



Caledon Hills Fellowship Baptist Church

A place to belong, believe and become.

Plan to Protect

Children, Youth, and Leaders

November 2010

Policies and Procedures Manual

March 2006

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INTRODUCTION

The Spiritual and Moral Responsibility of the Church

The mobilization of volunteers for ministry is essential to a healthy growing church. Scripture teaches that God has equipped every believer for ministry in their local church. When everyone in a church is doing his or her part, a church normally grows spiritually and numerically. Therefore, a healthy church increasingly utilizes a large number of volunteers in a variety of ways both within and outside the church.

This plan is designed to assist our church leaders in their recruiting of volunteers and, to the greatest extent possible, provide for the safety of the children served by these volunteers.

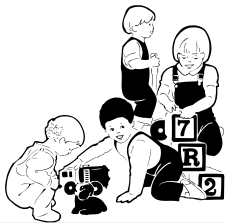
Therefore everyone who teaches, helps or cares for children and/or youth under the auspices of Caledon Hills Fellowship Baptist Church is required to follow the guidelines and procedures as defined in this document.

The gospel of Mark records that when people brought little children to Jesus, He took them in his arms, put His hands on them and blessed them. As a church, it is our desire to bring children to Jesus, too.

In the church, we recognize that we are a reflection of God's love to those in our care and we take our responsibility to them seriously. In our ministry to children we must follow carefully what the scriptures teach:

1. Avoid every kind of evil. (I Thessalonians 5:22)
2. But among you there must not be even a hint of sexual immorality, or of any kind of impurity, or of greed, because these are improper for God's holy people. (Ephesians 5:3)
3. But if anyone causes one of these little ones who believe in me to sin, it would be better for him to have a large millstone hung around his neck and to be drowned in the depths of the sea. (Matthew 18:6)

If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses. If he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church, treat him as you would a pagan. (Matthew 18:15-17)



These guidelines are therefore set forth to provide a safe and nurturing environment in which we can bring our children to the Savior. We view ourselves as partners with parents, seeking to provide quality care and instruction in our ministry to the family. All of our guidelines are designed to protect and promote growth in God for each child and adult involved.

Chapter 1

Understanding the Need

Reducing the Risk of Child Sexual Abuse

Caledon Hills Fellowship Baptist Church has a mandate to minister to individuals, families, adults, youth and children. In that context, Caledon Hills Fellowship Baptist Church stresses the sanctity of human life and the importance and worth of each individual as created in His image.

The disturbing and traumatic rise of physical and sexual abuse of children has claimed the attention of our nation and society. In response to this trend, it is our commitment to provide reasonable protective care to all preschoolers, children and youth attending any programs sponsored by Caledon Hills Fellowship Baptist Church. We feel compelled to establish guidelines for the prevention of child abuse.

Although Caledon Hills Fellowship Baptist Church has been fortunate in never having any substantiated incidents of child abuse or molestation happen in the church, we recognize that formal guidelines and procedures will help prevent the opportunity for abuse to arise in the future.

We believe that childhood innocence is a gift given by God. Children are naturally trusting. Children readily place their faith in adults who care for them. It is our responsibility as a church to safeguard that trust. Childhood innocence is a gift that we must **Plan to Protect** within our church.



“Children have neither power nor property. Voices other than their own must speak for them. If those voices are silent then children who have been abused may lean their heads against window panes and taste the bitter emptiness of violated childhoods.”

Justice Francis T. Murphy

It Can Happen in Any Church

Incidents of molestation can occur in any church - including ours. Churches have traditionally accepted the services of anyone expressing an interest in working as a volunteer with children or youth. Churches are by nature trusting and unsuspecting institutions. Asking sensitive questions of those who are giving their time and talent can be seen as distasteful by church leaders. No one wants to offend potential workers, especially longtime church members with a history of good service. These qualities can make a church susceptible to incidents of child molestation.

There are few topics that create more emotion than that of child abuse, especially if it is sexual in nature.

Fred begins attending First Church. After a few weeks, he volunteers to work with the youth group. Church staff members do not know Fred, but they are delighted to have another worker. He is put to work immediately. The youth group has an overnight activity a few months later. Following the activity, two minors report that they were sexually molested by Fred. The parents of one of the minors contact a lawyer, and a \$3 million lawsuit is brought against Fred, the church and the church board. The parents claim that the church (and the church board) acted negligently by not doing any background investigation before using Fred as a volunteer worker.

Impact

A single incident of child molestation can devastate a church and divide the congregation. Members become outraged and bewildered. Parents question whether their own children have been victimized. The viability of the church's youth and children's programs is jeopardized. And church leaders face blame and guilt for allowing the incident to happen.

Such incidents often result in massive media attention,

sometimes on a national scale. Television stations conduct live interviews from church property on the evening news. Front page stories hit the local paper. Community residents begin to associate the church with the incident of molestation. But far more tragic is the emotional trauma to the victim and the victim's family, and the enormous potential legal liability the church faces. If a trial ensues, the issue stays alive in the media for months, sometimes even years.

In making sure Caledon Hills Fellowship Baptist Church is a safer place, we will be:

- a) Safeguarding preschoolers, children and youth of our church from abuse.
- b) Protecting the church staff and volunteer workers from potential allegations of abuse.
- c) Limiting the extent of legal risk and liability due to any abuse.

Chapter 2

Understanding Child Abuse

Definition

“Child abuse” is defined as follows:

- It can be physical, emotional or sexual.
- All child abuse involves the misuse of power.
- Misuse of power takes place when people take advantage of the authority or power they have over vulnerable people.
- Vulnerable people include adults with physical or mental disabilities and children. The “Child and Family Services Act” of Ontario defines children as “persons under the age of eighteen years.”

Physical Abuse is using physical force or action that results, or could result, in injury to a child or youth. It is more than reasonable discipline. Sometimes injury is caused by over-discipline. Injuring a child or youth is not acceptable, regardless of differing cultural standards on discipline. Note: *Within the context of the church, it is not permissible to strike a child.*

In 97 per cent of reported cases of physical abuse, parents are the perpetrators (Wolfe).*

The perpetrator of physical abuse is approximately 1.5 times more likely to be male than female (Wolfe).*

Emotional Abuse is a pattern of hurting a child’s feelings to the point of damaging their self-respect. It includes verbal attacks on the child, insults, humiliation or rejection. A child or youth who is emotionally harmed may demonstrate severe anxiety, depression, withdrawal, self-destructive or aggressive behaviour.

Sexual Abuse occurs when a child or youth is used by somebody else for sexual stimulation or gratification. Sexual activity between children or youth may also be sexual abuse if older or more powerful children or youth take sexual advantage of those who are younger or less powerful.

The Law Reform Committee of Canada defines child sexual abuse as “Exposure of the child to sexual stimulation inappropriate for his age and role- the sexual exploitation of a child who is not developed mentally, capable of understanding or resisting the contact; or a child or adolescent who may be psychologically or socially dependent upon the perpetrator.”

*Wolfe, David. Child Abuse. *Implications for Child Development and Psychopathology*. Newbury Park, California: Sage, 1987. P.20.

Child sexual abuse includes behaviour that involves touching and non-touching aspects.

Types of abuse that involve touching include:

- Fondling
- Oral, genital and anal penetration
- Intercourse
- Forcible rape

Types of sexual abuse that do not involve touching include:

- Verbal comments
- Pornographic videos
- Obscene phone calls
- Exhibitionism
- Allowing children to witness sexual activity

In 2004/05, Peel Children's Aid investigated 498 severe physical abuse allegations, 121 severe sexual abuse allegations, 11 severe emotional abuse allegations, and 79 severe neglect allegations.

