

Regina Church of Christ

# Child Protection Policy

Update by Bonnie Maw

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Updated by Karisa Bailey

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**Seventh Avenue and Pasqua Street Church of Christ**  
**Also referred to as Regina Church of Christ / Glen Elm Church of Christ**  
**Child Protection Manual**

**For the Protection of our Children our Church, and our Volunteers**

I. Understanding.....	page 3
A. The Need	
B. Child Abuse	
C. The Church's Responsibility	
D. The Terms (Definitions)	
II. Recruitment of Volunteers .....	page 4
III. Child Protection Procedures .....	page 6
IV. Reporting Procedures .....	page 9
V. Responding to Allegations .....	page 10
VI. Forms/Appendix .....	page 12
A. Volunteer Applications .....	page 13
A-3. Record of Reference Checks.....	page 16
B. Volunteer Interview.....	page 17
C. Telephone Screening.....	page 18
D. Medical Release Forms:	
1. Field Trips.....	page 19
2. Overnight Trips.....	page 20
E. Suspected Child Abuse Initial Report	page 21
G. Suspected Child Abuse Follow-up	page 22
H. Waiver – Events & Outings	page 23
I. Information Sources.....	page 24
J. Statement of Faith.....	page 25
K. Core Values.....	page 28

## **FOR THE PROTECTION OF OUR CHILDREN OUR CHURCH AND OUR VOLUNTEERS**

### **I. Understanding...**

#### **A. The Need**

There are few topics that create more emotion than that of child abuse, especially if it is sexual in nature. Unfortunately, the church has often been a place where children have been abused. Children who come under the care of the church must be shielded from risk of abuse.

#### **B. Child Abuse**

Child abuse is defined as a deliberate physical, mental, sexual or emotional mistreatment.

- Physical abuse means any physical force or action which exceeds that which could be considered reasonable discipline.
- Sexual abuse means any sexual exploitation of a child. Normal affectionate behaviour and appropriate bathroom care are acceptable. (See III B p. 5)
- Emotional abuse means acts or omissions which may produce long-term and serious emotional disorder.

#### **C. The Church's Responsibility**

##### ***1. The Spiritual and Moral Responsibility of the Church***

This document is produced to ensure a safe and nurturing environment in which we can bring our children to the Saviour. As a church, we view ourselves as partners with parents, seeking to provide quality care and instruction in our ministry to the family.

##### ***2. The Civil and Legal Liability of the Church***

Increasingly, churches and their personnel are being sued for the acts of individual abusers within the church, even when neither the church nor its leaders were aware of the abuse. Victims and their families attempt to hold churches accountable. The church is liable for the acts of its personnel. As a civil society we must provide a duty-of-care to one another, and to exercise reasonable care in respect to the interest of others.

## II. INVOLVEMENT OF MINISTRY VOLUNTEERS

### A. Screening

A risk assessment needs to be done to determine the level of risk associated with the activities and tasks of a particular volunteer ministry. It also helps in establishing behavioural standards for each of the ministries, because they are not all alike.

Examples of appropriate forms are on page 3.2 of "Screening in Faith". \*

Screening volunteers is important, because it is a way of assigning volunteers appropriately and protecting them and program participants. This responsibility is moral, legal and spiritual.

An example of a screening grid in relationship of the position to the screening tasks is given on page 9.3 of "Screening in Faith". \*

Names of prospective volunteers should be presented to the appropriate Children's or Youth Ministry Leaders, regarding a ministry assignment.

For all positions involving ministry to children, every volunteer must complete the Ministry Volunteer Application Form found in Appendix A of this document.

### B. Recruitment

#### 1. ***Ministry Volunteer Application Form***

The Ministry Application Form must be submitted by the volunteer before final approval is considered.

#### 2. ***Reference Check***

Three personal references are required on the Ministry Volunteer Application Form. References should exclude relatives; at least one reference should come from outside the church. (See Appendix C - Suggested "Script" for Telephone Follow-up When Screening Applications, and Appendix A-3 - Confidential Record of Church Contact.)

#### 3. ***Interview***

An interview should be conducted by the Children's or Youth Minister or one member of the Ministry Leader Group.

#### 4. ***Conviction or Criminal History Check***

It is required that all paid staff and successful volunteer candidates provide a criminal-records-check for their own protection, and for the protection of the church. Records will be considered confidential. Once the records-check has been viewed and recorded, they will be retained in a locked office.

Having a record for some misdemeanour does not necessarily disqualify a volunteer or member. An assessment needs to be done to evaluate whether having a record would affect one's carrying out a ministry.

\* A workbook Volunteer Canada for screening volunteers.

#### 5. ***"Prevention and Protection" Training***

The church will yearly train all volunteers regarding child safety and child abuse prevention.

Approved volunteers must sign a record indicating that they have been trained and have read the "Child Protection Manual."

### **6. *Approval Process***

All volunteers must be approved by the Children's Minister, Youth Minister, or Ministry Leader before beginning their ministry assignment.

### **7. *Keeping of records***

The records will be kept in a locked file cabinet. Access to the documents will be restricted to the Children's Minister, Youth Minister, Ministry Leader, and/or Senior Minister.

