

GRAND RIVER COMMUNITY CHURCH

PLAN TO PROTECT POLICY: A Protection Plan
for Children, Youth and Adults

Elder Board Approval on the 21st day of January, 2014

CONTENTS

SECTION I - INTRODUCTION	3
1.1 Preamble	3
1.2 Definitions	3
1.3 Understanding Child Abuse	4
1.4 Understanding the Church's Responsibility	6
The Spiritual and Moral Responsibility of the Church	6
The Civil and Legal Responsibility of the Church	7
SECTION II - POLICY	8
2.1 Ministry Personnel Recruitment and Screening	8
Process	8
2.2 Child Protection Procedures	10
Supervision of Children	11
Receiving and Releasing Children	12
Washroom Guidelines	13
Proper Display of Affection	14
2.3 Youth Protection Procedures	15
Youth Ministry Personnel	15
Youth Ministry Programming	16
2.4 Off-Site Activities, Overnight Events and Transportation	18
2.5 Health & Safety Guidelines	19
2.6 Reporting and Response	21
Reporting Procedures	21
Response to Allegations	22
2.7 Policy Review	24
APPENDIX A – Ministry Personnel Application Form (Adults) for Children and Youth Ministries	25
APPENDIX B – Ministry Personnel Application Form Youth Working with Children	30
APPENDIX C – Ministry Personnel Reference Form	33
APPENDIX D – Ministry Personnel Agreement Form	35
APPENDIX E – Children's Ministries Registration Form	36
APPENDIX F – Diaper Changing Procedure	38
APPENDIX G – Youth Ministry Authorization and Consent Form	39
APPENDIX H – Trips and Off-Site Travel Form	41
APPENDIX I – Blood Borne Pathogens and Infectious Diseases	43
APPENDIX J – Incident Report	45
APPENDIX K – Suspected Abuse Report Form	46

SECTION I - INTRODUCTION

1.1 PREAMBLE

Children and youth are a precious gift from God. They are not only the church of the future, they are a valued part of the church today. Jesus reminds us that in order to enter into the kingdom of heaven we must have the faith of a little child.

However, our children and teens are also vulnerable. Sadly, because of their lacking strength, awareness, and knowledge, they are often taken advantage of and worse, victims of abuse. Therefore, it is imperative as a church that we be proactive in protecting them and in providing safe environments so that the intimacy in the relationship between child/teen and God remains secure.

We must, as well, protect those who serve our children and youth. Our ministry personnel need the security of knowing that they are working in a setting where processes and procedures are in place to minimize any possibility of an erroneous accusation.

The Plan to Protect Policy establishes the criteria for the provision of a safe environment for children, youth and ministry personnel.

1.2 DEFINITIONS

In this Policy, the following terms shall have the following meanings:

Accused	shall mean a person against whom a complaint of child abuse or sexual exploitation is made pursuant to the terms of this Policy
Act	means the <i>Child and Family Services Act</i> , R.S.O.1990, c.C.11, s. 72 (the “Act”)
Board	Means the Board of Elders - the highest functioning authority of the church
Child	Means a person under the age of 18 years; see also Youth
Complainant	Means a person who makes a complaint of child abuse or sexual exploitation under this Policy
Designated	An individual designated and trained to screen prospective ministry
Screening Personnel	Personnel asks include processing applications, reference checks, conducting interviews and maintaining ministry personnel files
Hall Monitors	Ministry Personnel whose role is to walk hallways for surveillance and to randomly visit rooms where children are being supervised to protect against false allegations

Ministry Lead	Individuals who have successfully completed the recruitment and screening process and who have been given the responsibility to give direction to programs or ministries for children and youth. The term includes volunteer and all full-time, short-term or contract staff members receiving a salary.
Ministry Personnel	An individual who has successfully completed the recruitment and screening procedures of Plan to Protect Policy and is now deemed to be a person who can be put in a position of trust with children and youth. Ministry personnel include screened volunteers, full-time, short-term or contract staff and pastoral staff whether or not they receive a salary
Ministry Personnel File	A file kept on each prospective ministry personnel which includes the ministry application form, record of police records check, record of reference checks, and other documents related to the recruiting and supervision of ministry personnel
Occasional Observer	Individuals who visit, observe and assist Ministry Personnel with ministry activities on rare occasions. This term includes parents assisting their own children. Occasional observers do not need to be screened and trained, however, their access to minors will be limited and they will never be placed in a position of trust with children who are not their own. That means that they will not be asked to assume responsibility for children and they will not be allowed or asked to take children to the washroom
Parent	Shall mean the natural or adoptive Parent(s) or legal guardian(s) of a child under the age of 18 years of age
Position of Trust	The role wherein parents and/or guardians have entrusted their children or youth to the care of ministry personnel
Prospective Ministry Personnel	Youth or adults associated with the church congregation either by membership or regular attendance as an adherent, and awaiting approval to become ministry personnel
Youth	Means a person aged 11 to 17 years ("student")

1.3 UNDERSTANDING CHILD ABUSE

It is critical for us to have a clear understanding of abuse, to be familiar with the definitions used when referring to it.

"Child abuse refers to an act committed by a parent, caregiver or person in a position of trust (even though he/she may not care for the child on a daily basis) which is not accidental and which harms

or threatens to harm a child's physical or mental health, or a child's welfare." (Faith Trust Institute, 2006)

Abuse is categorized as being physical, sexual, emotional, involving neglect, harassment, improper touching and improper discipline.

Physical Abuse

"Physical abuse is any deliberate physical force or action that results, or could result, in injury to a child. It can include punching, slapping, beating, shaking, burning, biting or throwing a child. It is different than what is considered reasonable discipline." (The Children's Aid Society of London and Middlesex, 2007)

Sexual Abuse

"Sexual abuse occurs when a child is used for the sexual gratification of an adult or an older child. Coercion (physical, psychological or emotional) is intrinsic to sexual abuse. This is what distinguishes it from sexual exploration with peers.

It is against the law to touch a child for a sexual purpose; to encourage or force a child to touch another person in a sexual way; encourage or force a child to participate in any sexual activity; tell a child to touch him or herself for an adult's or older child's sexual purposes.

Sexual abuse of children can take many forms. This includes sexual intercourse, exposing a child's private areas, indecent phone calls, fondling for sexual purposes, watching a child undress for sexual pleasure, allowing a child to look at, or perform in pornographic pictures or videos, or engage in prostitution." (The Children's Aid Society of London and Middlesex, 2007)

Emotional Abuse

"Emotional abuse is a pattern of behaviour that attacks a child's emotional development and sense of self worth. It includes excessive, aggressive or unreasonable demands that place expectations on a child beyond his or her capacity. Emotional abuse includes constantly criticizing, teasing, belittling, insulting, rejecting, ignoring, or isolating the child. It also includes failure by a parent or caregiver to provide their children with love, emotional support, and guidance." (The Children's Aid Society of London and Middlesex, 2007)

Neglect

"Neglect is the failure to meet a child's basic needs for food, clothing, shelter, sleep, medical attention, education, and protection from harm. This can occur when parents do not know about appropriate care for children, when they cannot adequately supervise their children or when they are unable to plan ahead." (The Children's Aid Society of London and Middlesex, 2007)

Harassment

Repeated subtle or overt action, particularly by a person in a position of trust which causes the recipient to feel attacked, demeaned, intimidated or manipulated.

