



## **Safe Place Policy**

October 2018



# Evangel Church Safe Place Policy

## INDEX

### SECTION I: INTRODUCTION

1.01 Preamble	(Page 4)
1.02 Definitions	(Page 4)
1.03 Understanding Child Abuse	(Page 6)
1.04 Understanding the Church's Responsibility	(Page 8)

### SECTION II: POLICY

2.01 Ministry Personnel Recruitment and Screening	(Page 10)
2.02 Child Protection Procedures	(Page 13)
2.03 Youth Protection Procedures	(Page 18)
2.04 Off-Site Activities, Overnight Events and Transport	(Page 21)
2.05 Health & Safety Guidelines	(Page 22)
2.06 Bullying Among Peers	(Page 24)
2.07 Reporting and Response	(Page 25)
2.08 Policy Review	(Page 28)

### APPENDIX

1 Dream Team Ministry Application	(Page 29-35)
2 Emergency Procedures	(Page 36-37)
3 Record of Reference Checks Form	(Page 38-39)
4 Ministry Personnel Agreement Form	(Page 40)
5 eKids Registration Form	(Page 41)
6 My Ministry Covenant	(Page 42-45)
7 Youth Ministry Authorization and Consent Form	(Page 46)
8 Trips and Off-Site Travel Form	(Page 47-48)
9 Blood Borne Pathogens and Infectious Diseases	(Page 49-51)
10 Incident Report	(Page 52)
11 Suspected Abuse Report Form	(Page 53-54)

# SECTION I

## INTRODUCTION

### 1.01 Preamble

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

However, our children, youth and vulnerable adults are also vulnerable. Sadly, due to their lack of strength, awareness, and knowledge, they are often taken advantage of and sometimes, victims of abuse. Therefore, it is imperative as a church that we be proactive in protecting them and in providing safe environments so that the intimacy in the relationship between children, youth and vulnerable adults and God remains secure.

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

The **Safe Place Policy** establishes the criteria for the provision of a safe environment for children, youth and vulnerable adults and for ministry personnel.

### 1.02 Definitions

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

*Accused:* A person against whom a complaint of child abuse or sexual exploitation is made pursuant to the terms of this Policy.

*Act:* The Child and Family Services Act, R.S.O.1990, c.C.11, s. 72 (the "Act").

*Child:* A person under the age of 18 years; also see *Youth*

*Complainant:* A person who makes a complaint of child abuse or sexual exploitation under this Policy.

*Designated:* An individual designated and trained to screen prospective ministry

- Leadership Team:* Those who are on pastoral staff at **EVANGEL Church**.
- Screening Personnel:* Personnel whose tasks include processing applications, reference checks, conducting interviews and maintaining ministry personnel files.
- Hall Monitors:* Ministry Personnel (including ushers) whose role is to hallways for surveillance and to randomly visit rooms where children are being supervised to protect against false allegations.
- Ministry Lead:* Individuals who have successfully completed the recruitment and screening process and who have been given the responsibility to give direction to programs or ministries for children, youth and vulnerable adults. The term includes volunteers and all full-time, short-term or contract staff members receiving a salary.
- Ministry Personnel:* An individual who has successfully completed the recruitment and screening procedures of the **Safe Place Policy** and is now deemed to be a person who can be put in a position of trust with children, youth and vulnerable adults. Ministry personnel include screened volunteers, full-time, short-term or contract staff and pastoral staff whether or not they receive a salary. There are 2 kinds of ministry personnel: Adult Ministry Personnel (18 years or older) and Jr. Ministry Personnel (Those under 18 who are volunteering/working within our children's or youth ministries).
- Ministry Personnel File:* A file kept on all ministry personnel which includes the File ministry application form, record of police records check, record of reference checks, and other documents related to the recruiting and supervision of ministry personnel.
- Occasional Observer:* Individuals who visit, observe and assist Ministry Personnel with ministry activities on rare occasions. This term includes parents or guardian(s) assisting their own children. Occasional observers do not need to be screened and trained, however, their access to minors will be limited and they will never be placed in a position of trust with children who are not their own. That means that they will not be asked

to assume responsibility for children and they will not be allowed or asked to take children to the washroom.

*Parent:* Shall mean the natural or adoptive parent(s) or legal guardian(s) of a child under the age of 18 years of age.

*Position of Trust:* The role wherein parents and/or guardians have entrusted their children or youth to the care of ministry personnel.

*Prospective Ministry Personnel:* Youth or adults associated with the church congregation either by membership or regular attendance as an adherent, and awaiting approval to become ministry personnel.

*SP Committee:* A group of individuals that monitor the **Safe Place Policy** and meet annually to discuss current policies, needs, and any suggested changes.

*Vulnerable Adult:* People who may be vulnerable to physical or sexual abuse, harassment and neglect. They include adults with diminished physical, mental or emotional capacities, seniors with assisted living or special needs, and other adults in your care receiving counselling and support services because they are going through marital, bereavement, depression or other life crisis situations.

*Youth:* A person aged 11 to 17 years (“student”)

### **1.03 Understanding Child Abuse**

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

*“Child abuse refers to an act committed by a parent, caregiver or person in a position of trust (even though he/she may not care for the child on a daily basis) which is not accidental and which harms or threatens to harm a child’s physical or mental health, or a child’s welfare.”* (Faith Trust Institute, 2006)

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

## **Physical Abuse**

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

## **Sexual Abuse**

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

*It is against the law to touch a child for a sexual purpose; to encourage or force a child to touch another person in a sexual way; encourage or force a child to participate in any sexual activity; tell a child to touch him or herself for an adult’s or older child’s sexual purposes. Sexual abuse of children can take many forms. This includes sexual intercourse, exposing a child’s private areas, indecent phone calls, fondling for sexual purposes, watching a child undress for sexual pleasure, allowing a child to look at, or perform in pornographic pictures or videos, or engage in prostitution.”* (The Children’s Aid Society of London and Middlesex, 2007)

## **Emotional Abuse**

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

## **Neglect**

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

## **Harassment**

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

## **Improper Touching**

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

## **Improper Discipline**

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

## **1.04 Understanding the Church's Responsibility**

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

### **The Spiritual and Moral Responsibility of the Church**

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

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

The Bible outlines our spiritual responsibility to children, youth and vulnerable adults:

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

*"People were bringing little children to Jesus for him to place his hands on them, but the disciples rebuked them. When Jesus saw this, he was indignant. He said to them, 'Let the little children come to me, and do not hinder them, for the kingdom of God belongs*



*to such as these. Truly I tell you, anyone who will not receive the kingdom of God like a little child will never enter it.’ And he took the children in his arms, placed his hands on them and blessed them.” (Mark 10:13-16 TNIV)*

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

*“But among you there must not be even a hint of sexual immorality... because these are improper for God’s holy people.” (Ephesians 5:3 NIV)*

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

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

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

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

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

## SECTION II

### POLICY

#### 2.01 Ministry Personnel Recruitment and Screening

##### Process

1. A Pastor and/or the Ministry Lead determine if an individual is a suitable or potential candidate for ministry.

2. Prospective Ministry Personnel are to submit to the recruitment and screening process managed by the Ministry Lead. Individuals will submit and complete the following:

- Be Partners of the church or have regularly attended worship services for at least **three (3) months**.
- Dream Team Ministry Application (Appendix 1)
- Sign a Ministry Covenant
- Ministry Personnel Agreement Form (Appendix 4)
- Reference checks
- Interview
- Criminal Records Check
- Safe Place Training (within 3 months of being involved)
- Final approval from a Pastor

3. Ministry Personnel must sign a form stating that they have read the **Safe Place Policy** manual and are willing to comply with the polices outlined in the booklet. Training will be offered throughout each year as required.

