

## **History re Duty of Care Document – All meeting dates below are AUC Executive Meetings**

Included below are “all” reference to the Duty of Care Document, including duplication of information if repeated at the meetings.

### **June 8, 2010**

#### Item 10.1 – Protocol re Abuse

Bob Martin mentioned that there should be a Sexual Abuse Protocol in place for AUC. The insurance company has asked if AUC has a protocol in place. Police checks are completed for staff and volunteers and we currently have 5 people with these checks in place. Staff received a police check every 3 years; they are also required to view a sexual abuse video every 3 years. Valerie Reed and Bob Martin will work on creating an abuse protocol. People interested in working on this project should contact Valerie Reed.

### **Sept. 14, 2010**

#### Item 4.2 - Protocol re Abuse

Valerie Reed reported on this item. The completed protocol will be called “Duty of Care”. Lynn, Carolyn, Bob, and Valerie have had 3 meetings and will prepare a protocol to protect the children and those who are vulnerable for use within the church. Expected completion date is year-end.

### **Oct. 12, 2010**

#### Item 4.1 - Protocol re Abuse (Information is repetitive from the Sept. 14 mtg.)

This document titled “Duty of Care” is being worked on by Carolyn Smith, Lynn Williamson, Bob Martin, and Valerie Reed. This document will likely be completed before year-end.

### **Nov. 9, 2010**

#### Item 4.2 - Duty of Care

This document is almost complete. It is expected to be brought to the January 2011 Executive meeting.

### **Jan. 11, 2011**

#### Item 5.1 – Duty of Care Presentation

Prior to Valerie Reed introducing the Duty of Care Policy, Glenna thanked the members of the committee who worked so hard to put the information together.

Valerie Reed noted the committee members include Lynn Williamson and Carolyn Smith who did the research on the children’s section and Bob Martin who researched the policy. The reason for the creation of this policy – When Bob Martin was preparing to pay the church insurance, the insurance company asked if we had a Duty of Care Policy. More important, of course, is that we show that we are a faithful community providing protection to those who are vulnerable and also that we are in step with the United Church. The manual, when complete, will be available through the AUC

website.

*Motion: to approve and accept the AUC Duty of Care Policy and Protocol  
Moved by Bob Martin; seconded by Cynthia Stretton; carried.*

A Risk Management Team needs to be formed to oversee and provide guidance to committee chairs in implementing the policy. This team will be familiar with the Duty of Care Policy, create job descriptions for the team, and understand legalities.

*Motion: to appoint a Risk Management Team as soon as possible.  
Moved by Lynn Williamson; seconded by Bob Martin; carried.*

The hope of the Duty of Care team is to have the policy in place by May with implementation in September.

Two copies of the policy will be kept in the library.

**Feb. 8, 2011**

**Item 6.3 – Duty of Care – New Committee**

Valerie Reed noted that the Duty of Care Policy is complete. A committee of a few people needs to be formed so the Policy can be implemented. Suggested was three lay people and one staff member. Cynthia will talk with Carolyn about jointly being members of this committee. These committee members will need to be knowledgeable and understand the criteria of the policy. Some possible members were suggested. Valerie will talk to them.

**Mar. 1, 2011**

**Item 6.2 – Duty of Care Committee**

A Duty of Care Committee needs to be appointed. Cynthia and Carolyn are members. Bob Martin has agreed to act in a consulting capacity, but will not be a committee member. If names are provided to Valerie, she will ask if they would like to participate.

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