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ST. TERESA'S MUNDY POND CORPORATION

Information Package for New Board Members / Volunteers

including

*Safe Environment Guidelines for Board Members / Volunteers of
St. Teresa's Mundy Pond Corporation*

120 Mundy Pond Road, St. John's, NL A1E 1V1
stteresasmundypondcorp@gmail.com

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St. Teresa's Mundy Pond Corporation (STMPC) - Board Member / Volunteer Form

Date: _____

Name: _____

Date of Birth: _____

Address: _____

Town/City & Postal Code: _____

Email Address: _____

Home & Cell Phone: _____

How long have you lived at this address? _____

If less than 6 months, please provide previous address. _____

Consent for Reference Checks and Consent for Police Records and Vulnerable Sector Checks

I consent to St. Teresa's Mundy Pond Corporation (STMPC) contacting the references I have provided and to collect personal information appropriate for the volunteer position in which I am interested. I further consent to St. Teresa's Mundy Pond Corporation requesting a police record check and vulnerable sector check as is required for the volunteer position I am interested. I will also provide **two pieces of identification one of which will be a photo ID**. I understand all information will be held in confidence.

Signature: _____ **Date:** _____

References - Please provide 3 references who are not relatives and not members of the Board STMPC. As a courtesy, please obtain permission of your reference.

Name: _____

Address: _____

Town/City & Postal Code: _____

Complete Address: _____

Home & Cell Phone: _____

Name: _____

Address: _____

Town/City & Postal Code: _____

Complete Address: _____

Home & Cell Phone: _____

Name: _____

Address: _____

Town/City & Postal Code: _____

Complete Address: _____

Home & Cell Phone: _____



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SAFE ENVIRONMENT CHECKLIST - FOR SAFE ENVIRONMENT COMMITTEE (SEC) ONLY

Date Completed

- Board Member / Volunteer Information Form Completed _____
- References Provided _____
- Consent for Reference Checks Signed _____
- Consent for Police Record Check and Vulnerable Sector Check Signed _____
- Two pieces of Identification, one of which is a photo ID Provided _____
- Police Record Check and Vulnerable Sector Check sent to Police _____
- Part A - Covenant and Oath of Confidentiality Signed _____
- Part B - Covenant of Care Signed _____
- References Contacted, Forms Retained, and Signed by SEC member _____
- Police Record Certificate Retained _____
- Vulnerable Sector Check Certificate Retained _____

STMPC Safe Environment Committee Board Member Date: _____

President, St. Teresa's Mundy Pond Corporation Date: _____



Criminal Records Screening & Vulnerable Sector Certificate

Note: This form is to be used by a person applying for a position with a person or organization responsible for the well-being of one or more children or vulnerable persons. If the position is a position of authority or trust relative to those children or vulnerable persons and the applicant wishes to consent to a search being made in criminal conviction records to determine if the applicant has been convicted of a sexual offence listed in the schedule to the Criminal Records Act and has been pardoned.

Please select your location

Northeast Avalon

Corner Brook Region

Labrador West

Identification of Applicant

Last Name:* _____

First Name* _____

Second Name _____

Third Name _____

Maiden / Other Names _____
(Your last name at birth)

Gender* _____

City/Town/Province of Birth* _____

Date of Birth* _____

Telephone Number _____

Email _____

Residential Address

Street Address* _____

Apt/Unit _____

City/Town* _____

Province* _____

Postal Code* _____

Mailing Address *(if different from residential address)*

Same as Residential Address

Street Address* _____

Apt/Unit _____

City/Town* _____

Province* _____

Postal Code* _____

Have you been convicted of any offence for which a Record Suspension (formerly pardoned) has not been granted?*

YES If yes, please provide details: _____

NO

Have you ever changed your identity?*

YES If yes, please provide all current and former legal names: _____

NO

Have you ever been prohibited by any court from possessing any firearm, ammunition, or explosive substance?*

YES If yes, please provide details: _____

NO

Reason for Request:*

Required for Employment

Required For Volunteer Position

Required For Education

Required For Foster Care and Kinship

Other

Name of the organization requesting the Criminal Records Screening Certificate

Description of the paid or volunteer position

Description of Vulnerable Sector position: Details about the children or vulnerable persons (e.g. age, or other factors that can show how the person is vulnerable)

Organization Contact Information

Contact Person* _____

Contact Telephone* _____

Street Address* _____

Apt/Unit _____

City/Town* _____

Province* _____

Postal Code* _____

Consent

I hereby consent that a search of your records be conducted to determine if there are any criminal convictions or criminal findings of guilt related to me in your records.

I hereby acknowledge that the police service cannot guarantee that a search for criminal records and criminal findings of guilt will capture every conviction or finding of guilt. I further acknowledge that I am aware that, although the police service exercises best efforts to ensure that search results are accurate, errors or omissions may occur.

In making this application, I agree to allow the Police Service to extend the search to include current investigations and present and or pending charges.

