



PLAN TO PROTECT CHILDREN'S & YOUTH MINISTRIES' MANUAL

**For all staff and volunteer workers of
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REVISION CONTROL SHEET

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8	All	Minor revision and changes relating to CBC's vision and mission and youth events at the church and off-site	K. Stewart	01 February 2012

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1 CBC VISION AND MISSION

➤ CBC VISION

- ✓ “A Church Where the Community Loves to Attend.”

➤ CBC MISSION

- ✓ “To Create Environments Where God can Work”

2 OUR COMMITMENT AND MANDATE

2.1 Commitment

Community Bible Church stresses the sanctity of human life and the importance and worth of each individual as a child of God.

It is our commitment to provide a safe and loving environment for all children and youth attending any ministries sponsored by CBC. These ministries are staffed by well-screened, godly, qualified staff who provide support for the families as they seek to train their children/youth (C/Y) to become fully devoted followers of Jesus Christ.

It is also our commitment to alert all workers to the potential risks involved as we seek to protect our church, our staff and our volunteers from accusations of negligence, misconduct or abuse.

2.2 Mandate

Everyone who teaches, helps, or cares for C/Y as part of the ministry of CBC, must follow the guidelines as defined in this document.

The CBC Overseers have reviewed and adopted these guidelines as the standards of CBC.

3 UNDERSTANDING THE NEED FOR “PLAN TO PROTECT”

The disturbing and traumatic rise of physical and sexual abuse of C/Y has claimed the attention of our country and society.

3.1 What is Child Abuse?

Abuse is the physical, sexual, or emotional maltreatment of a child or youth up to age 18.

Physical Abuse – is any physical force or action, which results in or may potentially result in a non-accidental injury to a child and which exceeds that which could be considered reasonable discipline. It could be caused by failure to protect or supervise properly, and failure to provide for the necessities of life. It could also be caused by excessive discipline.

Sexual Abuse – is any sexual exploitation of a child or youth, whether consensual or not. It includes any sexual contact where a minor is used for sexual stimulation. It could include touching (e.g., fondling), and non-touching (e.g., verbal comments, obscene phone calls, exhibitionism, pornographic materials). It usually is committed by someone in a position of trust and so known by the child/youth.

Emotional Abuse – is acts or omissions of those responsible for the care of a child, which could produce long-term emotional disorders. This could involve belittling, shouting for no reason, putting down, fault-finding or other forms of verbal abuse. It could also involve ridiculing the child/youth in regards to their skin colour, religious background, disabilities or family status, especially in the presence of others.

Neglect – is failure of those responsible for the care of a child to meet the physical, emotional or medical needs of a child and causes the child's health, development or safety to be in danger (e.g., depression, anxiety and behavioral disturbance).

3.2 Profile Of A Child/Youth Molester

Many people assume that molesters are “strangers wearing trench coats” or “perverted old men”. No one profile fits. The real molester could be an adult or teen who is active in the church. Some common factors are:

- a) the abuser is usually someone known to the victim;
- b) most abuse takes place within the context of an ongoing relationship;
- c) the large majority of child/youth abusers are men;
- d) twenty percent of sex offenders begin their activity before the age of eighteen; and
- e) child abusers often are married men and have children.

3.3 Why Churches Are Susceptible

Churches have unique features that make them susceptible to incidents of child abuse.

Trust – Churches tend to be trusting institutions and may overlook concerns or evidences when a worker's conduct is being questioned.

Screening – Some churches do little or no screening of its C/Y workers.

Opportunity – Often churches provide opportunities for unsupervised close personal contact between adults and children.

Need – Churches often are in great need of workers and so quickly accept a willing volunteer to fill a much needed position.

4 HIRING AND SUPERVISION OF C/Y STAFF & VOLUNTEERS

Churches that experience a lawsuit for acts of child/youth abuse are accused of negligent hiring or negligent supervision.

Negligent Hiring – Happens when a church does not carefully select and screen its staff and volunteer workers. All volunteer workers should have a face-to-face interview with the Ministry Team Leader.

Negligent Supervision – Happens when a church neglects to supervise its workers. Supervision must be intentional as Ministry Team Leaders or designate make formal and/or informal visits to classrooms or programs/events. Careful hiring and supervision, also helps to protect the staff and volunteers from false accusations.

Parental Responsibility – Parents always have the primary responsibility for the protection of their C/Y. They must use wisdom and caution as they leave their child/youth with anyone. CBC cannot be responsible for protecting C/Y who attend non-church planned events, even if they are planned by someone who is a worker with C/Y at CBC. CBC also cannot be responsible for youth who drive with other youth to and from events. Transportation of youth to and from events is the parent's responsibility.

5 SELECTION AND SCREENING OF C/Y WORKERS

An applicant is eligible to apply to work in the C/Y Ministries, after attending CBC for approximately 6 months. Exceptions may be made if a new attendee has transferred in from another church and has a good recommendation from previous Pastor. A newly hired staff person or summer intern will provide a stamped police check before they commence responsibilities.

- 1) The C/Y Ministry Team Leaders must submit a contact list of workers, complete with phone numbers and e-mail addresses for the new ministry year by end of June to the Senior Pastor and to the Plan to Protect Coordinator. Updates are sent as new staff is added throughout the year. Plan to Protect training will then be scheduled early September and October and as needed throughout the ministry year.
- 2) The screening process must be complete before permitting a volunteer to serve in the C/Y ministry at CBC. However, because police checks are taking several months to have returned, trained workers are allowed to serve while waiting for the returned police check. Under these conditions, they must always work with a trained and screened worker over 18 years and must never be left alone with a child/youth.
- 3) All adult and senior youth prospective workers in the C/Y ministries must complete the following to protect the church and workers if legal action is ever taken:
 - a) "Volunteer Application Form" (2 pages) (refer to Annex A);

- b) complete all areas of the Police Records Check for Service with the Vulnerable Sector, with a signature and date. Also obtain a witness signature of the Plan to Protect Coordinator or CBC Pastor in the box titled “Verified by” on the top right hand corner of the form. Current police checks will be accepted from other recognized agencies;
 - c) two pieces of photocopied ID, both with names and birthdates and one with a photo (e.g., driver’s license, passport, birth certificate, baptismal card, student card, work card and hospital card). As documents can be tampered with, the Plan to Protect Coordinator or the one conducting the training must actually see the original documents;
 - **No health cards, Visa or MasterCard will be accepted.**
 - **If there is info on the back of the card, photocopy it as well; and**
 - d) “Worker’s Covenant” (refer to Annex A).
- 4) An adult or senior youth applicant must attend a “Plan to Protect” training session or have read the Plan to Protect manual.
 - 5) Junior High students, who are 11 – 13 years old and wish to work in the children’s ministry, must complete the Volunteer Application Form (for Junior Youth working with children), (refer to Annex A). They must also attend a ministry training session, conducted by the Ministry Leader. They do not need to attend a Plan to Protect training session or have a police check until they enter high school.
 - 6) An applicant must have read and agree with:
 - a) CBC Statement of Faith (refer to Annex A); and
 - b) CBC Lifestyle and Morality Standards (refer to Annex A).
 - 7) When application forms are completed, evaluated and checked for accuracy, the Police Record Check for Services with the Vulnerable Sector and 2 pieces of ID, along with a cover letter from CBC, with the church registration number on it, must be taken to the police station by the applicant to start the screening process.
 - 8) An applicant between the ages of 14 – 17 who does not have 2 pieces of ID must appear in person at the police station to be cleared with:
 - a) completed Police Records Check for Services with the Vulnerable Sector;
 - b) cover letter from church – with church letterhead, church registration number, applicant’s name, and signature of the one responsible for “Plan to Protect” or the CBC Pastor or Overseer;
 - c) ID – student card, birth certificate, passport etc. If applicant does not have photo ID, the parent must produce one (e.g., driver’s license); and

