

Document Title:	How to Use and Complete the Misconduct Report Form (FRM-005.02A)		
Document Number:	SOP-005.02	Effective Date:	15-12-2022
Version:	0.1	Revised:	
Replaces Version:	NA	Next Review:	

Purpose

The purpose of this Standard Operating Procedure (SOP) is to outline how the *Misconduct Report Form (FRM-005.02A)* is to be used and completed.

Introduction

According to the Christian and Missionary Alliance of Canada's bylaws Yarrow Alliance Church (YAC) is required to have a location on the website, accessible to all members of the public, where individuals that have suffered some form of misconduct committed by a member of the staff, board of elders, or registered volunteer of the organization can report it.

Form FRM-005.02A is designed to facilitate an individual affected by misconduct to officially report to the Privacy Officer of YAC so a record can be created, and the necessary parties can be informed. This form acts as an acknowledgement and record of said incident.

Scope

This reporting function is for any individual who wishes to make a formal report concerning the maligned actions of a member of the church staff, the board of elders, or of an officially registered volunteer of YAC. This form is not designed for reporting incidents between congregants.

Definitions

YAC	Yarrow Alliance Church
SOP	Standard Operation Procedure
MRF	Misconduct Report Form
BOE	Board of Elders
PO	Privacy Officer

Responsibilities

A. Board of Elders (BOE)

As POL-005 is a governance policy, the BOE is ultimately responsible for ensuring the policy is followed and properly document. This includes all procedures and documentation developed to ensure the policy compliance is being achieved. The BOE is also responsible for appointing a Privacy Officer.

B. Staff

All staff must be fully aware of the policy and all procedures in place to ensure compliancy.

C. Privacy Officer

The Privacy Officer (PO) acts as the interim party between the affected individual (or their advocate) and the party being accused. The PO ensures that all information is kept confidential; undisclosed to any unnecessary parties. They will be the primary contact and will facilitate the distribution of necessary forms and the ensuing discussions.

Safety Considerations

The information disclosed will be kept in digital form on a secure server as well as in hard copy form in a locked, fireproof, filing cabinet on location. The information will only be accessible to the PO who will only disclose it to parties to which the affected individual has given consent.

Preliminary Operation

Not Applicable

Procedure

Form FRM-005.02A consist of four (4) general sections: complainant's contact information, declaration of permission to report, description of the nature of the injury or incident being report, and an administrative section.

A. Complainant's Contact Information

Note the name (first and last), phone number, and email of the affected individual. It is not mandatory to list the address; however, if decided upon, please provide the civic number, street name, city, province, and postal code.

B. Declaration of Permission to Report

If the one filing the report is not the complainant directly involved, this section must be used to declare that permission has been provided by the complainant to report on their behalf. If the one reporting is the complainant, this section is not relevant.

The reporting party must print his/her name in the provided space, sign and date the statement as confirmation that permission/consent was received to submit the report on behalf of the complainant. The contact information – name, phone number, email, and address (optional) – is provided.

C. Nature of Injury/Incident being Reported

1. Provide a brief description (two or three words) of the incident.
2. Provide date of incident.
3. Provide the location of the incident.
4. Provide the names of all involved or who witnessed the incident.
5. Provide a detailed description of the incident. A full account of what transpired needs to be provided. The more detail that can be provided, the better. Recording any negative impacts/effects to the complainant's life or person (e.g., physical or emotional) should be noted here.
6. Confirm whether a report was made to the police – yes or no.
7. If yes, provide date.

D. Section Reserved for PO

This section is used by the PO to formally log the report by recording the report number, date the report was received, and signing and dating the report.

Calculations

None.

Documentation Required

FRM-005.02A Misconduct Report Form

Appendices

None.

References

POL-005 Privacy Policy

Change History

Ver.	Date	Action	Replaces
1.0		Adopted by Board	---