



connect | engage | inspire

Temple Har Zion

Kavod: Respectful and Safe Synagogue Policy



UNION *for*
REFORM
JUDAISM

**Congregational
Ethics Code**

Safe Synagogue Guiding Principles

May the door of this synagogue be wide enough to receive all who hunger for love, all who are lonely for friendship.

May it welcome all who have cares to unburden, thanks to express, hopes to nurture.

May the door of this synagogue be narrow enough to shut out pettiness and pride, envy and enmity.

May its threshold be no stumbling block to young or straying feet.

May it be too high to admit complacency, selfishness, and harshness.

May this synagogue be, for all who enter, the doorway to a richer and more meaningful life.

Greenberg, Sydney, and Elyse D. Frishman. "May the Door of This Synagogue..."
Mishkan T'filah. New York: CCAR, 2007. 185. Print.

Introduction

Temple Har Zion (Temple) provides a welcoming and supportive setting for individuals and families to connect, engage, and be inspired when pursuing opportunities to fulfill their spiritual needs within a Reform Jewish framework. Given the wide range of religious, educational, and social activities happening at Temple Har Zion, many different kinds of relationships arise between and among staff, congregants, board members, teachers, students, and outside contractors. This policy highlights the expectation that individuals behave respectfully with others at all times and iterates the steps to be taken when concerns are raised about an individual's behaviour. Everyone in the Temple community is expected to uphold this policy and will be held accountable by the board.

Acknowledgement

This policy has been adapted from, and built upon Temple Israel of London's Shalom Bayit: Respect and Safe Synagogue Policy, 2016

Code of Mutual Respect

Temple Har Zion commits to providing all members, students, employees, teachers, board members, volunteers, and visitors with a welcoming, safe and respectful community environment where it is each individual's right to be treated with dignity and respect. We recognize that we must all work together and accept personal responsibility for creating a supportive and vibrant community.

Certain behaviours contribute to a positive Temple space and experience for all:

- Being open-minded about the ideas of others;
- Being courteous and cooperative;
- Assuming good intent, supporting and trusting each other;
- Being patient;
- Employing empathy and sensitivity towards other people;
- Striving to avoid misunderstandings by using good communication skills, such as
 - actively listening and providing honest, constructive feedback; and
 - clarifying actions and statements and apologizing when appropriate.

Dissemination of Policy

A copy of “Kavod: Respectful and Safe Synagogue Policy” will be distributed to every employee, including supervisors, clergy, teachers, and volunteers who work with children, with an annual attestation that the policy has been read and is understood.

Upon hiring, Temple Har Zion will provide a copy to all new employees, including teachers, and to all board members upon the annual constitution of a new board or inclusion of a new board member or committee chair.

Members will be informed that this policy is accessible on Temple Har Zion's website, harzion.ca.

Training

All synagogue members should be aware of basic policies for working with youth and children. Temple Har Zion will provide regular training to employees, volunteers, and other members through workshops, resource materials, and in-house seminars, with records of such activity kept on file. Temple Har Zion will also provide teachers and volunteers working with children with training regarding positive classroom management.

Ensuring Temple Har Zion is a Safe and Respectful Synagogue and Workplace

Policy Statement

Temple Har Zion is committed to building and preserving a safe, productive, and healthy working environment for its employees, free from violence and harassment. Temple Har Zion will take all reasonable measures to ensure job candidates, staff, supervisors, clergy, members, and volunteers are not subject to any form of violence or harassment. This commitment applies to training, performance, assessment, promotions, transfers, layoffs, remuneration, and all other employment practices and working conditions.

Temple Har Zion will not condone or tolerate acts of violence or harassment against or by any staff, supervisors, clergy, members, volunteers or outside contractors. This policy outlines the Temple Har Zion violence and harassment program, including how incidents of violence and harassment will be handled and investigated.

Responsibilities

Clergy, staff, supervisors, volunteers, teachers, members, and lay leadership are responsible for promoting mutual respect and preventing and resolving workplace violence and harassment incidents.

Every individual has the responsibility to:

- Refrain from conduct that is harassing;
- Report and document incidents in which they have been harassed without reprisal or threat of retaliation; and
- Co-operate in the investigation of any harassment complaint.

