

Policy 7.7

Revised June 1, 2018

SAFE CHURCH POLICY

To make West End Christian Reformed Church
a safe place where people can worship, learn,
love, and receive care in a manner that is free
from misconduct of any kind.



WEST END CHRISTIAN REFORMED CHURCH

SAFE CHURCH POLICY: A PLAN TO PROTECT® for Children, Youth and Vulnerable Adults

Council Approval on the 1st day of June 2018

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Safe Church Policy

West End Christian Reformed Church

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SECTION I

INTRODUCTION

1.01 Preamble

We know that children, youth and vulnerable adults are important to God and so they are very important to us. Children and youth are not only the church of the future; they are a valuable 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.

Any person of any age can be vulnerable. Sadly, because of lacking strength, awareness, and knowledge, they can be taken advantage of and worse, become victims of abuse. Therefore, it is imperative as a church that we be proactive in protecting our members and visitors by providing safe environments so that the intimacy in the relationship between them and God remains secure.

We must, as well, protect those who serve our children, youth and vulnerable adults. 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.

This Plan to Protect[®] Policy establishes the criteria for the provision of a safe environment for children, youth, vulnerable adults, and ministry personnel.

Our Mission

As people called by God,
We gather to praise God, listen to him, and respond.
We nurture each other in faith and obedience to Christ.
We love and care for one another as God's people.
We commit ourselves to serve and to tell others about Jesus.
We pursue God's justice and peace in every area of life.

Our Vision

The Christian Reformed Church is a diverse family of healthy congregations, assemblies, and ministries expressing the good news of God's kingdom that transforms lives and communities worldwide.

1.02 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, Youth and Family Enhancement Act, RSA 2000, c C-12</i> . The Legislation regarding child abuse of Alberta.
Board / Council	Means the Church Council or 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
CRC	Abbreviation for Christian Reformed Church
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, Youth and Vulnerable Adults. 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, Youth and Vulnerable Adults. 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, 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
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
Safe Church Committee	A group of individuals who have been designated by the Church Council to provide oversight to the implementation of the Safe Church Policy. This committee is responsible for screening, documentation management and training. Tasks include processing applications, reference checks, conducting interviews and maintaining ministry personnel files.
Youth	Means a Child aged 11 to 17 years
Vulnerable Adult	A person who 18 years of age or older, because of his/her age, a disability or other circumstances, whether temporary or permanent, is in a position of dependence on others or is otherwise at a greater risk than the general population of being harmed by a person or persons in Positions of Trust or authority relative to him/her.

1.03 Understanding Abuse

Definition of 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, or emotional, involving neglect, harassment, improper touching and improper discipline.

Abuse of Vulnerable Adults is sometimes described as misuse of power and a violation of trust. Elder/Vulnerable Adult abuse can take place in the home, in other residential settings, or in the community.

Abusers can be family members, friends, peers, staff or individuals in positions of trust or authority.

Physical Abuse

Physical abuse is any act by the parent or guardian, which results in trauma or injury to any part of a child’s body. It is the most visible form of child abuse, and can happen once or many times. These injuries are often the result of unreasonable, severe corporal punishment of a child. If physical abuse keeps up, the injuries to the child become more severe and it becomes more difficult to eliminate the abusive behavior. Children often explain injuries by saying they had an accident while playing or they got it while fighting with a sibling.

Accidental injuries look different and are usually in different places from non-accidental injuries. This is especially true in infants because they do not move around much on their own. Injuries such as broken ribs and femurs, spiral fractures, facial bruising, acceleration/de-acceleration brain injuries (shaken baby syndrome), failure to thrive (dehydration and malnutrition) are taken very seriously. (Alberta Human Services)

Sexual Abuse

Sexual Abuse is the inappropriate exposure or subjection of a child to sexual contact, activity or behavior.

Sexual abuse can include:

“non-touching” activities (e.g. obscene phone calls/conversations, indecent exposure or exhibitionism, masturbation in front of a child, deliberate exposure to others engaged in sexual activities, exposure to any forms of pornographic material)

- “sexual touching” activities (e.g. fondling a child, making a child touch an adult’s genital area, or sexual intercourse)
- “sexual exploitation” (e.g. engaging a child for prostitution, using a child in

pornography or luring a child via the Internet for sexual purposes). In Alberta, children and youth under the age of 18 who are involved in prostitution are considered to be victims of sexual abuse, and have legislation to protect them.

Emotional Abuse

Emotional abuse is an attack on the child's self-concept and self-worth. It is a pattern of ongoing behavior by the parent or guardian that seriously interferes with the healthy development or the mental or emotional functioning of the child. Emotional abuse often happens along with other forms of abuse, such as neglect or physical abuse. Emotional abuse is the result of:

- exposure to family violence in the home;
- exposure to chronic alcohol or drug use in the home;
- rejection;
- the child being ignored or isolated;
- threats, humiliation, unrealistic expectations, or inappropriate accusations/criticism;
- corruption (permitting a child to use alcohol or drugs, watch or participate in cruelty to animals, or participate in criminal activities); or
- negative exposure to someone with a mental or emotional condition (including suicidal or homicidal ideas) in the home.

Emotional injury is the least visible form of child abuse. In fact, a child may appear to be clean, well-groomed and well fed. But the child may be sad, depressed, timid, angry or withdrawn. Emotional abuse has serious, long term effects on children and can often outlast the impact of neglect or physical injury.

Neglect

Neglect is failing to provide age appropriate basic care such as food, clothing, shelter, love and affection, medical and dental care, education, and protection from harm. If the parent or guardian cannot or will not provide these things to a child, it is neglect.

Financial Abuse

Financial abuse is the misuse of an older adult's funds and assets without that person's knowledge and/or full consent, or in the case of an older adult who is not mentally capable, not in that person's best interest." – Ontario Seniors' Secretariat, 2015

Spiritual Abuse

We believe in the gospel of Jesus Christ and affirm the importance of Christian evangelism. However, we do not believe that this justifies any means to fulfill that end. Hence, we disavow the use of any coercive techniques or manipulative appeals that bypass a person's critical faculties, play on psychological weaknesses, undermine relationship with family or religious institutions, or mask the true nature of Christian conversion. While respecting the individual integrity, intellectual honesty and academic freedom of other believers and sceptics, we seek to proclaim Christ openly. We reveal our own identity and purpose, our theological positions and sources of information, and we will not be intentionally misleading. Respect for human integrity means no false advertising, no personal aggrandizement from successfully persuading others to follow Jesus, and no overly emotional appeals which minimize reason and evidence.

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.

Discrimination

Discrimination is differential treatment based on a personal characteristic which has an adverse impact on an individual or group. Examples of personal characteristics include race, ancestry, place of origin, colour, ethnic origin, citizenship, faith or creed, sex, sexual orientation, age, marital status, family status or handicap.

Discrimination robs people of their dignity and their ability to fulfill their capabilities. It is important to note that any person or group can discriminate and any person or group can be the target of discrimination.

Exposure to Domestic Violence

Children who live in homes where a parent or caretaker is experiencing abuse are commonly referred to as "child witnesses" or "children who are witnessing" domestic violence. Children's exposure to domestic violence typically falls into three primary categories: hearing a violent event; being directly involved as an eyewitness, intervening, or being used as a part of a violent event (e.g., being used as a shield against abusive actions); and/or experiencing the aftermath of a violent event.

Children's exposure to domestic violence also may include being used as a spy to interrogate the adult victim, being forced to watch or participate in the abuse of the victim, and being used as a pawn by the abuser to coerce the victim into returning to the violent relationship. Some children are physically injured as a direct result of the domestic violence. Some perpetrators intentionally physically, emotionally, or sexually abuse their children in an effort to intimidate and control their partner. In addition to being exposed to the abusive behaviour, many children are further victimized by coercion to remain silent about the abuse, maintaining the "family secret." (Not Alone: You are not alone! <http://www.enotalone.com/article/9996.html>)

1.04 Understanding the Church's Responsibility

We believe it is the responsibility of West End Christian Reformed Church to provide a safe environment for Children, Youth and Vulnerable Adults who are in attendance at West End Christian Reformed Church's facilities or who participate in West End Christian Reformed 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 children, youth and vulnerable adults in our care and we take our responsibility seriously.

