

Protection Plan

Richmond Hill Baptist Church

Date	Reason for Issue	Summary of Changes
August 30, 2019	Issued for implementation	First issue for implementation

1 Objective

With the church of all ages we proclaim that people are created in the image of God. Abuse most deeply constitutes a violation of one who is God's image bearer, and abuse is therefore profoundly sinful. Richmond Hill Baptist Church (RHBC) seeks to be a church that embodies the words of Scripture found in Ephesians 5:3.

RHBC will also combat abuse by implementing measures to prevent abuse from occurring within the context of its ministries and in its facilities.

We create and enforce a Protection Plan (PP) because:

- We must maintain a safe environment and prevent harm to those in our church and in our care.
- We recognize there is sin and evil in the world ("shrewd as snakes and innocent as doves" Matthew 10:16 NIV), including in churches and in individual Christians.
- We have a responsibility from God and from our governing authorities to protect children and the PP is a set of guidelines to restrain sin and keep child abusers away from children.
- We are called to love our brothers and sisters in Christ; we are called to love Christ's church! We want to protect our ministry workers, employees and volunteers from false allegations.
- Protecting children under our care is critical to preserve and encourage our gospel witness within our community.
- We realize that abuse happens, even within churches. Nevertheless, we want to avoid creating an atmosphere of fear and suspicion.

Remember:

- The PP does not replace parental responsibility.
- The PP does not replace common sense and judgment.
- Do not be afraid to consult your ministry leader or church leadership.

2 Table of Contents

1	Objective.....	1
3	Preventing Abuse and Maintaining Safety.....	3
3.1	Our Legal Responsibility to Children.....	3
3.2	Definitions.....	3
3.3	Protection Plan Implementation.....	3
3.4	Recruitment and Screening.....	4
3.5	Parental Consent.....	5
3.6	Recognizing Abuse.....	5
3.6.1	Physical Abuse.....	5
3.6.2	Emotional Abuse.....	6
3.6.3	Sexual abuse.....	6
3.6.4	Neglect.....	7
3.6.5	Spiritual Abuse.....	7
4	Situational Controls and Guidelines.....	8
4.1	Receiving and Releasing Children.....	8
4.1.1	Nursery/Preschool.....	8
4.1.2	Elementary (Kindergarten to Grade 5).....	8
4.1.3	Youth (Grade 6 to Grade 12 or 18 years old).....	8
4.2	Washroom Guidelines.....	8
4.2.1	Nursery/Preschool (In Diapers).....	8
4.2.2	Preschool/Elementary Children (Up to Grade 5).....	8
4.3	Discipline and Classroom Management.....	9
4.4	Contacting Opportunities.....	10
4.5	Physical Interaction Guidelines.....	10
4.5.1	Appropriate Touch.....	11
4.5.2	Inappropriate touch.....	11
5	How to Respond.....	11
5.1	Emergencies.....	11
5.2	Injuries.....	12
5.3	Suicide and Crisis Intervention.....	12
5.4	Suspected Abuse.....	13
6	Appendix A: Ministry Personnel Profile Form.....	16
7	Appendix B: Transportation Consent Form.....	18
8	Appendix C: Typical Approval Request Information.....	19
9	Appendix D: Abuse Reporting Form.....	20
10	Appendix E: Incident Form.....	22

3 Preventing Abuse and Maintaining Safety

RHBC seeks to prevent abuse and maintain a safe environment through appropriate training and the application of suitable controls. Both adults and children are vulnerable to abuse, but additional measures are necessary to protect children from abuse.

3.1 Our Legal Responsibility to Children

- Under Section 72 (1) of the Child, Youth and Family Services Act (CYFSA), 2017: If a person has reasonable grounds to suspect that a child is in need of protection, the person must immediately report the suspicion and the information on which it is based to a Children’s Aid Society. The obligation to report applies to any person, including a person who performs professional or official duties with respect to children.
- Your report is protected from liability, and you cannot be sued unless you have acted maliciously or without reasonable grounds for the suspicion. [CYFSA s. 72.(7)]
- The CYFSA duty to report applies to any child under the age of 16.

