



# SIM CANADA CHILD SAFETY AND VULNERABLE ADULTS PRINCIPLES & PRACTICE

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## Introduction



SIM Canada Child Safety Principles and Practice describes the Child Safety Program of our entity. This policy has been created with awareness of current Child Safety research, legal requirements, and Biblical truths.



SIM Canada acknowledges the importance of minimizing the risk of harm to children of SIM workers, and to any child by a SIM worker, or any SIM ministry or project. The SIM Canada Child Safety Program operates within and is supported by the SIM International Child Safety Policies, Guidelines and Resources, and other resources produced by SIM International. (e.g. SIM Mission Policy, People Management, Development & Care Principles and Practice.)

The focus of Child Safety is the safety & well-being of children. Protecting children from intentional and unintentional harm from adults, children and from themselves, and also promoting children’s well-being to assist children to deal with the psychological, social, and physical challenges that they face.

## Principle Based Policy



This policy is a principle-based policy. It is created and implemented by the following set of principles.

### CHILDREN ARE VULNERABLE

Children are vulnerable and therefore their care and safety need to be prioritized by those who are responsible to care for them. Proverbs 31:8 “Speak up for those who cannot speak for themselves, for the right of all who are

destitute.” This is a tenet, a cornerstone principle of a Child Safety Program.

#### RISK

There is always a risk to the safety and well-being of children, and this needs to be actively mitigated. No organization or person is beyond suspicion of posing a risk to children.

#### RESPONSIBILITY

Organizations are responsible for the safety and well-being of children, of its ministries, programs, and members of personnel. When a concern is raised, an organization has multiple responsibilities to manage, such as responsibility to children, the public, legal authorities, and members of personnel.

#### STANDARDS

The right and responsibility to set both standards of behavior of personnel, safety standards for children, and standards of policies and practices.

#### CONFIDENTIALITY

The ethical and legal responsibility to maintain confidentiality of all parties in a child safety matter. This means providing different levels of information to different parties.

#### DUE PROCESS

Follow legal, including civil, processes for the protection of all parties. Romans 13:1 (NIV) “Let everyone be subject to the governing authorities, for there is no authority except that which God has established.”

#### WISDOM

In recent years, there has been a large increase in the knowledge of child abuse, particularly in the area of sexual abuse. Consulting with experienced, informed multi-disciplinary professionals is essential to determine appropriate administrative outcomes.

#### COMPASSION

Compassionately respond to the trauma of all parties who have been impacted by a child safety concern. Recognizing the many and changing responses that people have to trauma.

# Definitions

The following definitions of the words used in SIM's Child Safety program have been developed by the SIM International Child Safety Team and are used as a common set of definitions for Child Safety practices within all SIM entities.

## WORKERS AND CHILDREN

**Child:** Any person under the age of 18 years.

**Vulnerable Persons:** Persons who, because of their age, a disability, or other circumstances, whether temporary or permanent, (a) are in a position of dependence on others; or (b) are otherwise at a greater risk than the general population of being harmed by persons in a position of authority or trust relative to them.

**Workers:** The generic term covering all people listed below for whom SIM has some responsibility.

**Member** – Workers who are accepted as SIM Members for service by a Council/Board of an appropriately equipped SIM Signatory Entity or by the International Director. The length of service is usually open ended. Membership status entitles the member to be known as a representative of SIM and to raise support and ministry funds in the name of SIM. Members have the right to be involved in the Mission's decision-making process.

**Associate/Short Term Associate** – Associates are SIM workers accepted for service under an Associate Agreement, which is time-limited and reviewed regularly. Associates are often those who are serving with a view to assessing their suitability for, or call to, longer term service and membership. They are appointed by any SIM entity.

**Colleague/Volunteer** – Volunteers or Board/Council members who do not receive financial compensation for the work they do with SIM. People who work alongside SIM from a partner organization

**Staff/Employees** – Employees who receive a salary from SIM and for whom SIM has employment responsibilities. Some staff have dual status and are also associates or members of SIM.

**Visitors** – people who are temporarily spending time in an SIM office, country, or ministry but who do not have any relationship with SIM (formal or informal). SIM's responsibility for them will vary. There is likely to be a public liability type responsibility, and there may be an expected responsibility due to the nature of the relationship. Some visitors may come with a 'release of liability' signed and agreed.

**Partners** – those working with SIM but belonging to a partner organization will have one of the above statuses, often detailed in a secondment or partnership agreement or MOU.

