

Creekside Community Church of Pincher Creek

Plan4Protection Policy and Procedures: A Protection Plan for Children, Youth and Vulnerable Adults

Version 1.1

Approved by Church Council on the 21 day of October 2021.

*This Plan, Prevent and Protect Policy is dedicated to the children of our church
and adult survivors of child abuse.*

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Section A – Policy

1 Introduction

Creekside Community Church of Pincher Creek believes the Bible is the believers' only infallible written guide for Christian commitment and mature faith (2 Timothy 3:16-17; 2 Peter 1:20-21; Psalms 119:160), therefore it is our guide for how we live out our lives and govern our church body.

Churches and faith communities should be one of the safest places for children to grow up, learn and play. Tragically, this is not always the case because of man's estrangement from God, man's sinfulness continues until the time appointed by God for final judgment. Sadly, many predators take advantage of the trusting and open environment within a church. Every church—including our own—can be a place of risk where the abuse of children, youth and vulnerable adults may occur. This makes abuse a necessary discussion for any church.

The consequences of abuse are profound and devastating. Victims of neglect, emotional abuse, physical abuse and sexual abuse can suffer the physical, spiritual and psychological wounds of this trauma throughout the rest of their lives. While much of the abuse of children, youth and vulnerable adults happens within their families or within the circle of family, friends and caregivers; abuse also occurs when trusted adults or older adolescents at school, sports activities, clubs or churches betray the trust of those in their care. Predators may use their positions of trust or authority within the church to victimize children, youth and vulnerable adults.

Jesus loves all children and the vulnerable. He encourages us to become like little children in our faith – “Truly I tell you, unless you change and become like little children, you will never enter the kingdom of heaven. Therefore, whoever takes the lowly position of this child is the greatest in the kingdom of heaven. And whoever welcomes one such child in my name welcomes me.” (Matthew 18:3-5 NIV). Jesus' love for children leads Him to continue. “If anyone causes one of these little ones – those who believe in me – to stumble, it would be better for them to have a large millstone hung around their neck and to be drowned in the depths of the sea.” (Matthew 18:6 NIV)

Clearly, Jesus desires that children be protected from all harm and regards hurting children in any way as an offensive act.

Regarding the vulnerable, the Bible says: “Defend the weak and the fatherless; uphold the cause of the poor and the oppressed. Rescue the weak and the needy; deliver them from the hand of the wicked.” (Psalm 82:3-4 NIV) and “Learn to do right; seek justice. Defend the oppressed. Take up the cause of the fatherless; plead the case of the widow.” (Isaiah 1:17 NIV)

While the Bible does not deal explicitly with abuse, the Bible consistently exhorts believers to avoid sexual immorality (1 Thessalonians 4:3-5), oppression (Proverbs 14:31) and deceit (Psalm 56:5-6). The expectation of behaviour is clear.

As the body of Christ, the church aspires to be a place of safety and acceptance. Toward that end, the Bible often charges Christians to be “blameless and pure . . . without fault in a crooked and depraved generation” (Philippians 2:15 NIV). Leaders are to be people of good reputation with outsiders so they will not fall into disgrace (1 Timothy 3:1-7).

It is far better and easier to try to prevent abuse than to have to cope with the traumatic impact of abuse after an incident has occurred. Abuse is a reality we must face and do our utmost to prevent. Churches that ignore this risk, or think abuse only happens somewhere else, place those whom God has put in their care at even greater risk.

2 Purpose

The purposes of this Plan4Protection Policy and Procedures, hereinafter called Plan4Protection Policy are to:

- Create a culture where children, youth and vulnerable adults can flourish within a multi-generational Christian community
- Protect children, youth and vulnerable adults from abuse
- Prevent opportunities for child abuse
- Deter predators from accessing children, youth and vulnerable adults
- Empower our church community to recognize, prevent and respond in the event that abuse is suspected, witnessed or reported
- Support Creekside Community ministry personnel to serve in a safe environment, protecting them from false allegations of abuse
- Bring God's light, truth and hope to survivors of abuse by implementing the Plan4Protection Policy
- Be a witness for Christ, in our church and community, by our actions.

3 Policy Statement

We believe it is the responsibility of Creekside Community Church of Pincher Creek, hereinafter called Creekside Community Church, to provide a safe environment for children, youth and vulnerable adults who participate in Creekside Community Church sanctioned activities and programs, wherever they may be carried out.