("Report to the Community." *Peel Children's Aid* newsletter Vol.2, No.2, Oct. 2005. P.1)

Symptoms of Abuse and Molestation

Church workers and staff should be alert to the physical signs of abuse and molestation, as well as to behavioural and verbal signs that a victim may exhibit. A one-time event would not necessarily constitute a potential abuse case; sudden unexplained changes, however, would warrant investigation. Some of the more common signs are summarized below:

Physical signs may include:

- lacerations and bruises
- nightmares
- irritation, pain or injury to the genital area
- difficulty with urination
- discomfort when sitting
- torn or bloody underclothing
- venereal disease

Behavioral signs may include:

- anxiety when approaching church or nursery area
- nervous or hostile behaviour toward adults
- sexual self-consciousness
- "acting out" sexual behaviour
- withdrawal from church activities and friends

Verbal signs may include the following statements:

- I don't like (*names a particular person*)
- (*Particular person*) does things to me when we're alone
- I don't like to be alone with (*particular person*)

- (Particular person) fooled around with me

The Effects of Child Sexual Abuse

Child sexual abuse robs children of their childhood and can potentially scar its young victims for life. Too often in the past, the effects of abuse were minimized or dismissed. Children were viewed as being resilient. Recent research has shown that children can suffer significant pain from even a single abusive incident. Church members must be aware of the pain and long term suffering that can accompany such abuse. Abused children can display a wide range of negative symptoms in the aftermath of abuse. Abuse can result in abnormal fears, post-traumatic stress disorder (PTSD), aggressive behaviour, sexual “acting out”, depression, diffused sexual identity, and poor self-esteem. (Ksendall-Tackett, Williams, and Finkelhor, 1991) The incidence of sexually transmitted disease is also a possible outcome.

“The personal violation of child sexual abuse causes the victim to experience many losses... including loss of childhood memories, loss of healthy social contact, loss of the opportunity to learn, loss of bodily integrity, loss of identity and self-esteem, loss of trust, loss of sexual maturity, and loss of self-determination. All of these personal violations mean that victims of child sexual abuse lose the child’s right to a normal childhood. In adulthood it may also mean the loss of the capacity to appreciate sexual intimacy as nurturing, holy and loving.” (The Report of the Winter Commission, 1990, Vol.1, p.118)

The degree of damage depends upon several factors including the intensity, duration and frequency of the abuse. In addition, the relationship of the perpetrator to the child matters. If the abuser is a known and trusted authority figure in the child’s life, the degree of impact increases dramatically.



Consequences of child sexual abuse can plague victims into adulthood. Outcome studies of adult survivors of child sexual abuse suggest the following effects:

- sexual dysfunction
- eating disorders
- substance abuse
- promiscuity
- disassociation from emotions
- possible perpetration of sexual abuse on others

When church leaders, pastors, and respected congregational workers perpetrate the abuse, lifelong religious confusion and deep feelings of enmity toward God and the church can occur.

The Profile of a Child Molester

Who is the typical child molester? Some church leaders assume that molesters are “strangers wearing trench coats” or “dirty old men.” These stereotypes not only are inaccurate, but they dangerously contribute to a false sense of security. Researchers in the field of child sexual abuse currently indicate that no one profile fits the various perpetrators of abuse. Church leaders can become preoccupied screening stereotypes, while not suspecting the real molester could be an active adult or teen in the church.

Bob sat dejectedly before the church board. His broad shoulders slumped as he tearfully retold his story. Bob has been sexually molesting his thirteen year old daughter for the last two years. This activity may have gone undetected except that Bob tried to abuse his daughter's girlfriend while chaperoning a Sunday School activity. The young girl reported the incident to her parents and Bob was apprehended. The church leaders hearing this confession sat in disbelief. How could Bob, a successful businessman, husband, father of three children, and respected church worker commit such actions?

Consider the following:

Over eighty percent of the time, the abuser is someone known to the victim.

Most abuse takes place within the context of an ongoing relationship. The usual offender is between the ages of 20 - 30 years.

20 percent of sex offenders begin their activity before the age of 18. Child abusers often are married and have children.

If abuse occurs in our church, a respected member will most likely be the molester. Emphasis upon “stranger danger” will leave our church ill prepared. While it's uncomfortable even to consider this, the most likely assailants include Sunday School teachers, religious educators, nursery or preschool workers, teachers in a church operated school, camp counselors, scout leaders, “concerned” adults who volunteer to transport children to church, and clergy. Trusted adults – male or female – can easily mislead children and most incidents of child sexual abuse take place in the context of an ongoing relationship between the abuser and the child.

Chapter 3

The Church's Legal Vulnerability

Why Churches are Susceptible

Churches have unique features that can make them susceptible to incidents of child molestation. This risk increases dramatically for overnight activities.

Access: The Boy Scouts, Big Brothers, and similar organizations have instituted comprehensive programs to reduce the risk of child molestation. Child molesters are attracted to an institution in which they have immediate access to potential victims in an atmosphere of complete trust.

Need: Most churches struggle to get adequate help for children and youth programs. Recruiting nursery workers, for example, can become an unending effort. Turnover among volunteer workers is also high. A willing volunteer worker provides welcome relief.

Churches need to understand the extent of their liability. Churches are not “guarantors” of the safety and well-being of children. They are not absolutely liable for every injury that occurs on their premises or in the course of their activities.

Generally, they are responsible only for those injuries that result from their negligence. Victims of molestation who have sued a church often allege that the church was negligent in not adequately screening applicants or for not providing adequate supervision.



The Civil and Legal Liability of the Church

Increasingly and often more dramatically, the church and its personnel (i.e. staff, directors, officers and ministers) are being held accountable for the acts of individual abusers within the church even though neither the church, nor its leaders were aware of the abuse or condoned it. Churches are being sued in Civil Courts for damages sustained by victims and their families. Those victims and their families are attempting to hold churches accountable by alleging that:

- the church is vicariously liable for the acts of its personnel, be they paid staff or volunteer staff, regardless of whether the church was itself negligent or even knew of the abuse,
- the church was negligent in its hiring or accepting personnel, whether paid or volunteer, and
- the church was negligent in the supervising or monitoring of its personnel or membership.

(Church and the Law Update, June 1994)

Chapter 4

Child Protection Procedures

Caledon Hills Fellowship Baptist Church is committed to the following:

1. We will screen all paid employees, including ministerial staff, and volunteers who work with preschoolers, children or youth.

2. We will check references and do criminal record checks on all our workers, for any position involving work with preschoolers, children or youth. Anyone with criminal abuse violations will not be allowed to work with children or youth.

3. We will train all of our staff who work with preschoolers, children or youth, both paid and volunteer, to understand the nature of child sexual abuse, how to carry out our policies to prevent sexual abuse including our clearly defined reporting procedures for suspected incidents.

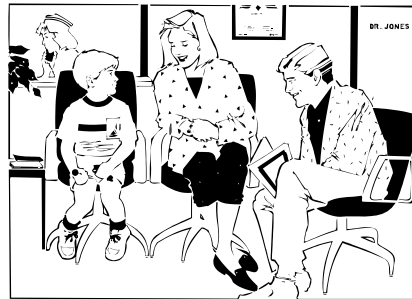
4. We will take seriously our policies to prevent physical, emotional and sexual abuse and will see that they are appropriated.

5. All workers will fill out and sign the Ministry Volunteer Application Form for Ministries to Children & Youth” (appendix A).

6. We will adopt a basic “Two-Leader” rule for application onsite indoors (see p. 18-19 for off site and outdoors policies). Such a rule says that two leaders, one of which must be an adult, must be present during any children’s activity, excepting a case of emergency (see p. 14). If volunteers between the age of 12 and 17 are enlisted to help supervise a group of children there must be both parental consent and an open door policy enforced. If the two leaders are family members a third non-family leader is required (see p.15: “Family Protection”). When only one leader is available for a small group of children, that leader must be an adult, the door must be left ajar, and an agreement must be made between the children’s guardian and the leader before the activity is commenced. This “Two-Leader” rule reduces the risk of abuse, and also reduces the risk of false accusations of abuse protecting both the children and the volunteers.

“Is screening important? Ask any member of a church in which an incident of sexual abuse has occurred.”

Reducing the Risk of
Child Sexual Abuse
in Your Church



7. We will follow the “Six Month” rule. Volunteers will be permitted to work with preschoolers, children or youth only after they have been adherents/members of Caledon Hills Fellowship Baptist Church for a period of at least six months. Such a policy gives the church an additional opportunity to evaluate applicants and volunteers, and will help to repel persons seeking immediate access to children. (The waiting period under this provision may be reduced where the person is transferring in from another church and has a letter of recommendation signed by the pastor of that church.)

These safeguards are not only to protect our children, but also our workers.