**SIM Canada Child Safety Advocate:** The person who facilitates and monitors the SIM Canada Child Safety Program.

## CHILD SAFETY CONCERNS

A Child Safety Concern is a situation that has the potential of hindering or impeding safety & well-being to a child or children. Concern can include a concern for the safety/ well-being of a child, unsafe organizational practice, and/or misconduct of a SIM worker.

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### Child safety and well-being

Any reasonable concern of the cognitive, physical, psychological, or social well-being of a child. This may include but is not limited to:

- a child or family may have a high need and/or unmet need that may require support, such as for example, a medical, educational need.
- a concern that a child has suffered or is at risk of suffering physical, emotional, sexual abuse, or neglect. This abuse or risk of abuse may be intentional or unintentional, caused by the child themselves, another child, a parent, or another adult. Abuse, includes, but is not limited to:
  - **Physical Abuse.** Actual, non-accidental or likely physical injury to a child, or failure to prevent physical injury (or suffering) to a child.
  - **Sexual Abuse.** Actual or likely sexual exploitation of a child or adolescent. The child may be dependent and/or developmentally immature.
  - **Emotional Abuse.** The actual or likely severe adverse effect on the emotional and behavioural development of a child caused by persistent or severe emotional ill-treatment.
  - **Child Neglect.** Serious deprivation of necessities such as food, shelter, supervision, appropriate to a child/young person's age, and essential medical and physical care.
  - **Harassment.** Harassment means any improper behaviour by a person that is directed at and is offensive to any child or employee, which that person knew or ought reasonably to have known would be unwelcome. It comprises objectionable conduct, comment, or

display, made on either a one-time or continuous basis that demeans, belittles, or causes personal humiliation or embarrassment

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#### Unsafe Practices

Policies or practices that increase the risk of harm to children. For example, lack of supervision of children on a mission property, ministry, or project.

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#### Misconduct of SIM workers

Misconduct of SIM workers in relation to conduct with children.

##### **Misconduct (involving a child):**

- Action or inaction of any SIM worker which causes a child or children to suffer or be at risk of significant harm
- Serious or persistent breach of *SIM Child Safety Codes of Conduct*
- Failure to report a Child Safety Concern
- Failure to co-operate with a Child Safety Inquiry
- Serious breach of confidentiality related to a Child Safety issue
- Knowingly misleading a Child Safety Inquiry team
- Lying or withholding information during a Child Safety Inquiry
  
- Improper discipline. This is any discipline that is unreasonable or inappropriate in the course of ministry or work. Inappropriate discipline includes but is not limited to:
  - hitting, pushing, slapping, pinching, or biting a child
  - yelling at or belittling a child
  - blaming or shaming a child
  - making fun of or laughing at or about a child

**Serious Misconduct (involving a child):** SIM distinguishes two types of serious misconduct: sexual misconduct and serious physical harm.

1. **Sexual misconduct** committed against, with, or in the presence of a child, including grooming of a child. The term 'sexual misconduct' includes sexual offenses. Sexual offenses include all criminal offenses involving any sexual elements that are committed against, with, or in the presence of a child. The SIM definition of sexual misconduct includes behavior that is not necessarily criminal.

SIM distinguishes three categories of sexual misconduct:

- Crossing professional boundaries
- Grooming behavior
- Sexually explicit comments and other overtly sexual behavior towards or in the presence of children

**Crossing professional boundaries:** behavior that can reasonably be construed as involving an inappropriate and overly personal or intimate relationship with, conduct towards, or focus on a child, or a group of children.

**Grooming behavior:** A pattern of conduct that is consistent with preparing an intended victim for sexual activity. The types of behaviors that may lead to such a conclusion include, but are not limited to, the following:

- Persuading a child or group of children that they have a ‘special’ relationship, for example by spending inappropriate special time with a child, inappropriately giving gifts, inappropriately showing special favors to them but not to other children, and/or inappropriately allowing the child to overstep rules.
- Testing boundaries, for example: undressing in front of a child, encouraging inappropriate physical contact (even where it is not overtly sexual), talking about sex, and/or “accidental” intimate touching.
- Inappropriately extending a relationship outside of work. (Appropriate relationships include, for example, a pre-existing friendship with the child’s family or as part of normal social interactions in the community).
- Inappropriate touching. Inappropriate touching includes but is not limited to Inappropriate Displays of Affection between adults and children, such as, engaging with youth in full frontal hugs, kisses on the mouth, touching bottoms, chests or genital areas, showing affection in isolated areas of a building, touching knees or legs, male/female and/or one-on-one wrestling, piggyback rides, tickling, massage or any form of affection unwanted by the youth.
- Inappropriate personal communication (including emails, telephone calls, text messaging, social media and web forums) that explores sexual feelings or intimate personal feelings with a child.
- An adult requesting that a child keep any aspect of their relationship secret or using tactics to keep any aspect of the relationship secret.

