



A PLAN TO PROTECT

A Protection Plan for Our Vulnerable Individuals **A Protection Plan for Our Church**

Children, Youth, Seniors, Volunteers, Leaders, and the Work and Name of Jesus Christ

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Killam Baptist Church / Forestburg Community Baptist Church

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A Plan to Protect

Understanding the Need

There are few topics that create more emotion than that of child abuse, especially if it is sexual in nature. One cannot read a newspaper or watch or listen to a television or radio program or read on the internet/social media without facing the horror of another child having been abused. The public reacts in anger, the victim suffers trauma and the abuser, if incarcerated, is at risk for his or her own life.

Apart from the emotional upheaval and the personal trauma to those most personally affected, how do others respond? The legal system, both in criminal and civil context, attempts to do justice. Those in position of law enforcement and child protection attempt to fulfill their mandate 'serve and protect the best interest of the child.' But what of the church?

Incidents of molestation and abuse can occur in any church... including ours. Churches have traditionally accepted the services of anyone expressing an interest in working as a volunteer with children or youth. Churches are by nature trusting and unsuspecting institutions. Asking sensitive questions of those who are giving their time and talent can be seen as distasteful. No one wants to offend potential workers, especially long-time church members with a history of good service.

A single incident, or even an allegation, of child abuse can devastate a church, divide the congregation and/or ruin the Gospel witness of the church. Members become outraged and bewildered. Parents question whether their own children have been victimized. The viability of the church's ministry programs is jeopardized. And church leaders face blame and guilt for allowing the incident to happen.

Killam Baptist Church/Forestburg Community Baptist Church¹ has a spiritual, moral and legal obligation to provide a secure environment for those who are participating in church programs that are under the auspices and authority of the church. Child abuse is a criminal act as well as a violation of human conscience and dignity. It is a violation of God's moral law within the trusted context of relationship. **The emotional, physical and spiritual trauma to victims, the destructive consequences for abusers and the devastating effects of the credibility of the church ministry and the name of Christ make it essential that the church take reasonable steps to prevent abusive incidences from occurring.**

Therefore, our reasons for having a protection policy at KBC/FCBC are to:

- Safeguard the vulnerable individuals² of our church from abuse;
- Provide guidelines and training for our staff and volunteer workers - to enable them to be aware of this important issue and to allow their ministry to vulnerable individuals to be above reproach
- Protect the church staff and volunteer workers from false allegations of abuse; and
- Provide a sensitive, planned, timely and pro-active response to any allegation (or suspected incidence) of abuse.

¹ For the remainder of this document will be known as KBC/FCBC

² Vulnerable individuals are defined as preschoolers, children, youth as well as adults with physical or mental disabilities

Understanding Abuse

“Abuse”³ is defined as follows:

- It can be neglect or physical, emotional, verbal, financial or sexual abuse;
- All abuse involves the misuse of power;
- Misuse of power take place when people take advantage of the authority of power they have over vulnerable individuals;
- In the province of Alberta, a “child” means a person under the age of 18 years old⁴.

Neglect is any lack of care that causes serious harm to a vulnerable person’s development or endangers the vulnerable person in any way. Failure to meet a vulnerable person’s day-to-day basic physical needs includes not providing adequate nutrition, clothing, shelter and health care; appropriate supervision; and protection from harm. Emotional neglect is not meeting the child's ongoing emotional needs for affection and a sense of belonging.

Emotional abuse is verbal attacks on a vulnerable person’s sense of self, repeated humiliation or rejection. Exposure to violence, drugs, alcohol abuse or severe conflict in the home, forced isolation, restraint or causing a vulnerable person to be afraid much of the time may also cause emotional harm. Emotional abuse is usually part of a pattern of how the vulnerable person is being treated.

Physical abuse is the intentional use of force on any part of a vulnerable person’s body that results in injuries. It may be a single incident or a series or pattern of incidents.

Sexual abuse is the improper exposure of a vulnerable person to sexual contact, activity or behaviour. It includes any sexual touching, intercourse, exploitation or exposure and can be perpetrated by anyone, including a parent or guardian, caregiver, extended family, friend, neighbour or stranger.

KBC/FCBC has as zero tolerance policy towards abuse of this kind and as a church want to ensure that none of our staff or ministry volunteers commit a criminal offence against a vulnerable person who are involved in our programs or are under our supervision and care.

The law recognizes two broad categories of child abuse⁵:

1. ***A criminal offence against a child by any person.***
2. ***Abuse of a child caused or allowed by the child’s parent/guardian.***

The *Criminal Code of Canada* sets out these offences. They include various forms of physical and sexual assault. (Child abuse: A Fact Sheet from the Human Services of Alberta⁶)

³ Definitions for child abuse also apply to vulnerable people including adults with physical or mental disabilities

⁴ As defined in the Child, Youth and Family Enhancement Act (1.1.D)

⁵ <http://humanservices.alberta.ca/abuse-bullying/15387.html>

⁶ <http://humanservices.alberta.ca/documents/factsheet-Reporting-Child-Abuse.pdf>

The Plan to Protect is not intended to cover abuse situations between parents/guardians and their children/legal charges. However, as citizens of the Province of Alberta, we do have a personal obligation to report this type of abuse, wherever it is noticed – including your involvement in ministries at KBC/FCBC. For this type of abuse, you, the observing individual, are required by law, first and foremost, to report the matter directly to Child Welfare authorities, although you may find pastoral support useful as you deal with this difficult situation. (The Child, Youth, and Family Enhancement Act)⁷

The *Child, Youth and Family Enhancement Act* states a child is in need of intervention if there are reasonable and probable grounds to believe that the survival, security or development of the child is endangered because of any of the following:

- A. the child has been abandoned or lost;
- B. the guardian of the child is dead and the child has no other guardian;
- C. the child is neglected by the guardian;
- D. the child has been or there is substantial risk that the child will be physically injured or sexually abused by the guardian of the child;
- E. the guardian of the child is unable or unwilling to protect the child from physical injury or sexual abuse;
- F. the child has been emotionally injured by the guardian of the child;
- G. the guardian of the child is unable or unwilling to protect the child from emotional injury;
- H. the guardian of the child has subjected the child to or is unable or unwilling to protect the child from cruel and unusual treatment or punishment.

⁷ The Child, Youth, and Family Enhancement Act, as of March 2015.

Understanding the Church's Responsibility

The Spiritual and Moral Responsibility of the Church

The gospel of Mark records that when people brought little children to Jesus, He took them in His arms, put His hands on them and blessed them (Mark 10:13-16). As a church, it is our desire to bring children to Jesus, too.

In the church, we recognize that we are a reflection of God's love to those in our care and we take our responsibility to them seriously. The Scriptures say:

"Avoid every kind of evil" (1 Thessalonians 5:22).

"But among you there must not be even a hint of sexual immorality... because these are improper for God's holy people." (Ephesians 5:3)

"But if anyone causes one of these little ones who believe in me to sin, it would be better for him to have a large millstone hung around his neck and to be drowned in the depths of the sea" (Matthew 18:6)

All of our guidelines are designed to protect and promote growth in God for each child who attends a ministry of our church and individuals engaged in ministry in our congregation so as to not hinder the spread of the message of Christ.