Micah 6:8 presents this challenge, "He has told you, O mortal, what is good; and what does the Lord require of you but to do justice, and to love kindness, and to walk humbly with your God?" (NRSV)

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)

“Abstain from every kind of evil.” (1 Thessalonians 5:22 NSRV)

“For we intend to do what is right not only in the Lord’s sight but also in the sight of others.” (2 Corinthians 8:21 NSRV)

The Ethical Responsibility of the Ministry

“The U.N. Convention on the Rights of the Child is the most ratified of all the United Nations Human Rights treaties. The treaty affirms and describes the fundamental human rights of all children (all human beings below the age of 18), and the governments that have ratified it have legally agreed to fulfill its provisions. The Convention on the Rights of the Child forms the most comprehensive and well-established international standard for children's rights.”¹

The protection of children and youth is one of four themes throughout the United Nations Convention on the Rights of the Child (UNCRC), which entered into force as international law on 2 September 1990. To date, 193 countries have ratified the UNCRC and have included it in their own laws. These countries include every country in the world, except for the USA and Somalia.

“The United Nations Convention on the Rights of the Child ... requires us to provide special protection and assistance to children to enable them to reach their full potential as adults. While parents are primarily responsible for ensuring a child’s rights are upheld, government and community also have an important role to play in protecting children.”²

All articles in the UNCRC apply to all children and youth of all backgrounds. A fundamental philosophy behind the convention is that *children have the same inherent value as adults and are their equals*.

¹ Canadian Children’s Rights Council 2007

² Government of British Columbia 2007, 5

The Civil and Legal Responsibility of the Church

We recognize that providing a safe place for Children, Youth and Vulnerable Adults is also a legal requirement. We have a legal responsibility to ensure that a plan for protecting Children, Youth and Vulnerable Adults is in place and is diligently followed.

Our legal responsibility includes being accountable for the actions of our employees and volunteers and we as a church can 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, Youth and Vulnerable adults. 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.

1.05 General Guidelines and Principles for Reducing the Risk of Abuse

The following are general guidelines and principles reflected in this document:

1. When RISK increases, supervision should also increase.

- a) For the protection of our Children, Youth and Vulnerable Adults, supervision of all Ministry Personnel will be intentional and will take place through formal and informal visits to classrooms and programs.

2. RISK increases as isolation increases.

- a) Avoid Isolation -- Where possible, all meetings with Vulnerable Persons are to be with a group or in pairs rather than be alone.
- b) It is preferable to have more than one Screened Adult present when working with Children, Youth and Vulnerable Adults. If the other adult cannot be in the same room, it is best to have them close by in the same building and aware of your meeting, acting in the role of a Hall Monitor.
- c) Your objective should be to meet in an open, public space rather than a closed, private space. A hallway is better than a secluded room. An office is better than a person's home. A public restaurant is better than a shopping mall.
- d) When meeting, an open door is better than a closed door; a door with a window is better than a solid door.

3. RISK increases as accountability and adherence to policies decrease.

- a) At all times (where possible) make others aware of your activities and your whereabouts, particularly when meeting with Children, Youth and Vulnerable Adults.
- b) 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.
- c) Regular meetings with a Ministry Lead are to be arranged to discuss the ongoing nature and actions of the ministry.
- d) If a person is involved in a situation where a boundary is violated, or something occurs that is out of the ordinary or could be misinterpreted, or where such a violation or occurrence is alleged, he or she should immediately **report it** and discuss it with a supervisor. If the Ministry Lead is unwilling, unable, or unavailable for discussion, he or she should seek out a Council Member or Senior Pastor to discuss the issue. Such incidents should be immediately reported to the insurer if appropriate.

- e) Activities that could easily lead to allegations of abuse or harassment, such as allowing unsupervised internet access to Children or Youth on computers, vehicle transportation by Ministry Personnel alone with an unrelated Child or Youth, or improperly supervised sleepovers, are prohibited without express written permission of at least one Parent of the Child or Youth and the Program Lead.
 - f) All local Health and Safety Standards must be adhered to.
- 4. RISK increases when there is an imbalance of power, authority, influence and control between a potential abuser and potential victim.**
- a) Corporal punishment is prohibited.
 - b) Report all allegations and suspicions of Vulnerable Person maltreatment.
- 5. Key to demonstrating due diligence is by retaining documentation.**
- a) Registration forms, Letters of Informed Consent wherein Parents give written permission for their Children or Youth to participate in off-site group activities, and attendance records will be gathered and kept on file.
 - b) Incident reports will be written and submitted on all accidents and injuries.

SECTION II

POLICY ON PROTECTION PROCEDURES

Safe Church Committee and/or Administrator

It is a recommendation of the Christian Reformed Church Classis Alberta North that each church have a designated Safe Church Committee and/or Administrator responsible for the implementation of the Safe Church Policy. A committee and/or administrator will be appointed by the Church Council upon approval of this policy who reports to the Senior Pastor and/or Church Council.

2.01 Ministry Personnel Recruitment and Screening Process

1. It is recommended that the Safe Church Committee oversee the screening of all Ministry Personnel. Individuals in a Position of Trust of confidential information must sign a Confidentiality Agreement (Appendix 4).
2. Prospective Ministry Personnel will submit to the recruitment and screening process managed by the Safe Church Committee. Individuals will submit and complete the following:
 - Be members or adherents of the church in good standing
 - Ministry Personnel Application Form (Appendix 1)
 - Sign the Release of Information and Declaration of Intent (Appendix 1c), the Ministry Personnel Agreement and Covenant of Care (Appendix 3) and the Confidentiality Agreement (Appendix 4) if a ministry lead.
 - Reference checks
 - Interview
 - CPIC Criminal Record Clearance check and Vulnerable Sector Search
 - Safe Church Training
 - Final approval from the Pastor, and/or Church Council.
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, Youth and Vulnerable Adults must have a personnel file kept with church records. These files are to be kept permanently.

Qualifications for Ministry Personnel

1. Individuals wanting to work with Children, Youth and Vulnerable Adults must be members or adherents of West End CRC who have regularly attended the church worship services for at least 1 year.
2. The only exception to the one year policy is if the candidate has transferred from another Christian Reformed Church in which they have been long-time members and children's or youth ministry workers in good standing.

3. Ministry Personnel serving with Children, Youth and Vulnerable Adults 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 Pastors and Council of the church.
4. 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 1).
 - A verifiable witnessed signature is required for the protection of all parties.
 - 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 Safe Church Committee, Ministry Lead or Pastors.
 - Completed Ministry Personnel Application Forms are to be kept on file permanently and in a secure location.

Reference Checks

1. It is recommended that the Safe Church Committee will conduct at least two qualitative reference checks on all prospective Ministry Personnel (Appendix 2).
 - Prospective Ministry Personnel must sign a liability release before reference checks are conducted found in application form (Appendix 1)
 - Reference checks may be conducted in person or by mail to confirm the suitability and appointment of prospective Ministry Personnel.

Interview

Interviews will be conducted by the Ministry Lead or Safe Church Committee.

Police Records Checks (Canadian Police Information Clearance)

1. CPIC checks and Vulnerable Sector Scans (aka Police Record checks) must be conducted on all ministry personnel serving Children, Youth and Vulnerable Adults.
 - Police records checks are to be renewed every five (5) years
 - Police records checks are to be conducted on all Ministry Personnel 18 years of age and older and are to be kept on file permanently
2. If a CPIC check or Vulnerable Sector Scan is returned “NOT CLEAR” the prospective candidate will be contacted by the police and asked to do one of the following:
 - a. either submit to a Criminal Record Check with fingerprinting verification and to submit to disclosure and verification of the crimes committed that he/she has been convicted of; or

- b. withdraw their application from serving in a position of leadership or a Position of Trust with Children, Youth or Vulnerable Persons.

Note: Without verification of convictions and without a clear vulnerable sector scan individuals cannot be placed in a Position of Trust with Children, Youth and Vulnerable Adults. It is the responsibility of the Ministry Personnel to complete all information needed and present a police clearance if more follow up needed after original application.

