

**Reference Policies:**

**Policy Statement:** Catholic Kids Net, Inc. is committed to providing appropriate, helpful and safe programs, by building a strong foundation which supports us to proclaim the Catholic faith with integrity; and further, to protect, strengthen and support our faith community through the dedicated work of program missionaries and participants.

Safety is our primary concern for all programs. Our policies and procedures are designed to facilitate effective screening, training, monitoring and supervision of all program participants, to protect minors from abuse, and adult participants from false allegations of abuse. Please read **Catholic Kids Net Inc. Safe Environment Policies and Procedures** for detailed information.

All adults (including Clergy, Religious & Seminarians) who desire to attend Arcātheos &/or Captivenia are required to fully comply with the Safe Environment screening process and online course training as detailed below, prior to start of programs. Additional onsite Safe Environment Orientation is a mandatory requirement for Adult Participants.

**Policy Procedures:**

**APPLICATION PROCESS**

- Complete and submit the Adult Participant Application - First Time Participant
- Provide Two References: Personal, Work, &/or Parish Priest or Ministry Supervisor
- Vulnerable Sector Check (VSC)
- Intervention Record Check (IRC) or Provincial Equivalent
- Interview – initial screening
- CKNet Participant Service Agreement

The Criteria to initially qualify applicant for Catholic Kids Net Inc., Mission Team:

1. Satisfactory initial interview
2. Satisfactory VSC & IRC (or equivalent)
  - a. Criminal – applicants with a criminal record will require approval by Catholic Kids Net Inc. President prior to commencement of program.
  - b. Vulnerable – applicants who cannot provide a clean “Vulnerable Sector Check” (VSC) will not be approved as a volunteer.
  - c. Intervention Record (IRC) or Child Welfare Check – applicants who cannot provide a clean record may not be approved as a volunteer and will require approval of Catholic Kids Net Inc. President prior to commencement of program.
3. Signed Participant Service Agreement

**APPLICANT SCREENING AND TRAINING REQUIREMENTS**

Screening and training requirements may vary depending on the type of volunteer service to be provided. Any variation of the following will be determined Catholic Kids Net Inc.

## I. TEAM AND PARENT (OR OTHER ADULT) PARTICIPANT SCREENING REQUIREMENTS

### FIRST-TIME RESIDENT (OVERNIGHT) PARTICIPANT

1. Complete **Adult Participant Application**. (Only required for initial application to volunteer with CKNet.)
2. Individuals who are placed in positions of responsibility &/or leadership over minors will be required to **complete an interview** with the appropriate Director &/or Team Coordinator and provide references as requested.
3. Register online and remit fees.
4. Obtain the following: **Vulnerable Sector Check (VCS)**, and **Intervention Record Check (IRC)** or equivalent (Child Service Record Check). These are required every five years.
5. Read **Catholic Kids Net, Inc. Safe Environment Policies and Procedures**.
6. Complete **Participant Service Agreement**. Required annually.

### RETURNING RESIDENT (OVERNIGHT) PARTICIPANT

1. Individuals who are placed in positions of responsibility &/or leadership over minors will be required to **complete an interview** with the appropriate Director &/or Team Coordinator and provide references as requested.
2. Register online and remit fees.
3. Obtain the following: **Vulnerable Sector Check (VCS)**, and **Intervention Record Check (IRC)** or equivalent (Child Service Record Check). These are required every five years.
4. Read **Catholic Kids Net, Inc. Safe Environment Policies and Procedures**.
5. Complete **Participant Service Agreement**. Required annually.

### FIRST-TIME DAY PARTICIPANT

1. Complete **Adult Participant Application**.
2. **Interview** with Program Director, Mission Team Coordinator or Support Participant Coordinator.
3. Register online and remit fees.
4. Obtain the following: **Vulnerable Sector Check (VCS)**, and **Intervention Record Check (IRC)** or equivalent (Child Service Record Check). These are required every five years.
5. Read **Catholic Kids Net, Inc. Safe Environment Policies and Procedures**.
6. Complete **Participant Service Agreement**. Required annually.

### RETURNING DAY PARTICIPANT

1. **Interview** with Program Director, Mission Team Coordinator or Support Team Coordinator.
2. Register online and remit fees.
3. Review **Catholic Kids Net, Inc. Safe Environment Policies and Procedures**.
4. Complete **Participant Service Agreement**. Required annually.

### SHORT-TERM DAY PARTICIPANT

*\*Individual(s) coming onsite for a few hours to assist with theatrical scenes.*

1. **Approval to participate** from the Program Director.
2. **Report directly to the Safe Environment Coordinator** upon arrival on property to be signed into the Visitor Registry and assigned a Visitor Lanyard. The Lanyard must be visible at all times while on property (other than when costumed for theatrical scenes).
3. Are **assigned to an onsite Supervisor and must remain in their company at all times**. (i.e. cannot be left alone, or assigned independent tasks.) Ensure Rule of Three at all times.
4. Once the task is completed, meet the Safe Environment Coordinator to sign off property in the Visitor Registry, return Visitor Lanyard and are accompanied off-site.

## II. POLICE OR VULNERABLE SECTOR CHECK (VSC) AND INTERVENTION RECORD CHECK (IRC) OR EQUIVALENT

- First-time adult participants are required to obtain and supply an **original** VSC & IRC specific for Catholic Kids Net, Inc. Original documents must be submitted at your earliest convenience, either in person or by mail to: Catholic Kids Net Inc., 43 Maligne Drive, Devon, AB T9G 1P7. No photocopies will be accepted.
- The VSC & IRC documents can take six (6) or more weeks to be processed. Be sure to get your applications done as soon as possible to ensure documents are received prior to the program deadline (for completion of screening and training protocols).
- Returning participants are required to supply new VSC & IRC every five years.
- Safe Environment Coordinators, upon request, will provide a letter which may waive processing fees for Vulnerable Sector Check (VSC). However, if the fee is not waived, it is the responsibility of the individual to cover this cost.
- If you are out-of-province or out-of-country, please email to [admin@catholickidsnetinc.com](mailto:admin@catholickidsnetinc.com) for information on your requirement to fulfill above protocols.

