

# Safe Campus Policy

Christian Reformed Campus Ministry  
at the University of Toronto

Approved by the UofT Campus Ministry Committee: May 2023  
Last Revised: May 2023

# FOREWORD

*Campus ministry is a unique environment within the Christian Reformed Church (CRC). The Christian Reformed Campus Ministry at the University of Toronto, which will be referred to herein as “CRC Campus Ministry at UofT”, is a ministry of Classis Toronto supported by both Resonate Global Mission and the churches of Classis Toronto, in partnership with various individual donors. The ministry serves the community of students at the University of Toronto and other students and individuals living in Toronto, together with the staff and faculty that work at this institution. In this environment, we seek the safety and protection of all, including the most vulnerable. Unlike most churches, we very rarely interact with children, and this affects the nature of our Safe Campus Policy. We have included various sections relating to the protection of children, only to ensure that on those very rare occasions we act with due diligence.*

*This document draws heavily upon the guidelines provided by the Safe Church of the Christian Reformed Church in North America and existing policies in place at several CRC campus ministries. It has been crafted to reflect the ongoing work of the CRC Campus Ministry at UofT, to ensure the safety of all those involved in that work and those who participate in its endeavours. Resonate Campus Ministry provides these documents as a resource guide only and assumes no responsibility for use or modifications.*

*Our Safe Campus Policy was last revised by our Classis Toronto’s University of Toronto Campus Ministry Committee, referred to herein as “UofT Campus Ministry Committee,” in May 2023.*

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# 1. INTRODUCTION

## **Our Position Statement on the Issue of Abuse Prevention**

Even though we do not like to think about abuse occurring within our campus community, it is an unfortunate and current reality in our society and, therefore, demands our attention.

The CRC Campus Ministry at UofT is committed to protecting undergraduate and graduate students, staff and faculty and other vulnerable individuals, including children, who may come into our care. We are also committed to protecting our own student leaders, UofT Campus Ministry Committee members and staff associated with this ministry.

We address the issue of abuse prevention because:

- a. As a campus community, we believe all people are created in the image of God and deserve our respect, care and protection, most particularly those who are vulnerable members of our community. It is our shared responsibility to seek the protection and well-being of all people.
- b. We care about our student leaders, the UofT Campus Ministry Committee members and paid staff and never want them to be placed in a position in which they could slip into inappropriate behaviour or where allegations could be made against them. We believe that it is important to make boundaries as clear as possible. While incidents of false allegation are rare, harm caused by such allegations can be disastrous for all involved.

The creation and promotion of this Safe Campus Policy recognizes human frailties but does not imply that we do not trust those implementing the ministry that takes place under our guidance. The guidelines included in this document do, however, make a strong statement that those involved in this ministry will maintain set standards of conduct and that our ministry actively supports all laws and regulations designed to protect vulnerable individuals and children.

Abuse is a powerful evil in society that demands our attention. The CRC Campus Ministry at UofT understands that there are survivors of abuse within our community and on our campus, and that some may be regularly participating in our activities. These persons often have been abused by others in their lives that they have known and trusted. That trust was broken. As a campus community, we recognize their vulnerability and enact this Safe Campus Policy in an attempt to ensure that such situations do not take place within our community. Regrettably, the body of Christ has often been silent in the face of abuse. The CRC Campus Ministry at UofT believes it is imperative to break this silence and has adopted this policy to take due diligence in limiting further breaches of trust.

The Bible realistically portrays the presence and results of abuse among the people of God (see, for example, the story of Amnon and Tamar in II Samuel 13). Studies and statistics today indicate an incidence of abuse within the church equal to that in the general population.

The Synod of the Christian Reformed Church has urged that every congregation and associated ministry take concrete steps to ensure that the safety of vulnerable persons is treated as paramount within our communities and that effective procedure and supports are developed to aid both survivors of abuse and perpetrators.<sup>1</sup>

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<sup>1</sup> From West Olive Christian Reformed Church ABUSE PREVENTION AND CHILD PROTECTION POLICY, MAY 1997 by Edward Tamminga and Nick Vander Kwaak. Used by permission.

As a campus community, we realize that we must acknowledge the pain of survivors of abuse and do all we can to continue to support them in their healing. For those accused or convicted of abuse, we must take a pastoral and caring approach, while modelling clear boundaries and attentiveness to the various and related legal requirements. Finally, to the extent that it is possible, we need to provide a ministry of reconciliation, restoring lives and relationships in the grace that comes from Jesus Christ.

## **The CRC Campus Ministry at UofT and Those Involved in its Activities**

For the purpose of clarity, we wish to provide the following description of those involved in our ministry, including their responsibilities.

Paid Staff – The CRC Campus Ministry at UofT currently employs one full time, and two part-time campus ministers. Under the supervision of the UofT Campus Ministry Committee, the campus ministers facilitate student leadership teams, plan worship services, organize lectures, lead discussion groups, initiate hospitality, offer pastoral counselling, and mentor students.