Training

1. Abuse prevention education and training is required for all Ministry Personnel serving with Children, Youth and Vulnerable Adults. Orientation training must be completed prior to ministry placement with Refresher training to be completed yearly after that.
2. Training is to include a review of West End CRC Safe Church Policy and Procedures delivered by a Certified Trainer. Ministry Personnel will be educated about their legal obligation to report suspected abuse and to recognize and identify the symptoms of abuse, They will also be educated to the procedures that pertain to their ministry area.
3. 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 4) confirming they have read, understood and are willing to comply with the Safe Church policies and procedures.

Approval

1. Upon completion of the recruitment and screening process, the candidate's file must be reviewed, with final approval secured from the Pastor, and/or Church Council.
 - Approval must be signed and dated (Appendix 12)
2. The recruitment and screening process must be completed within a 3 month period of time.(Police checks must be completed and approved including fingerprints within a 3 month time limit to be eligible for processing by police)
 - Applicants who have not fully completed the recruitment and screening process will not be placed in a Position of Trust
 - Access to Children, Youth and Vulnerable Adults will be limited until final approval is received

2.02 Child Protection Procedures

The following procedures are in place for ministries including but not limited to: Nursery, Faithwalk, GEMS, Cadets, and all other children's ministry programs designated for children birth to grade six.

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 or a Safe Church Committee Member.

Safe Church Program Maintenance

Each ministry program will be reviewed by safe church committee with cooperation from ministry lead at the beginning of the ministry year (September) to ensure ministry personnel training, the updating of files, and the physical environment are compliant with this policy.

Ministry Personnel / Child Ratios

Room settings should comply with established ratios for Ministry Personnel and Children at all times. Established ratios are:

- Two Ministry Personnel for every 6 infants (birth to 15 months old)
- Two Ministry Personnel for every 12 toddlers (15 months old to 3 years of age)
- Two ministry personnel for every 12 preschoolers (3 to 5 years old)
- Two Ministry Personnel for every 20 elementary age children (kindergarten-grade 6)
- Ratios for off-site trips should be two ministry personnel for every 10 Children, or half of recommended classroom ratios stated above.
- Nursery will schedule minimum of 4 Adult Volunteers and 4 Youth Helpers for each worship service.

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 with the door open with Hall Monitors circulating periodically from room to room
2. Ministry Personnel must be 18 years of age or older to supervise Children and Youth. Ministry Personnel between the ages of 11 and 17 may assist only under adult Ministry Personnel supervision.

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.

Registration Forms and Personal Information Protection

Child / Youth Cadets /GEMS /Faithwalk Registration Forms (Appendix 5-7) will be available for activities where Children and Youth are participating. A release and permission statement will be included on all participation forms releasing West End CRC from unforeseen and accidental injuries along with contact information in case of an accident. A statement will be included on all registration forms which stipulate the purpose and extent for collecting personal

information of Children and our commitment to protect the personal information on the forms.

1. 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.
2. The registration form will not replace specific consent and authorization forms for activities that involve an elevated level of risk including off-site activities.
3. It is the responsibility of Ministry Personnel 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.
4. Registration forms must be kept permanently under lock and key in the church office.

Receiving and Releasing Children

For Children Birth to Age 3 (Nursery Ministry)

1. The receiving and releasing of children will be closely monitored. A mandatory sign-in and sign-out form is to be used in nursery. Only the designated Adult in Charge will manage the Check-in and Check-out process of the nursery.
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 utilizing a signature, security number or identification card.
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 Preschool – Grade 1 (Faithwalk Ministry)

1. Children are to be received in the designated room by Ministry Personnel. Children are not to be dropped off or left in a room without Ministry Personnel present to receive them. Children must be signed-in prior to arriving at room. Children are to remain in the room until the Parent or designate arrives to pick up the child and signs out the child.

For Children Grade 2 to 6 (Faithwalk Ministry)

1. Children are received in the designated room by Ministry Personnel. Children are not to be dropped off or left in a room without Ministry Personnel present to receive them.
2. Children may be released at end of session without arrival of parent or designate.

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. Attendance records must include the date, classroom, Ministry title, Child's first and last name, full names of all Ministry Personnel, Hall Monitors and Occasional Observer attending on that date.

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. Diaper changing procedures are to be clearly posted in the nursery diapering station (Appendix 9).
2. Diaper changing is to be done only by designated adult Ministry Personnel and must be conducted within view of other Ministry Personnel.

For Preschool Children:

1. Preschool Children are not to go to the washroom alone.
2. 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 go into a cubicle with a Child and shut the door.
4. When a preschool Child needs assistance in a washroom, Ministry Personnel may only enter the washroom cubicle to assist following these guidelines:
 - The outside washroom door must be propped open and the adult Ministry Personnel must stand in an open cubicle,
 - The second Ministry Personnel (or hall monitor) must be at the outside washroom door with line of sight on the Ministry Personnel offering assistance.
 - 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 an unsupervised washroom and are never to enter into a cubicle with a Child and shut the door.

Architectural Precautions

1. All windows in doors in Children's program areas are never to be covered in any way so as to keep clear sight lines into rooms.
2. Washroom facilities in the nursery area are for sole use of children.
3. All electrical outlets in the nursery are to be kept covered when not in use.
4. Doors of rooms and storage closets must be locked when not in use during children's programs.

Proper Display of Affection

Appropriate Touch:

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.

All touch must be done in view of others.

Inappropriate Touch:

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.

Ministry Personnel are not to be left alone with a Child.

Discipline & Classroom Management

1. The following form of punishment will not be permitted:

- corporal punishment of a Child by a staff person, student or volunteer
- deliberate harsh or degrading measures to be used on a Child that would humiliate a child or undermine a Child's self-respect
- deprivation of a Child of basic needs
- lock or confine a Child in a room separate from other Children or Adults

2. 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.

3. 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.

2.03 Youth Protection Procedures

The following policies and procedures are in place for ministries including but not limited to: Youth Group, and all youth ministry programs designated for youth 12 – 18 years in age.

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 only during the parameters of ministry programming.
2. Ministry Personnel are to avoid any activity that would involve isolation and meet in group settings with a team member.
3. The Ministry Lead must pre-approve Ministry Personnel that do one-on-one mentoring or counselling activity.
4. One-on-one mentoring sanctioned by the church 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
 - When separate transportation is arranged (avoiding isolation);
 - Documentation will be maintained and filed including permission from Parents and notification to Ministry Lead.

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 remains open or that the meeting take place in a room with an unobstructed window in the door.

Physical Contact

1. Ministry Personnel must be made aware of what constitutes appropriate touch:
 - One arm hugs
 - Shoulder to shoulder hugs
 - Touch on the back or shoulder
2. 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

3. 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

Safe Church Program Maintenance

Each ministry program will be reviewed by safe church committee with cooperation from ministry lead at the beginning of the ministry year (September) to ensure personnel training, the updating of files, and the physical environment are compliant with this policy.

Ministry Personnel / Student Ratios

1. Programs for Youth should comply with established staffing ratios as follows:
 - “Jr. High” (gr. 7 to 9) – two Ministry Personnel for every 16 Youth
 - “Sr. High” (gr. 10 to 12) – two Ministry Personnel for every 20 Youth
2. For high-risk activities, ratios should be adjusted to two Ministry Personnel for every 5 Youth.
3. 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.
4. It is recommended there be at least a five (5) year age difference between Ministry Personnel and the Youth they supervise.

Supervision of Ministry Personnel

For the protection of our Children, Youth and Vulnerable Adults, supervision of all Ministry Personnel will be intentional and will take place through formal and informal visits to classrooms and programs by Ministry Leads or a Safe Church Committee Member.

Registration Forms and Personal Information Protection

Child/Youth Ministry Registration Forms (Appendix 5-7) will be available for activities where Children and Youth are participating. A release and permission statement will be included on all participation forms releasing West End CRC from unforeseen and accidental injuries along with contact information in case of an accident. A statement will be included on all registration forms which stipulate the purpose and extent for collecting personal information of Children/Youth and our commitment to protect the personal information on the forms.

1. Forms are to be copied and the electronic or paper 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.

2. The registration form will not replace specific consent and authorization forms for activities that involve an elevated level of risk including off-site activities.
3. It is the responsibility of personnel 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.
4. Registration forms must be kept permanently under lock and key.