The Executive Director also has the responsibility to:

- Communicate workplace violence and harassment prevention procedures;
- Receive and report any harassment complaint and take immediate action to report and eliminate harassment;
- Inform all individuals affected, including new hires, of this policy;
- Post this policy to ensure it is readily accessible to all;
- Review the policy regularly;
- Provide education and training related to workplace violence and harassment prevention procedures;

- Make every reasonable effort to ensure that such activity, conduct or comment does not continue, including employee/volunteer/member discipline or other appropriate corrective action; and
- Monitor any case of harassment until there is satisfaction that corrective measures have been implemented.

Types of Harassment

Harassment can take many forms:

Under the *Ontario Human Rights Code*, harassment means engaging in a course of vexatious comment or conduct because of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, marital status, family status or disability.

1. **Personal Harassment** includes, but is not limited to:
 - Unwelcome and/or insulting remarks, jokes, innuendoes, or taunting about a person's gender, disability, racial or ethnic background, colour, place of birth, citizenship, or ancestry;
 - Displaying of racist, derogatory, or offensive pictures or material;
 - Refusal to work with an employee because of their disability or racial, religious or ethnic background, gender or transgender people;
 - Unwelcome, inappropriate, or insulting gestures based on disability, religion, or racial or ethnic grounds which cause embarrassment or awkwardness; and
 - Refusal to work/share facilities with an employee because of their sexual orientation.
2. **Bullying** is a form of harassment. It is defined as "repeated and persistent negative acts towards one or more individual(s) which involve a perceived power imbalance and create a hostile work environment". Below are some examples of what could constitute bullying in certain situations:
 - Social isolation;
 - Personal attack of a person's private life and/or personal attributes;
 - Withholding information;
 - Rumours;
 - Excessive criticism; and
 - Verbal aggression.

3. **Sexual Harassment** is any comment or conduct which is intimidating, annoying or malicious and related to sex or sexual orientation and includes, but is not limited to:
- Unwelcome and/or inappropriate or insulting remarks, jokes, innuendoes or taunting about a person's body, attire, sex, or sexual orientation;
 - Practical jokes of a sexual nature which cause awkwardness or embarrassment;
 - Displaying of sexually explicit pictures or other offensive material;
 - Suggestive staring, leering, or other gestures;
 - Unnecessary or unwanted physical contact such as touching, patting or pinching; and
 - Request for sexual favours from an employee implying or suggesting that employment status could be affected.
4. **Workplace Violence** is the exercise of physical force by a person that causes or could cause physical injury or in an attempt to exercise physical force that could cause physical injury. This includes, but is not limited to:
- Threatening behaviour, such as shaking fists, destroying property, throwing objects
 - Verbal or written threats
 - Harassment;
 - Verbal abuse; and
 - Physical attacks.

For the purposes of this policy, harassment or violence can occur:

- At the synagogue;
- At synagogue-related social functions;
- In the course of work assignments outside Temple Har Zion;
- During work-related travel;
- Over the telephone, if the conversation is work-related; and
- Elsewhere, if the person is there as a result of work-related responsibilities or a work-related relationship.

Reasonable day-to-day actions by a supervisor that help manage, guide, or direct workers or the workplace and appropriate employee performance reviews, counselling, or discipline by a supervisor related to workplace behaviour or job performance do **not** constitute harassment/bullying.

Workplace Violence Mitigation

Violence Risk Assessment

Temple Har Zion will annually conduct a risk assessment of the work environment to identify potential risks that could affect the organization and the health and safety of employees, including teachers and volunteers, and will institute measures to eliminate or control any identified safety risks.

The following factors will be considered during the assessment:

- Past incidents of violence;
- Violence that is known to occur in similar workplaces;
- The circumstances in which work takes place, including the type of work and conditions of work;
- The interactions that occur in the course of performing work; and
- The physical location and layout of the workplace.

The risk assessment will include reviews of records, security reports, employee incident reports, and incidents at other houses of worship. Areas that will be considered and may contribute to risk of violence include, but are not limited to, contact with the public, entrances to the Temple, and working alone or at night.

