

# Plan to Protect

## Policies and Procedures Manual for Children, Youth, and Leaders

[updated August 24, 2007]

Rothesay Baptist Church Inc. & Valley Christian Academy have a spiritual, moral and legal obligation to provide a safe environment for children participating in church programs that are under the auspices and authority of the church. Child abuse is a criminal act as well as a violation of human conscience and dignity. It is a violation of God's moral law within the trusted context of relationship. It is criminal behavior that causes emotional, physical and spiritual trauma to victims, and has destructive consequences for abusers. The devastating effects on the credibility of the church ministry and the name of Christ make it essential that the church take all appropriate steps to prevent abusive incidences from occurring.

## Plan to Protect – Policies & Procedures Manual

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## INTRODUCTION

**Everyone who teaches, helps, or cares for children and/or youth under the auspices of Rothesay Baptist Church Inc. & Valley Christian Academy are required to follow the guidelines and procedures as defined in this document. The Church Board of Deacons has reviewed and adopted them as official policy.**

This plan is designed to assist church leaders in their recruiting of volunteers and, to the greatest extent possible, provide for the safety of the children served by these volunteers.

## Chapter 1

# Understanding the Need

### Reducing the Risk of Child Sexual Abuse

Rothesay Baptist Church Inc. & Valley Christian Academy have a mandate to minister to individuals, families, adults, youth and children. In that context, Rothesay Baptist Church Inc. & Valley Christian Academy stress the sanctity of human life and the importance and worth of each individual as a child of God.

The disturbing and traumatic rise of physical and sexual abuse of children has claimed the attention of our nation and society. Unfortunately, churches who have children's programs are not insulated from this alarming trend. In response to this trend, it is our commitment to provide reasonable protective care to all children and youth attending any programs sponsored by Rothesay Baptist Church Inc. & Valley Christian Academy. We feel compelled to establish guidelines for the prevention of child abuse.

Although Rothesay Baptist Church Inc. & Valley Christian Academy have been fortunate in never having any substantiated incidents of child abuse or molestation happen in the church, we recognize that formal guidelines and procedures will help prevent the opportunity for abuse to arise in the future.

We believe that childhood innocence is a gift given by God. Children are naturally trusting. Children readily place their faith in adults who care for them. It is our responsibility as a church to safeguard that trust. Childhood innocence is a gift that we must **Plan to Protect** within our church.

### It Can Happen in Any Church

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

There are few topics that create more emotion than that of child abuse, especially if it is sexual in nature.

Ed begins attending First Church. After a few weeks, he volunteers to work with the youth group. Church staff members do not know Ed, but they are delighted to have another worker. He is put to work immediately. The youth group has an overnight activity a few months later. Following the activity, two minors report that they were sexually molested by Ed. The parents of one of the minors contact a lawyer, and a \$3 million lawsuit is brought against Ed, the church and the church board. The parents claim that the church (and the church board) acted negligently by not doing any background investigation before using Ed as a volunteer worker.

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### Impact

A single incident of child molestation can devastate a church and divide the congregation. Members become outraged and bewildered. Parents question whether their own children have been victimized. The viability of the church's youth and children's programs is jeopardized. And church leaders face blame and guilt for allowing the incident to happen.

Such incidents often result in massive media attention, sometimes on a national scale. Television stations conduct live interviews from church property on the evening news. Front page stories hit the local paper. Community residents begin to associate the church with the incident of molestation. But far more tragic is the emotional trauma to the victim and the victim's family, and the enormous potential legal liability the church faces. If a trial ensues, the issue stays alive in the media for months, sometimes even years.

In making sure Rothesay Baptist Church Inc. & Valley Christian Academy are safer places, we will be:

- a) Safeguarding children and youth from abuse.
- b) Protecting the church and school staff and volunteer workers from potential allegations of sexual abuse
- c) Limiting the extent of legal risk and liability due to any such sexual abuse.
- d) Declaring zero tolerance for abuse, harassment or neglect.

## Chapter 2

# Understanding Child Abuse

### Definition

“Child abuse” is defined as follows:

- It can be physical, emotional or sexual.
- All child abuse involves the misuse of power.
- Misuse of power takes place when people take advantage of the authority or power they have over vulnerable people.
- Vulnerable people include adults with physical or mental disabilities and children. (Note: “child” means a person actually or apparently under the age of sixteen, and includes a disabled person actually or apparently under the age of nineteen.)

**Physical Abuse** is using physical force or action that results, or could result, in injury to a child or youth. It is more than reasonable discipline. Sometimes injury is caused by over-discipline. Injuring a child or youth is not acceptable, regardless of differing cultural standards on discipline. Note: *Within the context of the church, it is not permissible to strike a child.*

In 97 per cent of reported cases of physical abuse, parents are the perpetrators (Wolfe).\*

The perpetrator of physical abuse is approximately 1.5 times more likely to be male than female (Wolfe).\*

**Emotional Abuse** is a pattern of hurting a child’s feelings to the point of damaging their self-respect. It includes verbal attacks on the child, insults, humiliation or rejection. A child or youth who is emotionally harmed may demonstrate severe anxiety, depression, withdrawal, self-destructive or aggressive behaviour.

**Sexual Abuse** occurs when a child or youth is used by somebody else for sexual stimulation or gratification. Sexual activity between children or youth may also be sexual abuse if older or more powerful children or youth take sexual advantage of those who are younger or less powerful.

\*Wolfe, David. *Child Abuse. Implications for Child Development and Psychopathology.* Newbury Park, California: Sage, 1987. P.20.

The Law Reform Committee of Canada defines child sexual abuse as “Exposure of the child to sexual stimulation inappropriate for his age and role- the sexual exploitation of a child who is not developed mentally, capable of understanding or resisting the contact; or a child or adolescent who may be psychologically or socially dependent upon the perpetrator.”

### Symptoms of Abuse and Molestation

Church workers and staff should be alert to the physical signs of abuse and molestation, as well as to behavioural and verbal signs that a victim may exhibit.

A one-time event would not necessarily constitute a potential abuse case; sudden unexplained changes, however, would warrant investigation. Some of the more common signs are summarized below:

Physical signs may include:

- lacerations and bruises
- nightmares
- irritation, pain or injury to the genital area

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- difficulty with urination
- discomfort when sitting
- torn or bloody underclothing
- venereal disease

### Behavioral signs may include:

- anxiety when approaching church or nursery area
- nervous or hostile behaviour toward adults
- sexual self-consciousness
- “acting out” sexual behaviour
- withdrawal from church activities and friends

### Verbal signs may include the following statements:

- I don't like (*names a particular person*)
- (*Particular person*) does things to me when we're alone
- I don't like to be alone with (*particular person*)
- (*Particular person*) fooled around with me

## The Effects of Child Sexual Abuse

Child sexual abuse robs children of their childhood and can potentially scar its young victims for life. Too often in the past, the effects of abuse were minimized or dismissed. Children were viewed as being resilient. Recent research has shown that children can suffer significant pain from even a single abusive incident. Church members must be aware of the pain and long term suffering that can accompany such abuse. Abused children can display a wide range of negative symptoms in the aftermath of abuse. Abuse can result in abnormal fears, post-traumatic stress disorder (PTSD), aggressive behaviour, sexual “acting out”, depression, diffused sexual identity, and poor self-esteem. (Ksendall-Tackett, Williams, and Finkelhor, 1991) The incidence of sexually transmitted disease is also a possible outcome.

