

SAFE CHURCH

Purpose

- 1 This Regulation furthers the mission of the Church by promoting a safe and effective worshipping, learning, and working environment. It does so by establishing a framework for policies that provide for the identification, assessment, and mitigation of risks to a safe church environment, and in particular by:
 - a) preventing misconduct, particularly against children, youth, and vulnerable adults, and providing for investigation of incidents of alleged misconduct,
 - b) protecting personal information, and
 - c) articulating expectations of, and providing guidance to, church leaders, employees, and volunteers.

Application

- 2(1) This Regulation and the policies enacted under it bind all Anglican Corporations.
- 2(2) Subject to subsection 8(2), Anglican Corporations shall make completion of initial or refresher training under this Regulation a requirement for employing, licensing, or permitting, or for continuing the employment, license or permission, of everyone who is
 - a) employed by the corporation, whether full-time or part-time,
 - b) serving the corporation, whether appointed or permitted, in the delivery of an activity, event, or program, or
 - c) licensed or permitted by the Bishop for ordained or lay ministry.
- 2(3) Anglican Corporations shall ensure that license holders, employees, and those volunteers participating in the delivery of an activity, event, or program take Safe Church training and otherwise comply with this Regulation.

Definitions

3. In this Regulation and associated policies:

“Anglican Corporation” includes the Bishop, the Bishop and Chapter of the Cathedral of Christ Church, the Synod, parish corporations, and for this purpose camps owned or managed primarily by personnel appointed by the Synod or a parish corporation,

“child” means a person who is thirteen years of age or younger,

“Diocesan Safe Church Officer” (DSCO) means the Diocesan Safe Church Officer appointed under this Regulation,

“employee” means a person who performs certain duties in return for remuneration by the employer but excludes an independent contractor,

“Misconduct Complaints Officer” means the Misconduct Complaints Officer appointed under this Regulation,

“mission” means a ministry authorized by the Bishop in a geographical area or a community and which is not maintained and managed by a parish corporation,

“parish” means a geographical area or a community of Church members governed locally by a Parish Corporation,

“parish corporation” means a corporation comprising the incumbent, church wardens and vestry of a parish,

“personal information” is information about an identifiable individual. For the purposes of this Regulation, personal information may include personal health information,

“personal health information”, with respect to an individual, whether living or deceased, means information:

- a) concerning the physical or mental health of the individual,
- b) concerning any health service provided to the individual,
- c) that is collected in the course of providing health services to the individual, or
- d) that is collected incidentally to the provision of health services to the individual.

“Privacy Officer” means the Privacy Officer appointed under this Regulation,

“vestry” means the lay persons who, together with the incumbent and church wardens, comprise the parish corporation,

“volunteer” means a person appointed or allowed to participate without payment in the delivery of an activity, event, or program and includes anyone who works without payment with children, youth or vulnerable adults,

“vulnerable adult” means a person nineteen years of age or older who, because of age, disability, or other circumstances, whether temporary or permanent, is in a position of dependence on others or is otherwise at greater risk than those in the general population of being harmed by a someone in a position of relative authority or trust,

“youth” means a person who is between fourteen and eighteen years of age, inclusive.

Administration

- 4(1) The Diocesan Council shall exercise general oversight of this Regulation, principally through the Human Resources Committee (HRC).
- 4(2) The HRC shall evaluate periodically the effectiveness of this Regulation and its associated policies and provide recommendations for improvement to the Diocesan Council.
- 4(3) At the Bishop’s request, the HRC shall advise the Bishop on the Safe Church implications of an Episcopal Directive.

- 4(4) The Diocesan Council shall appoint a Diocesan Safe Church Officer (DSCO) and may appoint an Assistant DSCO to administer this Regulation and its associated policies, and it shall establish their terms of office.
- 4(5) The HRC shall exercise oversight of the DSCO.
- 4(6) The DSCO shall seek to ensure that Anglican Corporations comply with the requirements of this Regulation and its related policies.
- 4(7) The DSCO shall develop and offer Safe Church training for license holders, employees, and those volunteers participating in the delivery of an activity, event, or program within Anglican Corporations or who work with children, youth, or vulnerable adults.

