LANGLEY IMMANUEL CHRISTIAN
REFORMED CHURCH
LANGLEY, BC

ABUSE AWARENESS, PREVENTION AND RESPONSE POLICY

(Safe Ministries Team)

Revised and approved by Langley Immanuel CRC Council
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1. INTRODUCTION

Langley Immanuel Christian Reformed Church (LICRC) is committed to being a safe, nurturing, and secure place for individuals of all ages to gather for worship, growth, and service to God and each other. With the intent of safety for all engaged with LICRC, *Abuse Awareness, Prevention and Response Policy* has been created.

The purpose of this policy is to reduce the risk of abuse - be it physical, sexual, or emotional - within the church by creating awareness as well as providing training and tools for prevention. The necessary procedures for reporting and responding to abuse are also included. This policy shall govern all church sponsored ministries, events or activities both on and off LICRC property.

2. DEFINITION OF ABUSE

The following definitions are provided to create common understanding the types of behaviours which may constitute ungodly conduct, misuse of power, be sexually inappropriate and so forth:

2.1 Physical Abuse

- A deliberate physical assault or action by a person that results in, or is likely to result in, physical harm to another
- Physical abuse may include but is not limited to: slapping, pushing, kicking, hitting, choking, severe spanking, unreasonable force to discipline

2.2 Physical Neglect

- Not meeting the physical needs of an individual (usually a child)

2.3 Emotional Abuse

- To harm or threaten a person's welfare or wellbeing
- Can include patterns of, but is not limited to: scapegoating, verbal attacks, threats, insults, humiliation, controlling a person's thoughts, harassment

2.4 Sexual Abuse

- Exploitation of a person regardless of age or circumstances for the sexual gratification of another. It may or may not include sexual contact. Consent cannot be given by a child
- Can include but is not limited to: sexual references to a child/youth's body or behavior; touching for sexual gratification, obscene gestures or communication; intercourse

For additional resources visit: https://bcsafechurch.com/church-resources

3. SAFE MINISTRIES TEAM (SMT)

3.1 Accountability

The Safe Ministries Team (SMT) is directly accountable to the Council of LICRC and shall provide regular reports to Council.

3.2 Membership

The SMT consists of a minimum of three members appointed by Council to a three-year term (renewable) and one member of Council to act as a liaison. Team members will designate a chairperson and clerk. One member of the SMT will be a member of the Classis BC South East (BCSE) Safe Church Ministries team when possible.

3.3 Authority

The SMT has the authority to work with the leaders and ministries (also referred to as **programs**) of the church through the implementation of policies and procedures and to support those leaders when situations or questions arise.

3.4 Mandate

The SMT is tasked with:

1. Making recommendations to Council related to the content of safety policies.
2. Screening all staff, leaders, and volunteers who will be actively involved in leadership roles.
3. Providing ongoing education and training related to abuse awareness and prevention. Communicating the requirements for reporting abuse and assisting with the reporting process.
4. Securely maintaining all documents related to safety policies.

4. SCREENING PROCEDURES

All staff, leaders, and volunteers (hereafter referred to as "**applicants"**) will be screened prior to taking on duties in the church. The church will rely on Personal Information Forms (see Appendix A), references (when necessary), and regular criminal record checks (see Section 4.2) in the screening process for those considering a trusted position in LICRC ministries. Membership in good standing at LICRC or one of its sister CR churches will be accepted in lieu of reference requirements. For non-members a reference from the applicant's home church will be required. In the case where an applicant is new to the church and has no previous church community, an employment or personal reference approved by the SMT will be accepted. Such procedures assist the church in attempting to maintain the safety and well being of individuals entrusted to its care.

Office-bearers (Elders and Deacons) are screened according to the Church Order of the Christian Reformed Church and the Constitution of LICRC.

4.1 Reasons For Screening

There are three principal reasons the organization collects screening information, and keeps it confidential and in perpetuity:

1. To demonstrate due diligence in hiring and appointing ministry leaders and volunteers.
2. There is no statute of limitations with respect to individuals who may seek civil action in the future as the result of actual or alleged abuse they may have suffered.
3. This information may provide a legal defense for the organization and its office-bearers, directors, leaders, and volunteers.

