

Trinity Bible Church

**Child and Worker Protection
Policy and Procedures**

Version 1.2

CHILD AND WORKER PROTECTION POLICY AND PROCEDURES

List of Amendments

Amendment Number	Date	Person(s) Responsible
Original Ver. 1.0	31 July 2003	Child Worker Policy Committee
Ver 1.1	December 2003	TBCO Board of Elders
Ver 1.2	October 2009	TBCO Board of Elders

Policy Revision

- A. The child worker policy shall be reviewed annually by the Church Board. All amendments or revisions shall be done by the Church Board without requiring subsequent approval from the members of TBC.
- B. Any subsequent amendments or revisions of this policy shall honour the original intent of the policy as ratified by the members of TBC.
- C. There shall be date and version control of all subsequent documents to provide an audit trail of changes and revisions. This shall be maintained by the Church Board Secretary and shall be available upon request.

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Introduction

Each member of the church body is equipped with a gift or gifts designed to minister to those within the congregation. The hallmark of a healthy, vital and growing church is individuals using their gifts for God's glory and the congregation's edification. The very essence of individuals using their gifts is those people volunteering to serve the church and without volunteers much of what occurs at Trinity Bible Church could not occur.

One of the crucial ministries at Trinity is children's work. Children represent our future as families, a local church body and a nation. More importantly is God's view of children and we read of Jesus injunction to let the children come to Him in Mark 10:14 and the seriousness with which God views causing harm to a child in Luke 17:1-2. Accordingly, Trinity Bible Church cannot with clear conscience minimize or overlook an area that is important to God.

As well, we must provide for the protection of those who faithfully serve at Trinity. Paul's command to avoid every kind of evil in 1 Thessalonians 5:22 makes it necessary that Trinity Bible Church provide a means for them to carry out their work free from the distraction that their actions could result in their being placed in a compromising situation.

We must also be mindful of the impact that allegations of abuse, and more importantly the fact of abuse, can have on Trinity's ministry. Legal costs could cripple the church, while the damage to Trinity's reputation could impair the church's ability to effectively minister. Therefore, in order to preserve the ministry of Trinity Bible Church and to bring honour to the name of our Lord, Trinity will use the following policy regarding children and workers in children's ministries.

Policy Statement

Trinity Bible Church is concerned for the safety of the children and families we serve. At the same time, the church is concerned about the safety and reputation of the adults and teens who volunteer to make this ministry possible. Trinity Bible Church recognizes its spiritual, moral and legal obligation to provide a secure environment for children participating in church programs that are under the auspices and authority of this church. Child abuse is a violation of God's moral law. It is criminal behaviour that causes emotional, physical and spiritual trauma to victims and has destructive consequences for abusers. Trinity Bible Church has zero tolerance regarding child abuse. Trinity Bible Church also recognizes the damage that false or wrongful allegations of abuse can have on the reputation of those who work in children's ministries and its spiritual and moral obligation to protect workers from such allegations. Devastating effects on the credibility of Trinity Bible Church ministry and the name of

Christ make it essential that this church take all appropriate steps to prevent abusive incidents from occurring. We have therefore developed the following procedures to prevent the possibility of abuse taking place.¹

Application

Trinity Bible Church recognizes that the primary level of responsibility for the protection of any child rests with the parents of that child. This policy is not intended to usurp parental responsibility and is to be applied in circumstances where the parent(s) has placed his or her child or children into a ministry that is under the auspices and control of Trinity Bible Church. In accepting a child into a children's ministry program, Trinity Bible Church acknowledges its responsibility for the care of that child until such time as the parent(s) again takes the child. A parent is, on advising the ministry leader, free to examine the ministry in operation and is also free at any time to reclaim his or her child from the care of Trinity Bible Church workers.²

This policy does not apply to situations or circumstances outside of the authority and control of Trinity Bible Church. This appeals to the overarching principle of parental responsibility and once the child or children have been released to his/her/their parents, those parents are now responsible for their children regardless of whether they remain within the facilities of Trinity Bible Church.³

The conditions set out in this policy apply to activities that fall under the authority and control of the leadership of Trinity Bible Church. Since employees, members, associate members and adherents, as defined in the constitution of Trinity Bible Church, all recognize and place themselves under the authority of the church leadership, the goal is to have only employees, members, associate members and adherents from Trinity Bible Church participate in children's ministries. Where a ministry draws volunteers from other churches, the goal is to have those volunteers must be recognized as an employee, member, associate member or adherent, or the equivalent, in their respective churches. However,

¹ *A Suggested Policy for Associated Gospel Churches on Child Safety and Abuse Issues.* Revised August 2002.

² The intent of advising the ministry team leader is to ensure those responsible for the program are aware of any additional persons who may be present. This is of particular importance when the parent is a visitor to the church and therefore unknown to the ministry leader or the workers.

³ While it is possible to envision many different and varied scenarios, the following examples are offered. During the period between 10:30 and 11:00 on Sunday, the children are released to their parents from Sunday School at 10:30 and are subsequently sent to Junior Church around 11:00. During that 30-minute interval, the parents and not Trinity Bible Church are responsible for the safety and care of their children. Similarly, parents are entitled to permit their children to visit at the home of a friend(s), even if the parent(s) of that friend(s) is involved with children's work at Trinity Bible Church. In such circumstances it is up to the parent to ascertain the relative safety of their child when in the care of another.

on a case-by-case basis, faithful believers who are regularly attending and are involved in their local church may become volunteers in a children's ministry providing the individual or individuals meet the requirements in these procedures. In any event, all volunteers in a children's ministry will submit to the authority of the leadership of Trinity Bible Church and the leaders of the ministry in which they are involved in all matters pertaining to that ministry.

Trinity Bible Church also recognizes the possibility of parents, whose children are involved in an activity, assisting the leaders of that activity. Such parental activity is encouraged providing the parent remains under the supervision of an adult volunteer from the children's ministry and that the parent is not left alone with any children.

There is no intent to apply this policy to situations or circumstances outside of the authority and control of Trinity Bible Church.

The upper age bracket for the application of this policy is the Senior High youth group.

