

Fraser Lands Church

Safety & Risk Management Policy and Guidelines
Children & Youth Ministries

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Fraser Lands Church Safety and Risk Management Policy and Guidelines – Children and Youth Ministries

Fraser Lands Church has a spiritual, moral, and legal obligation to ensure that it provides a safe and secure environment for *children, youth, vulnerable persons*, leaders, and volunteers. Safety and risk management policies and procedures strengthen a church's ability to uphold the honour of Christ and the credibility of church ministry while protecting those who lead and participate in activities and ministries. In demonstration of our commitment to protecting *children, youth, and vulnerable persons*, the following policy is in place.

The Fraser Lands Church (FLC) Safety and Risk Management Policy (SRM) shall be the recognized minimum standard for implementing safety policies. This policy is adopted by the *Elders Board* and may be updated from time to time by action of the *Elders Board*.

1.0 DEFINITIONS

The following definitions shall apply throughout this policy and guidelines:

- **Elders Board:** The highest functioning authority of Fraser Lands Church as stipulated in the Church Bylaw.
- **Minors:** Individuals under the age of majority. The age of majority in BC is 19 years old.
- **Youth:** Subset of *minor* aged 12-18 years.
- **Children:** Subset of *minor* under the age of 12 years.
- **Vulnerable Person:** A person who may be in need of community care services by reason of mental illness, developmental disability or delay, other disability, age, illness or emotional disturbance and who is or may be unable to take care of himself or herself or unable to protect himself or herself against significant harm or serious exploitation.
- **Ministry Lead:** *Ministry personnel* who have successfully completed the recruitment and screening process and who have been given the responsibility to direct programs or ministries for *minors*.
- **Ministry Personnel:** Individuals who have successfully completed the recruitment and screening process and who have been given the responsibility to carry out the direction given to programs in *Children* ministries, or *Youth* ministries.
- **Occasional Observer:** Individuals who visit and observe a ministry program on rare occasions including *parents* assisting their own *children*. *Occasional Observers* do not need to be screened and trained, however, their access to *minors* will be limited and they will never be placed in a position of trust with *minors* who are not their own.
- **Parent:** The natural or adoptive parent(s) or legal guardian(s) of a *minor*.

2.0 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; any 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 in the CPD 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
- Individuals who have been accused, convicted, or are under suspicion of crimes against children, youth, or vulnerable persons, or who have been convicted of violent crimes or other relevant crimes will not have any involvement in ministries or programs where children, youth, or vulnerable persons participate
- 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 Policy
- Final approval of applicants

2.1 PROCEDURE GUIDELINES

2.1.1 6-month Rule and Restrictions

- *Ministry personnel* applicants for ministries to *minors* shall have attended our church consistently for six months, are considered to be in good standing, and clearly support the doctrines and direction of our church.
- Waiving the six-month rule can take place only if the applicant comes from another evangelical church, is known and in good standing in that church for the year prior to coming, and has at least two affirming ministry to *minors* references from the previous pastor and/or ministry leaders.
- An applicant for whom some concern is expressed, or who is new to our church shall be directed toward ministries not involving *minors*.
- Individuals who have been convicted, or are under suspicion of crimes against *minors*, or *vulnerable persons*, or who have been convicted of, or have criminal charges pending in relation to, violent crimes or other relevant crimes will not have any involvement in ministries or programs where *minors*, or *vulnerable persons*

participate. “Under suspicion” includes, but is not limited to, where a person has criminal charges pending against them.

2.1.2 Application Forms

- Application forms shall be completed by all applicants seeking ministry to *minors*.
- All application forms shall be considered confidential and filed in a permanent, secure location.

2.1.3 Reference Checks

- Three references shall be provided in the application.
- At least two of the three references shall be contacted. Referees shall be asked to affirm character qualities and their assessment of the applicant’s ability to work with *minors*. Previous pastors, ministry leaders or employers provide the most insightful information.
- A record of each reference call shall be kept permanently on file and shall include the name of the caller, date of the call, and summary of conversation.

2.1.4 Interview

- A face-to-face interview or interaction by *ministry lead* or their designate with each applicant shall be carried out prior to the individual being placed in a ministry setting.

2.1.5 Police Information Check

- A Police Information Check (PIC) is a review of court and police information about an applicant. The PIC is required for all *ministry personnel* applicants aged 15 and older, shall be carried out through the local Police Department.
- The PIC must also include a Vulnerable Sector Check which is a search for all record suspension (formerly known as pardoned) sex offences.
- The cost of this PIC is incurred by the church.
- The results of these PIC’s shall be returned to the church and kept in the *ministry personnel’s* confidential file.

2.1.6 Training

- SRM Policy training shall be provided to all *ministry personnel* applicants. This training includes instruction on all procedures outlined in the Safety & Risk Management Policy
- Annual SRM training shall be required for all *ministry personnel*.

2.1.7 Final Approval

- All *ministry personnel* shall be approved by the *ministry lead* prior to being placed in a ministry position.

3.0 IDENTIFICATION, SUPERVISION, AND PROTECTION OF *MINISTRY PERSONNEL*

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 Canadian Pacific District Office ("District Office").