### III. ADULT PROGRAM PARTICIPANT TRAINING REQUIREMENTS

Participants accepted to our program(s) will be registered in *Praesidium Academy* online training program, and provided with a unique Login ID & password. *Praesidium Academy* courses are designed to educate program participants—making safety everyone’s priority. All Catholic Kids Net, Inc. Board Directors, Program Leadership, Formation Team, Parents and other adult participants must complete required courses prior to program commencement.

#### Praesidium Academy Curriculum

Program participants are required to complete Praesidium Academy Courses annually as determined by Catholic Kids Net Inc., Board.

CKNET - Praesidium Academy Curriculum		
	Year 1	Year 2
RESIDENT (OVERNIGHT) ADULT PARTICIPANT	(1) Keeping Your Camp Safe (2) Abuse Prevention Management (3) Preventing Sexual Activity Between Adolescents (4) Duty to Report	(1) Abuse Prevention Refresher (2) Duty to Report  (3) Preventing Sexual Activity Between Children
ADULT DAY PARTICIPANT	(1)Abuse Risk Management (2)Duty to Report	(1) Abuse Prevention Refresher (2) Duty To Report
RESIDENT YOUTH PARTICIPANT (UNDER 18)	(1) Keeping Your Camp Safe (2) Meet Sam (3) It Happened To me (4) Duty to Report	
PROGRAM DIRECTORS & BOARD DIRECTORS	(1) Keeping Your Camp Safe (2) Abuse Prevention Management (3) Preventing Sexual Activity Between Adolescents (4) Duty to Report (5)Getting Your Board on Board	(1) Abuse Prevention Refresher (2) Duty to Report (3) Preventing Sexual Activity Between Children (4)Getting Your Board on Board

#### **IV. PROGRAM PARTICIPANT ONSITE ORIENTATIONS**

Program Participants (youth and adult) are required to participate in an onsite orientation at the beginning of programs.

#### **V. PROGRAM MONITORING AND POST-PROGRAM EVALUATIONS**

**PROGRAM MONITORING:** As per Catholic Kids Net, Inc. Safe Environment Policies and Procedures ongoing program monitoring will be facilitated throughout programs by Program Director(s) and Safe Environment Coordinator(s).

**POST-PROGRAM EVALUATIONS:** Follow-up Surveys are required of all high-risk program ministries. The Safe Environment Coordinators will conduct post-program evaluations by providing appropriate Surveys to all Campers, Mission Team and Adult participants. This feedback assists Catholic Kids Net, Inc., in assessing our Programs and Safe Environment Policy and Procedures to ensure ongoing diligence and care for everyone's safety and security.

**SELF-REVIEW FOR PROGRAM PARTICIPANTS:** Catholic Kids Net, Inc., is dedicated to strengthening its programs by conducting a self-review for all Positions. This feedback assists Catholic Kids Net, Inc., in assessing our Safe Environment Policy and Protocols and ensuring ongoing diligence and care for everyone's safety and security.

#### **VI. CLERGY AND RELIGIOUS – ADDITIONAL REQUIREMENTS**

##### **Clergy & Religious – Calgary Diocese**

Priests, Religious & Seminarians of the Calgary Diocese are required to meet Catholic Kids Net, Inc. Safe Environment screening & training requirements (as detailed above). As well these individuals will advise the Diocesan Chancellor or Diocesan Volunteer Coordinator of their intention to participate at Captivenia &/or Arcatheos.

##### **Clergy & Religious – Out-of-Diocese**

In accordance with the Calgary Diocese's protocols: No Bishop, Deacon, Religious, Seminarian or Lay Speaker is to be invited into the Diocese without the express permission of the Bishop or the Chancellor having been granted.

The first step in the procedure, therefore, is to write to read the Calgary Diocese's protocol for Outside Speakers. [Click here to view the Calgary Diocese Permission for Outside Speakers.](#)

Note that such procedures take time and application should be made well in advance of any definite travel planning. Documentation must be completed and submitted to the Catholic Kids Net, Inc., Administrator who will liaison with the Calgary Diocese to ensure all necessary requirements..

Once the Bishop has granted permission, the individual is required to meet the following screening & training procedures for Catholic Kids Net, Inc.

## VII. PROGRAM DIRECTOR &/OR SAFE ENVIRONMENT COORDINATOR RESPONSIBILITIES TO MISSION TEAM & ADULT PROGRAM PARTICIPANTS

### Pre-Event

1. Provide Adult Participant Application (for first-time program applicants). Review completed document.
2. Document interview with applicant to determine qualifications, commit to requirements of Mission Team or Support Team position and answer questions.
3. Provide the applicant with a position description outlining his/her role, responsibilities and expectations to the program. (i.e. Mission Team or Support Team).
4. Confirm that the applicant has registered and remitted payment in Camp Brain.
5. Confirm dates of planned attendance to the event and document.
6. Request and review VSC & IRC and references. Document date and results of check, indicating confirmation of acceptability meeting current Safe Environment Policy & Procedures.
7. Confirm and document that the individual has received and read the ***Catholic Kids Net, Inc. Safe Environment Policy and Procedure Manual*** and answer questions.
8. Provide Participant Service Agreement (required annually). Once a participant has completed this document, review, sign document, and email to participant with confirmation of receipt of the document. For liability we do require this paper trail to be documented.
9. Register and provide login information to *Praesidium Academy*. Provide assistance to individuals to ensure completion of all assigned courses. Once courses are complete, download the Certificate of Course Completion.
10. Once all the above is completed, sign and date volunteer record of completion and upload all documents to individual's file in Catholic Kids Net, Inc. Mission Team Records Management. This should include: Adult Participant Application, Position Description, Interview Notes, VSC, IRC or equivalent, Participant Service Agreement and *Praesidium Academy* Completion Certificate.