### **8. *Dismissal or refusal***

Refusing to place an individual in a certain position, or dismissing a volunteer from a position, should be based on the compatibility of the individual and the ministry description.

### **9. *Appeal process***

People have the right to appeal if they feel they were not properly evaluated. Such appeal will involve the Children's or Youth minister and the Senior Minister, or Ministry Leaders. All pertinent information must be available at the interview.

### **10. *Orientation and training***

A volunteer must be orientated to the position, given training as to what is expected, and should be considered on probation until the training period is completed. This process helps both the volunteer and ministry group to ascertain whether the position and the volunteer fit.

### **11. *Supervision***

Instituting formal supervision is important to ensure a standard level of practice. Supervision is provided by someone in the group who has the knowledge and values of the ministry. Volunteers should be observed "on the job" and their ministry monitored with the view to encouragement and improvement where needed.

### **12. *Qualifications***

It is important to verify the qualifications of the volunteer, in order to understand what the person did, and how this may fit into the ministry.

### III. CHILD PROTECTION PROCEDURES

We are concerned for the safety of children and their families, and for the safety and the reputation of the adults and teens that volunteer to minister to children.

#### A. Security

Volunteers who work with preschoolers and children up to grade 2, should release children only into the care of their parents or designates, provided they have the parent tag and present it to the dismissing volunteer.

1. ***Volunteer Identification.*** Volunteers working with the children should also check-in to Breeze and wear nametags which identify them as volunteer or staff members.
2. ***Registration.*** Maintain the names and addresses of parents and children in the Breeze database system. This will be reviewed annually.
3. ***Receiving and Releasing of Preschool/Primary Aged Children***

All children who attend ministry programs must be signed into the Breeze Data Base (child check-in system). Each child will receive a name tag to be worn on their person and a parent tag will be issued at the same time. Any special needs or medical issues should be identified so that they can be flagged accordingly for volunteers and ministry staff. Children should never be placed in a classroom without a teacher present. If only one teacher is present, the door must be left open, or room must be suitably equipped with an unobstructed window.

#### 4. **Staffing and Supervision**

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

The following guidelines are recommended:

- a. ***Two Leaders.*** There should be a minimum of two leaders in any room with children up to and including Kindergarten.
- b. ***Doors with Windows.*** All classroom doors must be equipped with a viewing window, especially if only one adult leader is in a room with children.
- c. ***Age Expectation.*** It is preferable to have at least one volunteer who is an adult.
- d. ***Preschool Classes.*** All preschool rooms should be staffed with at least one female adult worker.
- e. ***Supervisory Staff.*** The supervisory staff should make regular visits to the classroom.

## **B. Washrooms**

Adults should not help children with toileting. For younger children, who cannot manage alone, permission should be given by the parent or guardian before toileting or changing help is given, unless it is an emergency. **If a volunteer is present the door should be left ajar and as minimal of help as needed should be given. No diaper changes should be done by volunteers.**

## **C. Health and Safety**

1. ***Sick Children.*** A child who is ill and could therefore expose other children and workers to an illness, should not be received into the classroom.

### ***2. Emergencies.***

(1) No medication will be left in the classroom, or with a worker or child.

(2) Workers must not routinely give medications.

(3) In extreme cases (i.e. peanut allergies, ventilators, etc.), a child's parent should submit written instructions on, and written permission for appropriate action, and provide necessary training.

A first aid box must be kept on hand in each classroom. All workers are to review the location and contents regularly. All volunteers, on a regular basis, shall be provided with a training workshop. First Aid boxes will be checked yearly for expired components.

### ***3. Procedures for Dealing with Cuts or Injuries Involving Blood.***

Separate the injured child from the other children. Isolate the area where blood may have dropped. Locate the parents.

Check to ensure that no other children have had contact with any of the blood.

Put on latex gloves (first aid kit) and bandage the injury; avoiding contact with mouth, ears and eyes.

Carefully wipe up all blood and remove bloody bandages to a secure waste removal receptacle.

Remove and properly dispose of latex gloves. Wash carefully with sterilizing soap (available in first aid kit).

4. ***Emergency Exit.*** An emergency exit plan, with maps and procedures, should be visible in each classroom. All workers need to be familiar with the emergency exit plan and alternate pickup location in the event of an emergency.

## **D. Proper Display of Affection**

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

2. ***Appropriate Touch.*** Love and care can be expressed in the following appropriate ways:

a) Bending down to the child's eye level and speaking kindly; listening to him or her carefully.

b) Taking a child's hand and leading him or her to an activity.

- c) Putting an arm around the shoulder of a child who needs comforting or quieting.
- d) Taking both of a child's hands as you say, "You did such a good job." (Or "I'm so glad to see you, we've missed you!" etc....)
- e) Patting a child on the head, hand, shoulder or back to affirm him or her.
- f) Holding a child by the shoulders or hand to keep his or her attention, while redirecting the child's behavior.
- g) Gently holding a child's chin to help him or her focus on what you are saying to him or her (important for children with Attention Deficit Disorder).
- h) Holding a preschool child who is crying.

### **3. *Inappropriate Touch.***

- a) Kissing a child, coaxing a child to kiss you, extended hugging, and tickling.
- b) Touching a child in any area that would be covered by a bathing suit (except when assisting a child with toileting as outlined above).
- c) Carrying older children or having them sit on your lap.