3.1 Identification

- *Ministry personnel* shall wear identifying name tags and/or identifiable clothing.
- Guests or *occasional observers* shall wear an identifying name tag.

3.2 Supervision

- Ongoing, proactive and intentional supervision of *ministry personnel* shall be carried out.

3.3 Protection

- Protection practices shall be taught, and safeguards shall be implemented to keep *ministry personnel* safe at all times.

4.0 RECORD KEEPING

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

4.1 Record Files

- Police Information Checks of *ministry personnel* shall be updated every three years.
- Taking attendance of *ministry personnel* and *minors* is mandatory at every ministry event.
- Confidential records to be permanently and securely stored shall be, but not limited to:
 - All records of attendance, either hard copy or digital, of *children* and *youth* ministry personnel.
 - All *ministry personnel* applications, criminal record checks, reference checks, and interview notes.
 - All registrations of *minors*, authorization and medical consents, acknowledgement/permission forms.
 - All off-site event details, billeting details, transportation and driver forms.
 - All incident reports.
 - All documentation regarding suspected and/or allegations of abuse.

5.0 PROTECTION OF *MINORS*

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

5.1 *Ministry Personnel / Minor Ratio*

- Wherever possible, at least two *ministry personnel*, not related, shall be with groups of *minors*. This can include *youth* working with *children* (5 year age difference preferable) or *parents*.
- In the event that two *ministry personnel* are not present, at least one person shall be a *ministry personnel*, and only that person shall be placed in a position of trust and an open-door policy (the area is clearly visible to others) shall be adhered to. A *ministry personnel* serving as a 'hall monitor' is the preferred option when *children* are taken to the bathroom as a group.
- Classroom settings must comply with established ratios for *ministry personnel* and children at all times. This includes off-site activities and trips. Established ratios are:
 - One *ministry personnel* for every 3 infants (*children* under 18 months).
 - One *ministry personnel* for every 5 toddlers or preschoolers (18 months to 6 years).
 - One *ministry personnel* for every 10 elementary-age *children* (grade 1-6).
- Programs for *youth* must comply with established supervision ratios as follows:
 - Junior High events – One *ministry personnel* for every 7 *youth*.
 - Senior High events – One *ministry personnel* for every 10 *youth*.
 - Overnight/Off-Site events – One *ministry personnel* for every 7 *youth*.

5.2 *Ministry Personnel / Minor Interactions*

- Discipline shall be positive, patient and loving.
- *Parents* shall be informed and/or involved should disciplinary action be necessary.
- *Minors* shall be encouraged and treated with respect in every situation.
- *Ministry personnel* shall not pursue a dating relationship with a *minor*.
- Counseling *minors* shall be carried out with awareness of and careful adherence to general counseling ethics.

5.3 Display of Affection

- Displays of affection appropriate to the *minor's* age, that reflect God's love and care shall be encouraged.
- Appropriate and positive physical touch of *minors* shall always be in view of others and in ways that cannot be easily misunderstood.
- Inappropriate touch of *minors* includes extended physical contact such as hugging, tickling, kissing, carrying or setting older *children* on your lap, touching an area that would be covered by a bathing suit, or making them uncomfortable in the presence of others.
- Being alone with a *minor* of either sex is strongly discouraged unless in clear sight of others.
- It is decidedly inappropriate to be alone in a vehicle at any time with a *minor*.

5.4 Safe Receiving and Dismissal Procedures

- *Children*
 - *Children* shall not be left unsupervised at any time.
 - *Children* shall not be dropped off unless a *ministry personnel* is present.
 - *Children* who are under 6 years old shall be signed in and out by their *parent* or a person authorized by the *parent*.
 - *Children* who are under 6 years old shall be released only into the care of their *parent* or the person authorized by the *parent* through the utilization of a signature.
 - *Children's* ministry lead approved procedures and parameters of church responsibility and *parental* responsibility regarding dropping off of elementary-aged *children* shall be clearly set out and clearly communicated to *children's ministry personnel, parents* and elementary-age *children*.
 - Elementary-age *children* shall remain in their classroom until picked up by a *parent* or person authorized by the *parent*.
- *Youth*
 - *Youth ministry lead* approved procedures and parameters of church responsibility and *parental* responsibility regarding dropping off and picking up youth shall be clearly set out and clearly communicated to *youth ministry personnel, parents* and *youth*.

5.5 Attendance Records of *Minors* and *Ministry Personnel*

- Recording attendance of all *ministry personnel* and *minors* is mandatory each time a program or activity is in session.
- These attendance records shall be kept permanently on file.

5.6 Diaper Changing / Bathroom Procedures

- Wisdom and discretion shall be used in providing every measure of security possible.