Creekside Community Church will endeavor to protect individuals of all ages in our ministries and programs and will not tolerate any abuse. We will take any allegation of abuse seriously and will cooperate fully with the appropriate authorities to investigate any cases of alleged abuse.

Section B – Resources

4 Definitions

For the purposes of this policy document, the following terms shall have these definitions:

Term	Definition	Source
Abuse	Abuse is an attempt to control the behaviour of another person. It is a misuse of power which uses the bonds of intimacy, trust and dependency to make the victim vulnerable. Abuse can take many forms including, but not limited to: emotional, financial, neglect, physical, sexual and verbal. Abusers can be family members, friends or individuals in a position of trust or authority.	Adapted definition based on the following sources: - Edmonton Police Services, 2018, What is Abuse, Accessed November 22, 2018, https://www.edmontonpolice.ca/VictimSupport/WhatIsAbuse - Plan to Protect®, 2018, Customizing Policies Draft Template
Accused	A person against whom a complaint of abuse or sexual exploitation is made pursuant to the terms of this policy.	Plan to Protect®
Alberta Government Intervention Record Check	In the province of Alberta, an Intervention Record Check is a review to determine whether an adult has an existing intervention record with, Children and Youth Services, which indicates that the person may have caused a child to be in need of an intervention by Social Services as defined by the Child, Youth and Family Enhancement Act.	Based on the following source: https://www.fvssd.ab.ca/download/295925
Child	A person under the age of 18 years and includes a youth unless specifically stated otherwise.	Government of Alberta, Child, Youth and Family Enhancement Act, Accessed April 13, 2021, https://www.qp.alberta.ca/documents/Acts/C12.pdf
Child, Youth and Family Enhancement Act	The Child, Youth and Family Enhancement Act provides authority for Child and Youth Services to provide services in support of children who are abused, neglected or otherwise in need of intervention. As a last resort, the Act allows for children to be apprehended if they are not safe in their own homes. The Act also deals with adoption of children, including government adoption, private adoption and international adoption.	Government of Alberta, Accessed June 11, 2021 https://open.alberta.ca/publications/c12
Hall Monitors	An adult ministry personnel whose role is to monitor the Christian Education wing to provide surveillance and increase supervision to minimize opportunities for abuse.	Defined by Creekside Community Church
Ministry Personnel	An individual who has successfully completed the recruitment and screening procedures of Creekside Community Church Plan4Protection Policy and has	Revised from Plan to Protect®

Term	Definition	Source
	been authorized to be placed in a position of trust or authority with children, youth or vulnerable adults.	
Personnel File	A permanent record kept on each ministry personnel which includes documents related to church life e.g., baptism, church membership, recruiting and supervision of ministry personnel.	Revised from Plan to Protect®
Occasional Observer	Unscreened individuals who visit/observe ministry activities on rare occasions. This term includes parents assisting their own children. Their access to minors will be limited and they will never be asked to assume responsibility or placed in a position of trust or authority with children who are not their own.	Plan to Protect®
Offender	A person convicted of abuse of a child, youth or vulnerable adult OR have been convicted of violent crimes or other relevant crimes.	Revised from Plan to Protect®
Parent	The natural or adoptive parent(s) or legal guardian(s) of a child or youth.	Plan to Protect®
Position of Trust or Authority	A position of trust or authority is created when an individual's relationship with someone else has any of the following characteristics: • Decision-making power • Unsupervised access • Closeness inherent in the relationship • Personal nature of the activity itself. A position of trust or authority is more than just having contact with children, youth or a vulnerable adult. The nature of the position, not the person, must cause the person to have authority over or trust of, children, youth or vulnerable adults. A position of trust or authority is any position that requires its holder to enjoy the trust of those who elected or chose the holder. It includes any role wherein parents have entrusted their loved one to your care e.g., teachers, helpers, assistants, supervisors, directors, leaders, caregivers, sponsors, drivers, etc. Violation of a position of trust or authority, in legal terms, refers to a situation where one person holds a position or authority over another person and uses that position to his or her advantage to commit a crime or to injure the victim in some way. Liability for abuse of this position is not limited to criminal prosecution, and in some cases, a civil lawsuit may be brought as well.	Plan to Protect®, 2018, Customizing Policies Draft Template Volunteer Canada, 2012, The Screening Handbook, Accessed July 27, 2019, https://volunteer.ca/vdemo/IssuesAndPublicPolicy_DOCS/2012-screening-handbook.pdf Alberta Association of Chiefs of Police, 2019, Alberta Police Information Check Disclosure Procedures, Accessed April 16, 2021, https://camrosepoliceservice.ca/wp-content/uploads/2019/07/Alberta-Provincial-Police-Information-Check-Disclosure-Procedures.pdf