The Civil and Legal Liability of the Church

Increasingly and often more dramatically, the church and its personnel (i.e. staff, coordinators, leaders, officers, committee members and ministers) are being held accountable for acts of individual abusers within the church even though neither the church, nor its leaders were aware of the abuse or condoned it. Churches are being sued in Civil Courts for damages sustained by victims and their families. Those victims and their families are attempting to hold churches accountable by alleging that:

- The church is vicariously liable for acts of its personnel, be they paid staff or volunteer staff, regardless of whether the church was itself negligent or even aware of the abuse,
- The church was negligent in hiring or accepting personnel, whether paid or volunteer, and/or
- The church was negligent in the supervising or monitoring of its personnel or membership

Understanding the Purpose of a Plan to Protect

The Plan to Protect is intended to address the relationship of staff and ministry volunteers to the vulnerable people in our programs and under our care.

The Plan to Protect has been implemented to put safeguards in place to minimize or eliminate the possibility of a staff member or ministry volunteer from committing a criminal offence against a vulnerable person under the care of one of the ministries of KBC/FCBC. Therefore, the following procedures and policies have been put in place.

Incident Reporting Procedures

Obligation to Report

A person working as an employee or ministry volunteer for KBC/FCBC is required by the church and the Law of the province of Alberta and criminal code of Canada to report any and all suspected abuse by an employee, childcare worker or ministry volunteer, as well as any known abuse from child's parents/caregivers, in an immediate manner. The obligation to report is the responsibility of the person who suspects or witnesses any act of abuse.

Accusations of abuse are very serious and should only be made when there are reasonable grounds that any vulnerable person has been abused, or is at substantial risk of abuse (e.g. disclosure, observation)

Reasonable grounds can be defined as:

1. Someone has informed you that they have been abused
2. Someone has informed you that they have witnessed abuse
3. Someone has confessed to committing an abusive act
4. You have directly witnessed the abuse
5. Indicators of abuse are present (see appendix A for guide sheet)

Reporting Procedures

Reporting to Authorities

In situations where there is clear evidence⁸ that abuse has occurred, the abuse should be reported immediately to the proper authorities⁹. In situations where one requires additional support in determining reasonable grounds, it would be appropriate to consult with the Christian Education Deacon and/or the Pastor in an immediate manner.

In both situations, it is vital to continue the following steps of reporting to the Christian Education Deacon and/or the Pastor, while maintaining confidentiality.

Confidentiality

Given the serious nature of abuse, it is important to keep the information restricted to those who need to be advised. Therefore, all suspicions should only be directed to the Christian Education Deacon¹⁰ and the Pastor and done so in a swift manner that maintains confidentiality.

⁸ Clear evidence would be observing an act of abuse, or a child disclosing an act of abuse.

⁹ Proper authorities include Child Welfare Services and/or the police.

¹⁰ In case that position is not known, the chairman of the board can also be approached.

After Reporting

After reporting the issue to the Christian Education Deacon and the Pastor:

- The Christian Education Deacon and/or the pastor will inform the church board of the situation.
- The church board will contact the church's legal advisor and insurance company.
- Where a Pastor is involved in the allegation, the Baptist General Conference in Alberta will be advised.
- The person who becomes aware of the alleged abuse will be asked to complete a "Suspected Abuse Report Form" (Form C). These forms are available from the church office. When the form is completed, as fully as possible, it is to be submitted to the Pastor.
- A confidential follow-up report (Form D) with conclusions and actions to be taken should always be made by the Pastor or the Christian Education Deacon designated to the case. These reports will be kept in a confidential file.

Responding to the Vulnerable Person

If a vulnerable person discloses to you, **do not request more details**. If you probe, you might harm the investigation or contaminate the evidence. Listen carefully to the information provided spontaneously and try to record it as soon as possible.

Do's

- Find a safe, quiet place, to listen;
- Listen in a calm, non-judgmental manner;
- Reassure him/her by telling them they are doing the right thing by speaking up;
- Assure him/her that what happened was not their fault;
- Acknowledge his/her feelings;
- Say, "I'll try to help you";
- Write down what you heard and saw using words that describe the incident as clearly as possible;
- Record any comments in their own words;
- Provide notes and information to the Christian Education Deacon and the Pastor
- Keep all information received confidential.

Don'ts

- Do not interrupt the victim's story, should they choose to share;
- Do not promise to keep disclosure confidential;
- Do not ask questions, especially leading questions;
 - Should questions be required to attain understanding they should be open:
 - E.g. Can you describe what happened? Can you tell me more about the situation?
- Do not show horror or anger;
- Do not conduct your own investigation;
- Do not provide opinions or judgements;
- Do not promise the victim what the next steps will be;
- Do not promise that things will get better

Response to Allegations of Abuse

When an incident has been brought to the attention of the Christian Education Deacon and Pastor, do not prejudge the situation, but take the allegations of abuse seriously and reach out to the victim's family. Showing care and support helps to prevent further hurt. Extend whatever pastoral resources that are needed. Remember that the care and safety of the victim is the first priority.

Treat the accused with dignity and support. If the accused is a church worker, that person should be relieved temporarily of his or her duties until the investigation is finished. If the person is a paid employee, arrangements should be made to place that employee on leave until the allegations are cleared or substantiated¹¹.

Key notes:

- All allegations should be taken seriously;
- The in-depth investigation will be left to professionals who are familiar with these cases;
- Situation will be handled forthrightly with due respect for people's privacy and confidentiality;
- Full cooperation will be given to authorities under the guidance of the church's legal counsel.

A. Spokesperson

The Chairman of the Board of Deacons or his designate will be the spokesperson for the church. He will speak to the media and the congregation regarding the matter in a discreet, informed, truthful and diplomatic way. He will avoid spelling out the details of an accusation in public. Only one person will speak on behalf of the church to minimize conflicting and contradictory statements that could potentially give a negative impression of the Church and God's work.

B. Position Statement

"It is always tragic when the vulnerable are abused or exploited. Killam Baptist Church and/or Forestburg Community Baptist Church is aware of the ever-growing nature of abuse. We have taken careful precautions to protect the vulnerable who are entrusted to our care. We are distressed by any accusation of abuse. We will do everything in our power to address any needs in this situation. For the welfare of those involved, all information has been directed to the (insert name of appropriate agencies and authorities)"¹².

Speaking out is an opportunity to influence public opinion positively by emphasizing an awareness of the problem of abuses, a concern for victims and the extensive steps that have been taken at KBC/FCBC to reduce the risk and provide a safe environment for vulnerable individuals. It lets the media know that we take the risk of abuse seriously, and that we have acted responsibly. This is not the time for silence or "no comment". It is a time when we should not surrender the pulpit to those who criticize and condemn the church.

C. Inappropriate Responses

It is important public responses are not handled in the following ways:

- Deny that the incident occurred, despite clear evidence to the contrary;

¹¹ Once placed on leave, the Deacons board will take further actions as required once proper counsel has been consulted. This counsel would include legal representation as well as our denominational leaders.

¹² In situations involving children, the word vulnerable can be substituted to reflect being a child

- Acknowledge that the incidence occurred, minimize it. For example, a church leader shouldn't say, "It only happened once", or "It wasn't that serious";
- Blame the victim or the victim's family;
- Make accusatory statements.