Robert and Beth were startled to discover blood on the underpants on their two year old son, Timothy, after arriving home from church. Robert immediately concluded that Timothy had been molested while in the nursery. He quickly drove back to the church and found Pastor Reynolds still visiting with some members. Pastor Reynolds was stunned by the allegation. Last year, the church had implemented thorough screening procedures and policies to prevent sexual molestation. He and Robert contacted Sally who was in charge of the nursery that Sunday. Sally explained that the two-adult rule was carefully followed and at no time was Timothy or any of the other children in the nursery ever left alone with one attendant. According to Sally, no abuse occurred. The allegation caused her great emotional distress. Later a medical examination revealed that Timothy's bleeding was caused by a skin problem. No molestation had occurred. Everyone was greatly relieved. Sally was thankful she had followed the two-adult rule. *What if only one worker had been in the nursery that morning? What if the medical test was inconclusive? It's not hard to see that a charge of abuse can take on a life of its own. The resulting emotional environment becomes intense and painful.*

Child Security

1. All ministry leaders working with the children must wear a nametag or approved clothing, which identifies them accordingly.

2. The names and addresses of parents and children must be carefully maintained.

3. Programs for preschool aged children must provide a sign-in sheet. An accurate sign-in procedure would include each child's name, parent's name and parent's location during that period of time. Space will be provided for parents to list any special needs. Preschool children should not be received into the classroom until properly signed in. Security precautions are to be taken for all children admitted to preschool/nursery programs.



4. Children are never to be dropped off in the nursery or classroom without a teacher/caregiver present. If only one teacher/caregiver is present, the upper half of the door must be left open. Doors are to be supervised so that children are not able to exit alone and/or a parent cannot take them from the room without a worker's knowledge.

5. In order to pay respect to the child-care staff parents are encouraged to pick up their children punctually.

6. As a general rule of thumb parents are expected to be responsible for their own children before and after church, church-related programs and events.

Washroom Guidelines

Parents are to be encouraged to take their children to visit the washroom prior to each class or service. This recommendation is to be communicated to parents at the beginning of each new school year, and throughout the year to newcomers.

1. Nursery Children

As a general rule, staff in the nursery will not be expected to change diapers. However in the event that this becomes necessary the following rules will apply:



- Diaper changing must always take place in such a way that another nursery worker can easily see the child that is being changed, as well as the other children and workers in the room.
- Children must be 12 years of age or older, with appropriate training before being permitted to change infant's diapers.

2. Preschool Children

- For preschool children, if a group of children are taken to the washroom two leaders will escort them. Where we do not have two leaders available to take a group of children to the washroom, hallway or safety monitors (preferably female) will be appointed to assist with washroom and security duties.
- If just one child must go to the washroom, the adult volunteer should escort the child to the washroom, check to see that it is empty and prop the outside door open. The volunteer should then remain outside the washroom door and wait for the child before escorting him or her back to the classroom. The volunteer should call the child's name if they are taking longer than seems necessary.
- Never be alone with a child in an unsupervised washroom and never go into a washroom cubicle with a child and shut the door.
- When preschool children need assistance in the washroom, an adult may enter the washroom cubicle to assist only when a second adult is within visual contact. If this is not possible, inform another adult when taking a child to the washroom and when returning.
- In light of the fact that most abusers are male, and for the protection of our male volunteers, it would be wise for men to avoid assisting boys or girls of any age in the washrooms. We suggest that only women assist children in the washrooms.

3. Grades 1-4 and Youth

- A child seven years of age and younger should not be sent to the washroom alone, but should be accompanied by an adult volunteer worker.

- For children seven years of age and under, the adult volunteer should escort the child to the washroom, check to see that it is empty and prop the door open to make sure that everything is in order. The volunteer should then remain outside the washroom door and wait for the child before escorting him or her back to the classroom.
- The volunteer should call the child's name if they are taking longer than seems necessary.
- Never go into a washroom cubicle with a child/youth and shut the door.

Health and Safety Guidelines

A. Sick Children

A child who is ill and could therefore expose other children and workers to illness, should not be received into the nursery. Some signs of illness are unusual fatigue or irritability, coughing, sneezing, runny nose and eyes, fever, vomiting, diarrhea, inflamed mouth and throat. Any child with a known communicable disease should not be received into the nursery or a classroom.



B. Emergencies

Caledon Hills Fellowship Baptist Church workers are not to give or apply any medication. If a child needs medicating, the parent must give it. No medication will be left in the classroom or with a worker or child. In extreme cases (i.e. peanut allergies, ventilators, etc.) arrangements should be made with written instructions and the permission of the child's parent.

C. Procedures for Dealing with Cuts or Injuries Involving Blood

- Separate the injured child from the other children. Isolate the area where any blood may have dropped on carpet, toys, etc. Apply first aid measures and send someone to locate the parents.
- If other children have had contact with any of the blood from the cut or injury, their parents should be informed.



- Put on vinyl gloves (available in the first-aid kit) and bandage the injury, avoiding contact with mouth, ears and eyes.
- Carefully wipe up all blood and bloody bandages and remove to a secure, inaccessible waste removal receptacle.
- Any blood on the floor or toys must be washed away using a solution of one part bleach to ten parts water.
- Remove and properly dispose of vinyl gloves. Wash carefully with sterilizing soap (available in first-aid kit).

D. Cleanliness

- Clean the child care areas. Periodically clean all surfaces, toys, tables, trays, bedding, bibs and doors. Vacuum and clean carpets regularly.

Classroom Staffing and Supervision Guidelines

Workers should always conduct themselves in a Godly manner, being an example of obedience, respect and honesty to those in their care.

Personnel



Programs that involve children and youth must always include adequate supervisory personnel. Supervision should also be maintained before and after the event until all children are in the custody of their parents or legal guardians.

The Danger:

In one church the elementary grade Sunday School class frequently dismissed before the adult class. While the parents remain in class, the children often run freely around church property. One Sunday, two ten year old boys sexually molest an unsupervised eight year old girl in a vacant classroom.

Our desire is to provide a safe, loving classroom where the child feels comfortable and learning can take place. Therefore we recommend the following guidelines:

A. Two Leaders

As a general rule there is to be a minimum of two leaders in any room with children, except in the event of an emergency situation. Smaller classes could use high school students or have parents help out on a rotational basis. A temporary alternative to the requirements specified in the two leader guideline is the open door policy.



Example:

Fred, a college student and a volunteer worker with the church's high school youth group, announces he is available for transportation if any of the members need a ride to group activities. Anne, a seventeen year old high school senior asks Fred for a ride. This violates the two-adult rule. Such arrangements would not be permitted.

Example:

Stan, the youth pastor wants to meet with each member of the youth group to get to know them better. He requests that the church reimburse his expenses to take each student out for a coke. The board approves the request, but instructs Stan that two students must be present at each meeting and that he should not meet with any student alone, unless the parental permission rule, as described below, is followed.

Example:

Randy, an adult member of First Church, volunteers to pick up a 10-year old boy on his way to church each week. The boy lives with his mother who is delighted to have a "father figure" express an interest in her son. This arrangement presents not only a risk of molestation, but also of false charges. It should be discouraged, unless a second adult is present with Randy every time the boy is picked up.

B. Obtain Parental Permission

What about situations where an adult has a legitimate reason to be alone with a child? Church staff or volunteer workers must obtain the consent of the child's parent or guardian before going out alone with that child, or spending time with the child in an unsupervised situation. Workers must also notify an appropriate church leader of such meetings in advance. Children must also have parental permission for involvement in church sponsored field trips or overnight events.

Example:

Recently, drugs were discovered in the possession of a fourteen year old male member of the youth group while he was at school. Stan, the youth pastor, offers to pick him up after school on Tuesday with the hope of providing the boy adult support. This conduct violates the parental permission rule. Stan must first gain permission from the student's parents before a private meeting can occur. He should also notify the senior pastor of his intentions in advance.

Example:

A female member of the youth group explains she has a problem she cannot share with her parents and wants to meet the youth pastor alone after school to discuss it. She insists that the youth pastor not tell her parents. This meeting violates the parental permission rule. The youth pastor can meet with the student if a second, preferably female, volunteer worker is present.