Emerging Leader – The CRC Campus Ministry at UofT has traditionally employed a student or other participant in the ministry to be an emerging leader. While they are paid an honorarium for their work, they do not have the same status as the rest of the paid staff. Most notably, they are not allowed to offer pastoral counselling or mentor students without supervision from the campus ministers.

Classis Toronto's University of Toronto Campus Ministry Committee – The work of the CRC Campus Ministry at UofT is supervised by the UofT Campus Ministry Committee, which acts in accordance with its mandate from Classis Toronto. They are set to the task of casting vision, setting direction, managing the fiscal situation and monitoring the effectiveness and implementation of the ministry.

Volunteers – The CRC Campus Ministry at UofT is community-driven and draws on the gifts of various (student) leaders/volunteers. While these individuals may take on various roles within the campus ministry, they are not considered paid staff with the rights and responsibilities that come with this. They may be offered honorariums for the work they do on our behalf, including the planning and leading of worship services, and leading of discussion groups and Bible studies.

## 2. POLICY IMPLEMENTATION

Creating a safe atmosphere for campus ministry requires that this policy be reflected in regular practices. The following practices are recommended as a minimum to ensure this:

1. The policy is reviewed and signed by UofT Campus Ministry Committee members at the end of each academic year in preparation for the following year of ministry.
2. New UofT Campus Ministry Committee members and staff members participate in Safe Campus/Church training in their first semester on the committee or in their first semester employed by the ministry.
3. Paid staff need to have the following documents on file with this Safe Campus Policy: a. copy of a criminal record search, b. signed Safe Campus Policy Agreement ([Appendix A](#)); c. signed CRC Code of Conduct for Ministry Leaders (see [Appendix F](#)). These documents need to be renewed at least once every five years.
4. The Safe Campus policy is reviewed with student leaders and volunteers yearly. New student leaders and volunteers sign the Safe Campus Policy Agreement ([Appendix A](#)) and the CRC code of conduct for Ministry Leaders (see [Appendix F](#)) at the start of their period of service. These signed files are kept on file with this Safe Campus Policy. If student leaders or volunteers are receiving an honorarium or will be providing counselling or pastoral care (closely supervised by one of the paid staff), they must have a police check on record and have taken safe church/campus training.
5. Staff involved in pastoral counselling will record their interactions on the UofT CRC Campus Ministry Pastoral Care Recording form (see example in [Appendix D](#)), which the Safe Campus Coordinator reviews monthly. That this has been done should be recorded in the regular minutes of the UofT Campus Ministry Committee.
6. The policy will be reviewed annually and updated with any necessary changes due to changes in law, denominational decisions or guidance, or requirements of the local campus. Lists of resources and training will also be updated in the document at this time. The revised document will be shared with the local Classis via the Safe Church representative and also sent to Resonate Global Mission.
7. The Classis Safe Church representative will be invited to attend at least one committee meeting each year to help ensure the UofT Campus Ministry Committee is up-to-date on best practices, to answer any questions the committee may have, and to encourage a good working relationship.
8. A copy of this safe campus policy will be posted on the ministry's website. A note indicating the existence of the policy (and a link to the policy on the website) will be hung in the campus ministry office.

### **3. DEFINITIONS OF ABUSE**

In this policy, when the word “abuse” is mentioned it can refer to any or all of the following definitions of abuse. However, for reporting requirements and other legal definitions of abuse and assault, reference should be made to the Child, Youth and Family Services Act, (excerpts of which are attached as [Appendix B](#)) or the Criminal Code of Canada.

#### **PHYSICAL ABUSE \***

Physical abuse is any non-accidental human act that results in physical pain or injury to another person, whether or not it leaves a cut, wound, mark or bruise. Physically abusive behaviour ranges from slapping, pushing, shoving, punching, kicking, and biting, to more severe forms like choking, severe spanking, beating, hitting with an object, burning, stabbing, and shooting. In other words, physical abuse is any intentional means of inflicting pain or injury to another person. It is sometimes a single event but can also be a chronic pattern of behaviour.

#### **PHYSICAL NEGLECT \***

Physical neglect is not doing what one is supposed to be doing to meet the basic needs of someone in their care. Physical neglect may describe the absence of supervision when it is needed, describe the chronic failure of performing the duties of one’s position, or interfere with or prevent another person’s normal development.

#### **SEXUAL ABUSE \***

Sexual abuse is exploitation of a person or any sexual intimacy forced on a person for the sexual stimulation or gratification of another person. It can refer to taking advantage of a person who is not capable of understanding sexual acts or resisting coercion, such as threats or offers of gifts. Sexual abuse may or may not involve physical contact. Examples of non-physical sexual abuse include people exposing themselves, displaying pornographic material, photographing a person for pornographic materials, obscene telephone calls, “peeping Toms” and requests to engage in sexual activity. Examples of sexual abuse involving physical contact include: fondling of body parts such as breasts, crotch, buttocks, or sexual organs; intercourse; oral and anal sex.

#### **EMOTIONAL ABUSE \***

Emotional abuse is attempting to control a person's life through words, threats, and fear; destroying a person's self-worth through harassment, threats, and deprivation. Emotional abuse weakens a person’s mental and physical ability to resist, cuts off their contacts with others, and causes a gradual loss of self-esteem, all of which reinforce a sense of helplessness and dependence on the abuser.

