

LAWRENCETOWN UNITED BAPTIST CHURCH

Child Protection Procedures

Board of Christian Education

Effective Date

17 February 2016

A compilation of procedures related to child protection for use by those involved with child/youth/vulnerable adult ministry at Lawrencetown United Baptist Church to guide best practices in keeping with the Child Protection Policy and requirements of the Convention of Atlantic Baptist Churches Insurance carrier.

Lawrencetown United Baptist Church

Child Protection Procedures

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1. Introduction

Lawrencetown United Baptist Church has a spiritual, moral and legal obligation to provide a secure environment for Children/Youth/Vulnerable Adults participating in programs that are under the auspices and authority of the church. Abuse is a violation of God's moral law within the context of a relationship of trust. It is a criminal act as well as a violation of human conscience and dignity. It causes emotional, physical and spiritual trauma to victims, and has destructive consequences for the abusers themselves. The devastating effects on the credibility of a church's ministry and on the good name of Christ make it essential that we take all appropriate steps to prevent abusive incidences.

1.1 Definitions of Abuse

Child/Youth/Vulnerable Adult abuse can be physical, emotional or sexual. All Child/Youth/Vulnerable Adult abuse involves the misuse of power. Misuse of power takes place when people take advantage of the authority or power they have over vulnerable people. Vulnerable people include adults with physical or mental disabilities.

- **Physical Abuse** is any use of physical force or action that results, or could result, in injury to a Child/Youth /Vulnerable Adult. It is more than reasonable discipline. Sometimes injury is caused by over-discipline. Injuring a Child/Youth/Vulnerable Adult is not acceptable, regardless of differing cultural standards on discipline.
- **Emotional Abuse** is a pattern of hurting a Child/Youth/Vulnerable Adult's feelings to the point of damaging their self-respect. It includes verbal attacks on the child, insults, humiliation or rejection. A Child/Youth/Vulnerable Adult who is emotionally harmed may demonstrate severe anxiety, depression, withdrawal, aggression or self-destructive behaviour.
- **Sexual Abuse** occurs when a Child/Youth/Vulnerable Adult is used by somebody else for sexual stimulation or gratification. Sexual activity between Children/Youth may also be sexual abuse if older or more powerful Children/Youth take advantage of those who are younger or less powerful. Sexual abuse includes behaviour that involves touching and non-touching aspects. Types of abuse that involve touching include
 - Fondling
 - Oral, genital and anal penetration
 - Intercourse
 - Forcible rape

Types of sexual abuse that do not involve touching include

- Verbal comments
- Pornographic videos
- Obscene phone calls
- Exhibitionism

- Allowing children to witness sexual activity
- **Child Neglect** is another form of abuse. It is often chronic, and it usually involves repeated incidents. It involves failing to provide what a child needs for his or her physical/psychological or emotional development and well-being. For example, neglect includes failing to provide a child with food, clothing, shelter, cleanliness, medical care or protection from harm. Emotional neglect includes failing to provide a child with love, safety, and a sense of worth.

Other unacceptable or prohibited behaviour includes but is not limited to

- Harassment
- Improper Touching and Discipline
- Corporal Punishment

1.2. Symptoms of Abuse and Molestation

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

Physical signs may include

- Lacerations and bruises
- Nightmares
- Irritation, pain or injury to the genital area
- Difficulty with urination
- Discomfort when sitting
- Torn or bloody underclothing

Behavioural signs may include

- Anxiety when approaching the church building or the nursery area.
- Nervous or hostile behaviour
- Sexual self consciousness
- “Acting out” sexual behaviour
- Withdrawal from church activities and friends

Verbal signs may include statements such as the following:

- “I don’t like.... (name of a particular person).”
- “(Name of a particular person)...does things to me when we are alone”.
- “I don’t like to be alone with... (name of a particular person).”
- “(Name of a particular person)....fooled around with me.”

1.3. Definition of Children/Youth

For the purposes of this document, the definition of Children/Youth is from birth to age 18 as per Child and Family Services.

2. Duties of Christian Education Board and Child Protection Coordinator

The Christian Education Board will ensure the Child Protection Policy and Procedures are reviewed annually with all Children/Youth workers through the Child Protection Coordinator.

- To remind them of the dangers of child abuse and
- To reinforce the importance of strict adherence to the Policy and Procedures

The Child Protection Coordinator will ensure that all workers are educated to recognize and identify the signs and symptoms of abuse and molestation (Section 1.2).