**Sexually explicit comments and other overtly sexual behavior:**

Sexual misconduct includes a broad range of sexual behavior with or towards children. While it is not possible to provide a complete and definitive list of unacceptable sexual conduct involving children, the following types of behavior are strong indicators of inappropriate behavior:

- sexual behavior with or towards a child (including sexual exhibitionism)
- inappropriate conversations of a sexual nature
- comments that express a desire to act in a sexual manner
- unwarranted and inappropriate touching involving a child
- personal correspondence and communications (including emails, social media, and web forums) with a child or young person in relation to the adult’s romantic, intimate, or sexual feelings for a child or young person
- exposure of children and young people to sexual behavior of others, including display of pornography
- watching children undress in circumstances where supervision is not required and it is clearly inappropriate

- 2. Action that causes serious physical harm to a child:** This includes any act of unjustified physical force against a child, or if a person causes a child to reasonably fear that unjustified physical force will be used against him/her. Even if a person who inflicts, or causes the fear of, physical harm does not intend to inflict harm or cause fear, he/she may still have committed harm if he/she acted recklessly (i.e. the person ought to have known that his/her actions would cause serious physical harm or the fear of such harm). Actions that could cause serious physical harm include hitting, pushing, shoving, throwing objects, or making threats to physically harm a child.

## CHILD SAFETY INQUIRY

A Child Safety inquiry is an organizational internal inquiry coordinated by SIM International to determine:

- whether a child is at risk of or has suffered significant harm
- whether a policy or practice of SIM is placing children at risk
- whether any SIM worker has engaged in misconduct (as defined by SIM)

for the purpose of developing appropriate administrative outcomes. Every Child Safety Inquiry will include an initial assessment and may result in other assessments, as required.

# Prevention Strategies



A prevention strategy is a programed activity that aims to prevent harm or abuse to children within our organization. Due to the various factors that contribute to increased risk to children, this program will use multifaceted prevention strategies to promote Child Safety in our organization.

## SAFE WORKERS



Recruitment procedures will include several means of assessing the suitability of workers to work with children.

**Self-disclosure.** Prospective workers are requested to self-declare whether they have been investigated for Child Safety concerns, either by an organization or by legal authorities.

**Criminal background check.** A criminal background check for all SIM workers will be conducted by SIM Canada and updated on a regular basis.

**Interview questions.** All prospective SIM workers will be asked a standard set of Child Safety-oriented questions related to their prior conduct and experience with children.

**Reference checks.** People who provide references will be requested to comment on the suitability of prospective SIM workers to work with children.



**Awareness training.** SIM Canada provides instruction on general Child Safety principles, the Child Safety expectations of SIM workers and any region-specific Child Safety issues, such as legal reporting requirements and specific risks to children. Refresher training will be provided annually.



**Code of Conduct.** SIM Canada provides SIM workers with a Code of Conduct, which describes SIM Canada's expectations of conduct related to children. All members will be required to sign their agreement with this Code of Conduct as a condition of their association with SIM.



**Supervision of SIM workers.** SIM Canada incorporates into its regular supervision of SIM workers a set of questions regarding the individual's adherence to the relevant Child Safety practices.



**Responsible Supervisors.** Supervisors are expected to promote and model appropriate observance of SIM's Child Safety policy, principles, and practices.

## SAFE PROGRAMS AND MINISTRIES



**Ongoing assessment of programs.** SIM Canada assesses every program, project, and activity for its risk to children. This occurs at the beginning of a new program, project, and activity, and annually in the case of ongoing programs, projects, and activities.



**Child Care Guidelines.** SIM Canada provides Child Care guidelines designed to reduce risk through minimizing isolation, increasing accountability, and balancing power and control during organized childcare and supervision of children when childcare is provided during SIM events and meetings. (See

Appendix D).

## SAFE FAMILIES



**Family Needs Assessment.** SIM Canada is committed to the long-term health of its families, and to supporting parents in meeting the needs of their children. SIM Canada provides a family needs assessment for each family to create an appropriate care plan. This assessment occurs before a family enters a new ministry assignment, or if there is a concern that the family has high unmet needs, such as medical, psychological or education needs.