Term	Definition	Source
Vulnerable Adult	Vulnerable adults are those who are not able to defend themselves, protect themselves, or get help for themselves when injured or emotionally abused. A person may be vulnerable because of a physical condition or illness, such as weakness in an older adult or physical disability, or a mental or emotional condition.	MyHealth.Alberta 2018, Government of Alberta, Accessed November 16, 2018, https://myhealth.alberta.ca/Health/Pages/conditions.aspx?hwid=stv5470&
Vulnerable Sector Check	A Vulnerable Sector Check includes a query to confirm that the applicant has not received a record suspension (pardon) for sexual offences. Vulnerable Sector checks should only be requested when the applicant is entering a position that will be responsible for the well-being of children, youth or vulnerable adults, where the position is one of trust or authority relative to those children, youth or vulnerable adults.	Alberta Association of Chiefs of Police, 2019, Alberta Police Information Check Disclosure Procedures, Accessed April 16, 2021, https://camrosepoliceservice.ca/wp-content/uploads/2019/07/Alberta-Provincial-Police-Information-Check-Disclosure-Procedures.pdf
Youth	Refers to a child who is in grades 7-12.	Defined by Creekside Community Church.

5 Understanding Abuse

It is critical for us to have a clear understanding of abuse, to be familiar with the definitions used when referring to it.

Abuse is an attempt to control the behaviour of another person. It is a misuse of power which uses the bonds of intimacy, trust and dependency to make the victim vulnerable. Abuse can take many forms including, but not limited to: emotional, financial, neglect, physical, sexual and verbal. Abusers can be family members, friends or individuals in a position of trust or authority.

5.1 Child Abuse – Definitions

The Alberta Child, Youth and Family Enhancement Act define the four main types of child abuse as:

- Neglect
- Emotional Abuse
- Physical Abuse
- Sexual Abuse.

Child abuse and neglect can happen to any child or youth:

- Up to 18 years of age
- Living full-time or part-time, with or apart, from their parents or guardians
- Of all abilities, gender identities and cultural and spiritual backgrounds.

There are many reasons child abuse or neglect may happen within a family, such as:

- Parents or guardians are lacking parenting skills or have negative childhood experiences
- Job loss or other financial challenges
- Chronic alcohol and/or drug use in the home

- The impacts of colonization and intergenerational trauma
- The family lives far away from other family, friends or supports
- Family violence in the home
- Parents involved in drug manufacturing or trafficking
- Frequent family crisis.

Every situation is unique. While some signs might point to abuse, they can also mean that a family is facing other challenges.

Source for the complete child abuse section, including Neglect, Emotional abuse, Physical abuse and Sexual abuse: Government of Alberta, 2021, What is child abuse, neglect and sexual exploitation? Accessed March 12, 2021, <https://www.alberta.ca/what-is-child-abuse-neglect-and-sexual-exploitation.aspx>

5.1.1 Neglect

Neglect is when a parent or guardian does not provide their child or youth with basic age-appropriate care such as:

- Food
- Clothing
- Shelter
- Love and affection
- Protection from harm.

5.1.2 Emotional Abuse

Emotional abuse can happen along with neglect or the other types of abuse. This may include:

- Humiliating the child by blaming or belittling them
- Refusing to comfort the child when the child is upset or frightened
- Criticizing the child by calling them names like stupid, bad, useless or a troublemaker
- Setting unrealistic expectations, threatening or accusing the child
- Exposing the child to violence or chronic drug or alcohol use in the home
- Cruel or unusual treatment or punishment.

5.1.3 Physical Abuse

Physical abuse is when a parent or guardian causes an injury or trauma to any part of their child's body. It might leave bruises and marks that can be seen, but can also include internal injuries that are hard to spot.

Physical abuse can happen only once or many times. It may include:

- Hitting, choking and kicking
- Biting, scratching and pulling hair
- Throwing or hitting their child with things.

5.1.4 Sexual Abuse

Sexual abuse happens when a parent or guardian exposes their child or youth to inappropriate sexual contact, activity or behaviour. This may include:

- Non-touching activities such as:
 - Having inappropriately sexual phone calls or conversations
 - Making the child watch someone expose themselves
 - Showing them pornographic material.

- Sexual touching activities such as:
 - Fondling
 - Making them touch an adult's or other child's genital area
 - Sexual intercourse with the child or youth.
- Sexual exploitation activities such as:
 - Engaging a child or youth for prostitution
 - Using them in pornography
 - Luring them via the Internet for sexual purposes.