Improper Touching

Touching which creates feelings of violation, confusion, isolation. It may include kissing a child, coaxing a child to give a kiss, extended hugging or tickling, touching a child in any area that would be covered by a swimsuit, carrying older children or having them sit on an adult's lap.

Improper Discipline

Improper discipline involves inappropriate and harmful attempts to control a child. It includes yelling or screaming at children, threatening them or physically hurting them. By contrast, proper discipline involves establishing clear boundaries of acceptable behaviour and maintaining such behavioural expectations with firm and kind expressions of authority.

1.4 UNDERSTANDING THE CHURCH'S RESPONSIBILITY

We believe it is the responsibility of the Church to provide a safe environment for children and youth who are in attendance at the Church's facilities or who participate in Church sanctioned activities and programs wherever they may be carried out.

THE SPIRITUAL AND MORAL RESPONSIBILITY OF THE CHURCH

We recognize that we are a reflection of God's love to those in our care and we take our responsibility seriously. Micah 6:8 presents this challenge, "He has shown all you people what is good. And what does the Lord require of you? To act justly and to love mercy and to walk humbly with your God." (TNIV) Micah suggests that the Lord requires three things of us:

- **To act justly** – we must work for justice, seeking to promote the truth and speak out on behalf of the vulnerable.
- **To love mercy** – compassion needs to be the bedrock of all our work.
- **To walk humbly with our God** – every area of our lives need to be marked by humility and righteousness. To act always with integrity.

The Bible outlines our spiritual responsibility to children and youth:

- "If anyone causes one of these little ones – those who believe in me – to stumble, it would be better for them if a large millstone were hung around their neck and they were drowned in the depths of the sea." (Matthew 18:6 TNIV)

- “People were bringing little children to Jesus for him to place his hands on them, but the disciples rebuked them. When Jesus saw this, he was indignant. He said to them, ‘Let the little children come to me, and do not hinder them, for the kingdom of God belongs to such as these. Truly I tell you, anyone who will not receive the kingdom of God like a little child will never enter it.’ And he took the children in his arms, placed his hands on them and blessed them.” (Mark 10:13-16 TNIV)
- “Avoid every kind of evil.” (1 Thessalonians 5:22 NIV)
- “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 NIV)
- “For we are taking pains to do what is right, not only in the eyes of the Lord but also in the eyes of others.” (2 Corinthians 8:21 TNIV)

THE CIVIL AND LEGAL RESPONSIBILITY OF THE CHURCH

We recognize that providing a safe place for children and youth is also a legal requirement. We have a legal responsibility to ensure that a plan for protecting children and youth is in place and is diligently followed.

Our legal responsibility includes being accountable for the actions of our employees and volunteers, that as a church we will be held vicariously liable for their actions.

This policy and the guidelines contained within it, are to help us in fulfilling our responsibilities to provide as safe and nurturing environment as possible for children and youth. In partnership with parents, we, as a church, seek to provide quality care and instruction to families and in this way, promote spiritual growth at every age level.

SECTION II - POLICY

2.1 MINISTRY PERSONNEL RECRUITMENT AND SCREENING

PROCESS

- 1 A Pastor/Elder and/or the Ministry Lead determine if an individual is a suitable or potential candidate for children's or youth ministry.
- 2 Prospective Ministry Personnel are to submit to the recruitment and screening process managed by the Ministry Lead. Individuals will submit and complete the following:
 - Be members of the church or have regularly attended worship services for at least six months. (They must be members if part of their ministry is teaching)
 - Ministry Personnel Application Form ([Appendix 1](#))
 - Reference checks
 - Interview
 - Police records check
 - Training
 - Final approval from a Pastor/Elder
- 3 Ministry Personnel must complete the recruitment and screening process prior to being placed in a position of trust.
- 4 Ministry Personnel who serve children and youth must have a personnel file kept with church records. These files are to be kept permanently.

Qualifications for Ministry

- 1 Individuals wanting to work with children or youth must be members of the church. Reference checks must be received from at least three individuals. Where possible, a reference check from a previous pastor should be included.
- 2 Ministry Personnel serving in children's and youth ministries are members or adherents in good standing who support the vision, values and constitution of the church. They also support and are submissive to the leadership of the Pastor/Elders of the church.
- 3 Individuals who have been accused, or convicted, or are under the suspicion of crimes against children and/or youth, or who have been convicted of violent crimes or other relevant crimes will not have any involvement in ministries or programs where children or youth participate.

Ministry Application Form

- 1 Prospective Ministry Personnel are to complete a Ministry Personnel Application Form. (APPENDIX A) Students (youth) leaders are to complete the Ministry Personnel Application Form for Youth Working with Children (APPENDIX B).
 - A verifiable witnessed signature is required for the protection of all parties
 - Individuals who transfer from another church unknown to the Church Leadership must include contact information or a reference from a pastoral staff member of their previous church
 - In accordance with the Personal Information Protection and Electronic Documents Act (PIPEDA) regulations, the Ministry Personnel Application Form must include the reason for which the information is being collected
- 2 Ministry Personnel Application Forms are to be kept confidential and available only to the Ministry Lead, Pastor/Elders or Designated Screening Personnel.
 - Completed Ministry Personnel Application Forms are to be kept on file permanently and in a secure location

Reference Checks

- 1 Designated Screening Personnel will conduct reference checks on all prospective Ministry Personnel (APPENDIX C).
 - Prospective Ministry Personnel must sign a liability release before reference checks are conducted
 - References provided must fit with the acceptable categories for adults and for youth who want to work with children
 - Reference checks may be conducted by telephone or in person to confirm the suitability and appointment of prospective Ministry Personnel

Interview

Interviews will be conducted by the Ministry Lead, Designated Screening Personnel or by an individual approved by a Pastor/Elder.

Police Records Checks

- 1 Police records checks must be conducted on all ministry personnel serving children and/or youth.
 - Police records checks are to be renewed every three (3) years
 - Police records checks are to be conducted on all Ministry Personnel 16 years of age and older and are to be kept on file permanently
- 2 If a prospective Ministry Personnel has had a history with the Children's Welfare Agency, a request may be made by a Pastor/Elder for the individual to sign consent for a Child Welfare Check.

Training

- 1 Abuse prevention education and training is required for all Ministry Personnel serving with children and youth and must be completed prior to ministry placement.
- 2 Training is to include a review of the Plan to Protect Policy and procedures. All Ministry Personnel are to affirm that they have read the Plan to Protect Policy, that they understand it and the procedures that pertain to their area of ministry. Ministry Personnel will be educated about their legal obligation to report suspected abuse and to recognize and identify the symptoms of abuse and molestation.
- 3 All Ministry Personnel, Pastor/Elders, Ministry Leads and Designated Screening Personnel are required to attend training sessions at least once a year.
- 4 Attendance is to be taken at training courses and noted in the personnel file for each Ministry Personnel. All Ministry Personnel must sign a ministry agreement form ([APPENDIX D](#)) confirming they have read, understood and are willing to comply with the Plan to Protect policies and procedures.

Approval

- 1 All Ministry Personnel are to be approved by a Pastor/Elder upon completion of the recruitment and screening process.
 - Approval must be signed and dated
- 2 The recruitment and screening process must be completed within a 3 month period of time.
 - Applicants who have not fully completed the recruitment and screening process will not be placed in a position of trust
 - Access to children and youth will be limited until final approval is received

2.2 CHILD PROTECTION PROCEDURES**Supervision of Ministry Personnel**

For the protection of our children, supervision of all Ministry Personnel will be intentional and will take place through formal and informal visits to classrooms and programs by Ministry Leads and/or a Pastor/Elder.