Temple Har Zion will provide staff, teachers, and volunteers with a written copy of the assessment and advise of the results.

Temple Har Zion will disclose information to the staff, teachers, and volunteers who are likely to encounter a known person with a history of violence in the performance of their job duties, or if there is a potential risk of workplace violence as a result of interactions with the person with a history of violence. However, Temple Har Zion will only disclose personal information that is deemed reasonably necessary to protect the worker from physical harm.

Control Measures and Procedures

Measures have been implemented to eliminate or reduce the identified risks of synagogue and workplace violence. These include, but are not limited to:

- Restricted building access;
- Monitored security cameras; and
- Presence of professional security guards

When an Incident Occurs

Procedure for Complaint and Investigation – Workplace Violence

All threats of, or actual violence, both direct and indirect, must be reported immediately to the Executive Director. This includes threats by other employees, members, visitors, outside contractors and any other persons with whom Temple Har Zion conducts business. When reporting a threat, the employee should be as specific and detailed as possible.

Employees including clergy, teachers, and volunteers who believe they are in imminent danger (e.g., receives a bomb threat, a threatening visitor, or the like) should:

- Immediately dial 911;
- Report the incident to their supervisor or Executive Director as soon as thereafter practicable; and
- Not engage in either physical or verbal confrontation with a potentially violent individual.

Procedure for Complaint and Investigation – Harrasment/Bullying

The Temple Har Zion procedure for complaint and investigation of harassment and bullying includes three options. Any of the options may be initiated on its own, or the options may be applied sequentially.

Option 1: Individual to Individual Remedy

When an individual has concerns about another individual's behaviour or conduct it is preferable for the concerned individual ("person") to address their concerns directly with the individual displaying the offending behaviour or conduct ("harasser"). The person should assess the situation and determine whether it is appropriate and safe to approach the harasser. Where the person is uncomfortable with this action, the person should consider the other options in this procedure.

Option 2: Informal Complaint

Where an individual has concerns about another individual's behaviour or conduct, they can raise the matter with the Executive Director¹. This provides the person with an opportunity to disclose their concerns in a confidential manner, receive information, guidance, and recommendations, and establish the most appropriate course of action to remedy the situation. In this step, there will not be any written record.

¹ For options 2 and 3, If the alleged harasser is the Executive Director, the complaint should be raised with a member of the Human Resources Committee or the Temple President.

Option 3: Formal Complaint

Where an individual has concerns about another individual's behaviour or conduct, they can initiate a formal complaint with the Executive Director¹. Once a complaint has been received, Temple Har Zion will complete a thorough investigation. The synagogue will ensure that, where practicable, the investigation is completed within 90 days of the complaint being filed.

The investigation will include:

- Informing the respondent of the complaint;
- Interviewing the complainant and any persons involved in the incident;
- Identifying and interviewing any witnesses; and
- Obtaining statements from all parties involved.

All of the above information will be documented and used to determine whether an incident of violence or harassment occurred. If necessary, Temple Har Zion may employ outside assistance or request the use of legal counsel.

A copy of the complaint, detailing the complainant's allegations will be provided to the respondent, who will be invited to reply in writing to the complainant's allegations. The reply will be made known to the complainant before the case proceeds.

Temple Har Zion will take all measures to prevent any disclosure of the incident and the identities of the parties involved, unless the disclosure is necessary for the investigation, for taking corrective action or required by law.

Results of Investigation

Upon completing an investigation, Temple Har Zion will provide both the complainant and respondent a written summary of the findings of the investigation and any corrective action that has been or will be taken as a result of the investigation. This written notification will be provided within ten (10) days of the investigation being completed, and will not include the investigation report unless required by law.

Control Measures

Where Temple Har Zion determines that violence or harassment has occurred, control measures will be implemented to eliminate or control the risk of violence or harassment to a worker as a result of the investigation. These control measures will be determined on a case-by-case basis, depending on the situation investigated. Any control measure enacted will be communicated to the complainant and respondent, as well as any other employees, the measure effects.

Disciplinary Measures

The Executive Director will determine any disciplinary action in conjunction with the HR Committee and, if necessary, the Executive Committee, and will be proportional to the seriousness of the behaviour or action involved in the incident.