Attendance

1. Attendance of Youth is to be taken each time a group or program is in session. These attendance records are to be kept on file permanently.
2. Attendance records must include the date, classroom, age/grade of students, first and last name of the youth, full names of all Volunteer Ministry Personnel and Occasional Observer attending on that date.

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 Youth.

2.04 Vulnerable Adult Protection Procedures

The following procedures are in place for programs and ministries where Vulnerable Adults are in attendance and/or for opportunities where Vulnerable Adults are visited and ministered to.

Planning for Safety

All Ministry Personnel must ensure a safe environment in their planning and evaluating of all activities with Vulnerable Adults. Safety precautions are to be communicated to the Vulnerable Adults and also to their caregivers and family members.

Supervision of Vulnerable Adults

1. Programs for Vulnerable Adults must comply with established staffing ratios as follows:
 - On-site programs – one Ministry Personnel for every 10 Vulnerable Adults
 - Off-site trips and activities– one Ministry Personnel for every 5 Vulnerable Adults
2. There must be at least two (2) unrelated Ministry Personnel at all events and for all visitation including home visitation and hospital visits.
3. Events with mixed genders must be supervised by both male and female Ministry Personnel.
4. Caution and professional attitudes are to be observed in all interactions.
5. Pastoral ministry should be limited to the professional section of the church i.e. office or board room, or in a public place i.e. coffee shop.
6. When visiting Vulnerable Adults in private homes, hospitals and nursing centers, please ensure that a family member or personal caregiver is also present or, conduct visitation in teams of two adults. In hospitals and nursing centers do visitation in

teams of two or leave the door open. Avoid scenarios where you are left alone with Vulnerable Adults.

Supervision of Ministry Personnel

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

Personal Care

Personal Care should be the responsibility of caregivers and family members, not Ministry Personnel.

Note: Caregivers and family members may look forward to the respite of Ministry Personnel coming to visit the Vulnerable. It is at the Ministry Personnel's discretion if they wish to provide this extra level of care; however, at no time should Ministry Personnel be left alone in a home or behind closed doors with Vulnerable Persons.

2.05 High Risk Activities: Off-Site, Water Activities, Overnight Events, Transportation, and Missions Trips

Off-Site Activities:

1. All off-site activities must be pre-approved by a Pastor 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. Paper or electronic forms must be kept in the Ministry Lead's possession during off-site activities with a copy of the completed forms filed in the West End CRC office. The originals are to be kept on file permanently (Child, Appendix 5-6; Youth, Appendix 7).
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.

Shower and Change Room Guidelines

These guidelines are in place with such activities as water events in mind.

1. Two adult screened individuals must be present together in the dressing or locker room with Children while they are showering or changing; screened Personnel must not be alone with Children in this setting.
2. Out of respect for the Children / Youth, and to maintain a high standard of professionalism, screened Personnel will announce their arrival prior to entering a dressing or locker room.
3. Screened Personnel are not permitted to change or shower at the same time as Children / Youth.
4. Separate facilities should be designated for both genders or, if these are not available, separate showering / changing times will be arranged.
5. If a Child is too young or is unable to dress him / herself, he / she should be aided by a Parent / guardian or their designate.
 - a. Appropriate facilities should be provided where Parents, guardians and / or attendants can assist Children in getting dressed.

- b. If assistance in the dressing room is requested from someone other than a Parent or guardian, attendant or Child, they must only assist within sight of other Personnel or Parents and in a manner where only necessary physical contact occurs.
6. The use of photographic or video recording devices, including cell phones, is prohibited in dressing or locker rooms at all times.

Retreats and Overnight Events:

1. All retreats and overnight events must be pre-approved by the Youth or Senior Pastor.
2. Proper written consent and medical release forms are required for each Child or Youth participating in overnight events. Electronic or paper forms must be kept in the Ministry Lead's possession during trips and events and a copy filed in the office Manager's office at the church. The originals are to be kept on file permanently (Child, Appendix 5; Youth Appendix 7).
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.

Overnight Housing Including Conferences, Camps, Hotels and Motels:

1. For the protection of our Children and Youth, the following guidelines will be followed prior to all off-site trips where overnight accommodations must be secured:
 - A notice with an attached Informed Letter of Consent will be sent home to the family advising them that an overnight trip is being planned, which requires the team to stay in a conference center/camp/hotel/motel. Make sure to note:
 - a. that precautions are being taken to minimize the risk and to raise the level of safety provided for their Children and Youth, and,
 - b. that specific sleeping arrangements have been planned.
 - The Parent or guardian must return the signed and witnessed Informed Letter of Consent which includes the required liability shields.
2. Youth must always be housed in small groups of the same gender.
3. All Personnel travelling with Children and Youth must complete the screening and training process outlined in this policy prior to departure.
4. Any individuals travelling with the team who do not qualify as screened Personnel should have separate sleeping arrangements.

5. When travel plans require overnight housing, it is strongly recommended that housing be arranged in a conference center, camp, or church where Children and/or Youth can stay together, and where more than one screened worker can be assigned to each common sleeping area. When this is not possible and it is necessary that the group stay in hotels or motels, plans need to be made so that Children and Youth have distinctly separate sleeping arrangements from other adults. In your plans, it is strongly encouraged that:
 - Hotel rooms be all together in one wing of the hotel or motel; and
 - Parents be encouraged to accompany the team, assigning family members to hotel rooms; or,
 - Request the availability of suites with two or three bedrooms per suite and assign two Children/Youth to a separate room, set apart from the two adult screened Personnel; or,
 - Assign two unrelated adult screened workers to a hotel room with two or more Children/Youth; or,
 - In hotel or motel rooms with adjoining doors, assign one screened adult with two Children/Youth in each room. For accountability purposes, the door separating adjoining rooms must be kept ajar or open at all times. Children and Youth should have distinctly separate sleeping arrangements from other adults.
 - Screened Personnel are never to be alone in a room with a Child or Youth.
6. Children should not be left alone in hotel rooms.
7. At no time should Personnel sleep in the same bed with a Child, Youth or Vulnerable person.
8. Curfews of 11:00 p.m. should be enforced.

Transportation:

1. When planning off-site activities, Parents are to be encouraged to drop off and pick up their Children and Youth at the event location. Commercial school carriers are to be used whenever possible.
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 West End CRC activities must complete the following prior to the youth event: (appendix 13)
 - Be pre-approved by the Ministry Lead,
 - Complete Appendix 13 providing driver's license and insurance information.
 - Have a minimum of five (5) years driving experience.
4. The number of occupants in vehicles transporting Children, Youth and Vulnerable Adults during West End CRC 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. At least two (2) Ministry Personnel must be in each vehicle transporting Children during West End CRC sponsored activities. Children, Youth and Vulnerable Adults must never be left alone in a vehicle. Exceptions to this policy should only happen when Program Directors and Parents are informed, and there is more than one child/youth in the vehicle, avoiding isolation.

Missions Trips

Due to the diverse nature of mission trips, a comprehensive set of policies to govern all trips is an impossibility. These are some general policies (non-comprehensive) that apply to the activities of Missions at West End CRC.

1. Each potential mission trip, in its application package, will include the specific policies unique and appropriate to that trip, and require potential applicants and their Parents to give written agreement with those policies.
2. Leadership for mission teams (Mission Team Leaders) shall be selected from adult applicants. First priority will be given to youth staff members and pastoral staff, and then to parents of Youth, before being offered to the general church congregation. When non-youth staff members are applying for Missions Team Leadership, they must fulfill the same application requirements as someone applying to the youth staff, including screening.
3. Youth Missions Teams are subject to the policies set by the West End CRC Missions Committee, including:
 - Minimum spiritual and character requirements of team members
 - Eligibility of candidates
 - Financial obligations of candidates
4. There will be a minimum of two parents meetings scheduled for each proposed trip: one as an information meeting, scheduled before the application deadline, and one after the team has formed but before the team has departed, to address any further questions or concerns.
5. The minimum number of Mission Team Leaders for mixed gender trips will be 2 unrelated Ministry Personnel; one male, one female. All attempts will be made to provide four leaders, two males and two females.
6. Each team will have a written policy detailing the circumstances under which a removal from the team might occur, and the procedure that would be employed in such a case.

