

Policies

Know the Standard	Policy No. & website
<p>I. Are policies that prohibit the abuse or mistreatment of members understood? Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>No. 354-360</p>
<p>Comment: These policies encompass an approach that focuses on prevention and education, intervention and healing. They aim to protect the innocent, reduce the risk of abuse, and offer protection from false accusations. They offer clear procedures and protocols to prevent and respond to abuse.</p>	
<p>II. Have policies prohibiting accessing, displaying or possessing pornography on organizational property or equipment been explained to volunteers? Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>No. 300</p>
<p>Comment: Communications using internet access and social media platforms are to be conducted in a responsible and professional manner, reflecting the Archdiocese’s commitment to ethical and non-discriminatory practices, its values and mission and the teachings of the Church.</p>	
<p>III. Are policies that regulate websites and Internet use explained? Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>No.908</p>
<p>Comment: The intent of this policy is to specify accountability for the content of the website, and to ensure that the website is a source of responsible, accurate communication that respects individuals and supports the teachings of the Catholic Church.</p>	
<p>IV. Have policies that state that the Catholic Archdiocese of Edmonton takes every allegation of abuse seriously and cooperates fully with authorities been communicated to all volunteers? Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>No. 360</p>
<p>Comment: To ensure that all allegations of abuse are thoroughly investigated and appropriately dealt with according to civil and canon law.</p>	
<p>V. Do new volunteers read and sign a statement informing them of their duty to report suspected child/youth/vulnerable person abuse? Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>No. 361G</p>
<p>Comment: To understand that actions in ministering and serving in the Archdiocese are consistent with the teaching of the Catholic Church and exercised in a pastoral manner toward all people.</p>	

Screening and Selection

Know the Standard	Policy No. & website link
<p>I. Have all the volunteers completed the “Volunteer Information Form”?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>No. 361D</p>
<p>Comment: All volunteer leaders and volunteers will need to undergo a screening process before serving in ministries or programs in the Catholic Archdiocese of Edmonton.</p>	
<p>II. Do you conduct reference checks on all new volunteers?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>No. 361F</p>
<p>Comment: By identifying the level of trust required in the position, and asking specific questions, the applicant’s suitability may be easier to determine.</p>	
<p>III. Do you conduct a discernment meeting to find the right volunteer for the right position?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>No. 361E</p>
<p>Comment: The discernment meeting provides an opportunity to talk to the potential volunteer about their background, skills, interests and availability and to determine his/her suitability for the position.</p>	
<p>IV. Have volunteers 18+ signed a document acknowledging that they have read and agree to comply with the Archdiocese Code of Conduct, including policies regarding the prevention of child sexual abuse?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>No. 361G</p>
<p>Comment: A signed Code of Conduct is filed in each volunteer’s personnel file.</p>	
<p>V. Have you conducted Police Information Check (PIC), Vulnerable Sector Check (VSC) and Intervention Record Check (IRC) for high risk positions?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>No. 302</p>
<p>Comment: A completed “clear” Police Information Check (PIC) is required as a condition of volunteering in positions of medium and high risk. Intervention record check for those working with children under the age of 18 in their ministry is required.</p>	

Training

Know the Standard	Policy No.& website link
<p>I. Do you offer orientation and training sessions for all volunteers? Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>No. 361</p>
<p>Comment: Orientation and training sessions offer an opportunity to observe volunteers in a different setting. Training includes a “Called to Protect” session and other “Preasidium” training in person or online. Participation in the training is mandatory and completion of training is documented.</p>	

Monitoring and Supervision

Know the Standard	Policy No.& website link
<p>I. Is supervision and evaluation of activities and programs done? Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>No. 361</p>
<p>Comment: The identified level of risk associated with a volunteer position will determine the necessary degree of supervision and evaluation.</p>	
<p>II. Do you conduct a performance review at least once a year? Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>No. 361H</p>
<p>Comment: Self-review for volunteers are recommended.</p>	
<p>III. Do you follow recommended volunteer-to-youths ratios? Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>No. 361B</p>
<p>Comment: Use these minimum ratios:</p>	
<p>0-18months</p>	<p>2 adults to 6 children</p>
<p>19months-2yrs</p>	<p>2 adults to 10 children</p>
<p>3-5years</p>	<p>2 adults to 12 children</p>
<p>6-14 years</p>	<p>2 adults to 15 children/youth</p>
<p>15-17 years</p>	<p>2 adults to 15 youth</p>
<p>Vulnerable persons 18+</p>	<p>2 adults to 10 vulnerable persons</p>

Monitoring and Supervision

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<p>IV. Are bathrooms, hallways, and out-of-the-way locations frequently monitored? Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>No. 363</p>
<p>Comment: Supervision by volunteers should be provided in high risk areas such as bathrooms, change rooms, etc., respecting privacy.</p>	
<p>V. Do you follow facility and activities monitoring checklist? Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>No. 361J</p>
<p>Comment: Facility includes</p> <ul style="list-style-type: none"> • Emergency evacuation areas and exit routes identified • Emergency procedures communicated to participants • Smoke detectors and Fire extinguishers located • Inside release doors tested 	
<p>VI. Do you follow policy no. 361I when transporting vulnerable persons followed? Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>No. 361I</p>
<p>Comment: Volunteer leaders and volunteers who are required to drive children, youth and vulnerable persons must complete the Volunteer Driver Information & Authorization form. Drivers must be 18 years of age minimum and hold a valid Class 5 driver license with Graduated Driver License (GDL) notice removed.</p>	

Responding

Know the Standard	Policy No.& website link
<p>I. Are volunteers aware of the policy on allegation assessment protocol? Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>No. 360</p>
<p>Comment: To ensure that all allegations of abuse are thoroughly investigated and appropriately dealt with according to civil and canon law</p>	
<p>II. Intervention Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>No. 357</p>
<p>Comment: To ensure that all allegations of abuse are investigated and properly acted upon and that support and assistance are provided to the people affected. Similar policy exists for children and vulnerable persons.</p>	

Internal Feedback Systems

Know the Standard	Policy No.& website link
i. Is a formal procedure to allow volunteers to file a concern or complaint explained to volunteers? Yes <input type="checkbox"/> No <input type="checkbox"/>	No. 363D
<p>Comment: Volunteers are told in writing and verbally how to report their concerns or complaints, including observations of others whose interactions may be suspicious or inappropriate, and they are given the names and contact information.</p>	

Consumer Awareness

Know the Standard	Policy No.& website link
i. Are parishioners or stakeholders aware that abuse policies exist and can be accessed on the Archdiocese website? Yes <input type="checkbox"/> No <input type="checkbox"/>	No. 354-360
<p>Comment: Parishes are given a binder on policies and procedure for volunteer management and abuse prevention.</p>	

Administrative Practices

Know the Standard	Policy No.& website link
i. Are you aware that there is an Archdiocesan Professional Ethics and Abuse Prevention Committee? Yes <input type="checkbox"/> No <input type="checkbox"/>	No. 356
<p>Comment: A committee of professional men and women of outstanding integrity and good judgment with expertise in various disciplines has been established to assess and review reported allegations.</p>	