- d) the parent must also be able to show that his/her last name is the same as the applicants or show proof that this is indeed his/her youth.
- 9) There is no fee for volunteers to receive a police check, as long as they have the church cover letter. However, there is a fee of \$14 (2009) for paid staff.
- 10) If students or adults require an Express Check (one completed in an hour), the fee is an additional \$33 (2009). They do not receive the written report on the spot. It will be mailed to the applicant, who must give it to the Plan to Protect Coordinator. There is a fee of \$33 (2009) to receive the report on the spot. This is only possible if the applicant has been a resident of Ottawa for the past 5 years.
- 11) A follow-up Police Records Check for Service With The Vulnerable Sector of any staff or volunteer worker may be asked for at any time by the Senior Pastor or Overseers.
- 12) If a completed search has “negative results”, the stamped Police Record Check form will be mailed back to the applicant who must turn it in to the Plan to Protect Coordinator.
- 13) In the case of a possible match, individuals who require a copy of their criminal record, will have to be fingerprinted by the **Ottawa Police Service** by appointment only at 613-236-1222 ext. 5485. (The fee of **\$20** for this service is waived for volunteers.) Fingerprints will be forwarded by OPS to the RCMP along with the applicant’s certified cheque or money order in the amount of **\$25** (payable to the Receiver General of Canada). Results of the RCMP’s search will be mailed directly to the applicant. (The RCMP fee is not required if the applicant provides written confirmation of volunteer work at CBC.)
- 14) An applicant with a criminal abuse record against anyone, will not be accepted into C/Y Ministries, even if the violation took place before salvation. They may be eligible to serve in another ministry at CBC.
- 15) If an applicant has lived in Ottawa for five years, the process can usually be completed in 6 weeks. Peak periods usually require 8-12 weeks. Applicants who are new in town will experience a longer wait time.
- 16) An applicant from another country, must obtain their own clearance, and then present it with their forms for clearance here in Ottawa.
- 17) The Worker’s Covenant will be completed once at the Plan to Protect training.
- 18) Workers must take the Plan to Protect refresher course and have a police check every 5 years. This will be taught by the Plan to Protect Coordinator or someone designated by that leader. The Coordinator will keep the Plan to Protect records up to date.
- 19) An up-to-date list of screened workers will be kept on file permanently with the Plan

to Protect Coordinator.

- 20) Confidentiality – All personal information disclosed, security check results and reference checks will be considered confidential without the written permission of the volunteer. All confidential information will be disclosed only to the Senior Pastor, C/Y/Ministry Team Leaders and the Plan to Protect Coordinator.
- 21) All appointments or police checks info can be obtained at 613-238-1222 ext. 5458.

6 TRAINING OF CBC C/Y MINISTRIES STAFF & VOLUNTEERS

- 1) All new C/Y workers who are senior youth and older must attend a training session called “Plan to Protect”. This will be offered on a regular basis as needs arise.
- 2) It is the responsibility of the Plan to Protect Coordinator or someone appointed by this Leader, to teach the “Plan to Protect” and do the necessary follow-up and record keeping. The Plan to Protect Coordinator will notify the C/Y Team Leader when someone qualifies to serve.
- 3) It is the responsibility of the C/Y Ministry Team Leaders to notify volunteers who require this training and to ensure that no worker commences ministry until this training and process are complete. When there are Occasional Observers (see Section 6.6), the Area Coordinator and Teaching Leader must be made fully aware of the status of these volunteers and not allow them to be left alone with a child. The Plan to Protect Coordinator must be notified that a Plan to Protect training session is required.
- 4) It is the responsibility of the C/Y Ministry Team Leaders to notify the Plan to Protect Coordinator of senior youth working in the C/Y Ministry, who have taken ministry training to work with children when 11-13 years of age, and now qualify to take Plan to Protect training and have a police check done.
- 5) It is the responsibility of the C/Y Ministry Team Leaders to contact workers who are delinquent in any of these Plan to Protect areas.
- 6) Occasional Observers who visit a Children’s/Youth Ministry, do not need to be screened, but will not be placed in a position of trust. An Occasional Observer could be, without limitations:
 - a) Prospective volunteers who are there to check out the ministry for a few weeks;
 - b) A parent who remains with a child who is not yet ready to be left alone;
 - c) A parent who wishes to observe their child’s ministry;
 - d) A parent who is there to provide parental support for a project; and/or
 - e) A worker from another church there to observe another church’s ministry.
- 7) When wishing to contact children, always address phone calls and e-mails to the

parents, who will pass on the information to their child. When contacting youth, their parents should be contacted as well to be made aware of what is going on.

- 8) The responsibility of the Senior Pastor is to review and initial the approved Plan to Protect document and any updates. He is also to be given the names of workers serving in each ministry. A Pastor will have valuable inside information that may be useful, that a Ministry Team Leader may not be aware of.

7 SUPERVISION OF CBC C/Y MINISTRIES STAFF & VOLUNTEERS

- *The C/Y Ministries are each responsible for their own safety procedures as their ministries are carried out weekly.*

7.1 Approved Activities

All C/Y events and programs must be approved by the Ministry Team Leader.

7.2 Team Approach

A minimum of two unrelated workers should be present at all times when working with C/Y. When it is necessary because of some emergency for only one adult or related family members to be in the room with children, the door must be left open, or a window in the door, and a member of the security team patrolling the halls.

There must always be one volunteer who is 18 years of age or older. If younger volunteers are serving, the combination of one adult volunteer and two junior or senior youth is acceptable (i.e. 1 adult over 18 + 2 youth = 2 adults). For all events, there must be a minimum of 2 female and 2 male adult leaders present.

7.3 Adequate Care

A suggested guideline to always be working towards:

Nursery (newborn – 2 years) - 1:3 ratio
Early Childhood (2 years to SK) - 1:4 ratio
Elementary (Grade 1 – 5) - 1:8 ratio
Youth (Grade 6 – 12) - 1:10 ratio

If the classroom exceeds these limits, it may have to be capped to ensure the safety and quality of education for each child, until there is an adequate number of workers.

7.4 Before & After

Activities and programs must be supervised before and after ministries until all C/Y are picked up. Nursery – Grade 2 children must remain in the classroom or behind the red floor tape as decided by the Children's Ministry staff. They must be picked up by a parent or designate, using the receiving/releasing sheets, name tag security numbers and ID cards of the parent or designate. Parent/designate will sign out their child.

All weekday club children must be signed out by the parent or designate and be accompanied by them to the parking lot.

Only with the parent's permission, is a child to remain in the parking lot after church or after a mid-week event.

7.5 Worker Behaviour

All workers must be an example of godliness and purity. Staff and volunteers will refrain from the following behaviour: extended hugging, kissing, inappropriately sitting a child on his lap, inappropriate touching, being alone with a child, verbal abuse or physical discipline. A worker must never hit or yell at C/Y.

Questionable behaviour or inappropriate conduct must be confronted and reported to the Team Leader of the ministry.

7.6 Children's Behaviour

After two warnings of misbehaviour, a parent of the offending child/youth should be notified. (If your own child needs such discipline, it is to be done at home, never within a program. Observers may not know it is your child.)

7.7 Washroom Procedures

Parents will be encouraged to attend to their child's washroom needs before bringing them to the children's ministry.

Nursery (0 – 2 years) – There must always be a female on duty and at least two workers when a diaper is changed. Children under the age of 14 who are assisting in the nursery should not change diapers.

C-KIDS jr. (2 – 5 years) – The Teaching Leader or Class Assistant will page the Security Team to contact a parent or designate, to attend to the washroom needs of their child. Then follow the guidelines under the Paging Parents section of the Children's Ministry Manual.

C-KIDS (Grades 1 - 5) – Children in this age group are able to go the washroom alone. The Small Group Leader will monitor this closely.

In case of a "washroom emergency", a pre-school class should go together with two volunteers, or there should be two adult volunteers accompanying the child. The volunteers should check the washroom before a child enters and then wait outside for the child. Only one child is allowed in the washroom at any one time.

Hallways – Supervision of hallways will be strengthened by using a Security Team. The Security Team Member could serve as the second adult when children go to the washroom, thus allowing an extra teacher to remain in the classroom.