4.2 Volunteer Information Form

All those who would like to volunteer with a LICRC Ministry will be required to complete and submit

the *LICRC Volunteer Information Form* (Appendix A) to SMT. This form will include personal contact information and questions to assist in assessing the applicant's suitability for the position. For non-members, one reference from the applicant's home church or employer is required.

4.3 Criminal Record Check Process

1. Purpose of the Criminal Record Check is to ensure to the best of LICRC's ability that those who are in trusted positions do not have a previous history of abuse or other criminality.
2. Applicants aged 18 and over will be informed by their program leader that it is the policy of the church to receive a Criminal Record Check prior to approving appointment.
3. SMT is responsible for facilitating the Criminal Record Check process and ensuring applicants understand the information being requested and the process to be followed.
4. SMT will ensure the safeguarding of the information received in an online database. SMT will take all reasonable precautions such that the information will only be used for the purpose of screening applicants.
5. Criminal Record Check are required to be renewed every 5 years.
6. If an applicant refuses to complete a Criminal Record Check, they will not be allowed to fulfill their chosen position.
7. SMT will review each Criminal Record Check and decide if it discloses any information which may make the applicant inappropriate for the position. The names of successful applicants in leadership positions are forwarded to Council for approval. Ministry leaders who have submitted a clear Criminal Record Check to SMT may begin serving as leaders in their program without waiting for further word from Council.
8. If the Criminal Record Check is not clear, the circumstances of the information may be discussed with the applicant. If SMT decides that the applicant is not a fit, the applicant is informed and the process ends.
9. SMT will review the Criminal Record Check expirations on a yearly basis and inform any applicant of the need for renewal.

5. TRAINING REQUIREMENTS

Each fall, at the beginning of a new ministry year (September/October), an in-person church sponsored training will be offered. Approved staff, leaders, and volunteers (hereafter and for the remainder of the document, referred to as "**SLVs**") who will be working with minors or vulnerable persons must attend a training session at the beginning of their role and every three years thereafter.

Training will include:

1. A review of LICRC *Abuse Awareness, Prevention and Response Policy*
2. Reporting procedures
3. How to recognize inappropriate behaviors and signs of mistreatment or abuse.

SLVs will be required to:

1. Sign an attendance document that will be stored and kept confidential and in perpetuity. A certificate of completion will be issued with the date of attendance and the date of expiration.
2. Sign and submit the *LICRC Code of Ethics and Compliance Form* (Appendix C) to the appropriate ministry coordinator.

SLVs not requiring the church sponsored in-person training in a given year must still sign and submit the *LICRC Code of Ethics and Compliance Form* (Appendix C) to the appropriate ministry coordinator at the start of each ministry year.

6. CHURCH SPONSORED PROGRAMMING

A '**church sponsored program**' is anything that takes place under the oversight or approval of Council that offers services or activities to church members, visitors and its community at large.(Ex:

Church nursery, Children's Worship Time, Cadets, GEMS, Youth)

The following policies are applied to all programs run under LICRC either in the church building or off-site:

1. All those leading or volunteering in a ministry must sign a *LICRC Code of Ethics and Compliance Form* (Appendix C) along with an approved CRC and completion of necessary training prior to working in church programs.
2. Minors, age 12-17 (hereafter referred to as "**helpers**") may volunteer for services, provided that a screened and approved SLV is present. Helpers may not care for children without a screened SLV's supervision.
3. If there is more than one member in an immediate family volunteering or working in a program, they must not be working together without another non-family member present while supervising others. This includes but is not limited to parents and children or couples.
4. When programs are running, at least two SLVs should be present. For programs onsite and with young children, one of the SLVs must be an adult (and the other may be a helper).
5. All rooms that may be used for programming must have windows that provide the ability to see the room at large. If they do not have windows, doors must be kept ajar while in use. There must be an unobstructed view of the room.
6. Those participating (hereafter referred to as "**participants**") in program events must stay in their classrooms, or within church boundaries if group activity is taking place. If a participant is planning to leave the classroom or building they must inform a SLV.
7. During a church service, the usher on duty will be responsible for periodically checking rooms that are occupied with running church programs. Ushers should be available to assist or support if needed.
8. SLVs or helpers who are not scheduled or pre-approved to be at the program events must seek permission from program leader(s) before being present and ensure their name is on the attendance forms.
9. If discipline is needed, SLVs are to follow the *LICRC Discipline Policy* (Appendix B).
10. If medical attention is needed, the SLV in charge will take the necessary steps to notify the participant's caregiver immediately and administer any first aid or call for the appropriate help (ex: seeking church First Aid attendants or calling 911).
11. Appropriate displays of affection are often part of conveying support and encouragement to one another. Displays of affection between SLV or helper, and participants should be limited to such actions as a brief hug, an arm around the shoulder, an open handed pat on the back, a handclasp or handshake, or a light touch on the forearm. Display of affection should be restricted to public areas. A participant, helper, or SLV has the right to refuse any of these and can expect that their refusal will be respected.
12. Completed attendance records of SLVs, helpers, and participants must be taken and turned into church office mailbox after each program event. These will be filed and stored by SMT.

7. SPECIFICS BY PROGRAM

7.1 Nursery

1. Follow policies stated in *Section 6. Church Sponsored Programming.*
2. Those screened to help in the nursery (hereafter referred to as "**attendants**") must abide by the set ratio of 5:2 for children to attendants/helpers. If more than five children are in the nursery an

additional nursery attendant is required.
3. Only those who have been formally screened and approved by the church may be utilized as an additional attendant. The scheduled attendant must record the names of additional help on the sign-in sheet.
4. LICRC has a washroom in the nursery. If a child is needing assistance in the washroom, the attendant will stand outside the washroom door until they are called upon by the child. The door must remain ajar at all times while the attendant is in the washroom with a child.
5. Caregivers are to be notified if their child used the washroom and needed assistance by an attendant.
6. Diapering of children is not to be done by nursery attendants. Caregivers must be notified and tend to their child.

7.2 Children's Worship Time, Coffee Break, & Vacation Bible School

1. Follow policies stated in *Section 6. Church Sponsored Programming*.
2. If a SLV is helping a child in the washroom, they must inform another SLV that they are doing so.
3. If a child is in need of the washroom and has requested assistance, the SLV may direct the child to the washroom and stand outside the washroom door.
4. If the child is in need of assistance in the washroom, the door will be left ajar and the SLV will be present only for the task the child has requested assistance with.

7.3 Cadets and GEMS

1. Follow policies stated in *Section 6. Church Sponsored Programming*.
2. A *LICRC Code of Conduct* (Appendix D) will be provided by the SMT to the SLV of each group. Group leaders are requested to share the *LICRC Code of Conduct* with their group participants (hereafter referred to as "**student** or **participant**") and encourage compliance of its guidelines.
3. Youth group functions should have appropriate supervision; a 1:12 ratio of SLV to student is suggested. All youth group functions should have at least two screened and approved SLVs present.

7.4 Youth

1. Follow policies stated in *Section 6. Church Sponsored Programming*.
2. A *LICRC Code of Conduct* (Appendix D) will be provided by the SMT to the SLV of each group. Group leaders are requested to share the *LICRC Code of Conduct* with their students and encourage compliance of its guidelines.
3. Youth group functions should have appropriate supervision; a 1:12 ratio of SLV to student is suggested. All youth group functions should have at least two screened and approved SLVs present.
4. SLVs may meet one-to-one with a student in a public space with written permission from the student's guardian.
5. A SLV is not permitted to initiate a romantic relationship with a student while they are attending the Youth program. If a leader does have a romantic relationship with a student they must step down from the SLV role.

