



North Richmond Alliance Church

9140 Granville Avenue
Richmond, BC. V6Y 1P8

SAFETY & RISK MANAGEMENT PROTECTION POLICY: A Protection Plan for Children, Youth and Vulnerable Adults

Board of Elders Approval on the 4th day of January, 2015.

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Safety & Risk Management Protection Policy for North Richmond Alliance Church

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SECTION I

INTRODUCTION

1.01 Preamble

We know that children, youth and vulnerable people are important to God and so they are very important to us. Children and youth are not only the church of the future; they are a valuable part of the church today.

However, our children, youth and seniors are also vulnerable. Sadly, because of their lacking strength, awareness, and knowledge, they are often taken advantage of and worse, victims of abuse. Therefore, it is imperative as a church that we be proactive in protecting them and in providing safe environments so that the intimacy in the relationship between child/teen and God remains secure.

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

This Plan to Protect® Policy establishes the criteria for the provision of a safe environment for children, youth, vulnerable adults, and ministry personnel.

1.02 Definitions

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

Accused	Shall mean a person against whom a complaint of child abuse or sexual exploitation is made pursuant to the terms of this Policy
Act	<i>Means the Child, Family and Community Services Act, R.S.B.C. 1996, Chapter 46 (the "Act")</i>
Active Member	Active member of the North Richmond Alliance Church as defined by the church bylaws
Board	Means the Board of Elders at the North Richmond Alliance Church
Child	Means a person under the age of 19 years; see also Youth
Complainant	Means a person who makes a complaint of child abuse or sexual exploitation under this Policy
Designated Screening Personnel	An individual designated and trained to screen prospective ministry personnel. Tasks include processing applications, reference checks, conducting interviews and maintaining ministry personnel files
Hall Monitors	Ministry Personnel whose role is to walk hallways for surveillance and to randomly visit rooms where children are being supervised to protect against false allegations

Ministry Lead	Individuals who have successfully completed the recruitment and screening process and who have been given the responsibility to give direction to programs or ministries for children, youth and vulnerable adults. The term includes volunteer and all full-time, short-term or contract staff members receiving a salary
Ministry Personnel	An individual who has successfully completed the recruitment and screening procedures of Plan to Protect® Policy and is now deemed to be a person who can be put in a position of trust with children, youth and vulnerable adults. Ministry personnel include screened volunteers, full-time, short-term or contract staff and pastoral staff whether or not they receive a salary
Ministry Personnel File	A file kept on each prospective ministry personnel which includes the ministry application form, record of police records check, record of reference checks, and other documents related to the recruiting and supervision of ministry personnel
NRAC	The North Richmond Alliance Church at 9140 Granville Avenue, Richmond, B.C. V6Y 1P8.
Occasional Observer	Individuals who visit, observe and assist Ministry Personnel with ministry activities on rare occasions. This term includes parents assisting their own children. Occasional observers do not need to be screened and trained, however, their access to minors will be limited and they will never be placed in a position of trust with children who are not their own. That means that they will not be asked to assume responsibility for children and they will not be allowed or asked to take children to the washroom
Parent	Shall mean the natural or adoptive Parent(s) or legal guardian(s) of a child under the age of 19 years of age
Position of Trust	The role wherein parents and/or guardians have entrusted their children or youth to the care of ministry personnel
Prospective Ministry Personnel	Youth or adults associated with the church congregation either by membership or regular attendance as an adherent, and awaiting approval to become ministry personnel
Youth	Means a person aged 11 to 19 years (“student”)
Vulnerable Adult	A person who 19 years of age or older, because of his/her age, a disability or other circumstances, whether temporary or permanent, is in a position of dependence on others or is otherwise at a greater risk than the general population of being harmed by a person or persons in positions of authority or trust relative to him/her.

1.03 Understanding Child Abuse

Definition of Abuse

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

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

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

Abuse of vulnerable adults is sometimes described as misuse of power and a violation of trust. Elder/vulnerable adult abuse can take place in the home, in other residential settings, or in the community.

Abusers can be family members, friends, staff or individuals in positions of trust or authority.

Physical Abuse

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

Sexual Abuse

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

It is against the law to touch a child for a sexual purpose; to encourage or force a child to touch another person in a sexual way; encourage or force a child to participate in any sexual activity; tell a child to touch him or herself for an adult’s or older child’s sexual purposes.

Sexual abuse of children, youth and vulnerable adults can take many forms. This includes sexual intercourse, exposing private areas, indecent phone calls, fondling for sexual purposes, watching the individual undress for sexual pleasure, allowing a child to look at, or perform in pornographic pictures or videos, or engage in prostitution.” (The Children’s Aid Society of London and Middlesex, 2007)

Emotional Abuse

“Emotional abuse is a pattern of behaviour that attacks a child’s emotional development and sense of self worth. It includes excessive, aggressive or unreasonable demands that place expectations on a child beyond his or her capacity. Emotional abuse includes constantly criticizing, teasing, belittling, insulting, rejecting, ignoring, or isolating the child. It

also includes failure by a parent or caregiver to provide their children with love, emotional support, and guidance.” (The Children’s Aid Society of London and Middlesex, 2007)

Neglect

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

Spiritual Abuse

We believe in the gospel of Jesus Christ and affirm the importance of Christian evangelism. However, we do not believe that this justifies any means to fulfill that end. Hence, we disavow the use of any coercive techniques or manipulative appeals that bypass a person’s critical faculties, play on psychological weaknesses, undermine relationship with family or religious institutions, or mask the true nature of Christian conversion. While respecting the individual integrity, intellectual honesty and academic freedom of other believers and skeptics, we seek to proclaim Christ openly. We reveal our own identity and purpose, our theological positions and sources of information, and we will not be intentionally misleading. Respect for human integrity means no false advertising, no personal aggrandizement from successfully persuading others to follow Jesus, and no overly emotional appeals which minimize reason and evidence.

Harassment

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

Discrimination

Discrimination is differential treatment based on a personal characteristic which has an adverse impact on an individual or group. Examples of personal characteristics include race, ancestry, place of origin, colour, ethnic origin, citizenship, faith or creed, sex, sexual orientation, age, marital status, family status or handicap.

Discrimination robs people of their dignity and their ability to fulfill their capabilities. It is important to note that any person or group can discriminate and any person or group can be the target of discrimination.

Exposure to Domestic Violence

Children who live in homes where a parent or caretaker is experiencing abuse are commonly referred to as "child witnesses" or "children who are witnessing" domestic violence. Children’s exposure to domestic violence typically falls into three primary categories: hearing a violent event; being directly involved as an eyewitness, intervening, or being used as a part of a violent event (e.g., being used as a shield against abusive actions); and or experiencing the aftermath of a violent event.

Children’s exposure to domestic violence also may include being used as a spy to interrogate the adult victim, being forced to watch or participate in the abuse of the victim, and being used as a pawn by the abuser to coerce the victim into returning to the violent

relationship. Some children are physically injured as a direct result of the domestic violence. Some perpetrators intentionally physically, emotionally, or sexually abuse their children in an effort to intimidate and control their partner. In addition to being exposed to the abusive behaviour, many children are further victimized by coercion to remain silent about the abuse, maintaining the "family secret." (Not Alone: You are not alone! <http://www.enotalone.com/article/9996.html>)

1.04 Understanding the Church's Responsibility

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

The Spiritual and Moral Responsibility of the Church

We recognize that we are a reflection of God's love to those in our care and we take our responsibility seriously.

Micah 6:8 presents this challenge, "He has shown all you people what is good. And what does the Lord require of you? To act justly and to love mercy and to walk humbly with your God." (TNIV)

Micah suggests that the Lord requires three things of us:

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

The Bible outlines our spiritual responsibility to children and youth:

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

"People were bringing little children to Jesus for him to place his hands on them, but the disciples rebuked them. When Jesus saw this, he was indignant. He said to them, 'Let the little children come to me, and do not hinder them, for the kingdom of God belongs to such as these. Truly I tell you, anyone who will not receive the kingdom of God like a little child will never enter it.' And he took the children in his arms, placed his hands on them and blessed them." (Mark 10:13-16 TNIV)

"Avoid every kind of evil." (1 Thessalonians 5:22 NIV)

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

The Civil and Legal Responsibility of the Church

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

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

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

SECTION II

POLICY ON PROTECTION PROCEDURES

2.01 Ministry Personnel Recruitment and Screening

Process

1. All children and youth ministry personnel at NRAC must go through a recruitment and screening process (Appendix 15). Individuals in a position of trust of confidential information must sign a Confidentiality Agreement (Appendix 14).
2. Prospective Ministry Personnel are to submit to the recruitment and screening process managed by the Ministry Lead. Individuals will submit and complete the following:
 - Be active members or adherents of NRAC in good standing
 - Ministry Personnel Application Form (Appendix 2)
 - Sign the Statement of Faith of the Christian and Missionary Alliance
 - Reference checks
 - Interview
 - CPIC Criminal Record Clearance check and Vulnerable Sector Search
 - Training
 - Final approval from the respective ministry pastor (children or EM pastor).
3. Ministry Personnel must complete the recruitment and screening process (Appendix 15) prior to being placed in a position of trust.
4. Ministry Personnel who serve children, youth and vulnerable adults must have a personnel file kept with church records. These files are to be kept permanently.

