

SAFE CHOIRS

1. Purpose

This Regulation furthers the mission of the NBCF by promoting a safe and effective singing, learning, and working environment. It does so by establishing a framework for policies that provide for the identification, assessment, and mitigation of risks to a safe choir environment, and in particular by:

- a) preventing misconduct, particularly against children, youth, and vulnerable adults, and providing for investigation of incidents of alleged misconduct,
- b) protecting personal information; and
- c) articulating expectations of, and providing guidance to, NBCF leaders, employees, and volunteers.

2. Application

2.1 This Regulation and the policies enacted under it bind the New Brunswick Choral Federation Incorporated (NBCF), its Board of Directors (the Board), staff, volunteers, contractors, and clinicians.

2.2 Subject to subsection 5.2, the NBCF shall make completion of initial or refresher training under this Regulation a requirement for employing, licensing, or permitting, or for continuing the employment, license or permission, of everyone who is

- a) employed by the corporation, whether full-time or part-time,
- b) serving the corporation, whether appointed or permitted, in the delivery of an activity, event, or program, or
- c) a member of the Board of Directors.

2.3 The NBCF shall ensure that employees, and those volunteers participating in the delivery of an activity, event, or program review, sign, and otherwise comply with this Regulation.

3. Definitions

In this Regulation and associated policies:

“New Brunswick Choral Federation (NBCF)” means the Board of Directors, its staff and volunteers, operations, events as appointed by the Board of Directors.

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

“President” means the person holding the office of President of the New Brunswick Choral Federation and, when the position is vacant or the President is on leave, means the Vice-President shall act as the President.]

“the Board” means the persons elected by the membership to serve as the board of directors for the NBCF.

“Safe Choirs Officer” (SCO) means the Safe Choirs Officer appointed under this Regulation,

“staff” means any person that is in a permanent or contracted position and paid by the organization.

“volunteer” means any person acting in a leadership capacity, be it supervisory, or as an ensemble director. A volunteer may be a paid person on an event-to-event basis.

“clinician” means a person who has been contracted by the NBCF to provide expertise to the membership for a specific event.

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

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

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

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

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

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

4. Administration

4.1.1 The Board of Directors exercises general oversight of this Regulation, principally through the Governance and Policy Committee (GPC).

4.1.2 The GPC shall evaluate periodically the effectiveness of this Regulation and its associated policies and provide recommendations for improvement to the Board of Directors.

4.1.4 The Board of Directors shall appoint a Safe Choirs Officer (SCO) and may appoint an Assistant SCO to administer this Regulation and its associated policies, and it shall establish their terms of office.

4.1.5 The GPC shall exercise oversight of the SCO.

4.1.6 The SCO shall seek to ensure that NBCF staff, volunteers, contractors, and/or clinicians comply with the requirements of this Regulation and its related policies.

4.1.7 The SCO shall ensure all employees, and those volunteers participating in the delivery of an activity, event, or program within the NBCF or who work with children, youth, or vulnerable adults read, sign, and understand these regulations.

4.2 Misconduct Complaints Officer (MCO)

The Board of Directors shall appoint a MCO, who shall carry out the functions of that office set out under the Misconduct Policy, and may appoint an assistant Misconduct Complaints Officer, and it shall establish their terms of office.

4.3 Privacy Officer

4.3.1 The Board of Directors shall appoint a Privacy Officer, who shall carry out the functions of that office set out under the Privacy Policy.

4.3.2 The Privacy Officer may be a member of the Board of Directors, staff, or a volunteer as appointed by the Board of Directors.

5. Safe Choir Training

5.1 Staff and those volunteers directly participating in the delivery of an activity, event, or program in the NBCF involving children, youth, and/or vulnerable adults, including members of the Board of Directors, shall read, sign, and understand these regulations by completing Appendix 1 of these regulations.

5.2 Where Safe Choir training is not made a qualification for initial employment, election or appointment, training shall be completed within six months of commencing.

5.4 On signing Appendix 1 referred to in section 5.1 and 5.1, the NBCF shall retain a copy of the signed Appendix which shall remain in effect for a period of 24 months.

6. Records Management

6.1 Except where otherwise provided, all personal and personnel records related to employee and volunteer positions, including all forms produced under this Regulation and its associated policies, shall be managed in accordance with the Privacy Policy.

6.2 The NBCF shall preserve all documents relating to misconduct complaint investigation and resolution, all records of employee, contractor, clinician, and volunteer Covenant of Care Forms, and copies of all police record checks in a secure and confidential place. After thirty-five years the NBCF may have the records shredded and disposed of. No such record shall be destroyed without prior, written permission of the Misconduct Complaints Officer, the Privacy Officer, the President, and the Executive Director.

7. Policies

Policies made under the Safe Choir Regulation are intended particularly to reduce negative risks in settings and events where harmful consequences are most likely to occur. The NBCF shall provide a Safe Choir environment by conforming to policies relating to:

- a) Misconduct policy,
- b) Privacy Policy,
- c) Criminal Record Check Policy; and,
- a) New Brunswick Choral Federation code of conduct and wellness.

Adopted

(August 28, 2026)

Appendix 1 – Covenant of Care Form

Name: _____
(Please Print Clearly)

Office / Position: _____

Part One: I have read the Safe Choirs Regulation and associated policies of the New Brunswick Choral Federation and agree to comply with them.

Signature: _____

Date: _____