**Protective Behaviors Training.** SIM Canada encourages and supports parents to teach and help their children develop personal safety skills appropriate for their age and development. While this training is beneficial, it is not intended to replace the need for adult supervision. Child Safety is the responsibility of adults, and the intention of this training is not to place the responsibility of safety onto children.



**Monitoring of children's wellbeing.** For all SIM members and associates who have children, SIM Canada incorporates questions regarding their children's well-being into their regular supervision. These questions address areas such as the status of each child's mental, emotional, and physical health and educational needs

## SAFE PLACES



**Housing and Housing Compounds.** SIM Canada will provide guidelines and expectations for parents to equip them to provide appropriate adult supervision for their children in their housing and on housing compounds.



Facilities. SIM Canada will assess and monitor the safety of all physical locations used for housing and ministries of SIM.

# Response Strategies

## REPORTING OF CHILD SAFETY CONCERNS



In order to determine appropriate administrative responses to Child Safety Concerns, SIM Canada is committed to the reporting and assessment of all Child Safety concerns. This relies upon the cooperation of all SIM workers to recognize and respond to Child Safety Concerns.



All SIM Canada workers are mandated to inform SIM of all Child Safety concerns. All workers are to raise concerns with the Country Director.

People may also inform the Personnel Director if the Country Director is not available, there is a conflict of interest, or he/she refuses to accept the information.

All Child Safety concerns received by any SIM entity, regardless of the level of seriousness, credibility, or validity, are reported to SIM International for assessment by the SIM International Child Safety Team.

## REPORTING TO AUTHORITIES IN CANADA

If a SIM Canada worker has reasonable grounds to believe that a child in Canada may be in need of protection, that person shall forthwith report that belief and the information upon which it is based to the Children's Aid Society or Police. In conjunction with the report to the Children's Aid Society, the person shall, as soon as possible, also report the occurrence to a member of the CPC.

If a SIM Canada worker has reasonable grounds to suspect that a child in Canada is being abused or has suffered abuse, that person shall forthwith report the suspicion and the information upon which it is based to a member of the CPC. The CPC member shall forthwith report the occurrence to the Children's Aid Society or Police in compliance with the Child and Family Services Act. [ CFSA Section 72(3)

## RESPONDING TO CHILD SAFETY CONCERNS

**Initial Assessment.** An initial assessment of each Child Safety Concern is conducted by SIM International in order to determine an appropriate response. If deemed necessary, the following assessments may be conducted:

**Child Safety Assessment.** An assessment of a child's and/or family's safety needs to guide the development of a Safety Plan that will aim to meet safety needs for the child or family. A Safety Plan stipulates the interventions needed to provide a family and child with appropriate safety.

**Misconduct Assessment.** An assessment in response to concerns and/or allegations that a SIM worker may have engaged in misconduct or serious misconduct involving a child. The purpose of the assessment is to determine if the allegations of misconduct are to be substantiated or not. This assessment will be conducted according to relevant legal requirements.

**Child Safety Impact Assessment.** An assessment of the impact of a Child Safety Concern and Child Safety Inquiry on an individual or community. The purpose is to assist SIM to provide informed and compassionate administrative responses to individuals and communities who have been adversely impacted, whether currently or in the past.

**Implementation of Inquiry outcomes.** The development and implementation of appropriate administrative actions in response to Child Safety Inquiries will be determined and administered by the SIM entity of each SIM worker in consultation with the Regional Deputy. A care plan will be considered for all parties involved in a Child Safety Inquiry. For dismissals and appeals policy and procedures, refer to SIM International People Management, Development & Care Principles and Practice.

## Communication



In order to achieve compliance with this program, effective communication to all SIM Canada workers must be facilitated.



SIM Canada will communicate the Child Safety Policy, Principles and Practices to all SIM Canada workers and board members. The information will be provided in an appropriate format and relevant languages as needed to ensure that it is accessible to workers from culturally and linguistically diverse communities.

## Record Keeping

SIM Canada will keep all confidential Child Safety documents on file indefinitely for all workers, including original Criminal Record Checks.

## Review of Policy



Regular policy evaluation and review are essential to ensure that the policy is implemented as intended and revised as necessary due to changes in legal requirements or other circumstances.

SIM Canada will conduct an annual internal audit of its Child Safety Policy, which will include a report to the SIM Canada Board.



SIM Canada will review its Child Safety Policy, Practices and Principles annually, and will work with the SIM International Child Safety Team to adopt any revisions of the program.