4. Ministry Personnel who serve children, youth and vulnerable adults must have a personnel file kept with church records. These files are to be kept permanently.

##### Qualifications for Ministry

1. Individuals wanting to work with children or youth and vulnerable adults must be Partners of the church or have regularly attended the church for at least **three (3) months**. Exceptions can be made where prospective Ministry Personnel have transferred from another Pentecostal Assemblies of Canada church in Canada in which they have been long-time members/adherents and children's and/or youth ministry workers in good standing. Reference checks must be received from at least two individuals, including one from their previous pastor.

2. Ministry Personnel serving in children's and youth or vulnerable adult ministries are Partners or adherents in good standing who support the vision, values and constitution of the church. They also support and are submissive to the leadership of the church.

3. Individuals who have been accused, or convicted, or are under the suspicion of crimes against children, youth and/or vulnerable adults, or who have been convicted of violent crimes or other relevant crimes will not have any involvement in ministries or programs where children, youth and vulnerable adults participate.

### **Ministry Application Form**

Prospective Ministry Personnel are to complete a Dream Team Ministry Application (Appendix 1).

- Individuals who transfer from another church unknown to the Church. Leadership must include contact information or a reference from a pastoral staff member of their previous church.
- In accordance with the Personal Information Protection and Electronic Documents Act (PIPEDA) regulations, the Ministry Personnel Application Form must include the reason for which the information is being collected.
- A current photo of the prospective Ministry Personnel is to accompany the Ministry Personnel Application Form or to be taken at the time of the interview.

1. Ministry Personnel Application Forms are to be kept confidential and available only to the Ministry Lead, Pastors or Designated Screening Personnel.

- Completed Ministry Personnel Application Forms are to be kept on file permanently and in a secure location.

### **Reference Checks**

1. Designated Screening Personnel will conduct reference checks on all prospective Ministry Personnel (Appendix 3).

- References provided must fit with the acceptable categories for adults and for youth who want to work with children.
- Reference checks may be conducted by telephone or in person to confirm the suitability and appointment of prospective Ministry Personnel.

### **Interview**

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

### **Criminal Records Check**

1. Criminal Records Checks must be conducted on all ministry personnel serving children, and / or youth and / or vulnerable adults.

- Criminal Records Checks are to be renewed every five (5) years or sooner.

- Criminal Records Checks are to be conducted on all Ministry Personnel 16 years of age and older and are to be kept on file permanently.

2. If a prospective Ministry Personnel has had a history with the Children's Welfare Agency, a request may be made by a Pastor for the individual to sign consent for a Child Welfare Check.

### **Training**

1. **Safe Place** training is required for all Ministry Personnel serving with children, youth and vulnerable adults and must be completed within three (3) months of them becoming involved with children or youth. (Note: Before becoming involved each individual will be given the **Safe Place Policy Manual** and asked to sign a form indicating that they have read through it.)

2. Training is to include a review of the **Safe Place Policy** and procedures. All Ministry Personnel are to affirm that they have read the **Safe Place Policy**, that they understand it and the procedures that pertain to their area of ministry. Ministry Personnel will be educated about their legal obligation to report suspected abuse and to recognize and identify the symptoms of abuse and molestation.

3. All Ministry Personnel, Pastors, Ministry Leads and Designated Screening Personnel are required to attend a **Safe Place** refresher course at least once a year.

4. Attendance is to be taken at training courses and noted in the personnel file for each Ministry Personnel.

### **Approval**

1. All Ministry Personnel are to be approved by a Pastor upon completion of the recruitment and screening process.

- Approval must be signed and dated.

2. The recruitment and screening process must be completed before an individual is placed in a ministry position.

- Applicants who have not fully completed the recruitment and screening process will not be placed in a position of trust.
- Access to children, youth and vulnerable adults will be limited until final approval is received.

## 2.02 Child Protection Procedures

### Supervision of Ministry Personnel

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

### Safe Place Policy Maintenance

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

### Ministry Personnel / Child Ratios

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

- New Born to 18 months – 3 Leaders for every 10 infants
- 18-30 months – 1 Leader for every 5 children
- 30 months-5 years old – 1 Leader for every 8 children
- 6-12 years old – 1 Leader for every 15 children

### Supervision of Children

1. To provide adequate supervision of children, one (1) of the following must be in place:

- A minimum of two (2) **unrelated** Ministry Personnel are present for supervision, except in the event of an emergency OR
- One Ministry Personnel is present with the door open (or top of half doors) with hall monitors circulating periodically from room to room. (When it is not safe to leave door open and half door is not available there must be a window in the door allowing a clear line of sight into the classroom).

2. Ministry Personnel between the ages of 11 and 17 may assist only under adult Ministry Personnel supervision. Ministry Personnel must be 18 years of age or older to supervise children alone in a room. In both situations, there must be a clear sight line into the entire room with hall monitors circulating periodically from room to room.

### Occasional Observers

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

## **Ministry Personnel Identification**

All Ministry Personnel, when serving, are to wear a **nametag** that clearly identifies them to parents or guardian(s), children and others.

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

1. Registration form (Appendix 5) will be available for all children's ministry programs. A release and permission statement will be included on all registration forms releasing the Church from unforeseen and accidental injuries along with contact information in case of an accident. A statement will be included on all registration forms which stipulate the purpose and extent for collecting personal information of children.

2. Original forms are to be filed and kept permanently in a secure location.

3. A separate permission form is to be filled out for all activities that are not on church property. This includes all over-night events, trips and outings. A photocopy of each permission form is to be made and the originals are to be kept permanently in a secure location.

4. It is the responsibility of Ministry Leads and their teams to ensure that forms are completed and submitted for all participants. Reasonable effort is to be made to keep registration information updated and current.

## **Receiving and Releasing Children**

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

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

2. Children are not to be dropped off or left in a room without Adult Ministry Personnel present.

3. Children will **only** be released into the care of the child's parent or designate when the corresponding number card is submitted.

4. Parents or guardian(s) and visitors are not to enter the **Little Ones** or **Toddler Town** area when picking up their child unless requested to do so.

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

1. Children are to be received in the designated room by Adult Ministry Personnel. Children are not to be dropped off or left in a room without Adult Ministry Personnel present to receive them. Children are to remain in the room until the parent or designate

arrives to pick them up and the child demonstrates recognition of the parent or designate.

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

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

### **Attendance**

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

### **Washroom Guidelines**

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

#### *Nursery*

1. Our **Little Ones** (nursery) staff **do not** change diapers. If a child needs to have their diaper changed the parent will be notified. In extreme situations, where a parent cannot be located and the need is great, there must be two (2) Adult Ministry Personnel present while the diaper is being changed.

