

# HIGHVIEW COMMUNITY CHURCH

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

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Board Approval on the \_\_\_\_\_ day of \_\_\_\_\_

### IMPORTANT NOTE

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# Plan to Protect Policy for HIGHVIEW COMMUNITY CHURCH

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# SECTION I

## INTRODUCTION

### 1.01 Preamble

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

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

We must, as well, protect those who serve our children, 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.

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

### 1.02 Definitions

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

<b>Accused</b>	Shall mean a person against whom a complaint of child abuse or sexual exploitation is made pursuant to the terms of this Policy
<b>Act</b>	Means the <i>Child and Family Services Act</i> , R.S.O.1990, c.C.11, s. 72 (the “Act”)
<b>Board</b>	Means the Board of Elders the highest functioning authority of the church
<b>Child</b>	Means a person under the age of 18 years; see also <b>Youth</b>
<b>Complainant</b>	Means a person who makes a complaint of child abuse or sexual exploitation under this Policy
<b>Designated Screening Personnel</b>	An individual designated and trained to screen prospective ministry personnel. Tasks include processing applications, reference checks, conducting interviews and maintaining ministry personnel files
<b>Hall Monitors</b>	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

<b>Ministry Lead</b>	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.
<b>Ministry Personnel</b>	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
<b>Ministry Personnel File</b>	A file kept on each prospective ministry personnel which includes the ministry application form, record of police records check, record of reference checks, and other documents related to the recruiting and supervision of ministry personnel
<b>Occasional Observer</b>	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
<b>Parent</b>	Shall mean the natural or adoptive Parent(s) or legal guardian(s) of a child under the age of 18 years of age
<b>Position of Trust</b>	The role wherein parents and/or guardians have entrusted their children or youth to the care of ministry personnel
<b>Prospective Ministry Personnel</b>	Youth or adults associated with the church congregation either by membership or regular attendance as an adherent, and awaiting approval to become ministry personnel
<b>Youth</b>	Means a person aged 11 to 17 years (“student”)
<b>Vulnerable Adult</b>	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 authority or trust relative to him/her.

## 1.03 Understanding Child 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, 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, staff or individuals in positions of trust or authority.

## **Physical Abuse**

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

## **Sexual Abuse**

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

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

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

## **Emotional Abuse**

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

## **Neglect**

“Neglect is the failure to meet a child’s basic needs for food, clothing, shelter, sleep, medical attention, education, and protection from harm. This can occur when parents do not know about appropriate care for children, when they cannot adequately supervise their

children or when they are unable to plan ahead.” (The Children’s Aid Society of London and Middlesex, 2007)

## Harassment

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

### 1.04 Understanding the Church’s Responsibility

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

## The Spiritual and Moral Responsibility of the Church

We recognize that we are a reflection of God’s love to those in our care and we take our responsibility seriously.

Micah 6:8 presents this challenge, “He has shown all you people what is good. And what does the Lord require of you? To act justly and to love mercy and to walk humbly with your God.” (TNIV)

Micah suggests that the Lord requires three things of us:

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

The Bible outlines our spiritual responsibility to children and youth:

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

“People were bringing little children to Jesus for him to place his hands on them, but the disciples rebuked them. When Jesus saw this, he was indignant. He said to them, ‘Let the little children come to me, and do not hinder them, for the kingdom of God belongs to such as these. Truly I tell you, anyone who will not receive the kingdom of God like a little child will never enter it.’ And he took the children in his arms, placed his hands on them and blessed them.” (Mark 10:13-16 TNIV)

“Avoid every kind of evil.” (1 Thessalonians 5:22 NIV)

“For we are taking pains to do what is right, not only in the eyes of the Lord but also in the eyes of others.” (2 Corinthians 8:21 TNIV)

## **The Civil and Legal Responsibility of the Church**

We recognize that providing a safe place for children, 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, that as a church we will be held vicariously liable for their actions.

This policy and the guidelines contained within it, are to help us in fulfilling our responsibilities to provide as safe and nurturing environment as possible for children, 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 Our Responsibility and Call to be Harassment and Discrimination Free**

1. Our organization is committed to fostering an environment that is free of discrimination and harassment and one in which all individuals are treated with respect and dignity. Every member of our church community has a right to equal treatment with respect to employment and with respect to the receipt of services and facilities without discrimination or harassment based on the following prohibited grounds: race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, gender, age, marital status, family status, or disability.
2. A right to freedom from discrimination and harassment is also applicable where someone is treated unequally because she/he is in a relationship, association or dealing with a person or persons identified by one of the prohibited grounds of discrimination.
3. Discriminatory and harassing behaviours are offensive, degrading and illegal. Every member of our church community, especially screened ministry personnel, is responsible for creating an environment which is free of discrimination and harassment. Those found to have engaged in such conduct will be subject to discipline.