2.06 Health & Safety Guidelines

First Aid:

1. Ministry Leads and Ministry Personnel are to be encouraged to be certified and trained in first aid.

2. Ministry Leads must be informed of any individual(s) having severe allergies. The information will be posted in the children's and youth departments for easy access and Ministry Personnel who have the individual(s) in their care will be informed.

Illness:

1. An individual 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
 - Individual(s) 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. An exception will be made for full day program and overnight events as follows;
 - Only medications with a Doctor's prescription on the bottle will be given / administered.
 - Personnel are not to give over-the-counter medication without written authorization from parent.
 - Parents must complete medication instructions with permission forms prior to the event.
 - Medication can be given to the Ministry Lead on duty for safe keeping.
 - The medication is to be returned to the parent or guardian at time of return.
 - The original forms will be filed permanently.
2. Medication is not to be left in a classroom but must be with the child /youth if parent authorizes or in the Ministry Lead possession if the child/youth is unable to monitor the medication.
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:

Universal Precautions:

1. When an individual is injured, they are to be separated from others. The area where the injury occurred or where any blood may have dropped on the floor or toys is also to be isolated.
2. Ministry Personnel need to ensure that no other individuals have had contact with any of the blood from the cut or injury.
3. Standard Precautions are to be used to avoid contact with bodily fluids (blood), by means of wearing of nonporous articles such as gloves, goggles, and face shields which are designed to prevent transmission of microorganisms in the blood or other body fluids that can cause illness and disease in people when providing first aid or health care.

4. Gloves are to be used when bandaging the injury, avoiding contact with mouth, ears and eyes.
5. 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 by being double bagged to an appropriate waste container.
6. Any area contaminated with blood needs to be cleaned with a 10% bleach solution.
7. Hands are to be washed thoroughly with soap and water.
8. Nursery toys to be cleaned and inspected 4 times a year.

Emergencies:

1. Emergency evacuation procedures will be reviewed annually by Administration Committee. These procedures are to be posted in a visible place in each classroom stating the planned route of escape to the nearest exit.
2. Administration Committee, in cooperation with the Ministry Lead, will arrange for annual fire and evacuation drill review.
3. A first aid kit will be kept in designated area with Ministry Personnel being educated on the kit's contents and whereabouts.
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 10).

2.07 Anti-Bullying and Zero Tolerance

Our Children, Youth and Vulnerable Adults have a right to a caring, respectful and safe church environment. An anti-bullying policy will therefore be in effect at all times and will be clearly communicated and enforced among the Children, Youth and Vulnerable Adults. All Program Personnel will take action to prevent bullying, teach against it, and assist and support Children, Youth and Vulnerable Adults who are being bullied. Bullying in any form will not be tolerated.

Bullying will be defined as unwanted, aggressive behavior that involves a real or perceived power imbalance and is repeated or has the potential to be repeated.

Types of Bullying:

- Verbal Bullying
- Social Bullying
- Physical Bullying
- Cyber Bullying
- Racial Bullying
- Homophobic Bullying
- Sexual Harassment

Procedure for Dealing with Bullying:

- Bullying, of any kind, will not be accepted or tolerated.
- Any incidents, reports or suspicions of bullying will be acknowledged, reviewed and dealt with appropriately and immediately.

- All incidents, reports or suspicions will be reported immediately to the Ministry Lead.
- Appropriate action will take place based on the situation. Possible action may include, but is not limited to:
 1. Complete incident report after each incident
 2. Notify both sets of parents after each individual incident
 3. Provide a warning that bullying will not be tolerated
 4. Suspension for one day/event if bullying persists
 5. Suspension for three days/events after next incident
 6. Expel the student if the bullying does not stop
 7. If necessary/appropriate, contact and consult with police.
- All attempts will be made to work towards reconciliation and change of behavior with the bully or bullies.
- Counseling and support will be recommended and if at all possible provided for the victim of bullying.

2.08 Communication via Social Media, Email and Text Messaging

Social Media, such as MSN Messenger, Facebook, Twitter, Myspace, Skype, etc., as well as email and texting, will be used to improve communication, to promote and advertise church activities and to arrange face-to-face meetings. Ministry Personnel will refrain from using Social Media networks for relationship-building or counseling, particularly with Children and Youth.

1. Communication with Children 12 years of age and under is prohibited with the exceptions as stated below.
 - a. Ministry Personnel may communicate with youth via email with written parental permission (included in permission form Appendix 5-6) and by copying parents/guardians and youth ministry leader on all emails sent to youth.
 - b. Ministry Personnel will not initiate contact with Children or Youth under the age of 13 via text or using Social Media.
2. Communication with Youths 13 years of age and older via Social Media, telephone and texting is permitted under the following conditions:
 - a. Ministry Personnel may communicate with Youth via email with written parental permission -permitted addresses and phone numbers included in permission form (appendix 7)
 - b. Online communication will not involve video messaging (Facetime, Skype, etc) in any form, unless it is a training post or group conference call approved by the Youth Pastor.
 - c. Ministry Personnel will ensure that all online communication with Youth is done in view of other people (group pages, group texts, wall-to-wall) and/or

copied to their parent/guardian. Communication should also be copied to your Ministry Leader or co-worker.

- d. In the rare occasion that a conversation with a Youth moves beyond communication of information, Ministry Personnel will notify their Ministry Lead immediately and submit a copy of the conversation to the Ministry Lead. Ministry Personnel will request the Youth to continue the conversation in person with the Program Lead or his/her designate.
- e. Church members, adherents and Ministry Personnel are encouraged to demonstrate and model purity, integrity, transparency and accountability with all communications including those noted above.

2.09 Photography and Video Taping

1. With a desire to capture on film memorable moments at West End CRC, photography and videotaping will be closely monitored by West End CRC Leadership. The AV Department and ministry departments must abide by the following guidelines:
 - a. Photography and videotaping will be done by designated ministry personnel who have been screened and trained in Child / Youth protection procedures;
 - b. For general, public church activities including services where videotaping will be done in the sanctuary and with the church family together it is required that signage be posted notifying those in attendance that the service / activity will be captured on film. Individuals can either stay out of the line of the camera or, if necessary, opt out of the activity / service.
 - c. For all Children and Youth ministry activities and programs, Parental permission must be secured prior to taking photographs of Children and Youth. Parental permission will be secured on the registration forms. (appendix 8)
 - i. No photographs of Children or Youth will be taken without prior written approval;
 - ii. No photographs will be posted on Facebook, MSN or other online social networks without parental permission and only on sites monitored closely by church leadership;
 - d. To easily identify Children and Youth who are not to have their picture taken, it is recommended that they be clearly identified with either a sticker on their nametag (during the regular program season) or with an arm band. All effort should be made to adhere to the parent's request.
 - e. No photographs will be tagged or labeled with the name of a Child / Youth at any time, including but not limited to bulletin boards, newsletters, websites, and/or church bulletins.
 - f. When archiving and filing photographs and video shots of Children and Youth, only those with written Parental permission can be kept for future use. Written permission forms must be kept permanently on file in the church office. Archived photos should be labeled and cross referenced with Parental permission form.

SECTION III

POLICY ON REPORTING AND RESPONDING TO ALLEGATIONS AND SUSPICIONS OF ABUSE

Everyone in Alberta has a role and shared responsibility in supporting families to keep children safe and well.

If you have reason to believe a child is being abused or neglected by their parent or guardian, please contact Alberta Human Services to discuss your concerns. A child might not come right out and tell you they are being abused, but you might observe [signs of neglect or abuse](#). The child might drop hints or make repeated comments that suggest abuse, or the child's behaviour may suddenly change so drastically that you know something is wrong.

If you suspect a child is being abused, call 310-0000 to get the telephone number of your [local office](#) or call the Child Abuse Hotline at 1-800-387-KIDS (5437) to speak with a caseworker. For more information please see the Alberta Human Services website <http://humanservices.alberta.ca/>

3.01 Reporting Procedures

Hearing of an Allegation or Suspicion of Abuse

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

1. For the protection of our Children, Youth and Vulnerable Adults, all allegations and/or suspicions of abuse against Children, Youth and Vulnerable Adults will be taken seriously.
2. Immediately upon hearing of potential abuse or allegations of abuse to a Child or Youth, the Ministry Personnel must complete a Suspected Abuse Report Form documenting all pertinent information (Appendix 11). 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.
3. All forms must be kept permanently unless otherwise directed by legal counsel.
4. Ministry Personnel are requested to notify the Senior Pastor that they will be making a report to Alberta Human Services (Child and Family Services)
5. Reporting of abuse of a vulnerable adult needs to be completed by that adult. Ministry Personnel can respond and support the adult to make this decision to report the abuse but cannot make the report on behalf of the adult. If the vulnerable adult is in life threatening danger or has impaired cognitive abilities, then a ministry personnel can call 911 on their behalf to report the allegation.