- Diaper changing by *ministry personnel* is not permitted.
 - *Parent* will be alerted if a *child's* diaper requires changing.
- Bathroom procedures for *children* who are under 6 years old:
 - *Children* shall not go to the bathroom alone.
 - *Ministry personnel* shall not be alone with a *child* in an unsupervised bathroom.
 - Female *ministry personnel* can assist boys and girls in the bathroom.
 - Male *ministry personnel* can only assist boys in the bathroom.
 - *Ministry personnel* shall stand in doorway of bathroom in clear sight, OR
 - Two *ministry personnel* shall be present when a *child* needs assistance in a stall, OR
 - Bathroom breaks shall be taken as a group, OR
 - *Parent* shall be called to care for the *child*.
- Bathroom procedures for elementary-aged *children* (Grade 1-6):
 - Visible female *ministry personnel* (at least 16 years old) for boys or girls, visible male *ministry personnel* (at least 16 years old) supervision for boys only.
 - *Children* of same sex shall go to the bathroom in groups of at least two with a *ministry personnel*.

5.7 Registration, Medical Consent, Acknowledgement / Permission Forms

- Registration of all *minors*, including medical consent forms, shall be completed by the *parent* at the time of a *minor's* entrance into a program or activity. These records shall be kept on file permanently and updated as needed.
- *Parent* Acknowledgement and/or Consent Forms shall be completed prior to an event or outing.
- All information shall be received and kept in compliance with the Personal Information Privacy Act (PIPA).

5.8 Off-site Activities, Overnight and Event Procedures

- All special events and/or overnight trips shall be approved by the *ministry lead*.
- Mandatory Acknowledgement or Permission Forms shall be completed by *parent* prior to each off-site event.
- Every event or activity shall be adequately supervised. (refer to 5.1)
- Forms to be completed and signed on a yearly basis are:
 - Authorization and Medical Consent Form with Emergency Information
- Forms to be completed and signed for each off-site or overnight activity are:
 - *Parent* Permission Forms
 - Off-site Activity Report Form
- Field Trips and Special Events:
 - All off-site activities will be pre-approved by the *ministry lead* with *parents* being notified at least one week prior to the outing.
 - Proper written consent and medical release forms are required for each *minor* participating in field trips and special events. Forms must be kept in the *ministry*

lead's possession during trips and events with a photocopy of the completed forms filed in the church office. The originals are to be kept on file permanently.

- All trips and outings will be supervised by a minimum of two unrelated *ministry personnel*, at least 19 years old, preferably male and female.
- When planning local special events, it is preferred that *parents* drop off and pick up their *minors* at the event location. For out of town events, it is preferred that commercial carriers be employed.
- *Children* are not to be transported one-on-one. Mentoring relationships should be conducted in teams and in public places. *Parents* are encouraged to drop their *minor* off and pick them up.

5.9 Transportation

- Drivers shall have at least a Class 5 license (not restricted by an "L" or an "N" class).
- Prior to driving for any outing, drivers shall provide the ministry leadership with an up-to-date copy of his/her "Driver's Abstract", provided by ICBC.
- Event, travel plans, driver information, driver abstract, and driver contract shall be photocopied, one copy provided for the *ministry personnel* overseeing the event and one copy left at the church office.
- The number of occupants in the vehicle will not exceed the number of seat belts and proper child safety seats are required for *minors* that are under 145cm in height. Seat belts must be worn by everyone and remain fastened at all times the vehicle is in motion.
- *Minors* will not be left unattended in a vehicle.
- Transportation to and from special events as well as overnight billeting shall take into account safety of the *minors* as a primary concern and shall avoid inappropriate mixing of the sexes between *minors* and leaders.
- Forms to be completed and signed on a yearly basis are:
 - Driving Contract
- Forms to be completed and signed for each event requiring transportation provided by ministry:
 - Trips and off-site travel Form

5.10 Anti-Bullying

- Bullying in any form shall not be tolerated.
- *Minors* shall be treated with respect and dignity in a safe and inclusive environment.
- Should a bullying incident occur, it shall be reported to both the *parents* of the perpetrator as well as the *parents* of the victim.
- GRACE - a positive behavioural guideline:
 - G-R-A-C-E - a positive behavioural guideline:
 - G - Use Godly language and actions
 - R - Respect others
 - A - Ask for help
 - C - Control yourself, play fair

E - Everyone deserves to be safe

5.11 Social Media Guidelines

- Caution shall be used when *ministry personnel* are contacting *minors* via any form of social media.
- As much as possible, *parents* shall be informed and/or included in these conversations.
- Photos, videos and information may not be used in any format without proper *parental* consent. (PIPA)
- Detailed social media interaction with *children* and *youth* guidelines can be found on Appendix 5.

6.0 FACILITY

Church leadership will provide a safe physical environment, conducive to effective programming and supervision. Lockdown procedures will be in place that account for the design of the facility

6.1 The Meeting Facility:

- The facility shall be well-maintained, clean and safe.
- High visibility and clear sight-lines shall be provided via half doors or windows in doors of classrooms.
- The facility shall be regularly inspected for safety and cleanliness.

6.2 Equipment:

- Equipment shall meet up-to-date safety standards and be well maintained.