All incidents or allegations of abuse will be immediately dealt with in a manner consistent with the law bearing in mind the sensitive nature of such incidents on both the alleged victim and abuser. Notwithstanding the intended application of this policy, any incidents or allegations of abuse that take place on the property of Trinity Bible Church, or that are brought to the attention of staff or the leadership of Trinity Bible Church, regarding any individual or individuals within the congregation, shall be dealt with according to the guidelines laid out in this policy document.

Rationale

The general principle underlying this policy is for workers and participants in Trinity Bible Church's children's' and youth programs is to see, give and experience the love of Christ. This policy will permit the love of Christ to be given and experienced while reducing to the greatest extent possible situations where a child can suffer harm or a worker can be falsely accused of causing a child harm.

Definitions of Abuse

Child abuse occurs when a parent, guardian or caregiver⁴ mistreats or neglects a child resulting in:

- Injury, or
- Significant emotional or psychological harm, or

⁴ Added to this list are children in a situation where one child has a significant advantage in age or power over another child. In such a case the older child is responsible for his or her actions.

- Serious risk of harm to the child.

Child abuse can occur in one, or more, of the following forms:

Physical abuse is the deliberate application of force to any part of a child's body, which results or may result in a non-accidental injury. It may involve hitting a child a single time, or it may involve a pattern of incidents. Physical abuse also includes behaviour such as shaking, choking, biting, kicking, burning or poisoning a child, or holding a child under water, or any other harmful or dangerous use of force or restraint.⁵

Sexual abuse occurs when a child is used for sexual purposes by an adult or adolescent. It involves exposing a child to any sexual activity or behaviour, including pornography. Sexual abuse most often involves fondling and may include inviting a child to touch or be touched sexually.⁶ In determining whether behaviour is of a sexual nature, one should ask whether a reasonable observer, looking at the behaviour in its context, would conclude that it is. This would exclude normal affectionate behaviour towards children and normal health or hygiene care.⁷

Sexual activity between children may constitute sexual abuse if the difference in age or power between the children is so significant that the older or more powerful child is clearly taking sexual advantage of the younger or less powerful child.^{8,9} Some authorities rightly exclude developmentally appropriate sexual activity between children, where there is no significant difference in age or power between the children from the definition of sexual abuse.¹⁰

Emotional abuse involves an attack on a child's sense of self. Constantly insulting, humiliating or rejecting a child, or saying that a child is "stupid" or "bad",

⁵ *Child Abuse and Neglect. Information from The National Clearinghouse on Family Violence.* Health Canada. Ottawa. Retrieved Jun 9, 2003 from URL <http://www.hr-sc.gc.ca/hppb/familyviolence/html/childabueng.html>

⁶ *Child Abuse and Neglect. Information from The National Clearinghouse on Family Violence.* Health Canada. Ottawa. Retrieved Jun 9, 2003 from URL <http://www.hr-sc.gc.ca/hppb/familyviolence/html/childabueng.html>

⁷ *Inter-ministry Child Abuse Handbook. Province of British Columbia.* 1988. Pp 10 and 11. Contained in *A Suggested Policy for Associated Gospel Churches on Child Safety and Abuse Issues.* Revised August 2002.

⁸ *Inter-ministry Child Abuse Handbook. Province of British Columbia.* 1988. Pp 10 and 11. Contained in *A Suggested Policy for Associated Gospel Churches on Child Safety and Abuse Issues.* Revised August 2002.

⁹ In situations where a significant difference in age or power exists between two children, they shall not be left alone together. Any worker observing such an occasion is to rectify the situation.

¹⁰ *Inter-ministry Child Abuse Handbook. Province of British Columbia.* 1988. Pp 10 and 11. Contained in *A Suggested Policy for Associated Gospel Churches on Child Safety and Abuse Issues.* Revised August 2002. It is the position of the elders that such sexual activity is inappropriate and any such activity, while falling outside of the conditions of this policy, must be reported to the parents of the children. A shepherding elder will work with the parents to ensure the children know that such behaviour is inappropriate and therefore unacceptable.

can harm a child's sense of worth and self-confidence. Other forms of emotional abuse include forcing a child into social isolation, intimidating, exploiting, terrorizing or routinely making unreasonable demands on a child.¹¹

Neglect, as defined by Health Canada, occurs when a child's parents or other caregivers are not providing essential requisites to a child's emotional, psychological and physical development. Physical neglect occurs when a child's needs for food, clothing, shelter, cleanliness, medical care and protection from harm are not adequately met. Emotional neglect occurs when a child's need to feel loved, wanted, safe and worthy is not met.¹²¹³

Harassment is any improper conduct by an individual that is directed at and offensive to another person or persons and which the individual knew or ought reasonably to have known would cause offence or harm. It comprises any objectionable act, comment or display that demeans, belittles or causes personal humiliation or embarrassment, or any act of intimidation or threat. It includes harassment within the meaning of the *Canadian Human Rights Act (CHRA)*.¹⁴

Spiritual Abuse Just as emotional abuse affects one emotionally, while physical abuse inflicts pain and bodily injury on its victims, spiritual abuse affects one spiritually. It is the result of a spiritual leader or system that tries to control, manipulate, or dominate an individual. The control is often in the form of fear. This is considered a major factor in mind control or thought reform. Spiritual abuse occurs when someone in a position of spiritual authority misuses that authority placing themselves over God's people to control, coerce, or manipulate them for seemingly God's purposes which really are their own.

Definitions of Touching

It is important to be aware of differences in sexual development, cultural differences, family backgrounds, personalities and special needs. Physical contact should be age and developmentally appropriate.

¹¹ *Child Abuse and Neglect. Information from The National Clearinghouse on Family Violence.* Health Canada. Ottawa. Retrieved Jun 9, 2003 from URL <http://www.hr-sc.gc.ca/hppb/familyviolence/html/childabueng.html>

¹² *Child Abuse and Neglect. Information from The National Clearinghouse on Family Violence.* Health Canada. Ottawa. Retrieved Jun 9, 2003 from URL <http://www.hr-sc.gc.ca/hppb/familyviolence/html/childabueng.html>. It was anecdotally reported to the author of this report that neglect can also be defined as preventing a child from receiving required therapy.

