

Williamsburg Christian Reformed Church

Abuse Prevention Policy

2014

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1. INTRODUCTION

Recognizing the sad reality that abuse and misconduct can occur in churches, the Council of Williamsburg Christian Reformed Church has appointed an Abuse Prevention Team (APT) to work towards providing an environment that nurtures the dignity and safety of every person as Christ has taught us to do. This policy recognizes that although sin does exist within this church, we need to take effortful and deliberate measures to guard against the sins of abuse and misconduct.

2. ABUSE PREVENTION TEAM

The Abuse Prevention Team (APT) will consist of a minimum of four Williamsburg Christian Reformed Church members (one of which will be a council member). These members will rotate on/off serving a minimum three-year term. The APT will meet minimally every quarter or more frequently on a needs basis. The goal of APT will be to lovingly and sensitively implement policies and procedures that will:

- Minimize the opportunity for both abuse/ misconduct and unfitting allegations to occur in church related activities by reviewing and implementing the current policy.
- Assist council in developing safe programs for the church family by screening volunteers, completing police checks, and having volunteers regularly review guidelines.
- Keep records of and promote ongoing training and education pertaining to abuse/ misconduct and its prevention to members of the church.
- Deal with allegations of abuse/ misconduct in an appropriate manner.
- Permanently store all signed forms, documents, and personal records in a secured location.

Any decisions made by the APT may be reached with a minimum of three members present. Ongoing review and revisions will be made as required, where all recommended changes to the policy must be approved by council. Minutes of all APT meetings must be available for council to review. Final responsibility for adherence to this policy rests with the Council of Williamsburg CRC.

The Abuse Prevention Team will be able to carry out their duties with the cooperation and understanding of the congregation, and with the help and blessing of the Lord.

3. WILLIAMSBURG CRC COMMITMENT

All leaders of Williamsburg CRC are asked to make the following pledge:

Believing that God is calling us to serve children, youth, and all group members in this congregation:

- Our first priority is to seek the welfare of the children/youth and Friendship group members and promote their healthy development spiritually, physically, socially, mentally and educationally.
- To the best of our ability, we will not do anything to damage a child's, youth's, or Friend's trust, and we will try to protect all those who are vulnerable from all forms of abuse/ misconduct while they are in our care.
- In our groups or ministries, we will follow the policy guidelines for acceptable behavior. If a member consistently breaks the guidelines, help will be sought from other leaders and parents (or guardians) to assist in responding to the individual
- Abuse and/or misconduct of any person is not acceptable and will not be tolerated. If we suspect that one of the members may be hurting from abusive actions or attitudes of another person, we will report that suspicion to a responsible person so that it can be investigated properly. See Appendix 1 for Reporting Procedures.

- We will pray for members of all ministries and let them know that we care about them.

4. POLICIES FOR ALL CHURCH PROGRAMS

These guidelines apply to all church-related activities and ministries held at and supported by Williamsburg CRC.

4.1. PREVENTION STRATEGIES

- Access:** All rooms used for meetings will have windows in or near the doors. These windows should not be covered or obstructed at any time. All closets and private spaces are locked when not in use. All areas for vulnerable persons' activities will have adequate lighting.
- Supervision:** Two or more screened, non-spousal adults should be present for all activities involving vulnerable persons, though not necessarily in the same room. When only two adults are present for an activity involving only one or two participants, the activity should be done in a context that is visible to others. If this is not possible, the program coordinator or council executive should be notified of the situation.
- Meetings:** Adults will meet one on one with vulnerable persons only in public spaces or locations where they are clearly visible to others. If this is not possible, a supervisor and/or parents should be notified. All leaders and volunteers are expected to exercise discretion and avoid situations that may lead to perceptions of indecency. If a one-on-one relationship leads to repeated visits, both parties will mutually decide on a third person to be informed for the purposes of support and mutual accountability.

4.2. DISCIPLINING IN CHURCH PROGRAMS

- a) All discipline, where the goal is to change the behavior, should be carried out in love, not anger.
- b) Corporal or abusive verbal punishment (yelling, insulting, threatening) is prohibited under any circumstances.
- c) Concerns about recurring behavioral issues should be reported to the program supervisor or parents/ guardians.
- d) When misbehavior is ongoing, an aide should be provided for the classroom/group.
- e) If a young person/s misbehaves, leaders should try to:
 - i. Distract them with another activity
 - ii. Separate the person from the behaviour
 - iii. Help them focus on acceptable behaviours
 - iv. Use active listening skills and not judge the person/s
 - v. Use positive reinforcement for good behaviours
- f) Allow the children/youth to help develop a system for expectations of behavior with built-in consequences for not following the rules.