### During Event

1. Confirm and document attendance at Catholic Kids Net, Inc., Onsite Orientation Session.
2. Follow Program Monitoring as per CKNET Safe Environment Manual.
3. Be available to address questions, concerns and support as needed through the duration of the program.
4. Provide self-review checklist to participant. Review with participant and make notes as needed. Upload to participants file.

### Post-Event

1. Provide post-program follow-up survey &/or evaluations. Review as needed with participant.
2. Forward completed survey &/or evaluations to Program Director and Catholic Kids Net, Inc. for review and follow-up.

## VIII. ADULT PROGRAM PARTICIPANT SAFETY

Adult Participants must have a thorough understanding of their role and responsibilities as outlined in the written policies and procedures and training materials. Catholic Kids Net, Inc., and its designates (i.e. Program Directors, Mission & Support Team Coordinators and Safe Environment Coordinators, etc.) have a responsibility to ensure that Adult Program Participants are:

- Placed only in positions for which they are fully qualified or for which they receive appropriate and adequate training and support.
- Fully and honestly informed of expectations and responsibilities of their position along with any risk or liability the position may entail.
- Made to feel comfortable to decline any suggested placement, or to request changes or accommodations to a position expectation, at any point in their involvement.
- Made fully aware that they are not to compromise their own safety as part of their duties.

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- Able to refuse to complete a task if they feel conditions are unsafe; and will be supported by Catholic Kids Net, Inc., &/or it's designates when a situation arises.
- Included in the general liability insurance coverage of Catholic Kids Net, Inc., for duration of event or program.

The Program Director, Mission Team Coordinator, Support Team Coordinator &/or Safe Environment Coordinator will ensure through discussion, interview, ongoing supervision and training, that Mission Team Participants understand their roles and responsibilities for each task assignment.

**Adult Participant Application**

Name: \_\_\_\_\_

(Please print) Last First Middle Maiden

Address: \_\_\_\_\_

Phone: Home \_\_\_\_\_ Mobile \_\_\_\_\_ Email: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Religion: \_\_\_\_\_

Have you previously participated in a program with Catholic Kids Net, Inc? **Yes** **No**

If Yes, please complete the following. Dates: \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_ Position: \_\_\_\_\_

For what program & position are you applying? (Mission Team, Meresera, Guardian, Other) \_\_\_\_\_

What interests you about the position for which you are applying? \_\_\_\_\_

What has prepared you for the positions for which you are applying? \_\_\_\_\_

**Education History (Complete for highest level of education to date):**

Dates (start with most recent)	School name & address (City, Prov, PC)	Type of School	Name of Program or Degree	Program Complete?
Started ___/___/___ Ended ___/___/___				

**Employment History:**

Dates of employment (start with most recent)	Company name & address (City, Prov, PC)	Immediate Supervisor name & phone number	Position held	Reason for leaving position
Started ___/___/___ Ended ___/___/___				
Started ___/___/___ Ended ___/___/___				

**Volunteer/Ministry/Service History:** List all paid and volunteer positions involving work with or around minors you have held, either with Church or non-Church organizations (e.g., Boy Scout leader, religious education instructor, youth minister, coach, etc.).

Dates of volunteer/ministry (start with most recent)	Organization name & address (City, Prov, PC)	Immediate Supervisor name & phone number	Position held
Started ___/___/___ Ended ___/___/___			
Started ___/___/___ Ended ___/___/___			

**References:** Please provide names and contact for professional and personal references and their relationship to you. These individuals may be contacted by Catholic Kids Net Inc. or the program for which you are applying to volunteer.

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Reference Name	Address (City, Prov, PC)	Daytime Phone	How long have you known this person?	Has this person agreed to provide a reference?
Work Supervisor				
Ministry				
Personal				

Have you ever been accused of physically, sexually or emotionally abusing a child or an adult? **Yes \_\_\_\_\_ No \_\_\_\_\_**  
*If yes, please explain on a separate sheet.*

**Carefully review each of the following statements:**

- ✓ I declare that all statements contained in this application are true and that any misrepresentation or omission is cause for rejection of my application, or dismissal from this program.
- ✓ I acknowledge receipt of the **CKNET SAFE ENVIRONMENT POLICY & PROCEDURE MANUAL** and I agree to observe all of the guidelines and policies of this program.
- ✓ I understand that it is my responsibility to read and comply fully with Catholic Kids Net Inc. Safe Environment Requirements before the commencement of volunteer/ministry work in any program.
- ✓ I authorize this program to conduct a personal and professional background check for the purposes of my application.
- ✓ CKNet, Inc. may contact any references, past and current employers, church, youth organizations, agencies where volunteer service has been completed, and any individual or organization that might be relevant to my desired position.
- ✓ I hereby release all of the persons listed above from any and all liability for damages that might occur during the Catholic Kids Net Inc. contact with the individuals for purposes of employment or volunteer services screening.
- ✓ I waive all rights to inspect information provided about me by the persons previously mentioned. I have also read and understood the information stated above in this release and am signing below of my own free will.
- ✓ I understand that I must provide an original Criminal Record Check for Vulnerable Sector, in addition to an Intervention Record Check (or equivalent) specifically for Catholic Kids Net Inc. Failure to comply will result in my being barred from any contact with minors in all Catholic Kids Net Inc. programs.
- ✓ I understand that Catholic Kids Net Inc. has ZERO TOLERANCE FOR ABUSE and takes all allegations of abuse seriously. I further understand that Catholic Kids Net Inc. cooperates fully with the authorities to investigate all cases of alleged abuse. Abuse of minors is grounds for immediate dismissal and possible criminal charges.
- ✓ I declare that I have not perpetrated physical abuse, sexual abuse, emotional abuse, or neglect against a minor or a vulnerable adult, and that I have never been accused of these acts.
- ✓ I understand that I can withdraw from the application process at any time.
- ✓ I understand and agree that false statements and/or omissions regarding past conduct and/or present situation may be grounds for denial of the application to provide employment and/or volunteer services, and that refusal to inform this program of the contents of a sealed criminal record will result in the automatic denial of the application.
- ✓ **I agree to adhere to Alberta Public Health Regulations in effect during the camp/program, as required for group gatherings and overnight camps (i.e. Covid-19 restrictions, if any).**