7.0 SAFETY, FIRST AID, AND EMERGENCIES

Safety and first aid procedures will 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

7.1 Emergency Evacuation Plan

- Facility map and evacuation procedures shall be posted, visible at all exits; procedures shall be communicated to all staff, *ministry personnel*, and program participants. (See Appendix 1 for detailed Emergency Evacuation Plan)

7.2 Lockdown Procedure

- Lockdown Procedure shall be clearly set out and communicated to all staff, *ministry personnel*, and program participants. (See Appendix 2 for detailed Lockdown Plan)

7.3 Injuries, Infections, Blood-borne Pathogens, Infectious Disease Control

- Steps in dealing with above shall be clearly set out and communicated to all staff, *ministry personnel*, and program participants. (See Appendix 3 for detailed Injuries, Infections, Blood-borne Pathogens, Infectious Disease Control Plan)

7.4 Medication Procedure and Severe Allergic Reaction Response Plan

- In the case where allergic reaction prevention medication is needed for allergies or asthma, written instructions are to be provided by the *parent* to the *ministry lead*. Requests should be written, signed, dated and filed permanently.
- Steps in dealing with above shall be clearly set out and communicated to all staff, *ministry personnel*, and program participants. (See Appendix 4 for Medication Procedure and Severe Allergic Reaction Response Plan)

7.5 Medical Emergency Response Plan, including Safety and First Aid:

- Electrical outlet covers shall be placed in all preschool classroom outlets.
- First Aid Kits shall be kept up-to-date and conveniently available.
- All incidents where an injury takes place shall be reported to the *ministry lead*.
- In the event of an injury, the incident shall be dealt with swiftly and appropriately. The *parents* shall be contacted immediately.
- 911 shall be called immediately for medical assistance if there is any doubt as to the severity of the injury.

7.6 Incident Reporting and Follow-up

- An Incident Report Form shall be completed and signed by both the *ministry personnel* involved and a witness to the incident.
- Incident Report Forms are located in the First Aid Kits and at the Info Counter and the Nursery.
- Follow up of those affected by the incident shall continue at least until recovery.
- It is important to carefully journal dates, times and conversations, regarding all incidents and ongoing contacts with *ministry personnel*, *ministry lead*, the injured, his/her family and anyone else who is party to the incident.

8.0 SUSPECTED ABUSE

All incidents of suspected abuse shall be reported and followed up as per requirements of the BC Ministry of Children and Family Development.

The Senior Pastor or their 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 Canadian Pacific District (CPD) office.

Confidentiality of all persons involved shall be carefully protected.

One appointed spokesperson appointed by the Senior Pastor shall present a carefully prepared response statement as needed.

8.1 REPORTING

8.1.1 When to Report

- *Ministry personnel* shall be trained to understand and recognize the indicators of abuse.
- Upon hearing of potential abuse or allegations of abuse to a *minor*, the *ministry personnel* should complete a Suspected Abuse Report Form documenting all pertinent information.
- The victim should not be asked leading questions nor should the accused or any other parties be contacted at the point of completing the Suspected Abuse Report Form. All forms must be kept permanently unless otherwise directed by legal counsel.
- It is our legal duty to report any incident of suspected or known abuse to the BC Ministry of Children and Family Development (MCFD). Any person believing that a *minor* is in need of protection shall immediately report the situation to the MCFD.
- The *ministry lead* and Senior Pastor shall be informed of the report being made. They shall provide support to the person reporting the incident to the MCFD.
- Reporting shall be made according to the protocol laid out by the Child, Family and Community Service Act.
- The CPD Office shall immediately be notified regarding the report.

8.1.2 Confidentiality

- Any allegation of abuse shall be taken seriously. The alleged victim(s), perpetrator(s), and the families involved shall be treated with confidentiality, respect, and dignity.

8.1.3 Handling the Allegation

- The one appointed spokesperson shall present carefully prepared information for the church in response to outside public inquiries, media, etc.

Appendices

1. Emergency Evacuation Plan
2. Lockdown Plan
3. Injuries, Infections, Blood-borne Pathogens, Infectious Disease Control Plan
4. Medication Procedures and Severe Allergic Reaction Response Plan
5. Social Media Interaction Guidelines for *Children* and *Youth*

Appendix 1: Emergency Evacuation Plan

WHEN THE FIRE ALARM SOUNDS:

- Remain calm.
- Open the door and secure in the open position.
- Take attendance sheet with you.
- Proceed immediately to the primary exit and head toward the assembly area (refer to the floor plan and photo).
- Teacher's Aide is designated to be the last to leave the room. This person ensures everyone has exited and closes the classroom door behind.
- When you arrive at the assembly area, count the students and report immediately to the Fire Warden or Deputy Warden if you are missing a student.
- Do not re-enter the building for any reason. Stay in the assembly area and wait for further instructions.
- The Fire Warden will give the "all-clear" and let you know when to return to the building.

DESIGNATED ASSEMBLY AREA:

- Grassed area next to the upper driveway entrance east of the bus stop (refer to photo).

OTHER INFORMATION:

- Always be aware of TWO fire exit routes (nearest exit route and alternate exit route) for your area.
- *Children, youth, and supervising ministry personnel* will gather in the grassed area at the pedestrian crosswalk before the bus stop. Other adults from the church will be waiting on the grassed area further east of the bus stop. While waiting, please keep the sidewalk path clear.
- Fire wardens (designated ushers) checks restrooms, hallways, rooms, close fire doors, reports to Fire Warden, and leaves building.