4.3. CONFIDENTIALITY

Information shared in confidence to anyone in a position of authority must be respected and will be held in confidence; however, when personal safety, life, or the well-being of a vulnerable person is at risk, some information cannot morally or legally be held in confidence. The person giving the information will be advised that it cannot be maintained confidential for safety reasons.

4.4. SCREENING

- a) All paid and volunteer leaders will be accountable to the coordinator of the program with which they are involved.
- b) New volunteers should have been in regular attendance at Williamsburg CRC for at least six months (with the exception of VBS volunteers. See VBS guidelines for specific requirements). Every three years, volunteers of child, youth, and/or vulnerable

adults will review and sign the Abuse Prevention Policies/Guidelines for their respective programs.

- c) Further screening may include the following (depending on the position):
- i. Committee discretion
 - Each committee/program coordinator will be responsible for briefly interviewing new volunteers
 - New volunteers will be required to provide 2 reference checks
 - ii. Council approval
 - Only the leader/coordinator of any group is to be approved by council
 - New or paid positions will be approved by council
 - iii. Police checks
 - **Note:** Police checks will be handled with confidentiality and locked in a cabinet at the church. These documents will be kept on file for a minimum of fifty years as a record of due diligence.
 - Pastors, council members, leaders and volunteers of youth, nursery, cadets, GEMS, Friendship, and VBS (see guidelines), as well as any paid staff will submit a copy of a completed police check to a member of APT preferably before they begin their responsibilities.
 - If a police check reveals past criminal activity which has no bearing on possible relationships with children and vulnerable adults, APT may approve that person for certain activities.

4.5. TRANSPORTATION OF VULNERABLE PERSONS

- a) **Note:** Transportation of vulnerable persons between home and church by someone other than the parent or guardian will be considered a private arrangement, not a church arrangement subject to this policy.

- b) Volunteers who drive vulnerable persons to off-site related activities must, at minimum, have either 2 screened adults or 1 screened adult and at least 2 or more vulnerable persons in the vehicle.
- c) Activity leaders may deny someone permission to serve as chauffeur for any particular activity, and the leader's decision will be final. Where applicable, leaders must have written permission from parents for off-site outings. If there are any unplanned extra stops, attempts will be made by the leaders to notify the parents.
- d) Volunteer chauffeurs transporting minors must have parental permission to do so, via a signed consent form.

4.6. TRAINING AND INFORMATION

- a) All members, especially those who are volunteering with or are parents of vulnerable persons, are asked to become familiar with this policy and to suggest improvements.
- b) There should be an initial formal training (including in-house presentations). Policy refresher courses should be completed annually. Volunteers will read, sign, and confirm that they understand the respective codes of conduct, as well as, policy forms, which will remain on file indefinitely.
- c) Educating volunteers about their legal obligation to report suspected abuse/misconduct and how to recognize and identify the signs and symptoms of abuse of vulnerable persons, as well as understanding the reporting procedures that cooperate with the Classical Abuse Advisory Committee (see Appendix 1).

4.7. INCIDENT REPORTS

- a) Incident (also 'accident') reports must be filled out for any situations that involve injuries or suspected abuse, neglect, and/or misconduct. Forms will be available on the APT bulletin board.

5. CODES OF CONDUCT

5.1. **CODE OF CONDUCT FOR PASTORAL STAFF**

Pastoral staff is called by God and the congregation to serve WCRC as spiritual leaders and advisors, in accordance with their ordination. Members of the congregation, in particular those who seek counsel, look upon pastors as spiritual advisors, mentors, and role models, to be trusted by both children and adults. Abuse of that trust can have a devastating effect on the lives of individuals and on the life and ministry of the congregation. To help ensure trust is maintained, pastoral staff will abide by the following guidelines:

- a) **Boundaries:** Pastors, together with council, will develop and review boundaries for pastoral care and counselling relationships, including such matters as:
 - i. Counselling expertise
 - ii. Time to be spent with counselees
 - iii. Referrals to appropriate outside agencies

Note: Individual cases will be reviewed with the team (council) designated to supervise a pastor's work.
- b) **Meetings and Visits:** All visits or meetings with single persons at home when no one else is present shall only be conducted when necessary. Such visits shall be included in the pastoral contact log.
- c) **Pastoral Contact Log:** Pastors will maintain a confidential log, noting all persons with whom they meet in the course of their pastoral duties. This record should be kept indefinitely.
- d) **Other:** Pastoral staff is responsible for familiarizing themselves with section 4: 'Policies for All Church Programs'. If any questions or concerns arise, they are to contact a member of APT.