**My signature indicates that I have read, understand and agree to all the above.**

\_\_\_\_\_  
 [Participant Signature]

\_\_\_\_\_  
 (Date)

\_\_\_\_\_,2021

APPENDIX 2: SAMPLE INTERVIEW QUESTIONNAIRE

**Sample Interview Questionnaire**

Applicant Name: \_\_\_\_\_

Position: \_\_\_\_\_

Names of Interviewer(s): \_\_\_\_\_

Date of Interview: \_\_\_\_\_ Location of Interview: \_\_\_\_\_

**Introductions**

[Introduce the interviewers, the candidate, and the Catholic Kids Net, Inc. Program.]

- Q. How did you hear about our program?
- Q. Why does serving in the ministry and with our program appeal to you?
- Q. Are you aware of the Safe Environment Policy of Catholic Kids Net, Inc?

**Values**

[Describe the Vision or Mission of CKNet, Program and description of the ministry.]

- Q. After reflecting on the vision/mission and description of the ministry, please tell us at least 3 ways in which you see you contributing to, bringing to life, making this vision a reality in our program.

**Responsibilities**

[Describe the responsibilities (not the procedures) of the ministry (as outlined in the position description) and the probable time commitment and duration of the position.]

- Q. How do you feel about these responsibilities and time commitments?

**Qualifications, Skills, Experience**

[In order to fulfill this ministry, we re looking for someone with [list the qualifications, skills and experience being sought]

- Q. Please describe how your values, skills and abilities would enable you to perform in this position?

**Formation, Training and Orientation**

[Describe the formation, training and orientation, etc. that CKNet &/or the program is able to provide to the volunteer.]

- Q. What training or education would you feel you need to take on this responsibility?
- Q. Has there been anything discussed so far that you would be unable to do in this role?

**Support and Accountability**

Describe the accountability factors of the position [screening procedures, supervision, reporting, feedback survey, etc.]

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- Q. What would you need from (the Program Director, Direct Supervisor, Safe Environment coordinator, etc.) in order to carry out your responsibilities?
- Q. How do you feel about these accountability factors?
- Q. What other ministry or volunteer experiences have you encountered where these were in place or should have been in place?

### Recognition and Acknowledgement

- Q. How do you feel volunteers should be acknowledged and recognized?

### Closing the Interview

- Q. Do you have any questions about the position or any concerns about being able to carry out the duties and responsibilities required?
- Q. If successful, when could you commence this position?
- Advise the candidate when you will be making a final decision. (Do not approve candidate until interviewers have had time to confer without the candidate present and **appropriate screening procedures have been satisfactorily carried out**)

### INSTRUCTIONS FOR DEVELOPING INTERVIEW QUESTIONNAIRE

Develop Interview Questionnaires based on position descriptions and screening requirements.

Fill in the statements in [ ] brackets for each category of questions.

Do not develop questions that breach Human Rights or that could be construed to be discriminating against protected groups.

Make enough photocopies so that each interviewer has a copy for each candidate being interviewed.

Assign questions so that each interviewer is involved.

Instruct interviewers to record their notes on the Interview Questionnaire. The Interview Questionnaires will be collected and kept securely on file.

Instruct interviewers not to ask questions that are not on the list.

Depending on how a candidate responds to a question, additional questions **related to that response** may be asked by either the interviewer assigned the question or another of the interviewers even though the question is not listed.

If a candidate is struggling with understanding a question, reframing the question may help.

Ask candidates to draw from their own experiences in responding to the questions. Remember: Hypothetical questions will get hypothetical answers.

Record applicant responses throughout interview along with your notes, concerns, affirmations, etc. Save as PDF for records management.

PARTICIPANT SERVICE AGREEMENT – MINOR (Under 18)

FOR PERIOD: JANUARY 1 – DECEMBER 31, 2022

PROGRAM NAMES: ARCÁTHEOS & CAPTIVENIA

**Catholic Kids Net, Inc., requires that the parent or legal guardian of the child read the Safe Environment Policies and Procedures and this Service Agreement with their child. Additionally, your signature is legally required on this Service Agreement as the parent/legal guardian. Thank you.**

I, \_\_\_\_\_ ("PARTICIPANT"), am willing to volunteer my time, do hereby enter into this Service Agreement (the "Agreement") with Catholic Kids Net Inc., in exchange for other good and valuable consideration received from Catholic Kids Net Inc., the receipt and sufficiency of which are hereby acknowledged.