SIM Canada will

### APPENDIX

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Appendix A: Code of Conduct

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Appendix B: Policy acknowledgement signature

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Appendix C: Duty to Report to Government Authorities in Canada

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Appendix D: Child Care Guidelines

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Appendix E: Child Safety Response Protocols



## Child Safety Code of Conduct – Members

### Purpose

We live in a fallen world, one in which harm, abuse, and injury can and do unfortunately occur. God calls on his people to protect those who cannot protect themselves, the vulnerable. Vulnerable people, such as children, are at greater risk of being harmed, and therefore require intentional care and support to provide for their safety and well-being.

We recognise that child abuse can have serious and lifelong impact on children and their families. It takes a village to raise a child, and it takes everyone to keep children safe. SIM Canada is committed to the safety of children and families and has therefore created the following Code of Conduct in order to involve every SIM Canada worker in the task.

<b>All paid and unpaid staff, including volunteers, interns, or trainees of SIM Canada are responsible for the safety and wellbeing of children and young people who engage with SIM Canada. All paid and unpaid staff are expected to act in accordance with this Code of Conduct in their physical and online interactions with children and young people under the age of 18 years.</b>	
<b>I understand:</b>	<ul style="list-style-type: none"><li>• That children are vulnerable and therefore require intentional care and attention to keep them safe</li><li>• That eliminating or reducing one-adult to one-child situations dramatically lowers the risk for sexual abuse of children. I will avoid one-adult to one-child situations with children other than my own.</li></ul>
<b>I will:</b>	<ul style="list-style-type: none"><li>• Act in accordance with SIM Canada Child Safety policies and procedures at all times.</li><li>• Behave respectfully and with kindness towards children and their families.</li><li>• Listen and respond to the views and concerns of children, particularly if they communicate</li></ul>

**Appendix A: Child Safety Code of Conduct**  
 Board Approved - September 2022

	<p>(verbally or non-verbally) that they do not feel safe or well.</p> <ul style="list-style-type: none"> <li>• Promote the safety and wellbeing of all children in SIM Canada.</li> <li>• Consider and respect the diverse backgrounds and needs of children and their families.</li> <li>• Demonstrate appropriate personal and professional boundaries.</li> <li>• Comply with SIM Canada’s protocols on communicating with children.</li> </ul>
<p><b>I will NOT:</b></p>	<ul style="list-style-type: none"> <li>• Engage in any unlawful activity with or in relation to a child.</li> <li>• Engage in any activity that is likely to physically, sexually, or emotionally harm a child.</li> <li>• Use corporal punishment on a child or vulnerable person in the course of ministry or work.</li> <li>• Unlawfully discriminate against any child or their family members.</li> <li>• Be alone with a child unnecessarily (other than my own children).</li> <li>• Arrange personal contact, including online contact, with children I have met solely through work, for a purpose unrelated to work.</li> <li>• Use inappropriate language in the presence of children or show or provide children access to inappropriate images or material.</li> </ul>
<p><b>If I have a concern that a child is unsafe, or a concern that a worker has breached a Code of Conduct, I will:</b></p>	<ul style="list-style-type: none"> <li>• Act to prioritize the best interests of children.</li> <li>• Take actions promptly to ensure that children are safe.</li> <li>• Promptly raise any concerns to the SIM Canada Country Director.</li> <li>• Follow SIM Canada policies and procedures for receiving and responding to complaints and concerns.</li> </ul>

**Appendix A: Child Safety Code of Conduct**

Board Approved - September 2022

<p><b>I agree to abide by this Code of Conduct during my employment or service with SIM Canada.</b></p> <p><b>I understand that breaches of this Code of Conduct may lead to disciplinary action or termination of my employment or service with SIM Canada.</b></p>	<p>.....</p> <p>Full Name</p> <p>.....</p> <p>Signature</p> <p>.....</p> <p>Date</p>
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# SIM CANADA CHILD SAFETY POLICY ACKNOWLEDGEMENT SIGNATURE

I acknowledge that I have read, fully understand and accept the conditions set forth in the SIM Canada Child Safety Policy, Child Safety Principles and Practices, and the Child Safety Code of Conduct.

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Full Name

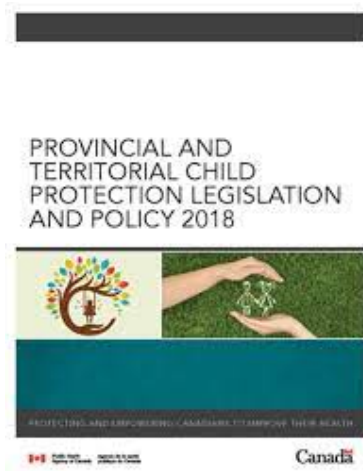
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Signature

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Date

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Witness

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Date

# Duty to Report Child Abuse in Canada



## Table 6: Duty to Report

Table 6 shows the “duty to report” provision in provincial and territorial child protection legislation. It describes the nature of the duty, who has the duty, and what that person must do.