7.8 Record Keeping

Names, addresses, phone numbers etc. of C/Y must be recorded. Worker schedules are prepared regularly. A sign-in procedure for youth, as well as for children, needs to be in place. These forms must all be permanently filed away at the church office

7.9 Registration and Waiver / Medical Release

Written consent from the parents, guardian or caregiver must be provided by an annual filled-out "Waiver and Medical Release" form (refer to Annex A), for each child/youth attending the Children's/Youth Ministries. Each August is a good time to have these forms updated for the new ministry year. As new C/Y become regulars with the groups, it is important to have these release forms filled in. The original forms must be filed at the church office. A photocopy must accompany the leader during outings.

7.10 One-On-One

If a staff, volunteer or mentor is required to spend one-on-one time with a child or youth, the following precautions must be taken:

- a) parental permission should be obtained. Parents should be kept in-the-loop as much as possible;
- b) meet in a public location (e.g., McDonalds Restaurant); and
- c) a female staff or volunteer meets with female C/Y, and similarly male with male.

7.11 Exits & Doors

All workers should be made aware of an "emergency exit plan". Classroom doors should have windows or classroom doors left open. These doors should not be locked when in use.

7.12 Worker ID Identification

All children's workers must wear a nametag or approved clothing as provided by the Team Leader of the ministry. Never allow strangers into your classroom.

7.13 Receiving/Releasing of Children

- 1) Accurate receiving/releasing procedures will be provided for Nursery, Preschoolers, Grades 1 and 2, and workers and these records are to be filed at the church office.
- 2) A parent or designated person over 18 years of age must carry out this procedure. Otherwise a written note must be given to the teacher ahead of time.
- 3) Name and photo of any parent or relative who is not allowed legal access to a child must be available to classroom workers.

7.14 Childcare (Non-Sunday Morning Events)

When occasions arise that baby-sitting is required for church sponsored events other than Sunday mornings (Christmas Eve, Easter Programs, Lifegroups, etc.) the following standards must be met:

- 1) The person in charge of childcare will have gone through the Plan to Protect approval process, understand safety procedures and must be present at the childcare site.
- 2) Strict adherence to the minimum of staffing policy is necessary.
- 3) High school & junior high students are allowed to be helpers only, and are not considered part of the adult leaders required.
- 4) Any childcare activity must have a sign-in/out sheet for attendees. The sheet must be returned to the Children's Ministry Leader at the end of the activity for filing.
- 5) All rooms used must be pre-approved ahead of time, and returned to ready condition for the next ministry. Everything put away and cleaned up.

7.15 Transportation

It is the parent's responsibility to provide transportation of their C/Y to and from regular church activities.

Staff or volunteers, who transport C/Y at church events, must follow these guidelines:

- a) have a valid driver's license "G" and insurance;
- b) have signed a Driver's Contract (see Appendix A) showing license number and car insurance policy number. This must be completed annually;
- c) number of persons in vehicle must not exceed number of seat belts. All seat belts must be used;
- d) must drive responsibly and respect the speed limit;

- e) whenever possible, have another adult in the vehicle. If not, when dropping off C/Y, the driver will drop off passengers of opposite sex first. If not possible, alternate arrangements need to be made by the parents;
- f) a driver must never have had a police record for careless or impaired driving. He may be asked to provide a Driver's Abstract check document to qualify. A Driver's Abstract check reports the driver's record for the last three years, with a cost of \$12 (2007). These forms are available at any driver's license bureau; and
- g) when using younger drivers with only a G2 license, the leader must have a signed Student Driver's Permission form (see Appendix A), from the parents of the youth who they drive around.

7.16 Emergencies

- a) **First Aid** – First aid kits must be kept available for emergency use at the church and on site for camps or other off-site events. The contents are to be maintained as necessary.
- b) **Medications** - Workers are not to give or apply any medications. If a child needs medication, the parent must give it. No medication will be left in the classroom or with a worker or child. In extreme cases (e.g., peanut allergies, ventilators etc.), arrangements should be made with instructions and written permission of the child's parents.
- c) **Emergency Exit Plan** - All leaders should be made aware of an "emergency exit plan". A practice fire drill and/or instructions regarding exiting the building in the event of a fire, bomb threat etc. should be carried out at least annually.
- d) **Emergency Exit Procedure**
 - Adults** – In the event of an emergency, the Pastor, Worship Leader or their designate will calmly instruct the congregation to exit the building by way of the EXIT signs. They will also instruct the parents not to go near the children's area but to allow the children's workers to lead the children to safety.
 - Children** – The children's workers will follow the evacuation procedures as outlined in the Children's Ministry Manual:
- e) **Weather Alert** - If there is a fear of dangerous weather, volunteers should wait for a Ministry Leader or Coordinator to instruct them in what to do. In no way should a volunteer act in such a way as to incite panic among children or other volunteers. Dangerous weather could include: ice or heavy snowstorm, severe wind or rain.
- f) **Missing Child** – In the event that a child is missing, the Children's Ministry Leader should be notified. The teaching/small group leaders should then notify the coordinator or ministry leader to continue the search, notify parents, or increase church awareness. All should remain calm and rational while moving in as timely a manner as possible.

g) Security Team – Security will be notified to help out in the event of an emergency (e.g., to contact a parent, to clean-up and sterilize after a sick child or blood involved injury, to search for a missing child, etc.)

h) Emergency Policy Process

- 1) The Governance Coordinator and Plan to Protect Coordinator, must notify the Overseers, Ministry Team Leaders and Admin Assistant, at least yearly of the need to educate the congregation regarding emergencies.
- 2) The Admin Assistant must inform the congregation of details of the Plan to Protect policy regarding emergency procedures. A corner in the church bulletin could be reserved for weekly info of these procedures.
- 3) The Children’s Ministry Team Leader must inform and educate the children’s workers annually, regarding what to do if a fire etc. should happen. That leader must also inform parents that they are not to come to the children’s area if an emergency were to happen, but that the workers are trained to lead children to safety.

Working together as a team, the adults and children at CBC should remain safe even in the event of an emergency.

8 EVENTS AWAY FROM NORMALLY USED CHURCH FACILITIES & OVERNIGHTS

- 1) Must be approved by the Ministry Team Leader.
- 2) Leaders will send advance notice of events, to the parents by way of an e-mail or letter, regarding details of the event, phone numbers, ministry leader involved and that leader’s emergency cell phone number. This information will allow parents to decide if they wish their child/youth to be involved.
- 3) Leaders must be sure to have a signed “Family Registration and Waiver/Medical Release” form for each child/youth. Where a child/youth drops in to an event, the family who invited them will be considered the guardian for the event. The form can be sent home with the student to be signed by the parent. A copy of these forms must be kept with the leaders at each event or program, with the original filed at the church office.
- 4) Suggested ratio of 1 adult per:
 - 3 children (0 – 2 years),
 - 4 children (2 years to Senior Kindergarten),
 - 8 children (Grade 1 – 5), and
 - 10 youth (Grade 6 – 12).
- 5) Have at least 2 unrelated adults. 2 youth serving with 1 screened worker over 18 years is also acceptable.

- 6) For all youth events, there must be a minimum of 2 female and 2 male leaders present.
- 7) For youth events, have same gender leader present for each gender represented.
- 8) All adults (leaders, chaperones, sponsors) must be screened workers.
- 9) Do not let anyone attend an event without the annual Waiver & Medical Form signed by a parent or guardian.
- 10) On retreats, 2 leaders must sleep nearby a group of youth, but not in the same room. Leaders must accompany youth for all activities.
- 11) Events that are properly staffed are encouraged at CBC. Events must always have a minimum of 2 female and 2 male leaders present and also must respect the 1:10 ratio as the group grows in numbers.
 - a. Events at CBC – held in the auditorium or kitchen, must have a security person patrolling the halls or the doors monitored by one of the leaders as youth arrive and then locked for the remainder of the event. The Youth Pastor or designate is responsible for clean-up, garbage removal and to lock the doors when the event is over.
 - b. Events held Off-Site – such as Where’s Waldo or the Mattress Game, etc., must have youth travelling in groups of not more than 10 with one leader responsible for each group. Events like a ski trip may see youth at times, skiing separate from the rest of the group. Events like Snowflake and No Other Name may see youth divided up for workshops.