3.2 Definitions

Children/youth	Children and youth are defined as anyone under the age of 16.
Church leadership	Deacons and pastor(s).
Ministry personnel/staff	Staff or volunteer who is serving in an RHBC program or activity in a position of authority or perceived authority by virtue of age, role, etc. Ministry personnel are required to be qualified based on the PP.
Ministry leader	Ministry personnel/staff who has been assigned responsibility by church leadership to run a ministry of the church. If the regular ministry leader is not present, the de facto ministry leader is (in order of rank): member of the church leadership or the most senior ministry personnel present.
Parent	Parent or legal guardian.

3.3 Protection Plan Implementation

Responsibility for implementing and enforcing the PP is given to the deacon board.

The PP is mandatory for all activities organized by church leadership or members of RHBC in the context of the church involving children and youth under the age of 18 (i.e., the age of majority) where direct supervision of the children/youth is not provided by the parents. All staff involved in such activities are required to be qualified in accordance with the PP. Qualified staff are designated in this document as “ministry personnel” and are responsible for upholding the PP during all such activities.

The PP also applies more generally to other activities of the church since abuse may occur in any context involving people, and ministry personnel must uphold the guidelines and principles of the PP during all church activities.

Any program and activity which falls under the PP MUST have written approval from the church leadership. This approval shall typically be granted based on a brief outline of the activity and any specific precautions necessary to abide by the PP (see Appendix C: Typical Approval Request Information).

Copies of the PP are to always be available in the mail file along with Appendix D: Abuse Reporting Form and Appendix E: Incident Form. Completed Suspected Abuse Forms and Incident Forms are to be filed PERMANENTLY.

The completed Ministry Personnel Profile forms and Vulnerable Sector Checks (see Section 3.4) are to be presented to the deacons and stored confidentially. These forms are to be stored for ten years from date of receipt.

All ministry personnel are required to complete annual training on the PP. Training logs will be stored for ten years.

The deacons may designate someone to complete the task of reviewing Profile forms and Checks and training logs, but responsibility for the implementation and enforcement of the PP is ultimately with the deacons.

This PP document is to be reviewed at minimum every 3 years (maximum: 40 months).

3.4 Recruitment and Screening

Prior to becoming a staff member or volunteer with children's or youth programs, the following conditions must be satisfied and maintained:

- Complete and submit Appendix A: Ministry Personnel Profile Form. This form must be completed every 5 years.
- 6-month waiting period after starting to attend RHBC
- For those 16 years or older, a Vulnerable Sector Check is required. The check must be specifically for RHBC and the original document must be submitted. This check must be completed every 5 years.
- RHBC's protection plan training. This training must be completed annually (not to exceed 15 months between training sessions).
- Church leadership reserves the right to withhold or withdraw permission to volunteer with children at any time.

Ministry personnel are to be role models of integrity at all times. Ministry personnel are to refrain from activities that are illegal or could be considered morally and Biblically questionable.

A limited exception to these recruitment and screening procedures is possible for first- or second-time volunteers ONLY.

3.5 Parental Consent

Offsite Events:

For any off-site events with youth (e.g. retreats and overnight events) there are specific policies, procedures and forms associated with these including:

- Consent form
- Off-site travel and transportation (Appendix B: Transportation Consent Form)

Written approval from Church Leadership is required for offsite events, and PP should be consulted to ensure all policies and procedures are being followed. Provide at least 2-3 weeks notice.

3.6 Recognizing Abuse

Ministry personnel should be aware of the following indicators of abuse.

Different types of abuse are defined and signs of each of type of abuse are identified in the following sections. If **multiple signs** are exhibited, the child may be at risk of abuse or neglect. We are looking for a **pattern**.

Most of the following material is sourced from the Ontario Association of Children’s Aid Societies website: <http://www.oacas.org/childrens-aid-child-protection/what-is-abuse/>

3.6.1 Physical Abuse

Physical abuse is any deliberate physical force or action, by a parent or caregiver or a person in a position of power, which results, or could result in injury to a child.