Recruitment of Ministry Volunteers

The recruitment of ministry volunteers should be done by either the Pastor, the Christian Education Deacon or the lay leadership responsible for each program area¹³.

Grandfathering Clause

When the plan to protect was introduced in May 2015, we established a grandfathering clause, for those already involved in ministry and therefore did not require them to complete the full application process. Each person that was involved in ministry at that time was required to attend a plan to protect training seminar and submit a valid criminal check. As of December 2015, there is no longer a grandfather clause.

Recruitment

The specific ministry supervisor/co-ordinator alongside either, the Christian Education Deacon and/or a Pastor(s) will be responsible for recruitment and approval of new ministries volunteers. These individuals will be referred to as the screening committee.

For ministry volunteers, it is recommended that these potential volunteers either be members or adherents who have regularly attended the KBC/FCBC for at least six months. Ministry volunteers from outside our church (i.e. summer interns, occasional ministry events helpers) are exempt from the six-month period but are required to work with a team member who is an attendee of KBC/FCBC, who has been approved by the screening committee.

Ministry Volunteer Application Forms

When an individual would like to serve as a ministry volunteer in a ministry direct towards vulnerable individuals, they shall complete a Ministry Volunteer Application Form (Form "A"). This form will be completed, signed and submitted to the appropriate ministry leader before interim approval is considered for them to work with vulnerable individuals.

For youth wanting to serve in ministries directed towards vulnerable individuals, we will require that they fill out the "Youth Aged Volunteer Application" (Form B). This would apply to those aged 12-17. Until they reach the age of 16, they will not be required to get a criminal record check, as they are currently not issued for those under that age.

Ministry Assistants (volunteers, parents, helpers/visitors) who **occasionally**¹⁴ help approved ministry volunteers with children, youth and seniors do not need to fill out an Application Form. **These assistants can only work with children, youth and seniors in the presence of an approved ministry volunteer.**

Reference Checks

Included on the Ministry Volunteer Application Form is a request for references, to help ministry leaders understand the previous volunteer work of an applicant. Examples of references that could be used are as follows:

- Former or current Pastor
- Parents (for minors) – qualifies as one reference
- Teacher/principal (for minors)
- Other volunteer member (who has sufficient strength of relationship to comment on the individual's personal habit and character)
- Current or former employer

¹³ Ministry volunteers would be those who are working with anyone classified within the vulnerable sector.

¹⁴ Occasionally would be defined as helping at 3 or less events in any given six-month period.

- Elders, deacons, or another long-term church member
- Supervisor of volunteer work (church or non-church)
- A family friend

A member of the screening committee will be responsible for phoning the references provided and providing a written confirmation of the completed reference check including time and date.

Interview

An interview provides the ministry leaders with an opportunity to ask follow-up questions arising from the application form in order to enhance their knowledge of the applicant. The information will be treated confidentially. The interview will also allow the potential volunteer the opportunity to ask questions about our church, our ministries and the reasons behind our Plan to Protect policies.

Criminal Record Check

A Criminal Record Check including Vulnerable Sector Check (CRC) will be required of all approved ministry volunteers who have been accepted to a ministry position working with vulnerable individuals¹⁵. **Any individual who will not submit to a CRC will be ineligible to be involved with ministries to the vulnerable people on behalf of the church.** According to Alberta law, minors under 16 years of age are exempt from the CRC. New workers may begin working for the church once they provided their CRC. The CRC will be held in strictest confidence, securely within the church.

Training

All leaders and ministry volunteers, who work with any vulnerable individuals, are to be provided with training in order to understand the nature of abuse, how to carry out the policies to prevent any abuse and the reporting procedures used for suspected incidents. This is discussed further in the document, under heading “Training and On-Going Monitoring”.

Approval Process

Final approval of ministry volunteers is made by the Pastor, and/or the Christian Education Deacon, and the appropriate Ministry Leader or Coordinator, in other words, the screening committee.

Records

The church will maintain adequate records of ministry volunteer applications, references and criminal record checks. They will be accessible and kept indefinitely. All personal information received will be kept confidential and stored in a secure location.

¹⁵ Any cost of the CRC will be absorbed by the church.

Training and On-Going Monitoring

Scheduled Training

Two regularly scheduled training sessions are planned each year, one in Fall and one in Winter. The training will be approximately two hours and cover the entirety of the Plan to Protect policies. Training will be co-ordinated by the Pastor(s) and Christian Education Deacon. These training times are focused towards those who have not received prior plan to protect training as part of our church.

Once a ministry volunteer has completed plan to protect training, they will be required to review and re-sign the plan to protect covenant every two years, being made aware of any changes to the policies and procedures that may have occurred.

Prior to special events¹⁶, there will be a review of key policies and procedures for any volunteers involved in those ministries.

New Ministry Volunteers

When a new ministry volunteer becomes active in the time between training session, the ministry co-ordinator, the Christian Education Deacon, or a Pastor will ask them to read the Plan to Protect Policy and then review with them entirety of this document, providing guidance and answering any questions the volunteer may have. The volunteer will then sign the plan to protect covenant and be considered an approved volunteer.

On-Going Monitoring

Ministry co-ordinators and leaders are responsible to ensure an on-going commitment to the Plan to Protect policies and procedures. Attention needs to be given to periodic monitoring that examines the following:

- Has each department trained its workers regarding these policies?
- Are workers following the required policies and procedures?
- What obstacles exist in complying with the policies?
- What is the level of cooperation?
- Does sufficient material exist for training and information?
- Are the policies printed and available?

Policy Revisions

If problems exist in the policies, they should be brought to the attention of the Christian Education Deacon or Pastor(s) for the consideration of revisions so long as it maintains the integrity of the program.

In order for changes to occur in this document the change must be submitted in writing to the Pastoral staff. If the change is in regard to policy or procedure, the board will vote on the change. Policies should be reviewed annually by staff.

The volunteers, parents and church will be advised of any changes made to the policy or procedures and given access to an update policy document.

All changes made after the initial document will be kept on file with corresponding dates changes were made.

¹⁶ These events include but are not limited to: VBS, Overnight Events, Special Events away from the church.

Protection Procedures

KBC/FCBC is concerned for the safety of children and families. At the same time, we are concerned about the safety and reputation of our ministry volunteers who minister to the vulnerable individuals. The following safe guards have been implemented to protect our vulnerable individuals from abuse and our ministry volunteers from false allegations. These procedures are to be followed at all times unless extraordinary circumstances preclude this from happening. In those cases, volunteers should report ongoing exceptions to the appropriate staff person.

1 Child Security – Check-in & Dismissal

1.1 General

- 1.1.1 Parents are encouraged not to drop off children in the nursery, classroom or any activity area without a teacher/caregiver present. Parents are also encouraged to be prompt in picking up their child/children shortly after conclusion of service/event.
- 1.1.2 Parents are required to inform teacher/caregiver of any allergies or sickness.
- 1.1.3 Attendance will be kept at all ministry events involving children and youth. Attendance from ministry events will be turned in to the office at the end of each month.