“The personal violation of child sexual abuse causes the victim to experience many losses... including loss of childhood memories, loss of healthy social contact, loss of the opportunity to learn, loss of bodily integrity, loss of identity and self-esteem, loss of trust, loss of sexual maturity, and loss of self-determination. All of these personal violations mean that victims of child sexual abuse lose the child's right to a normal childhood. In adulthood it may also mean the loss of the capacity to appreciate sexual intimacy as nurturing, holy and loving.” (The Report of the Winter Commission, 1990, Vol.1, p.118)

The degree of damage depends upon several factors including the intensity, duration and frequency of the abuse. In addition, the relationship of the perpetrator to the child matters. If the abuser is a known and trusted authority figure in the child's life, the degree of impact increases dramatically.

Consequences of child sexual abuse can plague victims into adulthood. Outcome studies of adult survivors of child sexual abuse suggest the following effects: sexual dysfunction, eating disorders, substance abuse, promiscuity, disassociation from emotions, and possible perpetration of sexual abuse on others. When church leaders, pastors, and respected congregational workers perpetrate the abuse, lifelong religious confusion and deep feelings of enmity toward God and the church can occur.

## The Profile of a Child Molester

**Who is the typical child molester?** Some church leaders assume that molesters are “strangers wearing trench coats” or “dirty old men.” These stereotypes not only are inaccurate, but they dangerously contribute to a false sense of security. Researchers in the field of child sexual abuse currently indicate that no one profile fits the various perpetrators of abuse. Church leaders can become preoccupied screening stereotypes, while not suspecting the real molester could be an active adult or teen in the church.

Bob sat dejectedly before the church board. His broad shoulders slumped as he tearfully retold his story. Bob has been sexually molesting his thirteen year old daughter for the last two years. This activity may have gone undetected except that Bob tried to abuse his daughter’s girlfriend while chaperoning a Sunday School activity. The young girl reported the incident to her parents and Bob was apprehended. The church leaders hearing this confession sat in disbelief. How could Bob, a successful businessman, husband, father of three children, and respected church worker commit such actions?

### Consider the following:

Over eighty percent of the time, the abuser is someone known to the victim.

Most abuse takes place within the context of an ongoing relationship.

1 in 3 females and 1 in 6 males in Canada experience some form of sexual abuse before the age of 18.

**If abuse occurs in our church, a respected member will most likely be the molester. Emphasis upon “stranger danger” will leave our church ill prepared. While it’s uncomfortable even to consider this, the most likely assailants include Sunday School teachers, religious educators, nursery or preschool workers, teachers in a church operated school, camp counsellors, scout leaders, “concerned” adults who volunteer to transport children to church, and clergy. Trusted adults – male or female – can easily mislead children and most incidents of child sexual abuse take place in the context of an ongoing relationship between the abuser and the child.**

## Chapter 3

# The Church's Legal Vulnerability

### Why Churches are Susceptible

Churches have unique features that can make them susceptible to incidents of child molestation. This risk increases dramatically for overnight activities.

**Access:** The Boy Scouts, Big Brothers, and similar organizations have instituted comprehensive programs to reduce the risk of child molestation. Child molesters are attracted to an institution in which they have immediate access to potential victims in an atmosphere of complete trust.

**Need:** Most churches struggle to get adequate help for children and youth programs. Recruiting nursery workers, for example, can become an unending effort. Turnover among volunteer workers is also high. A willing volunteer worker provides welcome relief.

Churches need to understand the extent of their liability. Churches are not “guarantors” of the safety and well-being of children. They are not absolutely liable for every injury that occurs on their premises or in the course of their activities. Generally, they are responsible only for those injuries that result from their negligence. Victims of molestation who have sued a church often allege that the church was negligent in not adequately screening applicants or for not providing adequate supervision.

### The Civil and Legal Liability of the Church

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

- the church is vicariously liable for the acts of its personnel, be they paid staff or volunteer staff, regardless of whether the church was itself negligent or even knew of the abuse,
- the church was negligent in its hiring or accepting personnel, whether paid or volunteer, and
- the church was negligent in the supervising or monitoring of its personnel or membership. This supervision will be recorded each week and kept on file.

*(Church and the Law Update, June 1994)*

## Chapter 4

# Child Protection Procedures

**Rothesay Baptist Church Inc. & Valley Christian Academy are committed to the following:**

1. We will screen all paid employees, including ministerial staff, and volunteers who work with children or youth.
2. We will check references on all our workers and everyone is required to have their own criminal record checks done, for any position involving work with children or youth. Anyone with criminal abuse violations will not be allowed to work with children or youth.
3. We will train all of our staff who work with children or youth, both paid and volunteer, to understand the nature of child sexual abuse, how carry out our policies to prevent sexual abuse including our clearly defined reporting procedures for suspected incidents.
4. We take seriously, our policies to prevent sexual abuse and will see that they are enforced.
5. Where possible two adults should be present during any children's activity. This rule reduces the risk of child molestation, and also reduces the risk of false accusations of molestation by individuals seeking a quick legal settlement.
6. We will follow the "Six Month" rule. Volunteers will be permitted to work with children or youth only after they have been adherents/members of Rothesay Baptist Church Inc. or have a child enrolled in Valley Christian Academy for a period of six months. Such a policy gives the church an additional opportunity to evaluate applicants and volunteers, and will help to repel persons seeking immediate access to children. (This provision may be waived where the person is transferring in from another church and has a letter of recommendation signed by the pastor of that church)

"Is screening important? Ask any member of a church in which an incident of sexual abuse has occurred."

Reducing the Risk of  
Child Sexual Abuse  
in Your Church

**These safeguards are not only to protect our children, but also our workers**

## Child Security

1. The names and addresses of parents and children must be carefully maintained.
2. Parents of nursery aged children will be provided with an I.D.# at the time the child is brought to the nursery. The child will be released only to the bearer of that I.D.#. The parent must provide in writing, any special needs of their child.
3. Programs for preschool aged children must provide a sign-in sheet. An accurate sign-in procedure would include each child's name, parent's name and parent's location during that period of time. Space will be provided for parents to list any special needs. In the case of Valley Christian Academy's K3 & K4 programs, children will be considered signed in when enrolment requirements are met in September each year. Parents will provide an emergency phone number so that the preschool teacher can contact them if needed. A child will be released to a parent or representative on the basis of prior arrangement with the teacher or school representative.
4. Children are never to be dropped off in the nursery or classroom without a teacher/caregiver present. If only one teacher/caregiver is present, the door must be left open. Doors are to be supervised so that children are not able to exit alone and/or a parent cannot take them from the room without a worker's assistance.

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5. Parents are not to enter the nursery or classroom when picking up their child unless requested to do so. This better enables the child-care staff to maintain order and provide the level of security that parents would expect.

### Washroom Guidelines

Parents are to be encouraged to take their children to visit the washroom prior to each class or service. This recommendation is to be communicated to parents at the beginning of each new school year, and throughout the year to newcomers.