7.5 Young Adults

1. Follow policies stated in *Section 6. Church Sponsored Programming.*
2. SLV is to inform another church-screened and approved SLV of any one-on-one meetings
3. Whenever possible avoid one-to-one meetings by having a third party present or have one-to-ones in a public space.

7.6 Refugee Sponsorship Committee (RSC)

1. Follow policies stated in *Section 6. Church Sponsored Programming*.
2. RSC should work in pairs when meeting with refugee family members under the age of 19, or of opposite gender, whenever possible.

7.7 Ushers

1. Follow policies stated in *Section 6. Church Sponsored Programming*.
2. Ushers are responsible for supervising the nursery and children's ministries during Sunday worship services. This involves regular, unscheduled checks of each nursery and classroom for the duration of the service and providing assistance when needed.
3. Ushers will monitor the coming and going of attendants, particularly guests, to Sunday worship services.
4. Ushers will also assist in the follow-through of certain safety protocols.

8. BEST PRACTICES

8.1 Off-Site Programs

1. Programs held off-site, being not on church grounds, must adhere to the same safety considerations as programs within the church building.
2. Programs will not meet in confined spaces and will have adequate supervision, with at least two SLVs being present.
3. Prior to going off-site, caregivers will be notified and give written permission for their child to attend an off-site church program.

8.2 Overnights

1. Overnight programs must adhere to the same safety considerations as normal scheduled programs.
2. Prior to an overnight event, caregivers must provide written consent.
3. Males and females will have separate sleeping areas. If someone identifies as a gender different from their sex, sleeping arrangements will be discussed with the individual and with guardians (if that is deemed a safe conversation).

8.3 Transportation

1. All SLVs transporting participants must be screened and approved by SMT.
2. A SLV transporting participants for a church sponsored event must annually submit:
    - a valid driver's license
    - proof of insurance
    - adequate driving record to the program leader prior to transporting.
3. Drivers must abide by federal and provincial requirements regarding use of car seats, seatbelts, and airbag safety. Transporters must abide by all traffic rules, including children under the age of 12 to be in the back seat of a vehicle.
4. Caregiver's written permission must be given before driving participants to or from church events (including youth coffee or one-one-one outings). This may be given at the beginning of the program year (usually September) and be effective for the remainder of the program's season.
5. Whenever possible, an SLV and program participant should avoid driving together one-on-one.

8.4 Meetings Between Adults

1. Follow policies stated in *Section 6. Church Sponsored Programming.*

2. When meeting one-on-one with another adult, consider the following best practices to avoid inappropriate or questionable situations.
    - Have another adult, be it another church member, spouse,or SLV, aware that the meeting is taking place
    - Meet in public places whenever possible
    - Consider using phone calls or virtual meetings
3. Be mindful of the difference between '*secrecy', 'privacy',* and *'confidentiality.'*
    - *Secrecy:* raises suspicions and is unhealthy
    - *Privacy:* sharing information only with those who have a need to know
    - *Confidentiality:* the duty to ensure information is kept in trust unless given permission to disclose

The SMT recognizes that these best practices are not always feasible but all members of LICRC are encouraged to follow them when possible.

9. PROCEDURES FOR REPORTING ABUSE

9.1 Concerning Minors (Under Age 19)

1. SLVs in child and youth programs of the church shall be trained to recognize *Warning Signs of Abuse* (see Appendix E). Training will also include learning how to respond to reports of abusive situations.
2. If a minor discloses abuse, thank them for sharing, affirm their feelings, and believe it as truth. It's not your role to determine if it is or not.
3. **It is not the role of the leaders, staff, or volunteers to investigate any events.** Leave ALL questions and investigation to the police.
4. Any abuse reported or witnessed, whether within the church or not involving the church, must be reported.
5. When in doubt- report! Even if you're unsure if the alleged abuse is 'bad enough.'
6. Any member of the church is subject to the civic responsibility "*Duty To Report*" any suspected abuse under the *Child, Family and Community Services Act*, section 14. Reports are made to the *Ministry of Child and Family Development* (MCFD). A member may first go to the program lead or pastor (if the report has not been made against the program lead or pastor) to help them discern what they witnessed or heard, and for assistance in contacting the proper authorities.