Sleeping arrangements for overnight events (e.g. Snowflake), will have youth in rooms, and leaders in rooms nearby. When circumstances require leaders and youth to share a room, there must be 2 leaders and at least 2 youth in the room. The leadership will determine “lights out” time. Hallways will be patrolled in shifts throughout the night. Youth must go directly to bedrooms after evening programs. Leaders must be attentive to the youth and know their whereabouts at all times.

There will be occasions (e.g., again at Snowflake) where the youth must leave the group for arranged workshops, etc. Youth must respect and obey the rules and schedules set out by the organizers of the events and leaders of CBC. Youth will not be permitted to leave the events without permission of leaders and the youth must check in with the leaders regularly, especially when their location and time of return changes. Youth must always be in teams and must not wander off on their own at any time. Parents should be informed that their youth will have these unsupervised times. Should it become necessary for a youth to return home for medical reasons or disciplinary actions, the parent is always responsible for transportation and costs. Leaders must never leave the group.

- 12) **Out-of-Country Trips** - Each child/youth must have: a passport, travel insurance, and permission letter from their parent(s) or guardian when crossing any international border. It is recommended that leaders have a large envelope for each youth to keep all this info in, for easy access at the border.
- 13) **Travel Forms** - Travel forms will be used to record names of students, leaders, drivers, events, destination and emergency contact phone numbers. They will be used for all over-night events. The child/youth will sign in as they arrive. This form is being used for liability reasons and for recording attendance at events. Leaders may wish to use these forms for other events.

For overnight events, the travel form must be left at the church office, with a photocopy to go along with the Ministry Leader. All forms should be permanently filed away by the Ministry Leader at the church office.
- 14) Driver's Contracts will be signed annually for each driver being used to transport C/Y at events. It is understood that it is the parent's responsibility to provide transportation for their child/youth to and from programs and events that they wish their child/youth to attend.

9 ABUSE REPORTING PROCEDURES

Pastors, Overseers, Staff and/or Volunteers are:

Morally – required to report incidents of inappropriate conduct, questionable behaviour or child abuse [physical, emotional, sexual, neglect or other intra-familial maltreatment] or the risk that these could occur to C/Y under 18 years of age. Report immediately to the Senior Pastor, Overseer, Ministry Team Leader or Plan to Protect Coordinator.

Legally – required to report incidents of physical, emotional, or sexual abuse and neglect or other intra-familial maltreatment, or the danger that they could occur. The one who brings the report is responsible to report it directly to the Children's Aid Society (CAS). However, at CBC, a volunteer may ask the Pastor, Overseer, Ministry Team Leader or Plan to Protect Coordinator to make the report on his/her behalf. If they are not available, the individual is obligated to go ahead and report to a CAS worker. Internal procedures at CBC, must not delay the reporting to CAS. Always advise the CAS worker as to whether the family is aware of the referral.

Incident Report Form – Suspected Child Abuse (refer to Annex A) - must be filled in and filed away by Pastor, Overseer, or Plan to Protect Coordinator.

Follow-up Report (refer to Annex A) - must be filled in and filed away by the Pastor, Overseer or Plan to Protect Coordinator, when the investigation is completed.

Duty – The duty to report is an ongoing one. Any new information leading to the suspicion of a new or different occurrence must also be reported.

10 ACCIDENT

Should an accident occur involving C/Y, the Ministry Team Leader is notified and an Accident Report form (refer to Annex A) must be filled in and kept on file permanently. All injuries, no matter how small, must be reported to the parents. ALL HEAD INJURIES must be reported. Any injury involving blood must be handled carefully. Latex gloves must be used and hands well washed with disinfectant soap and water. Put all bloodied items, carefully secured, in a plastic bag, tied for disposal.

Do not get parents unless absolutely necessary. However, tell the parents about the injury when they pick up their child, regardless of how minor the injury.

11 INVESTIGATION

- 1) Immediate suspension shall take place when a staff member or volunteer is suspected of child/youth abuse, and reasonable evidence exists as to his/her alleged involvement, until a complete investigation has been made by Children's Aid and Police. The Associated Gospel Church (AGC) must be notified if a staff person is involved.
- 2) Pastor, Overseer, or Plan to Protect Coordinator will contact:
 - a) Person who made report;
 - b) Parents or guardian of child/youth;
 - c) Children's Aid; and
 - d) Ottawa Police.
- 3) Pastor, Overseer or Plan to Protect Coordinator will not begin to investigate the accused. That must be left up to the Children's Aid and Police. However, the accused should be notified that a report has been filed against him.
- 4) Once the investigation has begun, the Pastor, Overseer or Plan to Protect Coordinator will report to the accused the nature of the report against him. He will be treated with respect and an appropriate amount of support.
- 5) The Pastor or Overseer will support the victim and family, being careful not to inquire of details or not to blame anyone of anything.
- 6) The Plan to Protect Coordinator will complete an Incident Report and give it to the Senior Pastor or Overseer for filing away.
- 7) The Senior Pastor, Overseer or the Plan to Protect Coordinator will represent the church, if needed, to meet with the press because of an incident.

12 EXCEPTIONS

It is understood that circumstances may arise that necessitate the need for deviating from this policy. For such infrequent and unusual situations that are not easily classified elsewhere in this manual, the standards and spirit of this manual shall be recognized as being in force. Exceptions should be cleared with the Children's/Youth Team Leader in advance (or) as soon as an unavoidable or uncorrectable deviation is observed, please notify the Children's/Youth Team Leader as soon as possible for your own protection.

13 FINAL INSTRUCTIONS

- **Always work as a team, with 2 unrelated adults/youth working together to protect the C/Y, staff, volunteers, and church, except as indicated earlier in this document.**
- **It is important that leaders use this document as provided. Documents and forms must not be altered without proper revisions done.**
- **This document will be reviewed annually, and if needed, revisions will be made at that time.**

Annex A

Community Bible Church – Forms

<u>Title</u>	<u>Control #</u>
Statement of Faith	CBC.008
Lifestyle and Morality Standards	CBC.006
Volunteer Application - for Junior Youth Working with Children	CBC.018
Volunteer Application - for Senior Youth and Adults Working with Children/Youth	CBC.009
Police Records Check for Service with the Vulnerable Sector	N/A
Screening Instructions – Police Records Check	N/A
Worker's Covenant	CBC.012
Family Registration and Waiver / Medical Release – for Children's Ministries	CBC.017
Family Registration and Waiver / Medical Release – for Youth Ministries	CBC.010
Travel Form	CBC.020
Student Driver Permission	CBC.021
Driver's Contract	CBC.019
Accident Report	CBC.016
Report Form – Suspected Child Abuse	CBC.007
Follow-up Report Form – Suspected Child Abuse	CBC.005

Note: The forms contained in this Annex are controlled separately from the rest of the document.