Reporting an Allegation or Suspicion of Abuse

1. According to the Child and Family Services Act, any person with a reasonable suspicion of child abuse has a legal responsibility to immediately report the matter to child protection authorities (Alberta Human Services) or the police. Reporting must be done by telephone or in person promptly at the point of observing signs of abuse or receiving a report of abuse. The reporting must be immediate, a direct report, and an on-going report. The report may be done in conjunction with pastoral staff or your immediate Ministry Leader.
2. 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 by West End Christian Reformed Church.
3. West End Christian Reformed Church requests that when a Ministry Volunteer or staff in the line of duty reports a suspicion of abuse or an allegation of abuse to authorities, that they also notify the Senior Pastor and/or the Chair of the Council that a report has been made. It is understood that the report is to be kept confidential.
4. The Senior Pastor or his designate must notify West End Christian Reformed Church's insurance provider and seek legal counsel upon hearing of a suspected child abuse case.
5. If the suspected abuse happened in the context of West End Christian Reformed Church ministries or was committed by a church member or attendee, the Parents of the victim must be notified by the Senior Pastor.

Assessing and Investigating an Allegation or Suspicion of Abuse

1. No persons, including Pastors and Council members, are to assume the function of assessing, substantiating or investigating the need for intervention or interpretation of suspected child abuse.
2. There must not be any undue interference when a report of child abuse has been filed with child protection authorities or the police. The Senior Pastor or his 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 Senior Pastor or his 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 counselling.

3.02 Response to Allegations

Spiritual Response and Counsel for the Victim

1. For the protection of our Children, Youth and Vulnerable Adults, 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.
2. During the process of reporting and response, all Ministry Personnel will be committed to prayer and strive to remain calm and hopeful.
3. 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.

4. Pastors will seek opportunities to provide individual care and counsel both for the abuse victim and their family. Pastors 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

1. 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.
2. It is the responsibility and right of Pastors and the Council to exercise and practice church discipline as outlined in Matthew 18 and as stipulated in denominational guidelines as per the Safe Church Advisory Panel of Classis Alberta North.
3. Pastors will seek opportunity to provide individual care and counsel both for the accused and their family. Pastors and the Council will determine the need for professional assistance and evaluate and designate resources as needed and able.
4. 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.
5. Anyone convicted of child abuse will be prohibited from having access to Children or Youth. Pastors 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

1. It is the responsibility of the Senior Pastor, or Chair of the Council if Senior Pastor is unavailable, to be the designated spokesperson to speak on behalf of West End Christian Reformed 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.
2. Public statements must be well prepared and presented under the guidance of legal counsel.

Ongoing Investigation

1. Full cooperation must be given by all parties to civil authorities under the guidelines of legal counsel.
2. At no time should Council members or Pastors either engage in denial, minimization or blame, or admit responsibility, which could prejudice the case or cause increased liability to West End Christian Reformed Church.
3. A confidential follow-up report with conclusions and action taken must be documented by the Senior Pastor and/or Safe Church Committee following a report of abuse. This report should be placed in a confidential ministry personnel file and kept permanently.
4. It is critical to maintain confidentiality and strictly adhere to a need-to-know basis only.

3.03. Response to Church Attendees Convicted of Child Abuse

Covenant Agreement

When an individual attends West End CRC who is known to have abused children or youth in the past, and/or has been convicted of crimes against children or youth, Council and Senior Pastor are to enter into a covenant agreement (Offenders Covenant - Appendix 15) with the individual if they wish to attend worship services at West End CRC on a regular basis. The covenant agreement is to be written and signed by a Pastor, a representative of Council, the individual and Covenant Partners.

For the protection of minors and for the protection of the individual known to have committed crimes against children and youth, the following parameters will be put into place restricting access to children and youth:

The Offenders Covenant should include the following:

- When he/she is on the premises there will be at least one (but preferably two) adult covenant partners assigned to shadow all movements of individual while on church property.
- Movement on church property will be limited. Most direct route to and from sanctuary for worship services will be taken.
- He/she will be prohibited to attend small groups where families with minors participate, and from forging close friendships with families from the church with minors.
- He/she will not be allowed on the Church property during special Children's events (such as VBS, mid-week Children's/Youth programs, etc.)
- He/she will not be allowed to take pictures while at Church
- When he/she leaves the sanctuary, for example, to use the washroom, one of the adult covenant partners will check the washroom to make sure there are no Children in the washroom. If there is a Child in the washroom the covenant partner will ask the man/woman to wait until the Child is done before he/she goes in.

Privacy Concerns

Information regarding this person's convictions and terms and conditions regarding probation should only be disclosed to covenant partners and council representatives. Any other release of information should be on a need to know basis.

SECTION IV

MISCELLANEOUS POLICIES

4.01 Other Users and Shared Activities

1. In the case that outside users, members, adherents or renters are granted permission to use the facility for activities involving Children, Youth and Vulnerable Adults, that are not direct ministries and activities of the church, it is required that they provide a certificate of insurance, with no less than \$2,000,000 Commercial General Liability coverage and the church be named as additional insured. The user or renter is also required to demonstrate that they have a full Child/Youth protection policy and protocol in place. If they lack an Abuse Prevention Policy, West End Christian Reformed Church will refer them to Plan to Protect® formerly called Winning Kids Inc. to secure their own copy of Plan to Protect®.
2. In the case, that West End Christian Reformed Church partners with other churches, agencies or community groups for the delivery of a joint activity or event with Children and/or Youth, the leadership of West End Christian Reformed Church requires that our Insurance Agent be consulted during the planning stage, to determine the risks, insurance coverage and shared liability. The program leader is required to obtain written opinion from the Insurance agent acknowledging the status of insurance coverage for these joint activities.

4.02 Policy Review

The Policy is to be reviewed and audited annually and updated every three to five years by the Council to ensure procedures are updated and/or clarified as needed and the Policy maintains its relevance to applicable provincial child protection legislation.



West End Christian Reformed Church

Ministry Personnel Application Form (Adults)

In our desire to reduce the risk of abuse within our church ministries, we believe this information is necessary to protect our Children, Youth, Vulnerable Adults and our Ministry Personnel.

Thank you in advance for your partnership.

PERSONAL DATA

DATE _____

Name: _____

Address: _____

City, Province: _____

Phone: Home _____ Work: _____

Cell Number _____ E-mail _____

Baptized _____ Professing Member _____ of West End CRC – or _____

Do you have a current driver's license? Yes _____ No _____ Never had one _____

VOLUNTEER HISTORY

List other volunteer positions you have held in the past five years and the name of the organization.

Please list previous church work involving children, youth or vulnerable adults:

Please list previous non-church work involving children, youth or vulnerable adults: _____

Have you any experience or gifts, in respect to the care and nurture of children, youth or vulnerable adults? _____

List any formal education/training or other factors that have prepared you for work with children, youth or vulnerable adults:

Confidential Information

In order to provide a safe and secure environment for our Children, Youth and Vulnerable Adults, we believe it is necessary to include the following questions as part of our application process. A police information check will be required before beginning the volunteer position. All information will be kept confidential by church leadership and the Plan to Protect[®] team. Answering yes to any of the questions may not necessarily preclude your involvement in ministry. Thank you in advance for your understanding.

- | | | | |
|---|---|---------|----------|
| 1 | Have you ever completed a police information check? | No ____ | Yes ____ |
| 2 | Have you ever been finger printed for a Vulnerable Sector Search? | No ____ | Yes ____ |
| 3 | Do you presently have a criminal record? | No ____ | Yes ____ |
| 4 | Have you ever been fingerprinted for a criminal offense? | No ____ | Yes ____ |
| 5 | Have you ever been investigated for a sexual related offense? | No ____ | Yes ____ |

VOLUNTEER NAME_____

TWO PERSONAL REFERENCES (excluding relatives)

Name: _____

Address: _____

Phone: _____

Nature of relationship _____

Name: _____

Address: _____

Phone: _____

Nature of relationship _____

Release of Information and Declaration of Intent

I hereby give West End Christian Reformed 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 West End Christian Reformed 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 West End Christian Reformed Church for losses caused by the reference's response.