C. Open Doors

When it is necessary that only one adult leader be in a closed room with children (e.g. leader leaves room to take children to the washroom; a small class where there is one teacher for a classroom of 3 children), the door of that room should remain open. We have recommended that the class rooms have windows or window doors that will allow ministry supervisors to look in occasionally without interrupting the teaching process.

D. Age Expectation

It is required that at least one volunteer be an adult of 18 years of age or older (see the stipulations associated with the assistance of young people between the ages of 12 and 17: p.9, 6).

E. Preschool Classes

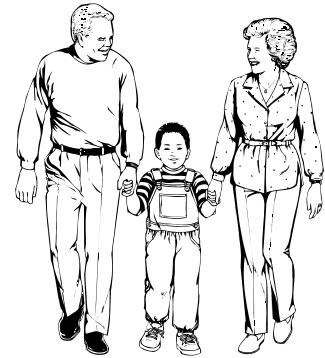
All preschool rooms are to be staffed with at least one female adult worker to better facilitate observance of the washroom guidelines.

F. Supervisory Staff

The supervisory staff should make regular visits to the classroom to make sure the class is properly staffed and supervised.

G. Family Protection

Family ministry teams work well together and should be encouraged as a method of staffing. However, for the protection of this family unit, the presence of at least one other volunteer not related to the family is required.



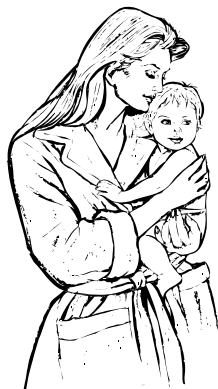
Proper Display of Affection

Touch is an essential responsibility in nurturing lives. Volunteers need to be aware of, and sensitive to, differences in sexual development, cultural differences, family backgrounds, individual personalities, and special needs. Physical contact with children should be age and developmentally appropriate. The following guidelines are recommended as pure, genuine and positive displays of God's love:



1. Appropriate Touch

Love and caring can be expressed in the following appropriate ways, by:



- Bending down to the child's eye level and speaking kindly; listening to him or her carefully
- Taking a child's hand and leading him or her to an activity
- Putting an arm around the shoulder of a child who needs quieting or comforting.
- Taking both of the child's hands as you say, "You did such a good job!" (or "I'm so glad to see you. We've missed you!" etc.)
- Patting a child on the head, hand, shoulder or back to affirm him or her.
 - Holding a child by the shoulders or hand to keep his or her attention while you redirect the child's behaviour.
- Holding a preschool child who is crying

2. Inappropriate Touch

You must avoid:

- Kissing a child, coaxing a child to kiss you, extended hugging and tickling.
- Touching a child in any area that would be covered by a bathing suit (except when assisting a child with toileting as outlined previously).
- Carrying older children or having them sit on your lap.
- Being alone with a child.
- Prolonged physical contact.
- Opposite sex piggyback rides.
- Seductiveness or suggestive contact.
- Any physical contact of any kind that is done for the pleasure or satisfaction of care providers.
- Any touching used to express power or control over a child.

H. Discipline and Classroom Management

God's use of discipline is outlined in Hebrews 12:7-11. Discipline is not something you do to a child. It is something you do for a child. The word discipline does not mean punishment. It comes from the root word disciple, which means training that molds character, behavior and values. Rather than seeking to merely maintain control or keep children quiet, our goal in managing children's behavior should be to shape their character in such a way that they will become disciples.

1. Preventative Discipline
 - a. Create a loving, caring atmosphere.
 - b. Arrange your environment for children and for learning.
 - c. To gain respect you must grant respect.
 - d. Establish and communicate realistic expectations for the children.
 - e. Be sure the activities that you provide are meaningful and age-appropriate.
 - f. Be fair and consistent with all children.
 - g. Be sure your focus is on positive actions.
 - h. Be aware of children with special needs.
2. Remedial Discipline
 - i. Try to deal with the problems individually.
 - j. Explain to the child why the behavior is unacceptable.
 - k. Redirect the child to positive action.
 - l. Explain the consequences of unacceptable behavior by defining the correct way to behave as well as the result of the wrong behavior.
 - m. Offer choices that are acceptable to both you and the child.
3. Classroom Rule Suggestions
 - n. One voice talking at a time.
 - o. Quiet hands get answered.
 - p. Use inside voices.

- q. Obey directions the first time.
 - r. Use good manners.
 - s. Keep your hands and feet to yourself.
 - t. Respect each other.
 - u. Be friendly.
 - v. Visit the washroom before class begins.
 - w. Remember – life isn't fair.
4. Some examples of *appropriate discipline* within the ministry setting are:
- x. Praising the specific behaviors you want to see in your group (i.e. “good listening”, “thank you for waiting”)
 - y. A firm gentle voice addressing and redirecting the behavior (i.e. “you are running; walk please”)
 - z. Confidential parental discussion when necessary.
 - aa. Age appropriate “time outs” or withdrawal from activity.
 - bb. Calling the hall monitor to fetch the parent when necessary.
5. Some examples of *inappropriate discipline* within a ministry setting are:
- cc. Corporal punishment of any kind.
 - dd. Any words or tone that would cause a child to think he or she is the “problem” rather than a specific behavior being addressed (e.g., screaming at a child)
 - ee. Any words that could cause feelings of condemnation or shame in a child about any aspect of their person—including derisive references to anything physical, emotional, mental, or position (or station) in life, such as saying, “Are you a strong boy? Strong boys don't cry” or “Shame on you.”

Special Events and Overnight Policies

Teachers are encouraged to have special class activities in their homes, plan social activities and involve their pupils in field trips and service projects. The following precautions need to be taken with these activities.

- A. Off Site Field Trips and Special Events

- Activities conducted away from the church property should be pre-approved by the church leadership.
- Parents should be notified at least one week prior to the outing.
- Proper written consent and medical release forms are required for each child participating in field trips and special events (See appendices D & E)
- All trips and outings must be supervised by an appropriate number of adult leaders as noted below with a minimum of two approved, unrelated adult leaders.
- When the transporting of children is involved in an activity, all drivers must have a valid driver's license and current automobile insurance. The number of persons per car must never exceed the number of seat belts.



B. Overnight Events

Church sponsored overnight activities on or off church property may be permitted as long as the following guidelines are met:

- All overnight activities must be pre-approved by the church leadership.
 - Proper written consent and medical release forms are required for each child participating in overnight events.
 - All overnight activities should have a minimum ratio of one leader for every five children (a minimum of two adult leaders at all times unless there is parental consent permitting one adult leader). If the two leaders are family members a third non-family leader is required (see p. 15: "Family Protection").
 - Each leader should have an assigned group of children for whom they will be responsible during the overnight event. All supervising adults must be approved volunteers.



C. Onsite Outdoor Classes

In the event of class time on the CHFBC property but outside the CHFBC building the "two-leader rule" applies requiring at minimum two unrelated leaders, one of which must be an adult.

D. Off Site Classes

Classes away from the church property require a minimum of two approved leaders. Proper written consent is required if the leaders are related.

E. Off Site Transportation

All driver's must be licensed with current automobile insurance ensuring that the persons per car do not exceed the number of seat belts. Parental consent is required when only one adult driver per vehicle is available.

Chapter 5

Equipment / Facility Requirements

Architectural Precautions

When the church plans to build or to renovate, the following items are to be kept in mind where children's classrooms are involved:

Windows

- Large interior windows that allow for easy viewing by parents and supervisor
- Doors with windows which also provide for easy viewing. Sight lines through these windows should remain unobstructed at all times.

Washrooms

- Toilets in the preschool area prevent the need for children to leave the room. Windows on preschool washrooms enable helpers to assist the child while in view of other adults.
- Child-size toilets make it possible for children to use the washroom with little assistance.

Nursery Facilities

- Nursery change tables should be in full view.
- Nursery doors should be secured from the inside to prevent anyone from entering unnoticed.
- Nursery sleeping rooms should have a window on the door and a radio transmitter into the adjoining room.
- There should be no baseboard heaters.
- Electrical outlets must be covered or out of reach of children
- Cribs and toys must meet safety standards



Emergency Exit

- An emergency exit plan with maps and procedures should be visible in each classroom.
- All workers need to be familiar with the emergency exit plan.
- Procedures should be reviewed semi-annually for fire emergencies.

