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# **Safety & Risk Management Policy**

The Canadian Pacific District (CPD) has a spiritual, moral, and legal obligation to provide a safe and secure environment in our church ministries including, but not limited to, children, youth, adult volunteers, and those who are vulnerable.

We intend that our policies and procedures will strengthen our ability to uphold the honour of Christ and the credibility of church ministry as we fulfill our constituted purposes.

Therefore, we hereby adopt the following minimum safety and risk management policies for ministries to children and youth under the age of 19, and require that our lead pastors and paid or volunteer staff members implement and adhere to them.

## **1. CPD Safety and Risk Management Policy**

The Safety and Risk Management Policy is the recognized standard for implementing safety policies. This policy may be revised from time to time by action of the District Superintendent or his designate.

The Plan to Protect Manual is not the CPD policy, but will be used as a resource and reference.

## **2. Screening and Assessment**

Prospective ministry personnel shall submit to the following recruitment and screening process:

- Minimum of six months of church attendance required prior to approval of an application; exceptions to this timeframe must be approved by the Board of Elders
- Completion of a Ministry Application Form and a signed agreement with the Christian and Missionary Alliance Statement of Faith
- Minimum of two reference checks from non-relatives, preferably from recent ministry leaders and/or employers
- Licensed workers must complete a criminal record check through the RCMP or local police that includes a vulnerable sector check every three years

- Volunteers must complete a criminal record check every three years that includes a vulnerable sector check
- Any person who has been accused or convicted of abuse of minors in any form, or for any other crime, should not be involved with children, youth, or the vulnerable in any way whatsoever
- Face to face interaction or interview with the ministry leader or designate
- Annual training directed toward a clear understanding of the Safety and Risk Management guidelines
- Final approval

### **3. Identification, Supervision, and Protection of Volunteers**

Ministry personnel will be intentionally identified and supervised. Ministry personnel, including church staff, members, adherents, and volunteers serving in a church-supported ministry are covered under liability insurance through the CPD.

### **4. Record Keeping**

Legally, the statute of limitations does not apply to the ongoing protection of children, youth, or the vulnerable sector. Therefore, all safety and risk management records are confidential and must be kept permanently in a safe, secured location.

### **5. Protection of Children and Youth**

Children and youth will be protected through intentional practices, including appropriate:

- Leader/child and leader/student ratios
- Leader/child and leader/student interactions
- Display of affection guidelines
- Safe receiving and dismissal procedures
- Attendance records of students and volunteers
- Diaper changing and bathroom procedures
- Registration, medical consent, permission, and waiver forms

- Offsite activities, overnight, and event procedures
- Transportation guidelines
- Anti-bullying guidelines
- Social media guidelines

## **6. Facility**

Church leadership shall provide a safe physical environment, conducive to effective programming and supervision.

## **7. Safety, First Aid, & Emergencies**

Safety and first aid procedures shall be in place, including but not limited to:

- Emergency evacuation plans and lockdown procedures
- Injuries, infection, blood-borne pathogens, and infectious disease control
- Medical emergency response plan
- Incident reporting and follow up

## **8. Suspected Abuse**

All incidents of suspected abuse will be reported and followed up according to the requirements of the BC Ministry of Children and Family Development.

The Lead Pastor or designate shall work with the person reporting the incident to ensure that the appropriate process is observed and shall immediately report the incident or alleged abuse to the District Office. Confidentiality of all persons shall be carefully protected.

One appointed spokesperson shall present a carefully prepared statement as needed.