¹³ There exists a possibility that a parent(s) may perceive the needs of their child differently than the ministry worker(s) who deal with that child and as a result create unreasonable expectations for how their child or children are to be cared for. If this occurs, the ministry leader is responsible to resolve the situation, and if in his or her opinion the demands of the parent(s) are excessive and the situation cannot be resolved, the parent(s) may be denied access to that particular ministry. Where such situations occur, the ministry leader is to document the circumstances, which will be retained on file.

¹⁴ Department of National Defence, DAOD 5012-0, Ottawa, Canada. Retrieved Jun 23, 2003 from DND Intranet URL http://admfincs.mil.ca/admfincs/subjects/daod/5012/0_e.asp.

Appropriate touching can include:

- Gently taking a child's hand to lead him or her to an activity
- Taking both hands to establish his or her attention
- Patting on the head, hand, shoulder or back for affirmation
- Gently holding the child by the **hand or shoulder** to help the child focus on what is being said.
- Putting an arm around the shoulder for comforting or quieting
- Holding by the shoulder or hand to keep his or her attention while correcting his or her behaviour
- Holding a pre-school child who is crying¹⁵

For nursery staff, broader discretion is permitted as infants and toddlers require additional assistance for such things as moving around the facility, assistance in sitting, standing or walking and being held for such things as stories. Leaders are guided by the following excerpt regarding what constitutes reasonable grounds to suspect abuse. Reasonable grounds are what an average person, given his or her training, background and experience, exercising normal and honest judgment, would suspect.¹⁶ In other words, if someone watching would have concerns with what she or he saw, then it is best to avoid the activity.

Inappropriate touching includes:

- Avoiding prolonged physical contact with any child
- Kissing a child, coaxing a child to kiss you
- Extended hugging is not recommended as the child or the viewer may possibly misconstrue the intention of the hugger. A side squeeze or high five is deemed a more appropriate action.
- Tickling is deemed inappropriate at all times and is highly discouraged, as this action maybe easily misconstrued
- Touching in any area that would be covered by a bathing suit (except when assisting with toileting)
- Holding a child's face when speaking to them is considered to be an inappropriate way to communicate or gain the attention of the child. Such action is prohibited and deemed abusive.
- Carrying older children or having them sit in your lap
- Being alone with a child in an enclosed room¹⁷

¹⁵ *A Suggested Policy for Associated Gospel Churches on Child Safety and Abuse Issues*. Revised August 2002.

¹⁶ *Reporting Child Abuse and Neglect*. Ontario Ministry of Community, Family and Children's Services. Retrieved June 9, 2003 from URL

¹⁷ *A Suggested Policy for Associated Gospel Churches on Child Safety and Abuse Issues*. Revised August 2002.

Discipline

All discipline and classroom 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:

Preventative Discipline

- Create a loving, caring atmosphere,
- To gain respect, we must grant respect,
- Model self-discipline and structure in our own lives,
- Prepare exciting and interesting classes with short transitions between activities,
- Arrange your environment for children and for learning
- Establish and communicate realistic expectations for the children,
- Ensure the activities provided are meaningful and age appropriate,
- Provide equality and consistency with all children,
- Ensure the focus is on positive actions and reward positive behavior,
- Awareness of children with special needs is essential and brings the child's need to the attention of the ministry lead.

Remedial Discipline

- Every effort will be made to deal with situations individually,
- Every effort will be made to explain to the child why the behavior is unacceptable and instruct them 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 behavior by defining the correct way to behave as well as the result of the wrong behavior,
- Every effort will be made to offer choices that are acceptable to both the teacher and the child

Corporal punishment is not an acceptable form of punishment for children's workers to employ.

Child and Worker Protection

That a risk of abuse exists is evidenced by the necessity of this policy. It is essential then, that Trinity Bible Church has a mechanism that evaluates the possibility of a worker being left alone with a child or being placed in a situation where abuse could occur. A strategy will be put in place that removes the risk of abuse to ensure the safety of the children entrusted to our care and the protection of those volunteers who work with these children.

Assessment

Each position at Trinity will be assessed as to the possibility of a worker being alone with a child. The resulting assessment will be classified as Low, Medium or High Possibility based on the following criteria:

Low Possibility – positions where individuals are not required to work with children, or do so on an infrequent occasion and are always escorted by a Trinity Bible Church worker, and therefore do not have the opportunity to be left alone with children. Positions in this category include: property maintenance, clerical support, kitchen support, worship teams, tellers, general membership and invited guest speakers¹⁸ for activities such as AWANA and Day Camp.

Medium Possibility – positions where individuals, who by virtue of their position or responsibilities, have contact with children, but who do not have the opportunity to be left alone with children. Positions in this category include: elders, deacons, deaconesses, care coordinator, AWANA guest speakers.

High Possibility – positions where individuals, who by virtue of their position or responsibilities, have the opportunity to be left alone with children. Positions in this category include: all children's ministries such as Sunday School (including summer teachers), Junior Church, AWANA workers, camp workers and youth workers.

This assessment is the responsibility of the governing elders. Each position will be evaluated annually to determine if a change in status is warranted and a record of the decision will be entered into the minutes of the meeting when the determination was held. The above positions are not deemed to be an exhaustive list. This will also be reviewed by the governing elders on a regular periodic basis.

Screening Process

In order to ensure the appropriateness of each person who works with children, a process will be followed that is linked to the risk assessment for the position to be fulfilled by the individual. The matrix below lists seven screening requirements and identifies which requirement will be applied for each risk level.

¹⁸ There are occasions when speakers from outside Trinity Bible Church may be brought in to present unique or specific information. One such example is Little Ray's Reptiles at Day Camp, while another is a guest speaker who comes in to AWANA.

Screening Matrix			
Screening Requirement	Assessment		
	Low Possibility	Medium Possibility	High Possibility
Targeted recruitment		X	X
Volunteer/Employee application	X ¹⁹	X	X
Background reference check			X
Criminal record check		X	X
Personal interview		X ²⁰	X
Minimum waiting period			X
Abuse Training		X	X

The governing elders, assisted by shepherding elders if required, will be responsible to screen and approve individuals to assume leadership roles within the various children's ministries undertaken by Trinity Bible Church. Normally this process will be linked to the membership or adherent interview conducted by the elders. At that time information regarding preferences for ministry, background information and references will be obtained. This information will be made available to ministry leaders when an individual expresses a desire to work in a specific ministry.²¹ New members or adherents may be offered the opportunity to submit to a Criminal Record Check during the membership/adherent interview to reduce the waiting time for the check to be completed.