I consent to a search being made in the automated criminal records retrieval system maintained by the Royal Canadian Mounted Police to find out if I have been convicted of, and been granted a record suspension (formerly pardon) for, any of the sexual offences that are listed in the schedule to the Criminal Records Act.

As an individual providing informed consent to have these sources of police information reviewed and disclosed, it is important that you understand the nature of the information that may be contained in them. By agreeing to allow your personal information to be disclosed to a prospective employer or organization, you acknowledge that you understand that your suitability could be determined based on the information disclosed. The suitability criteria are established and controlled by the employer or the organization – not the police agency or authorized body conducting the checks. The police agency or authorized body is not involved with, or responsible for, decisions that are made by the employer or organization.

There are two sources of information that comprise what is referred to as police information. Subject to your consent, these two sources of information are searched to determine if they contain personal information that relates to you and which may be disclosed in accordance with applicable laws:

1. Records in the Investigative and Intelligence data banks contributed by Canadian police agencies to the Canadian Police Information Centre (CPIC) system.
2. Local police information contained in local agency Occurrence Records Management Systems.

Local police information involves non-criminal entries where police respond to a call or complaint. This investigative activity is normally recorded in the police agency's Occurrence Records Management System. Information that is disclosed on the application for a Criminal Records Screening Certificate & Vulnerable Sector Check will contain local police records systems and includes any adverse information where the individual is identified as having negative contact with the police. Adverse information is defined as an occurrence in which the applicant is the subject of a founded and substantiated complaint relating to a provincial or federal offence: or a suspect, charged with a provincial or federal offence whether acquitted or convicted. Adverse information does not include a file where the applicant is only considered a "victim", or a "witness".

I understand that, as a result of giving this consent, if I am suspected of being the person named in a criminal record for one of the sexual offences listed in the schedule to the Criminal Records Act in respect of which a record suspension was granted or issued, that record may be provided by the Commissioner of the Royal Canadian Mounted Police to the Solicitor General of Canada, who may then disclose all or part of the information contained in that record to a police force or other authorized body. That police force or authorized body will then disclose that information to me. If I further consent in writing to disclosure of that information to the person or organization referred to above that requested the verification, that information will be disclosed to that person or organization.

Signature	Date
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Privacy Statement: The personal information collected in this form will be used only for the administration of those programs provided by the Government of Newfoundland and Labrador for which the supplier is a participant. This information is being collected in accordance with section 61(c) of the Access to Information and Protection of Privacy Act, 2015 (ATIPPA, 2015). All information provided will be maintained in a secure manner and confidentiality will be protected, as required by the ATIPPA, 2015. For questions or comments related to the protection of your personal privacy, please e-mail RNCATIPP@rnc.gov.nl.ca.

St. Teresa's Mundy Pond Corporation (STMPC)

Board of Directors (UNPAID) or Volunteer

Name and Position on the Board / Volunteer: _____

PART A - Covenant & Oath of Confidentiality

PART A - Please ✓ as you agree

I hereby agree that:

- I have received and read the following:
 - *St. Teresa's Mundy Pond Corporation By-Laws;*
 - *Terms of Reference for Directors of St. Teresa's Mundy Pond Corporation;* and
 - *the Safe Environment Guidelines for Board Members / Volunteers of St. Teresa's Mundy Pond Corporation (Containing: Guidelines Regarding Vulnerable Persons; Guidelines Regarding Children; Reporting Abuse and Inappropriate Conduct of a Board Member; and a blank Incident Report Form.)*
- I have completed and signed the *Board / Volunteer Information Form* and required forms.
- At all times while representing **St. Teresa's Mundy Pond Corporation**, I will respect and uphold our Catholic principles and standards of behaviour.
- I agree that I will not disclose confidential personal, financial or other information regarding the membership of the Corporation or the general operations of the Corporation outside the Board of the Corporation, with the exception of information that a child is or may be in need of protective intervention, in which case I shall report the matter as required by law.
- I understand that I represent this Corporation as a volunteer only when I am functioning in that position.
- I will provide adequate notice to the Board of STMPC if I am leaving before my term is complete.

PART B - Covenant of Care

PART B - Please ✓ as you agree

I acknowledge the paramount importance of safeguarding, in all respects, children, youth and vulnerable adults, by:

- following all of the directives in the *Safe Environment Guidelines for Board Members / Volunteers of St. Teresa's Mundy Pond Corporation;*
- respecting others through the use of appropriate language; and
- showing no bias on account of gender, ethnic background, skin colour, intelligence, age, religion, sexual orientation or socio-economic status.

X _____ Date: _____
Signature of Board Member / Volunteer

STMPC Safe Environment Committee

Date: _____

St. Teresa's Mundy Pond Corporation (STMPC)

Guidelines Regarding Vulnerable Persons

The following guidelines are intended to provide a general overview of how volunteers should interact with the most vulnerable. It is recognized that unforeseen circumstances can and will occur. Guidelines provide clear rules for behaviour so that Board members / volunteers will understand what is expected of them.