1.2 Nursery Children

- 1.2.1 Parents will advise the staff where they can be located each time they drop their child off. The child is released only to their parent.
- 1.2.2 Parents of nursery-aged children are to fill out and sign a registration form the first time a child is brought to class.
- 1.2.3 Parents are not to enter the nursery when picking up their child, but instead should notify staff that they are ready to sign out child.
- 1.2.4 No other unauthorized person is to enter the nursery when the nursery is in operation, and no unauthorized person is to pick up another child.

1.3 Pre-School Children

- 1.3.1 Parents of preschool children are to register their child in our sign in book the first time a child is brought to class.
- 1.3.2 Parents of preschool-aged children are encouraged not to enter the classroom unless requested to do so. This procedure better enables the child care staff to maintain order and provide the level of security that parents would expect.
- 1.3.3 Parents wishing older siblings to pick up preschool children from class or who are willing to let their children leave unescorted, will indicate their permission on the registration form.

1.4 Elementary Children

- 1.4.1 Parents of elementary-aged children are to register their child in our sign in book the first time a child is brought to class.
- 1.4.2 Parents/guardians of elementary-aged children wishing to pick up their children, should arrive prior to the dismissal time (end of service plus five minutes).
- 1.4.3 Parents who are willing to let their children leave unescorted, will indicate their permission on the registration form.

1.5 Club Programs

- 1.5.1 Parents of children participating in all Club program(s) are to fill out a registration form.

- 1.5.2 Parents are advised that children are dismissed immediately at the designated time for the program to end.
- 1.5.3 Children will not be allowed to leave the church unless their parent/guardian is present to pick them up or their parent/guardian has clearly communicated that their child can travel home by themselves and/or a specific person will be picking up their child.

2 Child Security – Washroom Guidelines

These guidelines apply to all ministries under the auspices of KBC/FCBC whether at the church or at another venue, when child care supervision is being offered.

2.1 Nursery Children

- 2.1.1 It is preferable that, when diaper changing needs to take place, it is done by that child's parent/guardian.
- 2.1.2 If a diaper needs to be changed by a nursery teacher/caregiver, diaper changing takes place in such a way that other nursery workers and children in the room are easily able to see the child that is being changed.

2.2 Preschool Children

- 2.2.1 Parents are encouraged to take their children to the washroom prior to class, activity and/or service.
- 2.2.2 When preschool children need assistance, a ministry volunteer may enter the washroom to assist under the following guidelines:
 - 2.2.2.1 A second worker is in the classroom and is informed that a child is being taken to the washroom
 - 2.2.2.2 The door is left partially open. The door will never be closed when assisting a child in the washroom.
- 2.2.3 When taking a group of preschool children to the main washroom:
- 2.2.4 Unless a child requires assistance, a ministry volunteer should not be alone with a child in an unsupervised washroom or a washroom cubicle. If assistance is required, the ministry volunteer should prop open the washroom door and never close the door to the washroom cubicle.

2.3 Elementary Children

- 2.3.1 A child under seven years of age will normally not be sent to the washroom alone but will be accompanied by a ministry volunteer if the washroom is out of view.
 - 2.3.1.1 If the washroom is out of view of the ministry leader, older children may be sent to the washroom in pairs (ages 7-11).
- 2.3.2 When a child is escorted, the ministry volunteer will remain outside the washroom door and wait for the child before escorting him or her back to the ministry area. The volunteer will call the child's name if they are taking longer than seems necessary.
- 2.3.3 Unless a child requires assistance, a ministry volunteer should not be alone with a child in an unsupervised washroom or washroom cubicle. If assistance is required, the ministry volunteer should prop open the washroom door and never close the door to the washroom cubicle.

2.4 Youth

- 2.4.1 Ministry volunteers and staff will ensure that they are not alone in a single occupant washroom, or a washroom cubicle with a youth.

3 Health and Safety Guidelines

3.1 Sick Children

3.1.1 So long as to not expose other children and workers to illness, parents will not bring their sick children to programs and activities with any of the following:

- *Fever: Temperature over 38 degrees centigrade or 99 degrees Fahrenheit*
- *Behavior: If a child looks or acts differently; e.g. unusual fatigue or irritability, pale, lacks appetite.*
- *Respiratory: colds with nasal discharge and/or prolonged cough*
- *Vomiting*
- *Diarrhea*
- *Rash*
- *Inflamed mouth and/or throat*
- *Communicable disease*
- *Other: Anything else known to be contagious; e.g. Chicken pox, pink eye, thrush, hand-foot and mouth disease*

3.1.2 Ministry volunteers may not accept children if they are concerned about any of the above noted conditions. If there is a differing opinion between the parent and the worker, the worker should call their ministry supervisor and/or coordinator or the pastor(s).

3.2 Medication

3.2.1 As a general rule, ministry volunteers do not give, apply or supply any medication. It is preferred that parents administer necessary medication to their child and that medication not be left in the classroom or with a volunteer.

3.2.2 However, it is recognized that some children have extreme cases requiring medication attention (i.e. peanut allergies, ventilator, etc.) and require instant medication. In these cases, the parent will leave the medication (labelled with the name of medication and the child's name, and necessary dosage) and written instructions with the volunteer in charge.

3.3 First Aid

3.3.1 Any first aid incident will require filing out of a first aid form (Form E), which will be given to the ministry co-ordinator, Christian Education Deacon, and/or Pastor(s) after first aid has been administered¹⁷.

3.3.2 First aid kits are located in the:

- Foyer beside Washroom
- Nursery
- Kitchen

3.3.3 Program co-ordinators will advise ministry volunteers of their location. These first aid kits will be well stocked and inspected yearly.

3.3.4 Adequate first aid training will be given to key ministry leaders, as required for children/youth events.¹⁸

¹⁷ First aid treatment involves any case where the use of the first aid kit is required or there is any visible injury.

¹⁸ Cost to be absorbed by the church.

- 3.3.5 There is an Automated External Defibrillator located in the foyer of the church, right outside the washroom.

3.4 Procedures for Dealing with Cuts or Injuries Involving Blood or Other Bodily Fluids

- 3.4.1 Ministry volunteers are encouraged to take the following precautions when dealing with cuts and injuries involving blood.
- Use latex gloves (available in first aid kits)
 - Ensure that no other children has or had contact with any of the blood from the cut or injury.
 - Bandage the injury, avoiding contact with mouth, ears and eyes.
 - Carefully wipe all blood and collect all bloody bandage and place in a bag and dispose of in garbage.
 - Remove and properly dispose of latex gloves. Wash carefully with sterilizing soap (in first aid kits).
- 3.4.2 In situations involving bodily fluids or discharge, ministry volunteers are advised to take precautions and to ensure further contact with fluid/discharge does not happen.
- 3.4.3 Proper cleanup includes:
- Use of latex gloves
 - Isolating the area
 - Cleaning area with appropriate measures to ensure that it is properly disinfected
 - Removing any waste

3.5 Emergencies

3.5.1 Medical Emergencies

- 3.5.1.1 **In case of an emergency immediately have a ministry volunteer call 911.** Another ministry volunteer will remain in the classroom, attending to both the child in need and maintaining order among the other children. Assistance can be sought from a teacher, or any other volunteer in an adjacent classroom. The parents and any ministry supervisor will be contacted as time and resources permit.