### Alberta

Any person who has reasonable and probable grounds to believe that a child is in need of intervention shall forthwith report the matter to a director.

The subsection applies notwithstanding that the information on which the belief is founded is confidential and its disclosure is prohibited under any other Act. This section does not apply to information that is privileged as a result of a solicitor client relationship.

## **British Columbia**

A person who has reason to believe that a child needs protection must promptly report the matter to a director or a person designated by a director.

The subsection applies even if the information on which the belief is based is privileged, except as a result of a solicitor-client relationship, or is confidential and its disclosure is prohibited under another Act.

## **Manitoba**

Where a person has information that leads the person reasonably to believe that a child is or might be in need of protection, the person shall forthwith report the information to an agency or to a parent or guardian of the child.

A person who reasonably believes that a representation, material or recording is, or might be, child pornography shall promptly report the information to a reporting entity.

These duties to report apply even where the person has acquired the information through the discharge of professional duties or within a confidential relationship, but nothing in the duty to report provision abrogates any privilege that may exist because of the relationship between a solicitor and the solicitor's client.

## **New Brunswick**

Any person who has information causing him to suspect that a child has been abandoned, deserted, physically or emotionally neglected, physically or sexually ill-treated, including sexual exploitation through child pornography or otherwise abused shall inform the Minister of Families and Children of the situation without delay.

This section applies notwithstanding that the person has acquired the information through the discharge of his duties or within a

confidential relationship, but nothing in this subsection abrogates any privilege that may exist because of the relationship between a solicitor and the solicitor's client.

### **Newfoundland and Labrador**

Where a person has information that a child is or may be in need of protective intervention, the person shall immediately report the information to a manager, social worker or a peace officer. This section applies to people who perform professional duties with respect to children, and notwithstanding that the information is confidential or privileged.

A manager, social worker, the provincial director or other person is not personally liable for anything done or omitted in good faith in the exercise or performance, or intended exercise or performance, of

- a power, duty or function conferred upon him or her by this Act; or
- a power, duty, or function on behalf of or under the direction of a person on whom the power, duty or function is conferred by this Act, or for the costs in connection with an action or proceeding.

### **Northwest Territories**

A person who has information of the need of protection of a child shall, without delay, report the matter

- to a Child Protection Worker; or
- if a Child Protection Worker is not available, to a peace officer or an authorized person.

A person may not delegate this duty to report to another person.

The subsection applies notwithstanding that the information is confidential or privileged. Nothing in this section shall abrogate any privilege that may exist between a solicitor and the solicitor's client.

### **Nova Scotia**

Every person who has information, whether or not it is confidential or privileged, indicating that a child is in need of protective services shall forthwith report that information to an agency.

### **Nunavut**

A person who has information or reasonable grounds to believe that a child needs protection shall, without delay, report the matter

- to a Child Protection Worker; or
- if a Child Protection Worker is not available, to a peace officer or an authorized person.

The duty to report applies notwithstanding that the information reported is confidential or privileged but nothing in the duty to report shall abrogate solicitor-client privilege.

### **Ontario**

If a person, including a person who performs professional or official duties with respect to children, has reasonable grounds to suspect [any of the grounds for a finding that a child is in need of protection], the person shall immediately report the suspicion and the information on which it is based to a society. The duty is ongoing (so subsequent incidents or information will give rise to a new duty to report) and the duty cannot be delegated to another person. The duty is not mandatory in respect of children who are 16 or 17, but reports may be made in respect of such children.

This section applies although the information reported may be confidential or privileged. Nothing in this section abrogates any privilege that may exist between a lawyer and the lawyer's client.

### **Prince Edward Island**

Every person who has knowledge, or has reasonable grounds to suspect that a child is in need of protection shall

- without delay, report or cause to be reported the circumstances to the Director, or to a peace officer who shall report the information to the Director, and
- provide to the Director such additional information as is known or available to the person.

The subsection applies notwithstanding the confidential nature of the information on which the report is based, but nothing in this section abrogates any solicitor-client privilege.

### **Quebec**

Every professional who, by the very nature of his profession, provides care or any other form of assistance to children and who, in the practice of his profession, has reasonable grounds to believe that the security or development of a child is or may be considered to be in danger with respect to all of the grounds of protection set out in the statute must bring the situation to the attention of the director without delay. Any other person who has reasonable grounds to believe that the security or development of a child is or may be considered to be in danger due to sexual or physical abuse must bring the situation to the attention of the director without delay.