#### 1. Nursery Children

As a general rule, staff in the nursery will not be expected to change diapers. However in the event that this becomes necessary the following rules will apply:

- Diaper changing must always take place in such a way that another nursery worker can easily see the child that is being changed, as well as the other children and workers in the room.
- Children must be 12 years of age or older, with appropriate training before being permitted to change infant's diapers.

#### 2. Up to the age of 7

- For preschool children, two adults will escort a group of children to the washroom. Where we do not have two adults available to take children to the washroom, hallway or safety monitors (preferably female) will be appointed to assist with washroom and security duties.
- If just one child must go to the washroom, the adult volunteer should escort the child to the washroom.
- Single washrooms- stand outside and wait for the child
- Multi-user washrooms - if no one is in the washroom, stand outside and prop the outside door open. The volunteer should remain outside the washroom door and wait for the child before escorting him or her back to the classroom. The volunteer should call the child's name if they are taking longer than seems necessary. If another person enters the washroom, the adult may also enter the washroom and wait for the child.
- Never be alone with a child in an unsupervised washroom and never go into a washroom cubicle with a child and shut the door.
- When preschool children need assistance in the washroom, an adult may enter the washroom cubicle to assist only when a second adult is within visual contact. If this is not possible, assist the child with the cubicle door open so you are visible to another person entering the washroom. Make note of the incident and inform the parents.

#### 3. Children over the age of 7

- Children over the age of 7 may go the washroom alone. Volunteers should be aware of when a child leaves and returns. Children should be given a 5 minute rule making very clear that they are expected to have returned to class within 5 minutes or the volunteer will go to check on them following the above procedures.

## Health and Safety Guidelines

### A. Sick Children

A child who is ill and could therefore expose other children and workers to illness, should not be received into the nursery. Any child with a known communicable disease should not be received into the nursery or a classroom.

### B. Emergencies

Rothesay Baptist Church Inc. workers are not to give or apply any medication. If a child needs medicating, the parent must give it. No medication will be left in the classroom or with a worker or child. In extreme cases (i.e. peanut allergies, ventilators, etc.) arrangements should be made with written instructions and the permission of the child's parent. In the case of Valley Christian Academy a child will be given pain relief medication only upon the written permission of the parent or guardian. Any prescription medication that should be administered through the school day will be stored in the school office (or the staff room refrigerator, if refrigeration is required) and will be administered to a child only with the written permission of the child's parent. Epi-pens for children with severe allergies will be provided by the parents of the allergic children along with written instructions and permission from the parents to administer these.

### C. Procedures for Dealing with Cuts or Injuries Involving Blood

- Separate the injured child from the other children. Isolate the area where any blood may have dropped on carpet, toys, etc. Apply first aid measures and send someone to locate the parents.
- If other children have had contact with any of the blood from the cut or injury, their parents should be informed.
- Put on latex gloves (available in the first-aid kit) and bandage the injury, avoiding contact with mouth, ears and eyes.
- Carefully wipe up all blood and bloody bandages and remove to a secure, inaccessible waste removal receptacle.
- Any blood on the floor or toys must be washed away using a solution of one part bleach to ten parts water.
- Remove and properly dispose of latex gloves. Wash carefully with sterilizing soap (available in first-aid kit).
- In case of Valley Christian Academy students, school staff will assess whether parents need to be contacted, depending on the severity of the injury.

## Classroom Staffing and Supervision Guidelines

Workers should always conduct themselves in a Godly manner, being an example of obedience, respect and honesty to those in their care.

### Personnel

Programs that involve children and youth must always include adequate supervisory personnel. There should be:

- 1 leader for every 3 infants (birth to 12 months)
- One leader for every 4 toddlers or preschoolers
- One leader for every 7 - 10 children or youth.

Valley Christian Academy is exempt from these supervision ratios.

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Supervision should also be maintained before and after the event until all children are in the custody of their parents or legal guardians.

### **The Danger:**

In one church the elementary grade Sunday School class frequently dismissed before the adult class. While the parents remain in class, the children often run freely around church property. One Sunday, two ten year old boys sexually molest an unsupervised eight year old girl in a vacant classroom.

Our desire is to provide a safe, loving classroom where the child feels comfortable and learning can take place. Therefore we recommend the following guidelines:

### **A. Two Leaders**

As a general rule there is to be a minimum of two leaders in any room with children, except in the event of an emergency situation. A temporary alternative to the two adult guideline is the open door policy.

### **Example:**

Randy, an adult member of First Church, volunteers to pick up a 10-year old boy on his way to church each week. The boy lives with his mother who is delighted to have a “father figure” express an interest in her son. This arrangement presents not only a risk of molestation, but also of false charges. It should be discouraged, unless a second adult is present with Randy every time the boy is picked up.

### **B. Obtain Parental Permission**

What about situations where an adult has a legitimate reason to be alone with a child? Church staff or volunteer workers must obtain the consent of the child’s parent or guardian before going out alone with that child, or spending time with the child in an unsupervised situation. Workers must also notify an appropriate church leader of such meetings in advance. Children must also have parental permission for involvement in church sponsored field trips or overnight events.

### **Example:**

Recently, drugs were discovered in the possession of a fourteen year old male member of the youth group while he was at school. Stan, the youth pastor, offers to pick him up after school on Tuesday with the hope of providing the boy adult support. This conduct violates the parental permission rule. Stan must first gain permission from the student’s parents before a private meeting can occur. He should also notify the senior pastor of his intentions in advance.

### **Example:**

A female member of the youth group explains she has a problem she cannot share with her parents and wants to meet the youth pastor alone after school to discuss it. She insists that the youth pastor not tell her parents. This meeting violates the parental permission rule. The youth pastor can meet with the student if a second, preferably female, volunteer worker is present.

### **C. Open Doors**

When it is necessary that only one adult leader be in a closed room with children (e.g. leader leaves room to take children to the washroom; a small class where there is one teacher for a classroom of 3 children),

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the door of that room should remain open. We have recommended that the class rooms have windows or window doors that will allow ministry supervisors to look in occasionally without interrupting the teaching process. In the case of Valley Christian Academy, classroom doors that have windows may be closed when the teacher is in the room with his/her class. In the case of VCA Extended Day Program, it is understood that parents pick up their children at various times, and therefore the last child to be picked up may be alone with the supervisor. In such situations the supervisor will take the child to the gymnasium where the door will remain open, or to the playground outside in plain view. Often teachers at VCA tutor students after regular school hours. This tutoring will take place in a classroom with the door open and with the permission of the students' parents.

### D. Age Expectation

In large churches, where parents may not know the volunteer, it is important to have at least one volunteer who is 18 years of age or older. In some cases where volunteers and parents are known to each other, volunteers between the ages of 12 and 18 may supervise a group of children. When these younger volunteers are used, the open door policy is to be enforced.

### E. Preschool Classes

All preschool rooms are to be staffed with at least one female adult worker to better facilitate observance of the washroom guidelines.

### F. Supervisory Staff

The supervisory staff should make regular visits to the classroom to make sure the class is properly staffed and supervised. Information is to be recorded for each class on rounds and kept on file.

### G. Family Protection

Family ministry teams work well together and should be encouraged as a method of staffing. However, for the protection of this family unit, we recommend the presence of at least one other volunteer not related to the family.