#### *Preschool Children*

1. Preschool children are not to go to the washroom alone.
2. One of the following will be adhered to when accompanying preschool children to the washroom:
  - Two (2) Ministry Personnel will escort a group of children to the washroom (one of the volunteers must be an adult) OR
  - One (1) Ministry Personnel will escort a group of children to the washroom with one (1) hall monitor appointed to assist with washroom and security duties.
3. Ministry Personnel are **never** to be alone with a child in an unsupervised washroom and they are **never** to go into a cubicle with a child and shut the door.

4. When a preschool child needs assistance in a washroom, Ministry Personnel may only enter the washroom cubicle to assist following these guidelines:

- **Adult Female** Ministry Personnel will assist both girls and boys in the washroom.
- The outside washroom door must be propped open and the adult Ministry Personnel must stand in an open cubicle,
- Ministry Personnel will take into consideration the privacy of the child.

### *Elementary Children*

1. Elementary boys and girls are not to be sent to the washroom alone.

2. Ministry Personnel will escort the children to the washroom and prop the door open and remain outside the washroom door and wait for the children before escorting them back to the room.

3. Ministry Personnel are **never** to be alone with children in an unsupervised washroom and are **never** to enter into a cubicle with a child and shut the door.

4. **Male Ministry** Personnel are **never** to accompany female children to the washroom.

### **Architectural Precautions**

1. All windows in doors in children's program areas are never to be covered in any way so to keep clear sight lines into rooms.

2. Washroom facilities in the preschool area are for sole use of children during all children's ministry activities/programs. Signs are to be clearly posted in those washrooms to redirect all others to the washrooms in the main building.

3. Nursery doors are to be secured from the inside.

4. All electrical outlets are to be kept covered when not in use.

### **Proper Display of Affection**

#### *Appropriate Touch*

1. Recognizing that children need appropriate displays of affection that reflect pure, genuine and positive displays of God's love, appropriate touch of children will be age and developmentally appropriate.

*We encourage Ministry Personnel to:*

- Hold a preschool child who is crying.
- Speak to a child at eye level and listen with your eyes as well as your ears.



- Hold a child's hand when speaking, listening or walking with him or her to an activity.
- Gently hold the child's shoulder or hand to keep his or her attention while you redirect the child's behaviour.
- Put your arm around the shoulder of a child when comforting or quieting is needed.
- Pat a child on the head, hand, shoulder or back to affirm him or her.

2. All touch must be done in view of others.

### *Inappropriate Touch*

1. Recognizing that the innocence of children must be protected, Ministry Personnel will be made aware that the following actions are deemed inappropriate and will not be permitted:

- Do not kiss a child or coax a child to kiss you.
- Do not engage in extended hugging and tickling.
- Do not hold a child's face when talking to or disciplining the child.
- Do not touch a child in any area that would be covered by a bathing suit. (strictly prohibited except in cases of diapering and assisting preschoolers as outlined in washroom procedures).
- Do not carry older children and do not allow them to sit on your lap.
- Avoid prolonged physical contact with a child.

2. Ministry Personnel are not to be left alone with a child.

### **Discipline Policy**

Pastors and volunteers are given the responsibility of supervising the activity of the children placed in their care. If the children are not able to be managed, because of ongoing disobedience, the parents or guardian(s) of the child are to be contacted. If the discipline problem continues, the child will be temporarily suspended from attending until an agreement of behaviour is established with the supervising pastor.

In the case of willful damage to church property, children may be held responsible for paying the compensation of repair. Attendance privileges may be withheld until full compensation is received.

In cases where the parents are unavailable, and strong wilful disobedience occurs, the police may be contacted.

There should be no children in the church building unsupervised. The supervisor needs to have sufficient charge of the group so that control is maintained. Supervisors should be sufficiently older to demand the respect required to maintain control.

### *Discipline Stages*

1. Verbal correction of misbehaviour.
2. Removal from group activity.
3. Advise parents or guardian(s) of misbehaviour and arrange an agreement of behaviour.
4. Withdrawal from program and suspension of attendance privileges.
5. Notify the police.

Under no circumstances is corporal punishment to be administered. Reasonable restraint can be applied if the child is placing members of the group at risk, otherwise, the child should not be touched.

Any children wandering the halls, classrooms, etc. without authorization must be returned to their activity and the supervisor of the group notified. After two warnings of this type of behaviour, the parents or guardian(s)/guardians must be notified and a meeting may be arranged with the staff responsible.

## **2.03 Youth Protection Procedures**

### **I. Youth Ministry Personnel Standards Lifestyle**

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

### **Contacting Opportunities**

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

## **Open Door Policy**

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

## **Physical Contact**

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

## **Dating**

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

## **II. Youth Ministry Programming**

### **Safe Place Policy Maintenance**

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

### **Ministry Personnel/Student Ratios**

1. Programs for youth must comply with established staffing ratios as follows:
  - Jr. High (gr. 6 to 8) – one Ministry Personnel for every 15 students.
  - Sr. High (gr. 9 to 12) – one Ministry Personnel for every 20 students.

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

### **Supervision of Ministry Personnel**

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

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

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

### **Planning for Safety**

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

### **Billeting and Hosting**

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

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

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

### **Off-Site Activities**

1. All off-site activities must be pre-approved by a Pastor with parents or guardian(s) being notified at least one (1) week prior to the outing.
2. Proper written consent and medical release forms are required for each child/youth participating in off-site events. Forms must be kept in the Ministry Lead's possession during off-site activities with a copy of the completed forms filed in the Church office. The originals are to be kept on file permanently (Child, Appendix 5; Youth, Appendix 7).
3. All off-site activities are to be supervised by a minimum of two (2) unrelated adult Ministry Personnel. Off-site activities with mixed genders must be supervised by at least two (2) unrelated, adult Ministry Personnel of opposite gender.

### **Retreats and Overnight Events**

1. All retreats and overnight events must be pre-approved by a Pastor.
2. Proper written consent and medical release forms are required for each child or youth participating in overnight events. (This form must include details of the specific trip and is different from the annual registration form). Forms must be kept in the Ministry Lead's possession during trips and events and a copy filed in the Church office. The originals are to be kept on file permanently (Child, Appendix 5; Youth Appendix 7).
3. All overnight activities with mixed genders must be supervised by at least two (2) unrelated, adult Ministry Personnel of opposite gender. There must be a minimum ratio of one (1) Ministry Personnel for every ten children or youth. Ministry Personnel are to be assigned a specific group of children or youth for whom they are responsible to supervise. Female Ministry Personnel will be assigned responsibility for female

children/youth and male Ministry Personnel will be assigned responsibility for male children/youth.

4. Youth attending retreats and overnight events will not be allowed to leave the event. Any exceptions must be added to the permission form signed by the parent.

5. Female and male youth are not allowed in each other's rooms or tents for any reason during retreats and overnight events and they are not permitted to sleep in mixed company.

### **Transportation**

1. When planning off-site activities, parents or guardian(s) are to be encouraged to drop off and pick up their children at the event location. Ideally, for out of town events, commercial carriers are to be used.

2. Our first concern in transportation is the safety of our youth. Drivers must obey all the rules of the road including the speed limits. Reckless or unsafe driving will not be tolerated.