## SECTION II

### POLICY on PROTECTION PROCEDURES

#### 2.01 Ministry Personnel Recruitment and Screening

##### Process

1. A Pastor and/or the Ministry Lead determine if an individual is a suitable or potential candidate for ministry with vulnerable persons.
2. Prospective Ministry Personnel are to submit to the recruitment and screening process managed by the Ministry Lead. Individuals will submit and complete the following:
  - Be members of the church or have regularly attended worship services and/or participated in a cell groups for at least six months
  - Ministry Personnel Application Form (Appendix 1)
  - Sign the Statement of Faith
  - Reference checks
  - Interview
  - CPIC Criminal Record Clearance check
  - Training
  - Final approval from a Pastor
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

1. Individuals wanting to work with children, youth and vulnerable adults must be members of the church or have regularly attended the church (worship services and/or participated in a Cell Group) for at least six months. Exceptions can be made where prospective Ministry Personnel have transferred from another church in Canada of the same denomination being the Pentecostal Assemblies of Canada in which they have been long-time members and children's and/or youth ministry workers in good standing. Reference checks must be received from at least three individuals, including one from their previous pastor.
2. 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 Board of the church.
3. Individuals who have been accused, or convicted, or are under the suspicion of crimes against children and/or youth, or who have been convicted of violent crimes or other

relevant crimes will not have any involvement in ministries or programs where children or youth participate.

## Ministry Application Form

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

## Reference Checks

1. Designated Screening Personnel will conduct reference checks on all prospective Ministry Personnel (Appendix 3).
  - Prospective Ministry Personnel must sign a liability release before reference checks are conducted
  - References provided must fit with the acceptable categories for adults and for youth who want to work with children
  - Reference checks may be conducted by telephone or in person to confirm the suitability and appointment of prospective Ministry Personnel

## Interview

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

## 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 three (3) years

- Police records checks are to be conducted on all Ministry Personnel 16 years of age and older and are to be kept on file permanently
2. If a prospective Ministry Personnel has had a history with the Children's Welfare Agency, a request may be made by a Pastor for the individual to sign consent for a Child Welfare Check.
  3. If a CPIC check or Vulnerable Sector Scan is returned "NOT CLEAR" the perspective candidate will be 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 leadership or trust with children, youth and vulnerable adults.

## Training

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

## Approval

1. All Ministry Personnel are to be approved by a Pastor upon completion of the recruitment and screening process. It is preferred that the Pastor assigned to that ministry department be the one responsible for approving volunteers once their file has been complete. Approval should not be granted unless the screening process is complete and carefully reviewed.
  - Approval must be signed and dated
2. The recruitment and screening process must be completed within a 3 month period of time.
  - Applicants who have not fully completed the recruitment and screening process will not be placed in a position of trust

- Access to children, 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, Sunday School, Vacation Bible Camp and all other children's ministry programs designated for children birth to grade six.

### 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 and / or a Pastor.

### Plan to Protect Program Maintenance

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

### Ministry Personnel / Child Ratios

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

- One Ministry Personnel for every 3 infants (birth to 15 months old)
- One Ministry Personnel for every 5 toddlers and pre-schoolers (15 months old to 5 years of age)
- One Ministry Personnel for every 10 elementary age children (6 year olds to grade 6)

### Supervision of children, youth and vulnerable adults

1. To provide adequate supervision of children, youth and vulnerable adults, 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 between the ages of 11 and 17 may assist only under adult Ministry Personnel supervision. Ministry Personnel must be 18 years of age or older to supervise children and youth alone in a room. In both situations, the door must remain open with hall monitors circulating periodically from room to room.

### Occasional Observers

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

## Ministry Personnel Identification

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

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

1. Registration forms (Appendix 5) will be available for all children's ministry programs. A release and permission statement will be included on all registration forms releasing the Church from unforeseen and accidental injuries along with contact information in case of an accident. A statement will be included on all registration forms which stipulates the purpose and extent for collecting personal information of children. The permission form on the Registration will be for activities on site of the church and adjacent park areas.
2. Forms are to be copied and the copies taken on all off-site events in case emergency medical assistance is required and the parent cannot be notified. Original forms are to be filed and kept permanently in a secure location.
3. The registration form will not replace specific consent and authorization forms for activities that involve an elevated level of risk, off-site or for overnight trips.
4. It is the responsibility of Ministry Leads and their teams to ensure that forms are completed and submitted for all participants. Reasonable effort is to be made to keep registration information updated and current.