## Proper Display of Affection

Touch is an essential responsibility in nurturing lives. Volunteers need to be aware of, and sensitive to, differences in sexual development, cultural differences, family backgrounds, individual personalities, and special needs. Physical contact with children should be age and developmentally appropriate. The following guidelines are recommended as pure, genuine and positive displays of God's love:

### 1. Appropriate Touch

**Love and caring can be expressed in the following appropriate ways, by:**

- Bending down to the child's eye level and speaking kindly; listening to him or her carefully
- Taking a child's hand and leading him or her to an activity
- Putting an arm around the shoulder of a child who needs quieting or comforting.
- Taking both of the child's hands as you say, "You did such a good job!" (or "I'm so glad to see you. We've missed you!" etc.)
- Patting a child on the head, hand, shoulder or back to affirm him or her.
- Holding a child by the shoulders or hand to keep his or her attention while you redirect the child's behaviour.
- Gently holding a child's chin to help him or her focus on what you are saying. (important for children with attention deficit disorder)
- Holding a preschool child who is crying

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### 2. Inappropriate Touch

**You must avoid:**

- Kissing a child, coaxing a child to kiss you, extended hugging and tickling.
- Touching a child in any area that would be covered by a bathing suit (except when assisting a child with toileting as outlined previously).
- Being alone with a child.

## Special Events and Overnight Policies

For teachers planning social activities, field trips and service projects. The following precautions need to be taken with these activities.

### A. Field Trips and Special Events

- Activities conducted away from the church property should be pre-approved by the church leadership.
- Parents should be notified at least one week prior to the outing.
- For all overnight activities proper written consent and medical release forms are required for each child.
- For all normal activities such as evening activities/youth group outings, all medical information and a standardized release form will be filled out, and kept on file, at the beginning of the fall semester. (See appendices)
- All trips and outings must be supervised by a minimum of two approved, unrelated adult leaders, ensuring ratio quota from P. 13 is met.
- When the transporting of children is involved in an activity, all drivers must have a valid driver's license and current automobile insurance. The number of persons per car must never exceed the number of seat belts.

### B. Overnight Events

Church sponsored overnight activities may be permitted as long as the following guidelines are met:

- All overnight activities must be pre-approved by the church leadership.
- Proper written consent and medical release forms are required for each child participating in overnight events.
- All overnight activities should have a minimum ratio of one leader for every five children and one leader for every eight youth. All supervising adults must be approved volunteers. The ministry coordinator will decide on the appropriate number of leaders and their gender, once it is known what children will attend the event. Each leader should have an assigned group of children for whom they will be responsible during the overnight event.

## Chapter 5

# Equipment / Facility Requirements

### Architectural Precautions

When the church plans to build or to renovate, the following items are to be kept in mind where children's classrooms are involved:

#### Windows

- Large interior windows that allow for easy viewing by parents and supervisor
- Doors with windows which also provide for easy viewing. Sight lines through these windows should remain unobstructed at all times.

#### Washrooms

- Child-size toilets make it possible for children to use the washroom with little assistance.

#### Nursery Facilities

- Nursery change tables should be in full view.
- Nursery doors should be secured from the inside to prevent anyone from entering unnoticed.
- Nursery sleeping rooms should have a window on the door and a radio transmitter into the adjoining room.
- Electrical outlets must be covered or out of reach of children
- Cribs and toys must meet safety standards

#### Emergency Exit

- An emergency exit plan with maps and procedures should be visible in each classroom.
- All workers need to be familiar with the emergency exit plan.
- Procedures should be reviewed semi-annually for fire emergencies.

## Chapter 6

# Recruitment of Paid Staff and Volunteers

The Ministry Volunteer Application Form and/or Employee Application Form must be completed for all positions involving ministry with children and youth. To protect the church from legal liability and for the protection of all workers, every prospective ministry leader including established members of Rothesay Baptist Church Inc. & Valley Christian Academy, must complete the application form found in the Appendix of this document.

### Ministry Volunteer Application Form

In cases where children are to be supervised by volunteers, the Ministry Volunteer Application Form should be submitted by the volunteer before interim approval is considered. The Ministry Volunteer Application Form is critical in protecting the church from legal action if a case of child abuse occurs in which a church volunteer is involved.

To protect our children and to be protected from liability, the church must take reasonable action in screening and supervising the volunteers involved in any children's work. (A court can find the church legally liable if it is less than systematic and therefore negligent in screening volunteers). By having everyone fill out these forms and keeping them on file, the church greatly reduces the potential for child abuse and the resultant liability.

The Plan to Protect Coordinator must have an inventory list of Ministry Leaders and the status of the application process.

### Reference Check

Three personal references are requested on the Ministry Application Form. References that are acceptable are limited to the following:

- Former pastor
- Parents (for minors) - qualifies as one reference
- Teacher (for minors)
- Other volunteer member (who has sufficient strength of relationship to comment on the individual's personal habits and character).
- Employer

Two of these references will be contacted and asked to affirm the appointment of the volunteer. The person making the contacts, the date, and a summary of the reference's comments will all be recorded; this will become part of the Volunteer's Placement File. Use the suggested "script" for Telephone Follow-up when screening applications.

### Interview

An interview provides the ministry leaders with the opportunity to review the important items from the Ministry Volunteer Application Form in a personal setting. This allows the Plan to Protect Coordinator to ask follow-up questions and to enhance their knowledge of the applicant. The information given in the interview will be available only to the pastoral staff and so has limited confidentiality. The interview will also allow the potential volunteer the opportunity of asking questions about various children's ministries and the reasons behind our child protection procedures.

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At the same time, each applicant is to be provided with the application for a Criminal Record Check along with the instruction sheet describing how and where this form is to be processed.

### Criminal Record Check

A Criminal Record Check (CRC) will be made for any approved volunteers who accept a ministry position. All paid staff will also submit to a Criminal Record Check for their own protection and for the protection of the church. All records will be placed in the Personnel File set up for that purpose in the Administration Department and will be considered confidential, accessible only by the pastoral staff. Any individual who will not submit to this procedure will be ineligible to be involved with children on behalf of the church. Minors under 16 years of age are exempt from the CRC. Criminal Record Checks must be re-done after 3 years.

*New workers may begin working for the church provided they can give evidence of having applied for a Criminal Record Check. This grace period will not exceed 120 days.*

*The CRC's are to be sent to the church to the attention of the Administrative Assistant. If there is no criminal record of any sort, the volunteer may be considered for ongoing service in the church.*

*If there is a record or information which raises some concern, the designated ministry leader and the pastor in charge of the volunteer will meet to discuss the matter.*

*If the offense is other than child or sexual abuse, the volunteer may proceed with ministry in the church provided both the pastor and the ministry leader involved agree. The following are criteria to consider when evaluating the information:*

- *the number and type of convictions*
- *the age and circumstances of the offender at the time of the offense*
- *the length of time between past criminal activity and the present*
- *the conduct and circumstances of the individual since the offense*
- *the likelihood of the individual repeating the offense*

*If the offense is related to abuse of children or of a sexual nature, the volunteer may not be involved in ministry with children on behalf of Rothesay Baptist Church Inc. & Valley Christian Academy. The information contained in the CRC's is considered strictly confidential. Only the affected pastor, his supervisor, and other appropriate senior staff of the church can be privy to the information. The Board of Deacons will be consulted for their approval only in the event of disagreement.*

### A "Plan to Protect" Training

All Ministry Leaders will be equipped with training regarding child safety and child abuse prevention. Each leader must sign a record indicating they have been trained or have read through the "A Plan to Protect" materials; that record must be kept in the Volunteer Placement File.