Provincial Centralized Screening Team (24 hrs/day):
1-800-663-9122 or 604-660-4927 (Lower Mainland or outside BC)
Or
Langley Ministry of Child and Family Development and ask for a Duty Worker 1-604-514-2711 (Between 9:00am - 4:30pm)

7. The person who made the report to MCFD must inform SMT as soon as possible.
8. The reporter, and all those informed of the alleged abuse, must keep all information confidential for the sake of the victim's privacy and to maintain the integrity of a possible investigation.
9. An *LICRC Incident of Suspected Abuse Report - Child and Youth* (see Appendix F) must be completed and submitted to SMT.
10. If the abuse happened on LICRC property or during a church-sponsored event, counseling (not conducted by the church) can be offered with the church covering the cost.

9.2 Concerning Adults

1. Affirm the alleged victim without judgment and thank them for sharing.
2. Be an advocate, seek guidance from church leadership, or assist the victim with

reporting directly to the police.

3. If an individual discloses abuse, thank them for sharing, affirm their feelings, and believe it as truth. It's not your role to determine if it is or not abuse.
4. **It is not the role of the staff, leaders or volunteers to investigate any events.** Leave ALL questions and investigation to the police.
5. Keep all information confidential.
6. If the disclosed abuse occurred within the church building or during a church-sponsored event, an *LICRC Incident of Suspected Abuse Report - Adult* (see Appendix G) must also be completed and submitted to SMT.
7. Encourage the individual to seek out necessary resources including counseling. If the abuse happened in the church or during a church-sponsored event, counseling (not conducted by the church) can be offered with the church covering the cost.

9.3 Response duties of the SMT include:

1. Notifying the Pastor of any reports the SMT receives (unless the pastor is involved in the alleged abuse) while still maintaining privacy and the dignity of those involved.
2. Notify the church's insurance agent and legal counsel whenever an alleged child abuse is reported to MCFD and/or police.
3. Assign a member of the committee who will deal with media enquiries arising.
4. Determine whether the SMT and/or the first-hand reporter maintains a liaison with police officials or MCFD.
5. **It is NOT the role of SMT or church leadership to investigate.** Any questions they may ask the alleged victim or perpetrator could impede investigations.

APPENDIX A

LICRC VOLUNTEER INFORMATION FORM

Confidentiality *This form will only be reviewed by the Safe Ministries Team as appointed by Langley Immanuel Christian Reformed Church [LICRC] Council.*

Personal Information

Name: _____

Gender: Male / Female Birthday: _____

Address: _____

Home Phone: _____ Cell Phone: _____

Email address: _____

1. How would you like to serve in the Ministry at Langley Immanuel CRC?

2. Are you a member of Langley Immanuel CRC? Yes___ No___
If no, which church are you a member of:_____

3. How long have you attended Langley Immanuel CRC? _____

Personal Profile

4. Briefly describe your faith journey.

5. List any ministry experiences, gifts, and/or training that have prepared you for working in the Ministry at Langley Immanuel CRC.

6. Has there ever been any allegation of abuse or complaint of any inappropriate conduct made against you?

7. List any additional interests and/or hobbies you have.

Personal Reference (If Required; Non-Relatives only)

Name: _____

Phone Number:_____

Relationship: _____

Expectations LICRC requires that you be aware of and follow the policies and procedures outlined in *LICRC Abuse Awareness, Prevention and Reporting Policy*. Mandatory training is provided for abuse prevention and reporting. The church requires that a criminal record check is completed prior to the commencement of any volunteer work in LICRC Ministries. Youth who are 18 years of age and younger do not need a criminal record check.

For those who are not members of this congregation, a reference from a member in good standing from your home church or employer will be required.

APPENDIX B

LICRC DISCIPLINE POLICY

1. Corporal punishment is not permitted. Corporal punishment includes, but is not limited to, slapping, hitting, pushing and touching in an aggressive manner.