Violations of the policy and procedures are grounds for the removal of a worker by the Program Coordinator, in consultation with the Board of Christian Education.

The Child Protection Policy will be made available in all classrooms,

- To parents and Church members on request
- On a yearly basis at Child Protection Awareness Sunday
- On Lawrencetown United Baptist Church Website
- In common areas of the church

3. Child/Youth Workers

3.1. Qualifications for Child/Youth Workers

The following qualifications apply to all persons, meaning all employees, ministers, board members and volunteers (ages 16 and older) desiring to work with Children/Youth or Vulnerable Adult through any ministry (current or future) of this Church. The Child Protection Coordinator will be responsible to ensure that these guidelines are adhered to.

A new volunteer must have been a member, adherent or ministry leader in good standing, of Lawrencetown United Baptist Church or another Christian Church for a minimum of six months. (An adherent is a person, who regularly attends the public worship services of the church, professes faith in Jesus Christ, respects the church policies and submits to the authority therein, and is involved in approved church ministry, but who has not made formal application for membership in the church.)

If the candidate states that he/she attended or worked with youth in another church, this information may be verified - see Applicants Statement (Section 3.2.1.).

From time to time parents or other volunteers may be used on a short-term basis to help areas of ministry – for example, carpentry, electrical, mini-car races, cooking, sewing, etc. In these cases, the parent/volunteer must work under the direct supervision of a program leader.

A new volunteer/employee must complete an Application For Position in Children/Youth/Vulnerable Adult Ministry form (Section 3.2.1.) and submit it to the Child Protection Coordinator.

All references (minimum of 2) provided by new applicants may be contacted and their comments recorded. On request a copy of a signed release Applicants Statement (Section 3.2.7.) is to be forwarded to all church and individuals who are requested to provide personal information for the candidate Reference Contact Form (Section 3.2.2.) and Suggested “Script” for Telephone Follow-up when Screening Application (Section 3.2.3.).

New applicants will be interviewed by the Child Protection Interview Committee.

All existing ministry leaders, helpers and new candidates (age 16 and over) must have a criminal record check (including Vulnerable Sector) conducted at the church’s expense. A criminal conviction involving Children/ Youth/Vulnerable Adults will, in all cases, disqualify an individual from working with Children/Youth/Vulnerable Adults in this Church.

All Child/Youth/Vulnerable Adult workers will read and sign a Covenant of Care and promise to adhere to the protection and safety standards of the Child Protection Policy and Procedures (Section 3.2.8.)

A successful applicant will

- have access to the Church Policies
- have access to Lawrencetown United Baptist Church Child Protection Procedures
- participate in an information session on Child Protection Procedures annually

Names of all Children/Youth/Vulnerable Adult workers will be given to the Child Protection Coordinator, along with their addresses and telephone numbers for contact purposes.

For each new candidate, the Initial Clearance Checklist (Section 3.2.5.) will be completed by the Child Protection Coordinator to ensure all items listed above are covered.

All applications, reference information, and criminal record checks are confidential and must be kept on file indefinitely in a locked filing cabinet in the pastor's office.

3.2 Application Process

Volunteers will be recruited by the Child Protection Coordinator or volunteers helping to administer a particular program. Volunteers will need to complete:

- An application form
- A reference form
- May need to participate in an interview
- Criminal records check accompanied by letter from Pastor
- Child abuse registry check
- Read and sign the Covenant of Care

3.2.1. Application Form

Lawrencetown United Baptist Church

APPLICATION FOR POSITION IN CHILDREN/YOUTH MINISTRY

Name: _____

Address: _____

_____ Telephone Number: _____

Position Applying for: _____

Member _____ or Adherent _____ Check One

Since _____ to _____
dd/mm/yyyy dd/mm/yyyy

Other Church Affiliation: _____

Address: _____

_____ Telephone Number: _____

Member _____ or Adherent _____ Check One

Since _____ to _____
dd/mm/yyyy dd/mm/yyyy

Pastor's name: _____

Previous Positions Held in Children/Youth Programs:

_____ from _____ to _____

_____ from _____ to _____

_____ from _____ to _____

Driver's License Number _____

References (if possible from previous vulnerable adult/youth/children's programs)

Name _____

Address _____ Telephone Number _____

Name _____

Address _____ Telephone Number _____

Name _____

Address _____ Telephone Number _____

Have you even been charged with, pleaded guilty to, or been convicted of a crime? Yes_____ No_____

If accepted as a Church volunteer, do you agree to observe all Church policies regarding working with Children/Youth? Yes_____ No_____

I hereby agree to have criminal records check conducted at the discretion and possible expense of the Lawrencetown United Baptist Church.