Misconduct Complaints Officer (MCO)

- 5 The Diocesan Council shall appoint a MCO, who shall carry out the functions of that office set out under the Misconduct Policy – Policy B3, and may appoint an assistant Misconduct Complaints Officer, and it shall establish their terms of office.

Privacy Officer

- 6(1) The Diocesan Council shall appoint a Privacy Officer, who shall carry out the functions of that office set out under the Privacy Policy – Policy B4.
- 6(2) The term of office of the Privacy Officer shall be five years, and s/he is eligible for reappointment.

Contacts

- 7(1) Diocesan Safe Church Officer
Diocesan Synod of Fredericton,
168 Church St. Fredericton, NB
E3B 4C9
Telephone: 506-459-1801
- 7(2) Misconduct Complaints Officer
Diocesan Synod of Fredericton,
168 Church St. Fredericton, NB
E3B 4C9
Telephone: 506-459-1801

- 7(3) Privacy Officer
Diocesan Synod of Fredericton,
168 Church St. Fredericton, NB
E3B 4C9
Telephone: 506-459-1801

Safe Church Training

- 8(1) License holders, employees and those volunteers participating in the delivery of an activity, event, or program in Anglican Corporations, including members of the Diocesan Council, the Cathedral Chapter and members of parish corporations, shall take initial and periodic refresher Safe Church training.
- 8(2) Where Safe Church training is not made a qualification for initial licensing, employment, election or appointment, training shall be completed within six months of commencing.
- 8(3) On successful conclusion of a training session, each participant shall sign a [Covenant of Care Form](#) (Appendix 1).
- 8(4) On successful completion of the training referred to in section 8(1) and 8(2), the Synod shall issue to the participant a signed copy of the [Safe Church Training Certificate](#) (Appendix 2), which shall remain in effect for a period of five years. Training must be retaken successfully before the expiry of the training certificate.

Records Management

- 9(1) Except where otherwise provided, all personal and personnel records related to employee and volunteer positions, including all forms produced under this Regulation and its associated policies, shall be managed in accordance with the Privacy Policy – Policy B-4.
- 9(2) Anglican Corporations shall preserve all documents relating to misconduct complaint investigation and resolution, all records of licensee, employee and volunteer safe church training, and copies of all police record checks in a secure and confidential place. After thirty-five years the corporation shall transfer them to the Diocesan Archives, in accordance with Canon Five. No such record shall be destroyed without prior, written permission of the Misconduct Complaints Officer, the Privacy Officer, and the Chancellor.
- 10 Policies made under the Safe Church Regulation are intended particularly to reduce negative risks in settings and events where harmful consequences are most likely to occur. Anglican Corporations shall provide a safe church environment by conforming to policies relating to:
- a) Misconduct – Policy B-3,
 - b) Privacy – Policy B-4,
 - c) Criminal Record Check – Policy B-6,
 - d)

Adopted
4 October 2014
Revised
5 October 2017
27 September 2025 (amendments approved but not put into force)
26 February 2026 for 1 June 2026 enactment

Appendix 1 – Covenant of Care Form

Name: _____

Office / Position: _____

Part One:

I have read the Safe Church Regulation and associated policies of the Diocesan Synod of Fredericton and agree to comply with them.

Name: _____
(Please print)

Signature: _____ Date: _____
(Day/Month/Year)

Part Two:

I have completed the training under the Safe Church Regulation and associated policies of the Diocesan Synod of Fredericton and agree to comply with them.

Name: _____
(Please print)

Signature: _____ Date: _____
(Day Month/Year)

Part Three:

I confirm that _____ has completed training under the Safe Church Regulation and associated policies of the Diocesan Synod of Fredericton.

Trainer: _____
(Please print name)

Signature: _____ Date: _____
(Month/Year)

Appendix 2 – Safe Church Training Certificate



This is to certify that

has participated successfully in training on
the Safe Church Regulation and associated policies
of the Diocesan Synod of Fredericton

Signature: _____

Date: _____