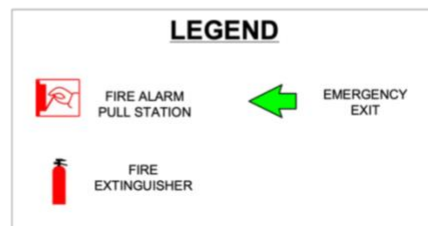
First Floor



Second Floor

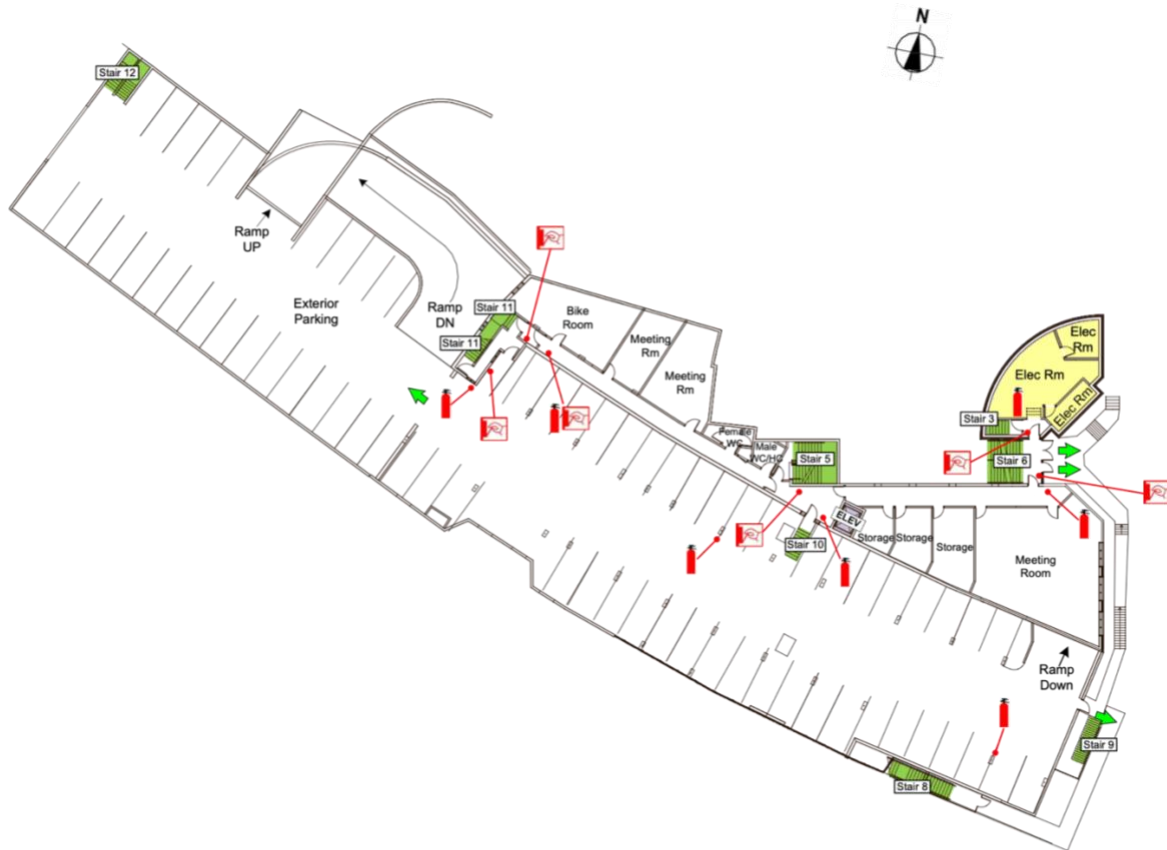


SECOND FLOOR

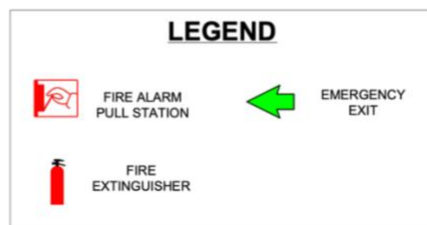


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P1 Level

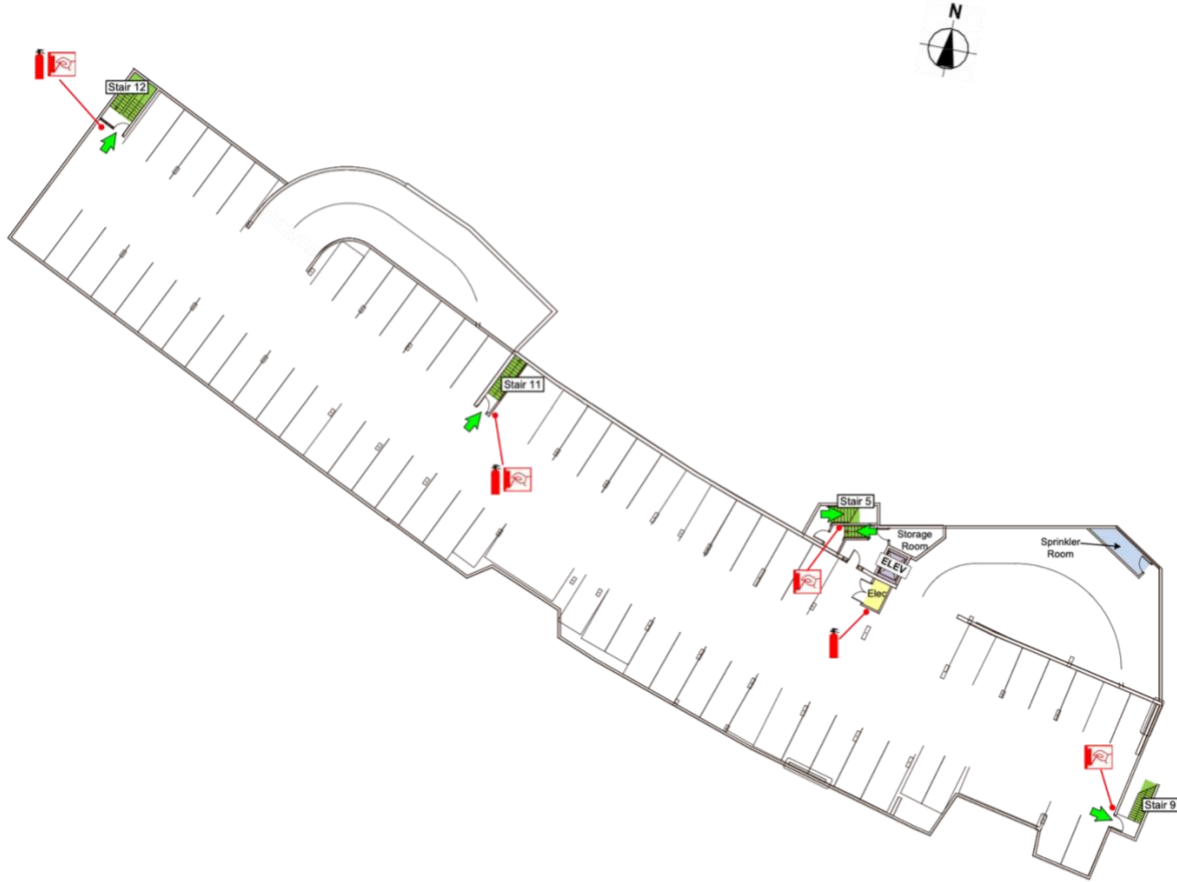
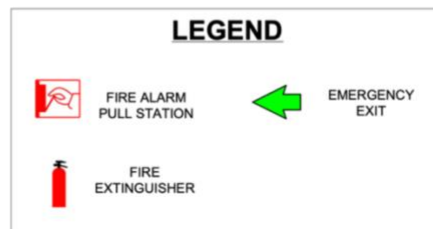


**P1
LEVEL**



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P2 Level

**P2
LEVEL**

Appendix 2: Lockdown Plan

A crisis situation can unfold inside or near Fraser Lands Church which could possibly threaten the safety of our *ministry personnel* and participants. To protect everyone involved, we have developed specific emergency procedures to deal with potential threats.

Shelter in Place - Low Level Response

This will be initiated when a potential threat exists outside of the church building. *Ministry personnel* and *minors* must remain inside the locked church building for safety reasons. *Minors* who are outside will be brought inside immediately.

Possible Causes

- Extreme weather (hailstorm, severe lightning)
- Environmental issues (wildlife near the building, forest fire, gas leak)
- Incident involving emergency response close to the building (traffic accident with serious injuries).
- Possible threatening situation which has not yet been investigated or confirmed.
- Any other circumstance where the *ministry lead* needs to ensure safety of *ministry personnel* and *minors*.

What Happens

- *Ministry personnel* are to reassure *minors* that there is no imminent threat and that they are safe while they remain inside the building.
- Exterior building doors are locked and all windows are closed.
- Lights stay on and the room door is kept open.
- Regular room activity continues.