First Aid Supplies/Training

- A first-aid box must be kept on hand and all workers are to view the location and contents regularly.
- A review of those ministry leaders holding first-aid certificates should be made before the fall programs commence.
-

Chapter 6

Recruitment of Paid Staff and Volunteers

The Ministry Volunteer Application Form and/or Employee Application Form must be completed for all positions involving ministry with children and youth (see Appendix A). To protect the church from legal liability and for the protection of all workers, every prospective ministry leader including established members of Caledon Hills Fellowship Baptist Church, must complete the application form found in the Appendix of this document.

Ministry Volunteer Application Form

In cases where children are to be supervised by volunteers, the Ministry Volunteer Application Form must be submitted by the volunteer for approval. This volunteer applicant may begin to serve once the Ministry Volunteer Application Form has been confirmed. The Ministry Volunteer Application Form is critical in protecting the church from legal action if a case of child abuse occurs in which a church volunteer is involved.

To protect our children and to be protected from liability, the church must take reasonable action in screening and supervising the volunteers involved in any children's work. (A court can find the church legally liable if it is less than systematic and therefore negligent in screening volunteers). By having everyone fill out these forms and keeping them on file, the church greatly reduces the potential for child abuse and the resultant liability.

Each department must keep its own inventory list of its Ministry Leaders and the status of the application process.

Reference Check

Three personal references are requested on the Ministry Volunteer Application Form. References that are acceptable are limited to the following:

- Former pastor
- Parents (for minors) - qualifies as one reference
- Teacher (for minors)
- Other volunteer member (who has sufficient strength of relationship to comment on the individual's personal habits and character).
- Employer

At least two of these references will be contacted and asked to affirm the appointment of the volunteer. The person making the contacts, the date, and a summary of the reference's comments will all be recorded; this will become part of the Volunteer's Placement File (See Appendix B). Use the suggested "script" for Telephone Follow-up when screening applications (Appendix C).

Interview

A formal interview may be required with the opportunity to review the important items from the Ministry Volunteer Application Form in a personal setting. This allows the ministry leader to ask follow-up questions and to enhance their knowledge of the applicant. The information given in the interview will be available only to the pastoral team and so has limited confidentiality. The interview will also allow the potential volunteer the opportunity of asking questions about various children's ministries and the reasons behind our child protection procedures. (see Appendix I)

At the same time, each applicant is to be provided with the application for a Criminal Record Check along with the instruction sheet describing how and where this form is to be processed.

Criminal Record Check

A Criminal Record Check (CRC) will be made for any approved volunteers who accept a ministry position. All paid staff will also submit to a Criminal Record Check for their own protection and for the protection of the church. All records will be placed in the Personnel File set up for that purpose and will be considered confidential, accessible only by the pastoral staff. Any individual who will not submit to this procedure will be ineligible to be involved with children on behalf of the church. The cost for any CRC's requested by Caledon Hills Fellowship Baptist Church will be borne by the church. Minors under 16 years of age are exempt from the CRC.

New workers may begin working for the church provided they can give evidence of having applied for a Criminal Record Check. This grace period will not exceed 120 days.

The CRC's are to be sent to the church to the attention of the designated individual selected by the pastoral team. If there is no criminal record of any sort, the volunteer may be considered for ongoing service in the church.

If there is a record or information which raises some concern, the designated ministry leader and the pastor in charge of the volunteer will meet to discuss the matter.

The information contained in the CRC's is considered strictly confidential.

A "Plan to Protect" Training

All Ministry Leaders will be equipped with training regarding child safety and child abuse prevention. Each leader must sign a record indicating they have been trained or have read through the "A Plan to Protect" materials; that record must be kept in the Volunteer Placement File. (see Appendix F)

Approval Process

- All Ministry Leaders must be approved by the Ministry Leader involved when all of the above process has been completed.

- All Ministry Volunteer Application Forms will be kept for a period of at least 10 years.
- As the church commences the screening procedure for volunteer workers, those already active in volunteer service will also complete the Criminal Record Check.
- If any current volunteer has a criminal conviction or has plead guilty to sexual or child abuse, that individual must be sensitively relieved of any duties in working with youth or children.

What kinds of criminal convictions disqualify an individual for youth work in Caledon Hills Fellowship Baptist Church?

A criminal conviction for a sexual offense involving a minor would certainly disqualify an applicant. In the case of pedophilic behaviour (molestation of a pre-adolescent child) such a conviction should disqualify an individual no matter how long ago it occurred (because of the virtual impossibility that such a condition can be “cured”). Other automatic disqualifiers would include incest, rape, assaults involving minors, murder, kidnapping, child pornography, sodomy, and the physical abuse of a minor.

Other crimes would strongly indicate that a person should not be considered for work with minors in our church. Some crimes would not be automatic disqualifiers, because they would not necessarily suggest a risk of child abuse or molestation. Some property offenses would not be included in this list, particularly if the offense occurred long ago and the individual has a long history of impeccable behaviour.

Should religious conversion make a difference for a youth worker who has been guilty of child molestation in the past?

Occasionally, such persons freely admit to a prior incident, but insist that they have since had a conversion experience and that they now present no risk whatever. The safest course would be to encourage such an individual to work in the church, but in a position not involving access to children or youth. This is a reasonable accommodation of the individual’s desire to serve Caledon Hills Fellowship Baptist Church. Any church that permits such an individual to work with children or youth, on the basis of the professed religious conversion, will have a virtually indefensible position should another incident of molestation occur. A defense – that the molester claimed to have been converted – would likely be viewed with derision by a civil court. Putting a known child molester in a position involving access to children is taking an enormous risk.

Adult survivors of child abuse must meet with a pastor or designate before working with children or youth.

This policy is included because of litigation suggesting that it is negligent for a church to hire children’s workers without asking them if they were themselves victims of child abuse. Some courts have said that the statistical correlation between persons who abuse children and who were themselves abused as minors is so high that this kind of question must be asked. Caledon Hills Fellowship Baptist Church wants to respond to these legal developments, while at the same time preserving as much as possible the confidentiality of this kind of information.

Persons who are adult survivors of abuse should not automatically be disqualified from further consideration. Rather this information simply imposes on Caledon Hills Fellowship Baptist Church a higher duty of care. If the Criminal Record Check comes back with no record of any child abuse or molestation, and if there is no other indication that the applicant poses a risk (from references or previous churches), then there is no reason why the person cannot serve. In some instances when warranted, counseling may be recommended.



Chapter 7

Incident Reporting Procedures

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

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

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

Any person who has reasonable grounds to believe that a child (or children) is in need of protection is legally required to report the matter to a social worker in the local office of the Ministry for Children and Families. 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. (Please refer to the “Understanding Child Abuse” section earlier in this document starting at page 4)

Abuse or neglect need not have already occurred for a child to be in need of protection; it is not necessary to wait until a child has been harmed to intervene. When abuse or neglect can be reasonably anticipated and there are reasonable grounds to believe a child is in need of protection, the legal obligation to report applies.

Historical abuse or neglect, that is, abuse or neglect which occurred in the not very recent past, must be reported wherever there are reasonable grounds to believe that a child may be in need of protection. If the alleged offender is in regular contact with a child or children, irrespective of whether it is the same child or children abused in the past, there may be grounds to believe that the child or children are at risk based on the offender’s past behaviour. It is particularly vital to report these cases where the alleged abuser is in a position of trust concerning children, such as a teaching position.

Discuss Suspicious Behaviour Immediately

Any inappropriate conduct or relationships between adult volunteer workers and a youth or a child must be confronted immediately and investigated. Prompt warnings must be issued when appropriate, and the situation monitored very closely. The adult worker’s services should be terminated immediately for continued violation of sufficient gravity. Ministry Leaders should note when a youth or child appears aloof or withdrawn, or exhibits a marked personality change. This may indicate a problem that deserves attention. Alternatively, some conduct just deserves counsel and advice from a supervisor while other conduct requires reporting.

Some conduct just deserves an initial comment.

Example: The church youth group is having a picnic at a local lake. Following a volleyball game, one of the male chaperones begins to massage the shoulders of one of the female youth members. They are seated at a picnic table surrounded by other students. A second adult chaperone discretely pulls the first one aside and comments, "You probably weren't aware, but giving massages falls outside of proper volunteer conduct."