I declare that the above information is correct.

Applicant's Signature and Date

3.2.2. Reference Form

REFERENCE CONTACT FORM

C O N F I D E N T I A L

Name of Applicant: _____

Reference contacted:

Date and time of contact _____

Person making the contact (please print) _____

Method of contact (telephone, letter, in person) _____

Summary of conversation (summarize the reference's remarks concerning the applicant's suitability for Children/ Youth/Vulnerable Adults work)

Signature of Person Making
Contact Position

Print Name
Date

3.2.3. Suggested script for Telephone Follow-Up When Screening Applications

“Hello, this is _____. I serve on the Child Protection Interview Committee of the Lawrencetown United Baptist Church. Like many churches today, we have a screening policy for all of the people who volunteer to work with our children in Sunday school and other programs. I am calling your church because _____ (name of applicant).

- indicated on his/her application form that he/she had
- “attended your church
- “taught in your Sunday School
- “worked with youth in _____(dates) or
- “worked with age level _____

“Can you verify this information?”

“Would you have any reservations about _____ working with children (or teens)? (If there are reservations note them on this form.)

OR

- “Listed you as a personal reference.”

“How long have you known him/her?” _____

“Would you have any reservations about _____ working with children (or teens)? (If there are reservations note them on this form).

“Thank you very much for your help.”

Record all information on the Reference Contact Form (Section 3.2.2.) and return to Child Protection Coordinator.

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.

3.2.4. Standardized Interview for the Screening of Workers in Child/Youth/Vulnerable Adult Ministries

An interview with a member of the Child Protection Interview Committee/Ministry Leader is an Opportunity to review the items on the Ministry Volunteer Application Form. Follow-up questions may be asked for clarification and to allow the volunteer to understand the scope of the position to be filled and the time commitment required.

Preparation:

- Select questions suitable for the position being applied for
- Applicant's completed Application for Children/Youth/ Vulnerable Adults Ministry
- Completed Reference Contact Forms
- Completed Criminal Records Check
- Response letter from Child Abuse Registry Check (this form is to be used by Ministry Leaders only and is not to be given to potential volunteers)

Purpose of this interview is to

- Understand the applicant's relationship with God
- Guide Pastors, Program Coordinators, and the applicant in choosing areas of service that will provide a meaningful and enriching experience for the applicant and for the Children/Youth/Vulnerable Adults
- Maintain a secure environment for the Children/Youth/Vulnerable Adults

Interview:

“(Name of applicant)..., by your presence at this interview, you are expressing your desire to serve God and His Church by serving in children/youth ministries. We would like to ask you some questions to understand your relationship with God.

Do you believe that

- Jesus Christ is God's only Son,
- who committed no sin came to pay for your sins by death on the cross,
- He was buried, rose again, and ascended to Heaven, and
- He resided there with the Father, rules sovereignly over everything, and will return again?

Do you believe that the Holy Bible is God's Word?

Do you believe that Jesus is the only way to receive the gift of eternal life with God?

Why do you want to work with children/youth?

I feel called. I'm looking for a ministry opportunity. I wish to help my spouse.
I was asked. I know some of the children/youth.

Have you ever worked with children before? Yes No

If yes, where _____

What ages? _____

What programs? _____

What did you like or dislike about your experience? _____

What program(s) do you desire to serve in?

Sunday School

Junior Church

VBS

Nursery

Youth Group

Other _____

Would you be willing to attend training sessions associated with these ministries? YES ___ NO ___

Briefly describe how you came to know Jesus and what he means to you today? _____

Is applicant's testimony in agreement with statements made in Section A above? YES ___ NO ___

(Did applicant's testimony conflict with information on Reference Contact Forms?) YES ___ NO ___

Do you believe that as Christian brothers and sisters we are accountable to one another for our actions?

YES ___ NO ___

Do you have a regular time set aside for prayer and reading the Bible?

YES ___ NO ___

Review any items arising from the Criminal Records Check:

Thank you for taking time to meet with us and answering our questions. Do you have any questions or comments?