5.2 CODE OF CONDUCT FOR ELDERS, DEACONS, AND OTHER PASTORAL CARE WORKERS

- a) **Meetings and Visits:** All visits or meetings with single persons at home when no one else is present shall normally not be conducted. However, when such visits are necessary or desired, they should be reported to a fellow council member before the visit. At their next meeting, council will establish an accountability relationship by reporting on the number of visits and the general nature of them.
- b) **Reporting:** All visits shall be reported at the next respective elder or deacon meeting or to the head of the pastoral care team (pastoral care workers).
- c) **Other:** Pastoral staff is responsible for familiarizing themselves with section 4: 'Policies for All Church Programs'. If any questions or concerns arise, they are to contact a member of APT.

5.3 CODE OF CONDUCT FOR VOLUNTEERS WORKING WITH VULNERABLE PERSONS

a) General Conduct for Volunteers/Leaders

- i. Volunteers are primarily present to facilitate the participants' faith development, as well as demonstrate the teachings of Christ through loving, caring, and responsible ways of living.
- ii. Will try to offer comfort and help to participants' who are distressed. They will encourage the participant to find appropriate help for his/her needs.
- iii. Will try to avoid focusing on one individual repeatedly for praise or special attention.
- iv. Will answer participants' questions openly and honestly
- v. **Note:** Volunteers should avoid activities that could lead to abuse or harassment, for example, but not limited to: individual photography, unsupervised internet access,

vehicle transportation by workers with unrelated youth, one on one meetings in private places.

- b) Off-premise Events:** A minimum of 2 screened, non-spousal adults may supervise off-site activities keeping in mind that the ratio of adults to minors is appropriate for the type of activity, as well as the number and ages of the participants. If unscreened adults or helpers are present, they may assist with activities but must avoid contact with minors.
- i. *Billeting:* When children/youth are billeted in private homes out of town, or WCRC arranges billeting here for out of town children/youth, no fewer than 2 children/youth per billet will be the rule.
 - ii. *Higher-risk off-site:* Signed parental consent should be acquired prior to the event (i.e. mission trips, sports, travel, concerts, etc.). Sleepovers, camping or other overnight events should only be allowed when all supervisors and volunteers are fully screened.
- c) Controlled access:** Sign-in/out sheets for all infants & children pre-grade 1 is required. Caregivers/teachers should limit the access of who can come in and out of nursery and teaching rooms. It is up to the leader or volunteers to keep parents/guardians informed as to when the programs begin and end.
- d) Team Teaching:** For ages 3 and 4 Sunday School classes, it is required to have at minimum 1 screened adult and 1 helper (ages 12-17). After hours groups (GEMS, Cadets, Youth & Friendship) should have 2 or more screened adults.
- e) Physical Contact:** Appropriate displays of affection conveying encouragement or support should be limited to actions such as a brief hug, an arm around the shoulder, a light touch to the forearm, an open-handed pat on the back, or a handclasp. The right to refuse any display of affection will be respected.

- f) Medical Emergencies:** All medical emergencies should be documented in an incident report. Parents/guardians should be notified immediately.
- g) Washroom Guidelines:** When bringing a child to the washroom, always make sure another adult volunteer is present before leaving the Nursery/Sunday School room.
- i. *Pre-grade one age children (younger than or equal to 5 years old):* Should primarily be taken to the washroom/have diaper changed in the bathroom adjacent to the infant nursery. The child should be accompanied by a screened volunteer (either male or female) and in the presence of at least one other (unrelated) screened volunteer.
 - ii. *School-age children:* For minors who do not require assistance in the washroom, the volunteer (16 years and above) must remain outside the washroom stall. For minors who do require assistance, the volunteer (16 years and above) may assist the minor with the washroom stall door open.
 - iii. *Friendship:* If necessary, vulnerable adults who require assistance in the washroom should be assisted by someone of the same gender in such a manner as to ensure their privacy and safety. This may require more than one volunteer.
- h) Social Media Guidelines**
- i. During regular meetings as well as most youth events, the youth will not be allowed access to their cell phones or other electronic devices (tablets, i-pads, etc.), unless otherwise requested by parents.
 - ii. Youth will not be allowed access to the internet during youth events, unless under the supervision of youth leaders. This does not include any access to the internet they have on their personal phone or other devices, which cannot be controlled by the leaders, except when the

phones or devices are not allowed to be in the possession of the youth.