If Temple Har Zion determines that an employee has been involved in an incident of violence or harassment towards another employee, member, volunteer, teacher, or an outside contractor, immediate disciplinary action will be taken, up to and including immediate dismissal.

Domestic Violence

If Temple Har Zion becomes aware that domestic violence is likely to expose an employee to physical injury in the workplace, Temple Har Zion will take every precaution reasonable in the circumstances for the protection of the worker.

Reprisal

All individuals have a legal right to be free of reprisal or threat of reprisal for having brought their concerns forward, in good faith, to the Executive Director.

Fraudulent or Malicious Complaints

It is a violation of this policy for anyone to knowingly make a false complaint, or to provide false information about a complaint. Unfounded or frivolous allegations may cause both the respondent and Temple Har Zion significant damage. Any employee who knowingly makes a false allegation related to violence or harassment will be subject to immediate disciplinary action, up to and including termination of employment.

Immediate Assistance Procedures

The following measures and procedures should be followed when an incident of violence has occurred or is likely to occur, and immediate assistance is required:

- Place an immediate call to emergency services by dialing 911; and
- Move to and remain in a safe area that is locked.

Recommendations for Victims

Temple Har Zion will provide appropriate assistance to any employee who is a victim of violence or harassment. Temple Har Zion recommends that an employee who has been harmed due to an incident of violence at the workplace consult their health care provider for treatment or referral for post-incident counselling, if appropriate.

Employees may also contact our EAP (Employee Assistance Program) provider by calling 1-800-238-8663.

The Right to Refuse Unsafe Work

Employees have the right to refuse work if they have a reason to believe that workplace violence is likely to endanger them. Upon refusing to work, the employee must report the circumstance of the refusal to their supervisor. An investigation will follow in the presence of a member of the HR Committee or the Executive Committee.

Recordkeeping

Temple Har Zion will ensure that appropriate records of complaints and investigations relating to incidents of violence and workplace harassment are kept, including:

- A copy of the complaint or details about the incident;
- Any records related to the investigation, including notes;
- A copy of the investigation report (if applicable);
- A summary of the investigation results, including the reports provided to the complainant and respondent; and
- A copy of any corrective action taken to address the complaint or incident.

Confidentiality

Temple Har Zion will not disclose the name of a complainant or a respondent or the circumstances related to the complaint to anyone except where disclosure is necessary to investigate the complaint or take corrective action concerning the complaint or required by law. Temple Har Zion will only disclose the minimum amount of personal information or details necessary for these purposes.

All records of harassment, and subsequent investigations, are considered confidential and will not be disclosed to anyone except to the extent required by law. Temple Har Zion will do everything reasonably possible to protect the privacy of any individuals involved and to ensure that complainants and respondents are treated fairly and respectfully.

Policy Review

The board will review this component of Temple Har Zion's *Kavod* policy at least annually, as required by the relevant employment legislation.

Any updates or changes will be re-posted within Temple and on Temple Har Zion's website, harzion.ca, with copies provided to employees, teachers, volunteers, clergy, and supervisors.

Ensuring Safety and Respect for Children and Youth

As an educational organization and a sacred community, Temple Har Zion is committed to ensuring the learning environment is safe and respectful for teachers, students, and their families.

While physical contact with children can convey support and caring, it should always be done in an age and developmentally appropriate way. In addition, teachers and volunteers need to be aware of and sensitive to cultural differences, family backgrounds, individual personalities, differences in sexual development, and special needs. While we recognize that children may respond to staff physically and verbally in various ways, it is the teachers' and volunteers' responsibility to ensure that their responses to the children's behaviour convey support and caring while reflecting appropriate boundaries.

