



PLAN TO PROTECT CHILDREN'S & YOUTH MINISTRIES' MANUAL

**For all staff and volunteer workers of
Community Bible Church
P.O. Box 903
Stittsville, Ontario
K2S 1B1**

e-mail: cbcinfo@cbcstittsville.com
website: www.cbcstittsville.com

PLAN TO PROTECT

CHILDREN'S & YOUTH MINISTRIES' MANUAL

Prepared by Plan to Protect Coordinator:

KAY STEWART
Name (print)

Kay Stewart
Signature

Approved by Senior Pastor:

Steve Stewart
Name (print)
[Signature]
Signature

Approved by Elder:

Brian A. Smith
Name (print)
[Signature]
Signature

TABLE OF CONTENTS

	<u>Page</u>
1 CBC VISION AND MISSION.....	1
2 OUR COMMITMENT AND MANDATE.....	1
2.1 Commitment.....	1
2.2 Mandate	1
3 UNDERSTANDING THE NEED FOR “PLAN TO PROTECT”	1
3.1 What is Child Abuse?	1
3.2 Profile Of A Child/Youth Molester	2
3.3 Why Churches Are Susceptible.....	2
4 HIRING AND SUPERVISION OF CHILDREN/YOUTH STAFF & VOLUNTEERS.....	3
5 SELECTION AND SCREENING OF C/Y WORKERS	3
6 TRAINING OF CBC CHILDREN/YOUTH MINISTRIES STAFF & VOLUNTEERS	6
7 SUPERVISION OF CBC CHILDREN/YOUTH MINISTRIES STAFF & VOLUNTEERS..	6
7.1 Approved Activities	7
7.2 Team Approach.....	7
7.3 Adequate Care	7
7.4 Before & After.....	7
7.5 Worker and Children’s Behaviour	7
7.6 Parental Permission	8
7.7 One-On-One	8
7.8 Exits & Doors.....	8
7.9 Confrontation.....	8
7.10 Name Tags.....	8
7.11 Receiving/Releasing.....	8
7.12 Record Keeping.....	9
7.13 Washroom Procedures.....	9
7.14 Transportation	10
7.15 Emergencies	10
8 EVENTS AWAY FROM NORMALLY USED CHURCH FACILITIES & OVERNIGHTS 11	
9 ABUSE REPORTING PROCEDURES.....	11
10 ACCIDENT	12
11 INVESTIGATION.....	12
12 EXCEPTIONS	13
13 FINAL INSTRUCTIONS	13

LIST OF ANNEXES

Annex A Community Bible Church Forms

- Volunteer Application
- Screening Instructions – Police Records Check
- Police Records Check for Service with the Vulnerable Sector
- Worker’s Covenant
- Statement of Faith
- Lifestyle and Morality Standards
- Waiver & Medical Release
- Report Form – Suspected Child Abuse
- Follow-up Report Form – Suspected Child Abuse
- C/Y Accident Report

Annex B Form Letter

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

1 CBC VISION AND MISSION

➤ CBC VISION

- ✓ “Growing Because God Is Changing Lives”.

➤ CBC MISSION

- ✓ “Recognizing That People Matter To God, Community Bible Church exists to Make, Mature, and Mobilize fully devoted followers of Jesus Christ”.

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 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 children/youth under the auspices of CBC, must follow the guidelines as defined in this document.

The CBC Elders 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 children/youth 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 person.

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, porno videos). 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 Children/Youth (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 CHILDREN/YOUTH 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.

Negligent Supervision – Happens when a church neglects to supervise its workers. 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 children/youth. They must use wisdom and caution as they leave their child/youth with anyone. CBC cannot be responsible for protecting children/youth who attend non-church planned events, even if they are planned by someone who is a worker with children/youth at CBC.

Checklist Requirements – Each fall, the one responsible for Plan To Protect, will review a checklist of requirements of certain things that must be done to protect the children/youth, staff and volunteers at CBC. It also will help protect the church from liability lawsuits (refer to Annex B).