- iii. Social media viewed in any form (movies, YouTube videos, etc.) will have age appropriate content.
- iv. The use of blogs by leaders will not include any type of communication that is too revealing, casual, controversial, and inflammatory or that verge on gossip, libel or slander.

6. SPECIFIC POLICIES FOR PROGRAMS

6.1. *CHILDCARE/ NURSERY GUIDELINES*

a) General Conduct

- i. If any volunteer is not able to make it for the morning they are scheduled, they are required to find a replacement that fits the same age and gender as themselves
- ii. Nursery volunteers are not permitted to take a child from the nursery area to any another area of Williamsburg church, except for the washrooms.

b) Registry

- i. Parents are asked to leave specific instructions that will help the volunteers best care for their child(ren). Name tags will be available for children who are guests.
- ii. Children should be picked up as soon as possible following the service by a parent or designated caregiver. Parents must inform a volunteer if someone other than family will be picking up their child.

c) Safety and Wellness

- i. WCRC nursery only contains toys and baby items that are suitable and safe for each age group.

- ii. Parents are to use their discretion when bringing their child(ren) into nursery who have been sick within 24 hours prior to any church service/activity. Please do not bring your child to nursery if they have the following symptoms: fever, vomiting, pinkeye, thick/green runny nose, diarrhea, etc.

d) Other

- i. Volunteers are responsible for familiarizing themselves with section 4: 'Policies for All Church Programs' and section 5.3: 'Codes of Conduct Working with Vulnerable Persons,' Parts a), c), e), f) and g).
- ii. If any questions or concerns arise, they are to contact a member of APT.

6.2. SUNDAY SCHOOL/CATECHISM GUIDELINES

a) General Conduct

- i. Parents of children with special needs must provide instructions for feeding, discipline and toileting needs.
- ii. Children should not be allowed to leave during class time except for illness, bathroom privileges, or other compelling reasons.
- iii. Classrooms with good visibility, accessibility and with windows in the doors will be used.

b) Other

- i. Volunteers are responsible for familiarizing themselves with section 4: 'Policies for All Church Programs' and section 5.3: 'Codes of Conduct Working with Vulnerable Persons,' Parts a), c), d), e), f), and g).
- ii. If any questions or concerns arise, they are to contact a member of APT.

6.3. CADETS AND GEMS CLUB GUIDELINES

a) General Conduct

- i. Cadets and GEMS participants should not arrive more than 10 minutes before the start of a scheduled meeting and

should not remain more than 10 minutes after the end of that meeting. Parents/drivers should ensure that the child(ren) are not left alone or outside of locked doors before they leave the premises.

b) Other

- i. Volunteers are responsible for familiarizing themselves with section 4: 'Policies for All Church Programs' and section 5.3: 'Codes of Conduct Working with Vulnerable Persons,' Parts a), b), d), e), f) and h).
- ii. If any questions or concerns arise, they are to contact a member of APT.

6.4. YOUTH GROUP GUIDELINES

a) Communications/Interactions Conduct

- i. All phone calls/texts between leaders and young people are to be made during normal day and evening hours (before 10p.m.). Calls/texts should be kept short and limited to arranging meetings, events, or transportation. Any call/text outside of these suggestions should be documented and shared with other group leaders. Parental consent must be given to text with a youth under the age of 16.
- ii. Emails will be sent to parents by the youth pastor on a regular basis to keep parents informed on the schedule, events, and topics of discussion for youth group. Any discussion that the youth leaders consider to have sensitive content will require advanced permission from the parents of the youth.

b) Other

- i. Volunteers are responsible for familiarizing themselves with section 4: 'Policies for All Church Programs' and section 5.3: 'Codes of Conduct Working with Vulnerable Persons,' Parts a), b), d), e), f) and h).