## **F. Special Events and Overnight Policies**

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

### **1. *Field Trips and Special Events***

- a) Off-campus activities should be pre-approved by the church leadership. Parents should be notified at least one week prior to the outing.
- b) Proper written consent and medical release forms are required for a child's participating in field trips and special events. (See Appendix D-1.)
- c) All trips and outings should be supervised by a minimum of two approved, unrelated adult leaders.
- d) Every driver, who transports children, must have a valid driver's license and automobile insurance. The number of persons per car should not exceed the number of seat belts. In certain instances, a driver's abstract may be requested.
- e) A roster of the children shall be kept at the building, and in the assigned vehicle.

### **2. *Overnight Events.*** Church-sponsored overnight activities may be permitted under the following guidelines:

- a) All overnight activities must be pre-approved by the church leadership.
- b) Proper written consent and medical release forms are required for each participating child. (See Appendix D-2.)
- c) All supervising adults must be approved volunteers.
- d) All overnight activities should have a minimum ratio of at least one leader for every five children. Each leader should have an assigned group of children for whom he/she will be responsible.
- e) The church insurance policy should be reviewed periodically to ensure that liability coverage includes all activities, on and off the premises.



## **IV. REPORTING PROCEDURES**

### **A. Obligation to Report**

Concerns regarding the safety of a child - any observed incidents of abuse or neglect, should be reported immediately to the Ministry Leader and Elders, who will contact the Ministry of Social Services and any required legal advisor related to concerns.

Any person who has reasonable grounds to believe that a child needs protection is legally required to report the matter to a social worker in the local office of the Ministry of Social Services. A person who knowingly fails to report in such circumstances is in violation of the law and may be found to have committed an offence. It is not the responsibility of the reporting person, nor the paid staff, to substantiate any allegations or suspicions. Please refer to the Understanding Child Abuse section found in the Introduction.

#### **1. *What to Report***

Signs of abuse to watch for are as follows:

- An unexplained injury - a patch of hair missing, a burn, a limp, or bruises,
- An inordinate number of "explained" injuries such as bruises on his/her arms and legs over a period of time,
- Verbal testimony,
- Makes a drawing in conjunction with verbal testimony,
- Alludes to incidents in writing, or through prayer requests, etc.
- Exhibits an injury that is not adequately explained,
- Complains about numerous beatings,
- Complains about others "doing things to him/her, when others are not at home",
- Consistently dirty and smelly, or has bad teeth or hair,
- Regularly inadequately dressed for inclement weather,
- Wears long-sleeved tops during the summer to cover bruises.

Abuse or neglect need not have already occurred for a child to need protection. When abuse or neglect can be reasonably anticipated, and there are reasonable grounds to believe a child needs protection, the legal obligation to report applies. This is also mandatory for historical abuse or neglect.

#### **2. *Confidentiality***

In these matters, the information is confidential. Therefore, all suspicions of abuse should be directed only to the Ministry Leader and the Elders, whose responsibility it is to contact the local office of the Ministry of Social Services.

#### **3. *Responding to the Child***

When a concerned child first comes to you, be sure to take his or her word seriously; remain calm and listen to the child. Give emotional support, reminding the child that he or she is not at fault, and that the child was right in telling you about the problem. Do not promise the child you will not tell anyone.

#### **4. *Report Form***

Use a Suspected Child Abuse Report Form (See Appendix E). Forms may be obtained from your Ministry Leader. Fill out the report form and submit it to one of the Elders.

## **5. *Summary of Steps***

- a) Gently affirm the child.
- b) Immediately report any suspected abuse to the appropriate Ministry Leader and to the Elders. Complete the Suspected Child Abuse Report Form.
- c) It is the responsibility of the designated Elder to report to the local office of the Ministry of Social Services by telephone, letter or in person. Absolute confidentiality is assured by the Ministry of Social Services.

Ministry of Social Services - Regina (South) 1-844-787-3760

After hours crisis reporting - Regina 306-569-2724

## **B. Media Spokesperson**

**One** person in leadership should be designated as the **only** spokesperson for any allegation. Everyone involved in any part of the ministry of the church should know who this person is, and make **no comment**, but refer all inquiries to the appointed spokesperson.

# **V. RESPONSE TO ALLEGATIONS OF ABUSE**

## **A. Be Prepared in Advance**

Realistically, no prevention strategy is 100 percent effective. An accusation of child abuse may occur in any church. We need to develop a premeditated plan in order to properly respond to abuse allegations. Wrong actions can multiply the pain and liability inherent in an abuse case. An effective response strategy recognizes the following underlying principles:

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

## **B. Creating a Response Plan**

Considering the above principles, a thorough response plan needs to be developed, and reviewed with a lawyer chosen by the church elders. The following factors should be kept in mind:

- . Maintain Adequate Records
- . Select a Spokesperson
- . Know Your Reporting Obligations
- . Use a Reporting Procedure
- . Prepare a Position Statement
- . Use a Lawyer

### **C. When An Allegation Occurs:**

In the case of an allegation, follow these guidelines:

1. Document all efforts at handling the incident.
2. Report the incident immediately to the church Eldership and Ministry Leader, and the church's lawyer. Do not try to handle this without professional outside assistance. (The accused should be encouraged to do the same.)
3. Contact the proper civil authorities following the guidance of the church's lawyer. Do not attempt an in-depth investigation. This should be left to professionals.
4. Do not prejudice the situation, but take the allegations seriously, and reach out to the victim and the victim's family. Extend whatever pastoral resources are needed. Remember that the care and safety of the victim is the priority.
5. Treat the accused with dignity and support. If the accused is a church worker, that person should be relieved temporarily of his or her duties, until the investigation is finished. If the person is a paid employee, arrangements should be made concerning his or her income, until the allegations are cleared or substantiated. It must be remembered that the process is committed to respecting the rights and safety of everyone the program touches.
6. Use the text of the prepared public statement to answer the press, and to convey news to the congregation. Be careful to safeguard the privacy and confidentiality of all involved.

### **D. Details**

1. Lawyer to be contacted is:
2. Designated spokesperson for the church is determined by the Elders.
3. The position statement of Regina Church of Christ:

In an allegation of abuse, the statement below is a suggested wording for a public response, until all the facts are uncovered, and the case reviewed.

"It is always tragic when children are abused or exploited. The Regina Church of Christ is aware of the ever-growing nature of child abuse. We have taken careful precautions to protect the children entrusted to our care. We are distressed by any accusation of child abuse. We will do everything in our power to address any needs in this situation. For the welfare of those involved, all information has been directed to the Ministry of Social Services."

## **FORMS/APPENDICES**

<b>Appendix A. Volunteer Application Form for Ministries to Children</b>	page 13
1. Release of Information and Declaration of Intent	page 15
3. Record of Reference Checks	page 16
<b>Appendix B. Ministry Volunteer Interview Form</b>	page 17
<b>Appendix C. Suggested "Script" for Telephone Follow-up.</b>	page 18
<b>Appendix D. Medical Forms</b>	
1. Medical Release Form for Field Trips and Special Events	page 19
2. Medical Release Form for Overnight Events	page 20
<b>Appendix E. Report Form for Suspected Child Abuse</b>	page 21
<b>Appendix G. Report Form for Suspected Child Abuse Follow-up Report</b>	page 22
<b>Appendix H. Waiver to be Attached to all Event &amp; Outing Forms</b>	page 23
<b>Appendix I. Information Sources</b>	page 24
<b>Appendix J. Statement of faith</b>	page 25
<b>Appendix K. Core Values</b>	page 28

## Appendix A: VOLUNTEER APPLICATION FORM FOR MINISTRIES TO CHILDREN

(Information received is strictly confidential.)

We recognize that this Ministry Volunteer Application Form is extensive. In our desire to reduce the risk of abuse within our church ministries, we believe this information is necessary to provide love and safety to our children, and volunteers. Thank you in advance for understanding.

Name: \_\_\_\_\_

(Last                                      First                                      Middle)

Area of Ministry you desire to work with \_\_\_\_\_

If you have ever used any other name(s), please provide in full: \_\_\_\_\_

Address: \_\_\_\_\_

Street                                      City                                      Prov                                      Postal Code

Telephone: (\_\_\_\_) \_\_\_\_\_ Home or Mobile (\_\_\_\_) \_\_\_\_\_ Work

Email: \_\_\_\_\_ Driver's License # & Prov \_\_\_\_\_

Date of Birth: \_\_\_\_\_ (mm/dd/yy)

Marital Status: \_\_\_\_\_ If married, spouse's name: \_\_\_\_\_

Children and ages \_\_\_\_\_

1. Please list the primary church you have regularly attended during the past five years

Name of Church	City & Prov	Pastor	Dates Attended
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2. Have you ever been convicted of a felony?

☐ No ☐ Yes

3. Have you ever been charged with a sexual offense, offense relating to children, or crime of violence?

☐ No ☐ Yes

4. Have you ever been reported to a social service agency, law enforcement authority, child abuse registry, or similar organization regarding abuse or misconduct involving children?

☐ No ☐ Yes

5. Have you ever been subjected to expulsion, discharge, reprimand, or other disciplinary action by a church, denomination, religious organization, or employer?

☐ No ☐ Yes

6. Have you ever been a party to a civil lawsuit involving sexual misconduct, sexual harassment, or other immoral behavior or conduct, involving adults or children?

☐ No ☐ Yes

7. Describe all previous work, paid or volunteer, in this church or elsewhere, involving children or youth. Please give dates, names of churches or organizations, and types of work. Please also include the names and phone numbers of three supervisors or co-workers, indicating how they are familiar with your work and how long you did that work. Please use additional paper or back of this sheet if extra room is needed.

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8. Please briefly explain your spiritual journey and how you came to accept Jesus Christ as your Savior and Lord.

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What do you do on a daily and/or weekly basis to strengthen your relationship with Jesus Christ?

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Please list three references whom we may contact, none of whom are relatives:

<u>Name</u>	<u>Address</u>	<u>Phone</u>	<u>Relationship</u>
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## **Appendix A-1: RELEASE OF INFORMATION AND DECLARATION OF INTENT**

I hereby give the Church permission to contact persons named as references to ascertain my suitability for volunteer ministry. I release all such references from liability for any damage that may result from my furnishing such evaluations.