Interview Date: _____

Applicant's Name: _____

Interviewer _____ Signature _____

Interviewer _____ Signature _____

3.2.5. Initial Clearance Checklist

**INITIAL CLEARANCE CHECKLIST FOR
CHILDREN/YOUTH/VULNERABLE ADULT MINISTRIES**

Applicant's name (please print): _____

- Application for Children's/Youth Ministry Position completed (Section 3.2.1.).
- Instructions for Criminal Record Check given to applicant.
- Reference Contact forms completed and signed (Section 3.2.2.).
- Criminal Records Report received from the appropriate authority.
- If applicable, interview completed (Section 3.2.4.)
- Child Abuse Registry.
- Covenant of Care (Section 3.2.8.)

All of the above in order, reviewed, cleared, and filed for applicant to serve in the Children's/Youth/Vulnerable Adults ministries of Lawrencetown United Baptist Church.

Signatures: _____

Pastor

Child Protection Coordinator

Date: _____

NOTE: If this document cannot be signed at this time because of an unsatisfactory response in any of the above categories, it must be referred to the Christian Education Board before any further discussion with applicant.

3.2.6. Criminal Records Check

A Criminal Record Check (CRC) will be made for any approved volunteer who accepts a ministry position. All paid staff will also submit to a CRC for their own protection and for the protection of the church. All records will be placed in the Personnel File set up for that purpose and will be considered confidential, accessible only to the pastoral staff and the Child Protection Coordinator. Any individual who will not submit to this procedure will be ineligible to be involved with children on behalf of the church. Minors under 18 years of age are exempt from the CRC.

If there is no criminal record of any sort, the volunteer may be considered for ongoing service in the church. If there is a record or information that raises some concerns, the Child Protection Coordinator will meet with the Christian Education Board to discuss the matter.

3.2.7. Child Abuse Registry Check

All Child/Youth workers will have a mandatory child abuse registry check. A copy of this form is available from the Child Protection Coordinator.

3.2.8. Covenant of Care

The Covenant of Care for Lawrencetown United Baptist Church

I promise, in all my relationships with Children/Youth/Vulnerable Adults, to follow appropriate action as defined by my training orientation.

I promise to use only the physical contact that is deemed appropriate by the document (Child Protection Procedures) which I have read and understand.

I promise to use appropriate language.

I promise to show no bias based on gender, ethnic background, skin color, intelligence, age, religion, sexual orientation or socio-economic status.

I promise that I will not harass others.

I promise to respect confidentiality and privacy, unless a Child, Youth, or Vulnerable Adult is in danger, then I will report to a child protection agency or the police.

I have read and agree with the Covenant of Care.

Signature _____ Date _____

Signature _____ Date _____

3.3. Annual Information Session

All Child/Youth workers will participate in a review of the Child Protection Policy and Child Protection Procedures annually at an education session. A written record of attendance will be maintained by the Child Protection Coordinator.

3.3.1. Child Protection Policy Review

The Child Protection Policy will be reviewed annually by the general congregation at the Child Protection Awareness Sunday.

We recognize that there will be exceptions where it is impossible due to the number of volunteers we have. Any exceptions must be recorded in the Child Protection Exception Book. This book will be kept downstairs outside the classroom. This must be recorded at the time of the incident.

3.3.2 Proper Display of Affection

Touch is an essential ingredient 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 a child should be appropriate to his/her age and development. The following guidelines are recommended as pure, genuine and positive displays of God's love.

Appropriate Touch: Love and caring can be expressed appropriately by:

- bending down to a child's eye level, speaking kindly, and listening to him/her carefully
- taking a child's hand and leading him/her to an activity
- putting an arm around the shoulder of a child who needs quieting or comforting
- patting the hand, shoulder, or back to affirm him/her
- holding a child by the shoulders or hand to keep his/her attention while you redirect his/her behaviour
- gently holding a child's chin to help him/her focus on what you are saying (important for children with attention deficit disorder)
- holding a preschool child who is crying, and
- taking both of a child's hands as you say something like "You did such a good job!" Or "I'm so glad to see you!" or "We missed you!"

Inappropriate Touch and Affection: You must avoid

- kissing a child, coaxing him/her to kiss you, or extended hugging and tickling
- touching a child in any area that would be covered by a bathing suit (except when assisting with toileting as outlined elsewhere)
- carrying an older child or having him/her sit on your lap, and
- being alone with a child

3.3.3. Forms of Discipline

Proper discipline is integral to maintaining order and an effective learning environment in any program. The following guidelines are recommended for leaders faced with disciplinary issues:

Acceptable forms of discipline include:

- a reward program for good behaviour
- time outs
- suspending a child from participating in a program's activities
- conferring with parent(s)/guardian(s)
- advising the parent(s)/guardian(s) that a child will not be permitted to attend the program due to his/her unwillingness to abide by the rules

Unacceptable (prohibited) forms of discipline include

- corporal punishment
- striking a child
- verbal and emotional abuse
- demeaning a Child/Youth/Vulnerable adult or reducing his/her self-worth

3.3.4. Potentially Compromising Situations

All individuals under the age of 16 years of age involved in Child/Youth/Vulnerable Adults ministry will be supervised by an adult.

