

## INTRODUCTION

We are committed to providing a safe environment for all program participants, volunteers, and staff. All leaders, paid and unpaid, must sign to affirm they understand and agree to fulfill these RMCP protocols. Those unable or unwilling to sign are required to discuss with a QYU supervisor ability to serve. There are 5 steps for the leaders screening, both paid and unpaid:

1. Interview
2. Application
3. Reference check
4. CPIC
5. Training

## AWARENESS

Sec.	TRAINING	NOTES
	What kind of ministry does QYU do?	
	What QYU does not do?	
1.1	Risk Management and Child Protection Protocols exist to PROTECT:	<ul style="list-style-type: none"> <li>- [redacted] in any program or event run or overseen by QYU</li> <li>- all levels of [redacted]</li> <li>- QYU [redacted]</li> <li>- QYU [redacted]</li> <li>- the [redacted] of QYU</li> </ul>
1.2	Types of Responsibility <ul style="list-style-type: none"> <li>- Moral and Spiritual</li> <li>- Ethical</li> <li>- Legal and Civil</li> </ul>	<ul style="list-style-type: none"> <li>- responsible [redacted] and respect of personal [redacted]</li> <li>- children have [redacted]; protect them</li> <li>- organizational [redacted]</li> </ul>
1.3	General Principles of Reducing Risk	Risk [redacted] when <ul style="list-style-type: none"> <li>- isolation of 1 student/1 volunteers increases</li> <li>- imbalance of power, authority, influence, control</li> <li>- as adherence to policy decreases</li> <li>- supervision decreases</li> </ul>
	Insurance Standards require: <ol style="list-style-type: none"> <li>1. Customized written policy</li> <li>2. Definitions of abuse</li> <li>3. Screening volunteers &amp; staff</li> <li>4. Annual training of leaders</li> <li>5. Modify premises/programs</li> <li>6. Organizational procedures</li> <li>7. Reporting and Response Protocol</li> </ol>	<ol style="list-style-type: none"> <li>1. RMCP – updated Feb.2021</li> <li>2. Definitions – Section 4 and Section 8</li> <li>3. Screening – Section 6</li> <li>4. Annual training in Spring and Fall</li> <li>5. TBA</li> <li>6. Section 3, 5, 7, 9 enforced by Executive Director and board</li> <li>7. Section 5</li> </ol>

## PROTECTION

Sec.	TRAINING	NOTES
4.1	Definition and Categories of Abuse	1. <u>P</u> _____ 2. <u>E</u> _____ 3. <u>S</u> _____ 4. <u>N</u> _____
	Physical Abuse	Includes ....
	Emotional Abuse	Includes ....
	Sexual Abuse	Includes ... <u>T</u> _____ Non- <u>T</u> _____
	Abuse of Neglect	Includes ...
4.3	Indicators of Abuse	<u>P</u> _____ <u>B</u> _____ <u>V</u> _____
5	Provincial Legislation 1. Duty to Report 2. Failure to report 3. Ontario Provincial legislation 4. Confidentiality	1. The Duty to Report: a. _____ b. _____ c. _____ 3. Age entitled to protection: _____ Age of Consent: _____ Marriage: _____
5.2	Reporting Abuse 1. Complete Suspected Abuse Form 2. Inform your supervisor or Executive Director to assess reporting to CAS 3. Immediately report to the proper authorities	1. Suspected Abuse Forms can be found: Onsite: _____ Online: _____ 2. Your supervisor is: _____ 3. Proper authorities: CAS Highlandshores.com 1-800-267-0570
5.4	Managing the Report Process	1. _____ the child, do not _____ 2. _____ the individual accused of abuse 3. Protect the _____ of victim 4. Resist the urge to _____ 5. Release _____ on need-to-know basis 6. Have one delegate speak to _____