Qualifications for Ministry

1. Individuals wanting to work with children, youth and vulnerable adults must be active members of NRAC or have regularly attended NRAC (worship services and/or participated in a Ministry Team) for at least six months. Reference checks must be received from at least two individuals, including one from their previous pastor.
2. Ministry Personnel serving with children, youth and vulnerable adults are active members or adherents in good standing who support the vision, values and constitution of NRAC. They also support and are submissive to the leadership of the Pastors and Elders Board of the church.
3. Individuals who have been accused, or convicted, or are under the suspicion of crimes against children and/or youth, or who have been convicted of violent crimes or other relevant crimes will not have any involvement in ministries or programs where children or youth participate.

Ministry Application Form

1. Prospective Ministry Personnel are to complete a Ministry Personnel Application Form (Appendix 2). Student (youth) leaders are to complete the Ministry Personnel Application Form for Youth Working with Children (Appendix 3).
 - A verifiable witnessed signature is required for the protection of all parties
 - Individuals who transfer from another church unknown to the Church Leadership must include contact information or a reference from a pastoral staff member of their previous church
 - In accordance with the Personal Information Protection and Electronic Documents Act (PIPEDA) regulations, the Ministry Personnel Application Form must include the reason for which the information is being collected
2. Ministry Personnel Application Forms are to be kept confidential and available only to the Ministry Lead, Pastors or Designated Screening Personnel.
 - Completed Ministry Personnel Application Forms are to be kept on file permanently and in a secure location

Reference Checks

1. It is recommended that the Screening Committee will conduct at least two qualitative reference checks on all prospective Ministry Personnel (Appendix 4).
 - Prospective Ministry Personnel must sign a liability release before reference checks are conducted
 - References provided must fit with the acceptable categories for adults and for youth who want to work with children
 - Reference checks may be conducted by telephone or in person to confirm the suitability and appointment of prospective Ministry Personnel

Interview

Interviews will be conducted by ministry leads appointed by the pastoral team and approved by the Plan to Protect Administrator.

Police Records Checks (Canadian Police Information Clearance)

1. CPIC checks and Vulnerable Sector Scans (aka Police Record checks) must be conducted on all ministry personnel serving children, youth and vulnerable adults.
 - Police records checks are to be renewed every three (3) years
 - Police records checks are to be conducted on all Ministry Personnel 16 years of age and older and are to be kept on file permanently
2. If a CPIC check or Vulnerable Sector Scan is returned "NOT CLEAR" the prospective candidate will be asked to do one of the following:

- a. either submit to a Criminal Record Check with fingerprinting verification and to submit to disclosure and verification of the crimes committed that he/she has been convicted of; or
- b. withdraw their application from serving in a position of leadership or a position of trust with children, youth or vulnerable persons.

Note: Without verification of convictions and without a clear vulnerable sector scan individuals cannot be placed in a position of leadership or trust with children, youth and vulnerable adults.

Training

1. Abuse prevention education and training is required for all Ministry Personnel serving with children, youth and vulnerable adults and must be completed prior to ministry placement.
2. Training by designated trainers is to include a review of the Plan to Protect® Policy and procedures. All Ministry Personnel are to affirm that they have read the NRAC Plan to Protect Policy, that they understand it and the procedures that pertain to their area of ministry. Ministry Personnel will be educated about their legal obligation to report suspected abuse and to recognize and identify the symptoms of abuse and molestation.
3. All Ministry Personnel, Pastors, Ministry Leads and Designated Screening Personnel are required to attend training sessions at least once a year (Orientation training once every two years and Refresher training every year.)
4. Attendance is to be taken at training courses and noted in the personnel file for each Ministry Personnel. All Ministry Personnel must sign a ministry agreement form (Appendix 5) confirming they have read, understood and are willing to comply with the NRAC Plan to Protect policies and procedures.

Approval

1. All Ministry Personnel are to be approved by a Pastor upon completion of the recruitment and screening process. It is preferred that the Pastor assigned to that ministry or department be the one responsible for approving volunteers once their file has been complete. Approval should not be granted unless the screening process is complete and carefully reviewed.
 - Approval must be signed and dated
2. The recruitment and screening process must be completed within a 3 month period of time.
 - Applicants who have not fully completed the recruitment and screening process will not be placed in a position of trust
 - Access to children, youth and vulnerable adults will be limited until final approval is received

2.02 Child Protection Procedures

The following procedures are in place for ministries including but not limited to: Nursery, Pre-school, children worship and Sunday school, AWANA, summer camp, VBS and all other children's ministry programs designated for children birth to grade six.

Supervision of Ministry Personnel

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

Plan to Protect Program Maintenance

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

Ministry Personnel / Child Ratios

Room settings should comply with established ratios for Ministry Personnel and children at all times. Established ratios are:

- One Ministry Personnel for every 3 infants (birth to 3 years old), parents must be present for infants and toddlers
- One Ministry Personnel for every 5 pre-schoolers (3 years old to Kindergarten)
- One Ministry Personnel for every 10 elementary age children (grade 1 to grade 6)
- Ratios for off-site trips should be one ministry personnel for every 5 children, or half of recommended classroom ratios stated above.

Supervision of children, youth and vulnerable adults

1. To provide adequate supervision of children, youth and vulnerable adults, one (1) of the following must be in place:
 - A minimum of two (2) unrelated Ministry Personnel are present for supervision, except in the event of an emergency OR
 - One Ministry Personnel is present with the door open with hall monitors circulating periodically from room to room
2. Ministry Personnel between **grade 7** and **age 18** may assist only under adult Ministry Personnel supervision. Ministry Personnel must be **19** years of age or older to supervise children and youth alone in a room. In both situations, the door must remain open with hall monitors circulating periodically from room to room.

Occasional Observers

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

Ministry Personnel Identification

All Ministry Personnel, when serving, are to wear a nametag that clearly identifies them to parents, children and others.

Child Registration & Compliance with the Government of Canada's "Personal Information Protection Electronic Data Act" (PIPEDA)

1. Registration forms (Appendix 6) will be available for all children's ministry programs. A release and permission statement will be included on all registration forms releasing the Church from unforeseen and accidental injuries along with contact information in case of an accident. A statement will be included on all registration forms which stipulates the purpose and extent for collecting personal information of children. The permission form on the Registration will be for activities on site of the church and adjacent park areas.
2. Forms are to be copied and the copies taken on all off-site events in case emergency medical assistance is required and the parent cannot be notified. Original forms are to be filed and kept permanently in a secure location.
3. The registration form will not replace specific consent and authorization forms for activities that involve an elevated level of risk, off-site or for overnight trips.
4. It is the responsibility of Ministry Leads and their teams to ensure that forms are completed and submitted for all participants. Reasonable effort is to be made to keep registration information updated and current.

Receiving and Releasing Children

For Children Birth to **Kindergarten**:

1. The receiving and releasing children **in kindergarten** will be closely monitored. A mandatory sign-in and sign-out form is to be used for all programs.
2. Children are not to be dropped off or left in a room without Ministry Personnel present.
3. Children will only be released into the care of the child's parent or designate utilizing a signature, security number or identification card.
4. Parents and visitors are not to enter the nursery or preschool area when picking up their child unless requested to do so.

For Children **Grade 1 to 2**:

1. Children are to be received in the designated room by Ministry Personnel. Children are not to be dropped off or left in a room without Ministry Personnel present to receive them. Children are to remain in the room until the parent or designate arrives to pick them up and the child demonstrates recognition of the parent or designate.

For Children **Grade 3 to 6**:

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

Attendance

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

Washroom Guidelines

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

For Nursery:

1. Diaper changing procedures are to be clearly posted in the nursery diapering station (Appendix 7).
2. Diaper changing is to be done only by designated adult Ministry Personnel and must be conducted within view of other Ministry Personnel.

For Preschool Children:

1. Preschool children are not to go to the washroom alone.
2. One of the following will be adhered to when accompanying preschool children to the washroom:
 - Two (2) Ministry Personnel will escort a group of children to the washroom OR
 - One (1) Ministry Personnel will escort a group of children to the washroom with one (1) hall monitor appointed to assist with washroom and security duties.
3. Ministry Personnel are never to be alone with a child in an unsupervised washroom and they are never to go into a cubicle with a child and shut the door.
4. When a preschool child needs assistance in a washroom, Ministry Personnel may only enter the washroom cubicle to assist following these guidelines:
 - Adult Female Ministry Personnel will assist both girls and boys in the washroom,
 - The outside washroom door must be propped open and the adult Ministry Personnel must stand in an open cubicle,
 - Ministry Personnel will take into consideration the privacy of the child.

For Elementary Children:

1. Elementary boys and girls are not to be sent to the washroom alone but should be accompanied by a buddy and Ministry Personnel.
2. Ministry Personnel will escort the children to the washroom and prop the door open and remain outside the washroom door and wait for the children before escorting them back to the room.
3. Ministry Personnel are not to be alone with children in an unsupervised washroom and are never to enter into a cubicle with a child and shut the door.
4. Male Ministry Personnel are not to accompany female children to the washroom.