Appropriate physical touch can take many forms, including, but not limited to:

- Bending down to the child's eye level and speaking kindly; listening to them carefully
- Taking a child's hand and leading them to an activity
- Putting an arm around the shoulder of a child who needs quieting or comforting
- Taking both of the child's hands as you say, "You did such a good job!" (or "I'm so glad to see you. We've missed you!" etc.)
- Patting a child on the head, hand, shoulder, or back to affirm them
- Holding a child by the shoulders or hand to keep their attention while redirecting the child's behaviour
- Gently holding a distracted child's chin to help them focus on what you are saying
- Holding a preschool child who is crying

On the other hand, some forms of physical contact would be inappropriate in a school setting, such as:

- Kissing a child, coaxing a child to kiss you, *extended* hugging and tickling
- Touching a child in any area that would be covered by a bathing suit (except in special circumstances when helping a child who requires assistance with toileting)
- Carrying older children or having them sit on your lap
- Being alone with a child
- Physical forms of discipline are not acceptable. Corporal punishment as a form of discipline is prohibited

Guidelines for Classroom Staffing and Supervision

As a general rule, there should be at least two leaders at all events for children and youth, except in the event of an emergency. The Director of Education and parents circulate in the classroom areas during instruction time, and teachers are accustomed to these persons entering their classrooms at any time.

When students are involved in one-on-one instruction outside of regular school hours, the instructor should keep the door open and the parent (or designate) should remain on the same floor so they can observe the interactions from time to time.

Young children, particularly those in Kindergarten, or any child requiring special assistance, should not be sent to the washroom alone but accompanied by a responsible adult or student teacher. Once the escort has determined that everything is in order, they should remain outside the washroom door and wait for the child before escorting them back to the classroom.

During carpooling and driving youth to/from events, one adult is sufficient in the car, provided that the trip begins with two (2) or more youth in the car, and seatbelts are available for each passenger. Exceptions should be discussed with the parent(s) and the Director of Education. In most circumstances, children and youth should not sit in the front seat, for safety reasons.

Addressing Allegations of Abuse

Realistically, no practical prevention strategy is 100 percent effective. An accusation of child abuse may occur in any institution. Temple Har Zion will respond to all abuse allegations with a strategy that reflects the following underlying principles:

- All allegations will be taken seriously;
- Situations will be handled in a forthright manner with due respect for people's privacy and confidentiality, and in accord with the relevant legislation; and
- Adequate care will be shown for all involved. The child/youth should not be held responsible in any way.

Promoting Well-being of Children and Youth

The Religious School recognizes its shared responsibility with individuals, families, and other community organizations to promote children's well-being and to address neglect and abuse. Temple Har Zion also recognizes that families experience various life events that children may describe and discuss in conversations with teachers or classmates.

The following general principles will guide our involvement with our children and youth.

1. Children have the right to be protected from neglect and abuse;
2. All family members are affected by child abuse and will be treated in a manner that is sensitive to their issues;
3. Addressing child neglect and child abuse is a responsibility shared by many, including members, staff, and volunteers at our Religious School; and
4. Any concerns will be reported directly to the Jewish Family and Child Service (JFCS).

The Director of Education will ensure that all teachers and volunteers working with children and youth understand the elements of child abuse/neglect as specified under the *Child, Youth and Family Services Act, 2017* and recognize their duties and responsibilities to report reasonable suspicions of child abuse/neglect to the JFCS in a timely manner.

All teachers and volunteers, 18 years of age and older, who work with children and youth are required to provide their supervisor with a Vulnerable Persons Sector Check upon hiring or assuming responsibilities.

Addressing Suspicions of Child Abuse/Neglect

Suspicions of potential child abuse may be raised in a number of ways, including actually witnessing an abusive incident, observing physical or psychological signs or symptoms of abuse with no actual report by the child, or hearing a report from the victim or another child. In the case of any suspected child abuse, the following procedures shall be followed:

1. While it may, at times, be appropriate to ask a child how an observed symptom appeared (e.g., a bruise on the body), it is never appropriate to ask any leading questions which might suggest to a child that they have been abused or suggest names, places or methods of abuse. Further, no person shall conduct any investigation or question any individuals.
2. Any volunteer or employee having reasonable suspicion of the abuse of a child within the congregation or attending a Temple-sponsored event must immediately report the suspicion directly to the **Jewish Family and Child Service at 416.638.7800**, and to the Director of Education, Clergy, and the Executive Director. Incidents of suspected abuse must be documented appropriately. Any delay in reporting or providing the appropriate information may place the child at further risk.