- ii. If any questions or concerns arise, they are to contact a member of APT.

6.5. FRIENDSHIP GUIDELINES

a) General Conduct

- i. Regarding physical contact where a vulnerable adult is unable to verbalize “No”, careful notice should be given to their body language and facial expression that may indicate discomfort with the physical affection.
- ii. Clear arrangements should be made with the group home prior to pick-up/drop-off.
- iii. Meeting attendance should be kept detailing all individuals in attendance, as well as transportation arrangements for the meeting indicating which volunteer transported which individual(s).

b) Other

- i. Volunteers are responsible for familiarizing themselves with section 4: ‘Policies for All Church Programs’ and section 5.3: ‘Codes of Conduct Working with Vulnerable Persons’ Parts a), d), e), f) and g).
- ii. If any questions or concerns arise, they are to contact a member of APT.

6.6. VACATION BIBLE SCHOOL (VBS) GUIDELINES

Note: For all non-WCRC volunteers, the organization/church that they belong to needs to issue a certificate of liability. Both WCRC as well as non-WCRC volunteers must obtain a police check and read, sign, and adhere to the Williamsburg VBS guidelines.

a) General Conduct

- i. All VBS participants should not arrive more than 10 minutes before the start of a scheduled meeting and should not remain more than 10 minutes after the end of that meeting. Parents/drivers should ensure that the

child(ren) are not left alone or outside of locked doors before they leave the premises.

- ii. Parents of children with special needs must provide instructions for feeding, discipline and toileting needs.
- iii. Children should not be allowed to leave during class time except for illness, bathroom privileges, or other compelling reasons.
- iv. Classrooms with good visibility/accessibility and with windows in the doors will be used.

b) Other

- i. Volunteers are responsible for familiarizing themselves with Section 4: 'Policies for All Church Programs' and Section 5.3: 'Codes of Conduct Working with Vulnerable Persons,' Parts a), c), d), e), f), g) and h).
- ii. If any questions or concerns arise, they are to contact a member of APT.

APPENDIX 1: REPORTING PROCEDURES

For ALL situations of reported/alleged/suspected abuse or misconduct:

- 1) An incident/accident report must be completed as soon as possible following the event, in order to be completely accurate.
- 2) No public statements will be made prior to legal counsel.
- 3) Without admitting legal liability, we will express concern and assure a compassionate response to the alleged victim and their family. All cases of abuse or suspicion of abuse/ misconduct must be handled with extreme care.
- 4) Confidentiality will be maintained for both the alleged victim and alleged perpetrator. We will not assume an alleged abuser is guilty before conviction or admission.
- 5) We will immediately suspend the alleged perpetrator pending the outcome of an investigation.
- 6) We will consult a lawyer and inform our insurance company.
- 7) APT should be notified in the instance of any suspicion or disclosure of abuse.
- 8) Spiritual support, pastoral help, and other forms of appropriate engagement by the church will be provided, whether or not legal action is taken in a particular case.

In the case of alleged or suspected abuse of a child (is or appears to be less than 16 years old):

- 1) There are 2 statutory reporting obligations under the Child and Family Services Act of Ontario:
 - a) The duty to report situations where a person believes that a child is or may be in need of protection;
 - b) The duty to report situations where a person has reasonable grounds to suspect that a child may have suffered abuse.
- 2) Anyone who has reasonable grounds to suspect that a child is or may be in need of protection must promptly report the suspicion and the information upon which it is based to a CAS. The person should not rely on anyone else to report on his or her behalf.

- 3) Even if you know a report has already been made about a child, you must make a further report to the CAS if there are additional reasonable grounds to suspect that the child is or may be in need of protection.

In the case of alleged or suspected abuse of a vulnerable adult/adult (greater than 16 years old):

- 1) If the situation involves a vulnerable adult who may be subject to provincial trusteeship, APT will determine the need to notify civil authorities.
- 2) APT will, in consultation with the victim, as appropriate, determine what course of action will be taken, including:
 - a) Referral to the appropriate pastoral team member as a matter requiring pastoral counselling;
 - b) Notify and make a recommendation to Council Executive (within 24-hours) for a request that the Safe Church Team of Classis establish a review panel, to engage in fact-finding and provide advice to the church consistory.
 - c) Notification of civil authorities, if required under the provisions of provincial law.
- 3) APT will stay in contact with Council regarding the progress of the investigation and hopeful resolution.