STATEMENT OF FAITH

- We believe that the Bible is God's message to every human being throughout time, and in the original writings is exactly as He gave it, word for word without any error whatsoever (II Timothy 3:16).
- We believe that there is only one God, yet He exists in three persons; the Father, Son, and Holy Spirit, and that these three are eternal and equal. We also believe that God is the sole creator of the universe (Matthew 28:19, II Corinthians 13:14).
- We believe that Jesus Christ was fully God and fully man, that He was born of a virgin and that He lived a sinless life, in which He taught and did mighty works and signs exactly as revealed in the four gospels. We believe that He died for our sins, which demonstrated His love for all people. However, He did not remain in the grave but physically arose from the dead on the third day as the Scriptures declare. Later, He ascended to heaven where He is head of the Church and intercedes for believers. From there He will come again visibly to this earth to set up His kingdom in which He will reign forever as King (Colossians 1:15-20; John 1:1-19; John 10:30-33; I Corinthians 15:3-4).
- We believe that a person becomes a true Christian by recognizing that he/she is a sinner who stands guilty before God, but by trusting in Christ receives salvation which includes forgiveness of sins, the receiving of a new nature, and the hope of eternal life. This salvation is made possible by God's grace and that it is entirely apart from good works, such as baptism and church membership (John 3:16; Ephesians 2:8-9; Romans 6:23).
- We believe that a true believer cannot forfeit his standing with God. However, sin may interrupt the joy of his fellowship with God and bring the discipline of a loving Heavenly Father (John 10:28).
- We believe that the Holy Spirit is a person, that He is God, and has all the attributes of God. We also believe that He lives in all believers and that by His ministry every Christian is connected to God's eternal family, assured of his standing with God, and is specifically and uniquely gifted for effective Christian service. We do not believe God intended any one gift for all believers [e.g. tongues], nor are the gifts a measure of spirituality. The Holy Spirit also fills and empowers the believer in response to yieldedness (John 14:16-17; 16:7-15; Ephesians 5:18).
- We believe that all genuine believers are together part of the true universal Church. The Scripture commands all believers to gather together to devote themselves to worship, prayer, teaching of the Bible, observance of baptism and communion, fellowship, acts of compassion, and outreach. Wherever God's people meet regularly there is a local expression under the watch care of elders and other supportive leadership. Its members are to work together in love and unity (Acts 2:42-47).
- We believe that Christians who die depart to be with Christ immediately in heaven. But those who refuse the offer of God's gracious gift of salvation are doomed to suffer eternal separation from Him in hell (Matthew 25:46; John 14:1-6; Phil 1:21-23).
- -We believe in the spirit beings known as angels, who serve God as messengers, and Satan, the arch enemy of God, who actively influences people by deceiving and blinding them towards God, along with his demonic helpers (Ephesians 6:10-12; Revelation 12:9).
- -We believe that God has specially created the family and it is the church's privilege to nurture family life through baby dedications, Christian education, weddings, and funerals (Genesis 2:24).

LIFESTYLE AND MORALITY STANDARDS

These standards and principles express loving faithfulness to Christ as a condition of service with this church, whether as a volunteer or an employee.

In all its endeavors Community Bible Church seeks to glorify God. Volunteers and employees of the church are required to fully support its vision and to conduct themselves in a manner consistent with the principles of Scripture. The points outlined in these standards are based on Scripture which is accepted by the church to be the final authority in matters of faith and conduct.

All who serve with the church are to establish personal, spiritual disciplines that will foster and promote a deep, intimate relationship with God, which is essential to effective service as a Christian believer. This includes prayer, Bible study, regular church attendance, and sharing of faith and belief with others.

Furthermore, the church views the following conduct as being incompatible with Christian standards and values for a personal lifestyle of anyone serving in any of its ministries:

1. ***Slander, gossip, betraying confidence (Jam 4:11).***
2. ***Lying and deceit (1 Peter 2:1).***
3. ***Extramarital sexual relationships--adultery (Ex. 20:14).***
4. ***Premarital sexual relationships--fornication (1 Thess 4:3-5).***
5. ***Reading or viewing pornographic material (Phil. 4:8).***
6. ***Homosexual relationships (1Cor 6:9).***
7. ***Theft and fraud (Matt. 15:19).***
8. ***Physical aggression (Eph. 4:32).***
9. ***Sexual harassment, incl. pedophilia (Rom 1:24).***
10. ***Using illicit drugs (1 Cor. 6:19-20).***
11. ***Criminal activity (1 Peter 4:15).***
12. ***Drunkenness (Prov. 20:1; Eph 5:18.)***
13. ***Profanity (Exodus 20:7)***

Failure to adhere to the above guidelines may be just cause for disciplinary action up to, and including discharge. The church expressly reserves the right under this policy to terminate an individual's employment or service for just cause upon violation of the specific or general elements or this policy.

Everyone who works in a volunteer position with children or youth must provide Community Bible Church with a police check. We understand that the grace of God guarantees complete forgiveness for those who repent and turn away from participating in wrongful activities.

In the event of a violation or breach of these standards, the church will attempt to bring about restoration of the individual in order to restore a working relationship with the church. The first stage of discipline shall be a review of the problem by the overseers with the alleged offender. In a second stage of discipline the church may recommend that the individual undergo professional counseling, and may apply a probationary period for the correction of the conduct or behaviour of the individual. In each stage of attempted restoration, the church's leadership will seek to pray with and for the disciplined individual. Where restoration is deemed complete and is determined to be successful, the church will provide ongoing support and accountability for the individual.

At functions where an individual is attending as a representative of the church, it is required that all conduct will be consistent with a respect for the diversity of opinion that exists within the evangelical community.

As an individual serving with Community Bible Church, I affirm that I have read and accept the above policy statement as a condition of continuing service with the church.



**Children's & Youth Ministries of
Community Bible Church**
1600 Main Street, P.O. Box 903
Stittsville, Ontario, K2S 1B1
Phone & fax: (613) 836-2606

VOLUNTEER APPLICATION FORM

[For Junior Youth Working With Children]

- This form is to be completed by a Junior High applicant [ages 11-13] for a volunteer position within Community Bible Church, involving the supervision of children.
- It is being used to help church leaders provide a secure environment for those children who participate in our ministries and use our facilities.
- Information contained within will remain confidential and will be used only by those individuals who need to know in order to carry out their responsibilities for CBC.

PERSONAL DATA

Date: _____

Name: _____ Phone: _____ Cell: _____

Address: _____

E-mail: _____ Date of Birth: _____

Name of Parents: _____ Phone: _____

Are your parents supportive of your ministry involvement? YES NO

List the skills, hobbies and things that interest you _____

Have you any conditions preventing you from performing certain types of activities in the position for which you are being considered? For example, if working in the child care area, are you unable to lift toddlers; are you unable to run short distances in an emergency? YES NO If Yes, explain: _____

Have you taken the Canadian Red Cross Baby Sitting Course? YES NO

SPIRITUAL DATA

Have you accepted Jesus as your Saviour? YES NO If YES, when? _____

Do you attend the Junior Youth group? YES NO

MINISTRY DATA

What ministry are you volunteering for? C-Kids Jr: _____ C- Kids: _____ Other: _____

Why would you like to work with children at CBC? _____

APPLICANT'S STATEMENT

I understand that if my character and morals be inappropriate, that CBC shall have the right to end my volunteer service at any time.

Applicant's Signature: _____ Date: _____

Applicant's Name (please print) _____

Parent's Signature: _____ Date: _____

Parent's Name (please print) _____

Ministry Leader's Signature: _____ Date: _____

Ministry Leader's Name (print) _____



VOLUNTEER APPLICATION FORM

[For Senior Youth and Adults Working With Children/Youth]

- This form is to be completed by an applicant for any volunteer position within *COMMUNITY BIBLE CHURCH* involving the supervision or custody of minors or the developmentally disabled, and for any paid staff member, regardless of his/her job responsibilities. It is being used to help church leaders provide a secure environment for those children, youth and developmentally disabled persons who participate in our ministries and use our facilities.
- Information contained within will remain confidential and will be disclosed only to those individuals needing to know in order to carry out their responsibilities for CBC.

PERSONAL DATA

(Please print)

Date: _____

Name: _____
Last
First
Middle

Present Address: _____

Home Phone: (____) _____ Work Phone: (____) _____ E-mail: _____

Date of birth: _____ Male: Female:

Have you any conditions preventing you from performing certain types of activities in the position for which you are being considered? For example, if working in the child care areas, are you unable to lift toddlers? If teaching /supervising children, are you unable to run short distances in an emergency? YES NO

If yes, please explain: _____

Have you ever committed an act of domestic violence or perpetrated or engaged in child pornography, child abuse, child molestation or any other crime related to persons? YES NO

Have you ever been convicted of domestic violence, child pornography, child abuse, child molestation or any other crime related to persons? YES NO . If yes, please explain on a separate sheet all such convictions.

