

DUTY of CARE POLICY

Context:

“The United Church of Canada has a legal, moral, and spiritual duty to care for and protect participants in our church programs. This is a legal principle called “**Duty of Care**”, and church groups have been, and will be, held legally responsible for ensuring reasonable measures are taken to ensure safety.” From - Faithful Footsteps Screening Procedures for Positions of Trust and Authority in The United Church of Canada: A Handbook.

Purpose:

To create and maintain a community where people feel safe and welcome and to provide safe services for all participants and to create and maintain a safe environment for staff, volunteers and those being cared for and to prevent sexual, physical and emotional misconduct from occurring in our worship place.

Policy:

1. Provide orientation and training for staff and volunteers regarding safety of self and others, self-awareness, boundaries of authority and responsibilities.
2. Vulnerable sector (level 2) police records checks are required for ministry personnel and office administrator upon appointment, call or employment and “no later than the completion of each six (6) year period of the pastoral relationship” United Church of Canada Manual, 2010, # 126 & # 244 (c) ix

Procedures:

1. The Ministry and Personnel Committee will arrange an orientation and training workshop twice a year (spring and fall) and maintain a record of attendance.
2. Staff and volunteers are required to attend a Duty of Care orientation and training workshop at the beginning of their volunteer work or at the next available workshop. Every person must attend a Duty of Care workshop at least once during his or her volunteer service.
3. The Ministry and Personnel Committee will maintain a confidential administrative record of vulnerable sector (level 2) police record checks for ministry personnel and office administrator.

Approved by Council December 8, 2010