Plan to Protect Program Maintenance

A strategy for program maintenance will be developed and reviewed at the beginning of each ministry year (September) to ensure training, the updating of files, and the physical environment are compliant with this policy.

Ministry Personnel / Child Ratios

Room settings must comply with established ratios for Ministry Personnel and children at all times. This includes off-site activities and trips. Established ratios are:

- One Ministry Personnel for every 3 infants (birth to 17 months old)
- One Ministry Personnel for every 4-5 toddlers or preschoolers
- One Ministry Personnel for every 7-10 elementary age children (junior kindergarten to grade 5)

SUPERVISION OF CHILDREN

- 1 To provide adequate supervision of children, one (1) of the following must be in place:
 - A minimum of two (2) unrelated Ministry Personnel are present for supervision, except in the event of an emergency, OR
 - One Ministry Personnel is present, and the window in the classroom door must provide a clear line of visibility, with hall monitors circulating periodically from room to room
- 2 Ministry Personnel between the ages of 12 and 16 may assist only under adult Ministry Personnel supervision. Ministry Personnel must be 17 years of age or older to supervise children alone in a room. In both situations, the windows in classroom doors must provide clear lines of visibility, with hall monitors circulating periodically from room to room.

Occasional Observers

Occasional observers who join a group of children will have their attendance recorded and kept on file with the group attendance for that day. Visitors will be clearly identified and if they have not been screened and approved, they will not be placed in a position of trust with children.

Ministry Personnel Identification

All Ministry Personnel, when serving, are to wear a nametag that clearly identifies them to parents, children and others.

Child Registration & Compliance with the Personal Information Protection Electronic Data Act (PIPEDA)

- 1 Registration forms ([APPENDIX E](#)) will be available for all children's ministry programs. A release and permission statement will be included on all registration forms releasing the Church from unforeseen and accidental injuries along with contact information in case of an accident. A statement will be included on all registration forms which stipulates the purpose and extent for collecting personal information of children.
- 2 Forms are to be copied and the copies taken on all off-site events in case emergency medical assistance is required and the parent cannot be notified. Original forms are to be filed and kept permanently in a secure location.

- 3 The registration form will not replace specific consent and authorization forms for activities that involve an elevated level of risk or for overnight trips.
- 4 It is the responsibility of Ministry Leads and their teams to ensure that forms are completed and submitted for all participants. Reasonable effort is to be made to keep registration information updated and current.

RECEIVING AND RELEASING CHILDREN

For Children Birth to SK (up to age 5):

- 1 The receiving and releasing children under the age of 6 will be closely monitored. A mandatory sign-in and sign-out form will be adopted.
- 2 Children are not to be dropped off or left in a room without Ministry Personnel present.
- 3 Children will only be released into the care of the child's parent or designate. A signature, security number or identification card/token/bracelet process will be adopted
- 4 Parents and visitors are not to enter the nursery or preschool area when picking up their child unless requested to do so.

For Children Grade 1 to 2 (ages 6 to 7):

- 1 Children are not to be dropped off or left in a room without Ministry Personnel present to receive them.
- 2 Children are to remain in the room until the parent or designate arrives to pick them up and the child demonstrates recognition of the parent or designate.

For Children Grade 3 to 5 (ages 8 to 10):

- 1 Children are not to be dropped off or left in a room without Ministry Personnel present to receive them.
- 2 Children may be released on their own or be picked up by a parent.

Attendance

- 1 Attendance of children is to be taken each time a group or program is in session. These attendance records are to be kept on file permanently.
- 2 A record will be kept of all Ministry Personnel on duty in each group or program. This record will be maintained with the record of attendance and is to be kept on file permanently.

WASHROOM GUIDELINES

Parents are to be encouraged to deal with their child's toileting needs prior to the start of each program or worship service.

For Nursery:

- 1 It is strongly encouraged that diaper changing be done by the child's parent.
- 2 If the parent is not available, diaper changing is to be done only by designated adult Ministry Personnel and must be conducted within view of other Ministry Personnel.
- 3 Diaper changing procedures are to be clearly posted in the nursery diaper changing area ([APPENDIX F](#)).

For Preschool Children:

- 1 Preschool children are not to go to the washroom alone.
- 2 Ideally one of the following will be adhered to when accompanying preschool children to the washroom:
 - Two (2) Ministry Personnel will escort a group of children to the washroom; OR
 - One (1) Ministry Personnel will escort a group of children to the washroom with one (1) hall monitor appointed to assist with washroom and security duties.
- 3 Ministry Personnel are never to be alone with a child in an unsupervised washroom and they are never to shut the door.
- 4 When a preschool child needs assistance in a washroom, Ministry Personnel may only enter the washroom to assist following these guidelines:
 - Adult Female Ministry Personnel will assist both girls and boys in the washroom,
 - The washroom door must be propped open and the adult Ministry Personnel must stand in the open doorway,
 - Ministry Personnel will take into consideration the privacy of the child.

For Elementary Children:

- 1 Elementary boys and girls are not to be sent to the washroom alone but should be accompanied by a buddy and Ministry Personnel.
- 2 Ministry Personnel will escort the children to the washroom and prop the door open and remain outside the washroom door and wait for the children before escorting them back to the room.
- 3 Ministry Personnel are not to be alone with children in a washroom.
- 4 Male Ministry Personnel are not to accompany female children to the washroom.

Architectural Precautions

- 1 Ideally, nursery doors should be secured from the inside.
- 2 All electrical outlets are to be kept covered when not in use.
- 3 Doors of rooms and closets should be locked when not in use during children's programs.

PROPER DISPLAY OF AFFECTION**Appropriate Touch**

- 1 Recognizing that children need appropriate displays of affection that reflect pure, genuine and positive displays of God's love, appropriate touch of children will be age and developmentally appropriate. We encourage Ministry Personnel to:
 - Hold a preschool child who is crying,
 - Speak to a child at eye level and listen with your eyes as well as your ears,
 - Hold a child's hand when speaking, listening or walking with him or her to an activity,
 - Gently hold the child's shoulder or hand to keep his or her attention while you redirect the child's behaviour,
 - Put your arm around the shoulder of a child when comforting or quieting is needed,
 - Pat a child on the head, hand, shoulder or back to affirm him or her.
- 2 All touch must be done in view of others.

Inappropriate Touch

- 1 Recognizing that the innocence of children must be protected, Ministry Personnel will be made aware that the following actions are deemed inappropriate and will not be permitted:
 - Do not kiss a child or coax a child to kiss you,
 - Do not engage in extended hugging and tickling,
 - Do not hold a child's face when talking to or disciplining the child,
 - Do not touch a child in any area that would be covered by a bathing suit (strictly prohibited except in cases of diapering and assisting preschoolers as outlined in washroom procedures),
 - Do not carry older children and do not allow them to sit on your lap,
 - Avoid prolonged physical contact with a child.
- 2 Ministry Personnel are not to be left alone with a child.

Discipline & Classroom Management

- 1 All discipline and group management will be conducted in a loving and caring environment. All attempts will be made to prevent discipline problems from arising and to avoid the need for remedial discipline. All attempts are to be taken to adhere to the following.