### Approval Process

- All Ministry Leaders must be approved by the Director of the department involved.
- Approved volunteers will have completed a screening process which includes:
  - a) Completing a Ministry Volunteer Application Form
  - b) An interview.

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- All forms will be kept for a period of at least 10 years.
- As the church commences the screening procedure for volunteer workers, those already active in volunteer service will also complete the Criminal Record Check.
- If any current volunteer has a criminal conviction or has plead guilty to sexual or child abuse, that individual must be sensitively relieved of any duties in working with youth or children.

### **What kinds of criminal convictions disqualify an individual for youth work in Rothesay Baptist Church & Valley Christian Academy?**

A criminal conviction for a sexual offense involving a minor would certainly disqualify an applicant. In the case of pedophilic behaviour (molestation of a pre-adolescent child) such a conviction should disqualify an individual no matter how long ago it occurred (because of the virtual impossibility that such a condition can be "cured"). Other automatic disqualifiers would include incest, rape, assaults involving minors, murder, kidnapping, child pornography, sodomy, and the physical abuse of a minor.

Other crimes would strongly indicate that a person should not be considered for work with minors in our church. Some crimes would not be automatic disqualifiers, because they would not necessarily suggest a risk of child abuse or molestation. Some property offenses would not be included in this list, particularly if the offense occurred long ago and the individual has a long history of impeccable behaviour.

### **Should religious conversion make a difference for a youth worker who has been guilty of child molestation in the past?**

Occasionally, such persons freely admit to a prior incident, but insist that they have since had a conversion experience and that they now present no risk whatever. The safest course would be to encourage such an individual to work in the church, but in a position not involving access to children or youth. This is a reasonable accommodation of the individual's desire to serve Rothesay Baptist Church & Valley Christian Academy. Any church that permits such an individual to work with children or youth, on the basis of the professed religious conversion, will have a virtually indefensible position should another incident of molestation occur. A defense - that the molester claimed to have been converted - would likely be viewed with derision by a civil court. Putting a known child molester in a position involving access to children is taking an enormous risk.

### **Adult survivors of child abuse must meet with a pastor or designate before working with children or youth.**

This policy is included because of litigation suggesting that it is negligent for a church to hire children's workers without asking them if they were themselves victims of child abuse. Some courts have said that the statistical correlation between persons who abuse children and who were themselves abused as minors is so high that this kind of question must be asked. Rothesay Baptist Church & Valley Christian Academy want to respond to these legal developments, while at the same time preserving as much as possible the confidentiality of this kind of information.

Persons who are adult survivors of abuse should not automatically be disqualified from further consideration. Rather this information simply imposes on Rothesay Baptist Church & Valley Christian Academy a higher duty of care. If the Criminal Record Check comes back with no record of any child abuse or molestation, and if there is no other indication that the applicant poses a risk (from references or previous churches), then there is no reason why the person cannot serve. In some instances when warranted, counselling may be recommended.

## Chapter 7

# Incident Reporting Procedures

If you have any concerns regarding the safety of a child, you should report to your ministry coordinator.

Any person who has reasonable grounds to believe that a child (or children) is in need of protection is legally required to report the matter to a social worker in the local office of the Child Protection Department of Family and Community Services. A person who knowingly fails to report in these circumstances is in violation of the law and may be found to have committed an offense. (Please refer to the "Understanding Child Abuse" section earlier in this document.)

Abuse or neglect need not have already occurred for a child to be in need of protection; it is not necessary to wait until a child has been harmed to intervene. When abuse or neglect can be reasonably anticipated and there are reasonable grounds to believe a child is in need of protection, the legal obligation to report applies.

Historical abuse or neglect, that is, abuse or neglect which occurred in the not very recent past, must be reported wherever there are reasonable grounds to believe that a child may be in need of protection. If the alleged offender is in regular contact with a child or children, irrespective of whether it is the same child or children abused in the past, there may be grounds to believe that the child or children are at risk based on the offender's past behaviour. It is particularly vital to report these cases where the alleged abuser is in a position of trust concerning children, such as a teaching position.

### Confidentiality

In these matters it is important to keep the information restricted to those who need to be advised, therefore, all suspicions of abuse should be directed only to the pastor/director of that department, who will then contact the Senior Pastor. It is then the responsibility of the informant in conjunction with the Senior Pastor or his designate (a paid member of the ministry staff) to contact the appropriate authorities, who are best equipped to handle such issues..

**The only claim of confidentiality which overrides the legal duty to report is solicitor-client privilege. Thus physicians, clergymen and others who consider their professional relationships confidential for certain purposes are not exempt from the duty to report child abuse or neglect.**

### Discuss Suspicious Behaviour Immediately

Any inappropriate conduct or relationships between adult volunteer workers and a youth or a child must be confronted immediately and investigated. Prompt warnings must be issued when appropriate, and the situation monitored very closely. The adult worker's services should be terminated immediately for continued violation of sufficient gravity.

*Some conduct just deserves an initial comment.*

**Example.** The church youth group is having a picnic at a local lake. Following a volleyball game, one of the male chaperones begins to massage the shoulders of one of the female youth members. They are seated at a picnic table surrounded by other students. A second adult chaperone discretely pulls the first one aside and comments, "You probably weren't aware, but giving massages falls outside of proper volunteer conduct."

**Note:** If a worker observes another worker not following policy, ie. One on one, or observes an action that makes them feel uncomfortable or that could be misconstrued by others, they should bring it to the other person's attention.

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*Other conduct requires reporting.*

**Example.** Same facts as the preceding example, but the volunteer worker walks the student to an isolated location and massages her shoulders while laying down on the ground next to her. A second volunteer sees what is happening and immediately reports it to the adult in charge.

**Example.** A male youth volunteer is seen kissing a female member of the youth group. The action is immediately reported to the pastor.

### When an allegation occurs

In the case of an actual allegation, follow these guidelines:

- The ministry coordinator will work with the informant to document the concern, noting all efforts at handling the incident. This report will be delivered to the Senior Pastor immediately (preferably within the hour).
- The ministry coordinator and the Senior Pastor will assess the incident to determine if it requires reporting (remember: some conduct deserves counsel and advise from a supervisor while other conduct requires reporting). A follow up report will be completed. Both this and the initial report will be required if the incident is reportable.
- Where the Senior Pastor is involved in suspicious behaviour or allegation, the chairman of the Deacon's Board is to be immediately advised.
- In conjunction with the Senior Pastor the informant will contact the Child Protection Department of Family and Community Services.