Do you have a communicable disease? YES NO . If yes, please explain: _____

CHURCH ACTIVITY

What type of work with children, youth or developmentally disabled persons are you considering _____

On what date would you be available? _____

What is the minimum length of your commitment? _____

When did you accept Jesus Christ as your Saviour? _____

I will:

1. Cheerfully abide by the decisions of this church
2. Regularly attend church services, and
3. Teach and live according to the beliefs of this church.

YES NO

List other churches you have attended regularly during the past five [5] years. Give names and complete address (use back of page if necessary):

What type of volunteer service with children/youth have you done with churches over the past five years?

Church	Type of Volunteer Service	Person Overseeing this Ministry
_____	_____	_____
_____	_____	_____
_____	_____	_____

REFERENCES

Please provide the names of three individuals, excluding relatives, who could provide a reference for you. If you are a minor, you may use the name of a parent and/or teacher. If possible, include at least one reference from inside Community Bible Church. Two of these references will be called.

- Name: _____ Phone: _____
Address: _____ E-Mail: _____
- Name: _____ Phone: _____
Address: _____ E-Mail: _____
- Name: _____ Phone: _____
Address: _____ E-Mail: _____

Check the ministry positions listed below that interest you [experience not necessary]

<u>HELPING</u>	<u>TEACHING</u>	<u>SPECIAL ASSIGNMENT</u>	<u>OTHER</u>
<input type="checkbox"/> Babysitting	<input type="checkbox"/> Preschool	<input type="checkbox"/> Music	<input type="checkbox"/> Transportation
<input type="checkbox"/> Nursery	<input type="checkbox"/> Grades 1-3	<input type="checkbox"/> Storytelling	<input type="checkbox"/> Administration
<input type="checkbox"/> Preschooler	<input type="checkbox"/> Grades 4-6	<input type="checkbox"/> Crafts	<input type="checkbox"/> VBS work
<input type="checkbox"/> Youth worker	<input type="checkbox"/> Youth	<input type="checkbox"/> Games/Fun	<input type="checkbox"/> Club work

I have read or taken the seminar on "Plan to Protect". YES NO
I am willing to attend the seminar on "Plan to Protect". YES NO

APPLICANT'S STATEMENT

The information contained in this application is correct to the best of my knowledge. I authorize any references or churches listed in this application to give Community Bible Church any information they may have regarding my character and fitness to work with children/ youth or developmentally disabled persons, and I release all such references from liability for any damage that may result from furnishing such evaluations to said Church.

I understand that if I am employed or work in a volunteer capacity, and should my character and morals be inappropriate and /or criminal, my employment or volunteer assistance shall cease and that Community Bible Church shall be entitled to terminate my employment or volunteer capacity at any time, without expressed cause or prior notice to, at or following the date of employment or commencement or volunteer service.

The Provincial Government provides a criminal records check service to non-profit organizations. Use of that service helps to insure a safer environment for those to whom we minister, as well as protection for volunteers and compensated staff members, should a false allegation occur. Since attorneys for the Associated Gospel Churches recommend that such services are often important, I consent to provide Community Bible Church with a criminal records check, as long as the results are kept confidential.

Applicant's Signature: _____ Date: _____

Applicant's Name (please print) _____

Parent's Signature (if applicant is a minor) _____ Date: _____

Witness' Signature: _____ Date: _____

Witness' Name (please print): _____



**OTTAWA POLICE SERVICE
SERVICE DE POLICE D'OTTAWA**

*Working together for a safer community
La sécurité de notre communauté, un travail d'équipe*

**POLICE RECORDS CHECK FOR SERVICE
WITH THE VULNERABLE SECTOR**

FORM #306/Rev. May 2010

PRINT CLEARLY. THIS WILL BE USED TO MAIL YOUR FORM BACK TO YOU.

_____ < First Name, Middle Name, Surname
_____ < Unit/Number, Street
_____ < City, Province
_____ < Postal Code
_____ < How long have you lived at
_____ this address?

Agency and Position Applying for:

NON-VOLUNTEER VOLUNTEER

Verified by:

Non/Profit Member:

Sex: M F

Maiden Name: _____ Other Names Used: _____ Date of Birth (yy/mm/dd): _____ | _____ | _____

Place of Birth: _____ Home Phone Number: _____ Business Phone Number: _____

FIVE YEAR ADDRESS HISTORY IF DIFFERENT THAN ABOVE (*Any address outside Ottawa jurisdiction must include name of Police Service)

Unit/Number:	Street:	City:	Prov.:	Postal Code:	How Long?:
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Other Police Agency

- I consent to a search being made in the automated criminal records retrieval system maintained by the Royal Canadian Mounted Police to find out if I have been charged and/or convicted of any criminal offences or convicted and granted a pardon for any of the sexual offences that are listed in the schedule of the *Criminal Records Act*. I understand that, as a result of giving this consent, if I am suspected of being the person named in a criminal record for one of the sexual offences listed in the schedule to the *Criminal Records Act* in respect of which a pardon was granted or issued, that record may be provided by the Commissioner of the Royal Canadian Mounted Police to the Solicitor General of Canada, who may then disclose all or part of the information contained in that record to a police service or other authorized body. That police service or authorized body will then disclose that information to me.
- I hereby release and discharge the Ottawa Police Service and all their agents from any and all claims, actions and demands for damages, loss or injury of any nature arising from disclosure of information. I hereby authorize the Ottawa Police Service to inquire into and conduct local police information searches Canada wide and disclose to myself details of police investigated incidents that the Ottawa Police believes may assist an agency in making an informed decision concerning my application. Furthermore, I understand that upon the disclosure of information, the Ottawa Police Service and all their agents waive any responsibility for its use and or subsequent dissemination by myself.
- I certify that the information provided by me in this application is true and correct to the best of my knowledge and belief. I have read this consent, understand it and agree to it in its entirety.

SIGNATURE OF APPLICANT: _____ Signed this date: _____, 201 _____

VOID without Ottawa Police seal

FOR POLICE USE ONLY

This is to confirm that no criminal convictions, outstanding charges, nor pardoned sex offenses have been found in the Canadian National Repository of Criminal Records as a result of a search based on the above name and date of birth. The search has not been confirmed by fingerprints.

This is to notify that there may be criminal convictions, outstanding charges, or pardoned sex offenses associated to the above name and date of birth, the existence of which can only be confirmed by the RCMP based on fingerprints.

This is to notify that the above person has been involved in notable police incidents related to the five (5) year address history provided.
 SEE ATTACHED DISCLOSURE

Date Completed (yy/mm/dd): _____ | _____ | _____

(BY POLICE)

Signed: _____

POLICE AUTHORIZING SIGNATURE

SCREENING INSTRUCTIONS – POLICE RECORDS CHECK

The search includes national and local police databases with cooperating police services. The possible existence of criminal convictions and outstanding charges, as well as incidents of all police contacts for the previous five years will be considered for release.

If an outside agency does not provide the police records checks, a stamp stating, "NO RESPONSE FROM POLICE SERVICE IN THIS AREA" will appear on page one of this form. It is the responsibility of the applicant to contact the outside police agency to obtain a local police records check.

This search is intended for individuals seeking employment and/or a volunteer position with children or vulnerable person(s). Information is collected and disclosed according to section 29(1) and 32 of the *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)* and the *Police Services Act*, RSO 1990,c.P.15

INFORMATION FOR RELEASE

The following information contained in local police databases may be considered for release when it is deemed appropriate:

- Suspect information, where the release of such will not hinder any ongoing investigation.
- Reports resulting from particular incidents relating to the Mental Health Act.
- Any notable police contact.

This search does not cover the following areas: discharges and pardons (with the exception of sexual offences listed in the schedule to the *Criminal Records Act*). The information contained on this certificate is accurate on the date issued.

For more information, please visit our Web site at ottawapolice.ca

PROCEDURE

1. The ***Police Records Check Form*** must not be altered.
2. The applicant **must** produce two pieces of **valid (i.e. not expired)** identification that confirm his/her **name, date of birth and address**. One piece of identification presented must include a **photo**. Ontario Health Cards cannot be accepted for identification purposes (*Health Cards and Numbers Control Act*, 1991 section 2.2(1)). The following is a list of items that could be considered acceptable forms of identification.

