

## **Preface**

The Corporation of Christ Church Dartmouth recognizes that this document (SafeR Church Audit) is a living document and it is recommended that it will need to be revisited on a quarterly basis or a time frame set by Parish Council or the Diocese.

Just as the Church is a living body that evolves and changes, so too the different programs, committees, and positions within the Church will come and go or at least change in their emphasis or structure or the people filling the various positions. We therefore, must remain vigilant as to how we go about the ministry of the Church and that it is our priority to provide the safest environment we can for the people to come and gather as a community in the worship of our God.

This Audit has attempted to identify those areas where there could be the potential for risk and then to recommend measures to either eliminate or at the very least minimize those risks.

To say this is the final would be a false understanding of what it is that we are trying to accomplish. There will always be new ways of seeing and identifying problem areas. Many recommendations or measures taken will overlap between various committee or programs. In the future there may be ways of streamlining those measures as to programs offered and a streamlining of the document itself. We welcome input from the Diocesan Insurance Company, the Diocesan Council as well as insights from our sister Churches and the members of their congregations.

Creating a SafeR Church – a safe place for our people – is everyone’s responsibility for the Body of Christ and its health is a priority if we are to grow as Children of God.

## **Preface (cont'd)**

### **Who are Vulnerable People?**

For the purposes of SafeR Church certainly the children even up to the ages of later teens are to be seen as potentially vulnerable. They rely upon the guidance of adults and those they perceive in positions of power and influence. They believe that such adults will have their best interests at heart in any dealings with them and indeed it is their right to hold that belief.

“Anyone who will have contact with children as those associated with Christ Church WILL be required to undergo vulnerability and possibly criminal checks.”

Just as vulnerable as our children, are the ages (seniors). They may no longer have the strength or the ability to defend themselves from aggressive behavior. So too, there will be those who no longer have the mental faculties in order to protect themselves.

“Anyone participating in our Pastoral Visitors Group or our Home Communion Ministry WILL be required to undergo vulnerability and possibly criminal checks.”

We must remember as well those of our congregation who might not fall into these two categories such as: the recently widowed or divorced, those with health or mental health issues, and there are the poor or homeless who are also very vulnerable individuals.

“Anyone rendering assistance to anyone of these people in the name of Christ Church WILL be required to obtain a vulnerability and possible criminal check.

## **Note**

### **Corporation Vulnerability**

Anyone having any dealings with finances of Christ Church or Church assets, WILL be required to obtain and produce a criminal check.

# **CHRISTIAN EDUCATION**

## SafeR Church Program Audit

### Analyze the Program, Service, or Activity

WHAT? Parish Council

WHY? The Parish Council is the elected governing body that orders the life of the parish and its congregation.

WHO? Parish Council is made up of clergy (canonically appointed to the parish by the Bishop), wardens: 3, 6-12 elected members, a member from each of the parish committees, synod delegates, the parish administrator, and historically a representative from the Anglican Church Women groups (ACW). The wardens along with the rector/priest in charge make up the Executive which informs and works hand in hand with the Parish Council and are members of Parish Council.

WHERE? The entire council meets on the 4<sup>th</sup> Tuesday of each month (except for July-August) in the lower hall. The Executive will normally meet in the Rector's office a week prior to parish council meetings to take a look at the agenda for the upcoming meeting and discuss any parish issues.

HOW?

- Every year there is an Annual General Meeting (AGM) in which the whole congregation is invited. From the AGM members of the parish council are elected.
- Wardens are elected for a three year term, where at the end of the 3<sup>rd</sup> year the Senior Warden will step down and a new warden is elected who becomes the Junior Warden.
- All parish council meetings are chaired by the Rector
- Council members are elected for a three year term with one-third of the council being replaced each year.
- All persons elected to a position assume the responsibilities of the position at the end of the meeting.

- Each member of parish council has one vote and for any business to be voted on and considered binding it requires a “quorum” (fifty percent plus one, of the council members present).
- The parish council will provide oversight for the life, worship, and governance of parish affairs, which includes responsibility for all guilds, committees, organizations, and societies of the parish.

Special factors to consider:

The parish council while it is the governing body of the parish must still comply with the Canon’s of the Anglican Diocese of Nova Scotia. All decisions made by council must

Risk to Leaders/Helpers: minimal

Risks to Parish: minimal, but Possible misuse of position of authority could lead to abuse claim of some sort.

Financial risk, as wardens can sign for expenses, mortgage commitments, etc. However, these require multiple signatures, and finances are overseen by the full Executive (including Rector & Parish Administrator) & Finance Committee

Risk	SafeR Church Measures to Consider
Abuse	All wardens, parish committees and groups should be aware of and know abuse/and sexual abuse policies as set out by the Diocesan Council 2.1.17 and in the Church Policy Handbook
Behaviors & Expectations	Wardens are expected to be familiar with the policies set out in the Policy Handbook.
Vulnerability to Abuse	The risk here seems low. Under normal conditions meetings of the wardens as part of executive, or with council, or committees, take place in a group setting.

## **SafeR Church Program Audit**

### **Analyze the Program, Service, or Activity**

WHAT? Position of WARDEN at Christ Church

WHY? Wardens are the principal elected lay officers of the parish. The wardens work with the parish council in developing and implementing policy, and with the clergy in operating the parish.

WHO? 3 wardens, 1 elected annually at the Annual General meeting, after a nomination process. Each holds 3 year terms.

WHERE? Meet monthly with the rector for “executive” meeting, usually on site at the parish office. Attend and lead Parish Council meetings monthly on site at the parish hall. Meet randomly as needed with committees, on or off site.

WHEN: (how often) 2 scheduled meetings monthly as noted above, executive meeting is usually 2-7 days earlier than council. Council is scheduled for the 4th Tuesday of each month (except July – August).

HOW? The Wardens are guided by the Visioning Statement and Mission Statement of the parish, and by the Parish Handbook. Specific for the wardens are pages 111-7, 111-8.

### **Identify the inherent and foreseeable risks in the Program or Activity**

Special factors to consider: wide interaction in the parish, with rector, staff, parishioners, council members & committee members.

Risks to Participant: minimal. Meetings are almost always in group setting, multiple attendees.

Risk to Leaders/Helpers: minimal

Risks to Parish: minimal, but Possible misuse of position of authority could lead to abuse claim of some sort.

Financial risk, as wardens can sign for expenses, mortgage commitments, etc. However, these require multiple signatures, and finances are overseen by the full Executive (including Rector & Parish Administrator) & Finance Committee

Risk	SafeR Church Measures to Consider
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## SafeR Church Program Audit

### Analyze the Program, Service, or Activity

**WHAT?** Position of Christ Church Rector

**WHY?** The Rector provides for the Pastoral, Spiritual, Liturgical and overall well being of the Parish. The Rector is the Bishop's representative in the Parish and is a member of both the Parish and Executive Councils.

**WHO?** The Rector will be an Ordained Anglican Priest in good standing with the Diocese and the greater Anglican Church of Canada. The Rector will be licensed by the Diocesan Bishop of Nova Scotia and PEI and will fall under the Bishop's direct authority.

**WHERE?** The Rector will mainly work out of the Church Office and the Church proper. However, his/her ministry as Parish Priest will mean that he/she will also minister at; hospitals, nursing homes, private homes, various parish groups including Sunday School, and various other events in the Church or the greater Diocese.

**WHEN?** (how often?) The Rector is always on call (unless on holidays in which case he/she will arrange to have another Priest on call for pastoral emergencies). He/she will be responsible for two Sunday Services, 08:00, 10:00, also a midweek service on Thursdays at 10:00. The Rector will be responsible for all liturgical services, such as normal worship services, weddings, baptisms, and funerals. She/he will also be available to provide council to all Parish members as well as committees, organizations and groups. Most Pastoral Visiting/Ministry will take place during day time hours unless emergencies dictate otherwise.

**HOW?** The Rector shall conform to the Canons of the Diocese of Nova Scotia and PEI and will perform his/her duties/ministry within the Diocesan Bishop's expectations of Ordained Ministry.

### **Identify the inherent and foreseeable risks in the Program or Activity**

#### **Special factors to consider:**

The Rector is responsible and accountable for all aspects of Parish Life. He/she will therefore, have some involvement in every aspect of the Church's activities and programs, resulting in his/her developing relationships with virtually every member of the Parish and its staff.

#### **Risks to Participants:**

History has shown us that sadly that, (while not many) there have been some clergy in the position of Rector who misused their position and have engaged in all forms of abuse. This has had a devastating effect on the life of the Parish, and more importantly devastating effects on the life's of the victims.

#### **Risks to Leaders/Helpers:**

Abuse is not limited to being perpetuated by only those in positions of authority. Studies have shown that abusive behavior can be initiated by virtually anyone in a parish setting, (children, youth, adults, seniors, men, women, laypeople and clergy). The Rector and the staff must always be aware as to whether they are putting themselves in a vulnerable position in their dealings with the members of the parish and or outside agencies. All allegations must be investigated and even if they are found to be unfounded damage to an individual's reputation may be irrevocably damaged.

#### **Risks to Parish:**

Every Parish wants to believe that they are a safe place for people to come and worship our God. If the actions of the Rector or any of the staff are seen as inappropriate or abusive it affects not only the people involved but the whole body (parish) as well. There are also the legal

ramifications to be considered. If unacceptable behavior is known and left unchecked then the Parish could be held legally responsible.