#### **IMPORTANT:**

As soon as possible after the incident comes to your attention:

- **Contact the Child Protection Department of Family and Community Services 506 658-2734 (day), night emergency 1 800-442-9799. Do not attempt an in-depth investigation. This should be left to professionals who are familiar with these cases.**
- **Contact lawyer and report incident to our insurance company.**
- Do not prejudge the situation, but take the allegations seriously and reach out to the victim and the victim's family. Showing care and support help to prevent further hurt. Extend whatever pastoral resources are needed. Remember that the care and safety of the victim is the first priority. In some situations, churches have responded in a negative or non-supportive manner to the alleged victim. This can increase the anger and pain of the victim and the victim's family. Future reconciliation will be more difficult. The possibility of damaging litigation increases.
- Treat the accused with dignity and support. If the accused is a church worker, that person should be relieved temporarily of his or her duties until the investigation is finished. If the person is a paid employee, arrangements should be made to either maintain or suspend his or her income until the allegations are cleared or substantiated.

## Responding to the Child

When the child first comes to you, be sure to take his or her word seriously. Don't deny the problem, but stay calm and listen to the child. Give emotional support, reminding the child that he or she is not at fault. Tell the child that he or she was right in telling you about the problem. Do not promise the child you will not tell anyone.

## Protection from Liability

Church personnel are obligated by law to immediately report to the child welfare personnel at local office of the Minister of Family and Community Services any suspected case of child abuse. It is not a breach of confidence between church personnel and the child involved. No person is personally liable for anything done or omitted in good faith in the exercise of this responsibility. As church leaders, we are accountable to God to protect His little ones. Although it is our desire to protect the parents as much as legally possible from undue interference by outside authorities into their family, the protection of children from abuse is even more important. We want to follow the principles of submitting to governing authorities (Romans 13:1 ff) while at the same time helping parents to exercise child discipline that is consistent with the Scriptures, and in the best interest of the children.

*As part of a child protection investigation, social workers are required under the Child, Family and Community Services Act to assess:*

- *the child's current state of health;*
- *their sense of safety and their views of abuse*
- *previous abuse, neglect or harm; and*
- *the ability of the parent(s) to care for and protect the child.*

*The social worker will talk to people who have contact with the child and family. They may request records or other types of information. They are entitled to whatever information is needed to complete an investigation. If denied access to a record, they can seek a court order.*

*When a Ministry Leader receives a request for information regarding a child attending our facility the following process should be followed at all times to assure the health and safety of the child in your care.*

- Any request from a child protection social worker should be in person and the protection worker should carry and show you photo ID.*
- On the occasions where there is an urgency and the child protection social worker is unable to visit the facility and show photo ID, the protection social worker may telephone you from their office.*
  - *The social worker is to identify him/herself*
  - *They are to explain the information they are requesting and the process you are to follow. They WILL NOT ask for information at this time. You are NOT to give information at this time*
  - *The social worker will give you their name and their office phone number*
  - *You will check the number given with the phone number of the local offices listed in this chapter to make sure they match*
  - *You may telephone the district supervisor of child protection to make sure this is a legitimate request.*
  - *You will then call the number given by the social worker. At that time the social worker will ask for the information needed.*
  - *You will provide the necessary information*
  - *You will then ask to be told what happens. This is very important. It becomes extremely important if the child continues to attend our facility.*
- It is possible that a protection social worker may call from their cell phone. This is the least acceptable form of requesting information from a caregiver. The exact same process as a request by telephone with one additional stipulation:*

*If it is after hours and the office cannot be contacted or the cell number confirmed, the caregiver is not to give out any information. They can request the social worker appear at the church with photo ID.*

- No information is to be given out if the request is from a pay phone, or for any other type of request.*

## Who Must Report

Any person who has reasonable grounds to believe that a child (or children) is in need of protection is legally required to report the matter as outlined in this document. A person who knowingly fails to report in these circumstances is in violation of the law and may be found to have committed an offense.

*For working definitions of abuse and neglect, see the “Understanding Child Abuse” section found in Chapter 2.*

Social workers designated to receive reports are trained to investigate and assess the need for intervention. Other professionals must not assume this function. A professional who does so and fails to report commits an offense. The Act protects an individual when a report is made. No action would be taken against a person making a report unless it is made maliciously or without reasonable grounds for the belief.

## Report Follow-Up

A confidential written report (See Appendix 2B) with conclusions and action taken should always be made by the pastor heading up that ministry following a child abuse report. These reports should be kept in a confidential personnel file.

## Response to Allegations of Abuse

### Be Prepared in Advance

Realistically, no practical prevention strategy is 100 percent effective. An accusation of child sexual abuse may occur in any church. Rothesay Baptist Church Inc. & Valley Christian Academy have a premeditated plan or strategy to respond to sexual abuse allegations. The church should not try to navigate a crisis situation without a compass to guide it. Wrong actions can multiply the pain and liability inherent in an abuse case.

**An effective response strategy recognizes the following underlying principles:**

- All allegations are to be taken seriously.
- Situations must be handled forthrightly with due respect for people’s privacy and confidentiality.
- Full co-operation must be given to civil authorities under the guidance of our church lawyer.
- Adequate care must be shown for the well-being of victims.
- The victim should not be held responsible in any way.

### Records

Always have adequate records of workers’ applications, references and screening forms. They should be up-to-date and accessible. Records should be kept at least ten years and will include reports such as: attendance, daily log sheets and supervisory sheets.

### Spokesperson

The senior pastor or his designate will be the spokesperson for the church. He will speak to the media and the congregation regarding the matter in a discreet, informed, truthful and diplomatic way. (Often, the media interviews several church leaders who have never given any consideration to responding to such inquiries. In such cases, conflicting and contradictory statements can abound, and the public will develop a negative impression of the church. This is avoided when only one person is designated to speak for the church in such cases).

### Position Statement

In an allegation of abuse, the statement below is to be used for a public response until all of the facts are uncovered and the case reviewed:

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*"It is always tragic when children are abused or exploited. Rothesay Baptist Church & Valley Christian Academy are aware of the ever growing nature of child abuse. We have taken careful precautions to protect the children entrusted to our care. We are distressed by any accusation of child abuse. We will do everything in our power to address any needs in this situation. For the welfare of those involved, all information has been directed to the (insert name of appropriate agencies and authorities)."*

This is a clear position statement of Rothesay Baptist Church Inc. & Valley Christian Academy regarding child sexual abuse. The policies and established safeguards are included. Having a carefully prepared statement is far superior to making no comment.

This is an opportunity to influence public opinion positively by emphasizing an awareness of the problem of child abuse, a concern for victims, and the extensive steps Rothesay Baptist Church & Valley Christian Academy have taken to reduce the risk and provide a safe environment for children. It lets the media know that Rothesay Baptist Church Inc. & Valley Christian Academy take the risk of child abuse seriously, and that we have acted responsibly. This is not the time for silence or "no comment." We will not surrender the pulpit to those who will criticize and condemn the church.  
Rothesay Baptist Church & Valley Christian Academy will not engage in denial, minimization, or blame.

Often when confronted with an allegation of abuse, a church may respond in one or more of the following ways:

- Deny that the incident occurred, despite clear evidence to the contrary
- Acknowledge that the incident occurred, but minimize it. For example, a church leader may say, "It only happened once," or "It wasn't that serious".
- Blame the victim or the victim's family.

***These responses are all inappropriate and are to be avoided.***

### Don't be Accusatory

Avoid spelling out the details of an accusation in a public interview.

### Use a Lawyer

Always have the church's lawyer present while answering any investigative questions from the police or social service agencies. The accused should follow the same procedure with their lawyer.