Preventive Discipline:

- Create a loving, caring atmosphere,
- To gain respect, you must grant respect,
- Model self-discipline and structure in your own life,
- Prepare exciting and interesting activities with short transitions in between,
- Arrange your environment for children and for learning,
- Establish and communicate realistic expectations for the children,
- Be sure the activities that you provide are meaningful and age-appropriate,
- Be fair and consistent with all children,
- Be sure your focus is on positive actions and reward positive behaviour,

- Be aware of children with special needs and bring their needs to the attention of the Ministry Lead.

Remedial Discipline:

- Every effort will be made to deal with problems individually,
 - Every effort will be made to explain to the child why the behaviour is unacceptable and instruct them in how to do it correctly,
 - Every effort will be made to redirect the child to positive action,
 - Every effort will be made to explain the consequences of unacceptable behaviour by defining the correct way to behave as well as the result of the wrong behaviour,
 - Every effort will be made to offer choices that are acceptable to both you and the child.
- 2 Group rules will be established to clearly communicate the expectations required of children. Some suggested rules are:
- One voice talking at a time, and always use inside voices,
 - Use good manners,
 - Respect each other,
 - Quiet hands get answered,
 - Obey directions the first time,
 - Keep your hands and feet to yourself,
 - Be friendly.

2.3 YOUTH PROTECTION PROCEDURES

YOUTH MINISTRY PERSONNEL

Standards Lifestyle

- 1 For the protection of our youth, Ministry Personnel are to be committed to growing in every area of their lives through engaging in various practices and experiences that keep them connected to God and becoming more like Christ.
- 2 Ministry Personnel are to be role models of integrity at all times. They are to refrain from activities that are illegal or could be considered morally and biblically questionable.

Contacting Opportunities

- 1 Ministry Personnel are encouraged to meet with youth in small group settings and in teams.
- 2 The Ministry Lead must pre-approve the conducting of any one-on-one mentoring with information being documented and filed.
- 3 One-on-one mentoring must be done in public settings and only under the following conditions:
 - The Ministry Lead is informed of the time and place of the meeting prior to the meeting, and,
 - Parental permission is granted, and,
 - When separate transportation is arranged.

Open Door Policy

Ministry Personnel working with youth must not have one-on-one or small group meetings behind closed doors. It is required that the door remain open or that the meeting take place in a room with an unobstructed window in the door.

Physical Contact

- 1 Physical contact guidelines are to be posted in youth rooms.
- 2 Ministry Personnel must be made aware of what constitutes appropriate touch:
 - One arm hugs
 - Shoulder to shoulder hugs
 - Touch on the back or shoulder
- 3 Ministry Personnel must refrain from inappropriate touch at all times:
 - Chest-to-chest hugging
 - Extended hugging
 - Over exuberant affection
 - Lap sitting
 - Kissing
 - Touching of thighs, knees, back rubs or inappropriate spots of the body
- 4 Ministry Personnel must be cognizant of conduct that could be misinterpreted:
 - Horseplay
 - Tickling
 - Extended back rubs

Dating

Ministry Personnel working with youth may not pursue a dating relationship with a student.

YOUTH MINISTRY PROGRAMMING**Plan to Protect Program Maintenance**

A strategy for program maintenance will be developed and reviewed at the beginning of each ministry year (September) to ensure training, the updating of files and the physical environment are compliant with this policy.

Ministry Personnel / Student Ratios

- 1 Programs for youth must comply with established staffing ratios as follows:
 - “Jr. High” (gr. 6 to 8) – one Ministry Personnel for every 7 students
 - “Sr. High” (gr. 9 to 12) – one Ministry Personnel for every 10 students
- 2 There must be at least two (2) unrelated Ministry Personnel at all events. Events with mixed genders must be supervised by both male and female Ministry Personnel.
- 3 It is recommended there be at least a five (5) year age difference between Ministry Personnel and the youth they supervise. *(Very unlikely that this can be observed with a student from Heritage)*

Supervision of Ministry Personnel

The supervision of Ministry Personnel will be intentional and will take place through formal and informal visits to rooms and programs by Ministry Leads.

Youth Ministry Authorization and Consent Forms & Compliance with the Personal Information Protection Electronic Data Act (PIPEDA)

- 1 At the beginning of every ministry year (September), all youth are to submit completed Youth Ministry Authorization and Consent Forms ([APPENDIX G](#)) signed by their parent. A statement will be included on all forms which stipulates the purpose and extent for collecting personal information of children.
- 2 Forms are to be copied and the copies taken on all off-site events in case emergency medical assistance is required and the parent cannot be notified. Original forms are to be filed and kept permanently in a secure location.
- 3 The Youth Ministry Authorization and Consent Form will not replace specific consent and authorization forms for activities that involve an elevated level of risk or for overnight trips. It is the responsibility of Ministry Leads and their teams to ensure that the required forms are completed and submitted for all participants. Reasonable effort is to be made to keep registration information updated and current.

Planning for Safety

All Ministry Personnel must ensure a safe environment in their planning and evaluating of all activities. Safety precautions are to be communicated to students.

Billeting and Hosting

1. For the protection of our youth, it is required that all adults residing in the home where billets are provided must complete the following screening process prior to hosting. Screening includes:
 - Recommendation from a pastor, and,
 - Police records check
2. Information guidelines are to be distributed to host homes no less than one week in advance of the youth arriving at their home.
3. Any allergies and medications for youth should be communicated to the host home prior to arrival, with clear directions on how to manage allergies and/or medications.
4. Youth must always be billeted in teams or small groups of the same gender
5. Youth should have distinctly separate sleeping arrangements from the other household members and should not be left alone.
6. Curfews of 11:00 p.m. should be enforced when youth are being billeted.
7. All youth staying in host homes are to be informed of proper etiquette and curfew guidelines.

2.4 OFF-SITE ACTIVITIES, OVERNIGHT EVENTS AND TRANSPORTATION

Off-site Activities

- 1 All off-site activities must be pre-approved by a Pastor/Elder with parents being notified at least one (1) week prior to the outing.
- 2 Proper written consent and medical release forms are required for each child/youth participating in off-site events. Forms must be kept in the Ministry Lead's possession during off-site activities with a copy of the completed forms filed in the Church office. The originals are to be kept on file permanently (Child [APPENDIX E](#), Youth [APPENDIX G](#))
- 3 All off-site activities are to be supervised by a minimum of two (2) unrelated adult Ministry Personnel. Off-site activities with mixed genders must be supervised by at least two (2) unrelated, adult Ministry Personnel of opposite gender.

Retreats and Overnight Events:

- 1 All retreats and overnight events must be pre-approved by a Pastor/Elder.
- 2 Proper written consent and medical release forms are required for each child or youth participating in overnight events. Forms must be kept in the Ministry Lead's possession during trips and events and a copy filed in the Church office. The originals are to be kept on file permanently (Child [APPENDIX E](#), Youth [APPENDIX G](#)).
- 3 All overnight activities with mixed genders must be supervised by at least two (2) unrelated, adult Ministry Personnel of opposite gender. There must be a minimum ratio of two (2) Ministry Personnel for every ten children or youth. Ministry Personnel are to be assigned a specific group of children or youth for whom they are responsible to supervise. Female Ministry Personnel will be assigned responsibility for female children / youth and male Ministry Personnel will be assigned responsibility for male children / youth.
- 4 Youth attending retreats and overnight events will not be allowed to leave the event. Any exceptions must be added to the permission form signed by the parent.
- 5 Female and male youth are not allowed in each other's rooms or tents for any reason during retreats and overnight events and they are not permitted to sleep in mixed company.