Risks	SafeR Church Measures to Consider
Abuse	All parish committees and groups should be aware of and know abuse/and sexual abuse policies as set out by the Diocesan Council 2.1.17 and in the Church Policy hand book.
Abuse by Rector	Policies listed above and the requirement for criminal history and vulnerability checks by the RCMP
Rector & Staff vulnerability to abuse	Clear understanding concerning recommendations about “when”, “why” and “where” people should be dealt with alone. Possibly windows in office doors for when people are being counseled for private and confidential matters.
behaviour and expectations	A good understanding of applicable canons and guidelines (example: canon 35)

## **Christ Church Priest Assistant/Pastoral Visitor**

What? The position of a Priest Assistant who is also a Pastoral Visitor

Why? The Priest Assistant (PA) is a member of the Priestly Ministry Team of the Parish, and oversees the Pastoral Visiting Team (PVT).

Who? The Priest Assistant will be an ordained Anglican Priest in good standing with the Diocese and will be licensed by the Diocesan Bishop of NS & PEI and will work directly with the Rector of the Parish.

Where? The PA will minister mainly out in the Parish with the parishioners; in their homes, nursing homes, hospitals, and senior complexes. Church Office time will be minimal.

When? The PA position is Part Time: 20-24 hours a week which is altered and adjusted according to the ministry needs. The PA will attend and assist at the 2 main services on most Sundays, and sometimes on Thursdays. Also the PA will assist and or preside at Sunday services, special parish services, weddings, baptisms and funerals in consultations with the rector and family requests/wishes. With the Rector, preside at monthly services at senior's complex, and 2-3 times a year at a nursing home.

Most Pastoral Visiting (including Home Communion Ministry) will take place during the day unless otherwise dictated. The PA will organize and hold Pastoral Visitor Team meetings (at the church) approximately 8 times a year. The PA will oversee the orientation, and training of PV as well as provide yearly continuing education opportunities.

How? The PA will perform his/her duties/ministry within the Diocesan Bishops expectations of Ordained Ministry; as a team member of the Priestly Ministry of the Parish.

### Identify the inherent and foreseeable risks in the Program or Activity

#### Special factors to consider:

Within the mandate of Assistant Priest there will be involvement with all aspect of worship and the congregation present at workshop and parish events. Most contact will be with the many parishioners who are not at Sunday worship or Parish events due to a variety of reasons; (eg. decreased mobility, recent hospitalization, or long term care needs). Through the PA's activities he/she will be developing relationships with a goodly number of the parish and its' staff.

### Risks to Participants:

As a member of the Priestly Ministry of the Parish there is a risk of misuse of his/her position and/or perceived power in relationship to abuse either given or received.

As Pastoral Visitor he/she is also accountable to all the risks as outlined in the Pastoral Visitor Committee document.

### Risk to Helpers:

As a member of the staff he/she must always be aware as to whether they are putting themselves in a vulnerable position in their dealings with the members of the parish especially in relationship to the Pastoral Visiting members. All allegations must be investigated, as there may be damage to the individual's reputation.

### Risks to Parish:

Loss of reputation and credibility.

Legal liability and financial loss

### Risks

Abuse

Abuse by Priest Assistant

PA vulnerability to abuse

Behavior and expectations

### SafeR Church Measures to Consider

Assure that PA and all members of the Pastoral Visiting Committee have signed a document which states they have read and will abide by the Diocese Sexual Misconduct Policy 2/1/17 Policy listed above and the required criminal history and vulnerability checks by the RCMP must be completed before visiting begins.

PA will discuss concerns/incidences directly with rector in a private and confidential place. A good understanding of policies, procedures and guidelines related to his/her ministry is essential.

# **SafeR Church Program Audit**

## **Analyze the Program, Service, or Activity**

**WHAT ?:** The Parish Office

**WHY?** To administer the church affairs in a professional manner, including contribution envelopes, correspondence, paying bills, calendar bookings & Sunday leaflets.

**WHO?** The parish administrator with the help of office volunteers and a part time bookkeeper.

**WHERE?** On the second floor of the church hall

**WHEN?** (how often) Monday to Thursday 9-3:30 pm, Sunday 8:30 -11:00 am.

**HOW?** The parish office is run strictly by the rules set in place by Canon 35

## **Identify the inherent and foreseeable riskd in the Program or Activity**

Special factors to consider: confidentiality must be adhered too, communication with all groups is essential & must have a courteous phone manner.

Risks to participants – walking up the stairs to the parish office. Embarrassment because their problems at not taken seriously.

Risks to Leaders/Helpers – walking up the stairs to the parish office. Security issues when allowing the public into the office.

Risks to Parish -

Risks	SafeR Church Measures to Consider
Finances	This follows Canon 35. Also as a parish there are specific steps in the church policy handbook to follow. No one person ever handles the money alone, it is always 2 or more people. We also have a Finance Committee, and are also audited once a year.
Security in the office	The parish has installed double locks on the exterior doors and there is a way of communicating with people unknown to them without letting them in. No money or bus tickets are given out by the office staff.
Sexual Harassment	Procedures set out by the Diocesan Council 2.1.17 and in church policy handbook.
Church/parish office burglarized/fire protection	The church and the parish office have alarm systems hooked up directly to the fire station and a security company.
Staff	Policy checks have been done on all personnel.

## **SafeR Church Program Audit**

### **Analyze the Program, Service, or Activity**

**WHAT?** Church Communication

**WHY?** To inform the various groups/organization, who use the parish hall and the church, about all other planned events. Also to inform all parishioners what is happening in their parish.

**WHO?** The Parish Administrator

**WHERE?** Through the Parish Office

**WHEN?** (how often) Weekly e-mails, a quarterly newsletter, announcements in the Sunday leaflets, church web site and Google calendar.

**HOW?** The parish office is run strictly by the Diocesan guidelines and by the church policy handbook.

### **Identify the inherent and foreseeable risks in the Program or Activity**

Special factors to consider - confidentiality

Risks to Participants – identity theft, security issues

Risks to Leaders/helpers – none

Risks to Parish: All Christ Church communication must be clear, concise, and accurate. It must never contain any political agenda and or possible controversial stance. To do so could bring unfavorable light onto the Parish. Also one specific communication could ever speak for the whole community and might end up causing division amongst our people.

Risks to Parish -

Risks	SafeR Church Measures to Consider
Identity theft	The weekly e-mail is sent via a blind copy so only the intended person will receive it and no other e-mail addresses can be viewed. The newsletter is sent via the e-mail as a blind copy or sent directly to a person's home address. No picture or person's name is sent or included in e-mails or newsletters without the person's permission.
Security issues	The parish office & clergy have a up to date parish list with everyone's detailed information. No phone number (listed or unlisted) are given out to any person without the permission of that person.
Verbal conversations	There are no recordings of verbal conversation. Verbal conversations are usually behind closed doors, or in a quiet place and everything said is kept confidential by all staff.
Web site	Only chair people and phones numbers of groups within the church are on the web page, and they have all agreed to have their phone numbers listed. Most everyone communicates through the parish office.
Google calendar	Is administered through the parish office

# **SafeR Church Program Audit**

## **Analyze the Program, Service, or Activity**

**WHAT?** Key Security System

**WHY?** To limit the access to the church buildings, and to keep the church buildings safe from intruders

**WHO?** The Parish Administrator

**WHERE?** Through the parish office

**HOW?** (how often) minister, wardens and all committee heads have access keys to their particular meeting room within the church buildings. All outside rentals come to the parish office, sign a rental agreement, and sign keys out. Their access to church building/rooms is very limited.

## **Identify the inherent and foreseeable risks in the Program or Activity**

Special factors to consider \_ to make sure that our renters are keeping up with their responsibilities on the signed rental agreement and that they have insurance. To make sure that there is not a duplicate event scheduled on the same night for the same room.

Risks to Participants – setting off fire/burglar alarms, power goes out

Risks to Leaders/Helpers – not getting the key back, or the key is lost. The premises are not left in a satisfactory manner.

Risks to Parish -

Risks	SafeR Church Measures to Consider
Fire/burglar alarms being set off	Our parish has a cell phone for emergency phone calls, and there is always someone on call. The church and parish office are both alarmed and sirens go off if the code is not entered in a 1 minute time frame. Our alarm system is monitored on a 24 hour basis through an outside agency, so when an alarm goes off, they phone the emergency cell number and an inspection of the properties are done. When the fire alarm goes off, the building is evacuated, the fire trucks come and our
Theft	All the collection each week is never left in just 1 person's care. There are at least 2 people present when the collection is put in the safe and when it is picked up on Monday morning, counted, and deposited in the bank We have a very specific detailed church policy about the handling of all money donated to the church.
Other contributions with no number	All other contributions are sent an income tax receipt and it is shown as loose money on our contribution report, the names of all the people who have given loose contributions, are put into the deposit book for reference.

Bookkeeper	Does all the posting from the weekly collection reports (ie loose money, hall rent cheques etc.), at the end of each month the bookkeeper balances the bank statements to the weekly collection reports. If there is a discrepancy, the Parish Administrator will then look into it, go back to the bank for more clarification if necessary, then report back to the bookkeeper so the month can be balanced.

## **SafeR Church Program Audit**

### **Analyze the Program, Service, or Activity**

WHAT? Weekly Contribution Envelopes and other monies donated

WHY? Under a controlled situation and according to the church policy manual, the weekly numbered contribution envelopes are put in number order, counted, balanced and a weekly deposit is made. All other monies are put on a separate line on our weekly contribution report

WHO? Under the Parish Administrator's guidance, 2 church volunteers come in weekly to count, balance and make up the bank deposit for the week. The parish bookkeeper does all the journal entries each month and balances the weekly contribution reports to the bank statements. On special occasions like Christmas and Easter we will bring in 2 extra volunteers to help with the count.