It includes:	Physical signs:	Behavioural signs:
<ul style="list-style-type: none"> • Bruising • Cuts • Punching/pinching • Slapping • Strangling • Beating • Shaking • Burning • Biting • Throwing a child 	<p>We are looking for a pattern of indicators:</p> <ul style="list-style-type: none"> • injuries to infants who are not yet mobile • injuries for which there is no explanation, or the explanation doesn’t fit • injuries at different stages of healing – multiple bruises at different stages of healing • injuries that have a pattern or look like they 	<ul style="list-style-type: none"> • Afraid/reluctant to go home or runs away • Shows unusual aggression, rages or tantrums • Flinches when touched • Withdrawn • Poor self-esteem

	<p>were caused by an object – lacerations</p> <ul style="list-style-type: none"> • bruising in unusual places 	
--	--	--

3.6.2 Emotional Abuse

Emotional abuse is a pattern of behavior that attacks a child’s emotional development and sense of self-worth. It includes excessive, aggressive or unreasonable demands that place expectations on a child beyond his or her capacity.

It includes:	Physical signs:	Behavioural signs:
<ul style="list-style-type: none"> • Constantly criticizing • Teasing • Belittling • Insulting • Rejecting • Ignoring • Isolating the child • It may also include exposure to domestic violence 	<ul style="list-style-type: none"> • Bed wetting and/or frequent diarrhea • Frequent psychosomatic complaints (e.g. headaches, nausea, abdominal pains) 	<ul style="list-style-type: none"> • Mental/emotional lags in development • Isolated, has no friends • Behaviour is inappropriate for age • Fear of failure, overly high standards, reluctant to play • Fears consequences of actions – often leading to lying • Extreme: withdrawal or aggressiveness, attention seeking behaviours, anxiety, cleanliness/neatness, depression

3.6.3 Sexual abuse

Sexual abuse occurs when a child is used for the sexual gratification of an adult or a child. It is any unwanted sexual activity, with perpetrators using force, making threats or taking advantage of victims not able to give consent.

It includes:	Physical signs:	Behavioural signs:
<ul style="list-style-type: none"> • Sexual intercourse • Exposing a child’s private areas • Indecent phone calls/texts etc. • Fondling for sexual purposes • Watching a child undress 	<ul style="list-style-type: none"> • Frequent sore throats or urinary infections • Bed wetting • Loss of appetite for no apparent reason, or excessive appetite 	<ul style="list-style-type: none"> • Constant sadness • Re-enactment of abuse using dolls, drawings or friends • Clinging • Thumb-sucking • Sudden fear of the dark • Behaviour extremism –

<ul style="list-style-type: none"> for sexual pleasure • Allowing/forcing a child to look at or perform in pornographic pictures or videos, or engage in prostitution 		<ul style="list-style-type: none"> aggressiveness or withdrawal • Recurrent nightmares or disturbed sleep patterns • Avoidance of undressing or wearing extra layers of clothes • Abrupt decline in school performance • Flinching when touched
---	--	--

3.6.4 Neglect

Neglect occurs when a parent or caregiver fails to provide basic needs such as adequate food, sleep, safety, education, clothing or medical treatment. It also includes leaving a child alone or failing to provide adequate supervision. If the caregiver is unable to provide the child with basic needs due to financial inability, it is not considered neglect, unless relief has been offered and refused.

Physical signs:	Behavioural signs:
<ul style="list-style-type: none"> • Missing key articles of clothing • Height and weight significantly below age level • Consistent school absenteeism • Persistent hunger • Body odor • Always being dirty and severely unkempt • Sleepiness/always tired • Injuries where medical care has been unusually delayed or avoided • Injuries resulting from a lack of supervision • Medical/dental needs that have not been met 	<ul style="list-style-type: none"> • Child hoards food, steals food from others • Child assumes adult responsibilities • Poor school attendance • Low self-esteem • Appears sad or 'flat' • Reluctant to go home • Speaks of being left unsupervised • Involved in behaviors like drug use, stealing, setting fires • Doesn't respond to affection or stimulation

3.6.5 Spiritual Abuse

Spiritual abuse is exploitation, coercion, or control of another person by a leader with spiritual authority which results in the weakening, undermining, or diminishment of the person's emotional or spiritual well-being.

Note: depending on the nature of the spiritual abuse (i.e. if the abuse does NOT fit any of the four other categories of abuse in Section 3.6), spiritual abuse may not be included under the legal requirement to report and will be dealt with by the church leadership. Reporting to the church should be done using Appendix D: Abuse Reporting Form.

4 Situational Controls and Guidelines

The PP specifies situational controls to limit situations in which it is possible for abuse to occur.