## PREVENTION

Sec.	TRAINING	NOTES
3.2	Supervision and permission according to risk <ol style="list-style-type: none"> <li>Attendance sheet with contact info</li> <li>program registration forms</li> <li>events permission forms</li> </ol> Permission forms: <ol style="list-style-type: none"> <li>participant expectations</li> <li>element of risk notice</li> <li>parental &amp; emergency contact</li> <li>agreement &amp; consent</li> </ol>	Leader to youth ratios: 1. General ratio: Junior youth (under 13): <input type="text"/> Senior youth (over 13): <input type="text"/> 2. Risk ratios: low risk: <input type="text"/> medium risk: <input type="text"/> high risk: <input type="text"/>
3.2	Supervision/Accountability	- Min of <input type="text"/> unrelated personnel - One personnel with <input type="text"/> or <input type="text"/> - <input type="text"/> to program or event - Visitations done in <input type="text"/>
3.8	Protocols for mentoring/meeting one-on-one	- meet in <input type="text"/> - do not <input type="text"/> a student - avoid <input type="text"/> with children/youth. <input type="text"/> as much as possible - staff volunteer <input type="text"/> - visitors clearly <input type="text"/> - take <input type="text"/>
3.3	Displays of Affection Section	Appropriate ... Inappropriate ...
3.4	Examples of Discipline	Appropriate ... Inappropriate ...
3.5	Washroom Guidelines	<input type="text"/> with child or youth in an <input type="text"/> washroom
3.5	Health & Safety Guideline You have to right to refuse to engage if you feel unsafe. <ol style="list-style-type: none"> <li>Allergies</li> <li>Illnesses</li> <li>Medication</li> <li>Fire/evacuation</li> <li>First Aid</li> </ol>	<ol style="list-style-type: none"> <li>Aware of participants with <input type="text"/> and appropriate responses</li> <li>Children who are <input type="text"/> should not be allowed into programs</li> <li><input type="text"/> to be distributed by supervisor</li> <li>Be aware of <input type="text"/> procedures and emergency numbers</li> <li><input type="text"/> should be available; QYU staff should be <input type="text"/> Certified</li> </ol>
3.9	Off-site Activities	- <input type="text"/> forms with details - adequate <input type="text"/> - drivers need to complete <input type="text"/>

		- copy of _____ given to supervisor
3.10	Technology Guidelines <ol style="list-style-type: none"> <li>1. Communication</li> <li>2. Photos, video, etc</li> <li>3. Safeguards</li> </ol>	<ol style="list-style-type: none"> <li>1. Communications             <ul style="list-style-type: none"> <li>- use _____ as much as possible</li> <li>- use for _____ not for crisis</li> <li>- _____ communication for safety</li> </ul> </li> <li>2. Photo &amp; Video             <ul style="list-style-type: none"> <li>- _____ required</li> <li>- _____ by YFC</li> </ul> </li> <li>3. Safeguards             <ul style="list-style-type: none"> <li>- _____ for communications (ex. between 8am-9pm)</li> <li>- _____ on video calls</li> <li>- _____ with YFC versus personal</li> </ul> </li> </ol>
10	Incident Reports <ul style="list-style-type: none"> <li>- Fill out for any accident, injury, illness, bullying, indicator of abuse</li> </ul>	Location of Incident Reports: Onsite: _____ Online: _____
3.2.1 3.8.6 5.2.b 5.2.b 6.4	Record Management <ul style="list-style-type: none"> <li>- registration, permission, consent forms</li> <li>- attendance records</li> <li>- incident reports</li> <li>- suspected abuse forms</li> <li>- volunteer applications/screening records</li> </ul>	<ul style="list-style-type: none"> <li>- kept _____</li> <li>- event forms _____</li> <li>- copies on file _____</li> </ul>

### KEYS TO REMEMBER:

S = \_\_\_\_\_ indicators of abuse  
 A = \_\_\_\_\_ demonstrate accountability  
 F = \_\_\_\_\_ principles of good supervision/risk management  
 E = \_\_\_\_\_ paperwork is kept permanently  
 T = \_\_\_\_\_ in view of others  
 Y = \_\_\_\_\_