3. Any report and subsequent documentation of suspected child abuse is to be considered and treated as confidential. Access to this information should be limited to the Education Director, Clergy, and Executive Director, and when required, a Temple-appointed lawyer and/or insurance carrier.

Child Abuse and Neglect | Duty to Report

The *Child, Youth and Family Services Act, 2017* defines the circumstances in which a child would be found to be “in need of protection.” These circumstances are directly incorporated into section 125, which sets out the duty to report.

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 following, the person shall immediately report the suspicion and the information on which it is based to a society.²:

1. 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.
2. 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.
3. 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.
4. There is a risk that the child is likely to be sexually abused or sexually exploited as described in paragraph 3.
 - 4.1 The child has been sexually exploited as a result of being subjected to child sex trafficking.
 - 4.2 There is a risk that the child is likely to be sexually exploited as a result of being subjected to child sex trafficking.

² *Child, Youth and Family Services Act, 2017*

5. 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*, refuses or is unavailable or unable to consent to, the treatment on the child's behalf.
6. 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.

7. The child has suffered emotional harm of the kind described in subparagraph 6 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, treatment to remedy or alleviate the harm.
8. There is a risk that the child is likely to suffer emotional harm of the kind described in subparagraph 6 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.
9. There is a risk that the child is likely to suffer emotional harm of the kind described in subparagraph 6 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, treatment to prevent the harm.
10. 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 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*, refuses or is unavailable or unable to consent to, treatment to remedy or alleviate the condition.

11. 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.
12. 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.
13. 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.

If someone has reasonable grounds to suspect that a child under 16 is, or may be, in need of protection, **they must make a report directly to a society, (Jewish Family and Child Services)**. The duty to report is personal and can only be carried out by the person who has "reasonable grounds to suspect" that a child is in need of protection. **This duty cannot be delegated to, or assumed by, anyone else, including any Professional Staff or Lay Leader.**

Prior to making a report, one should inform one's supervisor.

A report may be made regarding 16- and 17- year-olds if one is concerned that they are, or may be, in need of protection.

It is important to note that the duty to report is an on-going one, such that where "additional reasonable grounds" arise to suspect that a child is in need of protection, a further obligation to report arises despite the fact that the person may have made one or more previous reports.

Addressing Abuse or Neglect of Vulnerable Adults

In addition to Temple Har Zion being a spiritual home and a religious school, the Rabbi, Cantor, and volunteers may be called upon to provide spiritual guidance and/or emotional support to the elderly and/or to vulnerable adults residing in the community or in long-term care facilities and/or retirement homes. Temple Har Zion expects that such interactions would be conducted in a manner consistent with the principles articulated in this policy.

In addition, Temple Har Zion recognizes the particular legal responsibilities with respect to reporting incidents or suspicions of physical, sexual, emotional, verbal or financial abuse of individuals living in long-term care homes and retirement homes. Individuals who are concerned about the care or treatment of vulnerable adults are encouraged to talk to the Rabbi, Cantor, or relevant community resources regarding further action.

Everyone has a duty to report to the provincial Director of Long-Term Care Homes should they have reasonable grounds to suspect that any of the following has occurred within a long-term care facility and/or a retirement home:

1. Improper or incompetent treatment or care of a resident that resulted in harm or a risk of harm to the resident;
2. Abuse of a resident by anyone or neglect of a resident by the licensee or staff that resulted in harm or a risk of harm to the resident;
3. Unlawful conduct that resulted in harm or a risk of harm to a resident;
4. Misuse or misappropriation of a resident's money or property; and
5. Misuse or misappropriation of funding.

In addition, failing to report is *considered an offence* for staff and those providing professional treatment, care, or counselling services, but not for visitors not acting in a professional capacity.

There are no parallel, legally-mandated, reporting obligations in regards to seniors living independently in the community or with family members.

Acknowledgment and Agreement

I acknowledge that I have read and understand the “**Kavod: Respectful and Safe Synagogue Policy**” of Temple Har Zion. I agree to adhere to this policy and will ensure that any employees working under my direction comply with this policy. I understand that if I violate the rules set forth by this policy, I may face disciplinary action up to and including termination of employment.

Signature

Date

Print Name