



## Parish/ Organization Name

### Screening in Faith

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## Screening Policy for Long-Term Users and Lessees of St. \_\_\_\_\_ Anglican Church

rev. October 2012

### Instructions

To be used by your parish in introducing outside user groups to the screening process. Please modify to your parish context, if needed. Please share the complete Screening in Faith Policy with the outside user group.

### Process

St. \_\_\_\_\_'s Anglican Church will establish a file for each long-term user and lessees; and will review the required documentation on an annual basis.

### Background

In 2010, the Anglican Diocese of New Westminster, of which St. \_\_\_\_\_'s is a parish, began to implement a policy of volunteer and employee screening. This policy extends to groups using parish facilities, which in our case includes *[fill in what applies: church sanctuary, parish hall, former rectory, grounds]*.

The purpose of screening has three goals:

1. To protect individuals (especially vulnerable ones such as children, the elderly, and the disabled) from harm;
2. To ensure due diligence in the selection of individuals having supervision of, or working with, those who are vulnerable; or who have oversight of financial or other valuable resources; and
3. To protect the parish and participating groups and organisations from the effects of legal action.

In order to accomplish these goals, we require long-term users and lessees to ensure that individuals supervising or working with vulnerable individuals institute the procedures outlined below, and provide to St. \_\_\_\_\_'s Anglican Church with documentation verifying that they have been put in place.

### Requirements for Long-Term Users

1. If your group includes the participation of minors (those under 19 years of age) or other vulnerable individuals, you must provide a signed document certifying that you have implemented procedures to screen those interacting with such individuals. The screening must include a Police Records Check with Vulnerable Sector Check.
2. You must provide a signed document confirming that you have policies and procedures in place to effectively protect vulnerable individuals, and to respond to any concerns or complaints expressed relating to harm or potential harm to vulnerable individuals.
3. You must provide proof of insurance:  
A "Certificate of Insurability" / "Certificate of Insurance", covering both liability insurance and damage insurance, addressed to the parish, from the insurance broker of each outside group, is acceptable. If you require assistance in this area, contact your insurance broker.

continued →



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### Requirements for Lessees

1. You must provide a copy of the responsible agency's certification (license), and policies and procedures related to interacting with vulnerable individuals. Such policies and procedures must include a requirement for screening and a protocol for responding to concerns or complaints, as outlined in "Requirements for Long-Term Users," above.
2. You must provide proof of insurance:  
A "Certificate of Insurability" / "Certificate of Insurance", covering both liability insurance and damage insurance, addressed to the parish, from the insurance broker of each outside group, is acceptable. If you require assistance in this area, contact your insurance broker.

### Assistance with Screening

The requirements need not be onerous, and any difficulty is far outweighed by the protection they afford to vulnerable individuals, the sponsoring group, and the church. Effective policies and procedures have been implemented in many different venues, and useful templates can be found by undertaking an internet search, using such key words as "volunteer screening procedures," etc., or by contacting your local library.

With regard to undertaking a Police Records Check with Vulnerable Sector Check, individuals must contact the police agency in the jurisdiction in which they reside. The fee for undertaking a records search is sometimes waived for those working in a volunteer capacity.

Finally, with regard to liability insurance, simple and inexpensive policies can be easily purchased by sponsoring groups or individuals.

We thank you for your patience and cooperation in implementing this policy. Please contact the incumbent, [*The Rev. ....*], at [*604-000-0000*] or at [*email address*], should you have any questions, or if you believe that this policy applies to your group. We are ready to provide assistance in helping you implement it.

Developed by the Rev. Neil Fernyhough, July 2011. Used with permission by the DNW.  
Screening in Faith Policy, Diocese of New Westminster.