#### **SPIRITUAL ABUSE**

Spiritual abuse is exploitation, coercion, or control of another person by a leader with spiritual authority, which results in the weakening, undermining, or diminishment of the person's emotional, relational or spiritual well-being. Due to the imbalance of power or authority inherent in cases of spiritual abuse, these situations can easily lead to other forms of abuse or neglect as defined in this section.

## **HARASSMENT**

Harassment can be defined as any improper conduct by an individual, or towards an individual, which is unwelcome, offensive, demeaning, or derogatory, is otherwise inappropriate or fails to respect the dignity of an individual. Harassment comprises any objectionable act, comment or display that demeans, belittles, or causes personal humiliation or embarrassment. Harassment is also defined as any act of intimidation or threat.

## **ABUSE OF POWER\*\***

The term abuse of power is often defined as “misusing power to harm another person, or using power and influence for personal gain at the expense of another person.” This captures the core in a wide range of types of abuse, from bullying and harassment to emotional abuse, physical abuse, and sexual assault. It focuses attention on the misuse of a position, authority, or influence to take advantage of, manipulate, or control another person. In the church context, abuse of power draws attention to the responsibility of those with power to be mindful of the dynamics of relationships in which the other party has less power and may be vulnerable to undue influence or manipulation.

\* Definitions approved by the Christian Reformed Synod of 1997.

\*\* Definition approved by the Christian Reformed Synod of 2019



## 4. SAFE CAMPUS POLICY

### General Prevention Policies

The general policies on this page apply to all aspects of the CRC Campus Ministry at UofT:

1. A Safe Campus Coordinator is to be appointed from within the UofT Campus Ministry Committee and is assigned the task of ensuring that this policy is followed, serving as a liaison, when necessary, with the Classical Abuse Response Team.
2. Meeting rooms and offices will have a window in the door or the door will be left open to obtain an unobstructed view of the room. During counselling and/or meetings, the door will also remain unlocked. This includes the office of the campus ministers, all rooms rented and used at the University of Toronto, and all off-site facilities used at special functions, retreats and campus ministry events. Exceptions to this open door or window in door policy can be made when there are more than 5 people present in a gathering and none of them are considered children.
3. Student leaders, volunteers, and paid staff may not physically confine anyone, except when someone's safety is at risk.
4. Student leaders, volunteers and paid staff may not participate in any abuse of the aforementioned nature.
5. In the event that there are children under the age of 12 present at a campus ministry event or counselling session, the care of those children will remain within the hands of their parent and/or guardian. The CRC Campus Ministry at UofT will not provide nursery at any of its events, nor childcare of any kind.
6. Paid staff are to immediately report any suspicion of abuse directly to the Safe Campus Coordinator. For cases when the alleged victim is under the age of 16, suspected abuse must also be reported to Family and Children's Services as required by the laws of Ontario (See [Appendix B](#)).
7. Paid staff, committee members and student/volunteer leaders receiving honorariums are required to attend a training seminar covering all aspects of abuse noted in this document every three years. This includes training in abuse of power and Sexual Violence Prevention, such as that offered by the University of Toronto, the Christian Reformed Church, and/or the Anglican Church. (See [Appendix F](#)). Staff should work to ensure that at least one paid staff has received or is going to receive suicide training
8. All paid staff and student/volunteer leaders receiving honorariums are to provide a copy of a criminal record search before starting the position. That search will be re-administered every five years or as required to maintain liability insurance coverage. The Safe Campus Coordinator is to facilitate these background checks. The criminal record search will be checked by the Safe Campus Coordinator and kept on file along with the signed Safe Campus Policy Agreement ([Appendix A](#)) and CRC Code of Conduct for Ministry Leaders (see [Appendix F](#)).
9. If a criminal record search reveals a past conviction, the staff will normally be denied or removed from their position. If a past conviction appears on a search, a documented discussion will be held between the applicant (or the paid staff), the Safe Campus Coordinator and the UofT Campus Ministry Committee to review the situation. Consideration may be given based on the type and date of offence, as well as the type of role the staff member is filling. Any exception that is made needs to be reported in the minutes of the committee. The reason for the exception should be put in writing and kept with the Safe Campus' copy of the criminal record.
10. Groups meeting in off-site facilities are to adhere to the same prevention policies and safety considerations as those meeting on the campus of the University of Toronto.