5 SELECTION AND SCREENING OF C/Y WORKERS

An applicant is eligible to apply to work in the Children/Youth 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.

- 1) Each ministry must submit a schedule of new workers by August to the Sr. Pastor.
- 2) The screening process must be complete before permitting a volunteer to serve in the Children/Youth ministry at CBC.
- 3) All Children/Youth workers 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;

- 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);
- **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 applicant must attend a "Plan To Protect" training session or have read the Plan to Protect manual.
- 5) 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).
- 6) When application forms are completed, evaluated and checked for accuracy:
- a) the Police Record Check for Services with the Vulnerable Sector and photocopied ID, along with a cover letter from CBC, with the church registration number on it, must be mailed to:
- Ottawa Police Services
PO Box 9634, Station T
Ottawa, K1G6H5.
Att: Background Clearance Section
- 7) Any applicant may go in person to the police station with the Police Record Check form and ID and a church cover letter – to speed up the process.

An applicant between the ages of 13 – 17 who does not have 2 pieces of ID must appear in person at the police station to be cleared with:

- a) 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 elder;
- c) he must provide ID – student card, birth certificate, passport etc. If applicant does not have photo ID, the parent must produce one (e.g., driver's license);
- 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; and

- e) the applicant does not need to fill in the Police Record Check forms completed by adults. They will complete a form provided by police when they attend the police station.
- 8) There is no fee for volunteers to receive a police check. However, there is a fee of \$10 [2007] for paid staff.
- 9) If students or adults require an Express Check (one completed in an hour), the fee is an additional \$25 [2007]. 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.
- 10) A follow-up criminal records check of any staff or volunteer worker may be asked for at any time by the Pastor, Elders, Ministry Team Leader or Plan to Protect Coordinator.
- 11) 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.
- 12) 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.)
- 13) An applicant with a criminal abuse record against anyone, will not be accepted into Children/Youth Ministries, even if the violation took place before salvation. They may be eligible to serve in another ministry at CBC.
- 14) If an applicant has lived in Ottawa for five years, the process can usually be completed in 15-30 days. Applicants who are new in town take longer to check out.
- 15) An applicant from another country, must obtain their own clearance, and then present it with their forms for clearance here in Ottawa.
- 16) The Worker’s Covenant will be completed annually to ensure that the worker continues to have “no police record” etc. These covenants will be managed by the Children/Youth Team Leader and will be kept on file.
- 17) An up-to-date list of screened workers will be kept on file with the Plan to Protect Coordinator.
- 18) 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, Children/Youth/Ministry Team Leaders and the Plan to Protect Coordinator.

19) All appointments or police checks info can be obtained at 613-238-1222 ext. 5458.

6 TRAINING OF CBC CHILDREN/YOUTH MINISTRIES STAFF & VOLUNTEERS

- 1) All new children/youth workers 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 Children/Youth Team Leader when someone qualifies to serve.
- 3) It is the responsibility of the Children/Youth Ministry Team Leader to notify volunteers who require this training and to ensure that no worker commences ministry until this training and process are complete. The Plan to Protect Coordinator must be notified that a Plan to Protect training session is required.
- 4) It is the responsibility of the Children/Youth Ministry Team Leaders to notify the Plan to Protect Coordinator of youth working in the Children/Youth Ministry, who have taken Plan To Protect training when under 13 years of age, and now qualify to have a police check done.
- 5) It is the responsibility of the Children/Youth Ministry Team Leader to contact workers who are delinquent in any of these Plan To Protect areas.
- 6) Prospective volunteers attending a Children/Youth ministry at the invitation of the Ministry Team Leader, shall not be allowed any personal interaction with the Children/Youth unless supervised by screened workers (e.g., First Serves or Initial Implementation).
- 7) When wishing to contact children/youth, always address phone calls and e-mails to the parents, who will pass on the information to their child/youth.
- 8) The responsibility of the Senior Pastor is to review and initial the approved Plan To Protect document and any updates, as well as to receive any police check reports when returned from the Regional Police Services and to pass it on to the Plan to Protect Coordinator for filing.