2. Abusive verbal discipline is not permitted. Abusive verbal discipline includes, but is not limited to, yelling, hurling insults, verbally embarrassing a child, or threatening a child - expressly or by implication.

3. Caregiver is to be informed and involved whenever a child/youth misbehaves beyond minor correction or if a pattern of challenging behaviour becomes a concern.

4. Concerns about a child's behaviour or the appropriate response to a child's behaviour should be reported to the program lead.

5. A staff, leader, volunteer or helper should be involved weekly in classrooms where challenging behaviour is an ongoing problem.

6. Expectations of children's/youth's behaviour must reflect their age and level of comprehension. Similarly, discipline must reflect their age and level of comprehension.

7. Appropriate forms of discipline are to be reviewed with SLV before church sponsored programs begin a new season. Periodic reminders are to be given as needed.

8. All staff, leaders and volunteers must sign the *LICRC Code of Ethics and Compliance Form* (see Appendix C) confirming they have read, understand, and are willing to comply with policies and procedures.

APPENDIX C

LICRC CODE OF ETHICS AND COMPLIANCE FORM

Believing that God has called me to serve my congregation:

1. My first priority in volunteering/teaching with individuals in the church will be to seek their spiritual, emotional, social, and physical welfare.

2. I will respect all cultural and ethnic backgrounds.

3. I will give caregiver(s) full information about the program in which I am volunteering/ teaching.

4. I will not harm anyone participating in a ministry event or program of LICRC and will do my best to prevent or stop any and all types of abuse.

5. As required by BC Law, if I have any reason to believe that a child or youth needs protection I will promptly report the matter to the BC Ministry of Child and Family Development (MCFD) and the church ministry leader according to church policy and follow any directions provided by MCFD.

6. If I need to talk to a child, youth or adult privately, I will, whenever possible, meet with the individual in a public space with a third party present or with signed caregiver permission.

7. If a child or youth consistently breaks the behaviour guidelines set forth in the *LICRC Child/Youth Code of Conduct*, I will seek help from caregivers and others to assist me in responding to the child or youth.

8. If an individual indicates distress, I will listen, offer comfort and support, and will follow up with the program leader.

9. I will regularly pray for each individual within the program or ministry with which I am involved.

10. I understand that my position as leader/volunteer is one of privilege and service to the ministry. I will participate in the training the church offers to help/empower me to work effectively in my role.

11. I have read, understood and commit to follow and act according to the LICRC Abuse Awareness, Prevention and Response Policy.

_____ _____

Name (Printed) Signature

_____ _____

Date Program Leader

APPENDIX D

LICRC CHILD/YOUTH CODE OF CONDUCT FORM

A. Rights

As a participant in a children's/youth program at LICRC I have the right to:

1. Participate in all aspects of the church ministry I'm enrolled in
2. Tell my side of the story if there is a conflict with another participant or leader
3. Know what the rules are, what they mean and to be protected by them

B. Responsibilities

As a participant in a children's/youth ministry at LICRC I have the responsibility to:

1. Respect other students, their personal space and their belongings
2. Respect and obey the leaders of my program
3. Follow the rules and encourage others to do the same
4. Use my words to solve conflict and involve an adult if necessary
5. Never use my body to inflict pain or make other participants uncomfortable
6. Make wise choices about my words and actions
7. Feel free to ask questions
8. Talk to an adult if I think something is wrong

_____ _____

Name (Child/Youth) Name (Leader)

_____

Date

APPENDIX E

WARNING SIGNS OF ABUSE

1. Physical Abuse: Physical abuse often leaves marks and can be easier to identify than sexual or emotional abuse or neglect.