No leader or helper is to meet with a Child/Youth/Vulnerable Adult alone unless he/she is in a room with a window in the door and can be seen by other individuals.

In the case of a coeducational group, every effort will be made to have both male and female leaders.

At least two leaders must remain at a Children's/Vulnerable Adults program until the last child has left.

As much as possible, a "team" approach to Children's/Youth/Vulnerable Adults ministries will be used. Also, designated monitors are beneficial for surveillance and washroom duties.

One-on-one, "out-of-program" contacts between Children/Youth/Vulnerable Adults and workers in non-public places are discouraged

- Individuals who work with Children/Youth/Vulnerable Adults are reminded of the importance of avoiding potentially compromising situations in which an allegation of abuse could be made
- The law views leaders as having a position of authority both on and off the job

When special circumstances require Church staff/volunteers to be alone with a child, they must obtain the consent of the child's parent or guardian before going out alone with the child, or spending time with the child in an unsupervised situation.

- Staff/workers must also notify an appropriate church leader of such a meeting in advance

- It is also recommended that the person briefly document the event (date, time, reason, what transpired, who gave permission, etc.)

3.3.4.1. Washroom Guidelines

Parents are to be encouraged to take their child(ren) to the washroom prior to each class or meeting. This recommendation is to be communicated to parents at the beginning of each new school year and throughout the year to newcomers.

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

- Diaper changing must always take place in such a way that another nursery worker can easily see the child that is being changed, as well as the other children and workers in the room
- Children must be 16 years of age or older, with appropriate training; before being permitted to change an infant's diapers

Preschool and Kindergarten Children:

- Try to take groups of children to the washroom at one time, accompanied by 2 adults
- If a child must go to the washroom, an adult volunteer should escort the child to the washroom entrance. The volunteer should then remain outside the washroom and wait for the child before escorting him/her back to the classroom
- If a child is too long in the washroom, the volunteer should call his/her name. If the child needs assistance, an adult may enter the washroom preferable with a second adult within visual range. If this is not possible, then the volunteer assisting the child should inform another adult when taking the child to the washroom and when returning
- As a general rule, never be alone with a child in a washroom, and never go into a washroom with a child and shut the door

Children and Youth beyond Kindergarten

- It is not necessary for children in this age group to be escorted to the washroom
- A volunteer should never go into a washroom with a Child/Youth and shut the door. A volunteer may enter the washroom in an emergency
- The volunteer should go to the washroom and call the Child's/Youth's name if he/she is taking longer than seems necessary

3.3.4.2. Nursery Guidelines

There will be 2 adults on duty in the nursery at all times.

Children are to be kept in the immediate nursery area except for washroom visits.

Under no circumstance should a child be left alone. No exceptions.

In the case of infants, diapers should be changed by a parent or guardian. If that is not possible a screened worker should change the infant where visible by at least one other adult.

To enable the staff to maintain order and provide the expected level of security, only parents/guardians and nursery workers should be in the nursery.

Scheduled nursery workers must never use a replacement worker who is not listed on the nursery roster without first checking with the Nursery Coordinator, unless the replacement is approved for working with Children/Youth.

Children are never to be dropped off in the nursery without a worker present.

Only a parent or guardian known to the workers is allowed to retrieve a child from the nursery.

4. Classroom

4.1. Student/Teacher Ratio

Lawrencetown United Baptist Church desires to provide a safe, loving classroom where the child feels comfortable and learning can take place. Workers should always conduct themselves in a Godly manner, being an example of obedience, respect, and honesty to young believers. There the following standard shall apply:

Sunday School teachers will be 18 years of age or older.

When it is necessary that only one adult teacher be in a room with children (i.e. worker leaves room to take children to the washroom), the door of the room will remain open. It would be wise to have a window door that will allow the Usher, Child Protection Coordinator and/or Sunday School Superintendent to look in occasionally without interrupting the teaching process.

Supervisory staff will make regular visits to be sure classes are properly staffed and supervised.