## Receiving and Releasing Children

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

1. The receiving and releasing children under the age of 6 will be closely monitored. A mandatory sign-in and sign-out form is to be used for all programs.
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 Grade 1 to 2 (ages 6 to 7):

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 are to remain in the room until the parent or designate arrives to pick them up and the child demonstrates recognition of the parent or designate.

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

1. Children are 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 on their own or be picked up by a parent.

## Attendance

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

## Washroom Guidelines

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

For Nursery:

1. Diaper changing procedures are to be clearly posted in the nursery diaper changing area (Appendix 6).
2. If at all possible, it will be strongly encouraged that diaper changing be done by the child's parent.
3. 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:
  - Adult Female Ministry Personnel will assist both girls and boys in the washroom,
  - The outside washroom door must be propped open and the adult Ministry Personnel must stand in an open cubicle,
  - 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.
4. Male Ministry Personnel are not to accompany female children to the washroom.

## **Architectural Precautions**

Recognizing that there are many storage areas within the church, elevated precautions will be taken to monitor these areas. Storage closets and doors must be locked at all times except when in use. When doors are unlocked, additional hall monitors will be on duty to monitor these areas.

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

## **Proper Display of Affection**

### **Appropriate Touch:**

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

### **Inappropriate Touch:**

1. Recognizing that the innocence of children must be protected, Ministry Personnel will be made aware that the following actions are deemed inappropriate and will not be permitted:
  - Do not kiss a child or coax a child to kiss you,
  - Do not engage in extended hugging and tickling,
  - Do not hold a child's face when talking to or disciplining the child,

- Do not touch a child in any area that would be covered by a bathing suit (strictly prohibited except in cases of diapering and assisting preschoolers as outlined in washroom procedures),
  - Do not carry older children and do not allow them to sit on your lap,
  - Avoid prolonged physical contact with a child.
2. Ministry Personnel are not to be left alone with a child.

## **Discipline & Classroom Management**

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

### Preventive Discipline:

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

### Remedial Discipline:

- Every effort will be made to deal with problems individually,
- Every effort will be made to explain to the child why the behaviour is unacceptable and instruct them in how to do it correctly,
- Every effort will be made to redirect the child to positive action,
- Every effort will be made to explain the consequences of unacceptable behaviour by defining the correct way to behave as well as the result of the wrong behaviour,
- Every effort will be made to offer choices that are acceptable to both you and the child.

2. Group rules will be established to clearly communicate the expectations required of children.

Some suggested rules are:

- One voice talking at a time, and always use inside voices,
- Use good manners,
- Respect each other,
- Quiet hands get answered,
- Obey directions the first time,
- Keep your hands and feet to yourself,
- Be friendly.

### **2.03 Youth Protection Procedures**

The following policies and procedures are in place for ministries including but not limited to: Youth Group, Sunday Morning Youth, Youth Retreats, Youth Mission Trips, church coordinated youth concerts and sport's activities and all youth ministry programs designated for youth 12 – 18 years in age.

## **Youth Ministry Personnel Standards**

### **Lifestyle**

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

### **Contacting Opportunities**

1. Ministry Personnel are encouraged to meet with youth in small group settings and in teams not alone.
2. The Ministry Lead must pre-approve ministry personnel that do one-on-one mentoring.
3. 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 with written documentation, and,
  - When separate transportation is arranged;
  - Documentation will be maintained and filed including written 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 remain open or that the meeting take place in a room with an unobstructed window in the door.

## Physical Contact

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

## Dating

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

## Youth Ministry Programming

### Plan to Protect Program Maintenance

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

### Ministry Personnel / Student Ratios

1. Programs for youth must comply with established staffing ratios as follows:
  - “Jr. High” (gr. 6 to 8) – one Ministry Personnel for every 8 students
  - “Sr. High” (gr. 9 to 12) – one Ministry Personnel for every 10 students

2. There must be at least two (2) unrelated Ministry Personnel at all events. Events with mixed genders must be supervised by both male and female Ministry Personnel.
3. It is recommended there be at least a five (5) year age difference between Ministry Personnel and the youth they supervise.