3.5.2 Evacuations

- 3.5.2.1 In situations that require evacuation from the building, ministry leaders will lead their class to the designated muster point on the escape plan listed in their classroom. Children and youth are to remain with their class and will meet parents at the muster point.
- 3.5.2.2 Muster points:
- If you are exiting from an exit on the north side of the building, your muster point is the Stop Spot Restaurant.
 - If you are exiting from and exit on the south side of the building, your muster point is the church's manse.

3.5.3 Lockdown Emergencies

- 3.5.3.1 In situation where it is required to remain within the classroom, ministry leaders will move children and youth to a safe location in the room until proper notice is given that it is safe to move.

3.6 Cleanliness

- 3.6.1 The nursery toys are to be sanitized on a regular basis¹⁹, as per cleaning schedule²⁰
- 3.6.2 All surfaces, toys, tables, trays, bedding, bibs and doors shall be cleaned regularly.
- 3.6.3 Throw away broken toys immediately as these are potentially dangerous to children. Workers with questions or concerns should talk to the Sunday School Superintendent and/or Nursery Coordinator. If these positions are unfilled then discuss with a pastor(s) or the Christian Education Deacon.

3.7 Photography

- 3.7.1 It is imperative that any photos or videos of children participating in church activities are NOT published to any website, social media site (Facebook, etc.) without the expressed WRITTEN consent of the parents. Registration forms for ministry events should include a provision for parents to give written consent.²¹
- 3.7.2 Posting pictures of the children participating in church activities on the church bulletin board in the lobby and/or hallway is acceptable but can be removed at any time by a Church Volunteer upon the parent's request.
- 3.7.3 As a church wide policy, photos taken at church events should not be posted to social media unless consent of each individual in the photo is given, regardless of whether children are present in the photo.

4 Classroom Staffing and Supervision Guidelines

Our desire is to provide a safe, loving classroom where the child feels comfortable and learning can take place. The following guidelines shall be adhered to:

4.1 Two Volunteer Rule or Windowed Rule

- 4.1.1 As a general rule, there is either:
 - 4.1.1.1 A minimum of two ministry volunteers in a room with children or, when only one ministry volunteer is available, classes must be held in an open room with a window in the door, or the door to the room will remain open at all times
 - 4.1.1.2 Monitoring of classrooms from the hallway will be done on a regular basis by a ministry leader/co-ordinator/overseer
 - 4.1.1.3 Youth classes/activities can be conducted with one adult leader, provided there are at least two youth present and the front door will remain open during the class/activity.

4.2 Obtain Parental Permission

- 4.2.1 Ministry volunteers will obtain the consent of the youth's parent or guardian before going out alone with that youth, or spending time with the youth in an unsupervised situation. The ministry volunteer will also notify an appropriate church leader of such meetings in advance. The meeting should take place in a public location, the youth's home/church when another adult can be within the building.
- 4.2.2 Children/youth will have parental permission for involvement in church sponsored field trips or overnight events.

¹⁹ Regular basis would be no longer 6 months

²⁰ Cleaning schedule will be posted in nursery

²¹ For cases where events don't require a registration form, Form F can be used

4.3 Age Expectation

- 4.3.1 In most cases, at least one ministry volunteer will be 18 years of age or older when working with youth. In the case of working with children, ministry volunteers will be at least 14 years of age or older.
- 4.3.2 At times of special church events, where there are no planned adult-supervised activities, parents will be responsible for the care of their children. Unless specifically stated, special events will not have child care.

4.4 Use of Building Expectation

- 4.4.1 Youth/children shall not have access to the church facilities without any adult supervision. Youth/children shall not be left alone at any church activity, whether it is in the church facility or at an outside event.
 - 4.4.1.1 One exception would be field trip events, where youth would use the “buddy system” of staying in approved groups of two or more at all times during the event.

4.5 Supervisory Staff

- 4.5.1 Supervisory staff, appointed by the Christian Education Deacon, will make regular visits to the classroom to make sure that class is properly staffed and supervised. The windowed doors allow ministry personnel to look in without interrupting the process.

4.6 Family Protection

- 4.6.1 Family ministry teams work well together and are encouraged as a method of staffing. However, for the protection of this family unit, it is recommended that at least one other volunteer not related to the family be present. If this is not possible, classes involving only family ministry teams must be in a classroom with a windowed door or in an open room.

5 Proper Displays of Affection

Touch is an essential responsibility in nurturing lives. Physical contact with children/youth needs to be age and developmentally appropriate. The following guidelines are recommended as a pure, genuine and positive display of God's love.

5.1 Appropriate Touch

- 5.1.1 Loving and caring can be expressed in the following ways, by:
- Bending down to the child's eye level and speaking kindly; listening to him or her carefully; taking a child's hand and leading him or her 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 him or her;
 - Holding a child by the shoulders or hand to keep his or her attention while you redirect the child's behaviour;
 - Holding a preschool child who is crying
 - Toddlers²² may want to sit on a volunteer's lap. This is acceptable as long the toddler is asked as a request and not a requirement.

5.2 Inappropriate Touch

- 5.2.1 Workers will avoid:
- Kissing a child, coaxing a child to kiss you, extended hugging or tickling²³;
 - Touching a child in any area that would be covered by a bathing suit (with the exception of assisting a child with going to the bathroom under the previously outlined procedures above)
 - Carrying older children or having them sit on your lap²⁴;
 - A worshiper shall not physically discipline a child who is being unruly;

5.3 Responses to Inappropriate Contact

- 5.3.1 If a ministry volunteer witnesses an inappropriate conduct by another volunteer, the following steps shall be taken:
- 5.3.1.1 If a ministry volunteer observes someone doing something that appears inappropriate they should contact the ministry co-ordinator of that event. The co-ordinator would then speak with the offending volunteer privately.
 - 5.3.1.2 If the ministry co-ordinator is the one being observed, the ministry volunteer should speak to the Christian Education Deacon or the Pastor(s)²⁵.
 - 5.3.1.3 If the behaviour occurs again, the coordinator, the Pastor and a board member shall approach the offender
 - 5.3.1.4 If the behaviour continues, the offender will be relieved of their task until they show remorse, regret and counselling

²² Toddler would be any child aged 3 or younger.

²³ ("Kisses are for Mom's and Dad's and Grandpa's and Grandma's")

²⁴ i.e. Piggy back rides, or within the context of group games would be an acceptable exception

²⁵ If neither are available, you can also contact the Chairman of the Deacons board.

6 Discipline and Guidelines for Behaviour

Appropriate discipline is necessary in order for children to grow up and develop in a healthy manner.

6.1 Standards for Behaviour

- 6.1.1 Never strike a child. There is never a justification to strike or spank a child
- 6.1.2 If you require assistance within your classroom, please contact a pastor or the supervisor of your ministry.
- 6.1.3 Do not tease or direct inappropriate or abusive verbal comments to a child or to a child or youth. We encourage accountability amongst our volunteers in this regard.