Photo Identification:

which provides photo and both name and date of birth of an individual:

*Driver's Licence

Government Employment Card (with d.o.b.)

Military Employment Card

Age of Majority Card

Canadian Citizenship Card (up-to-date)

Indian Status Card

International Student Card

Passport

Permanent Resident Card

Possession and Acquisition Licence (PAL)

Canadian National Institute for Blind (CNIB)

***Recent Utility Bill required to verify current Ottawa address if no Driver's Licence is available.**

Non-Photo Identification:

which provides both the name and date of birth of an individual:

Birth Certificate

Baptismal Certificate

Hunting Licence

Fishing Licence

Outdoors Card

Hospital Card

Immigration Papers



3. If a person requesting the Records check is under the age of 16 years and does not have sufficient identification a parent or legal guardian (with proper ID) can guarantee the young person's identity.
4. In the case of a possible match, individuals who require a copy of their criminal record, will have to be fingerprinted by the **Ottawa Police Service** by appointment only. Please contact 613-236-1222 ext. 5485 for an appointment. The fee for this service is waived for volunteers. Fingerprints will be forwarded by the OPS to the RCMP along with the applicant's certified cheque or money order in the amount of **\$25** (payable to the Receiver General of Canada). Results of the RCMP's search will be mailed directly to the applicant. The RCMP fee is not required if the applicant provides *written confirmation of volunteer work from a bona fide registered non-profit organization*.
5. Police Records Checks are processed in approximately 3-6 weeks, (**exception**: 6-8 weeks during peak periods) assuming timely response from other police services and depending on request volumes.
6. The **service fee** can be waived if the applicant presents a letter from a local organization that intends to engage them in a **volunteer** capacity. The letter must be provided on official letterhead, in original, it must include the name of the person requesting a Police Records Check and must be signed by the manager in charge of volunteer resources. A **non-resident surcharge** applies to applicants residing outside OPS jurisdiction. An **express surcharge** applies if service is to be performed on a "while you wait" basis (only possible if the applicant resided in Ottawa for the past five years).

For more information, please visit our Web site at ottawapolice.ca



**Children's & Youth Ministries of
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1600 Main Street, P.O. Box 903
Stittsville, Ontario, K2S 1B1
Phone & fax: (613) 836-2606

WORKER'S COVENANT

YEAR: 20____ -- 20 ____

Name: _____ Phone: _____

Area of Involvement: _____

Ministry Team Leader: _____ Area Coordinator: _____

Pastor: _____

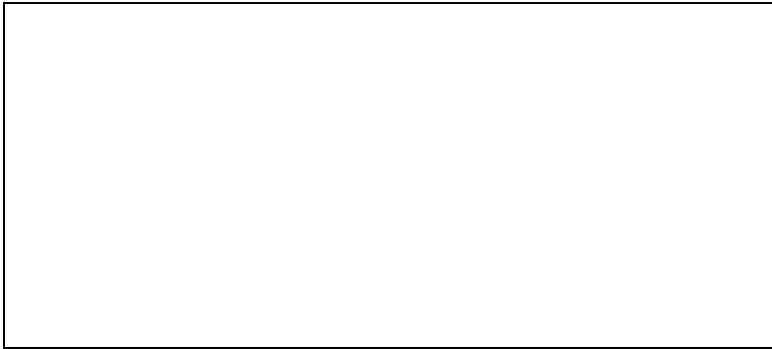
I realize the importance and privilege of serving the Lord. I will serve Him faithfully using the gifts and talents He has given to me, to do my part in the body of Christ.

1. I will live a life that honours the Lord and is a good example to those I minister to (Colossians 3:17).
2. I will be a regular attender and supporter of the weekly services (Hebrews 10:24-25).
3. I will be faithful in attendance in my area of responsibility and find a substitute in my absence (1 Corinthians 4:2).
4. I will faithfully and thoroughly prepare to be able to carry out my duties effectively (Hebrews 4:12).
5. I will seek to bring those I work with to faith in Jesus Christ (Psalm 126:6).
6. I will support the church position in all areas of faith and doctrine as laid out in the church constitution (2 Timothy 3:16).
7. I will live a life in accordance with the standards of, and policies set, by Community Bible Church, including the Statement of Faith and Lifestyle and Morality Standards.
8. I will support and contribute to the vision and goals of Community Bible Church and the ministry I am involved in.
9. I will regularly pray for the children/youth to whom I minister (1 Timothy 2:1).

TRUE OR FALSE:

1. I have no police record. **True** **False**
 2. I will not use physical, verbal or sexual abuse toward anyone, whether an adult or child, that I am responsible for, or work over. **True** **False**
 3. I do not have a communicable disease or any other physical or health limitation that could affect my ability to serve. **True** **False**
 4. I am trained to do CPR.: **True** **False** Date Certified: _____
 5. I have read the Plan to Protect manual in the last 2 years or have taken the general refresher course **True** **False**
 6. I have had a police check in the last 3 years **True** **False**
1. I understand that to accept a **TEACHING POSITION** at Community Bible Church, that I must have received Jesus as Saviour.
 2. I have received Jesus as Saviour: YES NO . If YES, give approximate date: _____
 3. Briefly describe your salvation experience. _____

Worker's signature: _____



**Children's Ministries of
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1600 Main Street, P.O. Box 903
Stittsville, Ontario, K2S 1B1
Phone & fax: (613) 836-2606

FAMILY REGISTRATION AND WAIVER / MEDICAL RELEASE

YEAR: _____ -- _____

FAMILY	
Last Name: _____	
Parents/Guardian: _____	Home Phone #: _____
Family Physician: _____	Phone #: _____
Emergency Contact (other than parent): _____	Phone #: _____

CHILD #1

Name: _____ Birth Date: _____ Age: _____
 Grade: _____ Health Card #: (Optional) _____ Date of Last Tetanus shot: _____
 Does your child have any health problems, allergies, medications, behavioural concerns or limitations? _____

CHILD #2

Name: _____ Birth Date: _____ Age: _____
 Grade: _____ Health Card #: (Optional) _____ Date of Last Tetanus shot: _____
 Does your child have any health problems, allergies, medications, behavioural concerns or limitations? _____

CHILD #3

Name: _____ Birth Date: _____ Age: _____
 Grade: _____ Health Card #: (Optional) _____ Date of Last Tetanus shot: _____
 Does your child have any health problems, allergies, medications, behavioural concerns or limitations? _____

Precautions are taken for the safety and health of your child but in the event of accident or sickness, *Community Bible Church*, leadership, staff, and volunteers are hereby released from any liability.

In the event that your child requires First Aid, assistance with non-prescription or prescription medication, or the application of suntan lotion, I hereby give permission to *Community Bible Church* leaders to administer treatment as necessary.

In the event that your child requires special medication, x-rays, or treatment, the parents/guardians will be notified immediately.

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

I give permission to have my child photographed during events.

<p>I affirm that I have read and accept the above items in this release form. I also give consent for the attendance and transportation of my child to any event or activity sponsored by Community Bible Church. Should it be necessary for my child to return home for medical reasons, disciplinary actions or otherwise, I will assume all transportation costs.</p> <p>Parent/Guardian's Signature: _____ Date: _____</p>
--

Note: To be completed annually. Original to be filed at church office. Copy to be taken to all events and programs.