Transportation:

- 1 When planning off-site activities, parents are to be encouraged to drop off and pick up their children at the event location. For out of town events, it is preferred that a commercial carrier be employed.
- 2 Our first concern in transportation is the safety of our youth. Drivers must obey all the rules of the road including the speed limits. Reckless or unsafe driving will not be tolerated.
- 3 All Ministry Personnel drivers transporting youth during Church activities must complete the following prior to the youth event:
 - Be pre-approved by the Ministry Lead,
 - Provide a copy of their valid driver's license,
 - Provide a copy of their current automobile insurance policy, and,
 - Have a "G" license and a minimum of five (5) years driving experience.
- 4 The number of occupants in vehicles transporting children and youth during Church sponsored activities must not exceed the number of seat belts and each child must be in age appropriate safety

restraints. Seat belts must be worn by everyone and remain fastened at all times the vehicle is in operation.

- 5 Children and youth may not be transferred one-on-one during Church sponsored activities. Children must never be left alone in a vehicle.
- 6 The 'Trips and Off-site Travel Form' ([APPENDIX H](#)) will accompany the group with the original left in the Church office and filed permanently consisting of:
 - Names and phone numbers of all participants
 - Location of event and phone number(s)
 - Drivers and vehicles involved

2.5 HEALTH & SAFETY GUIDELINES

- 1 Ministry Leads and Ministry Personnel are encouraged to be certified and trained in first aid.
- 2 The names and contact information of individuals who are certified in first aid are to be posted in the children's and youth program areas for easy access.
- 3 Ministry Leads must be informed of any children or youth having severe allergies. The information will be posted in the children's and youth departments for easy access and Ministry Personnel who have the child/youth in their care will be informed.
- 4 The cleaning and sanitation of toys and table surfaces must be done at least monthly.

Illness:

- 1 A child who is ill and could therefore expose others to illness is not to be received into the nursery or classroom. Factors and symptoms to consider are:
 - Fever, unusual fatigue, irritability, coughing, sneezing, runny nose and eyes, vomiting, diarrhea, inflamed mouth and throat
 - Children with a known communicable disease

Medications:

- 1 Ministry Personnel are not to give or apply any medications. Parents are to be contacted and should administer all medications.
- 2 Medication is not to be left in a classroom. When a child brings medication, the medication is to be kept in the possession of the Ministry Lead or their designate.
- 3 In the extreme case where Epi-pens and puffers are needed for allergies or asthma, written instructions are to be provided by the parent or guardian to the Ministry Lead. Requests should be written, signed, dated and filed permanently.
- 4 Topical medications for diaper changing purposes are to be used only when instructed and provided by the parent or guardian.

Dealing with Cuts or Injuries Involving Blood:

- 1 Blood pathogen policies will be posted in the children's departments.
- 2 When a child or youth is injured, the child's parent, where possible, will be brought in to assist.
- 3 The child is to be separated from others. The area where the injury occurred or where any blood may have dropped on the floor or toys is to be isolated also.
- 4 Ministry Personnel need to ensure that no other children have had contact with any of the blood from the cut or injury.
- 5 Non-latex gloves are to be used when bandaging the injury, avoiding contact with mouth, ears and eyes.
- 6 Extreme care will be taken in cleaning up all blood and bloody bandages and the safe and secure removal of waste and disposal of gloves to a secure waste removal container.
- 7 Hands are to be washed carefully with sterilizing soap available in the first aid kit.
- 8 When ministering to children with HIV or AIDS, specific guidelines for the education and care of these children will be developed and followed (APPENDIX I).

Emergencies:

- 1 Emergency evacuation procedures will be reviewed annually by Pastor/Elders or "designated leaders". These procedures are to be posted in a visible place in each ministry area.
- 2 Trustees, in cooperation with the Ministry Lead, will arrange for annual fire and evacuation drills.
- 3 A first aid kit will be kept in each ministry area with Ministry Personnel being educated on the kit's contents. Each kit will contain a pair of disposable non-latex gloves, disinfectant towelettes, two or three 4" x 4" gauze pads for blood absorption, small scissors and band-aids.
- 4 A parent will be contacted when an injury, accident or medical emergency occurs. Incident Reports are to be completed for any and all accidents. Injuries are to be reported to the Ministry Lead (APPENDIX J).

Bullying Among Peers

Our children and youth have a right to a caring, respectful and safe church environment where they will encounter the love of God in action. An anti-bullying policy will therefore be in effect at all times and will be clearly communicated and enforced among the children and youth. All Ministry Personnel will take action to prevent bullying, teach against it, and assist and support children and youth who are being bullied. Bullying in any form will not be tolerated.

Harassment and Discrimination

- 1 Our organization is committed to fostering an environment that is free of discrimination and harassment and one in which all individuals are treated with respect and dignity. Every member of our organization's community has a right to equal treatment with respect to work and volunteer placement and with respect to the receipt of services and facilities without discrimination or harassment.

- 2 Every member of our organization's community, especially screened personnel, is responsible for creating an environment which is free of discrimination and harassment. Those found to have engaged in such conduct will be subject to appropriate discipline.

Severe Allergies

- 1 Parents and caregivers are responsible for notifying the church of any known allergies which their children have. This information is to be noted on their registration form. Grand River Community Church strives to create a safe environment for all children.
- 2 The notification of severe allergies will be posted in the child's classroom for high visibility, including a picture of the child, a list of his or her allergies and typical signs of reaction. Ministry personnel assigned to care for the child must be made aware of the allergy and the treatment required if a reaction occurs.

Internet and Computer Use

An 'Acceptable Computer Use Policy' will be developed at a later date. Criterion to be included in the policy are:

- For the protection of our children using computers in our programs, the computers will be placed in open areas where the screen is easily visible. Users will be held accountable through the use of sign-in / sign-out sheets, and / or a user password.
- Internet filters will be installed on each computer to limit access to certain types of content.
- The church leadership will appoint an authorized computer system's individual who will periodically review the browser history as well as the documents downloaded onto the computers.

2.6 REPORTING AND RESPONSE

REPORTING PROCEDURES

Hearing of an Allegation or Suspicion of Abuse

The following policies outline the procedure and sequence for reporting suspected abuse cases.

- For the protection of our children and youth, all allegations and/or suspicions of abuse against children and youth will be taken seriously.
- Immediately upon hearing of potential abuse or allegations of abuse to a child or youth, Ministry Personnel must contact a Pastor/Elder and together complete a Suspected Abuse Report Form documenting all pertinent information ([APPENDIX K](#)). The victim should not be asked leading questions nor should the accused or any other parties be contacted at the point of completing the Suspected Abuse Report Form.
- All forms must be kept permanently unless otherwise directed by legal counsel.

Reporting an Allegation or Suspicion of Abuse

- Any person with a reasonable suspicion of child abuse will immediately advise the Pastor/Elder. According to the Child and Family Services Act, the matter must be reported to the child protection authorities or to the police within twenty-four hours of observing signs of possible abuse or receiving a report of abuse. Reporting must be done orally by telephone or in person. Should a Ministry Lead, Ministry Personnel or a Pastor/Elder become aware of an incident of abuse, one of them may make a report to the child protection authorities or the police on behalf of all three.
- A person who knowingly fails to report in these circumstances is in violation of the law and may be found to have committed an offence and may be subject to discipline action in the Church.
- The Pastor/Elder or designate must notify the Church's insurance provider and seek legal counsel upon hearing of a suspected child abuse case.
- The Church will notify and work in conjunction with denominational leadership in any and all allegations or suspicions of abuse that may have happened in the context of church ministry.
- If the suspected abuse happened in the context of Church ministries or was committed by a church member or attendee, the parents of the victim must be notified by a Pastor/Elder.