Leaders of the various children's ministries, aided by the deacon or deaconess of children's ministry, are delegated responsibility to select, screen and approve individuals who will assist in their ministry. This selection process may be abbreviated or tailored based on the information provided by the elders and the ministry in which the individual wishes to serve. Each September, and/or when new members are added to a ministry, the ministry leader will submit a list to the chair of the governing elders listing those people who will be assisting and indicating that the required process has been met.

¹⁹ Applications may be sought for specific positions within the church such as camp directors. In most cases it is envisioned that individuals will volunteer for specific work.

²⁰ This interview may not be specifically on the issue of child work, but could be more all encompassing.

²¹ The exception will be information that may preclude an individual from working with children. Such information will be handled in the same manner as an unfavourable Criminal Record Check.

The screening process must never be used as a vehicle for one person to harass another by making the process unduly difficult, or by denying someone the opportunity to participate in a children's ministry.

The individual screening process commences in one of two ways:

- First an individual is approached by a ministry leader, deacon or deaconess of children's ministry or an elder and asked to participate in a children's ministry. Such targeted recruiting is a valuable tool to enable the leadership of Trinity Bible Church to select individuals to participate in children's ministry and may be particularly suited to fill key leadership positions.
- Second an individual expresses a desire to work in children's ministry.

Every volunteer or person seeking to participate in Children's ministry shall be known by the local faith community for a minimum of six months.

An individual accepting an invitation or seeking to volunteer in children's ministry will be required to complete an application form, which will ask some basic personal questions and require the individual to provide references and submit to a Criminal Record Check. The Criminal Record Check will be completed when an individual initially starts with a ministry and will be completed bi-annually (every 2 years) thereafter. All applicants shall also participate in a face-to-face interview with the ministry lead and take the "Plan to Protect™" abuse training.

In cases where a guest speaker is brought in, the Ministry Leader will make of a record of the visit including the name of the individual along with the date and target audience.²²

Although Trinity Bible Church desires to use each believer's gifts in order to build up the church body, the very practical need to provide time to get to know a new volunteer necessitates a waiting period. New members, associate members and adherents will be required to wait for one year before taking up work with children. However, in recognition of the fact that many people must make geographic moves, the governing elders may reduce this one-year waiting period if the following criteria are met:

- The individual has been saved for greater than one year
- The individual is moving to Trinity Bible Church from another evangelical church and:
 - can provide references that cover the previous two year period who can attest to his or her past work with children or work in a related ministry; and

²² A guest speaker is any individual who is not normally involved with the children's ministry in question, regardless of whether that person is a member of Trinity Bible Church.

- can provide references that cover the previous two year period who can attest to the overall character of the individual (this is over and above the requirement for references on prior children's work)²³
- The individual has completed a Criminal Record Check within the past 18 months, that record is on file with the previous church(s) and nothing in the Criminal Record Check would disqualify the individual from working with children

Denial of Application

Trinity Bible Church reserves the right to prevent any individual from working with children. Such denial will take place where:

- The information contained in a Criminal Record Check indicates an individual would be unsuitable to work with children
- Where an individual is under investigation for suspected abuse
- Where an individual uses pornography²⁴
- Where an individual has a substance abuse problem²⁵

Any individual with a prior conviction of crimes against children, or sex crimes, is automatically prevented from working with children. Even an individual's conversion is not sufficient grounds to permit someone with such a past from working with children, as we all remain prone to sin (see Romans 8 and 1 John 1:8, 9).

Since the results of a Criminal Record Check could contain potentially injurious information about an individual, the check will only be opened and read by the Pastor, or in his absence the Chair of the Governing Elders. If the response is such that the applicant is not deemed suitable for children's ministry, the Pastor or Chair will inform the leader of the ministry in question that the individual's name is no longer to be considered for that ministry. In applicant will also be informed, including being apprised of information in the Criminal Record Check.

Training

All staff are required to participate in an initial training session and an annual refreshing session. The Deacon of Children's Ministry and the Deacon of Youth Work will coordinate the session. These two individuals will coordinate with the elders to obtain the training material and develop the training plan.

²³ Of these one must be a pastor or elder and that person must be able to attest to the suitability based on past Criminal Record Checks.

²⁴ A simple accusation is insufficient. Some type of independent substantiation must be obtained.

²⁵ A simple accusation is insufficient. Some type of independent substantiation must be obtained.

The training plan will include how to identify signs and symptoms of abuse, and will require each worker to read and sign a copy of Trinity Bible Church's child worker protection policy.

Class Standards

Trinity Bible Church desires to provide a safe, loving environment where the child feels comfortable and learning can take place. Workers should always conduct themselves in a Godly manner setting an example of obedience, respect and honesty for young believers.

To ensure adequate supervision for our children, the following must be in place:

- A minimum of two **unrelated** ministry personnel are present for supervision, except in the event of an emergency, or,
- One ministry personnel is present with windows having clear lines of visibility in place, or the door open, with designated hall monitors circulating periodically from room to room.
- Classroom settings must comply with established ratios for adults and children at all times. This includes off- site activities and trips.
- Established ratios are:
 - One ministry personnel for every 3 infants (birth-17 months)
 - One ministry personnel for every 4-5 toddlers or preschoolers
 - One ministry personnel for every 7-10 elementary-age children
- Ministry personnel between the ages of 12 and 16 must be assigned to work alongside another ministry personnel over the age of 16.
- Ministry personnel must be 17 years of age or older to work alone in a classroom. In both situations, the door must remain open with a designated hall monitor circulating periodically from room to room. It is recommended that there be at least a five-year gap between ministry personnel and the children they serve.
- Ministry personnel are clearly identified with a nametag or approved clothing, which identifies them to parents, children and newcomers.
- Occasional Observers and visitors who join a class will have their attendance recorded by name and kept on file with the classroom attendance 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 who are not their own.

Receiving and Releasing Children

For Babies to Kindergarten Children:

- Receiving and releasing children under the age of 6 must be strongly monitored. A mandatory sign-in and sign-out form is to be used in all programming.