3. All Ministry Personnel drivers transporting youth during Church activities must complete the following prior to the youth event:

- Be pre-approved by the Ministry Lead,
- Provide a copy of their valid driver's license,
- Provide a copy of their current automobile insurance policy, and,
- Have a minimum of five (5) years driving experience from obtaining a G2.

4. The number of occupants in vehicles transporting children, youth and vulnerable adults during Church sponsored activities must not exceed the number of seat belts and each child must be in age appropriate safety restraints. Seat belts must be worn by everyone and remain fastened at all times the vehicle is in operation.

5. At least two (2) Ministry Personnel must be in each vehicle transporting children during Church sponsored activities. Children, youth and vulnerable adults must never be left alone in a vehicle.

6. The 'Trips and Off-site Travel Form' (Appendix 8) will accompany the group with the original left in the Church office and filed permanently consisting of:

- Names and phone numbers of all participants.
- Location of event and phone number(s).
- Drivers and vehicles involved.

## **2.05 Health & Safety Guidelines**

1. Ministry Leads and Ministry Personnel are to be encouraged to be certified and trained in first aid.
2. Ministry Leads must be informed of any children, youth or vulnerable adults having severe allergies. The information will be posted in the children's and youth departments for easy access and Ministry Personnel who have the child, youth or vulnerable adults in their care will be informed.
3. The cleaning and sanitation of toys and table surfaces must be done periodically.

### **Illness**

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

### **Medications**

1. Ministry Personnel are not to give or apply any medications. Parents or guardian(s) are to be contacted and should administer all medications.
2. Medication is not to be left in a classroom. When a child brings medication, the medication is to be kept in the possession of the Ministry Lead or their designate.
3. In the extreme case where Epi-pens and puffers are needed for allergies or asthma, written instructions are to be provided by the parent or guardian to the Ministry Lead. Requests should be written, signed, dated and filed permanently.
4. If a child/youth must take a medication while on an overnight trip, outing, day camp or another similar event the ministry leader must obtain written permission and instructions from the parent/guardian. (A doctor's note may be required as well.)

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

1. Blood pathogen policies will be posted in the children's departments.
2. When a child or youth is injured, the individual is to be separated from others. The area where the injury occurred or where any blood may have dropped on the floor or toys is also to be isolated.

3. Ministry Personnel need to ensure that no other children have had contact with any of the blood from the cut or injury.
4. Non-latex gloves are to be used when bandaging the injury, avoiding contact with mouth, ears and eyes.
5. Extreme care will be taken in cleaning up all blood and bloody bandages and the safe and secure removal of waste and disposal of gloves to a secure waste removal container.
6. Hands are to be washed carefully with sterilizing soap available in the first aid kit.
7. When ministering to children with HIV or Aids, specific guidelines for the education and care of these children will be developed and followed (Appendix 9).

### **Emergencies**

1. Emergency evacuation procedures will be reviewed annually by Building Manager/Administrator. These procedures are to be posted in a visible place in each classroom stating the planned route of escape. (Appendix 2)
2. Building Manager/Administrator will arrange for annual fire and evacuation drills.
3. First aid kits will be kept in a number of strategic places where children, youth and vulnerable adults ministry occur. (Each area of the children's ministries will have at least one first aid kit easily accessible. As well a first aid kit can be found in the Resource Centre, and Kitchen). The first aid kits will be checked regularly and kept properly stocked.
4. A parent will be contacted when an injury, accident or medical emergency occurs. **Incident Reports** are to be completed for any and all accidents. Injuries are to be reported to the Ministry Lead (Appendix 10).

## **2.06 Bullying Among Peers**

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



## **2.07 Reporting and Response**

### **Reporting Procedures Hearing of an Allegation or Suspicion of Abuse**

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

1. For the protection of our children, youth and vulnerable adults, all allegations and/or suspicions of abuse against children, youth and vulnerable adults will be taken seriously.
2. Immediately upon hearing of potential abuse or allegations of abuse to a child, youth or vulnerable adult, Ministry Personnel must contact a Pastor and together complete a Suspected Abuse Report Form documenting all pertinent information (Appendix 11). The suspected victim should not be asked leading questions nor should the accused or any other parties be contacted at the point of completing the Suspected Abuse Report Form.
3. All forms must be kept permanently unless otherwise directed by legal counsel.

### **Reporting an Allegation or Suspicion of Abuse**

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

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

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

## **Response to Allegations Spiritual Response and Counsel for the Victim**

1. For the protection of our children, youth and vulnerable adults, all allegations and/or suspicions of abuse will be taken seriously and handled with the utmost care. The suspected victim will be treated with dignity and respect.
2. During the process of reporting and response, all Ministry Personnel will be committed to prayer and strive to remain calm and hopeful.
3. Situations of abuse must be handled forthrightly with due respect for people's privacy and confidentiality. Discretion must be observed and details of the suspected abuse must not be shared among the church community. Information should be shared on a need-to know basis, expanding only as individuals are drawn into the response and investigation. Confidentiality for the victim must be protected.
4. Pastors will seek opportunities to provide individual care and counsel both for the abuse victim and their family. Pastors will determine the need for professional assistance and evaluate and designate resources as needed and able.

## **Biblical Response and Discipline for the Accused or Convicted**

1. The accused is to be treated with dignity and respect. If the accused is a paid Ministry Personnel, that person will be temporarily relieved of his or her duties until the investigation is completed with arrangements made to either maintain or suspend his or her income until the allegations are cleared or substantiated.
2. It is the responsibility and right of Pastors and the Board of Counsel to exercise and practice church discipline as outlined in **Matthew 18** and as stipulated in denominational guidelines.

3. Pastors will seek opportunity to provide individual care and counsel both for the accused and their family. Pastors and the Board of Counsel will determine the need for professional assistance and evaluate and designate resources as needed and able.

4. Anyone accused of abuse to children or youth will be prohibited from having access to children or youth until they are cleared of any and all charges. Clear written guidelines will be provided to the individual with restricted activities and areas of the church property that they are not permitted to use or be in.

5. Anyone convicted of child abuse will be prohibited from having access to children or youth. Pastors may designate an individual to be responsible to be informed whenever the convicted person attends church activities and to accompany the convicted person while on church property. Clear written guidelines will be provided to the individual listing restricted areas and access points on the church property.

### **Media Relations**

1. It is the responsibility of the Lead Pastor and the Board of Counsel to designate a spokesperson to speak on behalf of the Church to media and to the public in relation to a suspected child abuse case. All inquiries should be directed to this person and comment should not be made by other individuals unless given permission to do so.

2. Public statements must be well prepared and presented under the guidance of legal counsel.

### **Ongoing Investigation**

1. Full cooperation must be given by all parties to civil authorities under the guidelines of legal counsel.

2. At no time should Board of Counsel members or Pastors either engage in denial, minimization or blame, or admit responsibility which could prejudice the case or cause increased liability to the Church.

3. A confidential follow-up report with conclusions and action taken must be documented by the Lead Pastor, Children's Pastor or Youth Pastor following a report of abuse. This report should be placed in a confidential ministry personnel file and kept permanently.