11. Displays of affection (hugs, hand holding, touching) are often an expression of encouragement and support. However, they can be misinterpreted. In addition, people have different levels of comfort and this needs to be respected. For that reason, the CRC Campus Ministry at UofT requires that all displays of affection be done with a good deal of discernment and sensitivity, consent, and only within the openness of a public space. Additionally, all expressions of physical affection should be offered for the benefit of the other person and with the needs of the other person in mind.
12. Viewing, housing, or sharing pornographic images of any kind by campus ministry leaders is a form of sexual misconduct and will result in discipline.
13. Should paid staff, UofT Campus Ministry Committee members, volunteers or student leaders find themselves at risk of stepping over any boundary or guideline mentioned in this policy with a person in their care (or if you have already done so), they are urged to immediately remove themselves from the situation and to seek the counsel and support of the Safe Campus Coordinator.
14. Paid staff (with the exception of the emerging leader and student leaders) and UofT Campus Ministry Committee members (with the exception of student representatives) may not engage in dating or romantic relationships with students involved in the ministry. The difference in power and influence between a ministry leader and a student compromises the ability for the two of them to have a genuinely consensual relationship.
15. All paid staff shall comply with the social media policy of the CRC Campus Ministry at UofT (see [Appendix E](#)) in their personal and professional use of social media.

## 5. DISCIPLINE POLICY

The following discipline policy is intended to provide clear guidelines about how to administer discipline at campus ministry-sponsored events and programs. These policies apply to any participants attending such events and programs, including any children under the age of 12 who are under the care of a parent or guardian during such events and programs:

1. Corporal punishment (slapping, hitting, and pushing) is not permitted.
2. Verbal abuse (yelling, hurling insults, and threatening) is not permitted.
3. At our various campus ministry events, all participants are expected to abide by certain rules and guidelines. At all our events, students are expected to act in accordance with the university's policy -- "[University of Toronto Code of Student Conduct](#)".
4. If circumstances require additional rules and guidelines, participants will be made aware of these and the paid staff will clearly outline the consequences for possible violations.

## 6. PROGRAM POLICIES

### **Pastoral Care and Counselling**

1. Only paid staff (with the exception of the Emerging Leader) are to participate in pastoral care and counselling situations, unless peers, staff, faculty or directors are invited into a situation by both the paid staff and the person receiving counselling. Counselling done by student leaders/volunteers needs to be closely supervised by one of the paid staff (other than the Emerging Leader). All those doing counselling or pastoral care need to have a police check on record and have taken safe church/campus training.
2. All paid staff are required to attend a training seminar covering all aspects of abuse noted in this document every three years. This includes training in abuse of power and Sexual Violence Prevention, such as that offered by the University of Toronto, the Christian Reformed Church, and/or the Anglican Church. (See [Appendix F](#))
3. All pastoral care situations are to be recorded on a Pastoral Counselling Recording form including first name and last initial, date, and location without violation of confidentiality (See [Appendix D](#)). This document is reviewable by the Safe Campus Coordinator at any time, as well as one other designated member on the committee, usually the chair.
4. Any time one of the paid staff is meeting more than three times per semester with a participant, this should be reviewed with another paid staff member (not the emerging leader) and/or someone from the campus ministry committee, ideally the safe campus coordinator. This review will address the purpose of the pastoral care, the health of this relationship, and whether it would be wise to encourage the participant to meet with another paid staff or a counsellor.
5. The use of a public space, like a coffee shop, is preferable to meeting alone with a student of any gender, particularly when meeting someone for the first time.
6. If more suitable, pastoral care and counselling sessions should be arranged to take place in the office of the campus minister while abiding by General Prevention Policy #2. Pastoral care and counselling sessions at the office should typically occur during normal business hours (e.g. 9 am – 5 pm).
7. If there are concerns about the safety or well-being of any of the participant(s), whether paid staff or person being counselled, it is encouraged to invite another person to the session (or at least to be in view and/or within earshot of the meeting).
8. Paid staff are advised to make use of the university's Counselling Services or to refer to off-campus Christian counsellors when situations present themselves as being beyond the paid staff's expertise.

### **Off-Campus Retreats and/or Overnight Excursions**

1. Paid staff is to be present at all off-campus retreats and overnight excursions that are considered to be official ministry events.
2. Travel to and from these locations is to be arranged by the student leaders or paid staff, and will involve only the use of bus services, rental vehicles or personal vehicles, with all drivers being over 21 years of age.
3. Though students of this age will not be expected to have filled out permission forms, signed by their parents, they will be expected to document their health insurance number, provide emergency contact information and sign a consent form for emergency medical treatment.
4. All lodging will provide separate gender appropriate accommodations so that all in attendance feel safe and respected, with consideration to those students with special needs who may need a single

room. Note: Lodging, by its nature, should not have open doors and windows in doors that are a necessary part of General Prevention Policy #2.

5. Group activities are not to consist of less than 3 people participating in any given activity or discussion group.
6. When students are participating in off-campus retreats or excursions, they must remain on-site and with the group, unless permission has been granted ahead of time to leave the group and/or the site.

### **Discussion Groups, Worship Services, Hospitality Events and Social Justice Initiatives**

1. At least one paid staff and/or student leader is to be present at all discussion groups, worship services, hospitality events (ie, community dinners) and social justice initiatives that are put on by the campus ministry.
2. All activities are to consist of no less than 3 people. Student leaders are not permitted to lead official activities or discussion groups with only one other person present.
3. All events and activities are to be held in well-lit, public spaces or in rooms with windows or an open door. Public restrooms, maintained by the owners of the space, will be within close proximity and meet the relevant standards.