- Children are not to be dropped off in a classroom without ministry personnel present.
- Babies and preschool children will only be released into the care of the child's parent or designate utilizing an identification card (see sample).
- Parents and visitors are not to enter the nursery or preschool classroom when picking up their child unless requested to do so.

For Elementary Students:

- Younger elementary students and newcomers are to remain in the classroom until the parent or designate comes to pick them up and the student demonstrates recognition.
- Consideration must be given to security, church facilities and location when determining the age release of older elementary children. With Ministry personnel are to ask on an informal basis whether the child knows where to find his or her parent. If the child demonstrates uncertainty, the ministry personnel will keep the child with them in the classroom until the parent or designate picks up the child.

Record Keeping

- Attendance of children is taken each time a classroom or program is in session. The attendance records are to be kept on file permanently in the TBCO administration office.
- A record will be kept of occasional observers, visitors and ministry personnel on duty in each classroom or program. This record will be maintained with the record of attendance and kept on file permanently in the TBCO administration office..

Washroom Procedures

All parents are encouraged to ensure their children use the washroom facilities prior to each class or activity. When children do need washroom assistance, the child's parents should be utilized whenever possible.

Diaper Changing.

- When it is necessary to change a child's diaper, and the parents are unavailable, only nursery workers will change the diaper.
- Diaper changing should 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.

Pre-schoolers and Kindergarteners.

- When possible children should be taken to the washroom in groups accompanied by two adults.

- If one child needs the washroom, one adult may escort a child to the rest room providing that adult remains in the doorway and informs another adult of both going and returning.
- A worker should never be alone with a child in an unsupervised washroom, and should never go into a washroom cubicle with a child and shut the door.
- In light of the fact that most abusers are male, and for the protection of male volunteers, it is wise for men to avoid assisting children of any age in the washroom.²⁶
- If a pre-school child needs assistance in a cubicle, the worker may enter the cubicle only if:
 - The child's parent(s) are not available to assist
 - A second adult must be within visual contact

Elementary Children

- Elementary boys and girls are not to be sent to the washroom alone but should be accompanied by a buddy or ministry personnel.
- Ministry personnel will escort the children to the washroom and prop the door open to make sure that everything is in order.
- Ministry personnel should then remain outside the washroom door and wait for the children before escorting them back to the classroom.
- Ministry personnel are not to be alone with children in an unsupervised washroom and are never to enter the cubicle with a child and shut the door.
- Male ministry personnel are not to accompany female children to the washroom.

Other children

Since Trinity Bible Church has only one men's and one women's washroom, there is a possibility of workers and children being in the washroom at the same time. In order to ensure a child and a worker are not alone together in a washroom, the buddy system will be employed for children in Grades 1 and above. This approach will require at least two children go to the washroom together.

Health and Safety

- Ministry personnel are encouraged to become certified and trained in First aid.

²⁶ This statement does not alter the right of fathers to assist their children. When a child is in need of assistance in the washroom, that child's parent(s), including the father, is the preferred choice of person to assist over the volunteer or worker from the program.

- The names and contact information of the individuals that have been certified in first aid are posted in the children's and youth departments for easy access.
- A child who is sick should not be received into the classroom where he or she can expose others to the illness.
- A child who reports feeling sick during the program should be sent to a quiet supervised area until picked up by his or her parent(s).
- In event of an emergency where a child is injured, first aid shall be provided. The child should be separated from other children if possible and his or her parents notified.
- Ensure no other children come into contact with blood if any is present.
- With the exception of extreme cases where prompt administration of medication is essential to save a life, workers will not administer medication to a child.
- In extreme cases, such as peanut allergies or bee stings, arrangements should be made which include written instructions and permission from the child's parent to administer the medication. Where the possibility of such a case exists, all workers who may have contact with the child must be know how to apply the essential medication.
- Emergency evacuation procedures will be reviewed semi-annually by church leadership. These procedures are to be posted in a visible place in each classroom stating the planned route of escape to the nearest exit.
- Church leadership, in cooperation with the ministry lead, will arrange for annual fire and evacuation drills
- A first aid kit will be kept in each classroom with ministry personnel being educated on the kit's content.
- In addition to the first aid kits in each classroom, a master first aid kit will be available in the church building and in any church-owned vehicle.
- Incident reports are to be completed for any and all accidents. Injuries are to be reported to the ministry lead.

Building Requirements

During children's activities, rooms that are not required for the activity are to be locked and are to remain locked.

Specific Provisions:

- Have nursery doors secured from the inside.
- Have windows in the doors to nursery sleeping rooms with a radio transmitter into the adjoining room.
- Cover all electrical outlets with outlet plug covers.

Special Events

Workers are welcome to have special activities, such as social activities, in their homes and involve children in field trips and service projects. For field trips and other special activities:

- All trips and outings will be supervised by a minimum of two approved, **unrelated** adult ministry personnel, preferably male and female.
- All such activities must be pre-approved by the ministry leader or deaconess for children's ministries
- Parents should be notified at least one week prior to the outing'
- Proper written consent and medical release forms are required for each child participating in field trips and special events
- All trips and outings must be supervised by a minimum of two approved adults²⁷
- When 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

Overnight Events

- All overnight activities will be pre-approved by church leadership
- Proper written consent and medical release forms are required for each child and youth participating in overnight events. Forms must be kept in the ministry lead's possession during trips and events, and a photocopy filed in the church office. The originals are to be kept on file permanently
- All overnight activities must have a minimum ratio of two ministry personnel for every ten children or youth. Ministry personnel will be assigned a specific group of children or youth for who they are responsible. Female ministry personnel will be assigned to female children.
- All trips and outings must be supervised by a minimum of two approved, **unrelated** adult ministry personnel.

As previously discussed, this policy does not limit the parental prerogative to permit peers to visit in each other's house, even where one of the parents is a worker within a children's ministry.

²⁷ In this case an approved adult is any adult approved to work in children's ministry and who, based on the screening process, is permitted to work with children.

Photography and the Internet

It is recognized that photographs are used to capture and record the activities of the various ministries including children's ministries. It is expected, and encouraged, that parents and workers will take photographs of the activities and children. However, workers are to avoid taking pictures when alone with a child. Pictures of children are not to be posted to the Internet without the parents' prior permission.