Other conduct requires reporting.

Example: Same facts as the preceding example, but the volunteer worker walks the student to an isolated location and massages her shoulders while laying down on the ground next to her. A second volunteer sees what is happening and immediately reports it to the adult in charge.

Example: A male youth volunteer is seen kissing a female member of the youth group. The action is immediately reported to the pastor.

When a Legitimate Allegation Occurs

In the event of an actual allegation document all efforts at handling the incident. This process must be implemented as soon as possible after the allegation comes to light.

- Communicate the incident immediately through the designated Ministry Leader to those who need to be informed within the church (e.g. the designated Pastor). At this point the church's lawyer should be contacted. Do not try to handle such an incident without professional outside assistance. The accused should also consider legal counsel.
- Contact the local Children's Aid Society as soon as possible. Do not attempt an in-depth investigation. This should be left to professionals who are familiar with these cases.
- Do not prejudge the situation, but take the allegations seriously and reach out to the victim and the victim's family. Showing care and support help to prevent further hurt. Extend whatever pastoral resources are needed. Remember that the care and safety of the victim is the first priority. In some situations, churches have responded in a negative or non-supportive manner to the alleged victim. This can increase the anger and pain of the victim and the victim's family. Future reconciliation will be more difficult. The possibility of damaging litigation increases.
- Treat the accused with dignity and support. If the accused is a church worker, that person should be relieved temporarily of his or her duties until the investigation is finished. If the person is a paid employee, arrangements should be made to maintain or suspend his or her income until the allegations are cleared or substantiated.

CONFIDENTIALITY

In these matters it is important to keep the information restricted to those who need to be advised. Suspicions of abuse should therefore only be reported to the designated Ministry Leader. It becomes that person's responsibility to contact the local Children's Aid Society.

The only claim of confidentiality, which overrides the legal duty to report, is solicitor-client privilege. Thus physicians, clergymen and others who consider their professional relationships confidential for certain purposes are not exempt from the duty to report child abuse or neglect.

RESPONDING TO THE CHILD

When the child first comes, be sure to take his or her word seriously. Do not deny the problem, but stay calm and listen to the child. Give emotional support, reminding the child that he or she is not at fault. Tell the child that he or she was right in disclosing the problem. **Do not promise the child that no one will be told.**

Employees/volunteers should never interview the child in detail or suggest to the child that they have been abused.

Protection from Liability

Designated Ministry Leaders are required to immediately report to the local Children's Aid Society any suspected case of child abuse. It is not a breach of confidence between church personnel and the child involved. No person is personally liable for anything done or omitted in good faith in the exercise of this responsibility. Church leaders, at Caledon Hills Fellowship Baptist Church, aware of their accountability to God, acknowledge their responsibility to defend and protect God's little ones. It is also the desire of Caledon Hills Fellowship Baptist Church to protect the parents as much as legally possible from undue interference by outside authorities into their family. We want to follow the principles of submitting to governing authorities (Romans 13:1ff) while at the same time helping parents to exercise child discipline that is consistent with Scripture, and in the best interest of the children.

As part of a child protection investigation, social workers are required under the Child, Family and Community Services Act to assess:

- the child's current state of health;
- their sense of safety and their views of abuse
- previous abuse, neglect or harm; and
- the ability of the parent(s) to care for and protect the child.

The social worker will talk to people who have contact with the child and family. They may request records or other types of information. They are entitled to whatever information is needed to complete an investigation. If denied access to a record, they can seek a court order.

When a Ministry Leader receives a request for information regarding a child attending our facility the following process should be followed at all times to assure the health and safety of the child in your care.

- A. Any request from a child protection social worker should be in person and the protection worker should carry and show you photo ID.
- B. On the occasions where there is an urgency and the child protection social worker is unable to visit the facility and show photo ID, the protection social worker may telephone you from their office.
 - The social worker is to identify him/herself
 - They are to explain the information they are requesting and the process you are to follow. They WILL NOT ask for information at this time. You are NOT to give information at this time
 - The social worker will give you their name and their office phone number
 - You will check the number given with the phone number of the local offices listed in this chapter to make sure they match
 - You may telephone the district supervisor of child protection to make sure this is a legitimate request.
 - You will then call the number given by the social worker. At that time the social worker will ask for the information needed.
 - You will provide the necessary information
 - You will then ask to be kept informed of future developments. This is very important. It becomes extremely important if the child continues to attend our facility.
- C. It is possible that a protection social worker may call from their cell phone. This is the least acceptable form of requesting information from a caregiver. The exact same process as a request by telephone with one additional stipulation: If it is after hours and the office cannot be contacted or the cell number confirmed, the caregiver is NOT to give out any information. They can request the social worker appear at the church with photo ID for a personal meeting. No information is to be given out if the request is from a pay phone, or for any other type of request.

Who Must Report

Any person who has reasonable grounds to believe that a child (or children) is in need of protection is legally required to report the matter as outlined in this document. A person who knowingly fails to report in these circumstances is in violation of the law and may be found to have committed an offense.

For working definitions of abuse and neglect, see the “Understanding Child Abuse” section found in Chapter 2 starting at page 4.

Social workers designated to receive reports are trained to investigate and assess the need for intervention. Other professionals must not assume this function. A professional who does so and fails to report commits an offense. The Act protects an individual when a report is made. No action would be taken against a person making a report unless it is made maliciously or without reasonable grounds for the belief.

Report Follow-Up

A confidential written report (Appendices G & H) with conclusions and action taken should always be made by the pastor heading up that ministry following a child abuse report. These reports should be kept in a confidential personnel file and for seventy-five (75) years.

Response to Allegations of Abuse

Be Prepared in Advance

Realistically, no practical prevention strategy is 100 percent effective. An accusation of child sexual abuse may occur in any church. Caledon Hills Fellowship Baptist Church has a premeditated plan or strategy to respond to sexual abuse allegations. The church should not try to navigate a crisis situation without a compass to guide it. Wrong actions can multiply the pain and liability inherent in an abuse case.

An effective response strategy recognizes the following underlying principles:

- All allegations are to be taken seriously.
- Situations must be handled forthrightly with due respect for people’s privacy and confidentiality.
- Full co-operation must be given to civil authorities under the guidance of our church lawyer.
- Adequate care must be shown for the well-being of victims.
- The victim should not be held responsible in any way.

Records

Always have adequate records of workers’ applications, references and screening forms. They should be up-to-date and accessible. Records should be kept at least ten years.

Spokesperson

One person in leadership should be designated as the ONLY spokesperson on behalf of the church for any allegation. Everyone involved in any part of the ministry of the church should know who this person is, and make no comment but refer all inquiries to the appointed spokesperson. HE will speak to the media and the congregation regarding the matter in a discreet, informed, truthful and diplomatic way. (Often, the media interviews several church leaders who have never given any consideration to responding to such inquiries. In such cases, conflicting and contradictory statements can abound, and the public will develop a negative impression of the church. This is avoided when only one person is designated to speak for the church in such cases).

Position Statement

In an allegation of abuse, the statement below is to be used for a public response until all of the facts are uncovered and the case reviewed:

“It is always tragic when children are abused or exploited. Caledon Hills Fellowship Baptist Church is aware of the ever growing nature of child abuse. We have taken careful precautions to protect the children entrusted to our care. We are distressed by any accusation of child abuse. We will do everything in our power to address any needs in this situation. For the welfare of those involved, all information has been directed to the appropriate agencies and authorities.”

This is a clear position statement of Caledon Hills Fellowship Baptist Church regarding child sexual abuse. The policies and established safeguards are included. Having a carefully prepared statement is far superior to making no comment.

This is an opportunity to influence public opinion positively by emphasizing an awareness of the problem of child abuse, a concern for victims, and the extensive steps Caledon Hills Fellowship Baptist Church has taken to reduce the risk and provide a safe environment for children. It lets the media know that Caledon Hills Fellowship Baptist Church takes the risk of child abuse seriously, and that we have acted responsibly. This is not the time for silence or “no comment.” We will not surrender the pulpit to those who will criticize and condemn the church. Caledon Hills Fellowship Baptist Church will not engage in denial, minimization, or blame.