Physical Indicators:

- ●Unexplained bruises and welts are the most frequent evidence found:
  - often on the face, torso, buttocks, back, or thighs
  - can reflect shape of object used (electric cord, belt buckle)
  - may be in various stages of healing
- ● Unexplained burns:
  - often on palms, soles, buttocks, and back
  - can reflect patterns indicative of cigarette, cigar, electrical appliance, immersion or rope burn
- ● Other unexplained injuries:
  - lacerations, abrasions, human bite marks or pinch marks
  - loss of hair/bald patches
  - retinal hemorrhage
  - abdominal injuries

Behavioural Indicators:

- ● Requests or feels deserving of physical punishment
- ● Afraid to go home and/or requests to stay in school, day care etc.
- ● Overly shy, tends to avoid physical contact with other people
- ● Displays behavioural extremes (withdrawal or aggression)
- ● Suggests that other people be punished in a harsh manner
- ● Cries excessively and/or sits and stares
- ● Reports injury by another person
- ● Gives unbelievable explanations for injuries

2. Sexual Abuse

Note: Unfortunately, many children do not report this form of abuse. They rely on adults to be aware of specific physical and behavioural indicators. A child who persistently shows several of the following characteristics may be experiencing sexual abuse. Remember, the most reliable indicator of child abuse is the child's verbal disclosure.

Physical Indicators:

- ● Somatic complaints, including pain and irritation of the genitals
- ● Presence of sexually transmitted diseases
- ● Pregnancy in young adolescents
- ● Frequent unexplained sore throats, yeast infections, or urinary infections.

Behavioural Indicators

- Excessive or increased masturbation in young children
- Sexual knowledge or behaviour beyond that expected for the person's age
- Depression, suicidal gestures or attempts, or self-harming behaviors
- Running away from home (can be chronic)
- Frequent psychosomatic complaints, such as headaches and stomach-aches
- Drug or alcohol abuse
- Avoidance of undressing or wearing excessive layers of clothing
- Sudden avoidance of certain familiar people or places
- Marked decline in school/work performance

3. Emotional Abuse: The signs of emotional abuse may be less obvious than other forms of maltreatment. Emotional abuse is suspected when a child exhibits impaired development, destructive behaviour, or chronic somatic complaints that cannot be explained medically or circumstantially. A child who persistently shows several of the following characteristics may be experiencing emotional abuse.

Physical Indicators:

- Eating disorders
- Sleep disturbances, nightmares
- Wetting or soiling by school-age children
- Speech disorder, stuttering
- Failure to thrive
- Developmental delays
- Self-harming behaviors
- Asthma, severe allergies, or ulcers

Behavioural Indicators:

- Habit disorders, such as biting, rocking, head banging, thumb sucking in an older child
- Poor peer relationships
- Behavioural extremes (overly compliant or demanding, withdrawn or aggressive)
- Self-destructive behaviour, oblivious to hazards and risks
- Chronic academic under-achievement
- Irrational and persistent fears, dreads, or hatreds

4. Signs of Neglect: A person who persistently shows several of the following characteristics may be experiencing neglect. Keep in mind; however, that cultural standards which differ from those prevailing in a community are not necessarily neglect.

Physical Indicators:

- Height and weight significantly below age level with no plausible explanation
- Inappropriate clothing for weather
- Poor hygiene, including lice, body odor, scaly skin
- Child or vulnerable adult abandoned or left with inadequate supervision
- Untreated illness or injury

- Lack of safe, warm, sanitary shelter
- Lack of necessary medical and dental care

Behavioural Indicators:

- Begging or stealing food
- Falling asleep in school/work, lethargic
- Repeated acts of vandalism
- Poor school/work attendance, frequent tardiness
- Chronic hunger
- Dull, apathetic appearance
- Specific to children:
    - Running away from home
    - Reports no caretaker in the home
    - Assumes adult responsibilities

APPENDIX F

LICRC INCIDENT OF SUSPECTED ABUSE REPORT

- CONFIDENTIAL DOCUMENT -

This report form is for the purpose of recording any incident of suspected abuse reported to the Safe Church Team.

Name (person making report):_____

Position:_____ Phone number:_____

Today's date: _____ Date of incident: _____

Description of incident: (time of occurrence, what occurred, who was involved, location, etc.)

Name(s) of any other potential witnesses:

Action taken (note dates):

Signature of person making report: _____

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Abuse Prevention and Response Team member receiving this report:

Name: _____ Date received: _____