I also grant my permission for the Church to maintain my personal criminal records check for my protection against false allegations, and for the protection of those I serve. I do this with the understanding that the results will be kept in confidence. I agree to adhere to the child protection guidelines as adopted by this church.

I understand that if, at any time, my character or morals should be deemed inappropriate and/or criminal, the Church will be entitled to terminate my assistance, without expressed cause or prior notice, regardless of any other oral or written statements by the Regina Church of Christ.

I understand that the Regina Church of Christ is responsible for the welfare of any person or persons entrusted to my care, and thus I will cooperate fully with the staff in the fulfillment of my duties, and will keep confidential all information I encounter, in my role as a volunteer. If my supervisors find that I conflict with any of the policies or procedures that we are not able to resolve, I will gracefully and quietly resign my volunteer position.

I hereby acknowledge that the information contained in this application for volunteer ministry is correct to the best of my knowledge.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Witness: \_\_\_\_\_ Date: \_\_\_\_\_

## **Appendix A-2: VOLUNTEER APPLICATION APPROVAL PROCESS**

(For Office Use Only)

Volunteer: \_\_\_\_\_ Date: \_\_\_\_\_

References checked: \_\_\_\_\_ Date: \_\_\_\_\_

Criminal Record Check Received: \_\_\_\_\_ Date: \_\_\_\_\_

Program Training: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Appendix A-3: RECORD OF REFERENCE CHECKS

Date \_\_\_\_\_ Examiner \_\_\_\_\_  
Person being interviewed \_\_\_\_\_ Method \_\_\_\_\_  
Comments \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date \_\_\_\_\_ Examiner \_\_\_\_\_  
Person being interviewed \_\_\_\_\_ Method \_\_\_\_\_  
Comments \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date \_\_\_\_\_ Examiner \_\_\_\_\_  
Person being interviewed \_\_\_\_\_ Method \_\_\_\_\_  
Comments \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



## Appendix B: MINISTRY VOLUNTEER INTERVIEW FORM

- 1 Have you completed the Volunteer Application form for ministries to children? \_\_\_\_\_
- 2 Has anyone explained the types of Children's ministries which we offer as a church, which might provide you with an opportunity for volunteer service?  
\_\_\_\_\_
- 3 What prompted you to be interested in the ministry which you identified on your volunteer application form? \_\_\_\_\_
- 4 Would you be willing to attend the training session associated with this ministry? \_\_\_\_\_
- 5 Have the potential volunteer review his/her spiritual journey and compare responses with those indicated on the Spiritual History of the Volunteer Application Form. Note any significant omissions or questions which arise: \_\_\_\_\_
- 6 Review the items listed under Confidential Information on the Volunteer Application Form and note any significant omissions or questions which arise: \_\_\_\_\_
- 7 Ask the potential volunteer about his/her relationship with each reference listed on the Volunteer Application Form  
\_\_\_\_\_
- 8 On what date would you be available? \_\_\_\_\_
- 9 What is the minimum length of your commitment? \_\_\_\_\_
- 10 Other:

## **Appendix C: SUGGESTED "SCRIPT" FOR TELEPHONE FOLLOW-UP WHEN SCREENING APPLICATIONS**

"Hello, this is \_\_\_\_\_. I am the Children's or Youth Minister at the Regina Church of Christ at 1825 Rothwell Street. Like many churches today, we have a screening policy for all the people who volunteer to work with our children in Sunday school and other programs.

I am calling your church because

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(Name of applicant) indicating attendance at your church (dates). He/she taught in your Sunday school; name the ministry, dates, age level(s).

Can you verify this information?

Would you have any reservations about him/her working with children?"

(If there are reservations, note them on the form.)

**OR**

(Name of volunteer) listed you as a personal reference. How long have you known him/her?

Would you have any reservations about having he/she working with children?

Thank you very much for your help."

Record all information on the follow-up form.

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

## Appendix D-1: MEDICAL RELEASE FORM FOR FIELD TRIPS AND SPECIAL EVENTS

Does your child have any severe allergies? (Bee stings, food, penicillin, other drugs)? \_\_\_\_\_

Please specify: \_\_\_\_\_

Does your child have any life-threatening or serious allergies? \_\_\_\_\_

Is your child bringing any medication with him or her? (Antibiotics, ventilator, prescription or non-prescription)?

Please give details: \_\_\_\_\_

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

If "yes," please explain: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Every precaution is taken for the safety and good health of your child, but in the event of accident or sickness, the Regina Church of Christ, its staff, and its volunteers are hereby released from any liability.

If your child requires special medication, x-rays or treatment, the parents will be notified immediately.