**Youth Ministries of
Community Bible Church**
1600 Main Street, P.O. Box 903
Stittsville, Ontario, K2S 1B1
Phone & fax: (613) 836-2606

FAMILY REGISTRATION AND WAIVER / MEDICAL RELEASE

YEAR: _____ -- _____

FAMILY

Last Name: _____	
Parents/Guardian: _____	Home Phone #: _____
Address: _____	E-mail: _____
Family Physician: _____	Phone #: _____
Emergency Contact (other than parent): _____	Phone #: _____

YOUTH #1

Name: _____ Birth Date: _____ Age: _____

Grade: _____ Health Card #: _____ Date of Last Tetanus shot: _____
(Optional)

Does your youth have any health problems, allergies, medications, behavioural concerns or limitations? _____

YOUTH #2

Name: _____ Birth Date: _____ Age: _____

Grade: _____ Health Card #: _____ Date of Last Tetanus shot: _____
(Optional)

Does your youth have any health problems, allergies, medications, behavioural concerns or limitations? _____

YOUTH #3

Name: _____ Birth Date: _____ Age: _____

Grade: _____ Health Card #: _____ Date of Last Tetanus shot: _____
(Optional)

Does your youth have any health problems, allergies, medications, behavioural concerns or limitations? _____

Precautions are taken for the safety and health of your youth but in the event of accident or sickness, *Community Bible Church*, leadership, staff, and volunteers are hereby released from any liability.

In the event that your youth requires First Aid, assistance with non-prescription or prescription medication, or the application of suntan lotion, I hereby give permission to *Community Bible Church* leaders to administer treatment as necessary.

In the event that your youth requires special medication, x-rays, or treatment, the parents/guardians will be notified immediately.

In the case of surgical emergency, I hereby give permission to the physician selected by *Community Bible Church* to hospitalize, secure proper treatment for, and to order injection, anesthesia or surgery for my youth as named above.

I give permission to have my youth photographed during events.

<p>I affirm that I have read and accept the above items in this release form. I also give consent for the attendance and transportation of my youth to any event or activity sponsored by Community Bible Church. Should it be necessary for my youth to return home for medical reasons, disciplinary actions or otherwise, I will assume all transportation costs.</p> <p>Parent/Guardian's Signature: _____ Date: _____</p>
--

Note: To be completed annually. Original to be filed at church office. Copy to be taken to all events and programs.



**Children's & Youth Ministries of
Community Bible Church**
1600 Main Street, P.O. Box 903
Stittsville, Ontario, K2S 1B1
Phone & fax: (613) 836-2606

TRAVEL FORM (For Overnights)

Group: _____

Date: _____

Ministry Team Leader: _____

Phone: _____

Destination: _____

Departure	DATE	TIME	FROM	TO	ARRIVAL TIME (Approx.)

Return	DATE	TIME	FROM	TO	ARRIVAL TIME (Approx.)

DRIVER'S NAMES	VEHICLE USED
1.	
2.	
3.	

LEADER'S NAMES	PHONE NUMBER
1.	
2.	
3.	
4.	

STUDENT'S NAMES	PHONE NUMBER
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

Ministry Leader's Signature: _____ Date: _____

Ministry Leader's Name (print) _____

*** Travel Form to accompany the Ministry Leader for overnight events, with the original form left at the church office. Forms to be permanently filed away.**



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STUDENT DRIVER PERMISSION FORM

MINISTRY: _____

Date: _____

I understand that there may be occasions, when a driver with a "G" license, is not available.

I give permission for:

➤ _____ to be in a car driven by a student driver with a "G2" license. YES NO
(Name of son/daughter)

➤ _____ to be in a car driven by: _____
(Name of son/daughter) Name (please print)

Name (please print)

Name (please print)

Name (please print)

Parent's Signature: _____ Date: _____

Parent's Name (please print) _____

I give permission for:

➤ _____ with a "G 2" license, to drive other youth to events, providing the Ministry
(Name of son/daughter)

Leader has the written approval of their parents. YES NO

Parent's Signature: _____ Date: _____

Parent's Name (please print) _____

*** Original to be filed at the church office, and a copy to accompany the Ministry Leader.**



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DRIVER'S CONTRACT

1. I have been approved by the relevant Ministry Team Leader to drive children/youth at events organized by CBC.
2. I have a G2 license # _____
3. I have a G license # _____
4. I have _____ years of driving experience.
5. I have insurance coverage for my vehicle. Company: _____
Policy #: _____
6. I have no police record for major convictions e.g., careless or impaired driving, failure to report an accident, driving without insurance, excessive speeding etc.
7. I will drive responsibly and respect the speed limit.
8. I will see that seat belts are used and the number of persons in the vehicle will not exceed the number of seat belts
9. I will not drive while using a cell phone, but will let someone else in the vehicle take the call.
10. I will not drive when under the influence of drugs or alcohol.
11. I will provide a Driver's Abstract Check upon request by the Ministry Team Leader.
12. It is understood that it is the parent's responsibility to provide transportation for their child/youth to and from events and programs.

Driver's Signature: _____ Date: _____

Driver's Name (please print) _____

Ministry Leader's Signature: _____ Date: _____

Ministry Leader's Name (print) _____

***This form will be completed annually. Original to be filed at the church office, and a copy to accompany the Ministry Leader.**



Children's & Youth Ministries of
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 1600 Main Street, P.O. Box 903
 Stittsville, Ontario, K2S 1B1
 Phone & fax: (613) 836-2606

ACCIDENT REPORT

MINISTRY: _____

(to be filled in by person who witnessed accident or by person supervising at time of injury)

Name of Injured: _____ Birth Date: _____

Address: _____ Telephone: _____

Date of Accident: _____ Time: _____ Report Date: _____

What was the injured doing when accident happened? _____

Was accident due to carelessness on part of the injured? YES NO If yes, please explain:

Was the injured person under supervision at time of accident? YES NO If no, please explain:

Location of accident: _____

Explain what happened: _____

Witnesses: _____

What statement, if any, was made by the injured: _____

What procedure followed the injury and by whom:

Procedure	By Whom
1.	
2.	

Signatures Required	Printed Name	Signature	Date
This report was prepared by: <i>(Witness)</i>			
This report has been read & witnessed being prepared by: <i>(Parent/Guardian/Caregiver)</i>			
This report has been received by: <i>(Team Leader)</i>			

Note: Once completed, the signed form is given to the Plan to Protect Coordinator for filing. That leader sends a copy of the signed report to the Governance Team Leader.



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REPORT FORM - SUSPECTED CHILD ABUSE

Name of child: _____ Date: _____

Name of parents: _____ Phone number: _____

Address: _____

Name of person filing the report: _____ Phone number: _____

Nature of suspected abuse: _____

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

Action taken when a child/youth is or may be in need of protection:

I have notified the Sr. Pastor: YES Name: _____ Date: _____ Time: _____

I have notified the Overseer: YES Name: _____ Date: _____ Time: _____

I have notified the insurance company: YES Name: _____ Date: _____ Time: _____

I have notified the children's aid: YES Name: _____ Date: _____ Time: _____

I have notified the police: YES Name: _____ Date: _____ Time: _____

I have notified the parents: YES Name: _____ Date: _____ Time: _____

*****Church officials must never interview the accused prior to consultation with police and children's aid.*****

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

Signed: _____ Date: _____
(Person Reporting)

Signed: _____ Date: _____
(Plan to Protect Coordinator)

Signed: _____ Date: _____
(Pastor or Overseer)



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FOLLOW-UP REPORT FORM – SUSPECTED CHILD ABUSE

Name of child: _____ Date: _____

Name of parents: _____ Phone number: _____

Address: _____

Name of person filing initial report: _____

Name of person receiving report: _____

Conclusions:

Action taken: _____ **Date:** _____ **Time:** _____

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

Signed: _____ Date: _____
(Pastor or Overseer)

Signed: _____ Date: _____
(Plan to Protect Coordinator)

Signed: _____ Date: _____
(Witness)

Annex B

Form Letter

- Cover Letter for Police (re: Background checks requested for Police Records Check for Service with the Vulnerable Sector)

Note: The form letter contained in this Annex is controlled separately from the rest of the document.



*Children's & Youth Ministries of
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1600 Main Street, P.O. Box 903
Stittsville, Ontario, K2S 1B1
Phone & fax: (613) 836-2606

TO: BACKGROUND CHECKS, Ottawa Police Services

RE: Police Records Check for Service with the Vulnerable Sector

CBC Non-profit Status Free #0939454-39

Please provide background checks for the following:

Sincerely,

Kay Stewart
Plan to Protect Coordinator