# 7. RESPONDING TO CONCERNS

## When the Alleged Victim is a Person under the Age of 16

When you notice or suspect abuse and/or when the child first comes to you, be sure to take the child seriously. Every person has a legal obligation to report any suspicion that a child under the age of 16 (or 18 in certain cases – see Appendix B) may need protection. Reporting is to be done to the local [children's aid society, as well as to the Safe Campus Coordinator and another paid staff member.](#)

Do not *minimize* the problem, but stay calm and listen to the child. Give emotional support by reminding the child that they are not at fault for what another person has done and that the child was right in telling you about the problem. Let the child know that you will help them with this problem and that you need to speak to a safe person about it. Do not promise the child that you will keep it confidential.

Knowledge and information about child abuse is not useful if you are unable to move into action should the occasion arise. As a caring individual, you must come to terms with your own feelings that could prevent you from acting in an appropriate way.

When receiving information about a child in need of protection (whether by abuse or neglect), you may have feelings of anger, disgust, panic, revulsion, helplessness or confusion. You may react temporarily by rationalizing, withdrawing, procrastinating, refusing to acknowledge the facts, playing down the problem or simply avoiding the issue.

You may say to yourself: “People just don’t do this kind of thing.” “I must have made a mistake.” “It’s not really any of my business.” “These things don’t happen in Christian families.” “I’ll deal with it next week.” “I’m overreacting.” “What if I’m wrong.” “It’s not my responsibility.”

All of us at times have a fear of getting involved, making a mistake, feeling vulnerable, confronting difficult situations or facing possible criticism. You are no different. One statistic states that children disclose sexual abuse an average of seven times before someone involves child protection services. Remember, fear blocks observation, and you will likely not see what you are afraid of or are unwilling to see.

The feelings of helplessness, confusion, indecisiveness need to be replaced with calmness, confidence, objectivity, a sense of purpose, good judgement and a knowledge of what to do.

### Talking with the Alleged Victim

- Stay calm and reassure and support the child
- “I’m glad you told me”
- “It’s not your fault”
- “You aren’t alone – I am going to help you with this problem”
- “Because I care, I am going to talk with someone who can help”
- **DO NOT** wait until the end of the day to report something heard in the morning
- **DO NOT** inform the alleged abuser
- **DO NOT** inform or call the parents
- **DO NOT** promise to always maintain confidentiality
- **DO NOT** physically inspect the child

- **DO NOT** ask leading questions (“did your mother hit you?”.) Instead, ask “What happened?”

**Remember ... You are not alone!**

**There is help and support for you from the Safe Campus Coordinator, the CRC Safe Church ministry, the UofT Campus Ministry Committee and Family and Children’s Services.**

## **When the Alleged Victim Is an Adult**

These guidelines describe the process to follow when the alleged victim is an adult or when the alleged victim comes forward with an allegation, as an adult, that abuse took place during the victim’s childhood or adolescence AND the alleged abuser is still a member of a Christian Reformed Church or involved in the CRC Campus Ministry at UofT.

If an adult wishes to make an allegation that they have been abused, the Safe Campus Coordinator, paid staff or chair of the UofT Campus Ministry Committee may be contacted. If any one of these three individuals is alleged to be the abuser, the person making the allegation should contact one of the remaining two.

In some cases, the alleged victim may not see themselves as a victim and the abusive situation is alleged by a third party or by a confession from the abuser. These allegations will still be investigated and handled using the same procedures as if an adult were alleging that they have been abused.

The following gives more details: [Guidelines for Handling Abuse Allegations Against a Church Leader: The Advisory Panel Process | CRC Network \(crcna.org\)](#)

**Do not attempt to conduct your own investigation!** The Classical guidelines of the Christian Reformed Church must be followed in detail and the Classical Abuse Response Team is in charge of conducting the investigation. Any deviation from their procedures increases a campus ministry’s legal liability. All information disclosed should be treated as confidential.

One of the above-stated church leaders is to contact the Classical Abuse Response Coordinator for consultation and direction.

## **In ALL Reported Cases of Abuse:**

1. Be sure to take the allegations seriously. Do not deny the allegation. Stay calm and listen. Allow the person to share as much information as they choose, respecting that they may not wish to give much information at that time.

2. Give emotional support. Let the person know you will support them and that you need to speak to someone who can help.
3. As soon as feasible make notes – date, place and time, include as nearly as possible what the victim said, and what you said. Use the actual words and do not include your assumptions or conclusions – just the facts.
4. Follow the reporting procedures of the Child, Youth and Family Services Act (for alleged victims under the age of 18 as outlined in [Appendix B](#)) if applicable, as well as those of the campus ministry.
5. Complete a CRC Campus Ministry at UofT Incident Report ([Appendix C](#)) and forward the original to the Safe Campus Coordinator.
6. Do not confront the alleged abuser or report it to their spouse, parents, or family.
7. Do not have a follow up visit until any outside investigation is completed.
8. Do not prejudge the situation but take the allegations seriously and reach out to the victim, showing care and support, helping to prevent further hurt.
9. Treat the alleged offender with dignity and support.
10. All information regarding allegations or incidents of abuse occurring within the CRC Campus Ministry at UofT will be dealt with in a confidential manner. The Safe Campus Coordinator and chair of the UofT Campus Ministry Committee are responsible for ensuring that all steps taken in dealing with an allegation of abuse have been recorded by the person receiving the disclosure.