WHERE? In the secure parish office

WHEN? (how often) Once a week on Monday mornings.

HOW? On Sunday mornings after each service the collection is placed in the church safe, by either the lay reader or the Parish Administrator. There is always a second person there to make sure that it goes in properly. On Monday mornings the Parish Administrator and 1 of the volunteers go to the church, open up the safe and bring the collection up to the church office for counting. The sealed numbered envelopes

are then placed in numeric order, opened and the money/cheque enclosed is written on the outside of the numbered envelope. After all is balanced the amounts are recorded on the weekly contribution report with the signatures of both counters. If there is a discrepancy, the Parish Administrator will call the parishioner at once and straighten the issue out. The Parish Administrator then takes the deposit to the bank followed by one of the counters. The money is never alone with just 1 person. The envelopes and the weekly contribution report are then passed to the Parish Administrator who posts all contributions in the church program called Power Church Plus. At the end of every month the church bookkeeper balances all the bank statements to the contribution reports.

**Identify the inherent and foreseeable risks in the Program or Activity**

Special factors to consider: confidentiality, accuracy (the possibility of honest errors), have one other person on call to count in case of illness, possibility of theft

Risks to Participants – confidentiality not kept, error on income tax statement, mismanagement

Risks to Leaders/Helpers - time commitment issues, mismanagement, not an agreeable working relationship

Risks to Parish -

Risks	SafeR Church Measures to Consider
Security/Confidentiality	We have a very specific detailed church policy about the handling of the numbered envelopes
Theft	All the collection each week is never left in just 1 person’s care. There are at least 2 people present when the collection is put in

	<p>the safe and when it is picked up on Monday morning, counted, and deposited in the bank</p> <p>We have a very specific detailed church policy about the handling of all money donated to the church.</p>
Other contributions with no number	<p>All other contributions are sent an income tax receipt and it is shown as loose money on our contribution report, the names of all the people who have given loose contributions, are put into the deposit book for reference.</p>
Bookkeeper	<p>Does all the posting from the weekly collection reports (ie loose money, hall rent cheques etc.), at the end of each month the bookkeeper balances the bank statements to the weekly collection reports. If there is a discrepancy, the Parish Administrator will then look into it, go back to the bank for more clarification if necessary, then report back to the bookkeeper so the month can be balanced.</p>

## SafeR Church Program Audit

### Analyze the Program, Service, or Activity

#### WHAT?

Christ Church Sunday School Program (children 3 – 12) is a core ministry of our parish. Each week, children and the Sunday School teachers gather and share in song, stories, games, fellowship, worship and occasionally in service activities and other activities outside the church.

#### WHY?

- The parish has an important obligation to form children in the faith and life of the Christian community and must therefore provide opportunities for such formation and development.
- Providing Sunday School programs is one way the parish lives out the commitments it makes when children are baptized, to help them grow in the faith.
- Sunday School is one way to help build relationships between the congregation and the next generation.
- Sunday School is an essential aspect of the mission of the church.

#### WHO?

- This program is designed to serve children age 3 – 12 and their families.
- The range of ages from 3 – 12 is wide so children's maturity, abilities and focus varies widely.
- In general the children are trusting and impressionable.
- We expect the children to be toilet trained but accidents can happen.
- Children's parents or grandparents are usually members of the parish. Sometimes the families are new to the church or visiting.

- Parents, grandparents or guardians drop the children off at the beginning of a church service. The children join the service for communion. Parents or guardians are expected to be in the service at that time. Occasionally a parent or guardian arrives to pick up the child at the time we usually head into church for communion.
- Most participants attend regularly.
- Some children live in live in more than one home. Their attendance depends on the parent in charge and the other activities they are engaged in on the weekends.
- Attendance varies but over the years we have noticed a patterns the dates when we can expect full attendance and the dates when attendance is minimal.

#### WHERE?

- The Christ Church Sunday School program takes place in the Christ Church hall and the surrounding grounds of Christ Church.
- We use the main hall to gather and play indoor active games. On the third floor we use the small Sunday school room for stories and other quiet activities and the Sunday school area at the top of the stairs with the high windows is where we do our crafts. Occasionally we use the basement level kitchen to make food. Active outdoor games are usually played on the lawn between the Church and the hall. Occasionally we do chalk drawings in the area in front of the church and do tours of the graveyard.
- We also have excursions to the Dartmouth commons, Margaret's house and other outside locations. Parent's consent is required for Margaret's house and other establishments out side of the church grounds

#### WHEN? (how often)

We meet every Sunday from September to June except during the holidays.

## HOW?

We run a modified rotational Sunday school program.

- For the first 15 minutes, all ages gather together for a song and a prayer. One adult teacher is responsible for this station.
- 10 – 15 minutes is spent on a story and prayer.
- 15 – 30 minutes is spent on an active art activity or game.
- If the attendance is large, with a wide range in ages, we split into age appropriate groups and alternate between the story and the other activities. The split depends on the ages of the children, the type of activities planned and the teachers available.
- We have at least 2 adult teachers and 1 youth teacher every Sunday except when attendance is expected to be very low in which case we plan one large multi-age activity that can be delivered by two teachers.

## **Identify the inherent and foreseeable risks in the Program or Activity**

Special factors to consider:

- Volunteers are in close proximity to the young, sometimes 1 on 1. Usually the children are in a group with 2 or more leaders but occasionally a child requires extra assistance getting from the hall to the church or going down the stairs from the third floor to the main hall to use the washroom. Staff and adult participating regularly in the Sunday School programs have had a police record check and vulnerable persons record check within the last 3 years.
- Some children have food allergies. Parents are asked to identify allergies and other special concerns on the Sunday School registration form.

- There is some risk of injury when any active games are being played. Usually parents or guardians are available in the church during Sunday school. Parents also provide contact information on the Sunday school registration forms and the waiver forms for outside excursions. The Sunday school coordinator maintains up to date certification in first aid and cpr.
- The wide range of ages means there is a risk of injury and bullying between participants. The teachers are kept aware of this risk and they do the utmost to prevent it.
- The cleanliness of the kitchen and people handling food is important.

#### Risks to Participants

- Possible injury at game time, craft time, snacks, etc.
- Possible abuse by volunteers, staff and or other participants

#### Risks to Leaders/Helpers

- Possible physical injury at game time or any time
- Possible civil suit

#### Risks to Parish

Risks	SafeR Church Measures to Consider
Finances	All receipts are submitted to the Parish Office.
Security	With a small children to teacher ratio (less than 7:1), teachers can account for the children they are responsible for. The door to the main hall that is left open for late comers is locked when the last adult goes upstairs.
Sexual Harassment	Procedures set out in Diocesan Council 2.1.17 and in church policy handbook.

Fire protection	The church and hall have alarm systems hooked up directly to the fire station.
Staff	Police checks have been done on all personnel

**Recommendations**

- All regular adult volunteers have a Police Record Check and Vulnerable Sector Check.
- Teachers are given training in safe food handling.
- Teachers are given training in fire safety and emergency procedures for the hall.
- At least one adult teacher is available at all times.
- Occasional adult volunteers who have not gone through the appropriate screening are not left alone with the children at any time.

**Christ Church**  
**SafeR Church Program Audit**

**Analyze the Program, Service, or Activity**

WHAT?

Christ Church Youth Program (children 12 – 14) is a requested ministry of our parish. Youth, parents and the Sunday School coordinator gather occasionally for service activities outside and projects within the parish.

WHY?

- The parish has an important obligation to form youth in the faith and life of the Christian community and must therefore provide opportunities for such formation and development.

- Providing youth programs is one way the parish lives out the commitments it makes when children are baptized, to help them grow in the faith.
- The youth program is one way to help build relationships between the congregation and the next generation.
- The youth program is an essential aspect of the mission of the church.

## WHO?

- This program is designed to serve children age 12 – 14 and their families.
- Children's parents are members of the parish and are interested in keeping their youth engaged in the life of the church.
- This is a small group with a varying degree of interest in a regular program. There is better participation in projects that include other members of their family.
- Attendance depends on their interest level and the schedule of other activities they are engaged in.

## WHERE?

- The Christ Church youth program generally takes place in the Christ Church hall and the surrounding grounds of Christ Church.
- We usually meet in the Sunday School coordinator's office, also known as the youth room to gather and plan projects. Depending on what we are doing, we also use any other available rooms in the hall. The main hall is often used for basketball. The youth are encouraged to help with Sunday School and participate in other activities of the parish.
- We also have excursions to the Dartmouth commons, Margaret's house and other outside locations. Parent's consent is required for Margaret's house and other establishments out side of the church grounds

WHEN? (how often)

We meet once a week if we are working on a project together and the participants are available.

HOW?

- The Sunday school coordinator meets with the youth to plan a project or activity that interests them.
- Parents and friends are welcome to participate if the youth want them to.
- We invite guests to talk to us and share their experience in their area of expertise.
- We engage in the project - for example the production of a Christmas pageant video.
- We share results of the project with the rest of the parish during a church service.

### **Identify the inherent and foreseeable risks in the Program or Activity**

Special factors to consider:

- Volunteers are in close proximity to the youth, sometimes 1 on 1. Staff and adults participating regularly in the youth programs have had a police record check and vulnerable persons record check within the last 3 years. Guests without appropriate screening are not left alone with any youth who are not their own children.
- Some children have food allergies. Parents and participants are asked to identify allergies and other special concerns.
- There is some risk of injury when any active games are being played. Parents provide contact information on the youth program registration forms and the waiver forms for outside

excursions. The Sunday school coordinator maintains up to date certification in first aid and CPR.