## **Supervision of Ministry Personnel**

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

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

1. At the beginning of every ministry year (September), all youth are to submit completed Youth Ministry Authorization and Consent Forms (Appendix 7) signed by their parent. A statement will be included on all forms which stipulates the purpose and extent for collecting personal information of children.
2. Forms are to be copied and the copies taken on all off-site events in case emergency medical assistance is required and the parent cannot be notified. Original forms are to be filed and kept permanently in a secure location.
3. The Youth Ministry Authorization and Consent Form will not replace specific consent and authorization forms for activities that involve an elevated level of risk or for overnight trips. It is the responsibility of Ministry Leads and their teams to ensure that the required forms are completed and submitted for all participants. Reasonable effort is to be made to keep registration information updated and current.

## **Planning for Safety**

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

## **Billeting and Hosting**

1. For the protection of our youth, it is required that all adults residing in the home where billets are provided must complete the following screening process prior to hosting. Screening includes:
  - Recommendation from a pastor, and,
  - Police records check
2. Information guidelines are to be distributed to host homes no less than one week in advance of the youth arriving at their home.

3. Any allergies and medications for youth should be communicated to the host home prior to arrival, with clear directions on how to manage allergies and/or medications.
4. Youth must always be billeted in teams or small groups of the same gender
5. Youth should have distinctly separate sleeping arrangements from the other household members and should not be left alone.
6. Curfews of 11:00 p.m. should be enforced when youth are being billeted.
7. All youth staying in host homes are informed of proper etiquette and curfew guidelines.

## **2.03 Off-Site Activities, Overnight Events and Transportation**

### **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 utilizing the Letter of Informed Consent (Appendix 12)
2. Proper written consent and medical release forms are required for each child/youth participating in off-site events. Forms must be kept in the Ministry Lead's possession during off-site activities with a copy of the completed forms filed in the Church office. The originals are to be kept on file permanently (Child, Appendix 5; 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.

### **Retreats and Overnight Events:**

1. All retreats and overnight events must be pre-approved by the Youth Pastor.
2. Proper written consent and medical release forms utilizing the Letter of Informed Consent (Appendix 12) are required for each child or youth participating in overnight events. Forms must be kept in the Ministry Lead's possession during trips and events and a copy filed in the 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.

### **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. For out of town events, commercial school carriers are to be used unless none are available.
2. Our first concern in transportation is the safety of our youth. Drivers must obey all the rules of the road including the speed limits. Reckless or unsafe driving will not be tolerated.
3. All Ministry Personnel drivers transporting youth during Church activities must complete the following prior to the youth event:
  - Be pre-approved by the Ministry Lead,
  - Provide a copy of their valid driver's license,
  - Provide a copy of their current automobile insurance policy, and,
  - Have a minimum of five (5) years driving experience
4. The number of occupants in vehicles transporting children, youth and vulnerable adults during Church sponsored activities must not exceed the number of seat belts and each child must be in age appropriate safety restraints. Seat belts must be worn by everyone and remain fastened at all times the vehicle is in operation.
5. At least two (2) Ministry Personnel must be in each vehicle transporting children during Church sponsored activities. Children, youth and vulnerable adults must never be left alone in a vehicle.
6. The 'Trips and Off-site Travel Form' (Appendix 8) will accompany the group with the original left in the Church office and filed permanently consisting of:
  - Names and phone numbers of all participants
  - Location of event and phone number(s)
  - Drivers and vehicles involved

## **2.05 Health & Safety Guidelines**

### **First Aid:**

1. Ministry Leads and Ministry Personnel are to be encouraged to be certified and trained in first aid.
2. The names and contact information of individuals who are certified in first aid are to be posted in the children's and youth program areas for easy access with a Master List maintained by the Office Manager.

3. Ministry Leads must be informed of any children or youth having severe allergies. The information will be posted in the children's and youth departments for easy access and Ministry Personnel who have the child/youth in their care will be informed.

### **Illness:**

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

### **Medications:**

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

### **Dealing with Cuts or Injuries Involving Blood:**

1. Blood pathogen policies will be posted in the departments.
2. When a child or youth is injured, the individual is to be separated from others. The area where the injury occurred or where any blood may have dropped on the floor or toys is also to be isolated.
3. Ministry Personnel need to ensure that no other children have had contact with any of the blood from the cut or injury.
4. Non-latex 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 to a secure waste removal container.
6. Hands are to be washed carefully with sterilizing soap available in the first aid kit.
7. When ministering to children with HIV or Aids, specific guidelines for the education and care of these children will be developed and followed (Appendix 9).

## **Emergencies:**

1. Emergency evacuation procedures will be reviewed semi-annually by Pastors. These procedures are to be posted in a visible place in each classroom stating the planned route of escape to the nearest exit.
2. Pastors, in cooperation with the Ministry Lead, will arrange for annual fire and evacuation drills.
3. A first aid kit will be kept in each classroom with Ministry Personnel being educated on the kit's contents. Each kit will contain a pair of disposable non-latex gloves, disinfectant towelettes, two or three 4" x 4" gauze pads for blood absorption, small scissors and band-aids.
4. A parent will be contacted when an injury, accident or medical emergency occurs. Incident Reports are to be completed for any and all accidents. Injuries are to be reported to the Ministry Lead (Appendix 10).