**In cases involving an allegation of serious physical or sexual abuse, the person alleged will be suspended from direct ministry with vulnerable people until the investigation has been completed.**



# Appendix A

## Safe Campus Policy Agreement

I have read and understand the Safe Campus Policy of the CRC Campus Ministry at UofT.

I understand that the CRC Campus Ministry at UofT has formulated this policy because:

1. We care about vulnerable members of our community and believe that their protection and well-being is everyone's responsibility; and
2. We care about our volunteers and paid staff and never want them to be placed in a position where they could be at risk of inappropriate behaviour or falsely accused.

I understand that the creation and promotion of safe campus guidelines does not imply that we do not trust our workers. I understand that they do, however, make a strong statement that our workers will maintain set standards of conduct and that our community actively supports provincial legislation designed to protect children and other vulnerable individuals.

I agree to this policy's regulations and mandates and will adhere to them. I realize that my failure to adhere to them, or an allegation of abuse against me, could result in suspension from my service duties within this ministry.

I understand and agree that all allegations of physical and sexual abuse will be reported to the Classis Toronto's University of Toronto Campus Ministry Committee, who are expected to report them to the appropriate authorities.

I have never been convicted of, nor am I presently charged with sexual assault, domestic violence, child pornography, child abuse, child molestation or other crimes affecting children or other vulnerable members of society. I agree to obtain and keep current a criminal record check with vulnerable screening as described in point 8 of the Safe Campus Policy section above.

I agree to respect the privacy of anyone accused of abusive behaviour and will hold in confidence all information concerning abuse allegations acquired through my duties. I agree to disclose such information only as required by the Safe Campus Policy or when required by law to do so.

My signature acknowledges my understanding of and agreement to this policy.

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Name (typed or printed)

---

Signature

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Date

# Appendix B

## Excerpts from the Child, Youth and Family Services Act (CYFSA) for Ontario

### Definition of Child in Need of Protection

**Part I Purposes and Interpretation**, Interpretation (2) “*Child*” is defined as a person under 18 years of age.

**Part V Child Protection**, Interpretation 74 (2) A child is in need of protection where:

a) The child has suffered physical harm, inflicted by the person having charge of the child or caused by or resulting from that person’s,  
(i) failure to adequately care for, provide for, supervise or protect the child, or  
(ii) pattern of neglect in caring for, providing for, supervising or protecting the child;

(b) there is a risk that the child is likely to suffer physical harm inflicted by the person having charge of the child or caused by or resulting from that person’s,  
(i) failure to adequately care for, provide for, supervise or protect the child, or  
(ii) pattern of neglect in caring for, providing for, supervising or protecting the child;

(c) the child has been sexually abused or sexually exploited, by the person having charge of the child or by another person where the person having charge of the child knows or should know of the possibility of sexual abuse or sexual exploitation and fails to protect the child;

(d) there is a risk that the child is likely to be sexually abused or sexually exploited as described in clause (c);

(e) the child requires treatment to cure, prevent or alleviate physical harm or suffering and the child’s parent or the person having charge of the child does not provide the treatment or access to the treatment, or, where the child is incapable of consenting to the treatment under the *Health Care Consent Act, 1996* and the parent is a substitute decision-maker for the child, the parent refuses or is unavailable or unable to consent to the treatment on the child’s behalf;

(f) the child has suffered emotional harm, demonstrated by serious,  
(i) anxiety,  
(ii) depression,  
(iii) withdrawal,  
(iv) self-destructive or aggressive behaviour, or  
(v) delayed development,

and there are reasonable grounds to believe that the emotional harm suffered by the child results from the actions, failure to act or pattern of neglect on the part of the child’s parent or the person having charge of the child;

(g) the child has suffered emotional harm of the kind described in subclause (f) (i), (ii), (iii), (iv) or (v) and the child’s parent or the person having charge of the child does not provide services or treatment or access to services or treatment, or, where the child is incapable of consenting to treatment under the

*Health Care Consent Act, 1996*, refuses or is unavailable or unable to consent to the treatment to remedy or alleviate the harm;

(h) there is a risk that the child is likely to suffer emotional harm of the kind described in subclause (f) (i), (ii), (iii), (iv) or (v) resulting from the actions, failure to act or pattern of neglect on the part of the child's parent or the person having charge of the child;

(i) there is a risk that the child is likely to suffer emotional harm of the kind described in subclause (f) (i), (ii), (iii), (iv) or (v) and that the child's parent or the person having charge of the child does not provide services or treatment or access to services or treatment, or, where the child is incapable of consenting to treatment under the *Health Care Consent Act, 1996*, refuses or is unavailable or unable to consent to treatment to prevent the harm;