6.2 Consequence for Inappropriate Behaviour

- 6.2.1 Get a child's attention. Indicate inappropriate behaviour by non-verbal cues such as: use of eye contact, head shake, moving nearer to the individual.
- 6.2.2 Remind the individual of the rules. Make sure these are clearly established and consistently communicated.
- 6.2.3 Request – ask the child to correct his/her actions. The child will be made aware of his/her actions by being asked, “what are you doing? What should you be doing? Please do it.”
- 6.2.4 Reseat – the child is given the choice of following expectations or sitting out for a time. The child will be asked to move to a designated area (inside the program area, within full view of the leader) for a certain amount of time. Every opportunity will be extended to the child to choose to behave appropriately and thus return to activity or group.
- 6.2.5 Remove – in the event of persistent non-compliance, the ministry coordinator and pastoral staff will be informed and the parents will be contacted. A plan of action will be agreed upon.
- 6.2.6 In the event of a serious incident and/or if there is a likelihood that a child will be, or is being, a danger to themselves or to others – the ministry supervisor and/or the pastor will be contacted immediately.
- 6.2.7 Leaders and helpers will not attempt to physically grab or restrain a child, unless it is to ensure safety. In the nursery or toddler room, common sense must be used as at times it is necessary to prevent a younger child from hurting him/herself or another child. This must be done lovingly and carefully, causing no physical harm.
- 6.2.8 Neither will they verbally disparage or threaten a child with words or physical gestures.
- 6.2.9 If a minor's behaviour necessitates his or her removal from the class or ministry situation, please inform the ministry coordinator or pastor and complete a incident report (Form G)

6.3 Rewards for Appropriate Behaviour

- 6.3.1 Smiles
- 6.3.2 Verbal praise
- 6.3.3 Handshake, thumps up, pat on the back, fist bumps
- 6.3.4 Reward sticker
- 6.3.5 Phone call to, or discussion with parents
- 6.3.6 Positive referral to pastor or ministry supervisor
- 6.3.7 Opportunity to share and celebrate success of the group
- 6.3.8 Opportunity to be a leader

7 Social Media and Technology Usage

7.1 We recognize that the internet, social media, etc., is a fact of life today. While these mediums can be a tremendous ministry tool, they are also potential areas of danger and abuse. All ministry workers and volunteers should seek to use strict discernment in this area.

7.2 Explicit Material

7.2.1 In the presence of any child or youth, it is forbidden to access or show any derogatory, pornographic or nude text images or videos. This includes those deemed merely gratuitous or sensual in nature.

7.3 Connecting via social media

7.3.1 Ministry volunteers and workers are asked to avoid using social media to connect with children under grade 6. When connecting with youth under age 18, volunteers and workers are asked to avoid using forms of media where no record can be kept (e.g. snapchat). Use of other forms of social media must adhere to the following guidelines in order to honour the leadership of the parents, and encourage safe boundaries with youth.

7.3.1.1 Before connecting with a youth on social media, the ministry volunteer and worker should first seek approval from the parent/guardian of that youth.

7.3.1.2 In regards to all social media contact, youth workers should inform youth that record may be kept of what is shared and limitation of confidentiality apply

7.4 All those who work with minors are strongly encouraged to monitor what they disclose, share, allow on their social media feeds, being mindful that as a leader within a Christian church context, what is done publicly and privately is to be God-honoring so as to not discredit one's witness or expose those we serve to material or attitudes that do not align with the values reflected within our Affirmation of Faith²⁶

²⁶ KBC Affirmation of Faith is available on our website or by seeing one of the pastors

8 Special Event and Overnight Policies

In the event that a ministry volunteer desires to have special class activity in their homes, plan social activity and involve their children/youth in field trips and service projects, the following precautions need to be taken with these activities.

8.1 Field Trips and Special Events

- 8.1.1 Activities conducted away from the church property should be pre-approved by the church leadership (i.e. a pastor or the Deacons Board);
- 8.1.2 Parents should be notified at least one week prior to the outing;
- 8.1.3 Proper written consent and medical release forms are required for each child/youth participating in field trips and special events (Form H)
- 8.1.4 All trips and outings should comply with our previously outlined supervision guidelines (4.0)
- 8.1.5 When the transporting of children/youth is involved in an activity, all drivers must have a current and valid Class 5 or higher driver's licence and current automobile insurance. The number of persons per car must never exceed the number of seat belts, and they must have the required child restraints when transporting young children²⁷. Ministry leaders should strive as much as possible to have at least two children/youth in the car with the driver.

8.2 Overnight Events

- 8.2.1 Church sponsored overnight activities may be permitted as long as the following guidelines are met:
- 8.2.2 All events involving overnight stays must be pre-approved by the church leadership (i.e. a pastor or the Deacons Board);
- 8.2.3 Proper written consent and medical release forms are required for each child/youth participating in overnight events (Form H)
- 8.2.4 All activities involving overnight stays should have a minimum one leader for every ten children. There should be a minimum of two leaders at the event.
- 8.2.5 In a case of there being both male and female attendees, there will be both a male and female leader.
- 8.2.6 When only two leaders are required, they must be unrelated.
- 8.2.7 Each leader should have an assigned group of children/youth for whom they will be responsible during the overnight event;
- 8.2.8 All supervising workers must be approved volunteers²⁸ (or under the direct supervision of approved volunteers of the age of 18).
- 8.2.9 Supervision guidelines will be consistent with expectations outlined under classroom staffing and supervision.

²⁷ In case where child is in a car seat, the parent shall provide the car seat for their child

²⁸ As outlined in the recruitment of ministry volunteer's policy earlier

Appendix A – Possible Indicators of Abuse²⁹

Note: By themselves, these signs do not prove abuse or neglect. But they do tell us we need to know more about the child's or youth's circumstances. They can be the result of phenomena such as divorce, separation, death of a significant person or the arrival of a new sibling. That's why indicators must be assessed by professionals. The important thing to know is what the signs are, and how to report them if a child or youth may need protection.

Possible Indicators of Physical Abuse

Physical indicators

- injuries (bruises, welts, cuts, burns, bite marks, fractures, etc.) that are not consistent with the explanation offered (e.g. extensive bruising to one area)
- presence of several injuries (3+) that are in various stages of healing
- repeated injuries over a period of time
- injuries that form a shape or pattern that may look like the object used to make the injury (e.g. buckle, hand, iron, teeth, cigarette burns)
- facial injuries in infants and preschool children (e.g. cuts, bruises, sores, etc.)
- injuries not consistent with the child's age and development
- bald patches on child's head where hair may have been torn out
- repeated poisonings and/or accidents

Behavioural indicators

- runaway attempts and fear of going home
- stilted conversation, vacant stares or frozen watchfulness, no attempt to seek comfort when hurt
- describes self as bad and deserving to be punished
- cannot recall how injuries occurred, or offers an inconsistent explanation
- wary of adults or reluctant to go home
- often absent from school/child care
- may flinch if touched unexpectedly
- extremely aggressive or withdrawn
- displays indiscriminate affection-seeking behaviour
- abusive behaviour and language in play
- overly compliant and/or eager to please
- poor sleeping patterns, fear of the dark, frequent nightmares
- sad, cries frequently
- drug/alcohol misuse
- depression
- poor memory and concentration
- suicide attempts