Architectural Precautions

Recognizing that there are many storage areas within the church, elevated precautions will be taken to monitor these areas. Storage closets and doors must be locked at all times except when in use. When doors are unlocked, additional hall monitors will be on duty to monitor these areas.

1. All windows in doors in children's program areas are never to be covered in any way so to keep clear sight lines into rooms.
2. Washroom facilities in the preschool area are for sole use of children.
3. Nursery doors are to be secured from the inside.
4. All electrical outlets are to be kept covered when not in use.
5. Doors of rooms and closets must be locked when not in use during children's programs.

Proper Display of Affection

Appropriate Touch:

1. Recognizing that children need appropriate displays of affection that reflect pure, genuine and positive displays of God's love, appropriate touch of children will be age and developmentally appropriate. We encourage Ministry Personnel to:
 - Hold a preschool child who is crying,
 - Speak to a child at eye level and listen with your eyes as well as your ears,
 - Hold a child's hand when speaking, listening or walking with him or her to an activity,
 - Gently hold the child's shoulder or hand to keep his or her attention while you redirect the child's behaviour,
 - Put your arm around the shoulder of a child when comforting or quieting is needed,
 - Pat a child on the head, hand, shoulder or back to affirm him or her.
2. All touch must be done in view of others.

Inappropriate Touch:

1. Recognizing that the innocence of children must be protected, Ministry Personnel will be made aware that the following actions are deemed inappropriate and will not be permitted:
 - Do not kiss a child or coax a child to kiss you,
 - Do not engage in extended hugging and tickling,
 - Do not hold a child's face when talking to or disciplining the child,
 - Do not touch a child in any area that would be covered by a bathing suit (strictly prohibited except in cases of diapering and assisting preschoolers as outlined in washroom procedures),
 - Do not carry older children and do not allow them to sit on your lap,

- Avoid prolonged physical contact with a child.
2. Ministry Personnel are not to be left alone with a child.

Discipline & Classroom Management

1. All discipline and group management will be conducted in a loving and caring environment. All attempts will be made to prevent discipline problems from arising and to avoid the need for remedial discipline. All attempts are to be taken to adhere to the following.

Preventive Discipline:

- Create a loving, caring atmosphere,
- To gain respect, you must grant respect,
- Model self-discipline and structure in your own life,
- Prepare exciting and interesting activities with short transitions in between,
- Arrange your environment for children and for learning,
- Establish and communicate realistic expectations for the children,
- Be sure the activities that you provide are meaningful and age-appropriate,
- Be fair and consistent with all children,
- Be sure your focus is on positive actions and reward positive behaviour,
- Be aware of children with special needs and bring their needs to the attention of the Ministry Lead.

Remedial Discipline:

- Every effort will be made to deal with problems individually,
 - Every effort will be made to explain to the child why the behaviour is unacceptable and instruct them in how to do it correctly,
 - Every effort will be made to redirect the child to positive action,
 - Every effort will be made to explain the consequences of unacceptable behaviour by defining the correct way to behave as well as the result of the wrong behaviour,
 - Every effort will be made to offer choices that are acceptable to both you and the child.
2. Group rules will be established to clearly communicate the expectations required of children.

Some suggested rules are:

- One voice talking at a time, and always use inside voices,
- Use good manners,
- Respect each other,

- Quiet hands get answered,
- Obey directions the first time,
- Keep your hands and feet to yourself,
- Be friendly.

2.03 Youth Protection Procedures

The following policies and procedures are in place for ministries including but not limited to: TREK, Timothy Fellowship, Sunday School, Summer Camp, youth discipleship, and all youth ministry programs designated for **Grade 7 to 18 years old** in age.

Youth Ministry Personnel Standards

Lifestyle

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

Contacting Opportunities

1. Ministry Personnel are encouraged to meet with youth in small group settings and in teams not alone.
2. The Ministry Lead must pre-approve ministry personnel that do one-on-one mentoring.
3. One-on-one mentoring sanctioned by the church must be done in public settings and only under the following conditions:
 - The Ministry Lead is informed of the time and place of the meeting prior to the meeting, and,
 - Parental permission is granted with written documentation, and,
 - When separate transportation is arranged;
 - Documentation will be maintained and filed including written permission from parents and notification to Ministry Lead.

Open Door Policy

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

Physical Contact

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

Dating

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

Youth Ministry Programming

Plan to Protect Program Maintenance

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

Ministry Personnel / Student Ratios

1. Programs for youth should comply with established staffing ratios as follows:
 - TREK (gr. 7 to 8) – one Ministry Personnel for every 8 students
 - Timothy Fellowship (gr. 9 and above) – one Ministry Personnel for every 10 students
2. For high-risk activities, ratios should be adjusted to one Ministry Personnel for every 5 students.

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

Supervision of Ministry Personnel

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

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

1. At the beginning of every ministry year (September), all youth are to submit completed Youth Ministry Authorization and Consent Forms (Appendix 8) signed by their parent. A statement will be included on all forms which stipulates the purpose and extent for collecting personal information of children.
2. Forms are to be copied and the copies taken on all off-site events in case emergency medical assistance is required and the parent cannot be notified. Original forms are to be filed and kept permanently in a secure location.
3. The Youth Ministry Authorization and Consent Form will not replace specific consent and authorization forms for activities that involve an elevated level of risk or for overnight trips. It is the responsibility of Ministry Leads and their teams to ensure that the required forms are completed and submitted for all participants. Reasonable effort is to be made to keep registration information updated and current.

Planning for Safety

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

Billeting and Hosting

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

3. Any allergies and medications for youth should be communicated to the host home prior to arrival, with clear directions on how to manage allergies and/or medications.
4. Youth must always be billeted in teams or small groups of the same gender
5. Youth should have distinctly separate sleeping arrangements from the other household members and should not be left alone.
6. Curfews of 11:00 p.m. should be enforced when youth are being billeted.
7. All youth staying in host homes are informed of proper etiquette and curfew guidelines.

2.04 Vulnerable Adult Protection Procedures

The following procedures are in place for programs and ministries where vulnerable adults are in attendance and/or for opportunities where vulnerable adults are visited and ministered to.

Planning for Safety

All Ministry Personnel must ensure a safe environment in their planning and evaluating of all activities with vulnerable adults. Safety precautions are to be communicated to the vulnerable adults and also to their care givers and family members.

Supervision of vulnerable adults

1. Programs for vulnerable adults must comply with established staffing ratios as follows:
 - On-site programs – one Ministry Personnel for every 10 vulnerable adults
 - Off-site trips and activities– one Ministry Personnel for every 5 vulnerable adults
2. There must be at least two (2) unrelated Ministry Personnel at all events and for all visitation including home visitation and hospital visits.
3. Events with mixed genders must be supervised by both male and female Ministry Personnel.
4. Caution and professional attitudes are to be observed in all interactions.
5. Pastoral ministry should be limited to the professional section of the church i.e. office or board room, or in a public place i.e. coffee shop.

Supervision of Ministry Personnel

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

Personal Care

Personal Care should be the responsibility of care givers and family members, not ministry personnel.

Note: Caregivers and family members may look forward to the respite of Ministry Personnel coming to visit the Vulnerable. It is at the Ministry Personnel's discretion if they

wish to provide this extra level of care, however, at no time should Ministry Personnel be left alone in a home or behind closed doors with vulnerable persons.

2.05 Off-Site Activities, Overnight Events, Transportation, and Missions Trips

Off-Site Activities:

1. All off-site activities must be pre-approved by a Pastor with parents being notified at least one (1) week prior to the outing utilizing the Letter of Informed Consent (Appendix 13)
2. Proper written consent and medical release forms are required for each child/youth participating in off-site events. Forms must be kept in the Ministry Lead's possession during off-site activities with a copy of the completed forms filed in the Church office. The originals are to be kept on file permanently (Child, Appendix 6; Youth, Appendix 8).
3. All off-site activities are to be supervised by a minimum of two (2) unrelated adult Ministry Personnel. Off-site activities with mixed genders must be supervised by at least two (2) unrelated, adult Ministry Personnel of opposite gender.

Retreats and Overnight Events:

1. All retreats and overnight events must be pre-approved by the respective ministry Pastor.
2. Proper written consent and medical release forms utilizing the Letter of Informed Consent (Appendix 13) are required for each child or youth participating in overnight events. Forms must be kept in the Ministry Lead's possession during trips and events and a copy filed in the office Manager's office at the Church. The originals are to be kept on file permanently (Child, Appendix 6; Youth Appendix 8).
3. All overnight activities with mixed genders must be supervised by at least two (2) unrelated, adult Ministry Personnel of opposite gender. There must be a minimum ratio of two (2) Ministry Personnel for every ten children or youth. Ministry Personnel are to be assigned a specific group of children or youth for whom they are responsible to supervise. Female Ministry Personnel will be assigned responsibility for female children / youth and male Ministry Personnel will be assigned responsibility for male children / youth.
4. Youth attending retreats and overnight events will not be allowed to leave the event. Any exceptions must be added to the permission form signed by the parent.
5. Female and male youth are not allowed in each other's rooms or tents for any reason during retreats and overnight events and they are not permitted to sleep in mixed company.