4. Children, youth and vulnerable adults ministry departments will inform others of any ongoing investigation strictly on a need-to-know basis.

## **2.08 Policy Review**

The Policy is to be reviewed and approved annually by the **Safe Place** Committee to ensure procedures are updated and/or clarified as needed and the Policy maintains its relevance to applicable provincial child protection legislation.

**End of policy**

**Appendices follow**



## Dream Team Ministry Application

EVANGEL Church  
374 Farewell St. Oshawa, ON. L1H 6M2  
(905)-725-6568

**(INFORMATION RECEIVED IS STRICTLY CONFIDENTIAL)**

### Type A Ministries

(These ministries involve or allow access to children, youth, and/or vulnerable adults).

**1. Children's Ministries**

(Little Ones, Toddler Town, School Agers 1-6)

**2. Childcare** (for any ministry)

**3. Jr. High** (Grades 6-8)

**4. Sr. High** (Grades 9-12)

**5. Day Camp/VBS**

**6. Pastoral Visitation**

**Please fill out the entire application form.** You will also be required to submit a **Criminal Background Check**. It is our desire to reduce the risk of abuse within our church, therefore this information is necessary to protect our young and vulnerable people as well as to protect our volunteers. Thank you in advance for your co-operation.

### Type B Ministries

**7. Young Adults** (Ages 19-30)

**8. Worship / Media Team**

**9. Creative Events Team**

**10. Prayer Ministry Team**

**11. Connect Group Facilitator**

**12. Outreach** (Missions)

**13. Care and Share**

**14. Adult Ministry** (Men/Women/Seniors)

**15. Hospitality** (Greeters, Ushers, Cafe Information Centre, Guest Integration)

**NOTE: Type B Ministries DO NOT fill out sections G and H in this application form.** (For further clarification please speak with the pastor/ministry leader of the area you are interested in.)

**I am interested in:** \_\_\_\_\_

**NOTE:** If you are **under the age of 18** please have your parent/guardian assist you in filling out this form.

## A) Personal Information

Full name \_\_\_\_\_ Male \_\_\_\_\_ Female \_\_\_\_\_

Phone (home) \_\_\_\_\_ (work) \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Postal Code \_\_\_\_\_

E-Mail \_\_\_\_\_

Age \_\_\_\_\_

Occupation/Employer \_\_\_\_\_

Hobbies, Interests, Skills \_\_\_\_\_

\_\_\_\_\_

## B) Spiritual History

How long have you attended **EVANGEL Church**? \_\_\_\_\_

Do you regularly attend (2 or more services a month)? \_\_\_\_\_

Date you accepted Jesus as your Saviour? \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Have you been baptized in water? YES  NO

Are you constantly seeking to be filled with the Spirit according to **Ephesians 5:18**?  
YES  NO

Do you regularly support **EVANGEL Church** financially (tithe)? YES  NO

## C) Previous Ministry Experience

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

Date & Description of Ministry \_\_\_\_\_  
\_\_\_\_\_

Pastor/Ministry Supervisor \_\_\_\_\_ Phone \_\_\_\_\_

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

Date & Description of Ministry \_\_\_\_\_  
\_\_\_\_\_

Pastor/Ministry Supervisor \_\_\_\_\_ Phone \_\_\_\_\_

## D) Present Ministry Involvement

What areas are you presently involved in at **EVANGEL Church** and how long have you been involved?

---

---

---

---

What other involvement do you expect to have in **EVANGEL Church** this year?

---

---

---

---

## E) Church Attendance Background

Churches I have attended in the last five 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 \_\_\_\_\_

## F) References

Please provide the names of two 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 \_\_\_\_\_  
Nature of Relationship \_\_\_\_\_
2. Name of Reference \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_  
Nature of Relationship \_\_\_\_\_



## G) Lifestyle (Type A ministries only)

*In order to provide a safe and secure environment for our young people, 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.*

**Please answer the following questions by checking either yes or no.**

	Yes	No
Have you even been arrested or convicted of a criminal offense involving children?		
Have you ever been arrested or convicted of a sexual related crime?		
Have you ever been arrested or convicted of an abuse related crime?		
Are there any circumstances involving your lifestyle or background that would call into question your ability to work with children or youth? (e.g. pornography, use of illegal substances, etc.)		
Have you ever been accused of impropriety with children or youth?		
Have you ever been convicted for the use or sale of illegal drugs?		
Have you ever been hospitalized or treated for alcohol or substance abuse?		
Are you currently using illegal drugs?		
Are you currently in treatment for any form of mental illness?		
Have you ever been investigated by the Child Welfare Agency for suspected child abuse?		
Have you ever been the subject of a civil lawsuit involving sexual harassment or other immoral behaviour or conduct involving children, youth, or adults?		
Have you ever been the subject of any disciplinary action, transfer or dismissal, or been named as a defendant in a civil or criminal lawsuit as a result of an accident or mishap involving children or youth?		
Are you willing to obtain a criminal reference check/police check?		

If you have answered yes to any of the previous questions, please explain. (Does not apply to last question regarding obtaining a Criminal Background check).

---

---

---

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

---

---

---

## H) Experience With Children/Youth (Type A ministries only)

List any **previous** experience you have working with children/youth that you feel would help you as a ministries volunteer in these areas.

---

---

---

Please list any courses or **training** you may have taken that would particularly equip you for Children's/Youth/Christian Ministry.

---

---

---

---

# I) Applicant's Statement

## Release of Information and Declaration of Intent

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

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

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

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

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

**I hereby acknowledge that, to the best of my knowledge, the information contained in this application for ministry is true and correct.**

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

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

Signature of Witness \_\_\_\_\_

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

Information received is **CONFIDENTIAL** and is being gathered for the purposes of screening Ministry Personnel and placing them into ministry with children or youth. The information gathered here will be used solely for the purposes of supporting the ministries at **EVANGEL Church** and will not be sold or distributed to any third party.

**If under 18 years of age have a Parent/Guardian sign application.**

\_\_\_\_\_  
(Parent/Guardian's Name) please print

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Parent/Guardian's Signature)

## Emergency Procedures

## APPENDIX 2

### ***UPON DISCOVERY OF FIRE:***

- Leave fire area immediately and always remain calm, move quickly and quietly out the appropriate exit.
- Close all doors behind you.
- Activate the fire alarm, using pull stations and call 911.
- Initiate fire alarm procedures.

### ***PROCEDURE WHEN ALARM SOUNDS:***

- If you are in an enclosed room, before opening the door; feel the doorknob for heat. If not hot, brace yourself against door and open slightly. If you feel air pressure, or heat, close the door quickly.
- If you do not find fire or smoke in corridor, close door behind you and evacuate building using the nearest exit or exit stairs. Always check stairway for heat & smoke before entering; use alternate exit if necessary. (Always remain calm).
- Follow Building Manager's, or designates, instructions.
- Assist disabled, as required.
- Go to designated Initial Assembly Area: South soccer field (alternate being Guelph Street lawn).
- Do not return until it is declared safe to do so by **Fire Officer**.
- If a false alarm is identified, phone **1-800-387-5956** immediately to report it is a false alarm.