Type of Situation		Range of Ages				
		0-3	4 - 7	8 - 10	11 - 13	14 - 18
Classroom		3:1	10:1	10:1	10:1	10:1
Field Trip	Day	X	3:1	5:1	7:1	8:1
	Overnight	X	3:1	5:1	7:1	8:1
High Risk *		X	X	X	6:1	6:1

X = Not permitted

* = High risk activities include rock climbing, swimming, white water rafting/canoeing, water slides, downhill and water skiing, parasailing, skateboard ramps and jumps, trampolines, horseback riding, archery. These types of activities will not be permitted under any circumstances unless professional supervision and training is available

4.2 Classroom Set Up

The door to every room used for Children's/Youth programs will have a window in it.

5. Off-Site Events

Teachers may have special class activities in their homes, plan social activities and involve their children in field trips and service projects. Precautions need to be taken with these activities.

When any group undertakes a field trip or otherwise leaves the church property, the leaders must have a signed informed consent form from the parent(s)/guardian(s) of each child under the age of 18 - Event Permission Form (Section 5.2.). The form must include the following:

- Specific location and details of the outing/event
- The use of volunteer drivers if applicable
- Date and time of departure and arrival
- Signature of one parent or guardian
- Telephone number at which parent(s)/guardian(s) (or some other appropriate designated person) can be contacted during the event
- Child's Health card number

A new consent form must be used for each trip.

- Any child who does not provide written consent may not participate in the event
- Verbal permission over the telephone is not acceptable in terms of legal protection
- The forms are to be kept and filed in the church office for five (5) years

In the rare event that an older teen claims to be living on his/her own, with no one available or authorized to sign a permission slip, then the leaders should:

- Make a reasonable effort to confirm these circumstances and, if found to be true
- Have a consent form signed by the youth for each event and filed in the church office for five (5) years

If an older child should refuse to return to the church building with the group, it is recommended that the leader immediately call the parent(s)/guardian(s) and give notification of the child's intentions.

If any trip/event is overnight, high-risk or to take place off church property, a request to hold the event must be processed through, and approved by, the Christian Education Board.

Parents should be notified at least one week prior to the outing

On trips the following precautions shall be taken

- A list of all participants, a copy of the consent forms, a detailed itinerary, and contact information are to be left with one of the following: the Pastor, a Deacon, the Child Protection Coordinator or designated church member
- The leaders shall take the original consent forms with them

- If the destination is outside Canada, additional medical insurance must be obtained by the parent(s)/guardian(s), and the Board of Trustees must be consulted regarding the amount of liability insurance required
- All trips and off church-premise outings must be supervised by a minimum of two screened and approved, and preferably unrelated, adult leaders. A minimum “two adult rule” must be maintained at all times
- The leaders should clearly outline, to both the Children/Youth and their parent(s)/guardian(s), the consequences of inappropriate behaviour
- Head counts must be taken on a regular basis

5.1. Transporting Children/Youth

When transporting of children is involved in an activity, all drivers must have a valid driver’s license and current automobile insurance. The number of persons per car must not exceed the number of seat belts.

It is recommended that leaders and helpers not transport a youth/child unaccompanied.

- If a Child/Youth needs a drive home, a leader should call the parent(s)/guardian(s) and request that the Child/Youth/Vulnerable Adult be picked up at the church building
- In an exceptional circumstance, if a leader has no alternative but to drive a Child/Youth/Vulnerable Adult home unaccompanied, then the leader should advise the parent(s)/guardian(s) that he/she will bring the Child/Youth home unaccompanied and give the parent(s)/guardian(s) a time estimate in minutes.

If parent(s)/guardian(s) request that a child be transported home by taxi, the responsibility for contacting the taxi company and arranging the Child’s/Vulnerable Adults pickup belongs to the parent(s)/guardian(s)

- Program leaders should never contact a taxi company to arrange transportation of children or teens
- Program leaders should never turn custody of a child under age 16 or vulnerable adult over to a taxi driver unless they have been so instructed by the Child’s/Vulnerable Adults parent(s)/ guardian(s)

5.2 Event Permission Form

Lawrencetown United Baptist Church – Event Permission Form

Event:	Date:
Group	Leaders:
Event Details:	

Registration Cost: Application/Money (if applicable) Due Date: (Cheques to Lawrencetown United Baptist Church)	
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Student Information

Last Name:	First Name:
Grade:	Age:
Phone:	Email:
Address:	City/Province:
Postal Code:	

Parent/Guardian Information

Name(s):	Email:
Home Phone:	Other Phone:

Medical Information

Health Card #:	Health Card Expiry Date:
Medical Conditions or Allergies:	Medication(s) Currently Being Taken

Permission Form

I/we are the legal guardians of the student named above and hereby give my/our permission for the named student to participate in the above named event with the leaders of the event. I understand that in the event of an emergency that the group leaders will do everything in their power to contact me personally, but that in the event that they are unable to do so, I/we give my/our permission for the leaders to seek necessary medical attention for the student named above.