- There can be a wide range in the size and strength of the participants. There is a risk of bullying. The Sunday school coordinator is aware of this risk and does the utmost to prevent it.
- The cleanliness of the kitchen and people handling food is important.

#### Risks to Participants

- Possible injury at game time, during any construction projects, snacks, etc.
- Possible abuse by volunteers, staff and or other participants

#### Risks to Leaders/Helpers

- Possible physical injury at game time or any time
- Possible civil suit

#### Risks to Parish

Risks	SafeR Church Measures to Consider
Finances	All receipts are submitted to the Parish Office.
Security	With a small youth to leader ratio (less than 6:2), leaders can account for the youth they are responsible for. The doors to the hall are locked once everyone has arrived unless there is another group using the hall at the same time.
Sexual Harassment	Procedures set out in Diocesan Council 2.1.17 and in church policy handbook.
Fire protection	The church and hall have alarm systems hooked up directly to the fire station.

Staff	Police checks have been done on all personnel

### **Recommendations**

- All regular adult volunteers have a Police Record Check and Vulnerable Sector Check.
- Leaders are given training in safe food handling.
- Leaders are given training in fire safety and emergency procedures for the hall.
- At least one adult leader is available at all times.
- Occasional adult volunteers who have not gone through the appropriate screening are not left alone with the children at any time.

### **Christ Church** **SafeR Church Program Audit**

### **Analyze the Program, Service, or Activity**

#### WHAT?

Christ Church Children’s Camps and Workshops (children 3 – 12).  
For the past 4 years Christ Church has hosted a one week summer camp and winter workshops.

#### WHY?

- Outreach to young people who may or may not have any contact with organized religion.

#### WHO?

- This program is designed to serve children age 3 – 12 in the parish area and their families, regardless of religious affiliation or lack thereof. .

- The range of ages from 3 – 12 is wide so children's maturity, abilities and focus varies widely.
- In general the children are trusting and impressionable.
- We expect the children to be toilet trained but accidents can happen.
- Children's parents or grandparents are not necessarily members of the parish.
- Some parents are invited to volunteer at the camp. They are never left alone with other children unless they provide the camp coordinator with a current police and child abuse registry check.
- The summer camp is well attended. The registration limit is 30 children and there has been a waiting list for the past couple of years.
- The summer camp excursions require one adult for every 3 children under eight and one adult for every 6 children eight and over.
- On the church property we maintain a 1:6 ratio.
- The number of screened volunteers limits our registration limit for the camp.

#### WHERE?

- The Christ Church camps and winter workshops take place in the Christ Church hall and the surrounding grounds of Christ Church.
- We use the main hall and lower hall for art activities and the main hall for indoor active games. We use the basement level kitchen to make food. Active outdoor games are usually played on the lawn between the Church and the hall. Weather permitting we use the parking area next to the hall for messy art projects. We also occasionally tour the graveyard.
- We also have excursions to the Dartmouth commons, Birch Cove and other outside locations. Parent's consent is required for Birch Cove and other establishments out side of the church grounds.

## WHEN? (how often)

The summer camp is one week, usually in August when there are no other camps available in downtown Dartmouth. There is usually one workshop in the winter. Occasionally the winter workshops require extra sessions to complete projects.

## HOW?

- The summer camp and winter workshops are planned around a bible related theme.
- The Sunday school coordinator and volunteer staff provide a structured program of highly active games, hands on art, quiet reflective activities, music, healthy snacks and community involvement.
- During the summer camp, parents, grandparents or guardians drop the children off between 8:30 and 9am and pick them up between 4:30 and 5pm.
- The winter workshops are generally of a drop in format. Attendance ranges from 2 or 3 families to 20 or 30 families depending on the theme, the date and the weather.
- At least one responsible parent or guardian is required to attend the winter workshops with their children. Parents are allowed to designate another parent as responsible for their child but the leader of the workshop must be notified of this arrangement.
- The winter workshops require at least one responsible adult volunteer for each station and the workshop leader. Christ Church youth are encouraged to assist the adult volunteers.

## **Identify the inherent and foreseeable risks in the Program or Activity**

### Special factors to consider:

- Volunteers are in close proximity to the young, sometimes 1 on 1. Usually the children are in a group with 2 or more leaders but occasionally a child requires extra assistance. Staff and responsible adult volunteers have had a police record check and vulnerable persons record check within the last 3 years.
- Some children have food allergies. Parents are asked to identify allergies and other special concerns on the registration form.
- There is some risk of injury when any active games are being played. At least one parent or designated adult replacement is required to attend the workshops with their children. Parents provide contact information on the camp registration forms and the waiver forms for outside excursions. The Sunday school coordinator maintains up to date certification in first aid and CPR.
- The wide range of ages means there is a risk of injury and bullying between participants. The volunteers are kept aware of this risk and they do the utmost to prevent it.
- The cleanliness of the kitchen and people handling food is important.
- Other programs such as the food bank operate in the hall while we have running our summer camp. We do not use the lower hall, parking area or lawn when the food bank is operating and we try to plan an excursion during that time but often on other days, people will come asking about the food bank or looking for food. Sometimes these visitors require special assistance that is beyond the experience expected of the camp volunteers. A member of the Christ Church staff, other than the camp coordinator (who is likely going to busy running the camp program) needs to be on call to deal with these situations.

### Risks to Participants

- Possible injury at game time, craft time, snacks, etc.
- Possible abuse by volunteers, staff and or other participants

### Risks to Leaders/Helpers

- Possible physical injury at game time or any time
- Possible civil suit

### Risks to Parish

Risks	SafeR Church Measures to Consider
Finances	All receipts are submitted to the Parish Office.
Security	With a small children to teacher ratio (less than 7:1), teachers can account for the children they are responsible for. The doors to the hall are locked when the group leaves the hall.
Sexual Harassment	Procedures set out in Diocesan Council 2.1.17 and in church policy handbook.
Fire protection	The church and hall have alarm systems hooked up directly to the fire station.
Staff	Police checks have been done on all personnel
Attendance	All Children will be signed in by their parents upon arrival and signed out by parents when they leave for the day.
Transportation	Before children are transported in private vehicles permission slips must be signed by the parents

### Recommendations

- All regular adult volunteers have a Police Record Check and Vulnerable Sector Check.
- Volunteers are given training in safe food handling.
- Volunteers are given training in fire safety and emergency procedures for the hall.
- Occasional adult volunteers who have not gone through the appropriate screening are not left alone with the children at any time.

## **Christ Church** **SafeR Church Program Audit**

### **Analyze the Program, Service or Activity**

**What?** Adult Bible Study

**Why?** To provide the members of the congregation the opportunity if they so wish to study and discuss our Holy Scriptures.

**Who?** The participants would be a qualified leader (clergy or someone with some scriptural training) and any members of the Parish who may wish to attend.

**Where?** Different private home Bible Studies which are not under the auspices of Christ Church, Church run Bible Studies will take place on Church grounds and the place will depend on the size of the group. It may vary from meeting in the Church office, sacristy, to, if large enough in the Church proper itself.

**When?** (how often) this will be dependent on the study, the time of year etc, but normally that Bible Study will meet once a week on a pre-determined and agreed upon night of the week.

**How?** Using various resources, such as, various translations of the Bible, and various Bible Commentaries, the presenter will provide a historical, and contextual understanding of the scriptures.

### **Identify the inherent and foreseeable risks in the Program or Activity**

#### **Special Factors to Consider:**

Sacred scriptures are important in the life of a practitioner in a faith group. Therefore sensitivity must be exercised at all times, taking into account the amount of time an individual has been a part of a faith group, and as to whether they have participated in any similar activities with in the Church before. There too, can be issues of the leader or other members of the group to attempt to enforce a certain Dogmatic stance, or impose their particular beliefs upon others. Abuse can take many forms and Spiritual/Theological abuse can be as harmful as any other form of abuse.

#### **Risks to Participants:**

Most bible Studies are a very positive experience and foster a sense of community while at the same time providing valuable learning. However, if the Bible Study is high-jacked by those with specific agendas it can be a very negative and hurtful experience especially if the individual doesn't see things in the same light. If the leader is not qualified or strong enough abuse and harassment can occur.

#### **Risks to Leader/Helper:**

As mentioned earlier, Holy Scriptures, are important to people, and so when discussed and explored they can evoke a strong sense of emotion within the participants. The leader can be vulnerable to verbal abuse and harassment.

#### **Risks to Parish:**

A poorly run Bible Study, (possibly run by unqualified individuals, weak leadership, specific agendas) can result in a in a very negative image for the Parish. Word of mouth is a powerful form of communication, and a poorly run Bible Study, while it its teaching would probably never be the consensus of the whole congregation, would reflect upon the whole congregation.

Risk	SafeR Church Measures to Consider
Unsound Teaching	Any Bible Study held in the name of Christ Church must be approved by the Rector. If not Clergy the leader would need to be approved by the rector as well.
Participant Vulnerability	The leader would require criminal/ and Vulnerability checks to be carried out by the RCMP. Any small group over time will develop close relationships amongst the members. Boundaries need to be maintained at all times. Diocesan council Abuse/Sexual Abuse 2.1.17 and Church policy hand book on reporting abuse.
Leader Vulnerability	The leader must have a strong sense of boundaries and where to draw the line when events become heated.
Un-Sensitivity	Understanding that we are not all in the same place theologically, or on our journey in faith, it must be continually reminded to all participants that mutual respect is expected and that harassment in any form will not tolerated.