²⁹ <http://www.safekidsbc.ca/indicators.htm>

Possible indicators of Sexual abuse

Physical indicators

- fatigue due to sleep disturbances
- sudden weight change
- cuts or sores made by the child on the arm (self-mutilation)
- recurring physical ailments
- difficulty in walking or sitting
- unusual or excessive itching in the genital or anal area due to infection(s)
- torn, stained or bloody underwear
- sexually transmitted disease(s)
- pregnancy
- injuries to the mouth, genital or anal areas (e.g. bruising, swelling, sores, infection)

Behavioural indicators

In a younger child:

- sad, cries often, unduly anxious
- short attention span
- inserts objects into the vagina or rectum
- change or loss of appetite
- sleep disturbances, nightmares
- excessively dependent
- fear of home or a specific place, excessive fear of men or women, lacks trust in others
- age-inappropriate sexual play with toys, self, others (e.g. replication of explicit sexual acts)
- age-inappropriate, sexually explicit drawings and/or descriptions
- bizarre, sophisticated or unusual sexual knowledge
- reverts to bedwetting/soiling
- dramatic behavioural changes, sudden non-participation in activities
- poor peer relationships, self-image
- overall poor self-care

In an older child:

- sudden lack of interest in friends or activities
- fearful or startled response to touching
- overwhelming interest in sexual activities
- hostility toward authority figures
- fire setting
- need for constant companionship
- regressive communication patterns (e.g. speaking childishly)
- academic difficulties or performance suddenly deteriorates
- truancy and/or running away from home
- wears provocative clothing or wears layers of clothing to hide bruises (e.g. keeps jacket on in class)
- recurrent physical complaints that are without physiological basis (e.g. abdominal pains, headache, nausea)
- lacks trust in others
- unable to "have fun" with others
- suicide attempts
- drug/alcohol misuse
- poor personal hygiene
- promiscuity
- sexual acting out in a variety of ways

Possible Indicators of Emotional Abuse

Physical indicators

- bedwetting and/or diarrhea
- frequent psychosomatic complaints, headaches, nausea, abdominal pains

Behavioural indicators

- mental or emotional development lags
- behaviours inappropriate for age
- fear of failure, overly high standards, reluctance to play
- fears consequences of actions, often leading to lying
- extreme withdrawal or aggressiveness, mood swings
- overly compliant, too well-mannered
- excessive neatness and cleanliness
- extreme attention-seeking behaviours
- poor peer relationships
- severe depression, may be suicidal
- runaway attempts
- violence is a subject for art or writing
- complains of social isolation
- forbidden contact with other children

Possible Indicators of Neglect

Physical indicators

- abandonment
- lack of shelter
- unattended medical and dental needs
- consistent lack of supervision
- ingestion of cleaning fluids, medicines, etc.
- consistent hunger
- nutritional deficiencies
- inappropriate dress for weather conditions
- poor hygiene
- persistent (untreated) conditions (e.g. scabies, head lice, diaper rash, or other skin disorders)
- developmental delays (e.g. language, weight)
- irregular or nonattendance at school or child care
- not registered in school
- not attending school

Behavioural Indicators

- depression
- poor impulse control
- demands constant attention and affection
- lack of parental participation and interest
- delinquency
- misuse of alcohol/drugs
- regularly displays fatigue or listlessness, falls asleep in class
- steals food, or begs for food from classmate(s)
- reports that no caregiver is at home
- frequently absent or tardy
- self-destructive
- drops out of school (adolescent)
- takes over adult caring role (of parent)
- lacks trust in others, unpredictable
- plans only for the moment

Form A – Ministry Volunteer Application

In our desire to reduce the risk of abuse within our church ministries, we believe this information is necessary to protect our children, our youth, our seniors and our volunteers and to effectively place our volunteers in ministry positions. Thank you in advance for your partnership.

Personal Information

Male Female (Please circle)

Full Name _____

Address _____

Postal Code _____ Date of Birth _____

Phone Number (H) _____ (C) _____

Personal History

Occupation and/or Employer

Hobbies, Interests or Skills

Spiritual History

How long have you attended _____ Church? _____ (years)

Do you regularly attend (2 or more services a month)? Yes No

Are you a member of your home/previous church? Yes No

If not, are you willing to attend a membership class? Yes No

When did you accept Christ as your Savior? _____ (age)

Have you been baptized? Yes No

If not, are you willing to attend a baptismal class? Yes No

In a brief paragraph, please outline your spiritual journey.

List any gifts, talents, training, education or other qualifications that have prepared you to minister with children or youth.

Ministry Information

Churches I attended in the last five years are as follows (if any addition churches, please list on back of form):

1. Name of Church _____ Phone Number _____

Address _____

Dates Attended _____ Member or Adherent _____

2. Name of Church _____ Phone Number _____

Address _____

Dates Attended _____ Member or Adherent _____

My present and previous ministry experience is as follows (if any addition churches, please list on back of form):

1. Name of Church/Organization _____

Dates and Description of Ministry _____

Pastor or Ministry Supervisor _____ Phone Number _____

2. Name of Church/Organization _____

Dates and Description of Ministry _____

Pastor or Ministry Supervisor _____ Phone Number _____

Confidential Information

In order to provide a safe and secure environment for our children, youth and seniors, we believe it is necessary to include the following questions as part of our application process. All information will be kept confidential by church leadership. (Police may access this information, under warrant, if requested.) Answering yes to any of the questions may not necessarily preclude your involvement in ministry. Thank you in advance for your understanding.

- | | | |
|--|-----|----|
| 1. Are there any circumstances involving your lifestyle or background that would call into question your ability to work with children or youth? (e.g. pornography, use of illegal substances, lifestyle choices, etc.) | Yes | No |
| 2. Have you ever been accused of impropriety with children and youth? | Yes | No |
| 3. Have you ever been convicted for the use or sale of illegal drugs? | Yes | No |
| 4. Have you ever been through treatment for alcohol or substance abuse? | Yes | No |
| 5. Have you ever been convicted of a criminal offense (excluding minor traffic violations)? | Yes | No |
| 6. Have you ever been arrested or convicted for any abuse related crimes? | Yes | No |
| 7. Have you been investigated by the Child Welfare Agency for suspected child abuse? | Yes | No |
| 8. Have you ever been the subject of a civil lawsuit involving sexual harassment or other immoral behaviour or conduct involving children, youth or adults? | Yes | No |
| 9. Have you ever been the subject of any disciplinary action, transfer or dismissal, or been named as a defendant in a civil or criminal lawsuit as a result of an accident or mishap involving children, youth or adults? | Yes | No |
| 10. Have you ever been subjected to expulsion, reprimand, or other discipline by a church, denomination or other religious organization? | Yes | No |
| 11. Have you ever been the subject of any disciplinary action (including discharge) or investigation by an organization, or by an employer? | Yes | No |
| 12. Do you have any health concerns of which we should be aware? (e.g. medical, psychiatric) | Yes | No |

If you have answered yes to any of the above questions, please explain (if more spaces is need, please use back of form).

References

Please provide the names of three individuals, excluding relatives, who could provide a reference for you. Include at least one reference from outside this church.

1. Name of Reference _____ Phone Number _____

Address _____

Nature of Relationship _____

2. Name of Reference _____ Phone Number _____

Address _____

Nature of Relationship _____

3. Name of Reference _____ Phone Number _____

Address _____

Nature of Relationship _____

Release of Information and Declaration of Intent

I hereby give *Killam Baptist Church / Forestburg Community Baptist Church* permission to contact persons named as references to ascertain my suitability for volunteer ministry. I release all such references from liability for any damage that may result from furnishing such evaluations to you.

