

## CONFIDENTIALITY POLICY

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Staff, student placements and volunteers of Simcoe Hall Settlement House may receive, view or hear confidential information. The protection of our clients/members right to privacy and confidentiality is critical and must be maintained by all Simcoe Hall Settlement House staff, directors, volunteers and students placements.

**“Confidential Information”** means information, in any form, that if disclosed to a third-party outside of Simcoe Hall, or discussed in a public venue, may cause harm to a client, member or to Simcoe Hall Settlement House itself. Confidential information also includes any personal identifying information such as a name, address and telephone number, date of birth or personal circumstances.

If a staff, director, volunteer or student placement has any doubt as to whether or not certain information is confidential, he/she must seek and obtain direction from a supervisor or director. Confidential information cannot be disclosed without the written and informed consent of the person it pertains to. A breach of confidentiality can result in suspension or dismissal.

**Date:**

**Signature:**

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**Supervisor:**

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## STUDENT PLACEMENT AND VOLUNTEER CONSENT TO HOLD HARM AGREEMENT

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"I \_\_\_\_\_ AGREE TO INDEMNIFY AND HOLD HARMLESS Simcoe Hall Settlement House, its agents, staff or volunteers of all liability for loss or damage arising from any cause whatsoever and hereby release, waive and discharge Simcoe Hall Settlement House from all liability to my heirs, executors, administrators and assigns for all loss or damage and any claims or demands for such loss or damage on account of injury to person or property while participating in and/or being transported to and from the program activities of Simcoe Hall Settlement House."

**Date:**

**Signature:**

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## CONSENT TO MEDICAL TREATMENT

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"I hereby give permission to Simcoe Hall Settlement House to provide or arrange for such first aid or other medical treatment or care including but not limited to transportation to hospital, as such staff may consider necessary or advisable. I understand that all costs related to such actions shall be my responsibility and I agree to pay for and/or reimburse Simcoe Hall Settlement House for any such costs as any may incurred."

"I accept full responsibility for ensuring that I am physically and medically fit to participate in the programs and activities of Simcoe Hall Settlement House throughout the duration of my field placement or volunteer service"

**Date:**

**Signature:**

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**WORKPLACE HARASSMENT AND VIOLENCE POLICY CONFIRMATION FORM**

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Simcoe Hall Settlement House will not tolerate, condone or excuse any form of physical, sexual, emotional, verbal or psychological abuse nor any form of neglect mistreatment or harassment towards others from staff, Board members, volunteers or field placements. Failure to comply can/will result in suspension, dismissal and/or criminal charges.

**DEFINITIONS:**

- **Physical abuse** is defined as but not limited to the use of intentional physical force, in any form, that can result in physical harm or injury to an individual.
- **Sexual abuse** is defined as but not limited to any unwanted sexual or physical contact, gestures and/or verbal or written propositions or innuendos.
- **Emotional abuse** is defined as but not limited to a chronic attack on a person's self-esteem. It can take the form/s of name calling, threatening, ridiculing, berating, intimidating, isolating, scapegoating or blaming.
- **Verbal abuse** is defined as but not limited to written or spoken words that are humiliating or embarrassing, name calling, swearing, taunting, teasing or unwanted criticism.
- **Psychological abuse** is defined as but not limited to communication of an abusive nature, sarcasm, exploitive behaviours, intimidation, manipulation and/or insensitivity to ethnicity, sexual preference, age, ability, religion or family dynamics.

**PROCEDURES:**

It is the responsibility of the Executive Director to ensure that all staff and Board members read, sign and return this policy. It is the responsibility of Simcoe Hall Program Coordinators to ensure that all volunteers and field placement students read, sign and return this policy.

An incident of abuse or accusation of abuse, in any form, must be reported immediately to the Program Supervisor AND the Executive Director verbally and/or in writing. The Executive Director will immediately inform the Board of Directors.

"I acknowledge that I have received, read and understand the Abuse Policy of Simcoe Hall Settlement House. I understand that it is my responsibility to abide by all the rules contained in this policy and report any incidents of abuse as set forth in this policy."

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<b>Staff/Volunteer/Field Placement Print Name</b>	<b>Date</b>
<b>Executive Director Print Name</b>	<b>Date</b>