## **2.06 Bullying Among Peers**

Our children, youth and vulnerable adults have a right to a caring, respectful and safe church environment where they will encounter the love of God in action. An anti-bullying policy will therefore be in effect at all times and will be clearly communicated and enforced among the children, youth and vulnerable adults. All Ministry 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.

## **2.07 Computer and Internet**

1. Computers accessible to the general public will be placed in open areas where the screen is easily visible. Users will be held accountable through the use of a sign-in/sign-out sheets, and if the computer has network access a user password.
2. Internet filters will be installed on each computer to limit access to adult content.
3. The office manager will appoint an authorized computer system's individual who will periodically review the browser history as well as the documents downloaded for questionable material.
4. An 'Acceptable computer Use Policy' will be developed and posted near the public-accessed computer.
5. Communication with a minor via email, MSN, Facebook, or other on-line social networks will be monitored closely and only used with parental written permission. Church members and adherents and Ministry Personnel are encouraged to demonstrate and model purity, integrity, transparency and accountability with all communications including those noted above. It is highly recommended that all communication be done in the open and cc your ministry leader, a parent or co-worker on all communication.

## 2.08 Photography and Video Taping

1. With a desire to capture on film memorable moments at Highview Community Church, photography and videotaping will be closely monitored by Church 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. We discourage the general public from taking pictures during church events without securing permission from church leadership;
  - c. 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. The following exception should be observed:
    - i. To avoid a two-tier approach to participation for general public activities and services in the sanctuary, i.e., Children's choir, Scripture reading, etc., where children or youth are participating on stage, all effort must be made to avoid close-ups of the children or youth. The AV Department is encouraged to divert the camera so the focus is not directly on the child / youth and when webcasting is not in real time, edit the film to ensure that close-ups are not included.
  - d. 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 an annual basis on the registration forms;
    - 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;
    - iii. To easily identify children and youth that are not to have their picture taken, it is recommended that they be clearly identified with either a sticker on their nametag 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

#### 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 Child and Family Services (Children's Aid).

##### 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 (Children's Aid) 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 in the Church.
3. Highview Community 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 that a report will be made. It is understood that the report is to be kept confidential.
4. The Senior Pastor or his designate must notify the Church's insurance provider and seek legal counsel upon hearing of a suspected child abuse case.
5. The Church will notify and work in conjunction with denominational leadership in any and all allegations or suspicions of abuse that may have happened in the context of church ministry.

6. If the suspected abuse happened in the context of Church ministries or was committed by a church member or attendee, the parents of the victim must be notified by the Senior Pastor.

### **Assessing and Investigating an Allegation or Suspicion of Abuse**

1. No persons, including Pastors and Board 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 Board to exercise and practice church discipline as outlined in Matthew 18 and as stipulated in denominational guidelines.

3. Pastors will seek opportunity to provide individual care and counsel both for the accused and their family. Pastors and the Board 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 Board and Senior Pastor to designate a spokesperson to speak on behalf of the Church to media and to the public in relation to a suspected child abuse case. All inquiries should be directed to this person and comment should not be made by other individuals unless given permission to do so.
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 Board members or Pastors either engage in denial, minimization or blame, or admit responsibility which could prejudice the case or cause increased liability to the Church.
3. A confidential follow-up report with conclusions and action taken must be documented by the Senior Pastor, Children's Pastor or Youth Pastor 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.

## **SECTION IV**

### **POLICY REVIEW**

#### **4.01 Policy Review**

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

## **SECTION V – APPENDICES**

# HIGHVIEW COMMUNITY CHURCH

## Ministry Personnel Application Form (Adults) for Children, Youth and Vulnerable Adults Ministries

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

### Personal Information

Male    Female

Full Name \_\_\_\_\_

Address \_\_\_\_\_

Postal Code \_\_\_\_\_ Email \_\_\_\_\_

Phone Number (H) \_\_\_\_\_ (W) \_\_\_\_\_

### Personal History

Occupation and/or Employer

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Hobbies, Interests or Skills

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Spiritual History**

How long have you attended Highview Community Church? \_\_\_\_\_

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

Are you a member of the Church?  Yes  No

Have you been baptized?  Yes  No

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

In a brief paragraph, please outline your spiritual journey (how you came to know Christ as Saviour and what you are currently doing to grow in your relationship with Him).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Ministry Information**