An adult is bound to bring the necessary assistance to a child who wishes to seize the competent authorities of a situation that

endangers his security or development, that of his brothers and sisters or that of any other child.

The first, second and fourth paragraphs of section 39 apply even to persons who are bound by professional secrecy, except to advocates or notaries who, in the practice of their profession, receive information concerning a situation described in [section 38](#) or [38.1](#) (Youth Protection Act: see Table 1).

## **Saskatchewan**

Every person who has reasonable grounds to believe that a child is in need of protection shall report the information to an officer or peace officer.

Every peace officer who has reasonable grounds to believe that a child is in need of protection shall immediately report the information to an officer.

The duty to report applies notwithstanding any claim of confidentiality or professional privilege other than solicitor-client privilege or Crown privilege.

## **Yukon**

A person who has reason to believe that a child is in need of protective intervention shall immediately report the information on which they base their belief to a director or peace officer.

The subsection applies even if the information on which the belief is based is confidential and disclosure of the information is prohibited under another Act; or is privileged, except as a result of a solicitor-client relationship.



# SIM Canada Child Care Guidelines

## Supervision Ratios

A worker should avoid being left alone one-on-one with a vulnerable person. It is always recommended to have at least two (unrelated) adult leaders present at every ministry event/program. Suggested supervision ratios for low-risk onsite events are: preschoolers 1:5, primary age 1:7, youth and vulnerable adults 1:10 (Note: Due to the variation in support needs between different people who have a disability, a ratio of 1:4 is recommended). Where the risks in the activity increase, the supervision should also increase.

## Age-appropriate supervision of washroom breaks

Pre-Grade One Age Children should only be taken to the washroom or infants have their diapers changed by a parent or guardian. If not possible, then the screened worker should do so in the presence of at least one other unrelated screened worker.

School Age Children requiring assistance should be accompanied to the door of the washroom, which the worker should open to make sure no one is hanging around in the washroom and then wait outside the door in the hallway in case they are called for help or hear anything suspicious. Helpers under the age of 16 should not be authorized to take children to the washroom unaccompanied by a screened adult worker.

Older children may go on washroom breaks using the buddy system unaccompanied by a supervisor if your hallways and washrooms are checked regularly (every 15 to 20 minutes) by a screened hall monitor who is trained regarding what to look for in terms of suspicious activity, including strangers (adults or teenagers) lingering in halls or washrooms.

## Food

It is important to be aware of appropriate personal hygiene when handling food, cleaning and sanitisation of food preparation areas, preventing cross contamination of food, appropriate storage and service of food (including food labelling) and being aware of ingredients and food allergens.

## Photography

Youth and leaders will often want to take photos as part of their time together. However, leaders should not take photos of youth without parental consent and should only use photos in accordance with the purposes for which that consent was given. The storage of these images must also be carefully considered. The following rules are to be followed:

- Do not photograph any young person who has asked not to be photographed.
- Avoid individual photography of children.
- Do not identify in writing the person/s in the photograph (e.g., tagging on Facebook).
- All children/young people must be appropriately dressed when photographed (e.g., not in swimsuits or pyjamas).
- Embarrassing or offensive photos or videos must not be shared.
- Parental permission must be sought before posting photographs or videos of young people online. Privacy is of utmost importance and care should be taken to protect young people from having their personal information being displayed on a social networking site or church website.

## Discipline

Leaders should not physically discipline (corporal punishment) a child. Consequences that do not include corporal punishment can be imposed on children for overstepping stated boundaries. The consequences should include such measures as removing the child from the group activity for a stated period of time, informing the Program leader and informing the child's parents.

## Social Media

SIM Canada will create and implement a social networking policy for all children and youth programs addressing appropriate content and confidentiality issues.

## Vehicle Transportation

Workers are not to be alone in a car with a vulnerable person. Parents are to be responsible for organizing transport to and from children's activities.

## Internet access

All internet access with vulnerable persons will be supervised.

## Child Care Facilities

SIM Canada will utilise the “two-adult rule” and/or “open door policy” and/or windows in all classrooms and/or designated monitors circulating periodically from room to room, for surveillance and to protect workers against false allegations, for all childcare facilities.

All Child Care facilities will have controlled access and parental sign-in/sign-out for nursery facilities and parental sign-in/sign-out for children’s programs (under Grade 1 mandatory). All facilities will have adequate lighting inside and outside of building(s) where children’s/youth activities take place.