7 SUPERVISION OF CBC CHILDREN/YOUTH MINISTRIES STAFF & VOLUNTEERS

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

7.1 Approved Activities

All Children/Youth events and programs must be approved by the Ministry Team Leader, even if you do not consider it a “church event”. If it involves church children who you work with as a church worker, the leadership must be aware for liability reasons.

Whenever moving children from the classroom, do a head count upon departure and arrival to make sure every child is accounted for.

Never take a child or children outside of the church building or program room without prior consent of the leadership and in some cases permission from the parents.

7.2 Team Approach

A minimum of two unrelated workers must be present at all times when working with children/youth.

It is important to have at least one volunteer who is 18 years or age or older. If younger volunteers are serving, the combination of one adult volunteer and two younger volunteers is acceptable.

7.3 Adequate Care

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 closed 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 children/youth are picked up. Nursery and preschoolers must remain in the classroom until picked up by a parent or designate, using the receiving/releasing sheets, security numbers and identification cards. Grade 1-5 children are dismissed on their own.

Weekday club children must be picked up by a parent. They must not be allowed to go to the parking lot alone.

7.5 Worker and Children’s 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 children/youth.

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.)

7.6 Parental Permission

Written consent must be provided by an annual filled-out “Waiver and Medical Release” form (refer to Annex A), before a child/youth is permitted to attend an event away from the normal church facilities.

7.7 One-On-One

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

- a) parental permission must be obtained. Parents are to receive full details regarding location, time of pick-up and drop-off and reason for the visit;
- b) they will meet in a public location (e.g., McDonalds Restaurant);
- c) a female staff or volunteer meets with female children/youth, and similarly male with male; and
- d) when counselling, always leave door open.

7.8 Exits & Doors

All workers should be made aware of an “emergency exit plan”. Doors should have windows or classroom doors left open.

7.9 Confrontation

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

7.10 Name Tags

All children’s workers must wear a nametag provided by the Team Leader of the ministry.

7.11 Receiving/Releasing

- 1) Accurate receiving/releasing procedures will be provided for Nursery and Preschoolers 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.

7.12 Record Keeping

Names, addresses, phone numbers etc. of children/youth must be recorded and filed away at the church office. Worker schedules are prepared regularly and permanently filed away in a secure storage cabinet at the church office.

7.13 Washroom Procedures

Parents will be encouraged to attend to their child's washroom needs before bringing them to the children's ministry. However, if need arises, women should take children for washroom breaks.

Nursery – 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.

Preschoolers (2s and 3s Class) – The teaching leader will send a class helper to locate one of the parents to take care of the washroom needs of their child.

Preschoolers (JK/SK Class) – Discourage trips to the bathroom. If there is an emergency and a child must go, two volunteers must accompany a group of children to the washroom.

If just one child must go the washroom, the adult volunteer should escort the child to the washroom. The adult will check the washroom first before the child enters. The adult volunteer will prop open the outside door and remain at the doorway and wait for the child before escorting the child back to the classroom. The volunteer should call the child's name if they are taking longer than seems necessary.

Never be alone with a child in an unsupervised washroom and never go into a washroom cubicle with a child and shut the door.

Do not allow the children to "watch" while another child is using the washroom.

Elementary (Grade 1 – 3) – A child should not be sent to the washroom alone, but should be accompanied by an adult.

The adult volunteers should escort the child to the washroom, enter the washroom first to make sure that everything is in order. The volunteer should then remain outside the washroom door and wait for the child before escorting the child back to the classroom. The volunteer should call the child's name if they are taking longer than seems necessary.

Never be alone with a child in an unsupervised washroom and never go into a washroom cubicle with a child and shut the door.