**Christ Church**  
**SafeR Church Program Audit**

**Analyze the Program, Service, or Activity**

**What?** Marriage Preparation

**Why?** The purpose is prepare all those who are about to be Married, as to an understanding of the sacrament of Marriage and its implications on their Christian Journey.

**Who?** The candidates for marriage will be willing to adhere to the Diocesan Canon on marriage and meet its requirements as well as the conditions as set out by the Province of NS. (Ex. divorces finalized – family/relationship regulations etc)

**Where?** Preparation will normally take place in the Church Office or the rector's Office. If complications arise for a meeting in that setting it can happen at the candidate's home. Again it depends on circumstances and availability of all involved.

**When?** Most times meetings will revolve around the schedules of all involved. There will be at least 3 meetings with the candidates.

**How?** The preparation will contain scriptural references and understanding. The history of Marriage in the Church, and the Anglican perspective to the sacrament of Marriage.

**Identify the inherent risks and foreseeable risks in the program or activity**

**Special factors to consider:** Marriage Preparation should only be carried out by clergy or a qualified lay person appointed by the Rector. There are those who have a strictly defined understanding of the sacraments which often comes from a false understanding learned in childhood.

**Risks to Participants:** The risks are minimal if program is run by a qualified person preferably clergy. There is the possibility of Abuse of Power (insisting the candidate attend Church for a specified period of time) and there are always issues of the possibility of other forms of abuse.

**Risks To Leaders/Helpers:** Issues of vulnerability when meeting with individuals when not in a group setting. If at all possible the couple should only be seen when both are available.

**Risks to Parish:** If the teachings and understandings of the Anglican Church are not adhered to it could lead to great embarrassment to the Parish hence the need for qualified leadership.

<b>Risk(s)</b>	<b>SafeR Church Measures to Consider</b>
Abuse	Strict adherence to the abuse/sexual abuse policies as set out by the diocesan Council 2.1.17 and the Christ Church Policy Hand Book.
Abuse of Power - Theological	Theological or Spiritual Abuse is just as real as any other form of abuse. Unreasonable demands cannot be made on the Candidates..
Vulnerability	Strict adherence to policy on “when”, “why” and “where” people should be dealt with alone.

Integrity	Only the Rector, other Clergy or someone appointed by the Rector should be running a Marriage Preparation Program
Legality	Legal paperwork, Family /Relationship regulations.

## **SafeR Church Program Audit - Christ Church Pastoral Ministry Committee**

### **WHAT?**

The Christ Church Pastoral Ministry Committee (PMC) supports, organizes and carries out a variety of programs, initiatives and events during the year for parishioners and wider community.

### **WHY ?**

To serve the pastoral needs of the parish by:

- Providing support and encouragement to people, inside and outside the parish.
- Building, rebuilding, maintaining, supporting, and nourishing relationships among the people of God and the wider community

### **WHO?**

The committee coordinates the activities, but is often assisted by many other parishioners to carry out the work. Those who participate and benefit from the programs can be any parishioner, as well as people from the wider community.

## **WHERE?**

Most activities take place in the church, parish hall or on the property surrounding the church. Visits to parishioners can take place in private residences, nursing homes, long term care facilities or the hospital.

## **WHEN?**

At various times and festivals of the year

## **HOW?**

Pastoral ministry is provided in a variety of ways:

- Pastoral Visiting (see Pastoral Visiting audit)
- Weekly Food Bank (see Food Bank audit)
- Congregational meals, teas, luncheons and potlucks (see Catering/Food Preparation and Service audit)
- Occasional educational workshops and programs pertaining to such topics as social justice, spirituality and healthy living issues
- Community food gardening on the church grounds
- Coordination of monthly food contributions to Margaret's House meal program
- Annual Christmas visiting of parish shut-ins and bereaved

## **Inherent and foreseeable risks in the Program**

### **Special factors to consider:**

Some of the participants ministered to may be vulnerable - physically, socially emotionally, psychologically, spiritually, etc

### **Risks to Participants:**

- physical injury that might occur while on church property
- physical and/or sexual abuse by another person in attendance
- food-related reactions due to food consumed at a PMC sponsored event
- spiritual, psychological, emotional distress if there is pressure (real or perceived) to act or believe in a way that goes against the participant's wishes or beliefs

### **Risks to Leaders and Helpers:**

- physical injury that might occur while on church property
- physical and/or sexual abuse by another person in attendance
- food-related reactions due to food consumed at a PCC sponsored event
- loss of reputation and/or credibility if an undesirable incident occurs
- financial loss (e.g., PMC Visitor is in car accident on way to or from visit; Visitor is injured and unable to work; car is damaged; etc.)
- PMC member might be accused of wrongdoing or causing harm that results, might have to defend against criminal charges, lawsuit

### **Risks to Parish:**

- parish's reputation and credibility can be harmed as result of an injury to someone participating in a PMC sanctioned event
- parish is potentially legally liable for the actions, inaction, wrong action by leaders at a PMC sanctioned event

- Financial loss might ensue from being found legally liable.

Risks	Safer Church Measures to Consider
Physical Injury	Carry out regular maintenance and promptly do needed repairs on church grounds and buildings (See Buildings and Grounds audit)
Physical and/or sexual abuse	Low risk for programs on parish property as they are primarily group function (See Pastoral visiting audit for off premises visits)
Food-related issues	See Catering/Food Preparation and Service audit
Spiritual, emotional and psychological distress	PMC leaders and helpers need to be respectful of those with differing opinions and be able to recognize when there is a need to "back off". Speakers need to be reminded that presentations are not to be highly pressuring.
Abusive situations	All committee members should be aware of the abuse/sexual abuse as set out by the Diocesan Council 2.1.17 and reporting abuse as found in the Parish Policy Handbook.

## Christ Church SafeR Church Program Audit

### Analyse the Program, Service or Activity

**What? Christ Church Food Bank** provides can goods, fresh food items from our garden when in season, and a variety of food (canned goods, bread, vegetables, etc.) from Feed Nova Scotia.

**Why?** It has been a ministry to the church from its earliest times to be there for the poor and disadvantaged. We at Christ church Dartmouth carry on that noble tradition by providing a Food and Clothing Bank.

**Who?** We have approximately forty to fifty Clients (disadvantaged individuals) who come to our Food Bank weekly basis. They come to us from various cross sections of our community and most are just barely eking out an existence. Besides our clients we also have 15 volunteers who regularly come out and assist with the clients, take their MSI information (required at all food banks) bag food and provide refreshments and snacks making the event a social time for the clients most of whom know each other.

**Where?** The Food Bank operates out of the lower Church Hall.

**When?** The Food Bank accepts food from Feed Nova Scotia every Wednesday morning and on Thursday morning we are open to our clients from 09:00 AM until 11:00 AM. There is also food donated by the Parishioners on Sundays (mostly canned goods) which is brought up to the food bank at this time.

**How?** Food Nova Scotia delivers whatever groceries they have allotted us on Wednesday morning. It is delivered by a large panel truck and there are normally one or two pallets of food. Most of the unloading is done by hand although we do have the use of a dolly and the truck normally has a dolly as well. The food is then placed on shelves or perishables in the freezer or fridge. This is a labor intensive operation. On Thursdays the clients arrive early and are allowed in the Hall at 09:00 where they receive a number as to the order in which they will be processed. This is followed by a few minutes of catching up with the community news followed by a prayer. They then will be called to the sign up table where they must produce their MSI card(s) which tells the size of their family and determines the amount of food they will receive. While they wait they can go through the clothing racks and tables of donated nick-nacks, books etc. They can also have hot or cold drinks doughnuts cookies or cake as they wait and it allows them the time to catch up with one another in community. There is a van provided by the Public Good Society operating most Thursdays that can shuttle the clients home after they are finished here for the morning.

### **Identify the inherent and foreseeable risk in the Program or Activity**

Special factors to consider: Many of our clients have disabilities of one kind or another. Some are mental health and addiction issues, many are physical disabilities. In either case this makes them a vulnerable group of people who

could be taken advantage of by an unscrupulous person. All volunteers should know what procedures to take if a client comes to them and relates to them that they have been a victim of abuse either at the Food Bank or any where else for that matter. So too, because of the nature of the community (mental health and addiction issues), there is the possibility of our volunteers being vulnerable to the clients. There is also the need to ensure safe food storage and food handling for the health concerns of the clients.

Risks to the Parish: Any mistreatment of the clients would reflect badly on the reputation of not only the Food Bank but Christ Church as well. In the case of illness of a client due to spoiled food, if we were found to be negligent, we could be found legally accountable.

<b>Risk</b>	<b>Safe R Church Measures to Consider</b>
Abuse or harassment issues by the staff	We are dealing with a vulnerable group of people – No staff member or client should ever be alone one on one in any association with the Food Bank. All staff must be aware of and follow the Diocesan Councils abuse/sexual abuse and harassment, and know how to report it if it becomes known.
Vulnerability of Staff	Strict guidelines about boundaries must be adhered to. Staff must remember that any allegation will be fully investigated therefore the need not to put one’s self in a vulnerable position. If violence erupts or any violent and abuse language is observed by one of the clients it must be addressed immediately and if need be there should be no hesitation in calling the authorities.
Spoiled food	Safe food handling and storage must be adhered to at all times. Our clients deserve no less. Any possibility that the food might be spoiled – those items must be disposed of immediately
Injury	Some of our volunteers are elderly so there is the possibility of injury in the unloading of the Feed Nova Scotia deliveries. Awareness as to safe lifting practices. Close supervision and working as a group must be maintained at all times.