4.1 Receiving and Releasing Children

4.1.1 Nursery/Preschool

Parents and visitors are not to enter the nursery/preschool classroom when picking up their child, unless requested to do so.

Children are to be dropped off in a classroom with at least one adult ministry personnel present. Ministry personnel should strive to have at minimum an adult plus an assistant present.

Preschool children are to remain in the classroom until the parent or designate comes to pick them up and the student demonstrates recognition. If a parent or designate does not come to pick up a child, the child(ren) will be taken to the parent by two ministry personnel once all other children have been released.

4.1.2 Elementary (Kindergarten to Grade 5)

Children under grade 2 are to remain in the classroom until the parent or designate comes to pick them up and the student demonstrates recognition. If the parent or designate does not come to pick up a child, the child will be taken to the parent by two ministry personnel once all other children have been released.

4.1.3 Youth (Grade 6 to Grade 12 or 18 years old)

A minimum of two ministry personnel shall supervise youth activities at all times.

4.2 Washroom Guidelines

4.2.1 Nursery/Preschool (In Diapers)

- Diaper-changing should be done by the child's parent whenever possible
- If not possible: to be done by an adult ministry personnel in view of another ministry personnel. Diaper-changing must not be done by if there is only one ministry staff member present.

4.2.2 Preschool/Elementary Children (Up to Grade 5)

- Ideally, children are not to walk to the washroom alone. For elementary-aged children, it is acceptable for a child to go to the washroom alone as long as the child's classroom door remains propped open.

- Ministry staff are NEVER permitted to be alone with the child in an unsupervised washroom and are NEVER to go into the washroom with a child and shut the door.
- One of the following is to be adhered to when accompanying a preschool child to the washroom:
 - TWO ministry personnel to escort ONE child to the washroom OR
 - ONE ministry personnel/hall monitor to escort at least TWO children to the washroom
- Male ministry personnel are not to accompany female children to the washroom
- When a child needs assistance, a ministry personnel may enter the washroom with the following guidelines:
 - Female personnel will assist both girls and boys
 - The washroom door must be propped open and remain under supervision of a second ministry personnel at all times
 - Ministry personnel must keep the privacy of the child in consideration

4.3 Discipline and Classroom Management

The goal is to prevent discipline issues from arising and to avoid the need for remedial discipline. All discipline is to adhere to the following:

1. Preventative Discipline
 - a) Create a loving and caring atmosphere
 - b) Model self-discipline and structure in your own life
 - c) Prepare exciting and interesting classes
 - d) Arrange your environment for children and for learning
 - e) Establish and communicate realistic expectations for the children
 - f) Age appropriate/meaningful activities
 - g) Fairness and consistency
 - h) Focus on positive actions and encourage positive behaviour
 - i) Be aware of children with special needs. Ensure that they are included
2. Remedial Discipline
 - a) Every effort should be made to deal with the problem individually
 - b) Explain to the child why their behaviour is unacceptable and instruct them how to do it correctly

- c) Redirect the child to the positive action
- d) Explain the consequences of the unacceptable behaviour and the result of the wrong behaviour:
 - A warning is given to the student and reminder of the classroom rules
 - The student is removed from the group/classroom:
 - For a minor infraction, if a hall monitor is available then send the child to him/her as a time-out OR
 - The parent/guardian should be contacted, and the child is to be picked up from the activity
- e) At no time should corporal punishment be used on a child (e.g. hitting or grabbing the child). If the child has hit another student or a teacher – then the child must leave the group/classroom and be sent directly to their parent(s). RHBC has a zero tolerance for abuse.

4.4 Contacting Opportunities

1. Ministry personnel are encouraged to meet with youth in small group settings and in teams.
2. One-on-one mentoring must be done in public settings.
3. Ministry personnel working with youth will not have a one-on-one or small group meeting behind closed doors. It is required that the door remain open or that the meeting take place in a room with an unobstructed view

Pastoral care workers, deacons/elders, and pastors should exercise good judgement when visiting alone with parishioners of the opposite sex. Such meetings should only take place in a public/visible setting. It may be wise to use public places such as restaurants for meeting places.

Be cautious with touch. Misunderstandings can be avoided by simply asking someone if it is okay to give him/her a hug.

In any new construction, pastors' offices should be equipped with windows in the doors and blinds that can be opened during pastoral visits.

Think defensively. Err on the side of caution.