I also grant my permission for West End Christian Reformed 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 West End Christian Reformed Church leadership to be inappropriate and/or criminal at any time during my volunteer service, West End Christian Reformed Church will be entitled to terminate my assistance without express cause or prior notice regardless of any other oral or written statement by West End Christian Reformed Church prior to, at, or following the date of volunteer service.

I understand that West End Christian Reformed Church is responsible for the welfare of any person or persons entrusted to my care. I will cooperate fully with the staff in the fulfilment 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 West End Christian Reformed 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 understand that final approval for my volunteer service will be made by the Executive Council of West End Christian Reformed Church.

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 West End Christian Reformed Church.

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 Program Personnel and placing them into ministry with Children, Youth and Vulnerable Adults. The information gathered here will be used for the purposes of supporting the ministries at West End Christian Reformed Church.



West End Christian Reformed Church

Statement of Faith and Beliefs

Our Core Values describe who we are and give direction to the ministries of our church.

- **We live our lives, at work or play, before the face of God, and in the hand of God.**

- We honour the real presence of the Triune God at all times and in all places.

- **We bring a joint offering of worship with all our varied gifts and needs.**

- Worship is the response/ability of the entire congregation.

- **We value the integral role of scripture in the Spirit's work of transforming us, personally and communally.**

- Because scripture has a unique authority as inspired by God, we use it as the central tool in the education of the congregation through preaching, Sunday School, catechism, Bible studies, and our own personal devotions. We believe the Holy Spirit works through scripture to transform us to be more like Christ.

- **We value our fellowship of believers, recognizing every member as deeply loved by God and living out that love for each other.**

- We believe we are the family of God and we strive to care for, enjoy, and bear with each other through prayer, visits, coffee fellowship, small groups, social activities, cards, meals etc.

- **We strive to be good neighbours to the community around the church and beyond, sharing the good news of salvation in deed and word.**

- We desire to minister to those around us who are hurting through providing material support, building relationships with the vulnerable, and by living a just and stewardly life which respects the creation as God's handiwork. The needy, the lost, and creation matter to us as they matter to God.

- **We value the church of Jesus Christ around the world and through the ages, and our place in it.**

- We are a congregation in the Christian Reformed Church of North America, and we are part of the universal church of Jesus Christ made up of all believers. We respect and learn from believers through the ages.

-

Our Beliefs - *Christian Reformed Church (<http://www.crcna.org/welcome/beliefs>)*



West End Christian Reformed Church

Volunteer 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 policy in our church called *Safe Church* which is designed to protect our Children, Youth and Vulnerable Adults 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:

Attention _____
(Ministry leader)

Ministry _____

Your Name _____ Phone Number _____

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 following:

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

How would you rate this individual in the following areas?

a. Ability to work with other volunteers

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 Children, Youth or Vulnerable Adults to the applicant without any concern, reservation or hesitation?

6. Do you have concerns regarding this person working with Children, Youth and Vulnerable Adults? If so, please explain.

Signature _____

Printed Name _____ Date _____



West End Christian Reformed Church

Volunteer Ministry Personnel Agreement Form and Covenant of Care

I (name of volunteer) _____ have received Safe Church policy training, understand and agree to comply with all the Safe Church policies and procedures of West End Christian Reformed Church to protect the health and safety of Children, Youth and Vulnerable Adults at all times.

I also acknowledge the paramount importance of safeguarding in all respects all of those to whom we minister especially Children, Youth and Vulnerable Adults by:

- Following all of the directives of the policies;
- Complying with the information given in my training orientation;
- Using appropriate language;
- Showing no bias on account of gender, ethnic background, skin colour, intelligence, age, religion, socio-economic status; and
- Respecting confidentiality and privacy, unless a child, youth, or vulnerable adult is in danger, in which case I will notify the police or other appropriate civil authority.

Signature _____

Printed Name _____ Date _____



West End Christian Reformed Church

Confidentiality Agreement

I understand that I will obtain or have access to sensitive and confidential information in my role as an [employee / volunteer] with West End Christian Reformed Church. That confidential information may include, without restriction, personal information regarding employees, volunteers, members, attendees, supporters or persons assisted by West End Christian Reformed Church including information in relation to donations, personal or family matters, or obtained from background screening of prospective employees or volunteers. I agree to maintain strict confidentiality of all such confidential information and I will not disclose such information to anyone (including to employees, volunteers, members, attendees, supporters, persons assisted, or my spouse or family members) except authorized representatives of West End Christian Reformed Church who need to know such information or as required by law. I understand and agree that confidentiality is very important in my role and critical to the effective functioning of West End Christian Reformed Church. If I become aware that any confidential information was improperly disclosed, I will immediately advise the executive council of West End Christian Reformed Church.

Dated this _____ day of _____, 20____

Name _____

Signature _____

Witness Name _____

Signature _____

West End Christian Reformed Church
GEMS Registration Form 20 -20

Name of GEM: _____

Address: _____

City: _____ Postal Code: _____

Parent/Guardian Name(s): _____

Home Phone: _____ Cell Phone: _____

E-mail address: _____

T-Shirt Size: _____

Emergency Information

Does your daughter have any allergies? _____ If yes, please list: _____

Alberta Health Care no. _____

Emergency Contact Name (if we are unable to contact you): _____

Home Phone: _____ Cell Phone: _____

Authorization to Participate

I hereby approve my daughter's membership in the West End CRC GEMS Girls Club. I also release the club from all liability not covered by their insurance on my daughter, in case of accident or injury during meetings and activities of the club. ADULT NAME : _____

SIGNATURE: _____ Date: _____

Yearly dues for GEMS materials , Shine magazine and craft supplies are \$65 per girl . Please include a cheque or cash to cover dues for the 20 -20 GEMS season when you register. Cheque should be made payable to West End CRC GEMS. If you need to make arrangements for payment at a later date, please contact _____ (gemswestendcrc@gmail.com)

West End Christian Reformed Church
Cadets Medical Information and Waiver

In the event of illness or injury to (refer to name[s] below), while under the supervision of the West End Christian Reformed youth ministry leaders, I know that I will be contacted for permission and direction regarding emergency treatment. If I cannot be contacted, I hereby appoint the youth ministry leaders as our true and lawful attorney-in-fact for us and in our name, power and stead, give said attorney-in-fact full power in consent to any necessary emergency transportation, examination, x-rays, anesthetic, medical or surgical diagnosis, treatment or hospital care to be rendered to (refer to name[s] below) on the advice of any physician or surgeon licensed to practice in the jurisdiction in which (refer to name[s] below) is/are located. This power is in effect beginning October 1, 20 and ending June 30, 20 .

I give permission for (refer to name[s] below) to attend West End Christian Reformed Church Cadet events in the 20 /20 season (October 1, 20 to June 30, 20).

mo/da/yr

Youth's Name _____ Birth date ____/____/____ Health Care # _____

Youth's Name _____ Birth date ____/____/____ Health Care # _____

 Legal Guardian (please print)

 Signature

 Home Phone Number

 Work Phone Number

 Email address

 Home Address

Person to be contacted if parent/guardian cannot be reached:

 Name (please print)

 Phone Number(s)

Do any of the youths listed above have any allergies or medical conditions we should be aware of?

Yes No If yes please specify:

WESTEND CHRISTIAN REFORMED CHURCH
SENIOR & JUNIOR HIGH YOUTH MINISTRY

APPENDIX 7

Medical Information/Release Form & Permission Sheet

In the event of illness or injury to any of the names listed below, while under the supervision of the West End Christian Reformed Church youth ministry leaders, I know that I will be contacted for permission and direction regarding any emergency treatment. If I cannot be contacted, I hereby appoint the West End Christian Reformed Church youth ministry leaders as our true and lawful attorney-in-fact for us, and in our name, power and stead, give said attorney-in-fact full power in consent to any necessary emergency transportation, examination, x-rays, anesthetic, medical or surgical diagnosis, treatment or hospital care to be rendered to any of the names listed below, on the advice of any physician or surgeon licensed to practice in the jurisdiction in which any of the names listed below, is/are located.