Driver	<p>We on most occasions have a driver who will ferry people home after they have picked up their food. This being the case it is possible that the driver will at times be alone with a client, and at the very least know the home address of clients. In the operation of the food bank people are always working in crowds so they can monitor everyone's actions. This is not the case for the driver and so it is deemed necessary that the driver require a Vulnerability Check.</p>

## **Christ Church**

### **SafeR Church Program Audit**

#### **Analyze the Program, Service, or Activity**

WHAT? Choir(s)

WHY? To provide a vital music ministry to assist in facilitating Sunday morning worship

WHO? There are 2 Choirs made up of members of the 09:15 and 11:00 congregations

WHERE? The choirs practice and perform their music within the Church proper

WHEN? (how often) The 11:00 choir practices in the Church every Wednesday evening, and the 09:15 choir holds its practice every

Thursday evening. Each choir performs their respective music at their respective Sunday services

HOW? 09:15 choir is more informal and not gowned and sing at the front of the Chancel steps. The 11:00 choir robes and processes in and out of the service. They perform in the choir pews located in the Chancel

**Identify the inherent and foreseeable risks in the Program or Activity**

Special factors to consider: There really are very few special factors to consider. Participation in a choir is a very uplifting experience and provides a wonderful sense of community.

**Christ Church**  
**SafeR Church Program Audit**

**Analyze the Program, Service, or Activity**

**WHAT?** Sides Persons

**WHY?** To act as greeters to the congregation; pass out the prayer books/weekly bulletins; take up collection; guides for communicants; and take attendance

**WHO?** A group of people who agree to act on a regular schedule for the Sunday services and special ones (extra Christmas services, Easter Sunday, and so on)

**WHERE?** In the church

**WHEN?** (how often) Every Sunday at all of the services and those extra services that are put on, for example on Christmas Eve.

**HOW?** For most services there is a list of people who have agreed to act in this capacity and their names are scheduled and appear in the bulletin. For the 8:00 am Sunday morning service, the same two ladies have done it for several years—the other services are on a scheduled rotation basis

### **Identify the inherent and foreseeable risks in the Program or Activity**

**Special factors to consider:** Anyone who wants to can be a sides-person—there is no age limit. It should be someone who can remain calm and handle odd situations that may occur (such as someone fainting or collapsing during the service) and it may be better if there were at least two persons in case one is occupied with answering a question or having to deal with a particular issue.

**Risks to Participants:** The sides-people are usually the first ones that people see when coming in to a service. Often times there could be someone that is unfamiliar arriving and considering the recent occurrences of security problems in this country, there could be concerns of safety, ie. does this unfamiliar person have intentions other than just attending a church service. I guess you could say that the sides-people are the “first line of defence” in any church and as such should be able to handle themselves and any situation in an appropriate manner.

**Risks to Leaders/Helpers:** In the (unlikely?) event of someone coming in to one of the services with the intention of doing harm, there is a

definite risk of injury or harm, not only to the sides-people, but to all the members of the congregation and clergy present at the time. An occurrence this severe has not happened at Christ Church, but there have been times (at the 8:00 am service) that unfamiliar people have come in and just sat, looking around, which has made some regular attendees uncomfortable.

**Risks to Parish**

Risks	SafeR Church Measures to Consider
Unfamiliar people at the service	With two sides-persons, one of them can go up to communion first, leaving the second one to 'bring up the rear' thereby keeping an eye on the stranger.

**Christ Church**  
**SafeR Church Program Audit**

**Analyze the Program, Service or Activity**

What? Christ Church Men’s Breakfast

Why? It is a chance for the men of the parish to gather together in prayer and fellowship, helping to build community and friendship.

Who? Any men within the Christ Church community as well as any other faithful men in the community who wish to attend.

Where? Lower Church hall

When? The breakfast is normally held on the first Saturday morning of the month. Due to scheduling this may change but it is held on a monthly basis.

How? A couple of individuals arrive early to begin cooking. The rest upon arrival help to set up tables and chairs. When all is ready we begin the breakfast with prayer where we break bread introduce a guest speaker (if we have one) or simply talk about the issues of the day, as well as a kind of check-in to see how everyone is doing. We close with prayer and then everyone except the cooks help clean up and put away tables and chairs.

**Identify the inherent and foreseeable risks in the Program or Activity**

Special factors to consider:

Risks are somewhat minimal as long as safe food handling practices are observed. In rare cases there could be issues with guest speakers if they bring up contentious issues which might reflect badly upon Christ Church.

Risks to Participants: Minimal

Risks to Leaders/Helpers; Minimal

Risks to Parish: Minimal as long as safe food handling practices are observed and that guest speakers do not reflect poorly upon the Church.

Risks	SafeR Church Measures to Consider
Food Security	Many groups use the kitchen area. There is always the possibility that food purchased may be used for other reasons or handled poorly. There is a proposal that the kitchen doors (3) be locked at all times with a register for all who use the kitchen facility
Illness resulting from breakfast	All food purchased must be fresh for that breakfast event. Safe food handling practices must be followed – hoping to set up
Controversy	Everyone has their own agendas – these exist within all groups and organizations. Guest speakers should be selected, taking into account, that their content will not reflect poorly on Christ Church. If there is a question as to content then it

	might be prudent to consult the rector or parish council before an invitation is made.
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## **SafeR Church Risk Management Program Audit**

### **Catering/Food Preparation and Service**

#### **WHAT?**

- The preparation and serving of food in the church hall is an integral part of many church related activities.
- Additionally, the church hall and kitchen facilities are on occasion, rented to outside groups.

#### **WHY ?**

- “Breaking bread together” is a tradition that goes back to the beginnings of time and was an important part of the ministry of Jesus.
- Food is a means of bringing people together, is part of celebrations and provides comfort in times of sadness. It nourishes the body and soul and is an important and integral part of many church functions.
- Food may be prepared and/or served as a normal part of a church meeting or regularly scheduled activity, as a pot luck or parish meal, as a fundraising event (meals and bake sales), as a reception following a funeral or other special gatherings, or be part of a private function rental.

#### **WHO?**

- Food may be prepared and/or served by parishioners to other parishioners, or to parish visitors.
- In a rental situation, food may be prepared and/or served by persons and to persons who are not necessarily members of the parish, nor familiar with the facilities.

#### **WHERE?**

- Food is usually prepared and readied for serving in the kitchen and then eaten in the hall area next to the kitchen, and rarely served on the upper levels of the hall.

- or occasionally, outside on the church grounds for a barbeque or church summer camp.

## **WHEN?**

- Food preparation and/or service activity can take place at any time throughout the week.

## **HOW?**

- Food is often prepared off-site by various parishioners or caterers, brought to the church kitchen and served.
- It may also be fully prepared in the church kitchen.
- Food sold as part of a fundraising bake sale is usually prepared off-site by parishioners.

## **Inherent and foreseeable risks in the Program**

### **Special factors to consider:**

- The primary risk is unsafe food handling practices that could lead to food poisoning or food sensitivity/allergic reactions;
- Many parishioners often contribute food prepared at home for a church function, increasing the opportunity of contamination through improper transportation and storage of food;
- Injuries that could occur in the on-site use of knives and other food preparation utensils and equipment;
- Burns that could occur in the on-site use of hot water, pots and surfaces.

*\*NS Food Safety Regulations exempts not-for-profit organizations from the Regulations when serving and preparing meals (for which people pay) no more than 6 times per year. This means that church kitchens do not have to be licensed (and thereby inspected yearly) if they hold no more than 6 fundraising meal events yearly.*

### **Risks to those consuming the food:**

- Food poisoning
- Food sensitivity/allergic reactions

### **Risks to those preparing and serving the food:**

- Physical injury during food preparation, service or clean-up activities

### **Risks to Parish:**

- Legal liability and financial loss as the result of being found liable as the result of harm coming to anyone consuming unsafe food served or sold as part of a church sanctioned function.
- Possible loss of reputation, credibility and/or support as the result of harm coming to anyone consuming unsafe food served or sold as part of a church sanctioned function.

- Legal liability and financial loss as the result of being found legally liable for an injury occurring because of unsafe premises/kitchen equipment to an attendee, or to a caterer at an event where the parish facilities are rented for a private function.

Risks	Safer Church Measures to Consider
Food Poisoning	Request a kitchen inspection by Department of Agriculture Food Safety officer in order to find out what, if anything, does not meet Regulations for a food establishment. <i>*Apparently inspections will be done free of charge to increase awareness re what constitutes safe food handling premises , even if there is no desire/need to have a licensed kitchen.</i>
	Establish protocol for regular “in-house” kitchen inspections and thorough cleaning
	Organize Department of Agriculture 3 hour volunteer safe food handling course for those who utilize kitchen most frequently
	Post safe food handling and storage procedures in kitchen ( <a href="http://novascotia.ca/agri/documents/food-safety/volunteer-foodservice.pdf">http://novascotia.ca/agri/documents/food-safety/volunteer-foodservice.pdf</a> )
Food Sensitivity	Ensure that items sold at bake tables are labelled with item’s ingredients and the name of the person who donated the item
Unsafe kitchen premises & equipment	Establish protocol for regular kitchen and equipment inspections

**SafeR Church Program Audit -  
Christ Church Use of Parish Activity  
Photographs/Videos**

**Analyze the program, service, or activity:**

**WHAT?**

From time to time, photographs and or videos may be taken of parish activities, buildings and grounds

**WHY ?**

**In order to record various activities and events that take place in the parish community.** The photos and videos may be used to promote parish activities and events to the wider community and placed on the **Christ Church web-site, or in the**

**Pews Report, a church calendar, a slide presentation, or to illustrate a printed report or flyer.**

**WHO?**

Any parishioner who agrees to be photographed or videotaped while participating in a church sanctioned activity.