4.5 Physical Interaction Guidelines

Although inappropriate physical touch is some of the most serious abuse, RHBC recognizes that appropriate physical touch forms a normal and healthy part of human interaction. However, be cautious with touch, particularly with children. Misunderstandings with adults can be avoided by simply asking someone if it is okay to give him/her a hug.

4.5.1 Appropriate Touch

- One-arm hugs
- Shoulder to shoulder hugs
- Touch on the back or shoulder

4.5.2 Inappropriate touch

Recognizing that the innocence of children must be protected and respect for everyone maintained, the following actions are deemed inappropriate and will not be permitted:

- Extended hugging
- Over exuberant affection
- Lap-sitting
- Kissing
- Touching of thighs, knees or inappropriate spots of the body
- Tickling
- Backrubs

Specific examples of inappropriate touch include:

- Do not kiss a child or youth or coax a child or youth to kiss you
- Do not engage in extended hugging or tickling.
- Do not hold a child's face when talking to or disciplining the child
- Do not touch a child in any area that would be covered by a bathing suit (strictly prohibited except in cases of diapering and assisting preschoolers as outlined in washroom policies)
- Do not carry older children and do not allow them to sit on your lap, no touching of the thighs, knees
- Avoid prolonged physical contact with any child or youth
- Ministry personnel working with youth may not pursue a dating relationship with a student

5 How to Respond

5.1 Emergencies

- Call 911 if applicable
- A first aid kit is located in the kitchen
- A parent/guardian will be contacted when an injury, accident or medical emergency occurs

- Incident Reports are to be completed and filed for any and all accidents/incidents. They are located next to the first aid kit, and in the mail file in the sanctuary
- Incidents are to be reported to the ministry leads

5.2 Injuries

In case of an injury at a youth event:

- If injury is serious, then in general the student must not be moved. This is particularly important when injuries involve the neck or spine. If the student can stand up and walk on their own, lead the student out of the activity area
- One or two ministry personnel to remain with the injured youth for assistance, comfort and to confirm information for the incident report

If injury is severe or likely to require medical assistance:

- Immediately call 911; request an ambulance
- Contact the youth’s parents to make them aware of the situation
- If youth requires transportation to hospital, the ministry leader should accompany them

When parents arrive at the hospital, ministry leader should:

- Introduce themselves, and their role in youth’s life
- Explain the situation and the injury, being careful not to admit fault
- Return to the event, unless there is a good reason to stay
- Have parents contact ministry leader in the morning if they have any concerns.
- If parents cannot be reached, follow instructions as per consent form

Complete an Incident Report, and notify church leadership. Church leadership will determine whether the church’s insurance company needs to be notified

5.3 Suicide and Crisis Intervention

Indicators of depression and suicidal tendencies in Youth

Indicators	Examples
Direct or indirect preoccupation with death	Verbal or written suicidal statement/references,

	giving away personal belongings, writing of a will and previous attempts
Significant lifestyle changes	Loss of significant person (through death, divorce, separation), loss of an object of affection (e.g. friend), loss of health, financial difficulties, loss of status
Observable changes in behaviour	Decreased academic performance, attendance problems/lateness, poor interpersonal relationships, decrease in social activity, substance abuse
Physical and somatic changes	Loss or increase in appetite, headaches/stomach aches, change in sleep patterns, symptoms of substance abuse, deterioration of hygiene or tidiness

All threats of suicide must be responded to in the following way:

- Always take suicide threats seriously and respond accordingly
- Don't minimize their pain
- Don't ask leading questions, rather reflect their feelings back to them
- Don't make promises that you can't keep
- Hear them out, listen and encourage
- Remind them that God hasn't turned His back on them, encourage hope (Romans 8:38-39)
- Assure them that you are concerned. Keep them safe, Inform parents, ministry lead.
- Pray with them
- Don't take on the role of a therapist
- Maintain contact with them

5.4 Suspected Abuse

1. All allegations and/or suspicions of abuse against children, youth and adults are to be taken seriously
2. Upon suspecting abuse or hearing allegations of abuse/potential abuse, the ministry personnel shall complete Appendix D: Abuse Reporting Form:
 - a) Copies are located in the mail file
 - b) Fill it out, sign it and date it, submit to church leadership and keep it confidential