## Chapter 8

# Implementation Procedures

The topic of child abuse and this Prevention Plan will create a variety of reactions among congregational members. Many will be in favor of the concept. Others will have questions and reservations. It is important for leadership to continually provide prospective leaders and vested interest groups the need for such a policy then give them opportunities for providing feedback. The topic can be presented in Leadership Seminars and Sunday or mid-week Adult classes. Staff members or other Ministry Leaders will be available to answer concerns and provide specific answers about this particular aspect of the church's policies.

### Presenting this Policy

The following key points should be made:

- Child sexual abuse can happen in our church.
- One incident can devastate a child, a family and the church.
- The legal liabilities can be enormous.
- Church leaders may be held liable.
- A prevention program can reduce risk through relatively simple procedures.

It is important to periodically inform the congregation of the key issues pertaining to child sexual abuse and why a decision was made to establish a prevention plan. This will continue to nurture an emotional commitment within our membership to maintain a safe church environment for all children and youth.

The climate in these presentations should not be one of sober reflection but of hope. You want the people to realize that Rothesay Baptist Church & Valley Christian Academy are taking action to minister to this need. The focus should be upon the great responsibility God has given to us to care for our children. Scripture verses might be used such as the following: Psalm 78:1-6; Psalm 127; Psalm 46: 1, 6; 2 Samuel 13; Matthew 18:1-6; Matthew 18:10; Luke 18:15-17; Ephesians 5:11-13.

### Monitoring of Policy

Department Heads and/or ministry leaders should thoroughly review these policies and procedures as part of their pre-fall program planning.

After the initial emphasis on the program wanes, workers may begin to ignore basic policies. For example, the Two Adult Rule may become routinely neglected. Attention must be given to periodic monitoring that examines the following:

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

Thoroughly discuss each policy and procedure with your department heads and/or ministry leaders. Work through all concerns. If problems exist in the policies, they should be brought to the attention of the Administrative Assistant. Consider revisions, but changes must not sacrifice the integrity of the program. Work at developing a sense of unity before educating workers and volunteers. Also work with the Provincial authorities by having them review the policy to ensure completeness and legal compliance.

## **Educate Workers and Volunteers**

Routines must be established for the training of all new workers who serve the church. Nursery workers fall into a category that we will consider separately.

### **A. Future Workers**

Often, new workers begin together as a group at the start of a new quarter or educational period. Sometimes, however, a new worker becomes active after a program has already begun. A plan must exist to provide training for all workers, regardless of when they begin. Begin with a new member orientation class. All church members should be aware of basic policies concerning working with youth and children.

Group training will occur at the start of each new program year. Individuals who begin at a later date should meet with a designated person to review the policies and procedures and to complete the screening form. These workers should view the entire video presentation and read the policy manual. They will then be enrolled for the next scheduled training class.

### **B. Annual Training/ Additional Classes**

A regularly scheduled annual training program will be offered each Fall as school begins and church programs gear up for the new church year. Additional classes will be scheduled as required. This will be co-ordinated by the church office.

### **C. Nursery**

Rothsay Baptist Church Inc. use a number of volunteer workers in the nursery programs. Many of these volunteers may serve only a few hours each year. Special training sessions will be conducted for all volunteer nursery workers outlining nursery policy and procedures, behavioral guidelines, and where to find supplies.

## Chapter 9

# Accountability

If it is proven that a ministry leader of Rothesay Baptist Church or Valley Christian Academy has committed child abuse, the church will practice discipline according to Matthew 18:15-17, the bylaws of the church. The church must avoid any undue interference when a report of child abuse has been filed with the Child Protection Department of Family and Community Services. The church should ask the agency how it can assist in helping and supporting the hurting child and his or her family. The church 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.

An accusation of child sexual abuse may occur in any church. Wrong reactions can multiply the pain and liability inherent in an abuse case.

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Appendix A

INITIAL REPORT FORM

**SUSPECTED CHILD ABUSE**

Date: \_\_\_\_\_

NAME OF CHILD: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

NAME OF PERSON FILING REPORT: \_\_\_\_\_

NAME OF PERSON RECEIVING REPORT: \_\_\_\_\_

Nature of suspected abuse: (physical, sexual, emotional, neglect):

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

Indications of suspected abuse: (Including facts, physical signs and course of events where necessary):

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

Action taken: (including date and time):

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

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**.

Signed: \_\_\_\_\_  
(Person Reporting)

Signed: \_\_\_\_\_  
(Pastor)

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Appendix B

FOLLOW-UP REPORT FORM

**SUSPECTED CHILD ABUSE**

NAME OF CHILD: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

NAME OF PERSON WHO FILED INITIAL REPORT: \_\_\_\_\_

NAME OF PERSON RECEIVING REPORT: \_\_\_\_\_

CONCLUSIONS:

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

ACTION TAKEN: (Include date and time):

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

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**.

Signed: \_\_\_\_\_  
(Person Reporting)

Signed: \_\_\_\_\_  
(Pastor)

Date: \_\_\_\_\_

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Appendix C  
**WAIVER & MEDICAL RELEASE FORM**

**Field Trips and Special Events**

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

Chaperones: \_\_\_\_\_

Name of Child/Youth: \_\_\_\_\_ Age: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ School: \_\_\_\_\_

Does your child/youth have any severe allergies? (bee stings, food, penicillin, other drugs)

YES \_\_\_\_\_ NO \_\_\_\_\_ If yes, explain: \_\_\_\_\_

Does your child/youth have any life-threatening allergies?

YES \_\_\_\_\_ NO \_\_\_\_\_ If yes, explain: \_\_\_\_\_

Is your child/youth bringing any medication with him/her? (Antibiotics, Ventilator, Ritalin)

YES \_\_\_\_\_ NO \_\_\_\_\_ If yes, explain: \_\_\_\_\_

Does your child/youth have any physical, emotional, mental or behavioral concerns or limitations that our staff should be aware of?

YES \_\_\_\_\_ NO \_\_\_\_\_ If yes, explain: \_\_\_\_\_

Precautions are taken for the safety of your child/youth, but in the event of accident or sickness, Rothesay Baptist Church & Valley Christian Academy, its staff, and its volunteers are hereby released from any liability. In the event that your child/youth requires special medication, x-rays or treatment, the parents/guardians will be notified immediately.

Your child/youth must be covered by Provincial Health Insurance or equivalent medical insurance.

Provincial Health Insurance Number: \_\_\_\_\_

Name of Family Physician: \_\_\_\_\_ Physician's Phone: \_\_\_\_\_

**Parent/Guardian's Signature:**

**Date:**

\_\_\_\_\_

\_\_\_\_\_

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Appendix D  
**WAIVER & MEDICAL RELEASE FORM**  
**Overnight Events**

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

Chaperones: \_\_\_\_\_

Name of Child/Youth: \_\_\_\_\_ Age: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ School: \_\_\_\_\_

Does your child/youth have any severe allergies? (bee stings, food, penicillin, other drugs)

YES \_\_\_\_\_ NO \_\_\_\_\_ If yes, explain: \_\_\_\_\_

Does your child/youth have any life-threatening allergies?