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

Provincial Health Insurance Number: \_\_\_\_\_

Other health insurance coverage: \_\_\_\_\_

Name of Family Physician: \_\_\_\_\_ Tel: \_\_\_\_\_

Parent/Guardian's Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Place: \_\_\_\_\_

## Appendix D-2: MEDICAL RELEASE FORM for OVERNIGHT EVENTS

Does your child have any severe allergies? (Bee stings, food, penicillin, other drugs)? \_\_\_\_\_  
Please specify: \_\_\_\_\_

Does your child have any life-threatening allergies? \_\_\_\_\_

Please give details: \_\_\_\_\_

Is your child bringing any medication with him or her? (Antibiotics, ventilator, prescription or non-prescription) Please explain: \_\_\_\_\_

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

Please describe: \_\_\_\_\_

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

___ Appendicitis	___ Ear Infection	___ Hay Fever	___ Mumps
___ Asthma	___ Epilepsy	___ Hepatitis	___ Severe stomach ache
___ Bed-wetting	___ Diabetes	___ Measles (Red)	___ Sinusitis
___ Chicken Pox	___ Fainting	___ Measles (German)	___ Tonsillitis
___ Other: _____		Date of Last Tetanus Shot: _____	

Your child will be cared for as if (s) he was our child. Every precaution is taken for the safety and good health of your child, but in the event of accident or sickness, the Regina Church of Christ, its staff, and its volunteers are hereby released from any liability.

If your child requires special medication, x-rays or treatment, the parents will be notified immediately.

In case of surgical emergency, I hereby give permission to the physician selected by the Regina Church of Christ to hospitalize, secure proper treatment, and to order injection, anaesthesia or surgery for my child as named above.

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

Provincial Health Insurance Number: \_\_\_\_\_

Other health insurance coverage: \_\_\_\_\_

Name of Family Physician: \_\_\_\_\_ Tel: \_\_\_\_\_

Parent/Guardian's Signature: \_\_\_\_\_

## Appendix E: REPORT FORM FOR SUSPECTED CHILD ABUSE

Date: \_\_\_\_\_ Name of person filing report: \_\_\_\_\_

Telephone number: \_\_\_\_\_

Name of child: \_\_\_\_\_

Child's address: \_\_\_\_\_

Telephone number for child's parent/guardian: \_\_\_\_\_

Name of person receiving report: \_\_\_\_\_

Nature of suspected abuse: (physical, sexual, emotional, neglect)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Indications of suspected abuse: (Including facts, physical signs and course of events where necessary) Attach additional paper if necessary.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Action taken: (Including date and time)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Signed: \_\_\_\_\_ Signed: \_\_\_\_\_

(Person Reporting)

(Coordinator/Counsellor)

**Appendix G: REPORT FORM for SUSPECTED CHILD ABUSE FOLLOW-UP REPORT**

Name of Child: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number of parent/guardians: \_\_\_\_\_

Name of person who filed initial report: \_\_\_\_\_

Tel: \_\_\_\_\_

Name of person receiving report: \_\_\_\_\_

Conclusions: \_\_\_\_\_

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Action taken (including date and time):

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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 CONFIDENTIAL.

Signed: \_\_\_\_\_ (Minister/Counsellor)

Date: \_\_\_\_\_

## Appendix H: WAIVER TO BE ATTACHED TO ALL ACTIVITY/EVENT & OUTING FORMS

### RELEASE OF LIABILITY, **WAIVER** OF CLAIMS, AND ASSUMPTION OF RISKS AGREEMENT

#### PLEASE READ CAREFULLY

This is a legal document. By signing this document, you are agreeing to give up certain legal rights including the right to sue or claim compensation. You are also assuming certain obligations.

1. I hereby acknowledge that I have voluntarily applied for and been accepted into the program [here list all of the details of the program, including the name, location, whether transportation is involved and, if so, to where and by what method, a departure and expected return date and time and any other details of significance to this particular program].
2. I also acknowledge [the organization] has provided training as a condition of my participation. I understand that I have been trained to appropriately respond to all reasonably anticipated circumstances which may be encountered during participation in this program, including [here list all circumstances which may be anticipated such as interaction with other cultures, consuming foods safely, warnings provided about staying with the group, appropriate responses to environmental risks, handling tools and equipment safely, etc.].
3. I understand that my participation in [name of program] may have undesired and unanticipated consequences. **Notwithstanding this I hereby release and forever discharge [the organization] and all affiliates, members, directors, officers, leaders, agents, volunteers and employees from any and all actions, causes of action, suits, claims, demands, liabilities, including negligence or breach of any duty of care, and expenses I have now, or may have in future in connection with, arising from or related to my involvement with or participation in this activity.**

\_\_\_\_\_  
Signature of Participant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Please Print Your Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Date

## **Appendix I: INFORMATION SOURCES**

Appreciation is expressed to C&MA for permission to dub much of its Child Protect Policy, "A Plan to Protect."

Carter, Terrance S. "Church and the Law Update No. 5", Canadian Council of Christian Charities, March 23, 1995.

Hammer, Richard R.; Klipowicz, Steven W.; and Cobble Jr., James F, Reducing the Risk of Child Abuse in Your

Church, Church Law and Tax Report, Christian Ministry Resources, 1993.

Klipowicz, Steven. Reducing the Risk of Child Sexual Abuse Training Manual, Church Law and Tax Report, Christian Ministry Resources, 1993.

Rice, Carol (Chair). Plan to Protect: A Protection Plan for Children, A protection Plan for Churches. The Christian and Missionary Alliance in Canada, national Church Education Committee, Children's Division, 1996.

Thwaites, David G. "Reducing the Risks of Child Abuse in the Church." Church and the Law Update, Canadian Council of Christian Charities, June 1994.

Wells, Mary. Canada's Law on Child Sexual abuse, A Handbook. Department of Justice, Canada, 1990.