### ***DETAILED INSTRUCTIONS:***

- Pastor will instruct everyone to leave building quickly/calmly out the nearest exit, and for parents or guardian(s) to meet their children on the South soccer field (alternate being Guelph Street lawn).who are currently being led out by their leaders to that designated area.
- Building Manager, or designate, will assess who is in the building and facilitate emergency procedures at fire panel. If a false alarm is identified, phone **1-800-387-5956** immediately to report it is a false alarm.
- Children's Area:
  - upon hearing an alarm, leaders to gather children in the room and collect attendance list
  - count children and helpers. Ask a helper to lead the way to the closest exit
  - team leader leaves the room last and shuts the door
  - check for children and helpers in the washrooms
  - when at South soccer field (alternate being Guelph Street lawn), recount children

- wait with children for parents or guardian(s) to come if entry back into building is unsafe

- Lead Usher/Team Captain (or designate if mid-week) to request two ushers (or volunteers if mid-week) to go immediately upon hearing an alarm to the Nursery to help attendants carry infants and toddlers, to the South soccer field. Blankets are in the Nursery to wrap children if it is winter. Parents or guardian(s) would come to get children there on the South soccer field (alternate being Guelph Street lawn). Two ushers would need to block the access to **Main Auditorium exit "B"** so that parents or guardian(s) wouldn't try to rush and grab their own children, while informing parents or guardian(s) where they can meet their children.

- Lead Usher/Team Captain (or designate if mid-week) to request ushers/volunteers (two or more if possible) to assist special needs' persons. They should assess whether or not there is imminent danger from fire or smoke in their area. If there is not imminent danger in the area, the volunteers should:

- a) Move the special needs person out into the safest emergency exit or safe stairwell.
- b) One volunteer should remain with the person.
- c) One volunteer should notify staff of the situation.

**ONLY if there is imminent danger on the second floor,** the volunteers should move the special needs person outside when possible or into the safest emergency exit or stairwell if unable to evacuate him/her to the exterior.

- a) One volunteer should remain with the person if he/she cannot be evacuated safely.
- b) One volunteer should exit the floor and notify the Fire Official of the location and condition of the special needs' person.

If necessary, for safety reasons, the volunteers may consider transporting the special needs persons down to the next safe floor level. Whenever possible, special needs people should be moved to the exit with their assistive devices; for example, wheelchairs, crutches or scooters, as they will require these devices once outside the building. The device(s) should remain on the floor if it is too heavy or large to be safely, quickly and easily transported, or if it is likely to block the emergency exit stairwell.

**Due to heavy weight, a motorized wheelchair will be brought downstairs ONLY by fire department personnel.**

## Record of Reference Checks - Confidential

## APPENDIX 3

Record of Reference Checks - Confidential (Record of church contact with a reference or church identified by an applicant for Volunteer Ministry with Evangel Church).

Name of Applicant: \_\_\_\_\_, has applied to be a volunteer in our (name ministry) and has indicated on their application that you might be willing to act as a personal reference. We have a program in our church called Safe Place which is designed to protect our children, youth and vulnerable adults as well as our volunteers. We do a reference check on all our volunteers working in our ministries. Your responses will remain confidential. Thank you for your cooperation.

Reference Information/Questions	Reference 1	Reference 2
Name		
Address		
Phone Number		
Date(s) of Contact		
1. How long have you known this person?		
2. Describe your relationship with this person.		
3. Use the scale to respond to the following:	1 = low to 5 = excellent	1 = low to 5 = excellent
a) ability to work with other volunteers	1 2 3 4 5	1 2 3 4 5
b) ability to follow through on commitments	1 2 3 4 5	1 2 3 4 5
c) ability to relate to children or youth	1 2 3 4 5	1 2 3 4 5
d) level of spiritual maturity	1 2 3 4 5	1 2 3 4 5
4. What are the applicant's greatest strengths?		
5. Would you entrust the care of your child or youth to the applicant without any concern, reservation or hesitation?		

6. Do you have any concerns regarding this person working with children or youth? If so, please explain.		
Name of person contacting references		
Method of contact (telephone, in person)		

Pastoral Approval Signature \_\_\_\_\_

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

# Ministry Personnel Agreement Form

APPENDIX 4

I (Name of Volunteer/Staff) \_\_\_\_\_ have read, understand and agree to comply with all the **Safe Place Policies** and procedures of **EVANGEL Church** to protect the health and safety of children, youth and vulnerable adults at all times.

Signature \_\_\_\_\_

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

I (Name of Volunteer/Staff) \_\_\_\_\_ have read, understand and agree to comply with all the **Accessibilities Standards for Customer Service Policy** provided by the Government of Ontario and procedures of **EVANGEL Church** to interact and communicate with people with various types of disabilities.

Signature \_\_\_\_\_

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

I (Name of Volunteer/Staff) \_\_\_\_\_ have **COMPLETED** the **Accessibilities Standards for Customer Service Training**. (Online or using **EVANGEL Church Training Manual or Staff and Volunteers**.)

Signature \_\_\_\_\_

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



# eKids Registration Form (Birth-Grade 6)

APPENDIX 5

Guest  Regular Attendee

## FAMILY/GUARDIAN INFORMATION

Family Last Name(s): \_\_\_\_\_  
Parent's/Legal Guardian's Full Names: \_\_\_\_\_  
Address: \_\_\_\_\_ Apt. #: \_\_\_\_\_  
City: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
Home #: \_\_\_\_\_ Cell #: \_\_\_\_\_  
E-mail: \_\_\_\_\_  
Other Contact Info: \_\_\_\_\_

Please fill out one box per child in your family. List according to birth order.

### 1st Child

Full Name: \_\_\_\_\_ Birthday(d/m/y): \_\_\_\_\_ F/ M: \_\_\_\_\_  
Current Grade: \_\_\_\_\_ School: \_\_\_\_\_  
Health Card #: \_\_\_\_\_ Family Doctor: \_\_\_\_\_

Does this child have any allergies, medical conditions, and/or custody orders we should be aware of?  
\_\_\_\_\_  
\_\_\_\_\_

### 2nd Child

Full Name: \_\_\_\_\_ Birthday(d/m/y): \_\_\_\_\_ F/ M: \_\_\_\_\_  
Current Grade: \_\_\_\_\_ School: \_\_\_\_\_  
Health Card #: \_\_\_\_\_ Family Doctor: \_\_\_\_\_

Does this child have any allergies, medical conditions, and/or custody orders we should be aware of?  
\_\_\_\_\_  
\_\_\_\_\_

Please check if you do not want your child(ren) to have their picture taken while participating in the programs.

### WAIVER

I/We, the parents or guardians named above, authorize the ministry staff of **EVANGEL Church** to sign a consent for medical treatment and to authorize any physician or hospital to provide medical assessment, treatment or procedures for the participants named above.

I/We, named above, undertake and agree to indemnify and hold blameless the ministry staff, **EVANGEL Church**, its pastors and Board of Counsel from and against any loss, damage or injury suffered by the participant(s) as a result of being part of the activities of **EVANGEL Church**, as well as of any medical treatment authorized by supervising individuals representing the church. This consent and authorization is effective only when participating in or traveling to events of **EVANGEL Church**.