(j) the child suffers from a mental, emotional or developmental condition that, if not remedied, could seriously impair the child's development and the child's parent or the person having charge of the child does not provide treatment or access to treatment, or where the child is incapable of consenting to treatment under the *Health Care Consent Act, 1996*, refuses or is unavailable or unable to consent to the treatment to remedy or alleviate the condition;

(k) the child's parent has died or is unavailable to exercise custodial rights over the child and has not made adequate provision for the child's care and custody, or the child is in a residential placement and the parent refuses or is unable or unwilling to resume the child's care and custody;

(l) the child is younger than 12 and has killed or seriously injured another person or caused serious damage to another person's property, services or treatment are necessary to prevent a recurrence and the child's parent or the person having charge of the child does not provide services or treatment or access to services or treatment, or, where the child is incapable of consenting to treatment under the *Health Care Consent Act, 1996*, refuses or is unavailable or unable to consent to treatment;

(m) the child is younger than 12 and has on more than one occasion injured another person or caused loss or damage to another person's property, with the encouragement of the person having charge of the child or because of that person's failure or inability to supervise the child adequately;

(n) the child's parent is unable to care for the child and the child is brought before the court with the parent's consent and, where the child is 12 or older, with the child's consent, for the matter to be dealt with under this Part; or

(o) the child is 16 or 17 and a prescribed circumstance or condition exists.

#### **Part V Child Protection Section 125 Duty to Report**

(1) Despite the provisions of any other Act, if a person, including a person who performs professional or official duties with respect to children, has reasonable grounds to suspect one of the circumstances defined in Section 74 subsection 2 (a – o), the person shall immediately report the suspicion and the information on which it is based to a [children's aid society](#) (or, if someone is in immediate danger, the police).

### **Ongoing duty to report**

(2) A person who has additional reasonable grounds to suspect one of the matters set out in subsection (1) shall make a further report under subsection (1) even if the person has made previous reports with respect to the same child.

### **Person must report directly**

(3) A person who has a duty to report a matter under subsection (1) or (2) shall make the report directly to a [children's aid society](#) and shall not rely on any other person to report on the person's behalf.

### **Duty to report does not apply to older children**

(4) Subsections (1) and (2) do not apply in respect of a child who is 16 or 17, but a person may make a report under subsection (1) or (2) in respect of a child who is 16 or 17 if either a circumstance or condition described in paragraphs 1 to 11 of subsection (1) or a prescribed circumstance or condition exists.

### **Offence**

(5) A person referred to in subsection (6) is guilty of an offence if,  
(a) the person contravenes subsection (1) or (2) by not reporting a suspicion; and  
(b) the information on which it was based was obtained in the course of the person's professional or official duties.

### **Professionals and officials**

(6) Subsection (5) applies to every person who performs professional or official duties with respect to children including,  
(a) a health care professional, including a physician, nurse, dentist, pharmacist and psychologist;  
(b) a teacher, person appointed to a position designated by a board of education as requiring an early childhood educator, school principal, social worker, family counsellor, youth and recreation worker, and operator or employee of a child care centre or home child care agency or provider of licensed child care within the meaning of the *Child Care and Early Years Act, 2014*;  
(c) a religious official;  
(d) a mediator and an arbitrator;  
(e) a peace officer and a coroner;  
(f) a lawyer; and  
(g) a service provider and an employee of a service provider.

### **Volunteer excluded**

(7) In clause (6) (b), "youth and recreation worker" does not include a volunteer.

### **Director, officer or employee of corporation**

(8) A director, officer or employee of a corporation who authorizes, permits or concurs in the commission of an offence under subsection (5) by an employee of the corporation is guilty of an offence.

### **Penalty**

(9) A person convicted of an offence under subsection (5) or (8) is liable to a fine of not more than \$5,000.

**Section overrides privilege; protection from liability**

(10) This section applies although the information reported may be confidential or privileged, and no action for making the report shall be instituted against a person who acts in accordance with this section unless the person acts maliciously or without reasonable grounds for the suspicion.

# Appendix C

## CRC Campus Ministry at UofT Incident Report

Name of staff or volunteer reporting: \_\_\_\_\_

Events relate to whom: \_\_\_\_\_

Date situation came to your attention: \_\_\_\_\_

Type of event: (check as appropriate)

- Suspicion that a child may be in need of protection
- Youth/child is 16 or 17
- Allegation of abuse (over the age of 18)

Brief description of events: (use back of page if necessary)

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Signed: \_\_\_\_\_  
Reporting Staff                      Safe Campus Coordinator                      Date

# Appendix D

## Example of CRC Campus Ministry at UofT Pastoral Counselling Recording Form

<b>DATE</b>	<b>START TIME</b>	<b>END TIME</b>	<b>PLACE</b>	<b>Person(s) counselled (initials or other anonymous descriptor)</b>	<b>Counsellor + any others who are present</b>

# Appendix E

## Social Media and Digital Sharing Policy

Social Networking sites and media are a reality in the lives of our youth and adults. It is essential for the ministry to engage in this area and ensure we do so with integrity and respect in order to provide as much protection for each other's privacy. The following recommended principles provide guidelines for healthy boundaries for digital networking and communication.