- Board members / volunteers are to act within the stated activities and responsibility of their position on the Board only.
- Board members / volunteers should not spend extended time alone with vulnerable people, such as seniors, children or disabled individuals, without the consent and knowledge of the President of STMPC.
- Board members / volunteers who are to be with a vulnerable person must respect that person's privacy.
- Board members / volunteers must keep information such as medical, financial and emotional states, confidential.
- Board members / volunteers should inform the President if they observe serious safety problems or signs of abuse.
- Board members / volunteers should not take money or property from the vulnerable person for ministry.
- Board members / volunteers are to act at all times in accordance with the teachings of the Roman Catholic Church.
- Board members / volunteers should treat everyone with respect.

These guidelines are not intended to hamper relations between Board members / volunteers and the Corporate membership. More importantly, they are not designed to introduce suspicion into these relationships. In all cases a certain amount of discretion rests with the Board member / volunteer, based on his or her knowledge and preparation.

A very important step to help ensure the safety of our most vulnerable people, the integrity of our Corporation, and the well being of our Board members / volunteers is being open or transparent. Being transparent means being truthful, candid, open and frank about your activities.

St. Teresa's Mundy Pond Corporation (STMPC)

Guidelines Regarding Children

Society has become very sensitive to ensuring the safety of children. There are numerous examples of adults abusing the trust of children. These guidelines are not intended to hamper relationships between adults and children or to create suspicion. These steps are to help ensure the safety of our children and the integrity of our programs. While Board members / volunteers of St. Teresa's Mundy Pond Corporation will not work with children, we provide general guidelines for our Board members / volunteers.

- Respect the dignity and spirit of children and youth. Exercise good judgment and common sense around them.
- Board members / volunteers should not spend extended time alone with children.
- Board members / volunteers who form a relationship with children through parish activities should not seek out opportunities to spend time with a child offsite.
- Avoid potentially compromising situations by ensuring, where reasonably possible, that at least two adults are in attendance. This prevents the potential of abuse and allegations of abuse.
- Do not use vulgar or inappropriate language around children and youth. Do not shout, swear or call children names.
- Board members / volunteers should not take children in their vehicle.
- Never hit or shake a child even in so-called "play". Do not use physical punishment of any kind.
- Realize that bullying, neglect, physical, verbal or cultural abuse and sexual harassment or any other type of abuse is unacceptable conduct.
- Be alert to children at risk, know the signs of abuse. If abuse is suspected, it is your responsibility to report it.
- Board members / volunteers operate in a position of trust. Personal information is to be kept confidential.
- Confidentiality does not need to be respected in the following situations
 - When the child or youth threatens suicide.
 - When a minor (16 and under) reports physical or sexual abuse.
 - When the Board member / volunteer or someone else's well being is threatened.
 - When the situation is beyond the Board members / volunteers experience or expertise.In these situations the Board member / volunteer should share the information with the President.

***See the attached for reporting procedures.**

St. Teresa's Mundy Pond Corporation (STMPC)

Reporting Abuse and Inappropriate Conduct of a Board Member / Volunteer

Everyone has a responsibility for the welfare of children, seniors, and other vulnerable persons. Abuse or inappropriate conduct may occur while a person is serving as a volunteer on the Board of STMPC. A Board member / volunteer may discover an instance of abuse on the part of another Board member / volunteer or other individual. Should this occur, the Board member / volunteer has the responsibility to report it according to the procedures below. If you are unsure about your suspicion, you may consult a police office or social work for clarification.

Reporting Procedures

In the case of a child 16 years of age or younger, there are two steps to follow:

Step 1: The provisions of the *Children, Youth and Families Act* (SNL2018 Chapter C-12.3 section 11) oblige a person who has information that a child is or may be in need of protective intervention, to report the matter immediately to a manager in the Department of Children, Seniors and Social Development, a social worker or a peace officer providing the details of the incident.

Step 2: The Board member / volunteer must then immediately inform the President of STMPC of the matter and create a written report providing the information obtained (See attached form). If the alleged abuse or misconduct is on the part of another Board member / volunteer, that Board member / volunteer must immediately withdraw from the Board / volunteering. The President will then call a meeting of the Board as soon as possible to inform the other Board members of the incident.

In the case of a person over 16 years of age:

Step 1: Contact the President of STMPC to inform of the matter. Write a report on the situation as soon as possible and give a copy to the President of the Corporation.

Step 2: If the alleged abuse or misconduct is on the part of another Board member / volunteer that Board member / volunteer must immediately withdraw from the Board. The President will then call a meeting of the Board as soon as possible to inform the other Board members of the incident.

Documentation of the Suspected Abuse and / or Inappropriate Conduct

Document any observations of abuse or inappropriate behaviour (and any related statements or conversations) as soon as possible while your memory is still fresh. Describe the incident or situation and include the date, time and location of the incident. Include the names of anyone who may have witnessed it and what actions were taken (for example, it was reported to a social worker or peace office, a priest was contacted, or certain persons were spoken to).

A sample incident report form is attached. Keep these documents strictly confidential and give them to the President. If the alleged abuse or inappropriate behaviour was on the part of a Board member, a copy of the incident report will be placed in the Board member's file.