Signature:	Date:
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Medical Disclaimer

As part of the children and youth ministries at our Baptist Church, we regularly take photos, record audio and video during our events. This is used for worship and promotional purposes within our church, our community and on the internet. Our commitment is to do everything in our power to preserve the security of every child or youth that participates in our programs and events. Therefore we do not give away, or sell this media or any other information we receive (e.g. on this form). By completing this form and allowing your children or students to participate in this event, you are giving your consent for this media and information to be stored by us for use in our organization, and for their image to possible be used in future promotions via photo, video or otherwise. If you have concerns or questions contact the Pastor or Youth Worker.

Office Use Only

Approved (Circle One) Yes / No	Amt. Paid	Amt. Owed (if any)
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5.3 Vehicle Requirements

The Lawrencetown United Baptist Church does not accept any liability under any circumstances for claims arising from the use of privately owned vehicles.

The Pastor using his or her privately owned vehicle for church business is responsible for ensuring that:

- the vehicle is properly insured for both personal and business usage
- Public Liability and Property Damage (PLPD) coverages at a minimum of \$2,000,000 must be maintained along with all other mandatory insurance coverages as determined by the Province of Nova Scotia
- the vehicle is in compliance with all relevant statutory requirements
- a valid driver's licence is maintained

Persons other than the pastor using their privately owned vehicle for church business are responsible for ensuring that:

- Public Liability and Property Damage (PLPD) coverages at a minimum of \$2,000,000 must be maintained along with all other mandatory insurance coverages as determined by the Province of Nova Scotia
- the vehicle is in compliance with all relevant statutory requirements
- a valid driver's licence is maintained
- "Non-owned" auto insurance will be maintained by the Lawrencetown United Baptist Church

5.4 Driver Requirements

It is recommended that drivers used to transport Children/Youth/Vulnerable Adults be 25 years of age with at least 3 years driving experience and the appropriate driver's licence.

- In no case will drivers under age 23 be use.
- Drivers over 75 years of age are permitted only if they have
 - a medical certificate
 - a "driving abstract" and
 - the appropriate driver's licence

6. General

6.1 Allegations of Abuse

This church has a zero tolerance for abuse in any form. Whenever any suspicion or allegation of abuse occurs, an ad hoc committee shall be formed consisting of:

- the Pastor(s)
- the chairperson of the Deacons, or another Deacon if the chairperson is implicated
- the chairperson of the Christian Education Board, or another Committee member if the chairperson is implicated
- the Child Protection Coordinator but excluding anyone who is accused or implicated or related to anyone who is accused or implicated. The committee shall initiate and oversee the process outlined as per section 6.3

6.1.1. Allegations Against the Pastor

If a Pastor is accused or implicated, then an appropriate person at the head office of the Convention of Atlantic Baptist Churches will be informed and the procedures outlined in CABC's moral failure document are to be followed.

6.2. Duty to Report

Everyone has the duty to immediately report to a child welfare agency even a suspicion that a child under 16 may be in need of protective services. Once a report is made it remains in their hands to determine if it is up to Child Services to respond accordingly.

6.3. Reporting Allegations of Child Abuse

Any allegation of abuse of a Child/Youth/Vulnerable Adult must be taken seriously. Once an allegation has been made, the onus is on the Church (through its representatives) to respond appropriately to all parties involved - the alleged victim, his/her family and the accused. They should be advised of the Church's concern for the situation and assured of our commitment to investigate the allegation thoroughly and minister to all involved.

NOTE: In the interest of protecting the Children/Youth of Lawrencetown United Baptist Church, it is required that all employees and volunteers immediately report to one of the following: Pastor, chairperson of the Deacons, Child Protection Coordinator, or the program coordinator, any allegations, charges or ongoing investigations that have been brought against them, either with respect to criminal activity or conduct unbecoming their position.

6.3.1. Intervention

When an allegation of child abuse is made, the person who is initially made aware of the information is to report it to the local Department of Community Services, Child Welfare Office, at (902)532-2337 or the Emergency Duty After-Hours number at 1-866-922-2434. The person reporting will ensure that the Pastor, Chairperson of the Deacons, Child Protection Coordinator and the Program Coordinator are notified.