**WHERE?**

Primarily in church buildings and on church property

**WHEN?**

Could be during any sanctioned activity.

**HOW?**

A parishioner (or member of the media) uses a camera, smart phone, iPad or other recording device to take photographs or videos.

**Identify the inherent and foreseeable risks in the Program**

**Special factors to consider:**

- Some people do not like having their picture taken.
- Some people may feel that their privacy is being violated.

**Risks to Participants:**

Being identified in a photo that is used in a public way, may **compromise an individual's desired anonymity**

**Risks to Leaders/Helpers**

**Risks to Parish:**

Using a picture in a public way when permission has not been granted, may damage the parish reputation and create hard feelings.

Risks	Safer Church Measures to Consider
Being identified in a photo or video	Private information, such as names, ages or addresses of people in photographs, will not be posted or published.
An individual may not want their photo taken	An individual's wish not to be photographed or videotaped will be respected and that individual can opt out of the photo or video. The photographer must announce that the picture may be used in a public way, if that is a possibility.

A parent may not want their child's photo to be used in a public way	A signed permission is solicited from the parent of any child (and kept on file) if a picture of their child is to be used in a public way. (see sample below)

**SAMPLE:**

(Name and Address of Church)

**Image-use Permission:**

By signing below, I understand that pictures/video may be taken of my child during Church activities. I understand that pictures/video will be used for church purposes, which may include the parish newsletter, (name of Church) website, the parish calendar, a printed report or power point presentations, and may be included in the local or Diocesan (church) newspaper. My child's name, age, address or any other identifying information will **not** be included in any of the above forms of communication without my specific permission.

\_\_\_\_\_

(name)

\_\_\_\_\_

(date)

**SafeR Church Program Audit -  
Christ Church Use of Parish Activity  
Photographs/Videos**

**Analyze the program, service, or activity:**

**WHAT?**

From time to time, photographs and or videos may be taken of parish activities, buildings and grounds

## **WHY ?**

**In order to record various activities and events that take place in the parish community.** The photos and videos may be used to promote parish activities and events to the wider community and placed on the **Christ Church web-site, or in the Pews Report, a church calendar, a slide presentation, or to illustrate a printed report or flyer.**

## **WHO?**

Any parishioner who agrees to be photographed or videotaped while participating in a church sanctioned activity.

## **WHERE?**

Primarily in church buildings and on church property

## **WHEN?**

Could be during any sanctioned activity.

## **HOW?**

A parishioner (or member of the media) uses a camera, smart phone, iPad or other recording device to take photographs or videos.

## **Identify the inherent and foreseeable risks in the Program**

### **Special factors to consider:**

- Some people do not like having their picture taken.
- Some people may feel that their privacy is being violated.

### **Risks to Participants:**

Being identified in a photo that is used in a public way, may **compromise an individual's desired anonymity**

### **Risks to Leaders/Helpers**

### **Risks to Parish:**

Using a picture in a public way when permission has not been granted, may damage the parish reputation and create hard feelings.

Risks	Safer Church Measures to Consider
Being identified in a photo or video	Private information, such as names, ages or addresses of people in photographs, will not be posted or published.

An individual may not want their photo taken	An individual's wish not to be photographed or videotaped will be respected and that individual can opt out of the photo or video. The photographer must announce that the picture may be used in a public way, if that is a possibility.
A parent may not want their child's photo to be used in a public way	A signed permission is solicited from the parent of any child (and kept on file) if a picture of their child is to be used in a public way. (see sample below)

**SAMPLE:**

(Name and Address of Church)

**Image-use Permission:**

By signing below, I understand that pictures/video may be taken of my child during Church activities. I understand that pictures/video will be used for church purposes, which may include the parish newsletter, (name of Church) website, the parish calendar, a printed report or power point presentations, and may be included in the local or Diocesan (church) newspaper. My child's name, age, address or any other identifying information will **not** be included in any of the above forms of communication without my specific permission.

\_\_\_\_\_

(name) (date)

**Christ Church**  
**SafeR Church Program Audit**

**Analyze the Program, Service or Activity**

**What:** Christ Church Corporation Columbarium

**Why:** To provide Niches to people who have passed away.

**Who:** Niches are available to all faith groups. It falls under the authority of Christ Church Corporation and one self employed person working on a commission basis who has the initial contact with the families concerning the Niches.

Where: The columbarium is located on the Parish property next to the Church. There is also interaction with the various funeral homes in the area.

When: When ever there is a need.

Special Considerations: All persons working with the columbarium must be individuals of good character and integrity as they are dealing with bereaved families. Sao too, being a multi-faith columbarium they will need to work in conjunction with the funeral home to ensure all faith group practices concerning cremation funerals are respected and practiced.

Risks to Clients: minimal

Risks to Staff: minimal

Risks to Parish: If all procedures are not followed in a professional and ethical way it could lead to great embarrassment for the Church within the greater community.

Risk	SafeR Measure to be considered
Ethical business practices	All sales of Niches will be monitored by the Christ Church Administration Office
Multi-faith considerations	Ensure the columbarium staff work closely with funeral homes – and have some understanding of inter-faith needs.

## **SafeR Church Risk Management Program Audit**

### **Fire Regulations**

## **WHAT?**

- Ensure that Christ Church follows proper fire preventative procedures in all buildings at all times. Ensure that should a fire take place, that all persons are evacuated as quickly and safely as possible.

## **WHY ?**

- To ensure we are taking all precautions to prevent fires and to prevent any harm to individuals in the event a fire occurs.

## **WHO?**

- Preventing fire is the responsibility of all parishioners, visitors and staff.

## **WHERE? / WHEN?**

- Fire safety practices should be in place in all buildings and on the grounds of Christ Church during all services in the church and all uses of the hall.

## **HOW?**

- Fire inspection takes place on an annual basis.
- Recommendations of the Fire Marshall are to be implemented as soon as reasonably possible.
- Fire extinguishers are to be inspected and maintained as required.
- All exits are to be maintained and kept free of objects which may impede a quick evacuation of any of the parish buildings.
- Smoke detectors are to be maintained and tested as required by the Fire Marshall.
- The number of people in attendance at any function in the church and hall must not exceed the maximum capacity as dictated by the Fire Marshall.
- Electrical outlets, lighting and appliances must be maintained in good repair.
- Emergency lighting should be in good working order and inspected as required.
- The sprinkler system should be inspected and maintained as required.
- Proper storage of flammable materials such as painting and cleaning supplies.
- An announcement of the location of exits should be made during events where there are a large number of people who may be unfamiliar with the building.
- At least annually, a mention of evacuation procedures should be made during the Sunday services to raise awareness with many of the parishioners.

## **Inherent and foreseeable risks in the Program**

**Special factors to consider:**

- The church and the hall are large wooden structures that are about 200 and 100 years old respectively and do not have all the modern accessibility details of modern structures.
- Many parishioners are elderly and have mobility challenges. They would need assistance if a need to evacuate the premises was imminent.
- Some users of the premises may not be familiar with the locations of exits, extinguishers, etc.

**Risks to Parish:**

- Legal liability and financial loss as the result of being found liable as the result of harm coming to anyone injured as a result of fire.
- Legal liability and financial loss as the result of being found legally liable for an injury occurring because of unsafe premises due to fire regulations not properly followed.

Risks	Safer Church Measures to Consider
Unfamiliar with location of exits, extinguishers for occasional users of buildings.	An announcement should be made to familiarize those in attendance with exits. Make this information available on the standard rental agreement. At least annually, review fire procedures during Sunday services.
Elderly parishioners or those with mobility challenges needing assistance.	During review of fire procedures, bring an awareness of this potential issue so that able bodied individuals can provide assistance.
Sprinkler system in church, smoke detectors, emergency lighting - failure to work when needed.	Ensure inspections are maintained as required by Fire Marshall.
Emergency exits in poor repair or blocked causing obstruction when needed.	Ensure doors and stairs/ramps are in good repair at all times so they can be used during an emergency evacuation. Ensure that all doors are not blocked at any time.
Large crowds evacuating the premises during emergency.	Adhere to the capacity regulations of the Fire Marshall. Have a neon vest and flashlight available in the hall and church to direct crowds if an emergency occurs. The vest and flashlight should be available at the back of the church for use by the greeters to direct parishioners safely out of the church.
Fire from electrical causes.	Ensure electrical outlets, lights, all cords and appliances are in good repair and that no outlet is overloaded.
Fire from chemicals.	Ensure all painting and cleaning supplies are stored according to manufacturer directions.
Fire from smoking materials.	No smoking is permitted in any of the buildings.

Fire from open flames.	Restricted use of candles to the altar area of the church only during services and properly extinguished after each service.
Fire from boilers.	Ensure boilers are in good repair. Boiler is in a separate building from the hall and church and is not readily accessible by passersby.

## Christ Church Safe R Church Program Audit

### Analyse the Program, Service or Activity

#### **What? Christ Church Gardening Committee**

**Why?** Christ Church has created a gardening committee to grow various vegetables that will be given to help supplement to Food Bank and provide it's clients with healthy home grown food.

**Who?** Various members of the congregation who volunteer their time to make this an important ministry of the Church.

**Where?** There are two garden beds located on the Church property. One is located beside the parish hall and the other bordering our driveway on Dundas St.