Elementary (Grade 4 – 5) – Children in Grades 4 –5 may be sent in pairs to the washroom without adult supervision. Teachers should monitor this situation closely.

Hallways – Supervision of hallways will be strengthened by using hall monitors and/or with the use of walkie-talkies. These monitors could serve as the second adult when children go to the washroom, thus allowing an extra teacher to remain in the classroom.

7.14 Transportation

Parents will always be encouraged to provide transportation of their children/youth to and from regular church activities.

Staff or volunteers, who transport children/youth to or from church events, must follow these guidelines:

- a) have a valid driver's license and insurance;
- b) number of persons in vehicle must not exceed number of seat belts. All seat belts must be used;
- c) must never exceed speed limit and always drive responsibly;
- d) whenever possible, have another adult in the vehicle. If not, when dropping off children/youth, driver will drop off passengers of opposite sex first. If not possible, contact parents or Ministry Team Leader before departing, for permission; and
- e) 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).

7.15 Emergencies

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.

Workers are not to give or apply any medication. 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 written instructions and permission of the child's parent.

All workers should be made aware of an "emergency exit plan". A formal fire drill should be planned and practiced each year with each class for fire emergencies.

In case of fire:

- 1) Line up children by the door and take a head count.
- 2) Close windows and doors as you leave and take your class receiving/releasing binder with you.
- 3) Know your exit route and quietly and calmly lead students out by the proper exit.

- 4) Proceed to the parking lot away from the building.
- 5) Once you are clear of the building, take a head count and attendance.
- 6) Return to the building only after the “All Clear” has been given.
- 7) For the safety of the children, parents may not get their child before the class has left the building.

8 EVENTS AWAY FROM NORMALLY USED CHURCH FACILITIES & OVERNIGHTS

- 1) Must be approved by the Ministry Team Leader.
- 2) Have ratio of 1 adult per 8 children (Grade 1 –5) / 10 youth (Grade 6 – 12).
- 3) Have at least 2 unrelated adults.
- 4) Have same gender leader present for each gender represented.
- 5) All adults (leaders, chaperones, sponsors) must be screened workers.
- 6) Do not let anyone attend an event without the annual Waiver & Medical Form signed by a parent or guardian.
- 7) On retreats, 2 leaders must sleep nearby a group of youth, but not in the same room. Leaders must accompany youth for all activities.
- 8) When hotel rooms must be used (e.g., Snowflake, the AGC Youth Retreat), the youth will sleep in hotel rooms with 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. One youth will be designated as the contact person for the room. Hallways will be patrolled in shifts throughout the night. Youth must go directly to bedrooms after evening programs. On any outings, the youth must always be accompanied by 2 adults.

9 ABUSE REPORTING PROCEDURES

Pastors, Elders, 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 children/youth under 18 years of age. Report immediately to the Senior Pastor, Elder, 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, Elder, 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, Elder, or Plan to Protect Coordinator.

Follow-up Report (refer to Annex A) - must be filled in and filed away by the Pastor, Elder 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 children/youth, the Ministry Team Leader is notified and an Accident Report form (refer to Annex A) must be filled in and kept on file permanently. Report accident to the Children/Youth Team Leader. All injuries, no matter how small, must be reported to the parents. ALL HEAD INJURIES must be reported.

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, Elder, 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, Elder 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, Elder 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 Elder 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 Elder for filing away; and
- 7) The Senior Pastor, Elder 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 children/youth, 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>
Volunteer Application	CBC.009
Screening Instructions – Police Records Check	N/A
Police Records Check for Service with the Vulnerable Sector	N/A
Worker’s Covenant	CBC.012
Statement of Faith	CBC.008
Lifestyle and Morality Standards	CBC.006
Waiver & Medical Release	CBC.010
Report Form – Suspected Child Abuse	CBC.007
Follow-up Report Form – Suspected Child Abuse	CBC.005
C/Y Accident Report	CBC.016

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

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