first aid, it is strongly recommended that you receive current instruction. For instance, the rescuer needs to use a resuscitation mouthpiece when administering CPR so that there is no direct mouth-to-mouth contact.
9. Individuals involved in the care and education of a preschool-aged child infected with HIV, HBV, or HCV should be informed of the child's infective status only if such knowledge is necessary to ensure proper care of the child and to detect situations in which there is potential for transmission. Parental consent is required for the disclosure of a child's infective status and should be made on a case-by-case basis respecting the child's and family's right to privacy. Decisions about education and care for children infected with the AIDS virus should be made by a team including the child's physician, public health personnel, parents or guardian and church staff. The records of children with AIDS should be kept confidential. Parental consent must be given to the agency releasing pertinent medical information to those administering care to the child.
10. A more restricted environment is advised for infected preschool-age children, for children who cannot control their bowels or bladder, for children who display such behaviour as biting and scratching and for infected children who have uncovered oozing sores. These children should be cared for and educated in settings that minimize the exposure of other children to their blood and body fluids.

Decisions regarding vaccination of children and workers who have contact with the child should be discussed with public health officials.

The hygienic practices of an infected child may improve as the child matures, or they may deteriorate if the child's condition worsens. For these reasons, the need for a restricted environment should be re-evaluated regularly.

Sources:

Preventing the Transmission of Blood borne Pathogens in Healthcare and Public Service Setting, Canada Communicable Disease Report – Supplement V23S3, May 1997

Guidelines Regarding Children and Infants with AIDS, Love in Action, Annapolis, MD

*Universal Precautions, Alliance Academy, Quito Ecuador