Often when confronted with an allegation of abuse, a church may respond in one or more of the following ways:

- Deny that the incident occurred, despite clear evidence to the contrary.
- Acknowledge that the incident occurred, but minimize it. For example, a church leader may say, “It only happened once,” or “It wasn’t that serious”.
- Blame the victim or the victim’s family.

These responses are all inappropriate and are to be avoided.

Don’t be Accusatory

Avoid spelling out the details of an accusation in a public interview.

Use a Lawyer

Always have the church's lawyer present while answering any investigative questions from the police or social service agencies. The accused should follow the same procedure with their lawyer.

Chapter 8

Accountability

If it is proven that a ministry leader of Caledon Hills Fellowship Baptist Church has committed child abuse, the church will practice discipline according to Matthew 18:15-17 as outlined in the General Operating By-Law of the church. The church should protect parents as much as legally possible from undue interference by outside

authorities into their family life. The church should ask the Children's Aid Society if it can assist in helping the hurting family. The church should maintain frequent communication and supportive relationships with those suspected or guilty of child abuse as long as these persons exhibit a willingness to listen, change and look to Christ for help. This does not exclude the need for hurting individuals to receive professional counseling.

An accusation of child sexual abuse may occur in any church. Wrong reactions can multiply the pain and liability inherent in an abuse case.

Glossary of Terms

Adult: A person eighteen years of age or older.

Child: A person under eighteen years of age.

Child abuse: Defined by law, but generally includes (1) non-accidental physical injury, sexual contact or exploitation, (3) neglect and (4) emotional distress.

Child sexual abuse: Generally any sexual contact with or exploitation between an adult or caregiver and a child or adolescent even if the victim gives consent.

Church: Caledon Hills Fellowship Baptist Church and its related ministries

Ephrophilia: An exclusive sexual interest in adolescents usually of the same gender.

Exhibitionism: Sexual perversion marked by a tendency of indecent exposure.

Felony: A serious criminal offense as defined by law

Guarantor: A person or organization that is legally responsible for the actions or debts of another.

Homosexual contact: In reference to child abuse, this indicates the nature of the offense and not the sexual orientation of the offender.

Liability: Legal responsibility, often resulting in monetary damages.

Molestation: Improper sexual advances or activity with a child.

Negligence: A failure to exercise reasonable care.

Negligent selection: A failure to exercise reasonable care in hiring or selecting either paid employees or volunteer workers.

Negligent supervision: A failure to exercise reasonable care in the supervision of either paid employees or volunteer workers.

Pedophilia: An exclusive sexual interest in children who are before the age of puberty

Perpetrator: A person who commits an act of child sexual abuse

Punitive damages: Money damages that can be awarded by a court against a person or organization that engages in reckless behaviour.

Policy: A rule which describes or structures the proper working behaviour of a church staff member or volunteer.

Promiscuity: The tendency towards indiscriminate frequent sexual behaviour

Reasonable care: The care that would be exercised by an ordinarily prudent person under the same or similar circumstances.

Respondent Superior: A legal principle by which an employer is legally responsible for the negligence of its employees committed within the scope of their employment.

Seduction: Inducing another person to engage in sexual contact.

Church Ministries Committee: A group of people responsible for the co-ordinating, screening, and placing of approved volunteers into the ministries of Caledon Hills Fellowship Baptist Church.

Volunteer Placement File: A file kept on each prospective volunteer which includes the Ministry Volunteer Application Form, record of criminal security check, record of reference checks, spiritual gift evaluation (if available), past areas of service, and a record of the interview by the Ministry Counsellor.

Youth: An older child under eighteen years of age.

Prospective Volunteer: Children, youth, or adults associated with Caledon Hills Fellowship Baptist Church, either by regular attendance (adherent), or membership, and awaiting approval by the Church Ministries Committee or Board of Deacons for volunteer service.

Approved Volunteer: A volunteer who has completed the Ministry Volunteer Application Form, completed a volunteer interview with a Ministry Counsellor and, based upon review of the completed forms and interview, is placed in a ministry by the Church Ministries Committee.

Ministry Volunteer Application Form: An application form which has been approved by the church Board which is consistently used in the screening of prospective volunteers. Completed application forms are to be kept confidential and used only by the Eldership.

Appendix A

MINISTRY VOLUNTEER APPLICATION FORM FOR MINISTRIES TO CHILDREN & YOUTH

(INFORMATION RECEIVED IS STRICTLY CONFIDENTIAL)

In our desire to reduce the risk of abuse within our church ministries, we believe this information is necessary to protect our children and to protect our volunteers. This form is to be filled out by any applicant for any volunteer position within Caledon Hills Fellowship Baptist Church involving the supervision or custody of minors or the developmentally disabled, and for all paid staff members. Thank you in advance for your understanding.

Personal Information

Full Name: _____ Male ___ Female ___

Phone Number (Res.) _____ (Bus.) _____

Present Address _____

e-mail Address _____

Single ___ Married ___ Engaged ___ Separated ___

Divorced ___ Remarried ___ Widow/widower ___ Date of Birth _____

Spouse's Name _____

Occupation and/or Employer: _____

Hobbies, Interests or Skills: _____

Spiritual History

How long have you attended Caledon Hills Fellowship Baptist Church? _____

Are you a Member? Yes ___ No ___

When did you accept Christ as your Savior? _____

Have you been baptized in water? Yes ___ No ___

Christian Education History

Have you completed any Christian Education Teacher Certification courses? If yes, give details _____

Please list any courses any training you may have taken that would particularly equip you for Christian Ministry.

Church Attendance Background

Churches I have attended in the last five years are as follows:

1. Name of Church _____ Phone No. _____
 Address _____
 Dates Attended _____ Member or Adherent _____
2. Name of Church _____ Phone No. _____
 Address _____
 Dates Attended _____ Member or Adherent _____

Present and Previous Ministry Experience:

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

Lifestyle (Minors under 16 yrs. of age are exempt from this section)

*In order to provide a safe and secure environment for our children, we believe it is necessary to include the following questions as part of our application process. All information will be kept strictly confidential. (Police may access this information under warrant, if requested.) Answering "yes" to any of the questions may not necessarily preclude your involvement in ministry. **A meeting will be arranged with a Pastor so that you may discuss the circumstances.** Thank you in advance for your understanding.*

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

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

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

References

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

1. Name of Reference _____

Address _____ Phone _____

2. Name of Reference _____

Address _____ Phone _____

3. Name of Reference _____

Address _____ Phone _____

Ministry Profile

In answering the following, please don't be too humble as the purpose of this section is for you to declare your strengths so that your giftings may be put to the best use possible.

Mark the areas in which you desire to: - **Oversee** (put an "O" in the box),
- **Assist** (put an "A" in the box), - **Receive training** (put a "T" in the box)

<input type="checkbox"/> Nursery (to 24 mos.)	<input type="checkbox"/> Teacher Training
<input type="checkbox"/> Jr. KinderChurch (age 2 - 3)	<input type="checkbox"/> Missions Presentations
<input type="checkbox"/> Sr. KinderChurch (age 4 - 5)	<input type="checkbox"/> Parenting Classes
<input type="checkbox"/> KidsChurch (Grade 1-3)	<input type="checkbox"/> Crafts
<input type="checkbox"/> KidsChurch (Grade 4 - 6)	<input type="checkbox"/> Drama/ Puppets
<input type="checkbox"/> KidsChurch (Grade 7 - 8)	<input type="checkbox"/> Administration/Office
<input type="checkbox"/> KidsChurch Open Sessions	<input type="checkbox"/> Prayer
<input type="checkbox"/> Youth Sunday School	<input type="checkbox"/> Administration/Office
<input type="checkbox"/> Youth Midweek	<input type="checkbox"/> Other _____
<input type="checkbox"/> Youth Activites / Retreats	Do not hesitate to mark more than one area with the same letter. You can show your preference by placing a number with the letter by your preference.
<input type="checkbox"/> Vacation Bible School	
<input type="checkbox"/> Kid's Choir	
<input type="checkbox"/> Promotions/Contests	
<input type="checkbox"/> Recruitment	
<input type="checkbox"/> S.S. Superintendency	

Applicant's Statement

I hereby acknowledge that the information contained in this application for ministry is correct to the best of my knowledge. I authorize any references or churches listed in this application to give you any information they may have regarding my character and fitness for children's ministry, and I release all such references from liability for any damage that may result from furnishing such evaluation to you. I also grant my permission for Caledon Hills Fellowship Baptist Church to perform a personal Criminal Record Check (if I'm not a minor under age 16) for the purpose of my protection against any false allegations and for the protection of those I serve. I consent to such an investigation with the understanding that the results will be kept in extreme confidentiality. I further agree to adhere to the Child Protection Policy as adopted by Caledon Hills Fellowship Baptist Church (edition Nov., 2010).