Transportation:

1. When planning off-site activities, parents are to be encouraged to drop off and pick up their children and youth at the event location. For out of town events, commercial school carriers are to be used unless none are available.
2. Our first concern in transportation is the safety of our youth. Drivers must obey all the rules of the road including the speed limits. Reckless or unsafe driving will not be tolerated.
3. All Ministry Personnel drivers transporting youth during Church activities must complete the following prior to the youth event:
 - Be pre-approved by the Ministry Lead,
 - Provide a copy of their valid driver's license,
 - Provide a copy of their current automobile insurance policy, and,
 - Have a minimum of five (5) years driving experience.
4. The number of occupants in vehicles transporting children, youth and vulnerable adults during Church sponsored activities must not exceed the number of seat belts and each child must be in age appropriate safety restraints. Seat belts must be worn by everyone and remain fastened at all times the vehicle is in operation.
5. At least two (2) Ministry Personnel must be in each vehicle transporting children during Church sponsored activities. Children, youth and vulnerable adults must never be left alone in a vehicle.
6. The 'Trips and Off-site Travel Form' (Appendix 9) will accompany the group with the original left in the Church office and filed permanently consisting of:
 - Names and phone numbers of all participants
 - Location of event and phone number(s)
 - Drivers and vehicles involved

Missions Trips

Due to the diverse nature of mission trips, a comprehensive set of policies to govern all trips is impossible. These are some general policies (non-comprehensive) that apply to the activities of Missions at NRAC.

1. Each potential missions trip, in its application package, will include the specific policies unique and appropriate to that trip, and require potential applicants and their parents to give written agreement with those policies.
2. Youth Missions Team members selection are subject to the guidelines set by the NRAC Board of Elders and the Mission Department.
3. The minimum number of Missions Team Leaders for mixed gender trips will be 2 unrelated ministry personnel; one male, one female. All attempts will be made to provide four leaders, two males and two females.

4. Each team will have a written policy detailing the circumstances under which a removal from the team might occur, and the procedure that would be employed in such a case.
5. Unless accompanied by a parent, no student under the age of 16 will be permitted as a part of an overseas Youth Missions Team.

2.06 Health & Safety Guidelines

First Aid:

1. Ministry Leads and Ministry Personnel are to be encouraged to be certified and trained in first aid.
2. The names and contact information of individuals who are certified in first aid are to be posted in the children's and youth program areas for easy access with a Master List maintained by the church secretary.
3. Ministry Leads must be informed of any children or youth having severe allergies. The information will be posted in the children's and youth departments for easy access and Ministry Personnel who have the child/youth in their care will be informed.

Illness:

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

Medications:

1. Ministry Personnel are not to give or apply any medications. Parents are to be contacted and should administer all medications.
2. Medication is not to be left in a classroom. When a child brings medication, the medication is to be kept in the possession of the Ministry Lead or their designate.
3. In the extreme case where Epi-pens and puffers are needed for allergies or asthma, written instructions are to be provided by the parent or guardian to the Ministry Lead. Requests should be written, signed, dated and filed permanently.
4. Topical medications for diaper changing purposes are to be used only when instructed and provided by the parent or guardian.

Dealing with Cuts or Injuries Involving Blood:

1. Blood pathogen policies will be posted in the church office.

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

Emergencies:

1. Emergency evacuation procedures will be reviewed annually by Board of Elders. These procedures are to be posted in a visible place in each classroom stating the planned route of escape to the nearest exit.
2. Elders, in cooperation with the Ministry Lead, will arrange for annual fire and evacuation drills.
3. A first aid kit will be kept in the church office with Ministry Personnel being educated on the kit's contents. Each kit will contain a pair of disposable non-latex gloves, disinfectant towelettes, two or three 4" x 4" gauze pads for blood absorption, small scissors and band-aids.
4. A parent will be contacted when an injury, accident or medical emergency occurs. Incident Reports are to be completed for any and all accidents. Injuries are to be reported to the Ministry Lead (Appendix 11).

2.07 Bullying Among Peers

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

2.08 Computer and Internet

1. Computers accessible to the general public will be placed in open areas where the screen is easily visible. If the computer has network access, a user password must be required.

2. Pastoral staffs are advised not to let children/youths use their computers.
3. The office guest computer will be periodically reviewed of its browser history as well as the documents downloaded for questionable material.
4. Communication between Ministry Personnel with a minor via email, MSN, Facebook, or other on-line social networks is discouraged. Church members and adherents and Ministry Personnel are encouraged to demonstrate and model purity, integrity, transparency and accountability with all communications including those noted above. It is highly recommended that all communication be done in the open and c.c. the ministry leaders, parents and/or the NRAC Plan to Protect email account (P2P@nrac.ca) for paper trails.

2.09 Photography and Video Taping

1. With a desire to capture on digital media memorable moments at NRAC, photography and videotaping will be closely monitored by NRAC Leadership. All photography and videotaping must abide by the following guidelines:
 - a. Photography and videotaping will be done by designated ministry personnel who have been screened and trained in child / youth protection procedures;
 - b. We discourage the general public from taking pictures during church events without securing permission from church leadership;
 - c. For general, public church activities including services where videotaping will be done in the sanctuary and with the church family together it is required that signage be posted notifying those in attendance that the service / activity will be recorded. Individuals can either stay out of the line of the camera or, if necessary, opt out of the activity / service. The following exception should be observed:
 - i. To avoid a two-tier approach to participation for general public activities and services in the sanctuary, i.e., Children's choir, Scripture reading, etc., where children or youth are participating on stage, all effort must be made to avoid close-ups of the children or youth. The AV personnel is encouraged to divert the camera so the focus is not directly on the child / youth and when webcasting is not in real time, edit the film to ensure that close-ups are not included.
 - d. For all children and youth ministry activities and programs, parental permission must be secured prior to taking photographs of children and youth. Parental permission will be secured on an annual basis on the registration forms;
 - i. No photographs of children or youth will be taken without prior written approval;
 - ii. No photographs will be posted on Facebook, MSN or other online social networks by NRAC church staffs;
 - iii. To easily identify children and youth that are not to have their picture taken, it is recommended that they be clearly identified with either a sticker on their nametag or with an arm band. All effort should be made to adhere to the parent's request.
 - e. No photographs will be tagged or labeled with the name of a child / youth at any time, including but not limited to bulletin boards, newsletters, websites, and/or church bulletins.

- f. When archiving and filing photographs and video shots of children and youth, only those with written parental permission can be kept for future use. Written permission forms must be kept permanently on file in the church office. Archived photos should be labeled and cross referenced with parental permission form.

SECTION III

POLICY ON REPORTING AND RESPONDING TO ALLEGATIONS AND SUSPICIONS OF ABUSE

3.01 Reporting Procedures

Hearing of an Allegation or Suspicion of Abuse

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

1. For the protection of our children, youth and vulnerable adults, all allegations and/or suspicions of abuse against children, youth and vulnerable adults will be taken seriously.
2. Immediately upon hearing of potential abuse or allegations of abuse to a child or youth, the Ministry Personnel must complete a Suspected Abuse Report Form documenting all pertinent information (Appendix 12). The victim should not be asked leading questions nor should the accused or any other parties be contacted at the point of completing the Suspected Abuse Report Form.
3. All forms must be kept permanently unless otherwise directed by legal counsel.
4. Ministry Personnel are requested to notify the Senior Pastor that they will be making a report to Child and Family Services (Children's Aid).

Reporting an Allegation or Suspicion of Abuse

1. According to the Child and Family Services Act, any person with a reasonable suspicion of child abuse has a legal responsibility to immediately report the matter to child protection authorities (Children's Aid) or the police. Reporting must be done by telephone or in person promptly at the point of observing signs of abuse or receiving a report of abuse. The reporting must be immediate, a direct report, and an on-going report. The report may be done in conjunction with pastoral staff or your immediate ministry leader.
2. A person who knowingly fails to report in these circumstances is in violation of the law and may be found to have committed an offence and may be subject to discipline action in the Church.
3. NRAC requests that when a ministry volunteer or staff in the line of duty reports a suspicion of abuse or an allegation of abuse to authorities, that they also notify the Senior Pastor that a report has been made. It is understood that the report is to be kept confidential.
4. The Senior Pastor or his designate must notify the Church's insurance provider and seek legal counsel upon hearing of a suspected child abuse case.
5. If the suspected abuse happened in the context of Church ministries or was committed by a church member or attendee, the parents of the victim must be notified by the Senior Pastor.

Assessing and Investigating an Allegation or Suspicion of Abuse

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

3.02 Response to Allegations

Spiritual Response and Counsel for the Victim

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

Biblical Response and Discipline for the Accused or Convicted

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

3. Pastors will seek opportunity to provide individual care and counsel both for the accused and their family. Pastors and the Board will determine the need for professional assistance and evaluate and designate resources as needed and able.
4. Anyone accused of abuse to children or youth will be prohibited from having access to children or youth until they are cleared of any and all charges. Clear written guidelines will be provided to the individual with restricted activities and areas of the church property that they are not permitted to use or be in.
5. Anyone convicted of child abuse will be prohibited from having access to children or youth. Pastors may designate an individual to be responsible to be informed whenever the convicted person attends church activities and to accompany the convicted person while on church property. Clear written guidelines will be provided to the individual listing restricted areas and access points on the church property.