Churches I attended in the last five years are as follows:

1. Name of Church \_\_\_\_\_ Phone Number \_\_\_\_\_

Address \_\_\_\_\_

Dates Attended \_\_\_\_\_ Member or Adherent \_\_\_\_\_

2. Name of Church \_\_\_\_\_ Phone Number \_\_\_\_\_

Address \_\_\_\_\_

Dates Attended \_\_\_\_\_ Member or Adherent \_\_\_\_\_

My present and previous ministry experience is as follows:

1. Name of Church/Organization \_\_\_\_\_

Dates and Description of Ministry \_\_\_\_\_

Pastor or Ministry Supervisor \_\_\_\_\_ Phone Number \_\_\_\_\_

2. Name of Church/Organization \_\_\_\_\_

Dates and Description of Ministry \_\_\_\_\_

Pastor or Ministry Supervisor \_\_\_\_\_ Phone Number \_\_\_\_\_

### Confidential Information

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

1. Are there any circumstances involving your lifestyle or background that would call into question your ability to work with children, youth and vulnerable adults? (e.g. pornography, use of illegal substances, etc.)  Yes  No
2. Have you ever been accused of impropriety with children, youth and vulnerable adults?  
 Yes  No
3. Have you ever been convicted for the use or sale of illegal drugs?  Yes  No
4. Have you ever been through treatment for alcohol or substance abuse?  Yes  No
5. Have you ever been convicted of a criminal offense (excluding minor traffic violations)?  Yes  No
6. Have you ever been arrested or convicted for any abuse related crimes?  Yes  No
7. Have you been investigated by the Child Welfare Agency for suspected child abuse?  Yes  No
8. Have you ever been the subject of a civil lawsuit involving sexual harassment or other immoral behaviour or conduct involving children, youth or vulnerable adults?  Yes  No

## Appendix 1

9. Have you ever been the subject of any disciplinary action, transfer or dismissal, or been named as a defendant in a civil or criminal lawsuit as a result of an accident or mishap involving children, youth and vulnerable adults?  Yes  No
10. Have you ever been subjected to expulsion, reprimand, or other discipline by a church, denomination or other religious organization?  Yes  No
11. Have you ever been the subject of any disciplinary action (including discharge) or investigation by a church, religious or other organization, or by an employer?  Yes  No
12. Do you have any health concerns of which we should be aware? (e.g. medical, psychiatric)  Yes  No

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

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### References

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

1. Name of Reference \_\_\_\_\_ Phone Number \_\_\_\_\_

Address \_\_\_\_\_

Nature of Relationship \_\_\_\_\_

2. Name of Reference \_\_\_\_\_ Phone Number \_\_\_\_\_

Address \_\_\_\_\_

Nature of Relationship \_\_\_\_\_

3. Name of Reference \_\_\_\_\_ Phone Number \_\_\_\_\_

Address \_\_\_\_\_

Nature of Relationship \_\_\_\_\_

## HIGHVIEW COMMUNITY CHURCH

### Release of Information and Declaration of Intent

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

I give Highview Community Church consent to verify the information provided herein and to contact the references listed. I waive any right to confidentiality and of any right to pursue damages against the Church for losses caused by the reference's response.

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

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

I understand that Highview Community Church is responsible for the welfare of any person or persons entrusted to my care. I will cooperate fully with the staff in the fulfillment of my duties and will keep all information I encounter, in my role as a volunteer, confidential. If at any time I find that for any reason I am unable to support the policies, procedures or doctrine of Highview Community Church I will gracefully and quietly resign my volunteer position. If my supervisors find that I am in conflict with any of the policies, procedures or doctrines and we are not able to resolve the issue, I will gracefully and quietly agree to resign my volunteer position.

I hereby acknowledge that, to the best of my knowledge, the information contained in this application for volunteer ministry is true and correct. I accept and agree to adhere to the Statement of Faith of Highview Community 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 Ministry 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 Highview Community Church.