- *Minors* may access washrooms with *ministry personnel* permission.

Communication with *parents*

- *Minors* are not allowed to leave the building. *Parents*, *minors*, or outside visitors will not be allowed to enter the building. *Parents* will be contacted indicating that a Shelter in Place procedure has been initiated. *Parents* will be contacted once the Shelter in Place procedure has ended.

Secure Building - Moderate Level Response

Possible Causes

- Emergency situation inside the building where people moving around might prevent authorities from doing their job (police, fire, medical).
- Incident involving emergency response close to the building (traffic accident with serious injuries).
- Investigation of a bomb threat, but immediate evacuation is not required.
- An intruder is suspected to be a possible threat to *minors* and *ministry personnel*.

- Possible life-threatening situation which has not yet been investigated or confirmed.
- Any other circumstance where the *ministry lead* needs to ensure safety of *minors* and *ministry personnel*.

What Happens

- *Ministry personnel* reassure *minors* that there is no imminent threat inside the building and that they are safe while they remain inside the room.
- Exterior building doors and windows are locked.
- Lights stay on and the room door is closed and locked.
- Regular activity continues.
- *Minors* are not allowed to leave the room.
- Medical or washroom emergencies are addressed individually by *ministry personnel*.
- If a *minor* has an urgent medical or biological need, *ministry personnel* will contact the *ministry lead*. The *ministry lead* will arrange to bring food to the room if needed, or escort *minors* to the washroom.