Media Relations

1. It is the responsibility of the Senior Pastor, or Chair of the Board of Elders if Senior Pastor is unavailable, to be the designated spokesperson to speak on behalf of the Church to media and to the public in relation to a suspected child abuse case. All inquiries should be directed to this person and comment should not be made by other individuals unless given permission to do so.
2. Public statements must be well prepared and presented under the guidance of legal counsel.

Ongoing Investigation

1. Full cooperation must be given by all parties to civil authorities under the guidelines of legal counsel.
2. At no time should Board members or Pastors either engage in denial, minimization or blame, or admit responsibility which could prejudice the case or cause increased liability to the church.
3. A confidential follow-up report with conclusions and action taken must be documented by the Senior Pastor, Children's Pastor or Youth Pastor following a report of abuse. This report should be placed in a confidential ministry personnel file and kept permanently.
4. It is critical to maintain confidentiality and strictly adhere to a need-to-know basis only.

SECTION IV

MISCELLANEOUS POLICIES

4.01 Other Users and Shared Activities

1. In the case that outside users, members, adherents or renters are granted permission to use the facility for activities involving children, youth and vulnerable adults, that are not direct ministries and activities of the church, it is required that they provide a certificate of insurance, with no less than \$2,000,000 Commercial General Liability coverage and the church be named as additional insured. The user or renter is also required to demonstrate that they have a full child/youth protection policy and protocol in place. If they lack an Abuse Prevention Policy, NRAC will refer them to Winning Kids Inc. to secure their own copy of Plan to Protect®.
2. In the case, that NRAC partners with other churches, agencies or community groups for the delivery of a joint activity or event with children and/or youth, the leadership of NRAC, requires that our Insurance Agent be consulted during the planning stage, to determine the risks, insurance coverage and shared liability. The program leader is required to obtain written opinion from the Insurance agent acknowledging the status of insurance coverage for these joint activities.

4.02 Policy Review

The Policy is to be reviewed and audited annually and updated every three to five years by the Board to ensure procedures are updated and/or clarified as needed and the Policy maintains its relevance to applicable provincial child protection legislation.

SECTION V – APPENDICES

North Richmond Alliance Church

STATEMENT OF FAITH

1. There is one God,¹ who is infinitely perfect,² existing eternally in three persons: Father, Son, and Holy Spirit.³
2. Jesus Christ is true God and true man.⁴ He was conceived by the Holy Spirit and born of the Virgin Mary.⁵ He died upon the cross, the Just for the unjust, as a substitutionary sacrifice, and all who believe in Him are justified on the ground of His shed blood. He arose from the dead according to the Scriptures.⁶ He is now at the right hand of the Majesty on high as our great High Priest.⁷ He will come again to establish His kingdom of righteousness and peace.⁸
3. The Holy Spirit is a divine Person, sent to indwell,⁹ guide, teach and empower the believer, and to convince the world of sin, of righteousness and of judgment.¹⁰
4. The Old and New Testaments, inerrant as originally given, were verbally inspired by God and are a complete revelation of His will for the salvation of people. They constitute the divine and only rule of Christian faith and practice.¹¹
5. Humankind, originally created in the image and likeness of God,¹² fell through disobedience, incurring thereby both physical and spiritual death. All people are born with a sinful nature, are separated from the life of God, and can be saved only through the atoning work of the Lord Jesus Christ.¹³ The destiny of the impenitent and unbelieving is existence forever in conscious torment, but that of the believer is everlasting joy and bliss.¹⁴
6. Salvation has been provided only through Jesus Christ. Those who repent and believe in Him are united with Christ through the Holy Spirit and are thereby regenerated (born again), justified, sanctified and granted the gift of eternal life as adopted children of God.¹⁵

¹ Isa. 44:6; 45:5-6

² Matt. 5:48; Deut. 32:4

³ Matt. 3:16-17; 28:19

⁴ Phil. 2:6-11; Heb. 2:14-18; Col. 2:9

⁵ Matt. 1:18; Luke 1:35

⁶ 1Cor. 15:3-5; 1John 2:2; Acts 13:29

⁷ Heb. 4:14-15; 9:24-28

⁸ Matt. 25:31-34; Acts 1:11

⁹ John 14:16-17

¹⁰ John 16:7-11; 1Cor. 2:10-12

¹¹ 2Tim. 3:16; 2Pet. 1:20-21

¹² Gen. 1:27

¹³ Rom. 8:8; 1John 2:2

¹⁴ Matt. 25:41-46; 2Thes. 1:7-10

¹⁵ Titus 3:5-7; Acts 2:38; John 1:12; 1Cor. 6:11

7. It is the will of God that in union with Christ each believer should be sanctified thoroughly¹⁶ thereby being separated from sin and the world and fully dedicated to God, receiving power for holy living and sacrificial and effective service toward the completion of Christ's commission.¹⁷

This is accomplished through being filled with the Holy Spirit which is both a distinct event and progressive experience in the life of the believer.¹⁸

8. Provision is made in the redemptive work of the Lord Jesus Christ for the healing of the mortal body. Prayer for the sick and anointing with oil as taught in the Scriptures are privileges for the Church in this present age.¹⁹
9. The universal Church, of which Christ is the Head, consists of all those who believe on the Lord Jesus Christ, are redeemed through His blood, regenerated by the Holy Spirit, and commissioned by Christ to go into all the world as a witness, preaching the Gospel to all nations.²⁰

The local church, the visible expression of the universal Church, is a body of believers in Christ who are joined together to worship God, to observe the ordinances of Baptism and the Lord's Supper, to pray, to be edified through the Word of God, to fellowship, and to testify in word and deed to the good news of salvation both locally and globally. The local church enters into relationships with other like-minded churches for accountability, encouragement and mission.²¹

10. There shall be a bodily resurrection of the just and of the unjust; for the former, a resurrection unto life;²² for the latter, a resurrection unto judgment.²³
11. The second coming of the Lord Jesus Christ is imminent and will be personal and visible.²⁴ As the believer's blessed hope, this vital truth is an incentive for holy living and sacrificial service toward the completion of Christ's commission.²⁵

¹⁶ 1Thes. 5:23

¹⁷ Acts 1:8

¹⁸ Rom. 12:1-2; Gal. 5:16-25

¹⁹ Matt. 8:16-17; James 5:13-16

²⁰ Eph. 3:6-12; 1:22-23

²¹ Acts 2:41-47; Heb. 10:25; Matt. 28:19-20; Acts 1:8, 11:19-30; 15

²² 1Cor. 15:20-23

²³ 2Thes. 1:7-10

²⁴ 1Thes. 4:13-17

²⁵ 1Cor. 1:7; Titus 2:11-14; Matt. 24:14; 28:18-20

North Richmond Alliance Church

MINISTRY PERSONNEL APPLICATION FORM FOR MINISTRIES TO CHILDREN AND YOUTH

In our desire to reduce the risk of abuse within our church ministries, we believe the following information is necessary to protect our children, youth and volunteers. It will also assist us to effectively place our volunteers in ministry positions where they can best use their gifts. Thank you in advance.

Personal Information

Full Name _____

Address _____

Postal Code _____ Email _____

Phone Number (H) _____ (Cell) _____ (W) _____

Birthday Month/Day (optional) M _____ D _____ Gender M _____ F _____

Personal History

Occupation _____

Present employer _____ Phone # _____

Last employer _____ Phone # _____

List your hobbies, interests or skills

Spiritual History

How long have you attended (NRAC)? _____

Do you regularly attend (2 or more services a month)? Yes No

Are you a member? Yes No

When did you accept Christ as your Saviour? _____

Have you been baptized? Yes No Approximate date: _____

List any gifts, training, education or other qualifications that you believe you have, that have prepared you to minister with children or youth.

In a brief paragraph, please outline your spiritual journey.

Why would you like to be part of our Children's/Youth Ministry Team?

What areas of concern do you have in working with children/youth?

Do you see yourself as a team player? Please explain.

Yes No

Please list the area(s) of ministry in which you would like to serve.

Ministry Information and Experience

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

1. Name of Church _____ Phone Number _____

Address _____ City _____

Dates Attended _____ Member or Adherent _____

2. Name of Church _____ Phone Number _____

Address _____ City _____

Dates Attended _____ Member or Adherent _____

B. My present and previous ministry experience is as follows:

1. Name of Church/Organization _____

Dates and Description of Ministry _____

Pastor or Ministry Supervisor _____ Phone Number _____

2. Name of Church/Organization _____

Dates and Description of Ministry _____

Pastor or Ministry Supervisor _____ Phone Number _____

Information re your Ability to Work with Children and Youth

In order to provide a safe and secure environment for our church's children and youth, we believe it is necessary to ask the following questions as part of our application process. All information will be kept in confidence by church leadership and the *Safety & Risk Management* team and will not be disclosed by the church unless required by law. Answering 'yes' to any of the following questions may not necessarily prevent you from volunteering with the church. Thank you in advance for your understanding.

1. Are there any circumstances involving your lifestyle or history that could call into question your ability to work safely with children or youth in a Christian environment? Yes No
(e.g. use of pornography, use of illegal substances, etc.)