At no time will children or youth be permitted to access the Internet while involved in Trinity Bible Church activity. This includes off-premise activities in private homes, field trips and service activities.

Youth Pastors

A youth pastor occupies a unique position in which there exists a high possibility of being alone with a youth. Youth pastors are expected to be open and accessible and will be required to counsel individuals in matters that are personal and private. In balancing this requirement with the need to protect both the worker and youth, prudence requires that a youth pastor is subject to the same conditions as all other workers in children's ministries and in particular must never be alone with a youth in a closed room, which includes a car.

The job description for a youth pastor must reflect the above requirements.

Incident Reporting

Incidents and/or allegations of abuse are serious matters and improper handling or reporting of such incidents can exacerbate an already bad situation.²⁸ The Ontario Child and Family Services Act states:

“Every person who believes on reasonable grounds that a child is or may be in need of protection must report promptly the belief and the information upon which it was based to a Children’s Aid Society.”

“A professional who in the course of his/her duties with respect to a child has reasonable grounds to suspect that a child is or may be suffering or may have suffered abuse shall report forthwith the suspicion and the information upon which it is based to a Children’s Aid Society.”

“Failure to report in these circumstances is an offence. A person who knowingly fails to make such a report is in violation of the law and may be found to have committed an offense.”

The process for reporting child abuse is from the informant to the Pastor or through the ministry leader to the Pastor. If any person has any concerns regarding the safety of a child, it should be reported immediately to the Pastor, or in his absence the Chair of the Elders. The pastoral staff will work with the informant to document the concern and to contact the local Children’s Aid Society. The Pastor will be the point of contact between Children’s Aid and Trinity Bible Church. In order to comply with the CFSA, the person bringing forward the concern will be present when the call is made and will be given the results of the call including the Children’s Aid Society representative and the results of the call.²⁹

Any time an incident or allegation is brought forward the following people will immediately meet and form a response team:

- The Chair of the Elders Board
- The Pastor

²⁸ *Child Abuse in Community Institutions and Organizations: Improving Public and Professional Understanding.* (2001) Paper prepared for the Law Commission of Canada. Retrieved Jun 9, 2003 from URL <http://www.lfcc.on.ca/institutional.html>.

²⁹ Section s. 72(3) of the CFSA states, “The person who has the reasonable grounds to suspect that a child is or may be in need of protection must make the report directly to a children’s aid society. The person must not rely on anyone to report on his or her behalf.” The intention of the Pastor being involved isn’t to circumvent the system, but rather to ensure both the child and worker are supported.

- The Deacon responsible for Children's or Youth Ministry, depending on the group from where the allegation or incident originated
- The Ministry Leader responsible for the ministry from where the allegation or incident originated

In bringing forward such a concern one needs only to have reasonable grounds to suspect abuse. Reasonable grounds are what an average person, given his or her training, background and experience, exercising normal and honest judgment, would suspect.³⁰

The following process will be followed in dealing with alleged or observed abuse.

1. Discuss suspicious behaviour immediately

Any inappropriate conduct or relationships between adult volunteer workers and a youth or child must be confronted immediately and investigated. Prompt warnings must be issued when appropriate, and the situation monitored very closely. Ministry leaders should note when a youth or child appears aloof or withdrawn, or exhibits a marked personality change. This may indicate a problem that deserves attention. *Note: Some conduct just deserves counsel and advice from a supervisor while other conduct requires reporting.*

2. When a legitimate allegation occurs.

Document all efforts at handling the incident.

Communicate the incident immediately through the ministry leader to those who need to be informed within the church. (Pastor, program director, church lawyer). Do not try to handle such an incident without professional outside assistance.

Contact the local Children's Aid Society as soon as possible. Do not attempt an in-depth investigation. This should be left to professionals who are familiar with these cases.

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.

³⁰ *Reporting Child Abuse and Neglect.* Ontario Ministry of Community, Family and Children's Services. Retrieved June 9, 2003 from URL

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 maintain his or her income until the allegation(s) are cleared or substantiated.

3. Confidentiality

In these matters it is important to keep the information restricted to those who need to be advised.

4. Respond to the child

When the child first comes, be sure to take his or her word seriously. Do not 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 disclosing the problem. **Do not promise the child that no one will be told.** Employee/volunteers should never interview the child in detail, or suggest to the child that they have been abused.

5. Report

The Pastor is required to immediately report to the local Children's Aid Society any suspected case of child abuse. It is not a breach of confidence between church personnel and the child involved. No person is liable for anything done or omitted in good faith in the exercise of this responsibility.

Church leaders at Trinity Bible Church, aware of their accountability to God, acknowledge their responsibility to defend and protect God's little ones. It is also the desire of Trinity Bible Church to protect parents as much as legally possible from undue interference by outside authorities into their family. We want to follow the principles of submitting to governing authorities (Romans 13:1) while at the same time helping parents to exercise child discipline that is consistent with Scripture and in the best interest of the children.

6. Contents of the report

As part of a child protection investigation, social workers are required under the Child and Family 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 of 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.

7. How to report

When a ministry leader or Pastor receives a request for information regarding a child, the following process should be followed at all times to assure the health and safety of the child:

- Contact the local Children's Aid office to report that an incident has occurred
- A worker will then contact the church
- Any request from a child protection social worker should be in person and the protection worker should carry and show photo ID
- If the request is urgent, and the child protection social worker is unable to visit the facility and show photo ID, the protection social worker may telephone from his/her office. Note:
 - The social worker is to identify him/herself
 - She/he is to explain the information being requested and the process to be followed. They will not ask for information at this time. Do not give information at this time.
 - Verify the social worker's identification by calling the agency, checking with the agency telephone directory for the agency office number, etc
 - Once identification has been established, provide whatever information is requested
 - Ask to be kept informed of future developments in the case
- If identification of the social worker cannot be confirmed, the caregiver is not to give out any information. Request a personal meeting, and have the worker bring photo ID. (Be extra careful with calls by cell phone and do not respond to calls from a pay phone.)

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 grounds for the belief.

Anytime an allegation or incident is reported, the Chair of the Board of Elders shall report the fact to the church's insurance agent³¹.