Assessing and Investigating an Allegation or Suspicion of Abuse

- No persons, including Pastor/Elders, are to assume the function of assessing, substantiating or investigating the need for intervention or interpretation of suspected child
- abuse.
- There must not be any undue interference when a report of child abuse has been filed with child protection authorities or the police. The Pastor/Elder or designate should ask the child protection authorities how they can assist in helping and supporting the investigation and the hurting child or youth and their family. The Pastor/Elder or designate should maintain frequent communication and supportive relationships with those suspected or guilty of child abuse as long as these persons exhibit a willingness to listen, change and look to Christ for help. This does not exclude the need for hurting individuals to receive professional counseling.

RESPONSE TO ALLEGATIONS**Spiritual Response and Counsel for the Victim**

- For the protection of our children and youth, all allegations and/or suspicions of abuse will be taken seriously and handled with the utmost care. The suspected victims will be treated
- with dignity and respect.
- During the process of reporting and response, all Ministry Personnel will be committed to prayer and strive to remain calm and hopeful.
- Situations of abuse must be handled forthrightly with due respect for people's privacy and confidentiality. Discretion must be observed and details of the suspected abuse must not be shared among the church community. Information should be shared on a need-to-know basis, expanding only as individuals are drawn into the response and investigation.
- Confidentiality for the victim must be protected.

- Pastor/Elders will seek opportunities to provide individual care both for the abuse victim and their family. Pastor/Elders will determine the need for professional assistance and
- evaluate and designate resources as needed and able.

Biblical Response and Discipline for the Accused or Convicted

- The accused is to be treated with dignity and respect. If the accused is a paid Ministry Personnel, that person will be relieved temporarily of his or her duties until the investigation is completed with arrangements made to either maintain or suspend his or her income until the allegations are cleared or substantiated.
- It is the responsibility and right of Pastor/Elders to exercise and practice church discipline as outlined in Matthew 18 and as stipulated in denominational guidelines.
- Pastor/Elders will seek opportunity to provide spiritual care both for the accused and their family. Pastor/Elders will determine the need for professional assistance and evaluate and designate resources as needed and able.
- Anyone accused of abuse to children or youth will be prohibited from having access to children or youth until they are cleared of any and all charges. Clear written guidelines will be provided to the individual with restricted activities and areas of the church property that they are not permitted to use or be in.
- Anyone convicted of child abuse will be prohibited from having access to children or youth.
- Pastors/Elders may designate an individual to be responsible to be informed whenever the convicted person attends church activities and to accompany the convicted person while on church property. Clear written guidelines will be provided to the individual listing restricted areas and access points on the church property.

Media Relations

- It is the responsibility of the Elders to designate a spokesperson to speak on behalf of the Church to media and to the public in relation to a suspected child abuse case. All inquiries should be directed to this person and comment should not be made by other individuals unless given permission to do so.
- Public statements must be well prepared and presented under the guidance of legal counsel.

Ongoing Investigation

- Full cooperation must be given by all parties to civil authorities under the guidelines of legal counsel.
- At no time should Elders or Pastors either engage in denial, minimization or blame, or admit responsibility which could prejudice the case or cause increased liability to the Church.
- A confidential follow-up report with conclusions and action taken must be documented by the Pastor/Elders following a report of abuse. This report should be placed in a confidential ministry personnel file and kept permanently.
- Children and youth ministry departments will inform others of any ongoing investigation strictly on a need-to-know basis.

2.7 POLICY REVIEW

These Policies are to be reviewed and approved annually by the Elders to ensure procedures are updated and/or clarified as needed and these Policies maintain their relevance to applicable provincial child protection legislation.

APPENDIX A – MINISTRY PERSONNEL APPLICATION FORM (ADULTS) FOR CHILDREN AND YOUTH MINISTRIES

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

Personal Information☐ Male☐ Female

Full Name: _____

Address: _____

Postal Code: _____

Date of Birth: _____

Phone Number: (Home) _____

(Work) _____

Personal History: _____

Occupation and/or Employer: _____

Hobbies, Interests or Skills: _____

Spiritual History

How long have you attended Grand River Community Church? _____

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

Are you a member of the Church? ☐ Yes ☐ No

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 (how you came to know Christ as Saviour and what you are currently doing to grow in your relationship with Him).

List any gifts, 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:

1. Name of Church: _____ **Phone #:** _____

Address: _____

Dates Attended: _____ **Member or Adherent:** _____

2. Name of Church: _____ **Phone #:** _____

Address: _____

Dates Attended: _____ **Member or Adherent:** _____

My present and previous ministry experience is as follows:

1. Name of Church:

Dates and Description of Ministry:

Pastor/Elder or Ministry Supervisor

Phone #:

2. Name of Church:

Dates and Description of Ministry:

Pastor/Elder or Ministry Supervisor

Phone #:

Confidential Information

In order to provide a safe and secure environment for our children and youth, 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 and the Plan to Protect team.

(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, 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 or youth? ☐ 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 a church, religious or other organization, or by an employer? ☐ Yes ☐ No

12. Do you have any health concerns of which we should be aware? (eg: medical, psychiatric) ☐ Yes ☐ No

If you have answered yes to any of the above questions, please explain.

References

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

1. Name of Reference: _____ **Phone #:** _____

Address: _____

Nature of Relationship: _____

2. Name of Reference: _____ **Phone #:** _____

Address: _____

Nature of Relationship: _____

3. Name of Reference: _____ **Phone #:** _____

Address: _____

Nature of Relationship: _____

Release of Information and Declaration of Intent

I hereby give Grand River Community Church permission to contact the 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 Grand River Community 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 for losses caused by the reference's response.

I also grant my permission for Grand River Community 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, Grand River Community Church will be entitled to terminate my assistance without express cause or prior notice regardless of any other oral or written statement by Grand River Community Church prior to, at, or following the date of volunteer service.

I understand that Grand River Community 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 Grand River Community Church, I will gracefully and quietly resign my volunteer position. If my supervisors 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. I accept and agree to adhere to the Statement of Faith of The Fellowship of Evangelical Baptist Churches in Canada.

Signature of Applicant:

 Printed Name:

 Date:
Signature of Witness:

 Printed Name:

 Date:

Information received is confidential and is being gathered for the purposes of screening Ministry Personnel and placing them into ministry with children or youth. The information gathered here will be used for the purposes of supporting the ministries at Grand River Community Church.

APPENDIX B – MINISTRY PERSONNEL APPLICATION FORM YOUTH WORKING WITH CHILDREN

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

Personal Information☐ Male☐ Female

Full Name: _____

Address: _____

Postal Code: _____

Date of Birth: _____

Phone Number: (Home) _____

(Work) _____

Are your parents supportive of your ministry involvement? ☐ Yes ☐ No

If no, please explain: _____

Hobbies, Interests or Skills: _____

Volunteer Experience and Part-Time Jobs: _____

Spiritual History

How long have you attended Grand River Community Church? _____

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

In a brief paragraph, please describe what your faith means to you.

Ministry Questionnaire

Describe why you would like to be part of our Children's Ministry Team.