2. Have you ever been convicted or found guilty of a criminal offence for which a pardon has not been granted? (Note: this does not include minor traffic violations) If yes, please list offence(s) and the date(s) of conviction: Yes No

3. Have you ever been expelled from or had your employment terminated by any organization or employer for assault or violence against any person, or for assault, violence or impropriety with children, youth or vulnerable persons? (e.g. senior citizens or persons with disabilities) Yes No

4. Have you ever been investigated by the BC Ministry of Children and Family Development or any other organization for suspected child abuse? Yes No

5. Do you have any health concerns which could impact your ability to perform the functions of the volunteer position for which you are applying? Yes No

6. Do you have any contagious diseases or medical conditions of which we should be aware, and of which we may need to take steps to protect against transmission should you volunteer at the church? Yes No

References

Please provide the names of three individuals, excluding relatives, who could provide a reference for you. Include at least one reference from outside the church.

1. Name of Reference _____

Address _____ City _____ Postal Code _____

Phones - home _____ mobile _____ work (if needed) _____

How long have you known this person _____ Nature of Relationship _____

2. Name of Reference _____

Address _____ City _____ Postal Code _____

Phones - home _____ mobile _____ work (if needed) _____

How long have you known this person _____ Nature of Relationship _____

3. Name of Reference _____

Address _____ City _____ Postal Code _____

Phones - home _____ mobile _____ work (if needed) _____

How long have you known this person _____ Nature of Relationship _____

RELEASE OF INFORMATION AND DECLARATION OF INTENT

1. In order to decide my suitability for volunteer ministry in this organization, I hereby give the designated leadership of North Richmond Alliance Church consent to:
 - verify the information provided by me in this Ministry Personnel Application Form
 - to contact the references and employers listed in this application
 - to obtain and verify any information from them and any other persons that the church determines to be relevant to my application

2. I understand that in British Columbia a Criminal Record Check is legally required for anyone working with the Vulnerable Sector (children, youth and vulnerable adults). I therefore agree to complete a CRC and have it returned to North Richmond Alliance Church as soon as possible.

3. I further grant North Richmond Alliance Church permission to perform an internet search on me and to review and consider any information found posted by me on the Internet.

4. I understand that if North Richmond Alliance Church approves my volunteer application and later determines, in its discretion, at any time that I am not suitable for volunteer service in North Richmond Alliance Church or for the volunteer position for which I am applying, the leadership may terminate my volunteer service or volunteer position for any reason without advance notice.

5. If the North Richmond Alliance Church approves my application for a volunteer position, I will sign any documents that the church requires and will at all times cooperate fully with the church leadership in the fulfillment of my duties and will keep all confidential information I encounter in my role as a volunteer, confidential.

6. If at any time I determine that for any reason I am unable to support or adhere to or follow the policies, procedures or doctrine of North Richmond Alliance Church, I will inform the church leadership and will resign my volunteer position.

I hereby acknowledge that, to the best of my knowledge, the information contained in this Ministry Personnel Application Form is true and correct.

Signature of Applicant _____

Printed Name _____ Date _____

Signature of Witness _____

Printed Name _____ Date _____

Information received in this Ministry Personnel Application Form is confidential and is being gathered for the purposes of considering your application for volunteer ministry with North Richmond Alliance Church and for assessing potential ministry opportunities for you in the future.

North Richmond Alliance Church

MINISTRY PERSONNEL APPLICATION FORM FOR YOUTH (UNDER 19 YEARS OF AGE) WORKING WITH CHILDREN

In our desire to reduce the risk of abuse within our church ministries, we believe the following information is necessary to protect our children and volunteers. It will also assist us to effectively place our volunteers in ministry positions where they can best use their gifts. Thank you in advance.

Personal Information

Full Name _____ Grade _____

Address _____

Postal Code _____ Email Address _____

Phone Number (H) _____ (C) _____

Birthdate Month _____ Day _____ Year _____ Gender M _____ F _____

Name of Parents _____ Phone Number _____

Are your parents supportive of your ministry involvement? Yes No

If no, please explain

Hobbies, Interests or Skills

Volunteer Experience and Part-time Jobs

Spiritual History

How long have you attended North Richmond Alliance Church? _____

Do you regularly attend (2 or more times a month)? Yes No

When did you accept Christ as your Saviour? _____

Have you been baptized? Yes No Approximate Date _____

In a brief paragraph below, please describe what your faith means to you.

Ministry Questionnaire

Describe why you would like to be part of our children's ministry team.

What strengths or assets would you bring to our children's ministry program?

What areas of concern do you have in working with children?

Do you see yourself as a team player? Please explain.

Yes No

Please list the area(s) of ministry where you would like to serve.

References

List three adults that you've known for at least one year and who have a definite knowledge of your character and ability to work with children. You may include one reference from a relative, but must also include references from your youth pastor, employer or teacher.

1. Name of Reference _____

Address _____ City _____ Postal Code _____

Phones - home _____ mobile _____ work (if needed) _____

How long have you know this person: _____ Nature of Relationship _____

2. Name of Reference _____

Address _____ City _____ Postal Code _____

Phones - home _____ mobile _____ work (if needed) _____

How long have you know this person: _____ Nature of Relationship _____

3. Name of Reference _____

Address _____ City _____ Postal Code _____

Phones - home _____ mobile _____ work (if needed) _____

How long have you know this person: _____ Nature of Relationship _____

RELEASE OF INFORMATION AND DECLARATION OF INTENT

1. In order to decide my suitability for volunteer ministry in this organization, I hereby give the designated leadership of North Richmond Alliance Church consent to:
 - verify the information provided by me in this Ministry Personnel Application Form
 - to contact the references and employers listed in this application
 - to obtain and verify any information from them and any other persons that the church determines to be relevant to my application

2. I understand that in British Columbia a Criminal Record Check is legally required for anyone working with the Vulnerable Sector (children, youth and vulnerable adults). I therefore agree to complete a CRC and have it returned to North Richmond Alliance Church as soon as possible.

3. I further grant North Richmond Alliance Church the permission to perform an internet search on me and to review and consider any information found posted by me on the Internet.

4. I understand that if North Richmond Alliance Church approves my volunteer application and later determines, in its discretion, at any time that I am not suitable for volunteer service in North Richmond Alliance Church or for the volunteer position for which I am applying, the leadership may terminate my volunteer service or volunteer position for any reason without advance notice.

5. If North Richmond Alliance Church approves my application for a volunteer position, I will sign any documents that are required and will at all times cooperate fully with the church leadership in the fulfillment of my duties and will keep all confidential information I encounter in my role as a volunteer, confidential.

6. If at any time I determine that for any reason I am unable to support or adhere to or follow the policies, procedures or doctrine of North Richmond Alliance Church I will inform the church leadership and will resign my volunteer position.

I hereby acknowledge that, to the best of my knowledge, the information contained in this Ministry Personnel Application Form is true and correct.

Signature of Applicant _____

Printed Name _____ Date _____

Signature of Witness _____

Printed Name _____ Date _____

Information received in this Ministry Personnel Application Form is confidential and is being gathered for the purposes of considering your application for volunteer ministry with North Richmond Alliance Church and for assessing potential ministry for you in the future.

North Richmond Alliance Church

MINISTRY PERSONNEL REFERENCE FORM

(Name of Volunteer) _____ has applied to be a volunteer within our children/youth ministries and has indicated on their application that you might be willing to act as a personal reference. We have a program in our church called *Plan to Protect*® which is designed to protect our children, youth and vulnerable adults as well as our volunteers. We do a reference check on all our volunteers working in our ministries. Your response will remain confidential. Thank you for your cooperation.

Please forward this information to:

North Richmond Alliance Church
9140 Granville Avenue
Richmond, B.C. V6Y 1P8

Attention Pastor _____

Your Name _____ Phone Number _____

Address _____

1. Describe your relationship with this person.

2. How long have you known this person?

3. Please use the following scale to respond to the following:

1 – low 2 – below average 3 – average 4 – very good 5 – excellent

How would you rate this individual in the following areas?

- a. Ability to work with other volunteers 1 2 3 4 5
- b. Ability to follow through on commitments 1 2 3 4 5
- c. Ability to relate to children or youth 1 2 3 4 5
- d. Level of spiritual maturity 1 2 3 4 5

4. What are the applicant's greatest strengths?

5. Would you entrust the care of your children, youth or vulnerable adults to the applicant without any concern, reservation or hesitation?

6. Do you have concerns regarding this person working with children, youth and vulnerable adults? If so, please explain.

Signature _____

Printed Name _____ Date _____

North Richmond Alliance Church

MINISTRY PERSONNEL AGREEMENT FORM AND COVENANT OF CARE

I (Name of Volunteer) _____ have read, understand and agree to comply with all the *Plan to Protect*® policies and procedures of NRAC to protect the health and safety of children, youth and vulnerable adults at all times.

I also acknowledge the paramount importance of safeguarding in all respects all of those to whom we minister especially children youth and vulnerable adults by:

- Following all of the directives of the policies;
- Complying with the information given in my training orientation;
- Using appropriate language;
- Showing no bias on account of gender, ethnic background, skin colour, intelligence, age, religion, socio-economic status; and
- Respecting confidentiality and privacy, unless a child, youth, or vulnerable adult is in danger, in which case I will notify the police or other appropriate civil authority.