1. **QUALIFICATIONS:** I hereby acknowledge, declare and agree that I am physically and mentally able, with or without reasonable accommodation, to provide services for, or on behalf of, Catholic Kids Net Inc. I further acknowledge, declare and agree that I have never violated (convicted of violating) the laws of any jurisdiction relating to violent crimes, crimes of moral turpitude or similar offenses.
2. **PARTICIPANT SERVICES:**
  - i. I hereby acknowledge and agree that all services that I provide to and render for the benefit of Catholic Kids Net Inc. are on a purely voluntary basis and that the relationship between me and Catholic Kids Net Inc. shall in no way be construed as an employment agreement, an independent contracting agreement or any other relationship which would require Catholic Kids Net Inc. to compensate me (in any manner whatsoever) for the services that I provide or render. I further acknowledge that Catholic Kids Net Inc. may terminate my services at any time and at its sole discretion for any reason or no reason at all.
  - ii. I further agree to abide by all of the norms, methods, projects and programs of Catholic Kids Net Inc. and follow all directives issued as to their application and dissemination including, but not limited to, those items and responsibilities assigned to me as relates to the position named above.
  - iii. I understand that I must complete **Armatus Online Camp Care** courses as specified by Catholic Kids Net Inc. and will abide by all material presented therein prior to commencement of the program for which I have applied.
3. **COVENANT OF CARE:** I understand that my actions in ministering and serving in Catholic Kids Net Inc., are to be consistent with the teachings of the Catholic Church and exercised in a pastoral manner toward all people. Therefore, I agree to abide by the following:
  - ✓ I will follow appropriate actions as defined by my orientation and training in all my relations with children/youth/vulnerable persons.
  - ✓ I will use only physical contact that is deemed appropriate in reference to the Catholic Kids Net Inc. Policies & Procedures Manual, which I have read and understand.
  - ✓ I will use appropriate language at all times with all persons.
  - ✓ I will dress appropriately with respect for modesty and in compliance with camp dress codes.
  - ✓ I will serve others always in keeping with the teachings of the Catholic Church, treating everyone with respect, loyalty, patience, integrity, courtesy, dignity and consideration.
  - ✓ I will use positive reinforcement rather than criticism, competition, or comparisons when working with others.
  - ✓ I will abide by the **Rule of Three** and will avoid situations where I am alone with children (under 18 years old).
  - ✓ I promise that I will not harass others as specified in the Catholic Kids Net Inc. Policies & Procedures Manual.
  - ✓ I will report suspect abuse to the Program Director, Assistant Director, Administrator or appropriate supervisor.
  - ✓ I will consult with the Program Director, Assistant Director, Administrator or Safe Environment Coordinator should I require further clarification concerning my area of ministry or service.
  - ✓ I understand that any type of inappropriate behavior of abuse will not be tolerated. I understand that any allegation of abuse made against me will result in my immediate removal from ministry or program and, subject to the results of an investigation in accordance with Catholic Kids Net Inc. protocols, that it may end the volunteer relationship.
  - ✓ **I agree to adhere to Alberta Public Health Regulations in effect during the camp/program, as required for group gatherings and overnight camps (i.e. Covid-19 restrictions, if any).**
4. **CATHOLIC KIDS NET, INC. SAFE ENVIRONMENT POLICIES AND PROCEDURES ACKNOWLEDGMENT:** I agree to read the *Catholic Kids Net, Inc. Safe Environment Policies and Procedures* (hereafter the "Manual"). I confirm to agree to be bound by policies as detailed in the Manual, as well as by the rules, regulations, and policies that may be established in the future.

# Catholic Kids Net, Inc.

I understand that any questions concerning the Manual should be directed to the Safe Environment Coordinator(s) or Catholic Kids Net, Inc. Administrator, and thereafter as she/he directs. I understand that Catholic Kids Net Inc. reserves the right to modify or change its policies, procedures, and working conditions without notice to myself or other participants.

I understand and agree that nothing contained in the Manual or any other of Catholic Kids Net Inc. rules, regulations, policies, or practices should be interpreted or construed as conferring any type of employment relationship whatsoever. I further understand and agree that my services are terminable at any time for any reason or no reason at all so that both Catholic Kids Net Inc. and I each have the right to discontinue the relationship at any time and for any reason.

I further understand that it is my responsibility to familiarize myself with all information in this Manual. I acknowledge that this Manual supersedes all prior Manuals, which I might have received, and that, any oral or written statements or promises to the contrary are disavowed by Catholic Kids Net Inc.

5. **BENEFITS:** I hereby acknowledge and agree that Catholic Kids Net Inc. may, in its sole discretion, provide me with benefits as Catholic Kids Net Inc. may from time to time deem appropriate for participants generally; provided, however, that the providing of such benefits shall in no way be construed as creating, or giving rise to, an employment agreement, an independent contractor agreement or any other relationship which would require Catholic Kids Net Inc. to compensate me (in any manner whatsoever) for the services that I provide or render. I acknowledge that any such benefits are strictly gratuitous.
6. **INSURANCE:** I hereby acknowledge, declare and agree that Catholic Kids Net Inc. is not obligated to and does not carry any insurance which would provide me with benefits (other than insurance benefits required by law if any). I further agree that, to the extent that a condition, illness or injury is not covered by insurance that may be provided by Catholic Kids Net Inc. (if any), Catholic Kids Net Inc. shall not be responsible (financially or otherwise), and I hereby waive any rights to any insurance benefits and agree to indemnify and hold harmless Catholic Kids Net Inc. covering attorneys' fees (on a solicitor and own client basis) in enforcing this waiver for any such insurance claim, condition, illness or injury claimed by me or on my behalf without limitation in time or amount.
7. **BINDING ARBITRATION:** Catholic Kids Net Inc. and I hereby agree that, upon the demand of any party, whether made before or after the institution of any legal proceeding or controversy of any kind (e.g., whether in contract or in tort, statutory or common law, legal or equitable) now existing or hereafter arising between the parties which in any way arises out of, relates to or is in connection with the past, present or future relationship of the parties (a "Dispute"), such Dispute shall be resolved by mandatory binding arbitration in accordance with the provisions of the Arbitration Act (Alberta), with all hearings to take place in the Province of Alberta, unless otherwise agreed by the parties. Any judgment, decision or award rendered by such arbitrator shall be final and binding and shall not be the subject of any further court proceeding except in connection with the enforcement of any such award by a court of competent jurisdiction.
8. **CONFIDENTIALITY:** I hereby agree that all Confidential Information, as defined below, obtained by me or coming to my attention while I provide services to, or on behalf of, Catholic Kids Net Inc. shall be deemed to be proprietary and strictly confidential. Confidential Information means all Catholic Kids Net Inc. programs, materials, processes, organizational, operational and financial information, member and participant information, and operational methods of Catholic Kids Net Inc. excluding information that was in the public domain through no action by me in breach of this agreement, was developed by me independent of my obligations hereunder, or was acquired by me from a third party unless such information was delivered to me in breach of confidentiality agreements between the said third party and Catholic Kids Net Inc.