A person making an abuse report shall promptly complete "Report Form for Suspected Child/ Vulnerable Adult Abuse (Section 6.3.4.) And distribute it to the four persons indicated above.

When an incident of abuse/misconduct is reported an intervention plan will be developed and implemented by the Pastor/Deacons and/or Child Protection Coordinator. Such plan will address the needs of the following parties in the following priority:

- the abused and his/her immediate family
- the accused and his/her immediate family
- other parties reasonably construed to be emotionally affected by the situation

6.3.2. Treatment

The Pastor(s) and Deacons and/or the Child Protection Coordinator (if applicable) will participate in the development and coordination of a treatment plan addressing the spiritual and emotional needs of all the affected parties in the church. The plan will be cooperatively developed with all individuals involved or affected.

The goal of the treatment plan will be to bring healing to

- each victim and his/her family
- each abuser and his/her family
- the Church family

Participation in the proposed treatment plan will be voluntary. However, in the case of the abuser, participation in the plan will be required as a condition:

- of continued employment or participation in the Church, and
- to subsequent restoration, if a temporary separation is affected

6.3.3. Disciplinary Action

Any church disciplinary action taken by the pastoral staff, Deacons, Child Protection Coordinator and/or congregation toward any staff member or volunteer involved in the abuse of a Child/Youth/Vulnerable Adult is to be in keeping with biblical guidelines and the provisions of the Church Policies.

6.3.4. Report Form for Suspected Child Abuse

REPORT FORM FOR SUSPECTED CHILD ABUSE

Date: _____ Name of Child: _____

Address: _____

Telephone Number: _____

Name of Person Filing Report: _____

Name of Person Receiving Report: _____

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

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

Action taken (including date and time): _____

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

SIGNATURES: _____

Person Reporting

Person Receiving Report

6.3.5. Follow Up Report Form

A confidential, written report with conclusions, action taken and recommendations for follow-up action if appropriate should always be made by the Child Protection Coordinator and Pastoral Staff following an incident. These reports are to be kept in a confidential file with records of the workers' applications, references and screening forms. Records should be kept for 75 years.

FOLLOW-UP REPORT FORM FOR SUSPECTED CHILD ABUSE

Date: _____ Name of Child: _____

Address: _____

Telephone Number: _____

Name of Person Who Filed Initial Report: _____

Name of Person Who Received Initial Report: _____

Conclusions: _____

Action Taken (including date and time): _____

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

Signature of Person Completing Report: _____

6.3.6. Church Follow-Up and Discipline

If it is found that child abuse by a member of the church has taken place, the church will practice discipline according to Matthew 18:15-17.

“If your brother or sister sins, go and point out their fault, just between the two of you. If they listen to you, you have won them over. But if they will not listen, take one or two others along, so that ‘every matter may be established by the testimony of two or three witnesses’. If they still refuse to listen, tell it to the church; and if they refuse to listen even to the church, treat them as you would a pagan or a tax collector.”

The church should maintain frequent communication and supportive relationships with those suspected or guilty of child abuse as long as those persons exhibit a willingness to listen, change and look to Christ for help. This does not exclude the need for hurting individuals to receive professional counseling.

6.3.7. Public Relations

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. Only the spokesperson will speak to the media and the congregation regarding the matter, if required, in a discreet, informed, truthful and diplomatic way. That person will be the Pastor, Deacon or Child Protection Coordinator.

6.4 Confidentiality

In these matters it is important to keep the information restricted to those who need to be advised.

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

6.5 Safety Issues and Reporting of Injury or Property Damage

Any health, safety and/or sanitation issues giving concern for the safety or well-being of a Child/Youth/Vulnerable Adult under the care or supervision of Lawrencetown United Baptist Church shall be:

- taken seriously
- reported to the Child Protection Coordinator or Deacons Board if Child Protection Coordinator is unavailable
- investigated promptly

Any incident involving injury to a Child/Youth/Vulnerable Adult, damage to Church property or any other unsafe situation should be reported immediately to a member of the Board of Trustees and followed up by a brief, written report to the Trustees. The written report should be kept on file indefinitely by the Trustees.

6.6 References

Bridgetown Child Protection Procedures dated 15 August 2014.

Child/Youth Protection Policy received May 2014 from Canadian Association Baptist Churches Insurance Company