Signature _____

Printed Name _____ Date _____

North Richmond Alliance Church

REGISTRATION FORM

Information received is confidential and is being gathered for the purposes of serving your child while in the care of the North Richmond Alliance Church (NRAC). Any medical information collected here serves to authorize NRAC, and its staff and volunteers, to obtain medical assistance in emergencies.

For the school year 20 __ / 20 __

In the case of custody agreements, please include the proper form authorizing parental contacts.

Child's Name _____ Date of Birth _____

Address _____

Phone Number _____ Parents' Work Number _____

Health Card Number _____

Family Doctor _____ Phone Number _____

Allergies _____

In case of an emergency, contact _____

Does your child have any physical, emotional, mental, behavioural concerns or limitations that staff should be aware of? Yes No

If yes, please explain:

Is your child bringing any medication with him/her?
If yes, please list.

Yes No

The safety of your child is our primary concern. Precautions will be taken for their well-being and protection.

I/we, the parents or guardians named below, authorize Pastor _____ or one of the NRAC Ministry Personnel to sign a consent for medical treatment and to authorize any physician or hospital to provide medical assessment, treatment or procedures for the participant named above.

I/we, named below, undertake and agree to indemnify and hold harmless Ministry Personnel, NRAC, its Pastors and Board of Elders from and against any loss, damage or injury suffered by the participant as a result of being part of the activities of NRAC, as well as of any medical treatment authorized by the supervising individuals representing the Church. This consent and authorization is effective only when participating in or traveling to events sponsored by NRAC.

Photos

Please sign below to grant permission for the reasonable use of pictures containing your child in any or all of the following ways:

- Brochures/Promotional material
- Website
- Videotaping
- Church
- Newsletters

Purposes and Extent

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

I have read, understood and agree with the above.

Parent Signature _____

Printed Name _____ Date _____

DIAPER CHANGING PROCEDURE

Parents we encourage you to help us keep the Nursery clean and sanitized. We recommend the following when diapering:

1. Wash your hands.
2. Put on gloves.
3. Place baby on a clean, disposable surface.
4. Remove soiled diaper and place in plastic bag.
5. Clean diaper area with wipes and place in plastic bag.
6. Remove disposable cover from change table and spray area with bleach solution.
7. Remove gloves, place in plastic bag and dispose of plastic bag.
8. Wash your hands.

HAND WASHING HINTS

1. Wash hands with running water and soap.
2. Wash front and back of hands – don't forget between the fingers.
3. Wash hands for 15 – 30 seconds.
4. Dry hands with disposable towel.
5. Turn off faucet with disposable towel.

North Richmond Alliance Church

YOUTH MINISTRY AUTHORIZATION AND CONSENT FORM

Information received is confidential and is being gathered for the purposes of serving your child while in the care of the North Richmond Alliance Church (NRAC). Any medical information collected here serves to authorize NRAC, and its staff and volunteers, to obtain medical assistance in emergencies.

Student's Name _____ Date of Birth _____

Address _____

Phone Number _____ Parents' Work Number _____

Health Card Number _____

Family Doctor _____ Phone Number _____

Allergies _____

In case of an emergency, contact _____

Does your child have any physical, emotional, mental, behavioural concerns or limitations that staff should be aware of? Yes No

If yes, please explain:

Is your child bringing any medication with him/her? Yes No

If yes, please list.

The safety of your child is our primary concern. Precautions will be taken for their well-being and protection. (Please turn over...)

I/we, the parents or guardians named below, authorize Pastor _____ or one of the NRAC Youth Ministry Personnel to sign a consent for medical treatment and to authorize any physician or hospital to provide medical assessment, treatment or procedures for the participant named above.

I/we, named below, undertake and agree to indemnify and hold harmless Ministry Personnel, NRAC, its Pastors and Board of Elders from and against any loss, damage or injury suffered by the participant as a result of being part of the activities of NRAC, as well as of any medical treatment authorized by the supervising individuals representing NRAC. This consent and authorization is effective only when participating in or traveling to events sponsored by NRAC.

Photos

Please sign below to grant permission for the reasonable use of pictures containing your child in any or all of the following ways:

- | | |
|---|---|
| <input type="checkbox"/> Brochures/Promotional material | <input type="checkbox"/> NRAC Annual Report |
| <input type="checkbox"/> Website | <input type="checkbox"/> Newsletters |
| <input type="checkbox"/> Videotaping | |

Purposes and Extent

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

Parent / Guardian Options

1. I have read, understood and agree with above and sign it to cover all Student Ministry activities for the program year effective as stated below.

Parents’/Guardian Signature _____

Printed Name _____ Date _____

Effective from date signed through to August 31, 20 ____

2. I have read, understood and agree with above and sign it to cover only this activity:

Activity: _____

Parent / Guardian Signature _____

Printed Name _____ Date _____

North Richmond Alliance Church TRIPS AND OFF-SITE TRAVEL FORM

Group _____

Destination _____ Contact Number _____

Departure	
Date	
Time	
ETA	

Return	
Date	
Time	
ETA	

Driver's Name	Vehicle

Leader's Name	Phone Number

Student's Name	Phone Number

BLOODBORNE PATHOGENS AND INFECTIOUS DISEASES

The following is a compilation of guidelines on dealing with bloodborne pathogens (any microorganism or virus that can cause disease that is carried through the blood) and infectious diseases.

Studies of school and residential settings reflect a parallel between the inefficiency of transmission of bloodborne pathogens and the extent to which risk is adequately controlled by common hygienic measures. Children who have blood borne pathogen infections should not be excluded from children's ministries activities. There is no reason for excluding children who do not exhibit aggressive behaviour and who do not have medication conditions facilitating transmission. The benefits of an unrestricted setting outweigh the risk of the child acquiring harmful infections. The risk of transmitting the virus to others is almost nonexistent.

1. Common infectious diseases may be contracted from dirt and waste encountered in ministry areas. Wash your hands with soap and running water at regular intervals throughout the day.
2. All bodily fluids must be treated as though they are infectious, as blood borne pathogens could be present in any child. Confidentiality laws may prevent you from knowing those infected with the HIV (virus that causes AIDS) or AIDS virus. By treating all bodily fluids as infectious, you protect not only yourself, but others.
3. Latex gloves are required when handling any discharges from another person's body particularly body fluids containing blood. Hands must be thoroughly washed with soap and running water when finished.

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

4. Contaminated disposable latex gloves and other contaminated materials should be disposed in plastic-lined waste containers.
5. You need to develop an awareness of situations or dangers that may put you or others at risk. For instance, do not pick up broken glass with bare hands but use a brush and dustpan instead. You need to avoid punctures with objects that may contain blood from others. Carefully dispose trash that contains sharp objects. Use containers that cannot be broken or penetrated.
6. Surfaces that have blood or other potentially infectious materials containing blood on them must be cleaned with an approved disinfectant or a 1:10 solution of liquid household bleach and water. This disinfectant must be mixed daily and must sit for ten minutes before use.
7. An HBV (virus causing Hepatitis B) vaccination should be pursued within 24 hours if you have had an 'exposure incident'. An 'exposure incident' is when there is blood contact through an open sore, injury by a contaminated sharp object or by a blood splash into your eyes, nose or mouth.

8. If you are responsible for administering first aid, it is strongly recommended that you receive current instruction. For instance, the rescuer needs to use a resuscitation mouthpiece when administering CPR so that there is no direct mouth-to-mouth contact.
9. Individuals involved in the care and education of a preschool-aged child infected with HIV, HBV, or HCV should be informed of the child's infective status only if such knowledge is necessary to ensure proper care of the child and to detect situations in which there is potential for transmission. Parental consent is required for the disclosure of a child's infective status and should be made on a case-by-case basis respecting the child's and family's right to privacy. Decisions about education and care for children infected with the AIDS virus should be made by a team including the child's physician, public health personnel, parents or guardian and church staff. The records of children with AIDS should be kept confidential. Parental consent must be given to the agency releasing pertinent medical information to those administering care to the child.
10. A more restricted environment is advised for infected preschool-age children, for children who cannot control their bowels or bladder, for children who display such behaviour as biting and scratching and for infected children who have uncovered oozing sores. These children should be cared for and educated in settings that minimize the exposure of other children to their blood and body fluids.

Decisions regarding vaccination of children and workers who have contact with the child should be discussed with public health officials.

The hygienic practices of an infected child may improve as the child matures, or they may deteriorate if the child's condition worsens. For these reasons, the need for a restricted environment should be re-evaluated regularly.

Sources:

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

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

Universal Precautions, Alliance Academy, Quito Ecuador

North Richmond Alliance Church

INCIDENT REPORT

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

Student Name/s _____ Phone Number _____

Address _____

Nature of Injury/Incident

Incident Date _____ Incident Time _____

Incident Location _____ Event Title _____

All Leaders Present _____

What happened?

Why did it happen?

What action was taken?

