

PARISH SAFE ENVIRONMENT CO-ORDINATOR

Job Description

1. Review and understand the Diocesan Protocol (Working Together for a Safe and Respectful Church Environment) and its implications for the parish. The protocol can be found on the diocesan website at: www.archsaintboniface.ca under the section - *Documents and Policies/Working Together for a Safe and Respectful Church Environment*.

2. Implement the Protocol at the Parish level:
 - a. Identify risk level for parish ministry activities as per list provided in the Protocol;
 - b. Explain the Protocol to all individuals in high and medium risk categories, and have them sign the Covenant of Care form;
 - c. Ask all high and medium risk ministry positions whether they are paid staff or volunteers to supply a:
 - a. Criminal record check,
 - b. Child Abuse Registry check if their position involves interaction with minors,
 - c. Vulnerable Sector Registry check if their position involves interaction with vulnerable persons (elderly, disabled, etc).

3. Keep and safeguard accurate records of all documents related to the Protocol: needed for audit by diocese and/or insurance company and/or possible investigation. The staff and volunteer files should contain:
 - a. *Application form for the ministry position*
 - b. *Reference check*
 - c. *Criminal Record Check* and *Child Abuse Registry* and *Vulnerable Sector Registry Check*.

These files should be kept in a locked cabinet at the parish and should be kept for life.

4. Co-ordinate the participation of the employees and volunteers in **Canadian Centre for Child Protection program (Commit to Kids / Priorité Jeunesse)** or other similar programs.

5. Act as a diocesan contact in all matters related to the Diocesan Protocol: Working Together for a Safe and Respectful Church Environment.