## Parental Permission

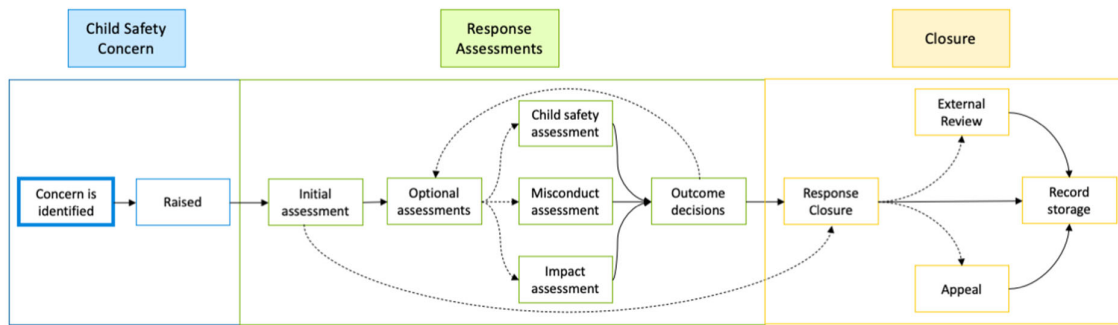
SIM Canada is to obtain written parental consent for all children and youth programs, on or off-premises, or overnight activities and field trips.

## Child Safety Response Protocols

### Purpose

The purpose of a child safety response is for an organisation to respond to a child safety concern in a way that improves safety and wellbeing of children, is compassionate, wise, and stays within the legal authority and the obligations of your organisation.

### Child Safety Response Diagram



### Child Safety Concern

#### Concern is identified

This is when a Child Safety Concern has been recognised by a person. This person may either work or not work for your organisation.

A Child Safety Concern is an issue that requires an assessment in order to determine an appropriate response from your organisation.

Child Safety Concerns include (past and /or present):

- any concerns for the safety & wellbeing of a child(ren)
- any concerns that the Child Safety Code of Conduct has been breached
- unsafe protocols or practices of the organisation

#### Concern is Raised

A person who has recognised a Child Safety Concern has decided to raise the concern with the organisation. This can be a person of any age, gender, or nationality. They could be raising a concern on behalf of another person.

## Appendix E Child Safety Response Protocols

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Is essential that everyone has a clear understanding of how to raise concerns. No one should be at fear that there will be negative repercussions for raising a concern. Support will be offered to people who raise concerns.

SIM Canada will raise all Child Safety Concerns with SIM International. SIM International will provide consultation and support to SIM Canada. SIM International will conduct an Initial Assessment and optional assessments (when required) in order to provide guidance to SIM Canada.

## Response Assessments

### Initial Assessment

An initial assessment is an assessment to determine initial responses to a child safety concern and whether there is a need for further assessment, such as Child Safety Needs, Misconduct, or Impact Assessment.

Initial Outcomes by SIM Canada will include:

- SIM Canada will immediately complete an incident reporting form
- SIM Canada fulfilling statutory reporting obligations to child protective agencies or police authorities
- SIM Canada will immediately suspend any worker who has concerns raised regarding misconduct pending a misconduct assessment
- SIM Canada will consult a lawyer
- SIM Canada will report any Child Safety Concerns to their insurance company
- SIM Canada will maintain confidentiality for all parties of a child safety concern
- SIM Canada will assure compassionate responses to all parties without admitting legal liability or making public statements prior to obtaining legal counsel

### Optional Assessment

It may be deemed that further assessments are needed such as the Child Safety Assessment, Misconduct Assessment, or Impact Assessment.

### Child Safety Assessment

An assessment to focus on the safety & well-being of a child and determine the needs of the family, school, and community to provide for the child's identified needs.

### Misconduct Assessment

An Assessment to determine if a member of personnel has breached a code of conduct and therefore has engaged in misconduct as defined by their organisation.

## Appendix E Child Safety Response Protocols

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### Impact Assessment

The purpose of an Impact Assessment is to assess the impact to a community and/or individuals in order to determine an appropriate and compassionate administrative response.

### Outcome Decisions

The recommendations from an assessment are discussed and agreed upon by organisation leadership and are implemented.

### Closure

#### Response Closure

Formal closure of a Child Safety Response.

#### External Review

A review of the decisions and process conducted by the people who were not involved in the original response. This is an optional process.

#### Appeal

Following a child safety response, those involved may want to appeal the decisions made. This is an optional process.

#### Record storage

At the end of the response process, all records must be stored confidentially and securely.