This power is in effect between September 1 , 20_____ and August 30, 20_____ .

I give permission to any of the names listed below, to attend West End Christian Reformed Church youth ministry events in the 20____/20_____ season.

Youth's Name: _____	Birth date _____	Health Care #: _____
Youth's Name: _____	Birth date _____	Health Care #: _____
Youth's Name: _____	Birth date _____	Health Care #: _____

I give permission to contact the above mentioned youth via these contacts:

Name _____	email address _____	Text # _____
Name _____	email address _____	Text # _____
Name _____	email address _____	Text # _____

Mother/Guardian's Signature +printed name

Father/Guardian's Signature + printed name

Home Phone Number

Home Phone Number

Work Phone Number

Work Phone Number

Parent contact email

Contact Person if parent/guardian cannot be reached:

Name (please print)

Phone Number(s)

Family Physician: _____
Name (please print)

Phone Number

Do any of the youth listed above have any allergies or medical problems we should be aware of? - please specify:

Name: _____

Name: _____

Name : _____

WEST END CHRISTIAN REFORMED CHURCH
Photography Release for Minor Child or Children

I hereby authorize West End Christian Reformed Church, hereafter referred to as WECRC to publish photographs taken during GEMS functions of the minor child or children listed below, for use on the WECRC website and WECRC GEMS promotional materials.

I hereby release and hold harmless WECRC from any reasonable expectation of privacy or confidentiality for the minor child and children listed below associated with the images specified above. Further, I attest that I am the parent or legal guardian of the child or children listed below and that I have full authority to consent and authorize WECRC to use their likenesses and names.

I further acknowledge that participation is voluntary and that neither I or the minor children will receive financial compensation of any type associated with the taking or publication of these photographs or participation in WECRC GEMS promotional materials or on the WECRC website. I acknowledge and agree that publication of said photos confers no rights of ownership or royalties whatsoever.

I hereby release WECRC, its volunteers, its employees and any third parties involved in the creation or publication of WECRC publications, from liability for any claims by me or any third party in connection with the participation of the minor children listed below.

Authorization

Date: _____

Printed Adult Name: _____

Relationship to Children: _____

Signature: _____

Street Address: _____

City: _____ Province: _____ Postal code: _____

Full Names and Birthdate of Minor Children:

Name: _____ Birth date: _____

Name: _____ Birth date: _____

Name: _____ Birth date: _____

Name: _____ Birth date: _____



Appendix 9

WEST END CHRISTIAN REFORMED CHURCH

Diaper Changing Procedure

Parents we encourage you to help us keep the Nursery clean and sanitized.

We recommend the following when diapering:

1. Wash your hands.
2. Put on gloves.
3. Place baby on a clean, disposable surface.
4. Remove soiled diaper and place in plastic bag.
5. Clean diaper area with wipes and place in plastic bag.
6. Remove disposable cover from change table and spray area with bleach solution.
7. Remove gloves, place in plastic bag and dispose of plastic bag.
8. 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.



West End Christian Reformed Church

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/s _____ Phone Number _____

Address _____

Nature of Injury/Incident _____ Ministry _____

Incident Date _____ Incident Time _____

Incident Location _____ Event Title _____

Name All Leaders Present _____

What happened?

Why did it happen?

What action was taken?

Contacted Parents ☐ Yes ☐ No Parent signature _____

Parents' Response:

Leader's Name _____ Signature _____

Witness Name _____ Signature _____



West End Christian Reformed Church

Suspected Abuse Report Form

Child Abuse Hotline 1-800-387-5437

Date _____ Name of Student _____

Age of Student _____ Grade _____ Birthdate _____

Address _____

Postal Code _____ Phone Number _____

Parents' Names _____

Siblings' Names _____

Name of Person Filing Report _____

Name of Pastor Receiving Report _____

Name of alleged perpetrator _____ ☐ M ☐ F

Relationship between suspected victim and alleged perpetrator _____

Nature of suspected abuse: ☐ physical ☐ sexual ☐ emotional ☐ neglect

Name of Social Worker _____ Phone Number _____

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.)

What was your response?

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** and not shared with anyone or influenced by anyone.

This document should be sealed and labelled and stored under lock and key.

Additional Names or Numbers Contacted or Information including date and time:

To Be Completed by Program Leader/Pastor (separately from Appendix 11)

Date _____

Date of Suspected Abuse Form (Appendix 11) being addressed _____

Name of Student _____

Age of Student _____ Grade _____ Birth date _____

Address _____

Postal Code _____ Phone Number _____

Parent contacted _____ Child Protection Contact _____

Details as reported to you:

Conclusions:

Action taken (including dates and times):

Legal counsel contacted (date and time) _____

Insurance contacted (date and time) _____

Senior 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** and not shared with anyone or influenced by anyone.



West End Christian Reformed Church

Approval of Ministry Personnel

Council approves _____ to

be a Ministry Volunteer for _____ ministry.

Dated _____ 20____

Signed _____

Name _____

Title _____



West End Christian Reformed Church

Volunteer Driver Declaration

I wish to assist in the ministries of West End Christian Reformed Church and therefore apply to become a volunteer driver and make the following commitments and promises:

- a) I agree to abide by the requirements and applicable laws at all times while I am engaged in volunteer driving.
- b) I will report to the ministry lead any changes to my license or insurance status after the date of this declaration.
- c) I understand that I will at all times maintain insurance in the amount of not less than \$1,000,000.00 in respect of liability or injury or death for any passengers in my vehicle while I am volunteer driving and I have consulted my insurance company before undertaking transportation of passengers.
- d) I understand that :
 - i. In the case of an insurance claim, the vehicle owner's automobile liability insurance applies.
 - ii. Damage to the owner's vehicle is not insured by West End Christian Reformed Church.
- e) I make these promises and commitments in good faith and with the intention that they be legally binding and enforceable against me, my estate, my heirs and successors.

Driver's Name _____

Driver's Address _____

Driver's License Number _____ Province _____

Class _____ Expiry Date _____

Driver's Insurance company _____ Policy Number _____

Agent _____ Liability Limit _____

Driver's signature _____ Date _____

Vehicle Owners signature (if driver is not vehicle owner) _____

Driver Accepted: _____ Date _____



West End Christian Reformed Church

Offenders Covenant

(adapted from *Smart Justice* with permission)

Dear _____,
(name of Offender)

On behalf of the leadership of West End CRC, I would like to give you the opportunity to participate in worship at our church. We want you to know that we see you as a valued part of God's family. In light of all that has taken place in your life there are some boundaries that must be followed. These guidelines are not meant to be punitive but to ensure safety and peace of mind for the congregation and yourself.

- You must refrain from all contact with minors while attending Church worship services. This includes all verbal and written communication.
- You must not volunteer or agree to lead, chaperone or participate in events involving minors.
- Council will identify at least two "covenant partners" one of whom must accompany you if you leave the main sanctuary or if you need to go to the public washrooms.
- You must be supervised in the building at any times. When entering the church, you must use the most direct route to the sanctuary area and sit in an area with your covenant partner.
- You are to abide by the terms and conditions of probation as set out by the court.
- You are to avoid befriending families of West End Church with minors.
- At least twice per year you are required to meet with Council representatives to discuss your adherence to these guidelines.

We are so grateful that you have made us aware of your situation. It shows us that there is a cooperative spirit and willingness for restoration and wholeness.

I, the undersigned, accept the following people as Covenant Partners. I agree to these Covenant Partners being made aware of the circumstances of my situation and the contents of this covenant.

_____	_____	_____
(Covenant Partner #1)	Signature	Date

_____	_____	_____
(Covenant Partner #2)	Signature	Date

_____	_____	_____
(Covenant Partner #3)	Signature	Date

I have read and agree to abide by the conditions of this covenant.

I understand that any violation of this covenant may result in refusal of access to the West End Church property and worship services may be restricted or prohibited.

I understand that this covenant will be reviewed every six months and will remain in effect for an indefinite period of time.

Offender's Signature: _____ Date: _____

Pastor's Signature: _____ Date: _____

Council Member's Signature: _____ Date: _____