Legal Guardian's/ Parent's Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_

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

**I understand that a covenant is a promise, that it is not merely a mutual acquaintance but a commitment to responsibility and action.**

Acknowledgment of  
**WHAT MY MINISTRY LOOKS LIKE AT**  
*EVANGEL Church*

Here at EVANGEL Church, we believe that ANY PERSON WHO PARTICIPATES IN ANY FORM OF SERVICE TO THIS BODY, NO MATTER HOW MENIAL IT MAY APPEAR TO BE, IS INVOLVED IN MINISTRY LEADERSHIP. WE FURTHER BELIEVE THAT God intended THESE MINISTRIES be carried out in the spirit of a servant. Although our talents, personalities and gifts may vary, Scripture clearly teaches a leadership style that is uniquely Christian. It has been given to us by the Lord of the Church. Jesus has demonstrated this leadership style, and commanded us to do likewise.

*“Do nothing from selfish or empty conceit, but with humility of mind let each of you regard one another as more important than himself; do not merely look out for your own personal interests, but also for the interests of others. Have this attitude in yourselves which was also in Christ Jesus, who, although He existed in the form of God, did not regard equality with God a thing to be grasped, but emptied Himself, taking the form of a bond-servant, being made in the likeness of men. And being found in appearance as a man, He humbled Himself by becoming obedient to the point of death, even death on a cross.”* **Philippians 2:3-8** (NAS)

Servant Leadership is much more than a leadership style we act out and master like other management styles. Servant leadership begins with the heart, with our attitude and with our motives. A servant-leader can be characterized by submission, love, compassion, persistence in the pursuit of God’s will, and self-sacrifice. Reflections from Scripture on Servant hood: John 17, Philippians 2:3-8, John 6:38-40, John 15:12-13, 1 Corinthians 13.

## **MY QUALIFICATIONS FOR MINISTRY AT** *EVANGEL Church*

A life that qualifies FOR MINISTRY LEADERSHIP at EVANGEL Church exhibits personal morality and character consistent with the Bible. While recognizing that grace abounds in our experience with Christ, and that in Christ there is forgiveness for moral failure, it is also recognized that biblical principles and standards are what qualify and empower an individual to lead.

Models, not just rhetoric, change people. Our primary mandate in this church is to “make disciples, teaching them to obey” (**Matthew 28:19**). Modeling biblical truth and standards gives those who are young (in age or faith) an example to follow; an illustration of what it means to be a Christian. It gives the church community confidence in the integrity of their church and the quality of our vision.

### **I ACCEPT the responsibility of MODELING A BIBLICAL LIFESTYLE**

I understand that consistent modeling requires diligence in the pursuit of the biblical lifestyle. There are some things that we can do to renew ourselves from the inside out. There is a need to ‘keep short accounts with God’ (confession). We must be sensitive to sin so that we can easily identify it and recognize its presence in our own lives. We must immediately go to God and ask forgiveness. A lifestyle of sin evolves through inattention and insensitivity to God’s view of sinful behavior.

The biblical lifestyle is both a life of participating and a life of abstaining. In participating, one is to fully involve him/herself in the principles and, when appropriate, the programs of our church.

Abstaining is also considered part of the biblical lifestyle. Abstaining from what the Bible refers to as acts of the sinful nature means not participating in an activity that is harmful to both your personal welfare and that of the church.

We are to abstain from ANY ACT OR ATTITUDE that is counter-productive to the purposes of the church or its ministries.

## COVENANT ACKNOWLEDGEMENT

Having received Christ as my Lord and Savior, and in recognition of God's covenants toward us, I understand and agree to the content of this Ministry Covenant. I resolve to minister within the church and within the world as a servant of Jesus Christ, under God, and according to Scripture. The following statements help to further define my commitment:

### I. I will protect the unity of my church

- by acting in love toward other members
- by refusing to gossip
- by following the leaders
- by being supportive of **EVANGEL Church's** Statement of Faith
- by complying with **EVANGEL Church's** Constitution and By-laws.

"So let us concentrate on the things which make for harmony, and on the growth of our fellowship together." (**Romans 14:19**)

"Have a sincere love for other believers, love one another earnestly with all your heart." (**1 Peter 1:22**)

"Do not let any unwholesome talk come out of your mouths, but only what is helpful for building others up according to their needs." (**Ephesians 4:29**)

"Obey your leaders and submit to their authority. They keep watch over you as men who must give an account. Obey them so that their work will be a joy, not a burden, for that would be no advantage to you." (**Hebrews 13:17**)

### II. I will share the growth of my church

- by praying for its growth.
- by inviting the un-churched to attend.
- by warmly welcoming those who visit.

"To the church – We always thank God for you and pray for you constantly." (**1Thessalonians1:1-2**)

"The Master said to the servant, 'Go out to the roads and country lanes, and urge the people there to come so my house will be full'" (**Luke 14:23**)

"So, warmly welcome each other into the church, just as Christ has warmly welcomed you; then God will be glorified." (**Romans 15:7**)

### III. I will serve the ministry of my church

- by discovering my gifts and talents.
- by actively involving myself in ministry.
- by being equipped to serve by my pastors.
- by developing a servant's heart.
- by ministering in cooperation with others in the Body of Christ.
- by supporting, through prayer and affirmation, others' gifts and ministries. "Serve one another with the particular gifts God has given each of you" (**1 Peter 4:10**) "God gave.. some to be pastors and teachers, to prepare God's people for works of service, so that the Body of Christ may be built up." (**Ephesians 4:11-12**)

“Each of you should look not only to your own interests, but also to the interests of others. Your attitude should be the same as that of Christ Jesus; Who...[took on] the very nature of a servant.” (**Philippians 2:3-4, 7**)

#### **IV. I will support the testimony of my church**

- by attending faithfully.
- by living a godly life (applying Biblical principles in all aspects of my life).
- by keeping a regular, personal quiet time of Bible reading and prayer and regularly confessing my sins before God.
- by giving regularly
- by abstaining from any act or attitude that is counter-productive to the purposes of the church or its ministries.

“Let us not give up meeting together ... but let us encourage one another.” (**Hebrews 10:25**)

“Whatever happens, make sure that your everyday life is worthy of the gospel of Christ.” (**Philippians 1:27**)

“Each one of you, on the first day of each week, should set aside a specific sum of money in proportion to what you have earned and use it for the offering”. (**1 Corinthians 16:2**)

“A tenth of [all your] produce ... is the Lord’s and is holy.” (**Leviticus 27:30**)

I understand that **EVANGEL Church** is responsible for the welfare of any person entrusted to my care, and thus I will co-operate fully with the staff in the fulfillment of my duties and will keep all information I encounter in my role as a Ministry Leader, confidential. If, at any time, I find that for any reason I am unable to support the policies, procedures, or doctrines of **EVANGEL Church**, I will gracefully and quietly resign my position.

If I fail to live a life consistent with God’s Word so that my witness, the reputation of the Name of Christ and/or the integrity of **EVANGEL Church** is compromised, I will withdraw from my position of ministry and submit to a process of restoration.