(Applicant's Name - Please Print)

(Date)

(Signature)

1 of 1
Appendix B

CONFIDENTIAL
RECORD OF CHURCH CONTACT
WITH A REFERENCE OR CHURCH IDENTIFIED BY AN APPLICANT FOR CHILDREN'S WORK

Name of Applicant: _____

Reference or Church Contacted	Date of Contact	Person Contacting the Reference or Church	Method of Contact (telephone, letter, personal conversation)	Summary of Contact

Caledon Hills Fellowship Baptist Church: Children's / Youth Ministries
 16591 Airport Rd. Box 96, Stn. Caledon East
 Caledon ON, L7C 3L8
 905-584-9525

Appendix C

SUGGESTED "SCRIPT" FOR TELEPHONE FOLLOW-UP WHEN SCREENING APPLICATIONS

"Hello, this is _____. I serve on the Children's Ministries Committee of Caledon Hills Fellowship Baptist Church. Like many churches today, we have a screening policy for all of the people who volunteer to work with our children in Sunday School and other programs. I am calling your church because _____ (name of applicant)

1. Indicated on his/her application form that:

he/she had attended your church/ taught in your Sunday School in _____
_____ time
_____ age level

Can you verify this information?

Would you have any reservations about _____ working with children?
(If there are reservations, note them on the form.)

OR

2. _____ listed you as a personal reference.
How long have you known him/her? _____
Would you have any reservations about _____ working with children?

Thank you very much for your help."

Date of Contact: _____

Person Making the Contact _____

Summary of Contact _____

NOTE: If the person who first answers your call does not know the applicant, please try to get the name and number of someone who can help you.

Caledon Hills Fellowship Baptist Church

Children's / Youth Ministries

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Appendix D

WAIVER & MEDICAL RELEASE FORM

Field Trips and Special Events

Activity: _____ Date: _____

Chaperones: _____

Name of Child: _____ Age: _____

Address: _____

Phone: _____ School: _____

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

If yes, please explain: _____

Does your child have any life-threatening allergies? YES _____ NO _____

If yes, please explain: _____

Is your child bringing any medication with him or her? (Antibiotics, ventilator, Ritalin) YES _____ NO _____

If yes, please explain: _____

Does your child have any physical, emotional, mental or behavioral concerns or limitations that our staff should be aware of? YES _____ NO _____

If yes, please explain: _____

Precautions are taken for the safety and health of your child, but in the event of accident or sickness, Caledon Hills Fellowship Baptist Church, its staff, and its volunteers are hereby released from any liability. In the event that your child requires special medication, x-rays or treatment, the parents/guardians will be notified immediately.

Your child must be covered by Provincial Health Insurance or equivalent medical insurance.

Provincial Health Insurance Number: _____

Name of Family Physician: _____ Physician's Phone Number: _____

Parent/Guardian's Signature:

Date:

Caledon Hills Fellowship Baptist Church

Children's / Youth Ministries

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Caledon ON, L7C 3L8

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Appendix E

WAIVER & MEDICAL RELEASE FORM Overnight Events

Activity: _____ Date: _____

Chaperones: _____

Name of Child _____ Age _____

Address _____

Phone _____ School _____

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

If yes, please explain: _____

Does your child have any life-threatening allergies? YES _____ NO _____

If yes, please explain: _____

Is your child bringing any medication with him or her? (Antibiotics, ventilator, Ritalin) YES _____ NO _____

If Yes, please explain: _____

Does your child have any physical, emotional, mental or behavioral concerns or limitations that our staff should be aware of?

YES _____ NO _____

If yes, please explain: _____

Check if your child currently, or within the last three months, has had any of the following:

Appendicitis	Ear Infection	Hay Fever	Mumps
Asthma Epilepsy	Hepatitis	Severe Stomach Ache	Tonsillitis
Bedwetting	Diabetes	Measles (Red)	Sinusitis
Chicken Pox	Fainting	Measles (German)	Other

Date of last Tetanus shot: _____

Precautions are taken for the safety and health of your child, but in the event of accident or sickness, Caledon Hills Fellowship Baptist Church, its staff, and its volunteers are hereby released from any liability. In the event that your child requires special medication, x-rays or treatment, the parents/guardians will be notified immediately.

In case of surgical emergency, I hereby give permissions to the attending physician to hospitalize, secure proper treatment for, and to order injection, anesthesia or surgery for my child as named above.

Your child must be covered by Provincial Health Insurance or equivalent medical insurance.

Provincial Health Insurance Number _____

Name of Family Physician _____

Physician's Phone Number _____

Parent/Guardian's Signature: _____ Date: _____

**Caledon Hills Fellowship Baptist Church
Children's / Youth Ministries**

16591 Airport Rd. Box 96, (Stn. Caledon East) Caledon ON, L7C 3L8

905-584-9525

Appendix F

Employee/Volunteer Initial Clearance Checklist

Name of Applicant: _____

- Ministry Volunteer Application Form completed and signed
- Application/instructions for Criminal Record Check given to applicant
- Reference Contact Form completed and signed; file copy for all contacts
- Criminal Records Report completed and received from authorities
- Interview Form completed and signed
- Driver's Record Check (if required) received
- All of the above in order, reviewed, and cleared for applicant to serve in the Children's and Youth ministries at Caledon Hills Fellowship Baptist Church.

Signature of Pastor or Authorized Department Head: _____

Date: _____

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

ADDITIONAL ITEMS TO BE CHECKED:

- Applicant has received a copy of the Plan to Protect Policies and Procedures Manual of Caledon Hills Fellowship Baptist Church.
- Training on Policy completed.
- Any First Aid Certification/Documentation on file.

Caledon Hills Fellowship Baptist Church

Children's / Youth Ministries

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Appendix G

**REPORT FORM
SUSPECTED CHILD ABUSE**

DATE: _____

NAME OF CHILD _____

ADDRESS: _____

PHONE NUMBER: _____

NAME OF PERSON FILING REPORT: _____

NAME OF PERSON RECEIVING REPORT: _____

Nature of suspected abuse: (Physical, sexual, emotional, neglect): _____

Indications of suspected abuse: (Including facts, physical signs and course of events where necessary): _____

Action taken: (Including date and time): _____

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

Signed: _____ Signed: _____
(Person Reporting) (Pastor)

**Caledon Hills Fellowship Baptist Church
Children's / Youth Ministries**

16591 Airport Rd
Box 96, Stn. Caledon East
Caledon ON, L7C 3L8 905-584-9525

Appendix H

**FOLLOW-UP REPORT
SUSPECTED CHILD ABUSE**

NAME OF CHILD: _____

ADDRESS: _____

PHONE NUMBER: _____

NAME OF PERSON WHO FILED INITIAL REPORT: _____

NAME OF PERSON RECEIVING REPORT: _____

CONCLUSIONS: _____

Action taken: (Including date and time):

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

Signed: _____ Date: _____
(Pastor)

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Children's / Youth Ministries
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Caledon ON, L7C 3L8 905-584-9525

Appendix I

To be used by ministry leaders during interview. Not to be given to potential volunteer.

MINISTRY VOLUNTEER INTERVIEW FORM

A completed Ministry Volunteer Application Form for Ministries to Children must be completed and in hand to allow for reference checks and review prior to the interview.

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

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

Would you be willing to attend the training session associated with that ministry?

YES _____ NO _____

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

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

Ask the potential volunteer about their relationship with each reference listed on the Ministry Volunteer Application Form.

On what date would you be available? _____

What is the minimum length of your commitment? _____

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Children's / Youth Ministries

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Personal Notes: