

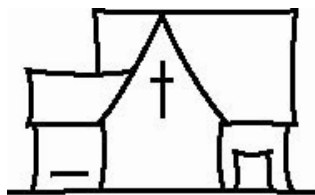
Policies and Procedures Manual

Plan To Protect

Children, Youth, and Leaders

Revision 2, March 2010

Adopted by the Board of Breslau Evangelical Missionary Church on October 19, 2004; Amended by the BEMC board on February 16, 2006; March 31, 2010



Breslau
Evangelical Missionary Church
Your Community Church

**Breslau Evangelical Missionary Church, 102 Woolwich Street, Breslau
Ontario**

Based on material from the Evangelical Missionary Church, Canada East District
and
Christian and Missionary Alliance in Canada and Evangel Tabernacle, Kelowna,
BC

and on *Plan to Protect* Winning Kids Inc. 2007

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Introduction

Everyone who teaches, helps or cares for children and/or youth under the auspices of *Breslau Evangelical Missionary Church (BEMC)* is required to follow the guidelines and procedures as defined in this document. All board members, elders, deacons, trustees, directors, officers, and paid employees are to be trained whether or not they work with children or youth. The Church Board has reviewed and adopted this as official policy.

This plan is designed to assist church leaders in their recruiting of workers and, to the greatest extent possible, provide for the safety of the children (aged 0-18) served by these workers.

The Spiritual and Moral Responsibility of the Church

Breslau Evangelical Missionary Church (BEMC) has a spiritual, moral and legal obligation to provide a secure environment for children participating in church programs that are under the auspices and authority of the church. Child abuse is a criminal act as well as a violation of human conscience and dignity. It is a violation of God's moral law within the trusted context of relationship. It is criminal behavior that causes emotional, physical and spiritual trauma to victims, and has destructive consequences for abusers. The devastating effects on the credibility of the church ministry and the name of Christ make it essential that the church take all appropriate steps to deter abusive incidences from occurring.

The gospel of Mark records that when people brought little children to Jesus, He took them in his arms, put His hands on them and blessed them. As a church, it is our desire to bring children to Jesus, too.

In the church, we recognize that we are a reflection of God's love to those in our care and we take our responsibility to them seriously. In our ministry to children we must follow carefully what the Scriptures teach:

1. Avoid every kind of evil. (I Thess. 5:22)
2. But among you there must not be even a hint of sexual immorality, or of any kind of impurity, or of greed, because these are improper for God's holy people. (Eph. 5:3)
3. But if anyone causes one of these little ones who believe in Me to sin, it would be better for him to have a large millstone hung around his neck and to be drowned in the depths of the sea. (Matt. 18:6)
4. If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses. If he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church, treat him as you would a pagan. (Matt 18:15-17)

These guidelines are therefore set forth to provide a safe and nurturing environment in which we can bring our children to the Savior. We view ourselves as partners with parents, seeking to provide quality care and instruction in our ministry to the family. All of our guidelines are designed to protect and promote growth in God for each child and adult involved.

Why we need the Plan to Protect

Churches and their personnel (i.e. staff, directors, officers and ministers) are being held accountable for the acts of individual abusers within the church even though neither the church, nor its leaders were aware of the abuse or condoned it. Churches can be sued in Civil Courts for damages sustained by victims and their families.

Churches need to understand the extent of their liability. Churches are not “guarantors” of the safety and well-being of children. They are not absolutely liable for every injury that occurs on their premises or in the course of their activities. Generally, they are responsible only for those injuries that result from their negligence. Victims of molestation who have sued a church often allege that the church was negligent in not adequately screening applicants or for not providing adequate supervision.

Chapter 1 – Awareness

In making sure BEMC is a safer place, we will be:

- 1. Safeguarding preschoolers, children and youth of our church from abuse.*
- 2. Protecting the church staff and volunteer workers from potential allegations of abuse*
- 3. Limiting the extent of legal risk and liability due to any such abuse.*

A. Reducing the Risk of Child Abuse

BEMC has a mandate to minister to individuals, families, adults, youth and children. In that context, *BEMC* stresses the sanctity of human life and the importance and worth of each individual as a child of God.

The disturbing and traumatic rise of physical and sexual abuse of children has claimed the attention of our nation and society. Unfortunately, churches who have children's programs are not insulated from this alarming trend. In response to this trend, it is our commitment to provide reasonable protective care to all preschoolers, children and youth attending any programs sponsored by *BEMC*. We feel compelled to establish guidelines for the prevention of child abuse.

We recognize that formal guidelines and procedures will help prevent the opportunity for abuse in the future.

We believe that childhood innocence is a gift given by God. Children are naturally trusting. Children readily place their faith in adults who care for them. It is our responsibility as a church to safeguard that trust. Childhood innocence is a gift that we must protect within our church.

B. It Can Happen in Any Church

Incidents of molestation can occur in any church - including ours. Churches have traditionally accepted the services of anyone expressing an interest in working as a volunteer with children or youth. Churches are by nature trusting and unsuspecting institutions. Asking sensitive questions of those who are giving their time and talent can be seen as distasteful by church leaders. No one wants to offend potential workers, especially longtime church members with a history of good service. These qualities can make a church susceptible to incidents of child molestation.

There are few topics that create more emotion than that of child abuse, especially if it is sexual in nature.

C. Impact

A single incident of child molestation can devastate a church and divide the congregation. Members become outraged and bewildered. Parents question whether their own children have been victimized. The viability of the church's youth and children's programs is jeopardized. And church leaders face blame and guilt for allowing the incident to happen.

Such incidents often result in massive media attention, sometimes on a national scale.

Television stations conduct live interviews from church property on the evening news. Front page stories hit the local paper. Community residents begin to associate the church with the incident of molestation. But far more tragic is the emotional trauma to the victim and the victim's family, and the enormous potential legal liability the church faces. If a trial ensues, the issue stays alive in the media for months, sometimes even years.

Ed begins attending First Church. After a few weeks, he volunteers to work with the youth group. Church staff members do not know Ed, but they are delighted to have another worker. He is put to work immediately. The youth group has an overnight activity a few months later. Following the activity, two minors report that they were sexually molested by Ed. The parents of one of the minors contact a lawyer, and a \$3 million lawsuit is brought against Ed, the church and the church board. The parents claim that the church (and the church board) acted negligently by not doing any background investigation before using Ed as a volunteer worker.

D. Definition of Child Abuse

"Child abuse refers to an act committed by a parent, caregiver or person in a position of trust (even though he/she may not care for the child on a daily basis) which is not accidental and which harms or threatens to harm a child's physical or mental health, or a child's welfare (Faith Trust Institute, 2006).

While this document specifically addresses abuse directed toward children and youth, we also recognize that vulnerable people include adults with physical or mental disabilities and the aged.

1. Physical Abuse is using physical force or action that results, or could result, in injury to a child or youth. It is more than reasonable discipline. Sometimes injury is caused by over-discipline. Injuring a child or youth is not acceptable, regardless of differing cultural standards on discipline.

2. Emotional Abuse is a pattern of hurting a child's feelings to the point of damaging their self-respect. It includes verbal attacks on the child, insults, humiliation or rejection. A child or youth who is emotionally harmed may demonstrate severe anxiety, depression, withdrawal, self-destructive or aggressive behaviour.

3. Neglect

"Neglect is the failure to meet a child's basic need for food, clothing, shelter, sleep, medical attention, education and protection from harm. This can occur when parents do not know about appropriate care for children, when they cannot adequately supervise their children or when they are unable to plan ahead" (The Children's Aid Society of London and Middlesex, 2006).

4. Sexual Abuse occurs when a child or youth is used by somebody else for sexual stimulation or gratification. Sexual activity between children or youth may also be sexual

abuse if older or more powerful children or youth take sexual advantage of those who are younger or less powerful.

Child sexual abuse includes behaviour that involves touching and non-touching aspects.

Types of abuse that involve touching include:

- Fondling
- Oral, genital and anal penetration
- Intercourse
- Forcible rape

Types of sexual abuse that do not involve touching include:

- Verbal comments
- Pornographic videos
- Obscene phone calls
- Exhibitionism
- Allowing children to witness sexual activity

E. Symptoms of Abuse and Molestation

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

Physical signs may include:

- lacerations and bruises
- nightmares
- irritation, pain or injury to the genital area
- difficulty with urination
- discomfort when sitting
- torn or bloody underclothing
- venereal disease

Behavioral signs may include:

- anxiety when approaching church or nursery area
- nervous or hostile behaviour toward adults
- sexual self-consciousness
- “acting out” sexual behaviour
- withdrawal from church activities and friends

Verbal signs may include the following statements:

- I don't like (*names a particular person*)
- (*Particular person*) does things to me when we're alone
- I don't like to be alone with (*particular person*)
- (*Particular person*) fooled around with me

F. The Effects of Child Sexual Abuse

Child sexual abuse robs children of their childhood and can potentially scar its young victims for life. Too often in the past, the effects of abuse were minimized or dismissed. Children were viewed as being resilient. Recent research has shown that children can suffer significant pain from even a single abusive incident. Church members must be aware of the pain and long term suffering that can accompany such abuse. Abused children can display a wide range of negative symptoms in the aftermath of abuse. The incidence of sexually transmitted disease is also a possible outcome.

The degree of damage depends upon several factors including the intensity, duration and frequency of the abuse. In addition, the relationship of the perpetrator to the child matters. If the abuser is a known and trusted authority figure in the child's life, the degree of impact increases dramatically.

Consequences of child sexual abuse can plague victims into adulthood. Outcome studies of adult survivors of child sexual abuse suggest the following effects: sexual dysfunction, eating disorders, substance abuse, promiscuity, disassociation from emotions, and possible perpetration of sexual abuse on others. When church leaders, pastors, and respected congregational workers perpetrate the abuse, lifelong religious confusion and deep feelings of enmity toward God and the church can occur.

"The personal violation of child sexual abuse causes the victim to experience many losses... including loss of childhood memories, loss of healthy social contact, loss of the opportunity to learn, loss of bodily integrity, loss of identity and self-esteem, loss of trust, loss of sexual maturity, and loss of self-determination. All of these personal violations mean that victims of child sexual abuse lose the child's right to a normal childhood. In adulthood it may also mean the loss of the capacity to appreciate sexual intimacy as nurturing, holy and loving." (The Report of the Winter Commission, 1990, Vol.1, p.118)

Chapter 2 - Recruitment and Screening

A. Recruitment and Screening Process

1. Church leadership and/or the ministry lead determine if an individual is a suitable or potential candidate for children's or youth ministry.
2. Prospective ministry personnel are to submit to the recruitment and screening process managed by the Plan to Protect Committee. The process is as follows:

- Adhere to the six-month waiting period
- Complete the Ministry Application Form and apply for a Police Records Check for Service With the Vulnerable Sector
- Read over the BEMC statement of faith
- Submit the application and the Police Records Check (or the receipt from the police if still waiting for completion of check)
- Have face-to-face interview with two members of Plan to Protect Committee
- At interview, sign application form and verification of agreement with BEMC statement of faith, Plan to Protect Committee member signing as witness
- Plan to Protect Committee member calls at least two references
- Receive training on Plan to Protect
- Final approval by vote of Plan to Protect Committee as a subcommittee of the Deacons' Board

If red flags occur at any of the steps above, the matter is referred to the pastor.

3. If a prospective ministry personnel has had a history with a Children's Welfare Agency, a request may be made by the church leadership for the individual to sign consent for a Child Welfare Check.

Adult survivors of child abuse must meet with a pastor or designate before working with children or youth. (This policy is included because of litigation suggesting that it is negligent for a church to hire children's workers without asking them if they were themselves victims of child abuse. Some courts have said that the statistical correlation between persons who abuse children and who were themselves abused as minors is so high that this kind of question must be asked. BEMC wants to respond to these legal developments, while at the same time preserving as much as possible the confidentiality of this kind of information.)

Persons who are adult survivors of abuse are not automatically disqualified from further consideration. Rather this information simply imposes on BEMC a higher duty of care. If the Criminal Record Check comes back with no record of any child abuse or molestation, and if there is no other indication that the applicant poses a risk (from

"Is screening important? Ask any member of a church in which an incident of sexual abuse has occurred."

Hammar, Richard R., Steven W. Klipowicz, and James F. Cobble, Jr., *Reducing the Risk of Child Sexual Abuse in Your Church: A Complete and Practical Guidebook for Prevention and Risk Reduction*, (USA: Christian Ministry Resources, 1993).

references, previous churches, or interview with the pastor), then there is no reason why the person cannot serve. In some instances when warranted, counselling may be recommended.

4. Ministry personnel must complete the recruitment and screening process prior to being placed in a position of trust.
5. Ministry personnel who serve children and youth must have a personnel file kept with church records. These files are to be kept permanently.

B. Qualifications for Ministry

1. A minimum six-month waiting period prior to serving is required for individuals wanting to work in children or youth ministries. All prospective ministry personnel will have regularly attended the church for the previous six months.
 - Exceptions can be made in circumstances where the ministry personnel have transferred from another church in which they have been long-time members or adherents and children's or youth ministry workers in good standing. Reference checks must be conducted with at least two individuals. If possible, one individual should be one of their previous pastor, children's ministry director or youth ministry director.
2. Ministry personnel serving in children's and youth ministry are members or adherents in good standing.
3. Ministry personnel are at least 12 years old and it is recommended that they be at least 5 years older than the children or youth in the groups with which they serve.
4. Individuals who have answered 'yes' to questions concerning criminal offences, termination of employment, suspected child abuse, and/or alleged abuse or violence involving children, youth or vulnerable persons, in the Confidential Information section of the Application form, will be reviewed by a member of the pastoral staff to determine eligibility for involvement in ministries or programs where children or youth participate.

What kinds of criminal convictions and accusations disqualify an individual for children's or youth work in *BEMC*?

A criminal conviction for a sexual offense involving a minor disqualifies an applicant. Other automatic disqualifiers include incest, rape, assaults involving minors, murder, kidnapping, child pornography, sodomy, and the physical abuse of a minor.

Should religious conversion make a difference for a child or youth worker who has been guilty of child molestation in the past?

Occasionally, such persons freely admit to a prior incident, but insist that they have since had a conversion experience and that they now present no risk whatever. The safest course would be to encourage such an individual to work in the church, but in a position not involving access to children or youth. This is a reasonable accommodation of the individual's desire to serve. Any church that permits such an individual to work with children or youth, on the basis of the professed religious conversion, will have a virtually indefensible position should another incident of

molestation occur. A defense – that the molester claimed to have been converted – would likely be viewed with derision by a civil court. Putting a known child molester in a position involving access to children is taking an enormous risk.

C. Ministry Application Form

1. Prospective ministry personnel are to complete a Ministry Application Form. (Appendix 1)
 - A verifiable witnessed signature is required for the protection of all parties.
 - Individuals who transfer from another congregation unknown to the church leadership must include contact information or a reference from a pastoral staff member or ministry leader of their previous church.
 - In accordance with PIPEDA regulations, the Ministry Application Forms must include the reason for which the information is being collected.
2. Ministry Application Forms are to be kept confidential and available only to the relevant ministry lead, Elders, Deacons, and the Plan to Protect committee.
 - Ministry Application Forms are to be kept in a secure location.
 - Ministry Application Forms are to be kept on file permanently.

D. Interview

1. Face-to-face interviews will be conducted by at least two members of the Plan to Protect Committee. (Appendix 3)

E. Reference Checks

1. The Plan to Protect Committee will conduct reference checks on all prospective ministry personnel in children's and youth ministry. (Appendix 4)
 - Prospective ministry personnel must sign a liability release before reference checks are conducted.
 - References provided must fit within the acceptable categories for adults and for youth who work with children.
 - Reference checks are conducted face-to-face or by telephone to confirm the suitability and appointment of prospective ministry personnel.
 - At least two references are contacted for each applicant.

F. Criminal Screening Checks

1. A Police Records Check for Service With the Vulnerable Sector must be conducted on each ministry personnel 16 years of age and older who is serving children or youth.
 - Police records checks are to be renewed every three (3) years.
 - Police records checks are to be kept on file permanently.

G. Plan to Protect Training

Training

1. Abuse prevention education and training is required for all ministry personnel serving with children and youth and must be completed prior to ministry placement.
2. Completion of a training course is noted in the personnel file for each individual.

Retraining

1. Annual retraining is required for all ministry personnel. This is conducted by the Plan to Protect Committee.
2. An annual renewal form is required to be completed by all ministry personnel.
3. Failure to complete the retraining or the renewal form within a reasonable given timeframe results in the removal of a person's name from the approved workers list.
4. The person's name can be restored to the approved workers list by completion of the retraining and renewal form.
5. If a file is incomplete for three years, the volunteer must begin as a new applicant.

H. Approval Process

1. Upon completion of the recruitment and screening process, a clearance checklist is completed. (Appendix 5)
2. All ministry personnel are to be approved by the Plan to Protect Committee and the clearance checklist must be signed and dated by a member of the committee.
3. The recruitment and screening process must be completed in a timely manner.
 - Workers in process of completing the recruitment and screening process will be treated as occasional observers if they are in attendance at any children's or youth ministry programs.

Chapter 3 - Child Protection

These safeguards are not only to protect our children and youth, but also our workers.

A. Supervision of Ministry Personnel

1. An important step in providing a safe and secure ministry environment for our children and youth is the systematic and intentional supervision of ministry personnel.
2. Supervision by the ministry leader or a designate can be done by checking through classroom windows to ensure that things are going well, planned formal and informal visits to classes or meetings, or by a hall monitor making rounds. Supervision provides leaders with opportunities to give direction, assist those who may be struggling or frustrated, and reinforce and encourage positive interaction.

B. Plan to Protect Program Maintenance

1. The Plan to Protect program is reviewed annually to ensure training, the updating of files and the physical environment are compliant with policy. (This includes but is not limited to: checking first aid kits, updating all required posted information, and reviewing the safety features of the facility and classrooms.)

C. Teacher / Student Ratios

1. Classroom settings must comply with established ratios for adults and children at all times. This includes off-site activities and trips. Established ratios are:
 - One ministry personnel for every 3 infants (birth – 17 months)
 - One ministry personnel for every 4 – 5 toddlers or preschoolers
 - One ministry personnel for every 12 elementary-age children
 - One ministry personnel for every 15 youth in grades 6-12.
2. It is recommended that there be a minimum of a 5-year gap between ministry personnel and the children or youth they serve. This can be waived at the discretion of the ministry leader.

D. Classroom Staffing

1. To comply with insurance requirements and to provide adequate supervision for children, one of the following must be in place:
 - A minimum of two unrelated ministry personnel are present for supervision, except in the event of an emergency, or,
 - Ministry personnel are present with windows having clear lines of visibility in place, or the door open, with a designated hall monitor circulating periodically from room to room.

2. Ministry personnel aged 12 to 16 must be assigned to work alongside another ministry personnel over the age of 16. Ministry personnel must be 17 years of age or older to work alone in a classroom, even with the window or open door policy.
3. Family Protection: Family ministry teams work well together and should be encouraged as a method of staffing. However, for the protection of this family unit, we recommend the presence of at least one other volunteer who is not a member of the immediate family, or the window or open door policy is to be used.

E. Occasional Observers

1. Occasional observers who join a class will have their attendance recorded and kept on file with the classroom attendance for that day. Visitors will be clearly identified and if they have not been screened and approved, they will not be placed in a position of trust with children who are not their own.

F. Ministry Personnel Identification

1. Ministry personnel are clearly identified with a nametag or approved clothing which identifies them to parents, children and newcomers.

G. Child Registration & Compliance with the Personal Information Protection Electronic Data Act (PIPEDA)

1. The names and addresses of children and their parents or guardians will be carefully maintained, updated annually and kept permanently in a central file.
2. A release and permission statement will be included on all registration forms releasing the church from unforeseen and accidental damages along with contact information in case of an accident.
3. The inclusion of 'liability shields' on permission forms has been considered for activities that involve a level of risk.
4. A statement will be included on all registration forms which stipulates the purpose and extent for collecting personal information of children and youth.
5. Registration forms will be available for all programs. It is the responsibility of the ministry lead or ministry personnel to ensure that forms are completed and submitted for all participants. In the case of a visiting child, the adult bringing the child will be considered the guardian for the time of the program and the registration form must be sent home at the conclusion of the first program. All effort must be made to keep registration forms updated and current. Registration forms are to be filed and kept permanently.

H. Receiving and Releasing Children

For Babies and Preschool Children:

1. Receiving and releasing children under school age is strongly monitored. A mandatory sign-in and sign-out form is to be used in all programming for these children.
2. Children are not to be dropped off in a classroom without two ministry personnel present.

3. Babies and preschool children will only be released into the care of the child's parent or designate utilizing a signature, security number or identification card.
4. Parents and visitors are not to enter the nursery or preschool classroom when picking up their child unless requested to do so.

For Elementary Students:

1. Younger elementary students and newcomers are to remain in the classroom until the parent or designate comes to pick them up and the student demonstrates recognition.
2. Consideration must be given to security, church facilities and location when determining the age release of older elementary children. Ministry personnel are to ask on an informal basis whether the child knows where to find his or her parent. If the child demonstrates uncertainty, the ministry personnel will keep the child with them in the classroom until the parent or designate picks up the child.

I. Attendance

1. Attendance of children is taken each time a program is in session. These attendance records are kept on file permanently.
2. A record will be kept of ministry personnel on duty in each classroom or program. This record will be maintained with the record of attendance and kept on file permanently.

J. Washroom Guidelines

Parents are encouraged to deal with their baby's toileting needs and to take their children to the washroom prior to each class or service.

For Nursery:

1. Diaper changing procedures are clearly posted in the nursery diaper changing area.
2. If at all possible, it is strongly encouraged that diaper changing is done by the child's parent.
3. If necessary, diaper changing is to be done only by designated **adult** ministry personnel and must be conducted within view of other ministry personnel. Youth are not to change diapers.

For Preschool and Elementary Children:

1. Children are not to go to the washroom alone.
2. No ministry personnel will ever be alone with a child in an unsupervised washroom and they are never to go into the cubicle with a child and shut the door.

L. Health & Safety Guidelines

1. Individuals are encouraged to become certified and trained in first aid.
2. The names and contact information of the individuals who have been certified in first aid are posted in the children's and youth departments for easy access.

3. Parents and caregivers are responsible for notifying the ministry lead of any known allergies which their children or youth have. This information is to be noted on their registration form.
4. The ministry leader will make the ministry personnel aware of all medical information including allergies, medication, signs and symptoms, and treatment required.

Illness:

1. A child who is ill and could therefore expose others to illness is not to be received into the nursery or classroom. Factors and symptoms to consider are:
 - Fever, unusual fatigue, irritability, coughing, sneezing, runny nose and eyes, vomiting, diarrhea, inflamed mouth and throat.
 - Children with a known communicable disease.

Medications:

1. Ministry personnel are not to give or apply any medications. Parents are to be contacted and should administer all medications.
2. Medication is not to be left in a classroom. When a child brings medication, the medication is to be kept in the possession of the ministry lead or their designate.
3. In the extreme case where Epi-pens or inhalers are needed for allergies or asthma, written instructions (Appendix 11) are to be provided by the parent or guardian to the ministry lead. Requests should be written, signed, dated and filed permanently.

Dealing with Cuts or Injuries Involving Blood:

1. When a child or youth is injured, the individual is to be separated from others. The area where the injury occurred or where any blood may have dropped on the floor or toys is also to be isolated.
2. Ministry personnel need to ensure that other children have not had contact with any of the blood from the cut or injury.
3. Non-latex gloves are to be used when bandaging the injury, avoiding contact with mouth, ears and eyes.
4. Extreme care will be taken in cleaning up all blood and bloody bandages and the safe and secure removal of waste and disposal of gloves to a secure waste removal container.
5. Hands are to be washed carefully with sterilizing soap available in first aid kit or classroom.
6. When ministering to children with HIV or AIDS, specific guidelines for the education and care of these children will be developed and followed.

Emergencies:

1. Emergency evacuation procedures are reviewed annually by the Deacons' Board. These procedures are to be posted in a visible place in each classroom stating the planned route of escape to the nearest exit.
2. Church leadership will arrange for annual fire and evacuation drills.
3. A first aid kit will be kept in each ministry area with ministry personnel being educated on the kit's contents. Each kit will contain a pair of disposable non-latex

- gloves, disinfectant towelettes, two or three 4" x 4" gauze pads for blood absorption, small scissors and band-aids.
4. In addition to the first aid kits in each ministry area, a master first aid kit will be available in the church building and in any church-owned vehicle. These kits should include a micro shield CPR mask, instant ice packs, sterilizing soap, tweezers, thermometer, an emergency instruction manual and additional quantities of the items mentioned above in the other first aid kits.
 5. A parent will be contacted when an injury, accident or medical emergency occurs. At a minimum, an 'Ouch Report' (Appendix 12) will be completed and given to a parent or guardian and a copy will be filed in the Plan to Protect Committee files.

M. Classroom Management

Proper Display of Affection: Touch is an essential component in nurturing lives. Volunteers need to be aware of, and sensitive to, differences in sexual development, cultural differences, family backgrounds, individual personalities, and special needs.

Appropriate Touch:

1. Recognizing that children need appropriate displays of affection that reflect pure, genuine and positive displays of God's love, appropriate touch with children will be age and developmentally appropriate. We encourage ministry workers to:
 - Hold a preschool child who is crying,
 - Speak to a child at eye level and listen with your eyes as well as your ears,
 - Hold a child's hands when speaking, listening or walking him or her to an activity,
 - Gently hold the child's shoulder or hand to keep his or her attention while you redirect the child's behaviour,
 - Put your arm around the shoulder of a child when comforting or quieting is needed,
 - Pat a child on the head, hand, shoulder or back to affirm him or her.
2. All touch must be done in view of others.

Inappropriate Touch:

1. Recognizing that the innocence of children must be protected, ministry workers will be made aware that the following actions are deemed inappropriate and will not be permitted:
 - Kissing a child or coaxing a child to kiss you,
 - Engaging in extended hugging and tickling,
 - Holding a child's face when talking to or disciplining the child,
 - Touching a child in any area that would be covered by a bathing suit (except when diapering),
 - Carrying older children and/or allowing them to sit on your lap,
 - Prolonged physical contact with any child or youth.

Discipline: God's definition of discipline is outlined in Hebrews 12:7-11. Discipline is not something you do to a child. It is something you do for a child. The word discipline does not mean punishment. It comes from the root word disciple, which means training

that molds character, behavior and values. Rather than seeking to merely maintain control or keep children quiet, our goal in managing children's behavior should be to shape their character in such a way that they will become disciples.

1. All discipline and classroom management will be conducted in a loving and caring environment. All attempts will be made to prevent discipline problems from arising and to avoid the need for remedial discipline. All attempts are to be taken to adhere to the following:

Preventative Discipline:

- Create a loving, caring atmosphere,
- To gain respect, you must grant respect,
- Model self-discipline and structure in your own life,
- Prepare exciting and interesting classes with short transitions between activities,
- Arrange the environment for children and for learning,
- Establish and communicate realistic expectations for the children,
- Be sure the activities that you provide are meaningful and age-appropriate,
- Be fair and consistent with all children,
- Be sure your focus is on positive actions and reward positive behaviour,
- Be aware of children with special needs and bring their needs to the attention of the ministry lead.

Remedial Discipline:

- Every effort will be made to deal with problems individually,
- Every effort will be made to explain to the child why the behaviour is unacceptable,
- Every effort will be made to redirect the child to positive action,
- Every effort will be made to explain the consequences of unacceptable behaviour by defining the correct way to behave as well as the result of the wrong behaviour,
- Every effort will be made to offer choices that are acceptable to both you and the child.

Some examples of appropriate discipline within the ministry setting are:

- Praising the specific behaviors you want to see in your group (i.e. "good listening", "thank you for waiting")
- A firm gentle voice addressing and redirecting the behavior (i.e. "you are running; walk please")
- Depriving a privilege
- Age appropriate "time outs" or withdrawal from activity
- Confidential parental discussion when necessary

Some examples of inappropriate discipline within a ministry setting are:

- Slapping, hitting, striking, or spanking a child
- Yelling or screaming at a child
- Any words that could cause feelings of condemnation or shame in a child about any aspect of their person—including derisive references to anything physical, emotional, mental, or position (or station) in life, such as saying, "Are you a strong boy? Strong boys don't cry" or "Shame on you."

2. Classroom rules will be established to clearly communicate the expectations required of children. Some suggested rules are:
 - One voice talking at a time
 - Quiet hands get answered
 - Use inside voices
 - Obey directions the first time
 - Use good manners
 - Keep your hands and feet to yourself
 - Respect each other
 - Be friendly
 - Visit the washroom before class begins
 - No bullying
 - Remember – life isn't fair, but God is good

N. Youth Ministry Personnel Standards

Contacting Opportunities

1. Ministry personnel are encouraged to meet with youth in small group settings and in teams. Mentoring relationships should be conducted in teams and in public places.
2. The ministry lead must pre-approve the conducting of any one-on-one mentoring with the information being documented and filed.
3. One-on-one mentoring must be done in public settings and only under the following conditions:
 - The ministry lead is informed of the time and place of the meeting prior to the meeting, and,
 - Parental permission is granted, and,
 - Separate transportation is arranged
4. Relationships between youth and ministry personnel are to be conducted within the parameters set by the organization. Communication (including electronic communication) outside of scheduled programs should only be done with parents' consent.
 - No photographs of children or youth will be taken without prior written approval by the parent(s) or guardian. No photographs will be posted by ministry personnel on Facebook, MSN or other online social networks.

Physical Contact

1. 'Physical Contact Guidelines' are to be posted in youth department.
2. Ministry personnel are aware of what constitutes appropriate touch:
 - one-arm hugs
 - shoulder-to-shoulder hugs
 - touch on the back or shoulder
3. Ministry personnel must refrain from inappropriate touch at all times:
 - chest-to-chest hugging
 - extended hugging
 - overexuberant affection
 - lap-sitting
 - kissing
 - touching of thighs, knees or inappropriate spots of the body
4. Ministry personnel must be cognizant of conduct that could be misinterpreted:

- horseplay
- tickling
- extended backrubs

Dating

1. Ministry personnel working with youth may not pursue a dating relationship with a youth.

O. Special Events and Overnight Policies

For all off-site activities, a record of the names of all participants, the location of the event, and the drivers and vehicles involved will be compiled and will accompany the group. A copy will be filed permanently in the Plan to Protect Committee files.

Copies of the consent form for each child or youth must be kept on hand at each event. The originals are filed permanently in the Plan to Protect Committee files.

Youth attending retreats and overnight events will not be allowed to leave the event. Any exceptions must be added to the permission form signed by the parent.

When leaders have special class or social activities in their homes, or involve their pupils in field trips and service projects, the following precautions need to be taken.

Field Trips:

1. All off-campus activities will be pre-approved by the ministry leader with parents being notified at least one week prior to the outing.
2. All trips and outings will be supervised by a minimum of two approved, unrelated adult ministry personnel, preferably male and female (if the trip is co-ed).
3. When planning local special events, it is preferred that parents drop off and pick up their children or youth at the event location.
4. Children and youth may not be transported one-on-one.

Overnight and Special Events:

1. All overnight activities will be pre-approved by the Deacons' Board. All special events that are not overnight will be pre-approved by the ministry leader.
2. Proper written consent and medical release forms are required for each child or youth participating in overnight and special events. Forms must be kept in the ministry lead's possession during trips and events and a photocopy filed in the church office. The originals are to be kept on file permanently. (Appendix 10)
3. All overnight activities for children (up to grade 5) must have a minimum ratio of one approved ministry personnel for every five children. All overnight activities for youth (grades 6-12) should have a minimum ratio of one leader to seven youth. For all age groups, a minimum of two unrelated leaders shall be maintained at all times.) Ministry personnel will be assigned a specific group of children or youth for whom they are responsible. Female ministry personnel will be assigned to female children or youth and male personnel will be assigned to male children or youth.
4. All trips and outings must be supervised by a minimum of two approved, unrelated adult ministry personnel.

5. Female and male children and youth are not allowed in each other's rooms or tents for any reason during overnight events and they are not permitted to sleep in mixed company.

P. Transportation

1. For church-related activities, it is preferred that parents both drop off and pick up their children or youth at the event location.
2. All drivers must be on the current BEMC approved workers and drivers list.
3. Drivers must be at least 21 years old and have a minimum of 3 years of driving experience.
4. Drivers must obey all rules of the road including the speed limits. Reckless or unsafe driving will not be tolerated.
5. There must be two unrelated approved workers in each vehicle or vehicles must travel in convoy directly to their destination.
6. The number of occupants in a vehicle will not exceed the number of seat belts. Appropriate child seats are used according to provincial law. Children are not to ride in the front seat. Seat belts must be worn by everyone and remain fastened at all times the vehicle is in motion.
7. Children or youth will not be left unattended in a vehicle.

Q. Non-Compliance

In the event that one or more of these guidelines are contravened in any instance, the ministry leader shall complete a non-compliance report (App 13) and give it to the Plan to Protect Committee who will review it, take appropriate action as the circumstances merit, and file it.

Chapter 4 - Reporting and Response

The following policies outline the recommended procedure and sequence for reporting suspected abuse cases.

I. Reporting Procedures

A. Hearing of an Allegation or Suspicion of Abuse

1. For the protection of our children and youth, all allegations and/or suspicions of abuse against children and youth will be taken seriously.
2. Upon hearing of potential abuse or allegations of abuse to a child or youth, the ministry personnel should complete a Suspected Abuse Report Form documenting all pertinent information. (Appendix 14) The victim should not be asked leading questions nor should the accused or any other parties be contacted at the point of completing the Suspected Abuse Report Form. All forms must be kept permanently unless otherwise directed by legal counsel.
3. Any allegations of abuse to a child or youth must be reported to the proper authorities. The reporting should be done in conjunction with a member of the pastoral staff.

B. Reporting an Allegation or Suspicion of Abuse

1. Any person including, but not limited to, ministry personnel, who has reasonable grounds to believe that a child is in need of protection, is legally required to immediately report the matter to Family and Children's Services (ages 0-16) and/or the police (ages 0-18). Reporting must be done orally by telephone or in person.
2. A person who knowingly fails to report in these circumstances is in violation of the law and may be found to have committed an offence and may be subject to discipline action in the church.
3. The Pastor or Deacons' Board chair or his/her designate must seek legal counsel and follow direction regarding notification of the insurance provider and denominational leadership in any and all allegations or suspicions of abuse that may have happened in the context of church ministry.
4. If the suspected abuse happened in the context of church ministries or was committed by a church member or attendee, the parents of the victim must be notified by the senior pastor or by church leadership.

C. Assessing and Investigating an Allegation or Suspicion of Abuse

1. No persons, including church leadership, are to assume the function of assessing, substantiating or investigating the need for intervention or interpretation of suspected child abuse.
2. The church and its individuals must avoid any undue interference when a report of child abuse has been filed with Family and Children's Services or the police. The church should ask how it could assist in helping and supporting the investigation and the hurting child or youth and their family. The church should maintain frequent communication and supportive relationships with those suspected or guilty of child abuse as long as these persons exhibit a willingness to listen, change and look to Christ for help. This does not exclude the need for hurting individuals to receive professional counselling.

D. Protecting Confidentiality and Dignity of the Victim and the Accused

1. During the process of reporting and response, all ministry personnel will be committed to prayer and strive to remain calm and hopeful.
2. Discretion must be observed and details of the suspected abuse must not be shared among the church community. Information should be shared on a need-to-know basis, expanding only as individuals are drawn into the response and investigation. Confidentiality for the suspected victim and the accused must be protected.

II. Response to Allegations

Realistically, no practical protection strategy is 100 percent effective. An accusation of child physical or sexual abuse may occur in any church. *BEMC* has a predetermined plan or strategy to respond to physical or sexual abuse allegations. The church should not try to navigate a crisis situation without a compass to guide it. Wrong actions can multiply the pain and liability inherent in an abuse case.

An effective response strategy recognizes the following underlying principles:

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

A. Spiritual Response and Counsel for the Victim

1. For the protection of our children and youth, all allegations and/or suspicions of abuse will be taken seriously and handled with the utmost care. The suspected victims will be treated with dignity and respect.
2. During the process of reporting and response, all ministry personnel will be committed to prayer and strive to remain calm and hopeful.

3. Situations of abuse must be handled forthrightly with due respect for people's privacy and confidentiality. Discretion must be observed and details of the suspected abuse must not be shared among the church community. Information should be shared on a need-to-know basis, expanding only as individuals are drawn into the response and investigation. Confidentiality for the victim must be protected.
4. Church leadership will seek opportunity to provide individual care and counsel both for the abuse victim and their family. Church leadership will determine the need for professional assistance and evaluate and designate resources as needed and able.

B. Biblical Response and Discipline for the Accused or Convicted

1. The accused is to be treated with dignity and respect. If the accused is a paid ministry personnel, that person will be relieved temporarily of his or her duties until the investigation is completed with arrangements made to either maintain or suspend his or her income until the allegations are cleared or substantiated.
2. It is the responsibility and right of church leadership to exercise and practice church discipline as outlined in Matthew 18 and as stipulated in denominational guidelines.
3. Church leadership will seek opportunity to provide individual care and counsel both for the accused and their family. Church leadership will determine the need for professional assistance and evaluate and designate resources as needed and able.
4. Anyone accused of abuse to children or youth will be prohibited from having access to children or youth until they are cleared of any and all charges. Clear written guidelines will be provided to the individual with restricted activities and areas of the church that are they are not permitted to use.
5. Anyone convicted of child abuse will be prohibited from having access to children or youth. Church leadership may designate an individual to be responsible to be informed whenever the convicted person attends church activities and to accompany the convicted person while on church property. Clear written guidelines will be provided to the individual listing restricted areas and access points on the church property.

C. Media Relations

1. The Pastor or the Church Board Chair or designate as an alternate will speak to the media, the public, and the congregation regarding the matter in a discreet, informed, truthful and diplomatic manner. All inquiries should be directed to this person and comment should not be made by other individuals unless given permission to do so. Otherwise, people who have never given any consideration to responding to such inquiries could offer conflicting and contradictory statements, and the public will develop a negative impression of the church. This is avoided when only one person is designated to speak for the church in such cases.
2. Having a carefully prepared statement is far superior to making no comment. Public statements must be well prepared and presented under the guidance of legal counsel. A standard initial position statement is given below. This is used as a public response by the designated spokesperson, until all of the facts are uncovered and the case reviewed:

It is always tragic when children are abused or exploited. Breslau Evangelical Missionary Church is aware of the nature of child abuse and we are concerned for its victims.

We have taken careful precautions to protect the children and youth entrusted to our care and to develop and maintain a safe church environment.

We are distressed by any accusation of child abuse. We will do everything in our power to address the needs in this situation.

For the welfare of those involved, all information has been directed to the local Family and Children's Services. The church worker involved has been suspended from all duties and responsibilities pending the outcome of the present investigation.

Thank you.

This is a clear position statement of BEMC regarding child abuse. This is an opportunity to influence public opinion positively by emphasizing an awareness of the problem of child abuse, a concern for victims, and the steps *BEMC* has taken to reduce the risk and provide a safe environment for children. It lets the media know that BEMC takes the risk of child abuse seriously, and that we have acted responsibly.

D. Ongoing Investigation

1. Full cooperation must be given by all parties to civil authorities under the guidelines of legal counsel.
2. At no time should church leadership or its individuals either engage in denial, minimization or blame, or admit responsibility which could prejudice the case or cause increased liability to the church.
3. A confidential follow-up report (Appendix 15) with conclusions and action taken must be documented a member of the pastoral staff following a report of abuse. This report should be placed in a confidential ministry personnel file and kept permanently.
4. Children and youth ministry departments will inform others of any ongoing investigation strictly on a need-to-know basis.

Chapter 5 - Administration of the Plan

The Plan to Protect is administered by the BEMC Deacons' Board. A Plan to Protect Committee is appointed annually to oversee the plan.

Plan to Protect Committee

Purpose & Responsibilities

To fulfill the moral and legal obligations of Breslau Evangelical Missionary Church (BEMC) in providing a safe and secure environment for children participating in church programs.

The Plan to Protect Committee oversees the Plan to Protect and recommends updates and/or amendments to the Deacons' Board.

The Plan to Protect Committee administers the Plan to Protect and maintains all required files, including a secure file on every volunteer in ministry.

The Plan to Protect Committee holds all information in strict confidence and reviews information of a sensitive or questionable nature with the pastor.

The Plan to Protect Committee schedules and directs annual training sessions for potential and current approved workers on the purpose and safeguards of the Plan to Protect.

Composition and Tenure

The Plan to Protect Committee consists of a minimum of four members, a Church Board Member, a representative from Children's Ministry, a representative from Youth Ministry, and a member of the Pastoral Staff. The church office administrator serves on the committee as an ex officio member.

The appointment is for a one-year term, with term of office commencing in March each year, with no limit on the number of terms that may be served.

Qualifications

Apart from their positional qualifications, members of the Plan to Protect Committee should be in full agreement with the BEMC Plan to Protect.

Organizational Relationships

The Plan to Protect Committee reports to the Deacons Board.

Modification of the Plan to Protect

The task of implementing the Plan to Protect into the life of the church is an ongoing process. This plan may be amended **only** by action of the Church Deacons' Board.

Glossary of Terms

Approved Worker: A person who has completed the application process and has been approved for ministry by the Plan to Protect Committee.

Approved Driver: A volunteer who has completed the driver's section of the application form and been approved as a driver by the Plan to Protect Committee.

Child: (legal definition) A person aged 0-18 years of age.

Child abuse: Defined by law, but generally includes non-accidental physical injury, sexual contact or exploitation, neglect and emotional distress.

Child sexual abuse: Generally any sexual contact with or exploitation between an adult or caregiver and a child or adolescent even if the victim gives consent.

Church: BEMC and its related ministries.

Exhibitionism: Sexual perversion marked by a tendency of indecent exposure.

Felony: A serious criminal offence as defined by law.

Guarantor: A person or organization that is legally responsible for the actions of another.

Immediate family: Spouses, siblings, and parent/child relationships.

Infant: A child aged 0 – 18 months.

Liability: Legal responsibility, often resulting in monetary damages.

Molestation: Improper sexual advances or activity with a child.

Negligence: A failure to exercise reasonable care.

Negligent selection: A failure to exercise reasonable care in hiring or selecting either paid employees or volunteer workers.

Negligent supervision: A failure to exercise reasonable care in the supervision of either paid employees or volunteer workers.

Occasional Observer: A non-approved adult in attendance at a children's or youth ministry event or class. (Or a non-approved youth at a children's event or class.) See p. 15.

Pedophilia: An exclusive sexual interest in children who are before the age of puberty.

Preschooler: A child aged 19-48 months.

Perpetrator: A person who commits an act of abuse.

Promiscuity: The tendency towards indiscriminate frequent sexual behaviour.

Plan to Protect Committee : A group of people responsible for coordinating, screening, and placing approved volunteers into the ministries of BEMC .

Policy: A rule that describes or structures the proper behaviour of a church staff member or volunteer.

Prospective Approved Worker: Individual over the age of 12 associated with BEMC , either by regular attendance (adherent), or membership, and awaiting approval by the Plan to Protect Committee.

Punitive damages: Money damages that can be awarded by a court against a person or organization that engages in reckless behaviour.

Reasonable care: The care that would be exercised by an ordinarily prudent person under the same or similar circumstances.

Respondent Superior: A legal principle by which an employer is legally responsible for the negligence of its employees committed within the scope of their employment.

Seduction: Inducing another person to engage in sexual contact.

Vulnerable People: Includes children and adults with physical or mental disabilities, and the elderly.

Volunteer Placement File: A secure file kept indefinitely on each prospective volunteer which includes the Ministry Volunteer Application Form, an up-to-date Police Records Check, record of reference checks, a record of the interview by the Plan to Protect Committee and annual renewal forms.

Youth: A child in grades 6-12.

Resource List

This Plan to Protect was developed using material from the Evangelical Missionary Church, Canada East District, and Christian and Missionary Alliance in Canada, and Evangel Tabernacle, Kelowna, BC, and on *Plan to Protect* by Carol Wiebe, Melodie Bissell, and Jane Cates: Winning Kids Inc. 2007.

The following **websites** contain helpful information regarding protection issues.

- cccc.org (Canadian Council of Christian Charities) (see esp. Webcast/Plan to Protect)
- emcc.ca (Evangelical Missionary Church of Canada) (see esp. Resources/Library)
- evangelicalfellowship.ca (The Evangelical Fellowship of Canada) (see esp. Resources)
- facswaterloo.org (Family & Children's Services of the Waterloo Region)
- faithtrustinstitute.org (see esp. News & Information/Articles)
- robertsonhall.com (our Insurance Company) (see esp. Resources/Facing the Risk Newsletter)
- Volunteer.ca (see esp. Screening)
- winningkidsinc.ca

An extensive reference list is available in the Winning Kids book *Plan to Protect* cited above.

Appendices

Appendix 1 – Volunteer Application Form for Ministries To Children and Youth

To be completed by all applicants, aged 12 and older.

(INFORMATION RECEIVED IS STRICTLY CONFIDENTIAL)

Children's / Youth Ministries, Breslau Evangelical Missionary Church
102 Woolwich Street, Breslau ON N0B 1M0
(519) 648-2712; fax (519) 648-3092

In our desire to reduce the risk of abuse within our church ministries, we believe this information is necessary to protect our children and to protect our volunteers. Thank you in advance for your partnership.

Personal Information

Full Name _____ Male ___ Female ___

Phone Number (Day) _____ (Evg.) _____

Address _____

PC _____ e-mail _____

Occupation and/or Employer: _____

History and Qualifications

Have you accepted Christ as your Saviour? Yes ___ No ___

Candidates must be in agreement with the BEMC Statement of Faith. Please read the attached copy. At your interview, you will be asked to sign a copy for your file.

With which age group(s) are you interested in volunteering?

Nursery _____ Children _____ Youth _____

Please list any gifts, training, education or other qualifications that you believe you have, that have prepared you to minister with children or youth.

Hobbies, Interests or Skills: _____

Church Affiliation and Ministry Experience

How long have you attended BEMC? _____

Are you a member? Yes ____ No ____

Other churches you have attended in the last five years are as follows:

1. Name of Church _____ Phone # _____

Address _____

Dates attended _____ Member or Adherent? _____

Dates and description of ministry involvement _____

Ministry Supervisor _____ Phone # _____

2. Name of Church _____ Phone # _____

Address _____

Dates attended _____ Member or Adherent? _____

Dates and description of ministry involvement _____

Ministry Supervisor _____ Phone # _____

Confidential Information

In order to provide a safe and secure environment for our Church’s children and youth, we believe it is necessary to include the following questions as part of our application process. All information will be kept confidential by church leadership and the Plan to Protect team and will not be disclosed by the church unless required by law. Answering yes to any of the questions may not necessarily prevent you from volunteering with the church. Thank you in advance for your understanding.

1. Are there any circumstances involving your lifestyle or history that could call into question your ability to work safely with children or youth in a Christian environment? (e.g. pornography, use of illegal substances, etc.)
 Yes No

2. Have you ever been convicted or found guilty of a criminal offence for which a pardon has not been granted? (Note: this does not include minor traffic violations)
 Yes No
 If yes, please list offence(s) and date(s) of conviction:

3. Have you ever been expelled from or had your employment terminated by any organization or employer for assault or violence against any person, or for assault, violence or impropriety with children, youth or vulnerable persons? (e.g. senior citizens or persons with disabilities)
 Yes No

4. Have you been investigated by a Child Welfare Agency or any other organization for suspected child abuse?
 Yes No

5. Have you ever been a defendant or respondent in a civil lawsuit or human rights complaint or other legal proceedings in which you were alleged to have abused or engaged in violence, harassment or other immoral or illegal behaviour or conduct involving children, youth or vulnerable persons?
 Yes No

6. Do you have any health concerns which would impact your ability to perform the functions of the volunteer position for which you are applying? (Please note that such health concerns may not prevent you from holding the position for which you have applied)
 Yes No

7. Do you have any contagious diseases or conditions of which we should be aware, and which we may need to take steps to protect against transmission should you volunteer at the Church?
 Yes No

8. Are you an adult survivor of child abuse? (see Ch 2, A3 in the Plan to Protect)
 Yes No

References

Please provide the names of three individuals, excluding relatives, who could provide a reference for you. If you are under 16, one reference may be a parent and/or teacher. If possible, include at least one reference from inside the church.

1. Name of Reference _____

Address _____

Phone Numbers: Day _____ Evg _____

How long have you known this person? _____

How do you know him/her? _____

2. Name of Reference _____

Address _____

Phone Numbers: Day _____ Evg _____

How long have you known this person? _____

How do you know him/her? _____

3. Name of Reference _____

Address _____

Phone Numbers: Day _____ Evg _____

How long have you known this person? _____

How do you know him/her? _____

If you are at least 21 years old and have had a full driver's license for at least 3 years, you may wish to apply to be an Approved Driver for BEMC. If so, please complete the following two pages. **If not, please go to page 7.**

Approved Drivers Information

Full Name _____

Ontario Driver's License # _____ Year first issued _____

Have you ever been charged for a driving offence other than a parking ticket?
Yes No

If yes, please explain nature of offense(s) and date(s) of occurrence.

Insurance Details

Insurance Company and address _____

Policy # _____ Expiry Date _____

Amount of Liability coverage shown on policy (minimum \$1,000,000) _____

Vehicle Information

Make _____ Model _____ Colour _____ Year _____

License Plate # _____ Number of Seatbelts _____

If you do not own or lease this vehicle yourself, please complete the following:

Owner's name and address _____

_____ Phone Day _____ Evg _____

Owner's authorization: I hereby grant permission to _____ to
drive the above-mentioned vehicle for children's or youth events for BEMC.

Signed _____ Date _____

Driver's Contract

I have a valid license and the vehicle I will drive when transporting children or youth has an up-to-date insurance policy with public liability insurance of at least \$1,000,000. I will report to the Plan to Protect Committee should there be any change in the information provided on this form.

I will ensure that the vehicle is mechanically fit and that there are seatbelts in working condition for all passengers, that the vehicle has car seats for all passengers under 40 lbs., and booster seats for children between 40 lbs. and 59 lbs. I will follow the manufacturer's vehicle guidelines regarding air bags and acknowledge that children, especially under the age of 10, should not be seated in the front seat of any vehicle.

I agree to be a safe, responsible driver and to follow all provincial laws. I will never drive when I have been using alcohol or drugs or if I am tired and do not feel I can drive or continue to drive safely. I will do my best to avoid distractions when I am behind the wheel. I will endeavour to ensure that passengers in my care will conduct themselves in a safe, responsible manner.

I will provide the BEMC Deacon's board with prompt written notice, with all available particulars, of any accident arising out of the use of a licensed automobile during a trip as a volunteer driver for a BEMC children's or youth ministry event. I will take responsibility for any accidents that occur because of poor judgment on my part.

I understand that if I do not follow any of these guidelines my approval as a BEMC driver will be jeopardized. A BEMC supervisor has the right and authority to take away my driving privileges at any time.

My signature below means that I have read the preceding statements and guidelines, that I agree to them, that I will abide by them, and that if at any time I cannot agree to the preceding I will notify a BEMC supervisor and will discontinue driving.

Signature of Applicant _____ Date _____

Plan to Protect Committee Member's Approval _____ Date _____

Release of Information and Declaration of Intent (to be signed at interview)

I hereby give the church consent to verify the information provided by me in this Application Form and to contact the references and current and former employers listed above and to obtain and verify any information from them (and any other persons that the Church determines might be able to provide relevant information) that may be relevant to my application.

If the church approves my application for a volunteer position, I will at all times cooperate fully with the relevant ministry leader in the fulfillment of my duties and will keep all confidential information I encounter in my role as a volunteer, confidential.

I understand that if the church approves my volunteer application and later determines, in its discretion, at any time that I am not suitable for volunteer service in the church or for the volunteer position for which I am applying, the church may terminate my volunteer service or volunteer position for any reason without advance notice.

If at any time I determine that for any reason I am unable to support or adhere to or follow the BEMC Statement of Faith and Core Doctrine of the church, I will inform the church and will resign my volunteer position.

As a member or adherent, I agree to submit to Church Discipline when it is deemed necessary. (From Membership Guide: "Discipline - The Church is commanded in Scripture to discipline those members who choose to continue in open and unrepentant habitual sin (Matt. 18:15-17; 1 Cor. 5:1-13; 2 Cor. 7:8-10; 2 Thess. 3:6, 14, 15; 1 Tim. 5:19,20). The aim of Church discipline is the restoration of the individual to Christ and His Church (Gal. 6:1). The process of confrontation and church discipline shall be done in a spirit of Christian love, care, sensitivity, and commitment to Biblical teaching with the ultimate goal of reconciliation and forgiveness.")

I hereby acknowledge that, to the best of my knowledge, the information contained in this Ministry Personnel Application Form is true and correct.

Signature of Applicant _____

Printed Name _____ Date _____

Signature of Witness _____

Printed Name _____ Date _____

Information received is confidential and is being gathered for the purposes of considering your application for volunteer ministry with the Church and for determining what, if any, Church ministries you may be suited for in future.

Appendix 2a – BEMC Statement of Faith and Core Doctrines

This version is for you to read and keep. At your interview, you will be asked to sign a copy for your file, stating that you are in agreement with the statement.

We believe the following to be vital and necessary in the life of every Christ-follower:

- Evangelical Theology, based on the teachings of the Bible.
- Spirit-led Living, emphasizing the new birth, culturally sensitive living under the Lordship of Jesus Christ, biblically based discipleship, active service for the Kingdom, and vital worship.
- Theological Education, valuing the spiritual formation and training of children, youth, adults, and families; the development of a Christian mind; and the preparation of men and women for both professional and volunteer leadership and service.
- Servant leadership that is Christ-like in its humility, trainability, and integrity as well as committed to serving others through varied leadership styles, Spirit-led, gift-based, team ministry, consensus decision-making, and ministry accountability.

The following articles are the non-negotiable Essentials of the Christian faith and fully consistent with the Articles of Faith of the Evangelical Missionary Church of Canada. The statement is Orthodox and Evangelical. Orthodox means in agreement with the historic teaching of the Christian faith as expressed in the historic creeds. Evangelical means an emphasis on the biblical gospel about salvation by faith in Christ and new life (regeneration) by the transforming work of the Holy Spirit. This new life is essential to the Christian walk.

We believe that the following statements of faith are essential and non-negotiable essentials of the Christian Faith:

- The Holy Scriptures as originally given by God, divinely inspired, infallible, entirely trustworthy; and the only supreme authority in all matters of faith and conduct.
- One God, eternally existent in three Persons, Father, Son and Holy Spirit.
- Our Lord Jesus Christ, God manifest in the flesh, His virgin birth, His sinless human life, His divine miracles, His bodily resurrection, His ascension, His mediatorial work, and His personal return in power and glory.
- The salvation of lost and sinful people through the shed blood of the Lord Jesus Christ by faith apart from works, and regeneration by the Holy Spirit.
- The Holy Spirit by whose indwelling the believer is enabled to live a holy life to witness and work for the Lord Jesus Christ.
- The unity in the Spirit of all true believers, the Body of Christ. The local church as the tangible expression of the Body of Christ, an organized body of believers in Christ who are voluntarily joined together for public worship and evangelism, teaching the Word, fellowship with the saints, observance of the ordinances, exercise in prayer, and who are commissioned with the responsibility to administer discipline.
- The resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation.

Appendix 2b – BEMC Statement of Faith and Core Doctrines

We believe the following to be vital and necessary in the life of every Christ-follower:

- Evangelical Theology, based on the teachings of the Bible.
- Spirit-led Living, emphasizing the new birth, culturally sensitive living under the Lordship of Jesus Christ, biblically based discipleship, active service for the Kingdom, and vital worship.
- Theological Education, valuing the spiritual formation and training of children, youth, adults, and families; the development of a Christian mind; and the preparation of men and women for both professional and volunteer leadership and service.
- Servant leadership that is Christ-like in its humility, trainability, and integrity as well as committed to serving others through varied leadership styles, Spirit-led, gift-based, team ministry, consensus decision-making, and ministry accountability.

The following articles are the non-negotiable Essentials of the Christian faith and fully consistent with the Articles of Faith of the Evangelical Missionary Church of Canada. The statement is Orthodox and Evangelical. Orthodox means in agreement with the historic teaching of the Christian faith as expressed in the historic creeds. Evangelical means an emphasis on the biblical gospel about salvation by faith in Christ and new life (regeneration) by the transforming work of the Holy Spirit. This new life is essential to the Christian walk.

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- The Holy Scriptures as originally given by God, divinely inspired, infallible, entirely trustworthy; and the only supreme authority in all matters of faith and conduct.
- One God, eternally existent in three Persons, Father, Son and Holy Spirit.
- Our Lord Jesus Christ, God manifest in the flesh, His virgin birth, His sinless human life, His divine miracles, His bodily resurrection, His ascension, His mediatorial work, and His personal return in power and glory.
- The salvation of lost and sinful people through the shed blood of the Lord Jesus Christ by faith apart from works, and regeneration by the Holy Spirit.
- The Holy Spirit by whose indwelling the believer is enabled to live a holy life to witness and work for the Lord Jesus Christ.
- The unity in the Spirit of all true believers, the Body of Christ. The local church as the tangible expression of the Body of Christ, an organized body of believers in Christ who are voluntarily joined together for public worship and evangelism, teaching the Word, fellowship with the saints, observance of the ordinances, exercise in prayer, and who are commissioned with the responsibility to administer discipline.

The resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation.

I am in agreement with the Statement of Faith and Core Doctrines of BEMC.

Signature of Applicant: _____ Date: _____

Signature of Witness: _____ Date: _____

Appendix 3 – Interview Form

NAME: _____ DATE: _____

NAMES OF INTERVIEWERS: _____

Check over application form in advance of interview, noting any missing information and also noting which areas the person is interested in working in.

1. Welcome the applicant and thank them for their interest in children's/youth ministry. **State that anything shared in the interview is confidential and may be shared only with the members of the Plan to Protect Committee.**

2. Why have you applied for involvement in _____ (the particular ministry)?

3. Tell us a bit about yourself and the influences of your family and friends on your life.

4. How do your family and friends feel about your ministry involvement?

5. Tell us about your spiritual journey and your current devotional life.

6. With the candidate, review the items listed under Confidential Information on the application form.

(If necessary) Have you talked with the pastor yet? Yes No

7. Do you have current certification in First Aid? In CPR?
Any other certificates or training?

8. Any other questions either interviewer wants to ask as a result of answers given on the application, or during the interview process.

12. Are there any other things you would like us to know or questions you would like to ask?

Thank-you for participating in this interview.

Before dismissing candidate,

1. witness signature on application form
2. check for signature on driver's form if candidate is applying to be an approved driver as well. Check for signature of car owner if different.
3. witness signature on statement of faith
4. give candidate a copy of the Plan to Protect if they don't already have one
5. go through checklist and discuss next steps with candidate

NAME: _____ DATE: _____

NAMES OF INTERVIEWERS: _____

AFTER INTERVIEW

General impressions/Body language/Other

Recommendation:

Interviewer's Signature #1 _____

Interviewer's Signature #2 _____

Appendix 4 – Worksheet for Checking References

Applicant's Name _____

Name of Reference _____

Phone Numbers: Day _____ Evg _____

Interviewer _____ Date _____ Initial _____

"Hello, this is _____. I serve on the Plan to Protect Committee of *Breslau Evangelical Missionary Church*. We do a reference check on all our volunteers working in our children's and youth ministries.

_____ (name of applicant) has listed you as a personal reference. Do you have a few minutes to answer some questions?

1. How long have you known _____ (this person) and in what capacity?
2. Have you observed this person relating to children? _____ What ages? _____
In what situation?
3. How would you describe the type of person _____ is and how he/she relates to others, especially children or youth?
4. Would you describe _____ as someone who follows through with commitments?
5. How does _____ relate to authority?
6. Based on your knowledge of the person and your observations would you recommend this person to work with children in a teaching or care giving situation? Why or why not?

Appendix 5 – Employee/Volunteer Clearance Checklist

- Application form completed
- Police Records Check received indicating clear record
- Interview completed and form dated and signed by two interviewers
- Application form signed and witnessed
- (or N/A) Driver's Form signed by applicant and Plan to Protect Committee member
- Statement of Faith signed and witnessed
- Copy of BEMC Plan to Protect given to applicant
- Reference checks completed and initialed by Plan to Protect committee member
- Training on Plan to Protect completed Date: _____
- Applicant recommended to and approved by Plan to Protect Committee members
- Approved Workers List updated and Applicant and Ministry leaders informed
- All of the above in order, reviewed, and cleared for applicant to serve in the Children's and Youth ministries at *Breslau Evangelical Missionary Church*

Signature of Plan to Protect Committee Member: _____

Date: _____

Appendix 6 – Approved Ministry Worker Renewal Form

Name _____ Year _____

Address Unchanged or _____

email Unchanged or _____

Phone Numbers Unchanged or _____

Employer Unchanged or _____

During the past year, have you

developed any lifestyle issues (e.g. pornography, use of illegal substances, etc.) that would call into question your ability to work safely with children or youth in a Christian environment? yes no

been convicted or found guilty of a criminal offence for which a pardon has not been granted? (Note: this does not include minor traffic violations) yes no

been expelled from or had your employment terminated by any organization or employer for assault or violence against any person, or for assault, violence or impropriety with children, youth or vulnerable persons? (e.g. senior citizens or persons with disabilities) yes no

been investigated by a Child Welfare Agency or any other organization for suspected child abuse? yes no

been a defendant or respondent in a civil lawsuit or human rights complaint or other legal proceedings in which you were alleged to have abused or engaged in violence, harassment or other immoral or illegal behaviour or conduct involving children, youth or vulnerable persons? yes no

developed any health concerns which would impact your ability to perform the functions of your volunteer position? yes no

developed any contagious diseases or conditions of which we should be aware, and which we may need to take steps to protect against transmission at the Church? yes no

If you answered 'yes' to any of the above, please explain: _____

Are there any other changes in your ability or suitability in working with children or youth? yes no

If yes, what? _____

Have you been regularly attending at BEMC for the last year? yes no

If not, why not? _____

Have you had any training in the last year that would particularly equip you for children's or youth work? yes no

If yes, what? _____

Please list the activities you have been involved in with children or youth at BEMC during the past year.

Please list any other areas of service with children or youth in which you have interest.

Driving Information

If you are also an approved driver,

Has your vehicle or insurance information changed? yes no

If yes, what? _____ (Please supply the details to the church office within 2 weeks.)

In the past year, have you been charged with a driving offense other than parking tickets? yes no

If yes, please explain

Applicant's Statement

I hereby acknowledge that the information contained in this renewal form for ministry is correct to the best of my knowledge. I am familiar with the Plan to Protect of the Breslau Evangelical Missionary Church and agree to adhere to it.

Signature _____ Date _____

Appendix 7 – Nursery Registration and Waiver & Medical Release Form

Purposes and Extent

Breslau Evangelical Missionary Church is collecting and retaining this personal information for the purpose of enrolling your child in our programs, to develop and nurture ongoing relationships with you and your child, and to inform you of program updates and upcoming opportunities at our Church. This information will be maintained indefinitely as it is a requirement of our insurance company and legal counsel. If you wish Breslau Evangelical Missionary Church to limit the information collected, or to view your child's information, please contact us.

All of our nursery personnel are approved workers and follow the Plan to Protect adopted by the Deacon's board. The plan is available on the church website www.bemc.ca.

Child's Name _____ **Nickname:** _____ **Birthdate:** _____

Significant Others:

Mother: _____ **Father:** _____

Siblings & Ages: _____

Address: _____

Home Phone: _____ **Cell Phone:** _____

Services usually attended: _____

Where parents will be: _____

Other Safe Adults: _____

Medical Information

Does your child have any severe/any life-threatening allergies (bee stings, food, penicillin, other drugs) or medical conditions? **Yes** **No** If yes, please explain:

Does your child need an Epipen or Inhaler? **Yes** **No** If yes, please explain:

Note: Appendix 11 should be completed in addition to this form.

Does your child have any physical, emotional, mental or behavioural concerns or limitations that our staff should be aware of? **Yes** **No** If yes, please explain:

Snacks

Are OK Do not give Concerns: _____

Diapering and Toileting

- If your child is toilet trained, you are asked to take him/her to the washroom before coming to the nursery.
- If your child is in diapers, you will be asked to come to the nursery to change his/her diaper if necessary.

I give my permission to BEMC to use my child’s name and/or photo on material posted within the church. Yes No

I give my permission to BEMC to use my child’s name and/or photo on material posted on the church website, newsletters, or promotional material. Yes No

Waiver – Please Read Carefully

I/we, the parents or guardians named above, authorize the ministry staff of Breslau Evangelical Missionary Church to sign a consent for medical treatment and to authorize any physician or hospital to provide medical assessment, treatment or procedures for the participant named above, if I am not immediately available.

I/we, named above, undertake and agree to indemnify and hold blameless the Ministry Staff, Breslau Evangelical Missionary Church, its Pastors and Board of Deacons from and against any loss, damage or injury suffered by the participant as a result of being part of the activities of the Breslau Evangelical Missionary Church, as well as of any medical treatment authorized by the supervising individuals representing the church. This consent and authorization is effective only when participating in or traveling to events of the Breslau Evangelical Missionary Church.

Parent’s Signature: _____ Date _____

Printed Name _____ Effective for Ministry Year 20__/20__

I have read, understood, and agree with the above information for the program year

20__/20__ Signature _____ Printed Name _____ Date _____

20__/20__ Signature _____ Printed Name _____ Date _____

20__/20__ Signature _____ Printed Name _____ Date _____

Breslau Evangelical Missionary Church

102 Woolwich Street, Breslau ON N0B 1M0 (519) 648-2712; fax (519) 648-3092

Appendix 8 – Children’s Ministry Registration and Waiver & Medical Release Form

Breslau Evangelical Missionary Church

Purposes and Extent

Breslau Evangelical Missionary Church is collecting and retaining this personal information for the purpose of enrolling your child in our programs, to assign the student to the appropriate classes, to develop and nurture ongoing relationships with you and your child, and to inform you of program updates and upcoming opportunities at our Church. This information will be maintained indefinitely as it is a requirement of our insurance company and legal counsel. If you wish Breslau Evangelical Missionary Church to limit the information collected, or to view your child’s information, please contact us.

All of our children’s ministry personnel are approved workers and follow the Plan to Protect adopted by the Deacon’s board. The plan is available on the church website www.bemc.ca.

Name: _____

Address: _____

Parents/Guardian: _____

Phone: _____ Email: _____

Date of Birth: _____ Health Card Number: _____

Does your child have any severe/any life-threatening allergies (bee stings, food, penicillin, other drugs) or medical conditions? **Yes** **No** If yes, please explain:

Does your child carry an EpiPen or Inhaler? **Yes** **No** If yes, please explain:

Note: Appendix 11 should be completed in addition to this form.

Your child should not carry any medication other than an epiPen or inhaler to any non-overnight event.

Does your child have any physical, emotional, mental or behavioural concerns or limitations that our staff should be aware of? Yes No

Health Information (if needed): _____

Emergency Contact (other than parents):
Name: _____ Phone: _____

If there are any other questions, concerns, or matters you would like to bring to our attention concerning your child, please list: _____

I give my permission to BEMC to use my child's name and/or photo on material posted within the church. Yes No

I give my permission to BEMC to use my child's name and/or photo on material posted on the church website, newsletters, or promotional material. Yes No

Waiver – Please Read Carefully

I/we, the parents or guardians named above, authorize the ministry staff of Breslau Evangelical Missionary Church to sign a consent for medical treatment and to authorize any physician or hospital to provide medical assessment, treatment or procedures for the participant named above.

I/we, named above, undertake and agree to indemnify and hold blameless the Ministry Staff, Breslau Evangelical Missionary Church, its Pastors and Board of Deacons from and against any loss, damage or injury suffered by the participant as a result of being part of the activities of the Breslau Evangelical Missionary Church, as well as of any medical treatment authorized by the supervising individuals representing the church. This consent and authorization is effective only when participating in or traveling to events of the Breslau Evangelical Missionary Church.

Parent's Signature: _____ Date _____

Printed Name _____ Effective for Ministry Year 20__/20__

I have read, understood, and agree with the above information for the program year

20__/20__ Signature _____ Printed Name _____ Date _____

20__/20__ Signature _____ Printed Name _____ Date _____

20__/20__ Signature _____ Printed Name _____ Date _____

20__/20__ Signature _____ Printed Name _____ Date _____

20__/20__ Signature _____ Printed Name _____ Date _____

Breslau Evangelical Missionary Church

102 Woolwich Street, Breslau ON N0B 1M0 (519) 648-2712; fax (519) 648-3092

Appendix 9 – Youth Registration and Waiver & Medical Release Form

Breslau Evangelical Missionary Church

The youth program at Breslau Evangelical Missionary Church is a ministry for students in grade 6-12. It involves Bible studies and social events as well as occasional regional events. All of our youth leaders are approved workers and follow the Plan to Protect adopted by the Deacon's board. The plan is available on the church website www.bemc.ca. It is our desire to minister to the youth of our community in a fun, safe, and meaningful manner.

Purposes and Extent

Breslau Evangelical Missionary Church is collecting and retaining this personal information for the purpose of enrolling your child in our programs, to assign the student to the appropriate classes, to develop and nurture ongoing relationships with you and your child, and to inform you of program updates and upcoming opportunities at our Church. This information will be maintained indefinitely as it is a requirement of our insurance company and legal counsel. If you wish Breslau Evangelical Missionary Church to limit the information collected, or to view your child's information, please contact us.

The information on this form will be used for all field trips & special events in the current school year and following summer. However, each time we have an overnight trip, we will ask you to fill out a separate form for the specific trip. Thank you!

Youth's Name: _____ Date of Birth: _____

Address: _____ Postal Code: _____

Parents/Guardians: _____

Phone: _____ Cell Phone: _____

Parent's Email: _____ Youth's Email: _____

Youth's Health Card Number: _____

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

Does your child have any severe/any life-threatening allergies (bee stings, food, penicillin, other drugs) or medical conditions? **Yes** **No** If yes, please explain:

Does your youth carry an EpiPen or Inhaler? **Yes** **No** If yes, please explain:

Note: Appendix 11 should be completed in addition to this form.

Your youth should **not** carry any medication other than an epiPen or inhaler to any non-overnight event.

Does your youth have any physical, emotional, mental or behavioural concerns or limitations that our staff should be aware of? Yes No

Health Information (if needed): _____

In case of emergency contact (other than parents):

Name #1: _____ Phone #1: _____

Name #2: _____ Phone #2: _____

I give my permission to BEMC to use my child's name and/or photo on material posted within the church. Yes No

I give my permission to BEMC to use my child's name and/or photo on material posted on the church website, newsletters, or promotional material. Yes No

Waiver – Please Read Carefully

I/we, the parents or guardians named above, authorize the ministry staff of Breslau Evangelical Missionary Church to sign a consent for medical treatment and to authorize any physician or hospital to provide medical assessment, treatment or procedures for the participant named above.

I/we, named above, undertake and agree to indemnify and hold blameless the Ministry Staff, Breslau Evangelical Missionary Church, its Pastors and Board of Deacons from and against any loss, damage or injury suffered by the participant as a result of being part of the activities of the Breslau Evangelical Missionary Church, as well as of any medical treatment authorized by the supervising individuals representing the church. This consent and authorization is effective only when participating in or traveling to events of the Breslau Evangelical Missionary Church.

Parent's Signature: _____ Date _____

Printed Name _____ Effective for Ministry Year 20__/20__

I have read, understood, and agree with the above information for the program year

20__/20__ Signature _____ Printed Name _____ Date _____

20__/20__ Signature _____ Printed Name _____ Date _____

20__/20__ Signature _____ Printed Name _____ Date _____

20__/20__ Signature _____ Printed Name _____ Date _____

20__/20__ Signature _____ Printed Name _____ Date _____

Breslau Evangelical Missionary Church

102 Woolwich Street, Breslau ON N0B 1M0 (519) 648-2712; fax (519) 648-3092

Appendix 10 – Waiver & Medical Release Form for Overnight and Special Events

Activity: _____ Date(s): _____

Place: _____ Approved Workers: _____

Name of Parent/Guardian _____ PhoneNo. _____

Name of Child/Youth _____ Age _____

Address _____ PC _____

Date of Birth: _____ Health Card Number: _____

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

Does your child have any severe/any life-threatening allergies (bee stings, food, penicillin, other drugs) or medical conditions? **Yes** **No** If yes, please explain:

Does your child carry an EpiPen or Inhaler? **Yes** **No** If yes, please explain:

Note: Appendix 11 should be completed in addition to this form.

Does your child have any physical, emotional, mental or behavioural concerns or limitations that our staff should be aware of? **Yes** **No** If yes, please explain:

Is your child/youth bringing any medication with him or her? **Yes** **No**
If Yes, please explain:

Medication must be in the original container and must be left in the possession of the event leaders.

Please check the box(es) if your child/youth currently, or within the last three months, has had any of the following:

- | | | | |
|---------------------------------------|--|---|--|
| <input type="checkbox"/> Appendicitis | <input type="checkbox"/> Diabetes | <input type="checkbox"/> Hay Fever | <input type="checkbox"/> Mumps |
| <input type="checkbox"/> Asthma | <input type="checkbox"/> Ear Infection | <input type="checkbox"/> Hepatitis | <input type="checkbox"/> Severe Stomach Ache |
| <input type="checkbox"/> Bedwetting | <input type="checkbox"/> Epilepsy | <input type="checkbox"/> Measles (Red) | <input type="checkbox"/> Sinusitis |
| <input type="checkbox"/> Chicken Pox | <input type="checkbox"/> Fainting | <input type="checkbox"/> Measles (German) | <input type="checkbox"/> Tonsillitis |

Other _____

Date of last Tetanus shot: _____

Family Physician _____ Physician's Phone # _____

Waiver – Please Read Carefully

I/we, the parents or guardians named above, authorize the ministry staff of Breslau Evangelical Missionary Church to sign a consent for medical treatment and to authorize any physician or hospital to provide medical assessment, treatment or procedures for the participant named above.

I/we, named above, undertake and agree to indemnify and hold blameless the Ministry Staff, Breslau Evangelical Missionary Church, its Pastors and Board of Deacons from and against any loss, damage or injury suffered by the participant as a result of being part of the activities of the Breslau Evangelical Missionary Church, as well as of any medical treatment authorized by the supervising individuals representing the church. This consent and authorization is effective only when participating in or traveling to events of the Breslau Evangelical Missionary Church.

Parent/Guardian's Signature: _____ Date: _____

Printed Name: _____

Breslau Evangelical Missionary Church
102 Woolwich Street, Breslau ON N0B 1M0 (519) 648-2712; fax (519) 648-3092

Appendix 11 – Medical Information Form for Medication – Epipen and Inhaler

Child/Youth Name: _____ Date of Birth: _____

Address: _____ Phone: _____

Your child/youth must be covered by Provincial Health Insurance or equivalent medical insurance. Provincial Health Insurance Number: _____

Family Physician: _____ Physician's Phone Number: _____

What type of condition does your child/youth have to require medication? Please explain:

What type of medication is required? _____

Does this medication need to be administered by an adult or can it be administered by the child/youth? Adult _____ Child/Youth _____

Does a parent need to be contacted to administer the type of medication? Yes No

If yes please provide name and phone number of parent to be contacted:

Name: _____ Home Phone: _____

Cell Phone: _____ Work Number: _____

If a leader can administer the medication, please fill out the information below:

I have trained _____ to administer _____ on my behalf.

Parent/Guardian's Printed Name & Signature:

Date:

Breslau Evangelical Missionary Church
102 Woolwich Street, Breslau ON N0B 1M0 (519) 648-2712; fax (519) 648-3092

Appendix 12 – Ouch Report

Date _____ Time _____

Dear _____ (Parent/Guardian's Name)

_____ (Child/Youth) cried "OUCH".

This is what happened:

Here's how we treated it:

Sincerely, _____ (Approved Worker)

Breslau Evangelical Missionary Church
102 Woolwich Street, Breslau ON N0B 1M0
(519) 648-2712; fax (519) 648-3092

Appendix 13 – Non-Compliance Report

Date: _____

Program: _____

In the following instance, certain aspects of the BEMC Plan to Protect were not followed:

Circumstance: _____

Contravention(s): _____

This decision was made by _____ (name)

_____ (position) _____ (signed)

This report was seen by a Plan to Protect Committee Member

_____ (name) _____ (signed) _____ (date)

TO BE FILED in Contraventions File

Appendix 14 – Initial Report Form – Suspected Child Abuse

DATE: _____ NAME OF CHILD _____

Age _____ Grade _____ Birthdate: _____

Address: _____ Phone # _____

Parents or Guardian _____

Siblings (ages) _____

Person Filing Report: _____

Person Receiving Report: _____

FAMILY AND CHILDREN'S SERVICES SOCIAL WORKER CONTACT INFORMATION

Name _____ Phone # _____

Nature of suspected abuse: physical sexual emotional neglect

Indications of suspected abuse (include facts, physical signs and course of events.

Action taken: (Including date and time): _____

If a child is reporting, what did the child say? (Give quotes where possible.)

What was your response?

Signature _____ Date _____

Printed Name _____

Pastor's Signature _____ Date _____

Printed Name _____

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**.

Breslau Evangelical Missionary Church 102 Woolwich Street, Breslau ON
N0B 1M0 (519) 648-2712; fax (519) 648-3092

Appendix 15 – Follow-up Report – Suspected Child Abuse

Name of Child : _____ Date _____

Address : _____

Phone # : _____

Name of person who filed initial report: _____

Name of person receiving report: _____

Conclusions: _____

Action taken: (including dates and times):

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**.

Pastor's Signature : _____ Date: _____

Printed Name _____

Breslau Evangelical Missionary Church 102 Woolwich Street, Breslau ON
N0B 1M0 (519) 648-2712; fax (519) 648-3092