I further agree to take any and all precautions to restrict the dissemination of the Confidential Information and agree that I shall not use such information for my benefit, or for the benefit of any other person or entity, or otherwise disclose, furnish or make such information accessible to any other person or entity. Upon the termination of this Agreement, I shall promptly return all Confidential Information to Catholic Kids Net Inc. and shall not retain any copies of such materials. This obligation of strict confidentiality shall continue in full force and effect notwithstanding the termination of this Agreement.

9. **INTELLECTUAL PROPERTY OWNERSHIP:** I hereby acknowledge and agree that all works or authorship, ideas, designs, systems, drafts, drawings, plans, materials or other items of intellectual property (the "Works") which are developed by me during or after the term of this Agreement and which relate in any manner to the business or activities of Catholic Kids Net Inc. shall be the sole and exclusive property of Catholic Kids Net Inc. All such Works shall be considered "works made for hire" as such term is defined under United States and Canada copyright laws and I agree that Catholic Kids Net Inc. may register the copyright in such Works in its name, as a sole author and owner thereof. If, however, I as the Participant am deemed an "author" of any Works, I hereby grant to Catholic Kids Net Inc. all rights (including exclusive worldwide copyrights in perpetuity) in the Works. I also agree to execute and deliver to Catholic Kids Net Inc. any assignments of the Works (including any renewals and extensions thereof) as Catholic Kids Net Inc. may deem necessary to accomplish the intent of this Agreement. I further agree not to assert any claim of statutory or common law copyright to the Works, and to fully cooperate with Catholic Kids Net Inc. in registering, creating or enforcing any copyrights or proprietary rights arising hereunder.
10. **CONFLICT OF INTEREST:** I shall not accept or receive any kind of gift in manner of cash, donation, asset, monetary favor, or other compensation in kind from parents, students, relatives, benefactors, staff, or anyone related to the operations of Catholic Kids Net Inc. that may be construed to create a conflict of interest.

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11. **NONDISPARAGEMENT:** I agree not to disparage, or encourage or induce others to disparage Catholic Kids Net Inc., its officers, directors, employees, and agents. This non-disparagement provision survives termination of this agreement.
12. **GOVERNING LAW:** This Agreement shall be governed by, and construed in accordance with, the laws of the province of Alberta. Each party hereby submits to the non-exclusive jurisdiction of the Province of Alberta in connection with this Agreement.
13. **SEVERABILITY:** The clauses, sentences and parts of this Agreement are severable to the extent that they may be found to be unlawful or ineffective by a court of competent jurisdiction, but the illegality or ineffectiveness of any such clause, sentence or part shall not affect any other clause, sentence or part of this Agreement. Rather, the remaining provisions hereof shall remain in full force and effect.
14. **COMPLETE AGREEMENT:** This Agreement, including any and all other documents described herein, is intended by the parties as a final expression and complete statement of the terms and conditions of their agreement and may not be contradicted by evidence of prior, contemporaneous or subsequent oral agreements of the parties.

This Agreement is signed, accepted and agreed to by all parties by and through the parties or their agents or authorized representatives. All parties hereby acknowledge they have read and understood this Agreement. All parties further acknowledge that they have executed this Agreement voluntarily and of their own free will in the city and province set forth below.

Dated at \_\_\_\_\_ this day \_\_\_\_ of \_\_\_\_\_, 2022.  
(city/town, province) (date) (month) (year)

## PARTICIPANT (MINOR) SIGNATURE

\_\_\_\_\_  
[Signature]

\_\_\_\_\_  
[Print Name]

## PARENT SIGNATURE

\_\_\_\_\_  
[Signature]

\_\_\_\_\_  
[Print Name]

## Reviewed & Accepted By:

\_\_\_\_\_  
[Signature]

\_\_\_\_\_  
[Print Name]

\_\_\_\_\_  
[Date]

\_\_\_\_\_  
[Position]

### CATHOLIC KIDS NET, INC.

43 Maligne Drive, Devon, AB T9G 1P7

PH: 780.987.2332 E: admin@catholickidsnetinc.com

APPENDIX 4: PARTICIPANT SERVICE AGREEMENT (Adult)

PARTICIPANT SERVICE AGREEMENT - ADULT

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FOR PERIOD: JANUARY 1 – DECEMBER 31, 2022

PROGRAM NAMES: ARCATHEOS & CAPTIVENIA

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I, \_\_\_\_\_ (the "Participant"), am willing to volunteer my time, and do hereby enter into this Service Agreement (the "Agreement") with Catholic Kids Net Inc., Inc. in exchange for other good and valuable consideration received from Catholic Kids Net Inc., the receipt and sufficiency of which are hereby acknowledged.

1. **QUALIFICATIONS:** I hereby acknowledge, declare and agree that I am physically and mentally able, with or without reasonable accommodation, to provide services for, or on behalf of, Catholic Kids Net Inc. I further acknowledge, declare and agree that I am at least eighteen years of age, and that I have never violated (convicted of violating) the laws of any jurisdiction relating to violent crimes, crimes of moral turpitude or similar offenses.

2. **PARTICIPANT SERVICES:**

iv. I hereby acknowledge and agree that all services that I provide to and render for the benefit of, Catholic Kids Net Inc. are rendered on a purely voluntary basis and that the relationship between me and Catholic Kids Net Inc. shall in no way be construed as an employment agreement, an independent contracting agreement or any other relationship which would require Catholic Kids Net Inc. to compensate me (in any manner whatsoever) for the services that I provide or render. I further acknowledge that Catholic Kids Net Inc. may terminate my services at any time and at its sole discretion for any reason or no reason at all.

v. I further agree to abide by all of the norms, methods, projects and programs of Catholic Kids Net Inc. and follow all directives issued as to their application and dissemination including, but not limited to, those items and responsibilities assigned to me as relates to the position named above.

vi. I understand that in working with youth or if I have access to financial accounts or accounting software, &/or if I will be overnighing on the property, I am required to provide an original Criminal Record Check for Vulnerable Sector (CRC-VS) and an Intervention Records Check (IRC) or equivalent, specifically for Catholic Kids Net Inc.

vii. I understand that I must complete **Armatus Online Camp Care** courses as specified by Catholic Kids Net Inc. and will abide by all material presented therein prior to commencement of the program for which I have applied.