- c) The victim shall not be asked leading questions
 - d) Do not contact the accused
3. In the case of children, immediately report the allegation to the proper authorities (either the Children's Aid Society or the police). In the case of adults, consult with church leadership and/or report the allegation to the police.
- a) The reporting shall be done in conjunction with (in order of preference) the Senior Pastor, or other church leadership, or ministry leader. However, the ministry personnel who completed the Abuse Reporting form must be the one to report it.
 - b) Reporting can be done on the phone (do not leave a message), or in person. All children's aid societies provide emergency service 24 hours a day, seven days a week
 - c) For children, reporting is a legal requirement. A person who willingly fails to report in these circumstances is in violation of the law [CYFSA s. 72]
 - d) Suspected abuse may be an ongoing report. Even if you know a report has already been made about a child who is under 16, you must make a further report to the society if there are additional reasonable grounds to suspect that the child is or may be in need of protection [CYFSA s. 125]
4. No persons (including church leadership) are to assume the function of assessing, substantiating or investigating the need for intervention or interpretation of suspected abuse.
- a) The reporter will notify the Senior Pastor (alternate: other church leadership) of the report and the Senior Pastor (or designate) will notify the church's insurance provider and seek legal counsel
 - b) Church leadership will designate a spokesperson on behalf of the church
 - c) Keep confidentiality for both the victim and the accused. Information is to be shared on a need to know basis
 - d) Prohibition of accused from access to any child or youth. If paid ministry personnel that person will be temporarily relieved from positions until the allegations are legally cleared or substantiated
 - e) All parties are to be treated with dignity and respect

How to best minister to a child who is opening up to you about abuse:

- Pray for the children that you are working with, that they will be safe, secure and loved. Pray for wisdom, pray for yourself
- Speak to children with integrity. Children will often feel safe in a church setting and may open up to you as someone they can trust. If a child says that he or she wants to tell you something, only if you promise not to tell anyone else, you should respond, "I want to hear what you have to say, but I can't

promise that I can keep a secret”. This way, if the child discloses any abuse or neglect you can report it without betraying his or her trust

- Remember that while children don’t always tell the truth, it is our responsibility to listen and report what was stated. You may end up saving the life of a child!
- If any child has been abused, and we do know about it and action is being taken, there are a few things to remember:
 - Don’t force them to talk about it. Abuse is very painful and retelling the story can be hard for the child
 - Report it to the authorities, it is likely that it will be an ongoing report. Record each time the child brings up an incident of assault/abuse of any form. Use the suspected abuse form, sign it and date it. Report this to the Church Leader
 - Have lots of patience and understanding
 - Show care and love for the child

6 Appendix A: Ministry Personnel Profile Form

Name: _____

Home Phone: _____ Work Phone: _____

Address: _____ Postal Code: _____

Current First Aid/CPR Training: Yes No Level: _____

(Answer the following question if you may be driving children and youth within the context of RHBC Ministries.)

Do you have a valid driver's license? Yes No

Notice:

In order to ensure the health, safety, and security of our children and youth, we must screen all volunteers. If the following situation applies to you, please check below so we may discuss how this may impact your serving in children's and youth ministry. Information in your volunteer profile will be kept confidential. Disclosure will be only related to ministry service, or as required by law.

Conviction Record (convicted of any offense against the law—not minor traffic violations)

Have you ever been convicted of child abuse (physical/sexual abuse, neglect, molestation or exploitation of a minor)? _____

Church Activity

Are you a member of this church? Yes No

If not a member, are you a regular attendee at this church? Yes No

When did you start attending this church (year and month if within the last 24 months)? _____

List other churches you have attended regularly during the past five years: (name of church, location, pastor) _____

List all previous church work involving children/youth during the past five years (include which church you worked at): _____

Do you feel you have gifts or a calling to serve in this area? _____

Waiver

The information I have provided is correct to the best of my knowledge. I understand that my name will be submitted to the deacons/elders of this church for the purpose of affirming my character and fitness for ministry at RHBC. I understand that RHBC has the right to exclude anyone from service in its children's and youth ministries. I agree to serve scripturally, with integrity, and will participate in training and discipline to enhance my ministry to children and youth.