Contacted Parents Yes No

Parents' Response:

Leader's Name _____ Signature _____

Witness Name _____ Signature _____

North Richmond Alliance Church

SUSPECTED ABUSE REPORT FORM

Date _____ Name of Student _____

Age of Student _____ Grade _____ Birthdate _____

Address _____

Postal Code _____ Phone Number _____

Parents' Names _____

Siblings' Names _____

Name of Person Filing Report _____

Name of Pastor Receiving Report _____

Name of Social Worker _____ Phone Number _____

Name of alleged perpetrator _____ M F

Relationship between suspected victim and alleged perpetrator _____

Nature of suspected abuse physical sexual emotional neglect

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

Action taken (including date and time)

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

What was your response?

Signature _____

Printed Name _____ Date _____

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 and not shared with anyone or influenced by anyone..

This document should be sealed and labelled and stored under lock and key.

To Be Completed by Senior Pastor

Conclusions

Action taken (including dates and times)

Senior Pastor's Signature _____

Printed Name _____ Date _____

The above information will serve as a guide and will be necessary if a formal report is filed with the police or appropriate government agency. All information received is to be kept STRICTLY CONFIDENTIAL and not shared with anyone or influenced by anyone.

North Richmond Alliance Church

LETTER OF INFORMED CONSENT

To be used for all off-site trips and activities of increased risk.

Student Name(s): _____

Activity: _____

Date of Activity: _____

Details of the Activity: *(include location/time/sleeping arrangements/mode of transportation/driver/activities upon arrival/ratios of student to staff/explanation of any and all risk which the students will be participating in i.e. rock climbing/bungee jumping/white water canoeing/water skiing)*

Dear Parent:

We are planning an activity as part of our programming that requires your permission prior to participation. We have provided you the details of the activity and request that you complete and sign the permission form. The safety of your child is our primary concern. Precautions will be taken for their wellbeing and protection.

Permission Form and Consent:

Student's Name _____ Date of Birth _____

Address _____

Phone Number _____ Parents' Work Number _____

Health Card Number _____

Family Doctor _____ Phone Number _____

In case of an emergency, contact _____

I hereby consent to the participation of my/our child(ren) in this supervised activity.

While every precaution is taken for the safety and good health, some sports and activities carry with them the inherent risk of personal injury beyond the risks associated with many of the recreational activities at NRAC. I/we understand and accept these risks and agree that by allowing my child to participate in those activities, he/she may be taking part in a recreational activity that presents the potential for personal injury.

I/we, the parents or guardians named below, authorize the Pastor or one of NRAC ministry personnel to sign a consent for medical treatment and to authorize any physician or hospital to provide medical assessment, treatment or procedures for the participant named above.

I/we, named below, undertake and agree to indemnify and hold blameless NRAC, its personnel, its Pastors and Board from and against any loss, damage or injury suffered by the participant as a result of being part of the activities of NRAC, as well as of any medical treatment authorized by the supervising individuals representing NRAC. This consent and authorization is effective only when participating in or traveling to events of the NRAC.

I have read, understood and agree with above.

Activity: _____

Parent / Guardian Signature _____

Printed Name _____ Date _____

North Richmond Alliance Church

CONFIDENTIALITY AGREEMENT

Note: it is recommended that a confidentiality statement be signed by all employees and volunteers - whether that clause is in their employment agreement or in a separate confidentiality agreement.

I understand that I will obtain or have access to sensitive and confidential information in my role as _____ with NRAC. That confidential information may include, without restriction, personal information regarding employees, volunteers, members, attendees, supporters or persons assisted by NRAC including information in relation to donations, personal or family matters, or obtained from background screening of prospective employees or volunteers. I agree to maintain strict confidentiality of all such confidential information and I will not disclose such information to anyone (including to employees, volunteers, members, attendees, supporters, persons assisted, or my spouse or family members) except authorized representatives of NRAC who need to know such information or as required by law. I understand and agree that confidentiality is very important in my role and critical to the effective functioning of NRAC. If I become aware that any confidential information was improperly disclosed, I will immediately advise the Privacy Officer of NRAC.

Dated this _____ day of _____, 20__

Name _____ Signature _____

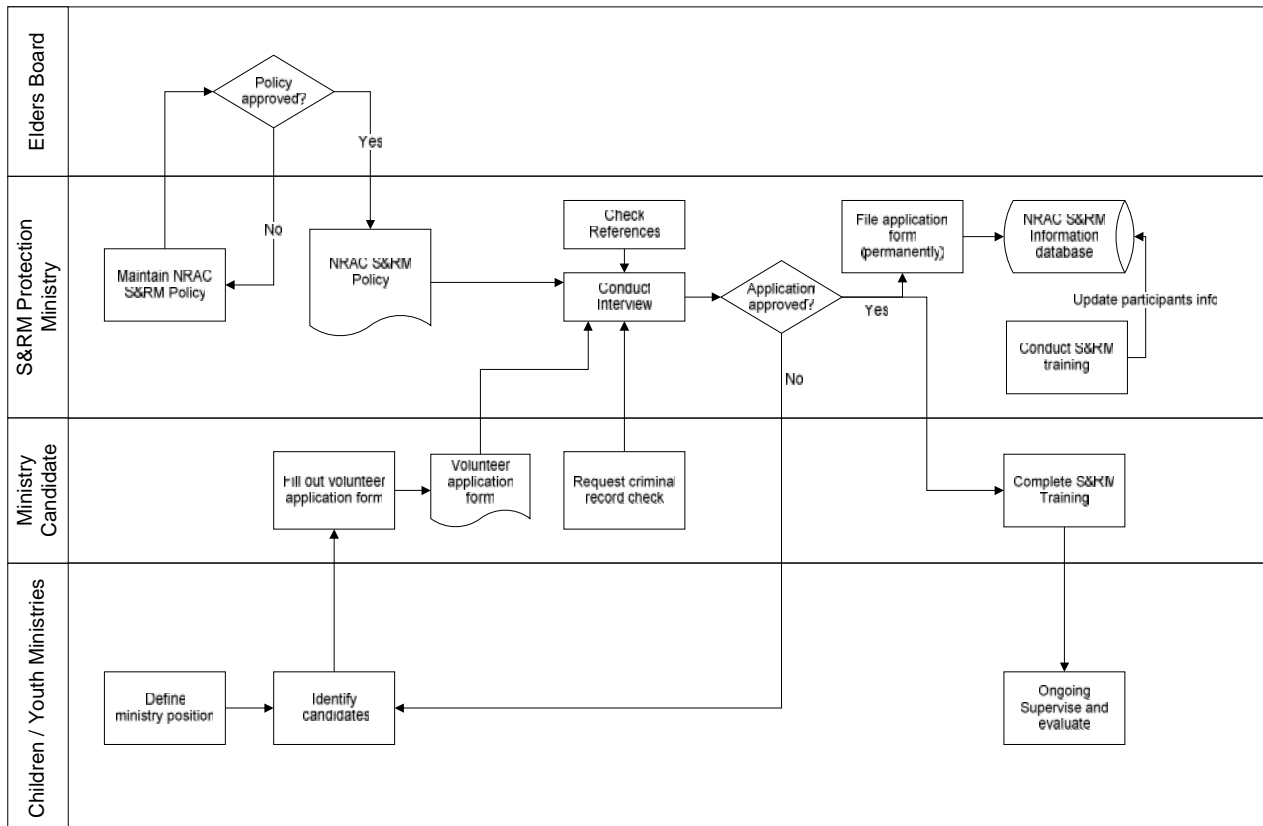
Witness Name _____ Signature _____

North Richmond Alliance Church

RECRUITMENT/SCREENING PROCESS MAP



North Richmond Alliance Church
Children / Youth Ministries Safety & Risk Management Protection
Recruitment and Screening Process Map
 (last revised: 2014-02-20 by Jeffrey Ku)



North Richmond Alliance Church

MINISTRY PERSONNEL RENEWAL APPLICATION FORM

In our desire to reduce the risk of abuse within our church ministries, we believe this information is necessary to protect our children and our volunteers and to effectively place our volunteers in ministry positions. Thank you in advance for your partnership. Information received is confidential and is being gathered for the purposes of screening ministry personnel and placing them into ministry with children or youth. The information gathered here will be used for the purposes of supporting the ministries at North Richmond Alliance Church.

Name _____ Phone Number _____

Has your address changed in the last year? Yes No

New Address _____

In what ministry program(s) are you currently involved?

In what other ministry program(s) do you plan to become involved?

Have you at any time ever:

- Been arrested for any reason? Yes No
- Been convicted of, or pleaded no contest to a crime? Yes No
- Been arrested or convicted for any abuse related crimes? Yes No

Are you aware of:

- Having any traits or tendencies that could pose any threat to children, youth or others? Yes No
- Any reason why you should not work with children, youth or others? Yes No

If the answer to any of these questions is 'yes', please explain in detail:

Application Verification and Release

I recognize that the organization to which this application is being submitted is relying on the information contained herein. Accordingly, I attest and affirm that all of the information that I have provided is absolutely true and correct. I agree to abide by all the policies and procedures of North Richmond Alliance Church and to protect the health and safety of the children or youth at all times.

Signature _____

Printed Name _____ Date _____

Reference: Guidelines for Ministry Workers, Brotherhood Mutual Insurance Company, July 2000