8. Report follow-up

A confidential written report with conclusions, action taken, and recommendations for follow-up action if appropriate should always be made by the ministry leader following an incident. These reports are to be kept in a confidential file with the records of the worker's applications, references and screening forms. Hard copy records should be kept for seventy-five (75) years.

In addition to the above reporting procedures to the local Children's Aid, action should be taken in cases where a person has "reasonable grounds" to believe a church staff person is involved in behaviour that could be child abusive. A team of three members to include an elder, pastor, and person with "reasonable grounds" shall interview the person suspected of abuse and reasonable evidence exists as to his/her alleged involvement until a complete investigation and decision has been made. The AGC Superintendent shall be immediately informed of all cases when a pastoral staff person is suspected of child abuse.

9. Church follow-up and discipline

If it is found that child abuse by a member of the church has taken place, the church will practice discipline according to Matthew 18:15-17. The church should protect parents as much as legally possible from undue interference by outside authorities into their family life.³² 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 help.

10. Public relations

The Chair of the Elders, or in his absence the Vice-Chair, is the only spokesperson for any allegation. No other person (including the pastor) is to make comments either on behalf of Trinity Bible Church, or that could be deemed to be on behalf of Trinity Bible Church. Any questions are to be referred to the Chair or Vice-Chair, who will speak to the media and the congregation regarding the matter, if required, in a discreet, informed, truthful and diplomatic way.

³¹ Failure to implement this simple but important step will jeopardize any future claims that the organization may make. Insurance companies will only respond to a clear audit trail of dates and events.

³² This statement in no way implies that Trinity Bible Church can or will obstruct, or be seen to be obstructing the judicial process.

In the event of media questions, the following statement shall be read,

It is always tragic when children are abused or exploited. Trinity Bible Church is 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 appropriate agencies and authorities.

Inappropriate responses to an allegation or incident include:

- Deny that the incident occurred, despite clear evidence to the contrary
- Acknowledge that the incident occurred, but minimize it (“It only happened one”, or “It wasn’t that serious”)
- Blame the victim or the victim’s family

In any public communication, do not be accusatory and avoid spelling out the details of an accusation in a public interview. Where possible, the church’s lawyer will be present when answering any media enquiries, and will be present when answering investigative questions from the police or social service agencies.

Acknowledgement

All people who are involved, or will become involved with children’s work at Trinity Bible Church will sign a document stating that they have read and will abide by the conditions of this child worker policy. Each worker will be given a copy of the policy.

ANNEX A

MINISTRY VOLUNTEER APPLICATION FORM

This form is to be completed by an applicant for any volunteer position within Trinity Bible Church involving the supervision or custody of minors and for any paid staff member, regardless of his/her job responsibilities. It is being used to help church leaders provide a secure environment for those children, youth and developmentally disabled persons who participate in our programs and use our facilities.

(INFORMATION RECEIVED IS STRICTLY CONFIDENTIAL)

PERSONAL DATA

Name: _____ Male _____ Female _____
Last First Middle

Present Address: _____

Home Phone: (____) _____ Email: _____

Driver's License: _____

Date of Birth: _____

Spouse's Name: _____

Single _____ Separated _____ Widow/Widower _____ Married _____

Engaged _____ Divorced _____ Remarried _____

Occupation and/or Employer: _____

Hobbies, Interest or Skills: _____

SPIRITUAL HISTORY

How long have you attended _____ Church? _____

Are you a Member? Yes _____ No _____

When did you accept Christ as your Saviour? _____

CHRISTIAN EDUCATION BACKGROUND

Have you completed any Christian Education Teacher Certificate courses? If yes, give details:

List any courses or training you have taken that would particularly equip you for
Christian Ministry:

CHURCH ATTENDANCE BACKGROUND

Churches I have attended in the last five years:

1. Name of Church _____ Phone _____
Address _____
Dates Attended: _____
Member or Adherent _____
2. Name of Church _____ Phone _____
Address _____
Dates Attended: _____
Member or Adherent _____

PRESENT AND PREVIOUS MINISTRY EXPERIENCE

1. Name of Church _____
Dates and Description of Ministry _____
Pastor or Ministry Supervisor _____ Phone _____
2. Name of Church _____
Dates and Description of Ministry _____
Pastor or Ministry Supervisor _____ Phone _____
3. Name of Church _____
Dates and Description of Ministry _____
Pastor or Ministry Supervisor _____ Phone _____

LIFESTYLE

In order to provide a safe and secure environment for our children, 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. A

meeting will be arranged with a Pastor so that you may discuss the circumstances. Thank you in advance for your understanding.

If any of the following circumstances apply to you, please check here

- Have been convicted of a criminal offense involving children.
- Have been convicted of a sexually related crime.
- Have been convicted of an abuse related crime.
- Have been hospitalized or treated for alcohol or substance abuse.
- Have any communicable disease.
- In treatment for any form of mental illness.

Do you have any physical conditions that would prevent you from performing certain types of activities (lifting children, playing sports)? If so, explain:

REFERENCES

Please provide the names of three (3) individuals, excluding relatives, who could provide a reference for you. If you are a minor; you may use the name of a parent and/or teacher. If possible, include at least one reference from inside the church.

1. Name of Reference _____
Address _____ Phone _____
2. Name of Reference _____
Address _____ Phone _____
3. Name of Reference _____
Address _____ Phone _____

MINISTRY PROFILE

In answering the following, please do not hesitate to declare your strengths so that your gifting may be put to good use.

*Mark the areas in which you desire to: **Oversee** (Mark with an O); **Assist** (Mark with an A); **Receive Training** (Mark with a T). More than one may be marked with the same letter.*

_____ Nursery AM_____ PM _____	_____Teacher Training
_____ Toddlers AM_____ PM _____	_____ Missions Presentations
_____ Children's Church (pre-school)	_____ Parenting Classes
_____ Children's S.S. (pre-school)	_____ Boys' and/or Girls' Clubs
_____ Children's S.S. (elementary)	_____ Crafts
_____ Children's Open Sessions	_____ Drama/Puppets
_____ Youth S.S.	_____ Administration/Office
_____ Youth Activities	_____ Recruitment
_____ Vacation Bible School	_____ Kid's Choir
_____ Prayer	_____ Promotions/Contests
_____ Other _____	

APPLICANT'S STATEMENT

I hereby acknowledge that the information contained in this application is correct to the best of my knowledge. I authorize any references or churches listed in this application to give Trinity Bible Church any information they may have regarding my character and fitness for children's ministry, and I release all such references from liability for any damage that may result from furnishing such evaluations. I also grant my permission for Trinity Bible Church to perform a personal Criminal Record Check for the purpose 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 extreme confidentiality. I further agree to adhere to the Child Protection policy as adopted by Trinity Bible Church.