Gallagher, Brenda. Screening in Faith, A handbook by Volunteer Canada. 1999

Street, Lorraine, The Screening Handbook, Canadian Association of Volunteer Bureaux and Centres in partnership with Solicitor General Canada, Justice Canada and Health Canada. March 1996.

CCCC Bulletin Article, Charities and Releases from Liability



## Appendix J: STATEMENT OF FAITH

### Mission

**Seek Christ. Share Christ.**

Mark 12:30-31

Matthew 28:18-20

### Vision

**“We envision a church where people grow in Christ to love God, to love people, and to participate in Jesus’ mission, while being empowered and guided by the Holy Spirit. We desire to be a church that follows Jesus’ model of making disciples through relationships.”**

**A disciple** is one who

- is committed to Jesus and His church,
- is committed to being changed by Jesus,
- is committed to joining the mission of Jesus.

### Core Beliefs

**As a church we seek to honour God through obedience to His will.**

#### 1. God

**There is one God who exists eternally in three persons – the Father, the Son, and the Holy Spirit.**

These three are co-equal and are one God. God is the creator and ruler of the universe, and the giver of life. He has revealed Himself in creation, in history, in the Bible, in Jesus, and through His Holy Spirit. His essential character is love.

Genesis 1:1-2, 26-27; Psalm 90:2; Deuteronomy 6:4; Matthew 28:19, Romans 1:20; John 1:1- 18, 32-34; John 15:26; 1 John 4:8;

#### 2. Jesus

**Jesus Christ is Lord, the Son of the living God.** Jesus was conceived by the Holy Spirit and was God in the flesh. Jesus lived a sinless life, and offered himself as the perfect sacrifice for the sins of all people by dying on the cross. Jesus was buried, and rose from the dead, demonstrating His power over sin and death. Jesus ascended to heaven and will one day return in glory and power to claim His people and take them to heaven.

3:16-17; Matthew 1:18-23; John 10:14-18; 1 Peter 2:21-25; Matthew 27-28; John 14:1-3

#### 3. The Holy Spirit

**The Holy Spirit is the Spirit of God.** He is present in the world to make people aware of sin and aware of their need for Jesus Christ as Saviour. The Holy Spirit lives in every Christian, providing understanding of spiritual truths, and power for godly living. Christians seek to live under His influence daily, so that the fruit of the Spirit, such as love, joy, and peace, is evident in their lives. The Holy Spirit enables Christians to work and witness for the Lord Jesus Christ.

John 3:5-6; John 16:7-8,13; Acts 1:4-5,8; Acts 2:38; Romans 5:5; Romans 8:9-16; 1 Corinthians 3:16, 6:19; Galatians 5:16-25; Ephesians 1:13-14

#### 4. Bible

**The Bible is God’s infallible and entirely trustworthy communication to humankind.** It was written by human authors who were inspired by God, and, therefore, it is absolute truth. Through the Bible, God reveals himself and gives instruction to humankind in regard to matters of life and faith. Where the Bible speaks, we need to listen and obey.

Psalm 119:105,160; 2Timothy 3:15-17; 2 Peter 1:20-21

## 5. People

People are made in the image of God, designed to be like Him in character. We were created to worship and enjoy fellowship with God, serve fellow humans, and care for God's creation. Every human has tremendous potential for good, but all of us are marred by sin and separated from God because of disobedience. Sin causes many problems in life and leads to eternal death.

Genesis 1:27; Genesis 2:15-17; Psalm 8:3-6; Isaiah 53:6; Isaiah 59:1-2; Mark 12:30-31; Romans 3:23; Romans 6:23

## 6. Grace and Salvation

Salvation from sin and death comes through God's divine, gracious intervention in the cross of Jesus Christ. We can never make up for sin by self-improvement or good works. Only by trusting in Jesus Christ, and accepting God's offer of forgiveness, can anyone be saved from sin's penalty. When we turn from self-ruled lives and make Jesus our Lord, we are saved. This is evidenced by repentance, confession, baptism by immersion, and a life committed to Jesus Christ. Salvation through faith in Jesus Christ makes us holy and ends our separation from God. It is God's free gift to all who believe and have faith in Jesus.

John 1:10-13; John 14:6; Romans 3:22-25; Romans 5:1,2; Romans 6:23; Galatians 3:26-27; Ephesians 2:1-5, 8-9; Titus 3:3-6; Matthew 4:17, Matthew 28: 18-20; Luke 24:46-47; Romans 10:9-10; Matthew 3:15-17; Acts 2:38-39; Acts 22:16; Romans 6:3-5; 1 Peter 3:21, 1 Corinthians 1:2,30; Titus 3:4-7

## 7. Church

Jesus Christ is the head of the church, which is His spiritual body. There is one universal church made up of those have been added by God as His saved children. The body of Jesus, the church, is expressed in local congregations of believers who meet regularly to encourage one another and to worship God. Jesus works through the church to carry out His mission of bringing people back into relationship with God.

Acts 2:42-47; I Corinthians 3:16, I Corinthians 12:12-28; Ephesians 1:22-23; Ephesians 2:19-22; Ephesians 4:11-16, 2 Corinthians 5:18-21

## 8. Disciples

The Bible teaches that every Christian is to grow to become like Jesus. We are all on a journey of being transformed into new people who no longer live by the customs and standards of the world. As we take on a Christ-like character, our relationships with God will deepen. We will serve others out of love; we will make sacrifices for God's Kingdom; we will share Jesus with others.