What strengths or assets would you bring to our Children's Ministry Program?

What areas of concern do you have in working with children?

Do you see yourself as a team player? Please explain ☐ Yes ☐ No

Please list the area of ministry in which you would like to serve.

References

List three adults that you've known for at least one year and who have a definite knowledge of your character and ability to work with children. You may include one reference from a relative, but must also include references from your youth pastor, employer or teacher.

1. Name of Reference: _____ **Phone #:** _____

Address: _____

Nature of Relationship: _____

2. Name of Reference: _____ **Phone #:** _____

Address: _____

Nature of Relationship: _____

3. Name of Reference: _____ **Phone #:** _____

Address: _____

Nature of Relationship: _____

Information received is confidential and is being gathered for the purposes of screening Ministry Personnel and placing them into ministry with children. The information gathered here will be used for the purposes of supporting the ministries at Grand River Community Church.

APPENDIX C – MINISTRY PERSONNEL REFERENCE FORM

(Name of Volunteer) _____ has applied to be a volunteer within our children/youth ministries and has indicated on their application that you might be willing to act as a personal reference. We have a program in our church called *Plan to Protect* which is designed to protect our children and youth as well as our volunteers. We do a reference check on all our volunteers working in our ministries. Your response will remain confidential. Thank you for your cooperation.

Please forward this information to:

Grand River Community Church

7438 County Rd. 18

Attention: _____

Elora, ON

N0B 1S0

Name: _____

Phone #: _____

Address: _____

1. Describe your relationship with this person.

2. How long have you known this person?

3. Please use the following scale to respond to the questions below about the individual:

1 – Low 2 – below average 3 – average 4 – very good 5 – excellent

- | | | | | | |
|---|---|---|---|---|---|
| a. Ability to work with other volunteers | 1 | 2 | 3 | 4 | 5 |
| b. Ability to follow through on commitments | 1 | 2 | 3 | 4 | 5 |
| c. Ability to relate to children or youth | 1 | 2 | 3 | 4 | 5 |
| d. Level of spiritual maturity | 1 | 2 | 3 | 4 | 5 |

4. What are the applicant's greatest strengths?

5. Would you entrust the care of your child or youth to the applicant without any concern or hesitation?

6. Do you have concerns regarding the person working with children or youth? If so, please explain.

Signature:

Printed Name:

Date:

APPENDIX D – MINISTRY PERSONNEL AGREEMENT FORM

I (Name of Volunteer) _____
have read, understand and agree to comply with all the *Plan to Protect* policies and procedures
of Grand River Community Church to protect the health and safety of children and youth at all
times.

Signature: _____

Printed Name: _____

Date: _____

APPENDIX E – CHILDREN’S MINISTRIES REGISTRATION FORM

Information received is confidential and is being gathered for the purposes of serving your child while in the care of Grand River Community Church. Any medical information collected here serves to authorize Grand River Community Church, and its staff and volunteers, to obtain medical assistance in emergencies.

For the school year 20_____ /20_____

In the case of custody agreements, please include the proper form authorizing parental contacts.

Child’s Name: _____ **Date of Birth:** _____

Address: _____

Phone: _____ **Parents Work #:** _____

Family Doctor: _____ **Phone:** _____

Health Card Number: _____

Allergies: _____

In case of emergency, contact: _____

Does your child have any physical, emotional, mental, behavioural concerns or limitations that staff should be aware of? ☐ Yes ☐ No

Is your child bringing any medication with him/her? ☐ Yes ☐ No

If yes, please list.

The safety of your child is our primary concern. Precautions will be taken for their well being and protection.

I/we, the parents or guardians named below, authorize one of the Grand River Community Church Ministry Personnel to sign a consent for medical treatment and to authorize any physician or hospital to provide medical assessment, treatment or procedures for the participant named above.

I/we, named below, undertake and agree to indemnify and hold harmless Ministry Personnel, Grand River Community Church, its Pastors and Board of Elders from and against any loss, damage or injury suffered by the participant as a result of being part of the activities of Grand River Community Church, as well as of any medical treatment authorized by the supervising individuals representing the Church. This consent and authorization is effective only when participating in or traveling to events sponsored by the Grand River Community Church.

Photos

Please sign below to grant permission for the reasonable use of pictures containing your child in any or all of the following ways:

☐ Brochures/Promotional material

☐ Church

☐ Website

☐ Newsletters

Purposes and Extent

Grand River Community Church is collecting and retaining this personal information for the purpose of enrolling your child in our programs, to assign the student to the appropriate classes, to develop and nurture ongoing relationships with you and your child, and to inform you of program updates and upcoming opportunities at our Church. This information will be maintained indefinitely as it is a requirement of our insurance company and legal counsel. If you wish Grand River Community Church to limit the information collected, or to view your child's information, please contact us.

I have read, understood and agree with the above.

Signature:

Printed Name:

Date:

APPENDIX F – DIAPER CHANGING PROCEDURE

1. Wash your hands.
2. Put on gloves.
3. Place baby on clean surface.
4. Remove soiled diaper and place in plastic bag.
5. Clean diaper area with wipes and place in plastic bag.
6. Follow parent's instructions regarding application of powder or lotion.
7. Put clean diaper on baby.
8. Remove disposable cover from change table and spray area with bleach solution.
9. Remove gloves, place in plastic bag and dispose of plastic bag.
10. Wash your hands.

Hand Washing Hints

1. Wash hands with running water and soap.
2. Wash front and back of hands – don't forget between the fingers.
3. Wash hands for 15 – 30 seconds.
4. Dry hands with disposable towel.
5. Turn off faucet with disposable towel

APPENDIX G – YOUTH MINISTRY AUTHORIZATION AND CONSENT FORM

Information received is confidential and is being gathered for the purposes of serving your child while in the care of Grand River Community Church. Any medical information collected here serves to authorize Grand River Community Church, and its staff and volunteers, to obtain medical assistance in emergencies.

Student Name: _____ **Date of Birth:** _____

Address: _____

Phone: _____ **Parents Work #:** _____

Family Doctor: _____ **Phone:** _____

Health Card Number: _____

Allergies: _____

In case of emergency, contact: _____

Does your child have any physical, emotional, mental, behavioural concerns or limitations that staff should be aware of? If yes, please explain: ☐ Yes ☐ No

Is your child bringing any medication with him/her? ☐ Yes ☐ No

If yes, please list.

The safety of your child is our primary concern. Precautions will be taken for their well-being and protection.

I/we, the parents or guardians named below, authorize one of the Grand River Community Church Youth Ministry Personnel to sign a consent for medical treatment and to authorize any physician or hospital to provide medical assessment, treatment or procedures for the participant named above.

I/we, named below, undertake and agree to indemnify and hold harmless Ministry Personnel, Grand River Community Church, its Pastors and Board of Elders from and against any loss, damage or injury suffered by the participant as a result of being part of the activities of the Grand River Community Church, as well as of any medical treatment authorized by the supervising individuals representing the Church. This consent and authorization is effective only when participating in or traveling to events sponsored by the Grand River Community Church.

I/we, named below, acknowledge that our child has the right to refuse an activity on the basis of comfort and in some circumstances we may be required to pick our child up from an event if our child indicates that they are under stress.