# Statement of Faith of Beliefs

# HIGHVIEW COMMUNITY CHURCH

## Ministry Personnel Application Form for Youth Working with Children

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

### Personal Information

Male  Female

Full Name \_\_\_\_\_ Grade \_\_\_\_\_

Address \_\_\_\_\_

Postal Code \_\_\_\_\_ Date of Birth \_\_\_\_\_

Phone Number (H) \_\_\_\_\_ (C) \_\_\_\_\_

Name of Parents \_\_\_\_\_ Phone Number \_\_\_\_\_

Are your parents supportive of your ministry involvement?  Yes  No

If no, please explain

\_\_\_\_\_  
\_\_\_\_\_

Hobbies, Interests or Skills

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Volunteer Experience and Part-time Jobs

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Spiritual History**

How long have you attended Highview Community Church? \_\_\_\_\_

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

When did you accept Christ as your Saviour? \_\_\_\_\_

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

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**Ministry Questionnaire**

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

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

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

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

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

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## Appendix 2

**References**

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

1. Name of Reference \_\_\_\_\_ Phone Number \_\_\_\_\_

Address \_\_\_\_\_

Nature of Relationship \_\_\_\_\_

2. Name of Reference \_\_\_\_\_ Phone Number \_\_\_\_\_

Address \_\_\_\_\_

Nature of Relationship \_\_\_\_\_

3. Name of Reference \_\_\_\_\_ Phone Number \_\_\_\_\_

Address \_\_\_\_\_

Nature of Relationship \_\_\_\_\_

Signature of Applicant \_\_\_\_\_

Printed Name \_\_\_\_\_ Date \_\_\_\_\_

Signature of Parent/Guardian \_\_\_\_\_

Printed Name \_\_\_\_\_ Date \_\_\_\_\_

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

# HIGHVIEW COMMUNITY CHURCH

## Ministry Personnel Reference Form

(Name of Volunteer) \_\_\_\_\_ has applied to be a volunteer within our children/youth ministries and has indicated on their application that you might be willing to act as a personal reference. We have a program in our church called *Plan to Protect* which is designed to protect our children, 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:

Highview Community Church  
295 Highview Drive Kitchener Ontario Canada N2N 2K7

Attention Pastor \_\_\_\_\_

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



## HIGHVIEW COMMUNITY CHURCH

### Ministry Personnel Agreement Form and Covenant of Care

I (Name of Volunteer) \_\_\_\_\_ have read, understand and agree to comply with all the *Plan to Protect* policies and procedures of Highview Community 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 \_\_\_\_\_

# HIGHVIEW COMMUNITY CHURCH

## Registration Form

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

**For the school year 20 \_\_ / 20 \_\_**

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

Child's Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Parents' Work Number \_\_\_\_\_

Health Card Number \_\_\_\_\_

Family Doctor \_\_\_\_\_ Phone Number \_\_\_\_\_

Allergies \_\_\_\_\_

**In case of an emergency, contact** \_\_\_\_\_

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

If yes, please explain:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Appendix 5

Is your child bringing any medication with him/her?  
If yes, please list.

Yes  No

\_\_\_\_\_

\_\_\_\_\_

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

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

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

### Photos

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

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

### Purposes and Extent

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

I have read, understood and agree with the above.

Parent Signature \_\_\_\_\_

Printed Name \_\_\_\_\_ Date \_\_\_\_\_

## 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.

# HIGHVIEW COMMUNITY CHURCH

## Youth Ministry Authorization and Consent Form

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

Student's Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Parents' Work Number \_\_\_\_\_

Health Card Number \_\_\_\_\_

Family Doctor \_\_\_\_\_ Phone Number \_\_\_\_\_

Allergies \_\_\_\_\_

**In case of an emergency, contact** \_\_\_\_\_

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

If yes, please explain:

\_\_\_\_\_  
\_\_\_\_\_

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

If yes, please list.

\_\_\_\_\_  
\_\_\_\_\_

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

## Appendix 7

I/we, the parents or guardians named below, authorize Pastor [name of pastor] or one of the [CHURCH/ORGANIZATION] Youth Ministry Personnel to sign a consent for medical treatment and to authorize any physician or hospital to provide medical assessment, treatment or procedures for the participant named above.

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

### Photos

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

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

### Purposes and Extent

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

### Parent / Guardian Options

1. I have read, understood and agree with above and sign it to cover all Student Ministry activities for the program year effective as stated below.