Communication with *Parents*

- *Minors* are not allowed to leave the building. *Parents*, *minors* or outside visitors will not be allowed to enter the building. *Parents* will be contacted indicating that a Secure Building procedure has been initiated. *Parents* will be contacted once the Secure Building procedure has ended. If the situation changes to an active threat where serious injury or death is imminent or occurring, Lockdown procedures will be initiated.

Lockdown - Highest Level Response

This is the highest level of response to a threat. *Ministry personnel* call 911, and everyone must remain silent, out of sight, with the lights off, and behind locked doors. Once police arrive, they take command of the building and direct the response. Once the building is released from Lockdown, a Secure Building procedure is put in place.

Possible Causes

- An intruder is suspected to be an imminent threat to *ministry personnel's* and *minor's* life or safety.
- Imminent danger is present on the building property and life or safety of all is threatened.
- Any other circumstance where the *ministry lead* needs to ensure life or safety of *ministry personnel* and *minors*.

What Happens

- Exterior building doors and windows are locked.
- Lights are turned off and the room door is closed and locked.
- *Minors* are not permitted to leave the room.
- *Ministry personnel* and *minors* stay silent and hidden away in the safest area of the room.

Communication with *Parents*

- Police will not allow *minors* to leave the building. *Parents*, *minors* or outside visitors will not be allowed to enter the building, while it is under the direction of the police. Since all areas of the building will be in Lockdown, phone calls into the building may not be received. *Parents* will be contacted indicating that a Lockdown procedure has been initiated. *Parents* will be contacted once the Lockdown procedure has ended.

Appendix 3: Injuries, Infections, Blood-borne Pathogens, Infectious Disease Control Plan

Injury Procedures

In case of an injury to a *minor*, the following steps must be followed:

- The *minor* must not be moved, unless they can stand up and walk on their own. If they can move on their own, lead him or her out of the activity area. One or two witnesses as well as the ministry personnel must remain with the injured *minor* for assistance, comfort and to confirm information for the Incident Report.
- If the injury is severe and time is of the essence:
 - Immediately call 911 and request an ambulance.
 - Contact the injured *minor's parents* and make them aware of the situation.
 - If the decision is made to transport the student to the hospital, the *ministry personnel* should accompany the injured *minor* to the hospital.
 - When the *parents* arrive at the hospital, the *ministry personnel* should:
 - Introduce himself/herself and his/her role in their *minor's* life.
 - Explain the situation and the injury being careful not to admit fault on any part.
 - Return to the event unless there is a good reason to stay.
 - Have the *parents* call the *ministry personnel* at the church in the morning if they have any questions or concerns.
 - If the *parents* cannot be reached, follow the instructions given on the consent form.
 - Complete an Incident Report and advise the *ministry lead* of the incident and determine whether the church insurance company needs to be notified.

Infection Control Procedures

- *Parents* who have *minors* who are suspected to have an infectious disease are encouraged to keep their *minors* home. *Ministry personnel* who identify *minors* who exhibit indicators of infectious disease upon entry into the ministry area may request the *parent* to take their *minor* home.
- Wear disposable gloves (vinyl or nitrile) when:
 - Accompanying a *child* to the toilet
 - In potential contact with blood (ie. nosebleed)

If an emergency precludes use of gloves when in contact with blood, thoroughly wash with soap and water. Change gloves between each new contact with a *minor*.

- Wash hands:
 - After accompanying a *child* to the toilet
 - After assisting a *child* with wiping his/her nose
 - In potential contact with blood (ie. nosebleed)
 - Before food preparation
- Have a *child* wash hands:
 - After toileting
 - After contact with nasal secretions
 - Before eating
 - Use only disposable towels
- Disinfect toy if *child* is seen putting it in their mouth.
- Use disinfecting solution to:
 - Wipe spills
 - Clean diaper changing tables
 - Clean soiling from blood, urine or feces
 - Clean all equipment after each session
- Place the following in covered trash cans:
 - Diapers
 - Trash contaminated with blood, urine or feces
 - Used gloves
- Notify facilities staff on duty about potential contamination of the ministry area so that facilities staff can properly disinfect the ministry area.

Blood-borne Pathogens & Infectious Disease Control Procedures

- 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.
- All bodily fluids must be treated as though they are infectious, as bloodborne pathogens could be present in any *minor*. Confidentiality laws may prevent you from knowing those infected with Human Immunodeficiency Virus (HIV). By treating all bodily fluids as infectious, you protect not only yourself, but others.
- Gloves (Vinyl or Nitrile, not latex) 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.

Persons who are exposed to an infected *minor's* body fluids and excrement should know that the *minor* is infected and should know procedures to follow to prevent transmission. Soiled diapers should be placed in a plastic bag before discarding. Feces can be flushed down the toilet. Gloves should be worn if open sores are present on the *ministry personnel's* hands. Any open sore on the infected should also be covered. Hands should be washed after exposure to blood and body fluids before caring for another *minor*.