Photos

Please check below to grant permission for the reasonable use of pictures containing your child in any or all of the following ways:

- | | |
|---|--------------------------------------|
| <input type="checkbox"/> Brochures/Promotional material | <input type="checkbox"/> Church |
| <input type="checkbox"/> Website | <input type="checkbox"/> Newsletters |

Purposes and Extent

Grand River Community Church is collecting and retaining this personal information for the purpose of enrolling your child in our programs, to assign the student to the appropriate classes, to develop and nurture ongoing relationships with you and your child, and to inform you of program updates and upcoming opportunities at our Church. This information will be maintained indefinitely as it is a requirement of our insurance company and legal counsel. If you wish Grand River Community Church to limit the information collected, or to view your child's information, please contact us.

Parent / Guardian Options

I have read, understood and agree with above and sign it to cover all Student Ministry activities for the program year effective as stated below. It is effective from the date signed through until **August 31, 20_____**.

Parent Signature: _____

Printed Name: _____

Date: _____

I have read, understood and agree with the above and sign it to cover only this activity:

Parent Signature: _____

Activity: _____

Printed Name: _____

Date: _____

APPENDIX H – TRIPS AND OFF-SITE TRAVEL FORM**Group**

Destination

Contact #:

Departure		Return	
Date		Date	
Time		Time	
ETA		ETA	

Driver's Name	Vehicle

Leader's Name	Phone Number

Student's Name	Phone Number

Student's Name	Phone Number

APPENDIX I – BLOOD BOURNE PATHOGENS AND INFECTIOUS DISEASES

The following is a compilation of guidelines on dealing with blood borne pathogens (any microorganism or virus that can cause disease that is carried through the blood) and infectious diseases.

Studies of school and residential settings reflect a parallel between the inefficiency of transmission of blood borne pathogens and the extent to which risk is adequately controlled by common hygienic measures. Children who have blood borne pathogen infections should not be excluded from children's ministries activities. There is no reason for excluding children who do not exhibit aggressive behaviour and who do not have medication conditions facilitating transmission. The benefits of an unrestricted setting outweigh the risk of the child acquiring harmful infections. The risk of transmitting the virus to others is almost nonexistent.

1. Common infectious diseases may be contracted from dirt and waste encountered in ministry areas. Wash your hands with soap and running water at regular intervals throughout the day.
2. All bodily fluids must be treated as though they are infectious, as blood borne pathogens could be present in any child. Confidentiality laws may prevent you from knowing those infected with the HIV (virus that causes AIDS) or AIDS virus. By treating all bodily fluids as infectious, you protect not only yourself, but others.
3. Latex gloves are required when handling any discharges from another person's body particularly body fluids containing blood. Hands must be thoroughly washed with soap and running water when finished.

Ministry Personnel who are exposed to an infected child's body fluids and excrement should know procedures to follow to prevent transmission. Disposable diapers should be used and soiled diapers should be placed in a plastic bag before discarding. Feces can be flushed down the toilet. Latex gloves should be worn if open sores are present on the caretaker's hands. Any open sore on the infected child should also be covered. Hands should be washed after exposure to blood and body fluids and before caring for another child.

4. Contaminated disposable latex gloves and other contaminated materials should be disposed in plastic-lined waste containers.
5. You need to develop an awareness of situations or dangers that may put you or others at risk.

For instance, do not pick up broken glass with bare hands but use a brush and dustpan instead. You need to avoid punctures with objects that may contain blood from others. Carefully dispose trash that contains sharp objects. Use containers that cannot be broken or penetrated.

6. Surfaces that have blood or other potentially infectious materials containing blood on them must be cleaned with an approved disinfectant or a 1:10 solution of liquid household bleach and water. This disinfectant must be mixed daily and must sit for ten minutes before use.

7. An HBV (virus causing Hepatitis B) vaccination should be pursued within 24 hours if you have had an 'exposure incident'. An 'exposure incident' is when there is blood contact through an open sore, injury by a contaminated sharp object or by a blood splash into your eyes, nose or mouth.
8. If you are responsible for administering first aid, it is strongly recommended that you receive current instruction. For instance, the rescuer needs to use a resuscitation mouthpiece when administering CPR so that there is no direct mouth-to-mouth contact.
9. Individuals involved in the care and education of a preschool-aged child infected with HIV, HBV, or HCV should be informed of the child's infective status only if such knowledge is necessary to ensure proper care of the child and to detect situations in which there is potential for transmission. Parental consent is required for the disclosure of a child's infective status and should be made on a case-by-case basis respecting the child's and family's right to privacy. Decisions about education and care for children infected with the AIDS virus should be made by a team including the child's physician, public health personnel, parents or guardian and church staff. The records of children with AIDS should be kept confidential. Parental consent must be given to the agency releasing pertinent medical information to those administering care to the child.
10. A more restricted environment is advised for infected preschool-age children, for children who cannot control their bowels or bladder, for children who display such behaviour as biting and scratching and for infected children who have uncovered oozing sores. These children should be cared for and educated in settings that minimize the exposure of other children to their blood and body fluids.

Decisions regarding vaccination of children and workers who have contact with the child should be discussed with public health officials.

The hygienic practices of an infected child may improve as the child matures, or they may deteriorate if the child's condition worsens. For these reasons, the need for a restricted environment should be re-evaluated regularly.

Sources:

Preventing the Transmission of Bloodborne Pathogens in Healthcare and Public Service Setting, Canada Communicable Disease Report – Supplement V23S3, May 1997

Guidelines Regarding Children and Infants with AIDS, Love in Action, Annapolis, MD Universal Precautions, Alliance Academy, Quito Ecuador

APPENDIX J – INCIDENT REPORT

The incident report should be completed as soon as possible after the incident occurs and should include as detailed a description of the situation as possible.

Student Name: _____ **Phone:** _____

Address: _____

Nature of Injury: _____

Incident Date: _____ **Incident Time:** _____

Incident Location: _____ **Event Title:** _____

All Leaders Present: _____

What Happened? _____

Why did it happen? _____

What action was taken? _____

Contacted Parents ☐ Yes ☐ No if yes, parents response: _____

Leaders Name: _____ **Signature:** _____

Witness Name: _____ **Signature:** _____

APPENDIX K – SUSPECTED ABUSE REPORT FORM

Student Name:		Date
Age:	Grade:	Birth date:
Address:		Phone:
Parents Names:		
Siblings Names:		
Name of Person Filing Report:		
Name of Pastor/Elder Receiving Report:		
Name of Social Worker:		Phone:
Name of alleged perpetrator:		<input type="checkbox"/> M <input type="checkbox"/> F
Relationship between victim and alleged perpetrator:		
Nature of suspected abuse: <input type="checkbox"/> physical <input type="checkbox"/> sexual <input type="checkbox"/> emotional <input type="checkbox"/> neglect		
Indications of suspected abuse: (including facts, physical signs and course of events)		
<hr/>		
<hr/>		
<hr/>		
Action taken (including date and time):		
<hr/>		
<hr/>		
If a child is reporting: What did the child say? (give quotes where possible)		
<hr/>		
<hr/>		

What was your response?

Signature:

Printed Name:

Date:

To Be Completed by a Pastor/Elder

Conclusions:

Action taken (including dates and times)

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.

LIST OF REVISIONS**Revision 1 – Appendix ‘B’, Page 31**

Nature of Revision: The question “When did you accept Christ as your Saviour?” was removed

Rationale: GRCC does not require its Youth Volunteers to have accepted Christ as their Saviour as a prerequisite to becoming a Ministry volunteer

Adoption: The motion to remove this question from Appendix ‘B’ was passed at a Business Meeting held at GRCC on February 21, 2019