3. **COVENANT OF CARE:** I understand that my actions in ministering and serving in Catholic Kids Net Inc., are to be consistent with the teachings of the Catholic Church and exercised in a pastoral manner toward all people. **Therefore, I agree to abide by the following:**

- ✓ I will follow appropriate actions as defined by my orientation and training in all my relations with children/youth/vulnerable persons.
- ✓ I will use only physical contact that is deemed appropriate in reference to the Catholic Kids Net Inc. Policies & Procedures Manual, which I have read and understand.
- ✓ I will use appropriate language at all times with all persons.
- ✓ I will dress appropriately with respect for modesty and in compliance with camp dress codes.
- ✓ I will serve others always in keeping with the teachings of the Catholic Church, treating everyone with respect, loyalty, patience, integrity, courtesy, dignity and consideration.
- ✓ I will use positive reinforcement rather than criticism, competition, or comparisons when working with others.
- ✓ I will abide by the **Rule of Three** and will avoid situations where I am alone with children (under 18 years old).
- ✓ I promise that I will not harass others as specified in the Catholic Kids Net Inc. Policies & Procedures Manual.
- ✓ I will report suspect abuse to the Camp Director, Camp Administrator or appropriate supervisor.
- ✓ I will consult with the Camp Director, Administrator, or Safe Environment Coordinator should I require further clarification concerning my area of ministry or service.
- ✓ I understand that any type of inappropriate behavior of abuse will not be tolerated. I understand that any allegation of abuse made against me will result in my immediate removal from ministry or program and, subject to the results of an investigation in accordance with Catholic Kids Net Inc. protocols, that it may end the volunteer relationship.
- ✓ I agree to adhere to Alberta Public Health Regulations in effect during the camp/program, as required for group gatherings and overnight camps (i.e. Covid-19 restrictions, if any).

4. **CATHOLIC KIDS NET, INC. SAFE ENVIRONMENT POLICIES AND PROCEDURES ACKNOWLEDGMENT:** I hereby acknowledge receipt of the **Catholic Kids Net, Inc. Safe Environment Policies and Procedures** (hereafter the "Manual"). I confirm to be bound by policies as detailed in the Manual, as well as by the rules, regulations, and policies that may be established in the future.

I understand that any questions concerning this Manual should be directed to the Safe Environment Coordinator or Catholic Kids Net, Inc. Administrator, and thereafter as s/he directs. I understand that Catholic Kids Net Inc. reserves the right to modify or change its policies, procedures, and working conditions without notice to myself or other volunteers.

I understand and agree that nothing contained in the Manual or any other of Catholic Kids Net Inc. rules, regulations, policies, or practices should be interpreted or construed as conferring any type of employment relationship whatsoever. I further understand and agree that my services are terminable at any time for any reason or no reason at all so that both Catholic Kids Net Inc. and I each have the right to discontinue the relationship at any time and for any reason.

I further understand that it is my responsibility to familiarize myself with all information in this Manual. I acknowledge that this Manual supersedes all prior Manuals, which I might have received, and that, any oral or written statements or promises to the contrary are disavowed by Catholic Kids Net Inc.

5. **BENEFITS:** I hereby acknowledge and agree that Catholic Kids Net Inc. may, in its sole discretion, provide me with benefits as Catholic Kids Net Inc. may from time to time deem appropriate for volunteers generally; provided, however, that the providing of such benefits shall in no way be construed as creating, or giving rise to, an employment agreement, an independent contractor agreement or any other relationship which would require Catholic Kids Net Inc. to compensate me (in any manner whatsoever) for the services that I provide or render. I acknowledge that any such benefits are strictly gratuitous.
6. **INSURANCE:** I hereby acknowledge, declare and agree that Catholic Kids Net Inc. is not obligated to and does not carry any insurance which would provide me with benefits (other than insurance benefits required by law if any). I further agree that, to the extent that a condition, illness or injury is not covered by insurance that may be provided by Catholic Kids Net Inc. (if any), Catholic Kids Net Inc. shall not be responsible (financially or otherwise), and I hereby waive any rights to any insurance benefits and agree to indemnify and hold harmless Catholic Kids Net Inc. covering attorneys' fees (on a solicitor and own client basis) in enforcing this waiver for any such insurance claim, condition, illness or injury claimed by me or on my behalf without limitation in time or amount.
7. **BINDING ARBITRATION:** Catholic Kids Net Inc. and I hereby agree that, upon the demand of any party, whether made before or after the institution of any legal proceeding or controversy of any kind (e.g., whether in contract or in tort, statutory or common law, legal or equitable) now existing or hereafter arising between the parties which in any way arises out of, relates to or is in connection with the past, present or future relationship of the parties (a "Dispute"), such Dispute shall be resolved by mandatory binding arbitration in accordance with the provisions of the Arbitration Act (Alberta), with all hearings to take place in the Province of Alberta, unless otherwise agreed by the parties. Any judgment, decision or award rendered by such arbitrator shall be final and binding and shall not be the subject of any further court proceeding except in connection with the enforcement of any such award by a court of competent jurisdiction.
8. **CONFIDENTIALITY:** I hereby agree that all Confidential Information, as defined below, obtained by me or coming to my attention while I provide services to, or on behalf of, Catholic Kids Net Inc. shall be deemed to be proprietary and strictly confidential. Confidential Information means all Catholic Kids Net Inc. programs, materials, processes, organizational, operational and financial information, member and volunteer information, and operational methods of Catholic Kids Net Inc. excluding information that was in the public domain through no action by me in breach of this agreement, was developed by me independent of my obligations hereunder, or was acquired by me from a third party unless such information was delivered to me in breach of confidentiality agreements between the said third party and Catholic Kids Net Inc.