Recommendations:

1. Use prudent judgment in contacting participants through social media. The “home phone rule” is a basic rule to use. Normally do not text, chat, e-mail, online video back and forth when you would not normally call their home phone line (before 8 AM or after 10 PM).
2. Implement privacy settings and personal boundaries.
  - a. Create separate private and professional profiles on social networking sites.
  - b. Apply privacy settings that are consistent across all platforms.
  - c. Review accessible content and photos frequently. Be discerning about posting photos of others, getting their permission before doing so.
  - d. If a contact is after hours and it is not urgent, wait until morning to reply.
  - e. All social media posts by campus ministry leaders on personal and ministry-related sites should follow Socrates' tri-filter test: Is it true? Is it kind (respectful)? Is it helpful?
3. If you choose to use social networking to communicate with participants, we recommend that another ministry leader has full access to your profiles and correspondence is copied. Any private correspondence should not be deleted for at least one year. When possible, communication should be sent to entire groups in public forums.
4. Pastoral care and counselling conducted using a variety of online platforms (FaceTime, Zoom, Google Meet, Microsoft Teams, etc.) must be done with care. Caution must be exercised that a private online meeting between an individual student and campus ministry staff for pastoral care, mentorship, counselling does not function as a behind closed door meeting. As such,
  - a. All pastoral care situations are to be recorded on a Pastoral Counselling Recording form including first name and last initial, date, and location without violation of confidentiality. This document is reviewable by the Safe Campus Coordinator at any time.
  - b. Participants should be in appropriate workspaces (ie., not on a bed) and dressed appropriately for the meeting (clothing appropriate for public locations).
5. Principles should be implemented to govern digital groups, addressing:
  - a. Appropriate and inappropriate language and behaviour.
  - b. Who may join and view group activity; when someone should leave the group.
  - c. Content that can be posted/published on the site.
  - d. How and when are photos tagged (signed consent form).
  - e. With whom a recorded session can be shared (and this noted before any recording is made). It should be removed from the shared settings within 6 months.
6. Any inappropriate material posted to your online groups should be deleted, addressed and reported to at least one of the paid staff. (see 2(e) above)



# Appendix F

## Training and Information Resources

CRCNA Safe Church:

[Website](#), note especially the webinars provided by Safe Church: [2021 Safe Church Webinar](#)

Series: [On Being a Safe Church](#)

[Safe Church Ministry - YouTube](#)

[Articles related to Safe Church on CRC's The Network](#)

Abuse of Power training: [The Power to Do Good: The Use and Misuse of Power in the Church](#)

[CRC Code of Conduct for Ministry Leaders:](#)

<https://www.crcna.org/synodresources/crc-code-conduct-ministry-leaders?language=en>

CRC Classis Toronto Safe Church Information

Website [Classis Toronto](#)

[Committees | Classis Toronto](#)

Tanya Thorvardson is the Classis Toronto Safe Church Coordinator

([safechurchministryclassisto@gmail.com](mailto:safechurchministryclassisto@gmail.com))

[Safe Church – The Anglican Church of Canada](#)

Training can be found here: <https://www.toronto.anglican.ca/parish-administration/sexual-misconduct-policy/sexual-misconduct-policy-training/?lang=en>

University of Toronto and other University Resources:

The Sexual Violence Prevention and Support Centre <https://www.svpscentre.utoronto.ca/> (see especially [Training & Workshops](#))

[Responding to Disclosures on Campus](#) on University and College Campuses in Ontario

Suicide Training (if available)

# Appendix G

## **CRC Campus Ministry at UofT Contact Information**

General email: [uoftcampusministry@gmail.com](mailto:uoftcampusministry@gmail.com)

Website: [crc.sa.utoronto.ca](http://crc.sa.utoronto.ca)

Policy can be found here on website: <http://crc.sa.utoronto.ca/safety-protocols/>

Office phone: (647) 854-1318

## **Safe Campus Coordinator:**

Nell [safecampus.uoftministry@gmail.com](mailto:safecampus.uoftministry@gmail.com)

*anonymous email made available to ministry participants*

## **UofT Campus Ministry Committee Chairperson:**

Leah [chair.uoftministry@gmail.com](mailto:chair.uoftministry@gmail.com)

*anonymous email made available to ministry participants*

## **Classis Toronto Abuse Response Team:**

Safe Church Chair – Tanya Thorvardson ([safechurchministryclassisto@gmail.com](mailto:safechurchministryclassisto@gmail.com))

## **Christian Reformed Church – Safe Church Ministry**

Becky Jones (Regional Advisor) 905-336-2920 x4978 [BJones@crcna.org](mailto:BJones@crcna.org)

Rev. Dr. Amanda Benckhuysen [abenckhuysen@crcna.org](mailto:abenckhuysen@crcna.org)

## **Christian Reformed Church – Resonate Campus Ministry**

Margaret Griffioen-Drenth [mdrenth@crcna.org](mailto:mdrenth@crcna.org)

Brian Bork [bbork@crcna.org](mailto:bbork@crcna.org)