**When?** The group of volunteers comes together on Wednesday evenings to tend the gardens. During the week there are volunteers who will come to make sure they are watered.

**How?** There is a sign-up sheet put out in the Church and parishioners sign up for determined dates. There too, are those who simply come to help out and enjoy the fellowship.

### Identify the inherent and foreseeable risk in the Program or Activity

There is little inherent risk in this venture. However sometimes families come out with their families and there is the need to keep an eye on the children’s safety (some younger ones might have a tendency to wander off etc.).

<b>Risk</b>	<b>Safe R Church Measures to Consider</b>
Personal Safety	The safe use of tools is important. So too, there are times when there is the need to do heavy lifting. In this particular case some of our people are getting up there in age. Heavy lifting is to be done by those who are physically able.
Children’s Safety	Our Church is located in a downtown area with lots of traffic most hours of the day. Vigilance needs to be maintained over the little ones at all times.
	As always – the volunteer hand out and the Abuse handout must be read by all members and then signed as read.

## **VOLUNTEERS POLICY**

Volunteers are the key to the success of most of the programs at Christ Church. That so many individuals are prepared to devote considerable time and effort to various groups, committees and organizations is a tribute to their devotion and commitment to make this Parish vibrant and active.

The volunteer policy has two objectives. The first is to expand the volunteer base so that it is not always the same core of willing individuals doing all the work. To this end, the Rector, Executive Committee, Parish Council and the Parish Administrator are charged with identifying individuals who may be willing to volunteer their time and talents to any number of activities. In addition, the opportunity to serve as a volunteer is to be regularly advertised. Finally, there must be a recognition of the value of our volunteers and an appropriate means to do this is to be instituted.

The second part of the policy concerns behaviour of volunteers. Given the numbers involved, it is impossible for Christ Church to screen every person who comes forward as a volunteer. Thus, every volunteer is taken on face value and it is assumed that there is nothing in their background or character which would preclude their volunteer activity. However, every volunteer is to adhere to Diocesan and Parochial policies and guidelines on appropriate behaviour and conduct. If there is an indication that a volunteer has acted contrary to these guidelines, the volunteer will be removed from the volunteer position until a full investigation is completed and decision on whether the volunteer is permitted to return to the position or is permanently removed from that position is taken.

Volunteers are specifically directed to be familiar with the Diocesan and Parochial policies on harassment, sexual misconduct and discrimination.

## **HARASSMENT/ABUSE POLICY**

### **Policy Statement**

Abuse or harassment of one individual by another is wrong and has no place in the community of Christ Church. The Parish Council and Wardens are committed to fostering an environment where people are able to enjoy worship and fellowship free from harassment or abuse.

### **Definition**

Harassment or abuse is conduct that is unwelcome, unsolicited, immoral, or unacceptable. It generally arises in circumstances where one person is in a position of trust or authority over another. It may be comprised of comments, gestures, or actions.

Harassment or abuse includes but is not limited to the following:

- Unwanted physical contact.
- A display of offensive material.
- Advances or proposition that are known or ought to be known to be unwelcome.
- Comments which cause or ought to be known to cause embarrassment or offence or that are by their nature clearly embarrassing or offensive.
- Derogatory or degrading remarks or comments.

## **Application**

This policy applies to all clergy, staff and parishioners of Christ Church, as well as any volunteers in programs or activities sponsored by Christ Church.

## **Implementation**

The policy on sexual misconduct established by the Diocese of Nova Scotia is to be adopted and applied in the parish of Christ Church.

The wardens, clergy and Parish Council will provide support and education on matters of harassment and abuse to members of the parish and all volunteers involved in programs or activities sponsored by the parish. This will include informing them of the existence of this policy and providing copies where appropriate.

Where any person becomes aware of an incident which might constitute harassment or abuse, they should report it to one of the wardens who shall, either alone or in consultation with the remaining wardens, take whatever steps they deem appropriate to investigate the matter. This could include meeting with the parties involved in the incident. The warden (or wardens) shall attempt to resolve the incident giving rise to the allegation or harassment or abuse through mediation or counselling which may involve the clergy or other third parties. If the matter cannot be resolved, then the warden (or wardens) may, in their discretion, refer the matter to Parish Council for guidance and direction.

All investigations, meetings and discussions involving a situation of potential abuse or harassment shall be treated as confidential and not disclosed by the wardens, clergy or Parish Council except in accordance with the provisions of this policy.

Nothing in this policy shall prevent any warden (or wardens) from reporting any incident of potential harassment or abuse to any appropriate authority including the police or to the parents of any child involved in the incident.

## **DISCRIMINATION POLICY**

Every person who works or worships at Christ Church should be able to do so in a barrier-free environment. Any act which places a barrier on the individual's access to parish programs or activities is discriminatory and is not acceptable and is prohibited.

The Nova Scotia Human Rights Act defines discriminatory practices as those "based on race, national or ethnic origin, colour, religion, age, sex, sexual orientation, marital status, disability or conviction for an offence for which a pardon has been granted". All groups, committees and organizations must ensure that discriminatory practices do not develop or are allowed to continue.

Any person who feels that he/she has been discriminated against has a right to file a complaint with the Nova Scotia Human Rights Commission for an investigation by that Commission. However, it is requested that the individual also raise the issue with parish authorities, although it is recognized that this is not necessary under law. In situations where there has been inadvertent discrimination, it may be possible for corrective measures to be instituted without appearing before the Commission.

In the situation where the discrimination is by a lay worker/volunteer or by a group, committee or organization, it is requested that the priest and wardens be informed. If the discrimination is by a clergy, it is requested that the wardens be informed.

All discrimination complaints will be investigated within ten days and a report with recommendations for corrective action will be prepared and submitted for appropriate action within twenty days of receiving the complaint.

## **SEXUAL MISCONDUCT POLICY**

The Diocese of Nova Scotia has declared a protocol on sexual misconduct that is binding on clergy and laity within the Parish. The aim of this policy is to further amplify the Diocesan policy and to promulgate the reporting process in Christ Church.

All persons in positions of responsibility are directed to be familiar with the Diocesan policy. All persons are expected to maintain the highest ethical standards in their relationships with others. The Diocesan definition of clergy sexual misconduct is "an inappropriate and immoral act between a cleric and another person and occurs whenever a member of the clergy uses his or her position of authority as a cleric for the purpose of securing sexual gratification". The act may be consensual or non-consensual. Romantic or sexual relationships when one or both are married or with a person that the cleric is counselling is misconduct. Lay sexual misconduct is defined as "an inappropriate or an immoral act between a lay worker or volunteer and another person" and sexual misconduct occurs "if the lay worker or volunteer uses a position of authority for the purpose of securing sexual gratification".

The Diocesan policy also considers sexual misconduct to be "unsolicited, unwelcome, non-reciprocal sexual overtures or conduct, either physical or verbal" and includes "sexually oriented

humour or language, questions or comments about one's sexual behaviour or preference, unwelcome or undesired physical contact, inappropriate comments about one's clothing or body or repeated requests for dates or social engagements". In some jurisdictions, this type of activity is referred to as "sexual harassment".

Sexual misconduct will not be tolerated and is unacceptable. In some situations, sexual misconduct will also constitute an offence under the Criminal Code of Canada.

Any person who is aware of or believes that sexual misconduct has occurred between the clergy and or lay worker/volunteer and another person is to report the matter to parish authorities. In the case of lay sexual misconduct to the priest and in the case of cleric sexual misconduct to the wardens. The recipient will initiate the appropriate action as directed by the Diocese.

This does not absolve anyone knowing of a criminal activity to report that to the appropriate civil authorities as well as to parochial authorities.

All cases of sexual misconduct will be investigated. If the investigation substantiates the misconduct, the accused will be removed from his/her position of authority pending full legal or Diocesan action. In the interim the accused may be requested to step down from the position as a temporary measure and/or limit contact with the accuser. If contact cannot be limited it may be necessary to provide Parochial support to one or both on those occasions when they meet.

The Diocesan policy provides direction on the healing process and all should recognize that the healing process is fundamental to rebuilding trust within the parish. The confidentiality of individuals must be maintained but certainly those cases which have widespread knowledge within the parish or which have been publicly reported will require a more public support for the victim and his/her family, the accused's family and the congregation. In those cases where there is not common knowledge, the parish must provide support to all parties and, if necessary, refer individuals to professional counsellors.

## **SAFETY POLICY**

Accidents do not just happen, there is a cause which could have been avoided or eliminated if due diligence had been exercised. Safety is everyone's concern, whether as an employee of the parish or as a volunteer or worshipper. To allow an unsafe practice to develop or to continue must not be permitted.

The Corporation is committed to meeting or exceeding health and safety regulations, standards and policies. The Corporation will look at means to improve existing systems of health and safety in all activities. The corporation will conduct periodic safety reviews of all activities to ensure that there is compliance with health and safety regulations, standards and policies.

The Parish Administrator is to retain a copy of the provincial safety regulations and is to ensure that supervisors of activities are aware of the contents of relevant sections. In addition, the following specific safety practices are to be followed at Christ Church:

- No one is to operate any equipment without receiving full instruction on the proper use and the safety features of the equipment;
- All power tools are to have their safety devices installed and operational at all times;
- All power tools are to be properly grounded;
- No one is to work on a ladder untended;
- Due to the height of our buildings, all persons working on the exterior are to be properly tended and to wear and use safety belts where possible; and,
- All persons are to ensure that they use personal safety devices, such as ear defenders, safety goggles or shields, steel toed boots and helmets at all times required by the safety regulations.