I give *Killam Baptist Church / Forestburg Community Baptist Church* consent to verify the information provided herein and to contact the references listed. I waive any right to confidentiality and of any right to pursue damages against the church caused by the reference's response.

I also grant my permission for *Killam Baptist Church / Forestburg Community Baptist Church* to perform a police records check, for purposes of my protection against any false allegations and for the protection of those I serve. I consent to such an investigation with the understanding that the results will be kept in strict confidence. I agree to adhere to the protection policies as adopted by this church.

I understand that if my character or morals are deemed by church leadership to be inappropriate and/or criminal at any time during my volunteer service, *Killam Baptist Church / Forestburg Community Baptist Church* will be entitled to terminate my assistance without expressed cause or prior notice regardless of any other oral or written statement by *Killam Baptist Church / Forestburg Community Baptist Church* prior to, at, or following the date of volunteer service.

I understand that *Killam Baptist Church / Forestburg Community Baptist Church* is responsible for the welfare of any person or persons entrusted to my care. I will cooperate fully with the staff in the fulfillment of my duties and will keep all information I encounter, in my role as a volunteer, confidential.

If at any time I find that for any reason I am unable to support the policies, procedures or doctrine of *Killam Baptist Church / Forestburg Community Baptist Church*, I will gracefully and quietly resign my volunteer position. If my supervisors, or church leadership, find that I am in conflict with any of the policies, procedures or doctrines and we are not able to resolve the issue, I will gracefully and quietly agree to resign my volunteer position.

I hereby acknowledge that, to the best of my knowledge, the information contained in this application for volunteer ministry is true and correct.

Signature of Applicant _____

Printed Name _____ Date _____

Signature of Witness _____

Printed Name _____ Date _____

Information received is confidential and is being gathered for the sole purposes of screening ministry personnel and placing them into ministry with children, youth and adults. The information gathered here will be used for the sole purposes of supporting the ministries at *Killam Baptist Church / Forestburg Community Baptist Church*.

Form B – Youth Aged Volunteer Application

Personal Information

Male Female (Please circle)

Full Name _____

Address _____

Postal Code _____ Date of Birth _____

Phone Number (H) _____ (C) _____

Personal History

Hobbies, Interests or Skills

Spiritual History

How long have you attended _____ Church? _____ (years)

Do you regularly attend (2 or more services a month)? Yes No

When did you accept Christ as your Savior? _____ (age)

Have you been baptized? Yes No

If not, are you willing to attend a baptismal class? Yes No

In a brief paragraph, please outline your spiritual journey.

List any gifts, talents, training, education or other qualifications that have prepared you to minister with children or youth.

References

Please provide the names of three individuals, excluding relatives, who could provide a reference for you. Include at least one reference from outside this church.

1. Name of Reference _____ Phone Number _____

Address _____

Nature of Relationship _____

2. Name of Reference _____ Phone Number _____

Address _____

Nature of Relationship _____

Signature: _____ Date: _____

Parental Signature: _____ Date: _____

Form C – Suspected Abuse Report

Date _____ Name of Victim _____

Age of Victim _____ Birthdate _____

Address _____

Postal Code _____ Phone Number _____

Parent/Guardian(s) Names _____

Siblings' Names _____

Name of Person Filing Report _____

Name of Pastor Receiving Report _____

Name of Social Worker or authorities _____ Phone Number(s) _____

Name of alleged perpetrator _____ Gender: M F

Relationship between suspected victim and alleged perpetrator _____

Nature of suspected abuse: physical sexual emotional neglect other _____

Indications of suspected abuse (including facts, physical signs and course of events)

Action taken (including date and time)

If a child is reporting:

What did the child say? (Give quotes where possible. Use back of document for additional information)

What was your response?

Signature _____

Printed Name _____ Date _____

Pastor's Signature _____

Printed Name _____ Date _____

The above information will serve as a guide and will be necessary if a formal report is filed with the police or appropriate government agency. All information received is to be kept STRICTLY CONFIDENTIAL.

Form E – Record of First Aid Treatment

Date of injury or illness: _____ Time: _____ AM / PM

Full name of injured or ill individual: _____

Description of the injury or illness: _____

Description of where the injury or illness occurred/began: _____

Cause of the injury or illness: _____

First aid provided? Yes / No

Name of first aider: _____

First aider qualifications (Circle applicable):

Emergency First Aider

Emergency Medical Technician – Paramedic

Standard First Aider

Emergency Medical Technician

Advanced First Aider

Emergency Medical Responder

Nurse

None

Describe first aid provided: _____

Copy provided to injured Copy refused Injured worker initials: _____

Keep this record confidential and retain for at least 3 years from date of injury/illness is reported

Form G – Behavioural Incident Report

Date _____ Name of Child _____

Parent/Guardian(s) Names _____

Siblings' Names _____

Name of Person Filing Report _____

Description of Inappropriate Behaviour

Action taken (including date and time)

What was your response?

Signature _____

Printed Name _____ Date _____

Pastor's Signature _____

Printed Name _____ Date _____

The above information will serve as a guide and will be necessary if a formal report is filed with the police or appropriate government agency. All information received is to be kept STRICTLY CONFIDENTIAL.

Form H – Special Event Waiver

Name of the Event

Location of Event

Date and Time of Event

Assumption of responsibility – I/we the undersigned parent(s)/guardian(s) are aware of the activity and transportation to and from the location above in which our child/children are participating in with Killam Baptist Church. I/we the undersigned recognize that although the KBC and its chaperones make the safety of every youth a top priority, there are risks of injury and/or loss associated with such an activity/transportation. I/we the undersigned parent(s)/guardian(s) assume the responsibility for injuries to my/our child while attending/traveling to the KBC event, and I/we will not bring an action for damages which may arise from these injuries and/or losses.

In Case of Emergency

Every reasonable effort will be made to contact parent(s)/guardian(s). I/we the undersigned parent(s)/guardian(s) give permission to the physician selected by the chaperones to provide proper treatment for my child/children.

Student name _____ Age _____

Health Card Number _____

Student name _____ Age _____

Health Card Number _____

Student name _____ Age _____

Health Card Number _____

Parent/Guardian – Print name _____

Parent/Guardian – Signature _____

Home Phone _____

Cell Phone _____

Work Phone _____

Plan to Protect Covenant

“To Love Jesus, Teach Biblical Truth and Reach People for Christ”

Name: _____

Date: _____

I understand that a covenant is a promise, a commitment to responsibility and action. Therefore, I will sign this document as a covenant between myself, the church and God.

- I have read through the entire Plan to Protect document.
 - I have attended a Plan to Protect training meeting on _____ (date)
- OR
- I have met with _____ on _____ (date) to review the entire document.
 - I will subject myself to a Criminal record check every two years, in accordance with the Plan to Protect policy.
 - I agree to follow the Plan to Protect policy of Killam Baptist Church / Forestburg Community Baptist Church.
 - I agree to continue to grow and develop in my relationship with Jesus Christ.

Signature