In the case of alleged or suspected abuse involving church leaders or pastors:

- 1) APT operates in an advisory capacity to the designated authorities in the church. Any pastoral and/or disciplinary action will be taken by the designated authorities, operating under the established rules of order of the CRC.
- 2) If the situation involves a church leader, matters such as notification, temporary suspension from office, and disciplinary measures will be handled in accordance with the process adopted by the Synod of the CRC. Depending on the circumstances and severity of the incident, suspension from a position, with pay for paid staff, may be temporary to allow time for further investigation, and will be done without

prejudice as to the final determination. Suspension may include limitations or conditions on contact with children or other church members, pending the conclusion of a more formal hearing process. Disciplinary measures will be in accordance with the established policies of the Synod of the CRC, including, when appropriate, a permanent ban on holding pastoral office in the CRC.

APPENDIX 2: DEFINITIONS

Abuse: An ongoing pattern of behavior where there is ungodly conduct or misuse of power and/or position for some kind of selfish gain (i.e. sexual gratification, maintaining control, or some other types of psychological effects). Abuse, for the purpose of reporting, includes physical abuse, sexual abuse, emotional abuse, neglect, failure to protect a child from abuse, and failure to obtain medical treatment.

Misconduct: Is described as an isolated incident where a behavior violates the trust and well-being of individuals and the community of believers, and they taint the office held by the offender.

- ***Physical Misconduct:*** Threatened harm or non-accidental injury inflicted on a minor or legally protected adult, or offensive or harmful contact by an adult.
- ***Emotional Misconduct:*** Any attempt to control another person's life through words, threats, fears, and/or deprivation in such a way that it impairs a person's God-given sense of worth.
- ***Sexual Misconduct:*** Exploiting or grooming (preparing) a minor or an adult—regardless of consent or circumstances—for the purpose of sexual touch, sexual activity, or emotional intimacy, with the result of either sexual gratification or power and control over the minor or adult.
- ***Child Neglect:*** When a child's parent or other person in charge does not provide for a child's physical, developmental, emotional or psychological needs.
- ***Harassment:*** Engaging in an incident of bothersome actions or words that is known or ought reasonably to be known to be unwelcome.

Power Imbalance: The presumption of a person having greater power in a relationship due to age difference, vulnerability difference, status difference, difference in title or given authority, or other differences that make one person more likely to submit to another.

WCRC, Williamsburg CRC, or the church: Refers to the congregation of Williamsburg Christian Reformed Church of Williamsburg, Ontario, Canada.

APT: Abuse Prevention Team

Adult: A person who is eighteen years of age or older.

Children/Child/Youth: In general, these terms are used to refer to all children under the age of eighteen. Anything outside of these terms will be noted within the policy.

CAS: Children's Aid Society

Council: The pastors and body of elders and deacons of WCRC who serve as its highest governing body, with responsibility for supervising the life and doctrine of the congregation.

Friendship Group/Friend: WCRC's outreach ministry (or individual) for those who have physical or mental conditions that may limit their movements, senses, or activities.

GEMS: Girls Everywhere Meeting the Saviour, a girls group of ages 9-14.

Leaders: Persons who give leadership in any of WCRC's ministries or programs, including but not limited to Sunday school and Catechism teachers, GEMS and Cadet counsellors, youth group leaders, leaders of short-term activities (i.e. Vacation Bible School), and council members.

Helper: Youth volunteers of WRC that are 12-17 years of age.

Member: A person who has formally joined WCRC or who participates regularly in the worship and community life of WCRC.

Minister/Pastor: Anyone called and ordained to serve as ministry personnel at WCRC.

Ministry: Program or activity accountable to the leadership of WCRC.

Police Check: A search by the police for records of criminal convictions, using a national database. Police checks are one screening tool in abuse prevention policies.

VBS: Vacation Bible School

Volunteer: A member of WCRC at least 16 years or older.

Vulnerable Person: All children who are less than 18 years of age and/or 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.

APPENDIX 3: Important Contact Information

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| 1) Robertson Hall Insurance | 800-640-0933 |
| 2) Lawyer Eric Pietersma | 613-543-2946 |
| 3) Counselling
Ottawa Christian Counselling
Elizabeth Reynolds | 613-729-8454 |
| 4) Children's Aid Society
Cornwall | 613-933-2292 |
| Ottawa | 613-747-7800 |