Name (Please Print): \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**Youth Ministry Authorization and Consent Form**  
**Registration/Release Form**

APPENDIX 7

Child's Name: \_\_\_\_\_ Male  Female   
Parent's Names \_\_\_\_\_  
Address: \_\_\_\_\_ Apt. #: \_\_\_\_\_  
City: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_  
Birthday (d/m/y): \_\_\_\_\_ Age: \_\_\_\_\_  
School: \_\_\_\_\_ Grade: \_\_\_\_\_

**Emergency Information**

Health Card #: \_\_\_\_\_ Family Doctor: \_\_\_\_\_  
Any allergies, medical conditions and/or custody orders we should be aware of?  
\_\_\_\_\_

Emergency Contact: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

**NOTE:** Videos and Photos are taken on various nights and special events. These pictures will be used for photo ID cards, the website, and in-house material.

I give permission for my child's photo to be taken YES  NO

I give permission for my dependent named above to participate in the activities of the Youth department of **EVANGEL Church**. In case of a medical emergency I understand that an attempt to contact myself will be done immediately. In the event that I am unable to be contacted or immediate attention is required I grant permission for the Youth Department staff/volunteers to act in the best interest of my child. I will not hold **EVANGEL Church**, its Pastors, representatives or Board of Counsel responsible for any loss, damage or injury suffered by the participant as a result of being part of the activities of **EVANGEL Church**.

**EVANGEL Church** collects and retains this personal information for the purpose of enrolling your child in our programs, and to inform you of program updates and upcoming opportunities. This info will be maintained permanently as it is a requirement of our insurance company and legal counsel.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Trips and Off-Site Travel Form

APPENDIX 8

Group \_\_\_\_\_

Destination \_\_\_\_\_ Contact # \_\_\_\_\_

Departure Date \_\_\_\_\_

Return Date \_\_\_\_\_

Driver's Name	Vehicle

Leader's Name	Phone Number

Student's Name	Phone Number





The following is a compilation of guidelines on dealing with blood borne pathogens (any micro organism or virus that can cause disease that is carried through the blood) and infectious diseases. Studies of school and residential settings reflect a parallel between the inefficiency of transmission of blood borne pathogens and the extent to which risk is adequately controlled by common hygienic measures.

Children who have blood borne pathogen infections **should not be excluded** from children's ministries activities. There is no reason for excluding children who do not exhibit aggressive behaviour and who do not have medication conditions facilitating transmission. The benefits of an unrestricted setting outweigh the risk of the child acquiring harmful infections. The risk of transmitting the virus to others is almost nonexistent.

1. Common infectious diseases may be contracted from dirt and waste encountered in ministry areas. Wash your hands with soap and running water at regular intervals throughout the day.

2. All bodily fluids must be treated as though they are infectious, as blood borne pathogens could be present in any child. Confidentiality laws may prevent you from knowing those infected with the HIV (virus that causes AIDS) or AIDS virus. By treating all bodily fluids as infectious, you protect not only yourself, but others.

3. Latex gloves are required when handling any discharges from another person's body particularly body fluids containing blood. Hands must be thoroughly washed with soap and running water when finished. Ministry Personnel who are exposed to an infected child's body fluids and excrement should know procedures to follow to prevent transmission.

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

4. Contaminated disposable latex gloves and other contaminated materials should be disposed in plastic-lined waste containers.

5. You need to develop an awareness of situations or dangers that may put you or others at risk. For instance, do not pick up broken glass with bare hands but use a brush and dustpan instead. You need to avoid punctures with objects that may contain blood from others. Carefully dispose trash that contains sharp objects. Use containers that cannot be broken or penetrated.

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

7. An HBV (virus causing Hepatitis B) vaccination should be pursued within 24 hours if you have had an 'exposure incident'. An 'exposure incident' is when there is blood contact through an open sore, injury by a contaminated sharp object or by a blood splash into your eyes, nose or mouth.

8. If you are responsible for administering first aid, it is strongly recommended that you receive current instruction. For instance, the rescuer needs to use a resuscitation mouthpiece when administering CPR so that there is no direct mouth-to-mouth contact.

9. Individuals involved in the care and education of a preschool-aged child infected with HIV, HBV, or HCV should be informed of the child's infective status only if such knowledge is necessary to ensure proper care of the child and to detect situations in which there is potential for transmission. Parental consent is required for the disclosure of a child's infective status and should be made on a case-by-case basis respecting the child's and family's right to privacy. Decisions about education and care for children infected with the AIDS virus should be made by a team including the child's physician, public health personnel, parents or guardian and church staff. The records of children with AIDS should be kept confidential. Parental consent must be given to the agency releasing pertinent medical information to those administering care to the child.

10. A more restricted environment is advised for infected preschool-age children, for children who cannot control their bowels or bladder, for children who display such behaviour as biting and scratching and for infected children who have uncovered oozing sores. These children should be cared for and educated in settings that minimize the exposure of other children to their blood and body fluids. Decisions regarding vaccination of children and workers who have contact with the child should be discussed with public health officials. The hygienic practices of an infected child may improve as the child matures, or they may deteriorate if the child's condition worsens.

For these reasons, the need for a restricted environment should be re-evaluated regularly.

**Sources:**

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

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

Universal Precautions, Alliance Academy, Quito Equator.

**Incident Report for EVANGEL Church**

APPENDIX 10

***Incident Report/Children’s and Youth / Vulnerable Adults Ministry***

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

Child/Student’s Name: \_\_\_\_\_ Age: \_\_\_\_\_

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

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

Names of Parents/Guardians: \_\_\_\_\_

Details about Incident Nature of Injury/Incident:

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

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

Location: \_\_\_\_\_ Event Title: \_\_\_\_\_

Leaders Present: \_\_\_\_\_

What Happened?

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

What action was taken?

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

Parents Contacted?  Yes  No

Parent’s Response:

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

Leader: \_\_\_\_\_ Signature: \_\_\_\_\_

Witness: \_\_\_\_\_ Signature: \_\_\_\_\_

# Suspected Abuse Report Form

APPENDIX 11

Date \_\_\_\_\_ Name of Student \_\_\_\_\_

Age of Student \_\_\_\_\_ Grade \_\_\_\_\_ Birth Date \_\_\_\_\_

Address \_\_\_\_\_

Postal Code \_\_\_\_\_ Phone Number \_\_\_\_\_

Parents or guardian(s)' Names  
\_\_\_\_\_

Siblings' Names \_\_\_\_\_

Name of Person Filing Report \_\_\_\_\_

Name of Pastor Receiving Report \_\_\_\_\_

Name of Social Worker \_\_\_\_\_ Phone # \_\_\_\_\_

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

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

Nature of suspected abuse  physical  sexual  emotional  neglect

Indications of suspected abuse (including facts, physical signs and course of events)

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

Action taken (including date and time)

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

If a child is reporting: What did the child say? (Give quotes where possible.)

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

---

---

What was your response?

---

---

---

---

---

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

**To Be Completed by a Pastor**

Conclusions

---

---

---

---

---

Action taken (including dates and times)

---

---

---

---

---

Pastor's Signature \_\_\_\_\_  
Printed Name \_\_\_\_\_ Date \_\_\_\_\_

The above information will serve as a guide and will be necessary if a formal report is filed with the police or appropriate government agency. All information received is to be kept **STRICTLY CONFIDENTIAL**.