Parents'/Guardian Signature \_\_\_\_\_

Printed Name \_\_\_\_\_ Date \_\_\_\_\_

Effective from date signed through to August 31, 200 \_\_\_\_

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

Activity: \_\_\_\_\_

Parent / Guardian Signature \_\_\_\_\_

Printed Name \_\_\_\_\_ Date \_\_\_\_\_

## Trips and Off-Site Travel Form

Group \_\_\_\_\_

Destination \_\_\_\_\_ Contact Number \_\_\_\_\_

Departure	
Date	
Time	
ETA	

Return	
Date	
Time	
ETA	

Driver's Name	Vehicle

Leader's Name	Phone Number

Student's Name	Phone Number



## BloodBorne Pathogens and Infectious Diseases

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

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

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

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

4. Contaminated disposable latex gloves and other contaminated materials should be disposed in plastic-lined waste containers.
5. You need to develop an awareness of situations or dangers that may put you or others at risk. For instance, do not pick up broken glass with bare hands but use a brush and dustpan instead. You need to avoid punctures with objects that may contain blood from others. Carefully dispose trash that contains sharp objects. Use containers that cannot be broken or penetrated.
6. Surfaces that have blood or other potentially infectious materials containing blood on them must be cleaned with an approved disinfectant or a 1:10 solution of liquid household bleach and water. This disinfectant must be mixed daily and must sit for ten minutes before use.
7. An HBV (virus causing Hepatitis B) vaccination should be pursued within 24 hours if you have had an 'exposure incident'. An 'exposure incident' is when there is blood contact through an open sore, injury by a contaminated sharp object or by a blood splash into your eyes, nose or mouth.

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

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

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

#### **Sources:**

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

Guidelines Regarding Children and Infants with AIDS, Love in Action, Annapolis, MD

Universal Precautions, Alliance Academy, Quito Ecuador

[CHURCH/ORGANIZATION]

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

\_\_\_\_\_

Incident Date \_\_\_\_\_ Incident Time \_\_\_\_\_

Incident Location \_\_\_\_\_ Event Title \_\_\_\_\_

All Leaders Present \_\_\_\_\_

What happened?  
\_\_\_\_\_  
\_\_\_\_\_

Why did it happen?  
\_\_\_\_\_  
\_\_\_\_\_

What action was taken?  
\_\_\_\_\_  
\_\_\_\_\_

Contacted Parents  Yes  No

Parents' Response:  
\_\_\_\_\_  
\_\_\_\_\_

Leader's Name \_\_\_\_\_ Signature \_\_\_\_\_

Witness Name \_\_\_\_\_ Signature \_\_\_\_\_

[CHURCH/ORGANIZATION]

Suspected Abuse Report Form

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 Social Worker \_\_\_\_\_ Phone Number \_\_\_\_\_

Name of alleged perpetrator \_\_\_\_\_  M  F

Relationship between suspected victim and alleged perpetrator \_\_\_\_\_

Nature of suspected abuse  physical  sexual  emotional  neglect

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?

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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.

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

## [CHURCH/ORGANIZATION]

### LETTER OF INFORMED CONSENT

To be used for all off-site trips and activities of increased risk.

Student Name(s): \_\_\_\_\_

Activity: \_\_\_\_\_

Date of Activity: \_\_\_\_\_

Details of the Activity: *(include location/time/sleeping arrangements/mode of transportation/driver/activities upon arrival/ratios of student to staff/explanation of any and all risk which the students will be participating in i.e. rock climbing/bungee jumping/white water canoeing/water skiing)*

Dear Parent:

We are planning an activity as part of our programming that requires your permission prior to participation. We have provided you the details of the activity and request that you complete and sign the permission form. The safety of your child is our primary concern. Precautions will be taken for their wellbeing and protection.

#### Permission Form and Consent:

Student's Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Parents' Work Number \_\_\_\_\_

Health Card Number \_\_\_\_\_

Family Doctor \_\_\_\_\_ Phone Number \_\_\_\_\_

**In case of an emergency, contact** \_\_\_\_\_

I hereby consent to the participation of my/our child(ren) in this supervised activity.

While every precaution is taken for the safety and good health, some sports and activities carry with them the inherent risk of personal injury beyond the risks associated with many of the recreational activities at [CHURCH/ORGANIZATION]. I/we understand and accept these risks and agree that by allowing my child to participate in those activities, he/she may be taking part in a recreational activity that presents the potential for personal injury.

I/we, the parents or guardians named below, authorize the Pastor or one of [CHURCH/ORGANIZATION] ministry personnel to sign a consent for medical treatment and to authorize any physician or hospital to provide medical assessment, treatment or procedures for the participant named above.

I/we, named below, undertake and agree to indemnify and hold blameless [CHURCH/ORGANIZATION]), its personnel, its Pastors and Board from and against any loss, damage or injury suffered by the participant as a result of being part of the activities of [CHURCH/ORGANIZATION], as well as of any medical treatment authorized by the supervising individuals representing [CHURCH/ORGANIZATION]. This consent and authorization is effective only when participating in or traveling to events of the [CHURCH/ORGANIZATION]

I have read, understood and agree with above.

Activity: \_\_\_\_\_

Parent / Guardian Signature \_\_\_\_\_

Printed Name \_\_\_\_\_ Date \_\_\_\_\_