Applicant's Signature: _____

Date: _____

Applicant's Name (please print): _____

ANNEX B

TO BE USED BY MINISTRY LEADERS DURING INTERVIEW WITH REFERENCES

REFERENCE CHECK FORM

A Reference Check is usually done by telephone, but personal conversation or a letter are alternate methods.

"Hello, this is _____ . I serve on the Children's Ministries Committee of Trinity Bible Church. Like many churches today, we have a screening policy for all of the people who volunteer to work with our children in Sunday School and other programs. I am calling regarding _____ (name of applicant) who has listed you as a personal reference."

1. How long have you known him/her? _____
2. In what relationship? _____
3. S/he indicated on the application that s/he had attended your church in and taught in your Sunday School for _____ years at _____ age level. Can you verify this information? _____
4. Would you have any reservations about _____ working with children?

"Thank you very much for your help."

Date of Contact: _____

Person making the contact: _____

Summary of Contact: _____

Record all information and include this form in the personnel file of this applicant.

ANNEX C

TO BE USED BY MINISTRY LEADERS DURING INTERVIEW

MINISTRY VOLUNTEER INTERVIEW FORM

A COMPLETED Ministry Volunteer Application form for ministries to children must be in hand to allow for reference checks and review prior to the interview

1. Has anyone explained the types of children's ministries, which we provide as a church and which might provide you with an opportunity for volunteer service?
YES _____ NO _____

2. What prompted you to be interested in the ministry, which you identified on your Ministry Volunteer Form? _____

3. Would you be willing to attend the training session associated with that Ministry?
YES _____ NO _____

4. Have the potential volunteer review his/her spiritual journey and compare responses with those indicated on the Spiritual History of the Ministry Volunteer Application Form. Note any significant omissions or questions, which arise:

5. Review the items listed under Confidential Information on the Ministry Volunteer Application Form and note any significant omissions or questions, which arise:

6. Ask the potential volunteer about his/her relationship with each reference listed on the Ministry Volunteer Application Form.

7. On what date would you be available? _____

8. What is the minimum length of your commitment? _____

Date of Interview _____ Signature _____

ANNEX D

**TO BE USED BY MINISTRY LEADERS
TO RECORD STEPS OF RECRUITMENT PROCEDURE**

INITIAL CLEARANCE CHECKLIST

NAME OF APPLICANT: _____

DATE

_____ Ministry Volunteer Application Form completed and signed

_____ Application/instructions for Criminal Record Check given to applicant

_____ Reference Contact Form completed and signed (file copy for all contacts)

_____ Criminal Records Report completed and received from authorities

_____ Interview Form completed and signed

_____ Driver's Record Check received (if required)

_____ All of the above in order, reviewed, and cleared for applicant to serve in the Children's and Youth ministries at Trinity Bible Church.

Signature: _____
(of Pastor or Authorized Ministry Leader)

Date: _____

If any unsatisfactory responses appear in the above categories, refer the matter to the Elders before any discussion is undertaken with the applicant.

ADDITIONAL ITEMS TO BE CHECKED (once the above has been satisfactorily completed).

_____ Applicant has received a copy of the Child Safety Policy and Procedures of Trinity Bible Church.

_____ Training on the Policy completed.

_____ First Aid Certification/Documentation on file.

ANNEX E

WAIVER & MEDICAL RELEASE FORM

**Appendix 1
Field Trips and Special Events**

Activity: _____ Date: _____

Chaperones: _____

Name of Child: _____ Age: _____

Address: _____

Phone: _____ School: _____

Emergency/Alternate Phone: _____

Does your child have any severe allergies? (bee stings, food, penicillin, other drugs)
YES _____ NO _____ If yes, explain: _____

Does your child have any life-threatening allergies?
YES _____ NO _____ If yes, explain: _____

Is your child bringing any medication with him/her? (Antibiotics, Ventilator, Ritalin)
YES _____ NO _____ If yes, explain: _____

Does your child 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, but in the event of accident or sickness, Trinity Bible Church, its staff, and its volunteers are hereby released from any liability. In the event that your child requires special medication, x-rays or treatment, the parents/guardians will be notified immediately.

Your child 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: _____

ANNEX E

WAIVER & MEDICAL RELEASE FORM

**Appendix 2
Overnight Events**

Activity: _____ Date: _____

Chaperones: _____

Name of Child: _____ Age: _____

Address: _____

Phone: _____ School: _____

Emergency/Alternate Phone: _____

Does your child have any severe allergies? (bee stings, food, penicillin, other drugs)
YES _____ NO _____ If yes, explain: _____

Does your child have any life-threatening allergies?
YES _____ NO _____ If yes, explain: _____

Is your child bringing any medication with him/her? (Antibiotics, Ventilator, Ritalin)
YES _____ NO _____ If yes, explain: _____

Does your child 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, but in the event of accident or sickness, Trinity Bible Church, its staff, and its volunteers are hereby released from any liability. In the event that your child requires special medication, x-rays or treatment, the parents/guardians will be notified immediately.

Check if your child 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, but in the event of accident or sickness, Trinity Bible Church, its staff, and its volunteers are hereby released from any liability. In the event that your child requires special medication, x-rays or treatment, the parents/guardians will be notified immediately. In case of surgical emergency, **I hereby give permissions to the physician selected by Trinity Bible Church to hospitalize, secure proper treatment for, and to order injection, anesthesia or surgery for my child as named above.**

Your child 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: _____

ANNEX F

REPORT FORM

**Appendix 1
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: _____ Signed: _____
(Person Reporting) (Pastor/Chair of Elders)

Date: _____

ANNEX F

Appendix 2

FOLLOW-UP REPORT FORM

Date: _____

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: _____ Signed: _____
(Person Reporting) (Pastor/Chair of Elders)

Date: _____