Colossians 3:10; Romans 12:1-2; John 15:5-10; Galatians 2:20; Ephesians 1:15-19; Ephesians 4:12-16.

## 9. Holiness and Purity

God is holy, perfect and without sin, and God makes His people holy through Jesus' blood. God then calls His people to live holy lives. God, for His purposes, sets His people apart from the world. To be holy, Christians walk in obedience to God, living by God's standards and not by the standards of our world or culture. Christians strive to be pure in every aspect of their lives.

Leviticus 20:7,26; 1Peter 1:2,13-16; 1 Corinthians 1:2; Romans 12:1-2; Ephesians 4:1-3, 11-15, 17-5:2; Genesis 2:18, 21-25; Matthew 19:3-12; Mark 10:5-9; Hebrews 13:4; 1 Corinthians 7:1-4, 12-14; Leviticus 18; Leviticus 20; Romans 1:24-27; 1 Corinthians 5:12; 1 Corinthians 6:15-20; Galatians 5:19-21; Ephesians 5:3-9; Revelation 21:8; Revelation 22:15

## 10. The Priesthood of Every Believer

Every Christian has direct access to God through Jesus. The leading of the Holy Spirit, prayer, Bible

study, and congregational worship are examples of ways that raise our awareness of God's presence. Every Christian joins with Christ in the priestly work of leading people to God. All Christians need to participate in relationships, where they share their faith with those around them through word and action.

Hebrews 10:19-22; 1 Peter 2:5, 9-10; 2 Corinthians 5:18-21

### 11. Unity

Jesus said the unity of His disciples and their love for one another demonstrate to the world, that He came from the Father, and that we are His disciples. In order to glorify Jesus in all that we do, we seek to be united on our core beliefs, and allow for differing opinions on disputable matters. We may come from various backgrounds, but we are one – a team focused on carrying out Jesus' mission.

John 13:34-35; John 17:20-22; Ephesians 4:1-5, 11-13, 16; Colossians 3:12-15; Titus 3:9-11; 1 Peter 3:8-9

### 12. Stewardship

Giving of our time, our energy, and our finances is important to our spiritual growth, and demonstrates confidence in God. Christians put God first in all areas of their lives. Christians are instructed to give willingly, cheerfully, generously, regularly, proportionately, and expectantly. Tithing and offering to God the "best of the first" are the Biblical standard for supporting the Kingdom work of the local church.

Genesis 4:4; Exodus 20:3; Exodus 22:30, 23:19; Proverbs 3:9; Leviticus 27:30; Malachi 3:7-12; Matthew 6:33; Luke 6:38; 2 Corinthians 8:1-5, 9-12; 2 Corinthians 9:6-8

### 13. Eternity

Jesus will return at the end of time. All who have ever lived will be resurrected, and judgement will be pronounced on each one. Those who are saved through Jesus Christ will be with God forever. This eternal life is called heaven. Those who are not saved through Jesus Christ will be separated from God forever. This eternal death is called hell. God's desire is that all of us will choose salvation through Jesus. Each person has the choice to accept or to reject Christ's salvation.

John 3:16-17; Matthew 25:46; 2 Peter 3:9; Revelation 20:11-15; Revelation 21:2-4

### 14. Communion

Communion is a sacred memorial that proclaims the life, death, and resurrection of our Lord and Saviour Jesus Christ. Christians count it a privilege to participate in Communion. Every week, we share in Communion as a community, approaching it with humility, reverence, and sincerity.

Acts 2:42; 1 Corinthians 11:23-30

Above, we have listed Glen Elm Church of Christ's core beliefs. We believe that the Biblical teaching on all these core beliefs is clear. Therefore, all teaching and leadership at Glen Elm Church of Christ will follow these Biblical standards. We acknowledge that there are some other teachings on which Christians hold different points of view. Therefore, it is very important, whenever discussion occurs on controversial matters, that the differences be discussed in a spirit of peace that promotes unity.

## Appendix K: CORE VALUES

### Core Values

As children of the Heavenly Father, who are saved by the sacrifice of Jesus Christ, and whose inheritances are sealed by the Holy Spirit, **our values must be in line with God's values.**

These values govern us as we live out our Core Beliefs.

1. **We value love;** it is the core of God's nature.
2. **We value putting Christ first in our lives;** we seek to become like Him.
3. **We value the leading of God's Holy Spirit.**
4. **We value all people;** all people are made in the image of God.
5. **We value the church, the body of Christ;** we demonstrate this through commitment and loyalty.
6. **We value the church's God-given mission** of telling the world about Jesus.
7. **We value relationships,** believing them to be an effective way for Christians to share their faith through word and action.
8. **We value unity.** When God's people serve and work as a team, God will be glorified, and we will be effective in reaching the lost.
9. **We value the training and equipping of God's people,** so that everyone plays a part in Jesus' mission.
10. **We value justice;** God is just.
11. **We value God's plan for marriage and families** – a foundational piece for a healthy society.
12. **We value excellence, creativity, and relevance;** they are reflections of God's nature.