- Contaminated disposable gloves and other contaminated materials should be disposed in plastic-lined waste containers.
- Develop an awareness of situations or dangers that may put you or others at risk. Do not pick up broken glass with bare hands. 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.
- 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.
- A Hepatitis B Virus (HBV) vaccination should be pursued within 24 hours if you have had an incident where you came in contact with blood through an open sore, injury by contaminated sharp object, or by a blood splash into your eyes, nose and mouth.
- If you are responsible for administering first aid, it is strongly recommended that you receive up-to-date instruction to protect yourself from contact with blood or body fluids.
- Individuals involved in the care of a *minor* infected with HIV, HBV, or Hepatitis C Virus (HCV) should be informed of the *minor's* infective status only if such knowledge is necessary to ensure proper care of the *minor* and to detect situations in which there is potential for transmission. *Parental* consent is required for the disclosure of a *minors* infective status and should be made on a case-by-case basis respecting the *minor's* and family's right to privacy. Decisions about education and care of *minors* infected with HIV should be made by a team including the *minor's* physician, public health personnel, *parents*, and church staff. The records of *minors* with HIV should be kept confidential. *Parental* consent must be given to the agency releasing pertinent medical information to those administering care to the *minor*.
- A more restricted environment is advised for infected *minors*, for *minors* who cannot control their bowels or bladder, for *minors* who display such behaviour as biting and scratching and for infected *children* who have uncovered oozing sores. These *minors* should be cared for and educated in settings that minimize the exposure of other *minors* to their blood and body fluids.

- Decisions regarding vaccination of *minors* and *ministry personnel* who have contact with the infected *minor* should be discussed with public health officials.
- The hygienic practices of an infected *minor* may improve as the *minor* matures, or they may deteriorate if the *minor's* condition worsens. Therefore, the need for a restricted environment should be re-evaluated regularly.

Appendix 4: Medication Procedures and Severe Allergic Reaction Response Plan

Medication Procedures

- *Ministry personnel* are not to give or apply any medications. *Parents* are to be contacted and should administer all medications (with the exception of medication for severe allergic reactions).
- Medication is not to be left in a classroom. When a *minor* brings medication, the medication is to be kept in the possession of the *ministry lead* or their designate.
- Topical medications for diaper changing purposes are to be used only when instructed and provided by the *parent*.

Non-Severe Allergies

- In the case where allergic reaction prevention medication is needed for allergies or asthma, written instructions are to be provided by the *parent* to the *ministry lead*. Requests should be written, signed, dated and filed permanently.

Severe Allergic Reaction Response Procedure

- Epinephrine auto-injector usage – act quickly at the FIRST SIGN of anaphylactic reaction.
- Signs include: hives, swelling, itching, warmth, redness, rash, coughing, wheezing, shortness of breath, chest pain/tightness, throat tightness, hoarse voice, runny, itchy nose, watery eyes, sneezing, trouble swallowing, nausea, pain/cramps, vomiting, diarrhea, pale/blue colour, weak pulse, passing out, dizzy/lightheaded, shock, anxiety, feeling of “impending doom”, headache, uterine cramps, metallic taste.
- In order:
 - Give epinephrine auto-injector.
 - Call 911.
 - Give second dose of epinephrine IF reaction continues or worsens (emergency epinephrine auto-injectors are found in the church administration office).
 - Go to nearest hospital immediately by ambulance.
 - Call emergency contact person.

Appendix 5: Social Media Guidelines When Interacting with *Children* and *Youth*

Communication via Social Media, Email and Text Messaging

Social Media, such as Facebook, Instagram, Twitter, etc., as well as email and texting, will be used to improve communication, to promote and advertise church activities and to arrange face-to-face meetings. *Ministry personnel* will refrain from using social media networks for personal relationship-building or counselling, particularly with *minors*.

1. Communication with *children* 11 years of age and under is prohibited with the exceptions as stated below.
 - *Ministry personnel* may communicate with *children* via email with written *parental* permission and/or copying *parents* on all emails.
 - *Ministry personnel* will not initiate contact with *minors* under the age of 13 via text or using social media without *parental* knowledge.
 - Communication should also be copied to the *ministry lead*.
2. Communication with *youth* 12 years of age and older via social media, telephone and texting is permitted under the following conditions:
 - Communication with a *youth* via email, text, Facebook, or other online social networks will be monitored closely and only used with *parental* permission.
 - *Ministry personnel* may communicate with *youth* via email with *parental* permission agreeing to copy all emails to *parents*.
 - *Ministry personnel* may contact *youth* aged 12-18 via text or social media with written *parental* permission and copying another unrelated *ministry personnel* on the text, or using a public social media option.
 - *Ministry personnel* will limit their online communication with *youth* via social media to daytime hours (8:00am-11:00pm).
 - *Ministry personnel* will ensure that all online communication with *youth* is done in view of other people (group pages, group texts) and/or copied to their *parent*. Communication should also be copied to the *ministry lead* or unrelated *ministry personnel*.
 - In the rare occasion that a conversation with a *youth* moves beyond communication of information, *Ministry personnel* will notify their *ministry lead* immediately and submit a copy of the conversation to the *ministry lead*. *Ministry*

personnel will request the *youth* continue the conversation in person with the *ministry lead* or his/her designate.

- *Ministry personnel* are encouraged to demonstrate and model purity, integrity, transparency and accountability with all communications including those noted above.