I have read and understand RHBC's Protection Plan. I agree to its regulations and mandates, and will adhere to them. I understand that I am obligated to inform the church leadership if I obtain a conviction at any point during my term as volunteer within the children and youth ministries of Richmond Hill Baptist Church. My signature acknowledges my understanding and agreement with this policy.

Signature: _____ Date: _____

Office Use only

- | | |
|--|----------------------|
| <input type="checkbox"/> Volunteer Profile Completed | Date received: _____ |
| <input type="checkbox"/> Police Criminal Record Search Completed | Date received: _____ |

7 Appendix B: Transportation Consent Form

Group: _____ Junior Youth
_____ Senior Youth
_____ Vacation Bible School
_____ Other: _____

Date: From _____ To: _____

This consent form authorizes the designated volunteers of Richmond Hill Baptist Church to transport my child(ren) to and from activities, involved with the above mentioned group(s) and to take the action deemed necessary for the well-being of my child(ren).

Richmond Hill Baptist Church will ensure that your child(ren) will be transported by a volunteer that has held a valid Ontario Driver’s License for at least 2 years.

NAME(S) OF CHILD(REN): _____

PRINT NAME OF PARENT OR GUARDIAN: _____

SIGNATURE _____ DATE: _____

8 Appendix C: Typical Approval Request Information

Description and duration of activity:

Precautions to avoid abuse:

Ministry personnel to be involved (if known) and numbers involved:

Have all staff already been trained and qualified to the Protection Plan?

Requested by:

Requested date:

Approved by:

Approved date:

9 Appendix D: Abuse Reporting Form

Form to be completed by hand in pen by the personnel who suspected and reported abuse. Completed forms are to be kept confidential and forwarded to a member of the Church Leadership.

Date:

Program name & description:

Information about child

Name: _____ Age: _____ Birth date: _____ Sex: M F

Address (street, city):

Phone number:

Name of parent(s):

Address of parent(s):

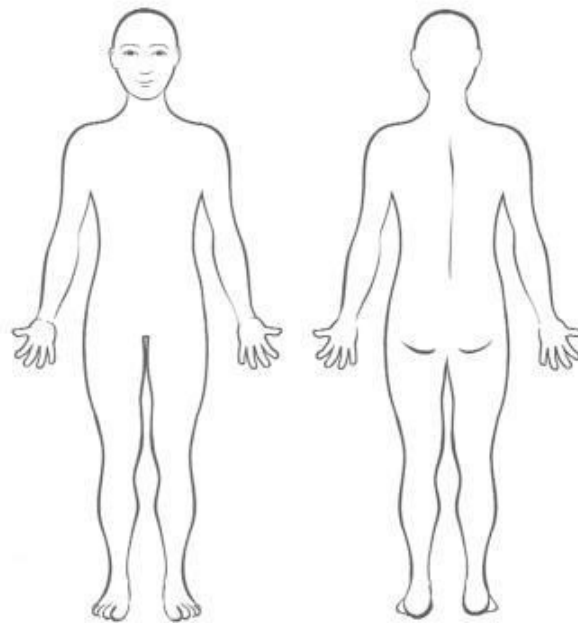
Phone number of parent(s):

Reason for report: Suspicion of abuse Child disclosure

Describe reason for report:

If child provided an explanation, record what was said and when:

Does the child's body show indicators of abuse (or complete body chart below):



Reporting Information

Children's Aid Society location contacted:

Name of Child Protection Social Worker:

Date of call:

Time of call:

Action the child protection social worker said will occur:

Follow-up required:

Other comments or observations:

Name of Ministry Personnel completing report:

Role in ministry program:

Signature:

Date:

10 Appendix E: Incident Form

Form to be used for injuries, near-hits (“near misses”), etc. Attach a blank sheet for more space.

Name of Ministry Personnel Completing Report:

Position:

Date:

Name of Injured Person:

Age:

Phone:

Mailing address:

Parent/Guardian:

Phone:

Mailing address:

Incident Date:

Time:

Location:

Program:

1. What happened/could have happened

2. Describe injury, any first aid applied, and by whom

3. Was anyone exposed to blood (who)?
4. Was there further medical attention?
5. Was parent/guardian notified (Y/N, when, by whom & outcome)?

6. With whom did the injured party leave?
7. Witnesses (list: name, age, phone, address)

8. Was there follow-up contact?

9. Comments (attach another sheet if required)