YES \_\_\_\_\_ NO \_\_\_\_\_ If yes, explain: \_\_\_\_\_

Is your child/youth bringing any medication with him/her? (Antibiotics, Ventilator, Ritalin)

YES \_\_\_\_\_ NO \_\_\_\_\_ If yes, explain: \_\_\_\_\_

Does your child/youth have any physical, emotional, mental or behavioral concerns or limitations that our staff should be aware of?

YES \_\_\_\_\_ NO \_\_\_\_\_ If yes, explain: \_\_\_\_\_

Check if your child/youth currently, or within the last three months, has had any of the following:

- |              |               |                  |                     |
|--------------|---------------|------------------|---------------------|
| Appendicitis | Ear infection | Hay Fever        | Mumps               |
| Asthma       | Epilepsy      | Hepatitis        | Severe Stomach Ache |
| Bedwetting   | Diabetes      | Measles (Red)    | Sinusitis           |
| Chicken Pox  | Fainting      | Measles (German) | Tonsillitis         |

Other \_\_\_\_\_

Date of last Tetanus Shot: \_\_\_\_\_

Precautions are taken for the safety of your child/youth, but in the event of accident or sickness, Rothesay Baptist Church & Valley Christian Academy, its staff, and its volunteers are hereby released from any liability. In the event that your child/youth requires special medication, x-rays or treatment, the parents/guardians will be notified immediately. In case of surgical emergency, I hereby give permission to the physician selected by Rothesay Baptist Church & Valley Christian Academy to hospitalize, secure proper treatment for, and to order injection, anesthesia or surgery for my child/youth as named above.

Your child/youth must be covered by Provincial Health Insurance or equivalent medical insurance.

Provincial Health Insurance Number: \_\_\_\_\_

Name of Family Physician: \_\_\_\_\_ Physician's Phone: \_\_\_\_\_

**Parent/Guardian's Signature:**

**Date:**

\_\_\_\_\_

\_\_\_\_\_

Appendix E

**Ministry Volunteer Application Form**

Children/Youth Ministry at Rothesay Baptist Church & Valley Christian Academy

[information received is strictly confidential]

We recognize that this Ministry Volunteer Application Form is extensive. We wish we didn't have to ask these questions. However, 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 to protect our volunteers. Thank you in advance for your understanding.

**Personal Information**

Full Name: \_\_\_\_\_ Male \_\_\_\_\_ Female \_\_\_\_\_

Phone Number: [h] \_\_\_\_\_ [w] \_\_\_\_\_

Driver's License #: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Single \_\_\_\_\_ Married \_\_\_\_\_ Engaged \_\_\_\_\_ Separated \_\_\_\_\_

Divorced \_\_\_\_\_ Remarried \_\_\_\_\_ Widow/Widower \_\_\_\_\_

Spouse's Name \_\_\_\_\_

Is your spouse supportive of your ministry involvement? If no, please explain: \_\_\_\_\_

**Personal History**

Elementary and Secondary School – Grade completed \_\_\_\_\_

College/University: Years completed \_\_\_\_ Degree received: \_\_\_\_\_

Occupation and/or Employer: \_\_\_\_\_

Hobbies, Interests and/or skills: \_\_\_\_\_

**Spiritual History**

How long have you attended RBC? \_\_\_\_\_

Are you a member? \_\_\_\_\_

If not, are you willing to consider becoming a member? \_\_\_\_\_

Do you regularly attend? [2 or more services a month] \_\_\_\_\_

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

Have you been baptized? \_\_\_\_\_

If not, are you willing to attend a baptism class? \_\_\_\_\_

In a brief paragraph, please outline your spiritual journey.

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

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Have you taken any courses or received any training that would equip you for Christian ministry?

\_\_\_\_\_

Have you identified your spiritual gifts? Please list. \_\_\_\_\_

\_\_\_\_\_

**Ministry Information**

Churches I attended in the last 5 years are as follows:

1. Name of Church \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_

Dates attended: \_\_\_\_\_ Member? \_\_\_\_\_

2. Name of Church \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_

Dates attended: \_\_\_\_\_ Member? \_\_\_\_\_

3. Name of Church \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_

Dates attended: \_\_\_\_\_ Member? \_\_\_\_\_

**My present and previous ministry experience is as follows:**

1. Name of Church \_\_\_\_\_

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

Pastor or ministry supervisor: \_\_\_\_\_

Phone Number: \_\_\_\_\_

2. Name of Church \_\_\_\_\_

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

Pastor or ministry supervisor: \_\_\_\_\_

Phone Number: \_\_\_\_\_

3.. Name of Church \_\_\_\_\_

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

Pastor or ministry supervisor: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Area of ministry you are interested in: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Plan to Protect – Policies & Procedures Manual

**Confidential Information**

In order to provide a safe and secure environment for our children/youth, we believe it is necessary to include the following questions as part of our application process. All information will be kept strictly confidential. [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.

Have you had any painful experience [personal abuse in any form] that has better equipped you, or may hinder you from a productive ministry with children/youth?

\_\_\_\_\_

Would you like to meet with a pastor regarding this circumstance? \_\_\_\_\_

Have you ever been convicted for the use or sale of drugs? \_\_\_\_\_

Have you ever been hospitalized or treated for alcohol or substance abuse? \_\_\_\_\_

Have you ever been convicted of a criminal offense [excluding minor traffic violations]? \_\_\_\_\_

Have you ever been accused, arrested or convicted for any sexually related crimes? \_\_\_\_\_

Have you ever been accused, arrested or convicted of any abuse related crimes? \_\_\_\_\_

Are there circumstances involving your lifestyle or background that would call into question your ability to work with children/youth?

\_\_\_\_\_

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

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

Health problems [medical or psychiatric]: \_\_\_\_\_

Do you have any physical conditions that would prevent you from performing certain types of activities [lifting children, playing sports]? If so, please explain. \_\_\_\_\_

\_\_\_\_\_

**Note: If you are uncomfortable writing your response to the previous questions, you may leave it blank and it will be discussed during your interview.**

Plan to Protect – Policies & Procedures Manual

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 \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_

2. Name of reference \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_

3. Name of reference \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_

**Applicant’s Statement and Release of Information**

The information contained in this application is correct to the best of my knowledge. I authorize any references or churches listed in the application to give you any information (including opinions) that they may have regarding my character and fitness for children or youth work. In consideration of the receipt and evaluation of the application by Rothesay Baptist Church, I hereby release any individual, church, youth organization, charity, employer, reference, or any other person or organization, including record custodians, both collectively and individually, from any and all liability for damages of whatever kind or nature, which may at any time result to me, my heirs, or family on account of compliance, or any attempt to comply, with this authorization. I waive any right that I may have to inspect any information provided about me by any other organization identified by me in this application.

Should my application be accepted, I agree to be bound by the Bylaws and Policies of Rothesay Baptist Church, and to refrain from conduct deemed as sin in the Bible in the performance of my services on behalf of the church. I understand that if my character or morals should be inappropriate and/or criminal at any time during my service, Rothesay Baptist Church will be entitled to terminate my assistance without any prior notice, negating any oral or written statements. If at any time I find that for any reason I am unable to support or am in conflict with the policies or doctrine of Rothesay Baptist Church and we are not able to resolve the issue, I will gracefully and quietly resign my service position.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Witness: \_\_\_\_\_ Date: \_\_\_\_\_