I further agree to take any and all precautions to restrict the dissemination of the Confidential Information and agree that I shall not use such information for my benefit, or for the benefit of any other person or entity, or otherwise disclose, furnish or make such information accessible to any other person or entity. Upon the termination of this Agreement, I shall promptly return all Confidential Information to Catholic Kids Net Inc. and shall not retain any copies of such materials. This obligation of strict confidentiality shall continue in full force and effect notwithstanding the termination of this Agreement.

9. **INTELLECTUAL PROPERTY OWNERSHIP:** I hereby acknowledge and agree that all works or authorship, ideas, designs, systems, drafts, drawings, plans, materials or other items of intellectual property (the "Works") which are developed by me during or after the term of this Agreement and which relate in any manner to the business or activities of Catholic Kids Net Inc. shall be the sole and exclusive property of Catholic Kids Net Inc. All such Works shall be considered "works made for hire" as such term is defined under United States and Canada copyright laws and I agree that Catholic Kids Net Inc. may register the copyright in such Works in its name, as a sole author and owner thereof. If, however, I as the Participant am deemed an "author" of any Works, I hereby grant to Catholic Kids Net Inc. all rights (including exclusive worldwide copyrights in perpetuity) in the Works. I also agree to execute and deliver to Catholic Kids Net Inc. any assignments of the Works (including any renewals and extensions thereof) as Catholic Kids Net Inc. may deem necessary to accomplish the intent of this Agreement. I further agree not to assert any claim of statutory or common law copyright to the Works, and to fully cooperate with Catholic Kids Net Inc. in registering, creating or enforcing any copyrights or proprietary rights arising hereunder.

10. **CONFLICT OF INTEREST:** I shall not accept or receive any kind of gift in manner of cash, donation, asset, monetary favor, or other compensation in kind from parents, students, relatives, benefactors, staff, or anyone related to the operations of Catholic Kids Net Inc. that may be construed to create a conflict of interest.
11. **NON DISPARAGEMENT:** I agree not to disparage, or encourage or induce others to disparage Catholic Kids Net Inc., its officers, directors, employees, and agents. This non-disparagement provision survives termination of this agreement.
12. **GOVERNING LAW:** This Agreement shall be governed by, and construed in accordance with, the laws of the province of Alberta. Each party hereby submits to the non-exclusive jurisdiction of the Province of Alberta in connection with this Agreement.
13. **SEVERABILITY:** The clauses, sentences and parts of this Agreement are severable to the extent that they may be found to be unlawful or ineffective by a court of competent jurisdiction, but the illegality or ineffectiveness of any such clause, sentence or part shall not affect any other clause, sentence or part of this Agreement. Rather, the remaining provisions hereof shall remain in full force and effect.
14. **COMPLETE AGREEMENT:** This Agreement, including any and all other documents described herein, is intended by the parties as a final expression and complete statement of the terms and conditions of their agreement and may not be contradicted by evidence of prior, contemporaneous or subsequent oral agreements of the parties.

This Participant Service Agreement is signed, accepted and agreed to by all parties by and through their agents or authorized representatives. All parties hereby acknowledge they have read and understood this Agreement. All parties further acknowledge that they have executed this Safe Environment Service Agreement voluntarily and of their own free will in the city and province set forth below.

Dated at \_\_\_\_\_ this day \_\_\_\_ of \_\_\_\_\_, 2022.  
(city/town, province) (date) (month) (year)

**PARTICIPANT**

\_\_\_\_\_  
 [Signature]  
 \_\_\_\_\_  
 [Print Name]

**Reviewed & Accepted By:**

\_\_\_\_\_  
 [Signature]  
 \_\_\_\_\_ [Print Name] \_\_\_\_\_ [Date]  
 \_\_\_\_\_  
 [Position]

**CATHOLIC KIDS NET, INC.**  
 43 Maligne Drive, Devon, AB T9G 1P7  
 PH: 780.987.2332 E: admin@catholickidsnetinc.com

CATHOLIC KIDS NET, INC. - MISSION TEAM PARTICIPANT CHECKLIST			
NAME:			DOB:
EMAIL:			
POSITION APPLIED FOR:			
Screening, Training & Monitoring Completion Checklist			
	Item Required	Date Received	By (Initial)
1	Completed Mission Team Application Received & Reviewed:		
2	Reference checks provided:		
3	CRC-VS provided, reviewed & approved		
4	IRC Provided, reviewed & approved		
5	Interviewed complete		
6	Confirm participant received and read CKNet Safe Environment Policy & Procedure Manual		
7	Completed CKNet, Inc., Mission Team Service Agreement received, reviewed & acknowledgement sent		
8	Confirm this individual meets Catholic Kids Net, Inc. Screening Criteria and is approved to serve with our programs &/or events		
9	Completed assigned courses in Praesidium Academy		
10	Participated in CKNet Onsite Orientation		
11	Additional Monitoring and Evaluations Completed		
12	Confirm all relevant documents, checks, etc., are uploaded to the Individuals Record Management File		

<b>NOTES:</b>
Updated: MAY 2019

## SELF REVIEW FOR PROGRAM PARTICIPANTS

Catholic Kids Net, Inc. (CKNet) is dedicated to strengthening its programs. It is the policy of CKNet to review all Mission Team Positions.

**Program Name:**

**Volunteer's Name:**

**Position Assignment:**

**Supervisor or Coordinator's Name:**

**Date you began this ministry:**

**In answering the following questions, consider the following areas:**

Dependable  
Flexible  
Punctual  
Organized

Respectful  
Trustworthy  
Position knowledge  
Decision making skills

Communication skills  
Good rapport with those you serve  
Good relationship with supervisor  
Good relationship with other volunteers

**What strengths do you see in the way you perform this ministry?**

**What concerns do you have about your continued involvement in this ministry?**

**What would you want to work on as you continue in this ministry?**

**Supervisor's Comments:**

Participants Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor/Coordinator Signature: \_\_\_\_\_ Date: \_\_\_\_\_