5.1.5 Sexual Exploitation

Recognize child sexual exploitation – Child sexual exploitation is defined in the Protection of Sexually Exploited Children Act. Children or youth involved in sexual exploitation are victims of sexual abuse who need help and protection. Sexual exploitation includes:

- Luring a young person via the Internet and/or social media for sexual purposes
- Involving a child in sexual activity in exchange for money, food, shelter, clothes, electronics or other items of value to the child or youth
- Making, selling or distributing child pornography.

Sexual exploitation can occur anywhere and to any young person under the age of 18 regardless of their gender, family situation or social, cultural or economic background. It can happen:

- Through social media, apps and chat sites
- On the internet
- At parties
- At the mall or other public spaces
- Within a family.

5.1.6 Sexual Exploiter

Anyone who seeks out a child or youth and uses them for sexual purposes is a sexual exploiter. They can:

- Be male or female, young or old, rich or poor
- Pose as a boyfriend or girlfriend or friend
- Be manipulative, threatening or violent
- Offer the child drugs, alcohol, money, items of value or emotional support for participating in sexual activities
- Act like a manager by placing ads, arranging hotels and driving a child to meet-ups for sex.

5.2 Child Abuse – Indicators (Warning Signs)

Child abuse, neglect and sexual exploitation have many different warning signs. Below, you will find some common examples. This is not an exhaustive list. If you have a question or any reason to be concerned, contact Crowsnest Pass Children's Services at (403) 562-3384 during business hours. After hours, contact the Child Abuse Hotline (24/7) at 1-800-387-5437.

5.2.1 Neglect

A neglected child or youth may:

- Often be hungry and steal or hoard food
- Be underweight or dehydrated
- Have poor hygiene

- Wear clothes that are torn, dirty, do not fit or are not right for the season
- Try to take on adult responsibilities like caring for siblings, doing household tasks or looking after a parent
- Say that their parents are rarely home or not want to go home
- Have medical or dental problems that will not go away such as infected sores, decayed teeth or difficulty seeing that it is not being addressed.

5.2.2 Emotional Abuse

An emotionally abused child or youth may:

- Constantly apologize or try too hard to please others
- Show anxiety, fears or depression
- Have trouble concentrating, learning or sleeping
- Have episodes of aggressive, angry and demanding behaviour
- Cry for no apparent reason
- Have problems with bed-wetting or fecal incontinence.

5.2.3 Physical Abuse

A physically abused child or youth may have visible injuries or illness that are unexplained or poorly explained, including:

- Bruises, cuts, scrapes, welts, fractures, sprains, dislocations or head injuries
- Injuries that could not have happened by accident like a bruised earlobe or cut behind the knee
- Visible handprints, finger prints or other marks
- Burns on various parts of their body
- Unusual behaviour or appearance.

In addition, the child or youth may:

- Be defensive about their injuries
- Wear clothing that covers their body even when the weather is warm
- Not be able to tolerate physical contact or touch
- Fear their parents or guardians or other adults
- Run away
- Be reluctant to undress around others
- Say their parent or guardian has injured them.

5.2.4 Sexual Abuse

A sexually abused child or youth may:

- Know more about sex than others their age
- Behave in an improper or aggressively sexual way with peers, teachers or other adults
- Use sexual language or make drawings with sexual images
- Start wetting or soiling their pants, wetting the bed or thumb-sucking
- Be afraid to go to sleep, have nightmares or sleep long hours
- Become withdrawn, anxious, fearful or depressed
- Have physical trauma or irritations in the anal and genital areas.

5.2.5 Sexual Exploitation

A sexually exploited child may:

- Withdraw from regular friends and family
- Be secretive about who they see and where they have been
- Be unusually protective about a new relationship or friendship and unwilling to talk about it
- Hang around with older people
- Wear clothing or jewelry or have a phone or device they could not afford to buy
- Carry a lot of condoms or sexual aids
- Be very secretive or reactive about their browser history, websites they visit or contacts on their phone.

5.3 Impact of Child Abuse

Child abuse, far from being a mild childhood event, can overshadow an individual's life, even into adulthood. Not every child will display the impact of their abuse and not every adult will experience the long-term consequences of their traumatic childhood experiences, but all are at increased risk of impact to their emotional, physical and spiritual health.

5.4 Vulnerable Adult Abuse – Definition

Vulnerable adults are those who are not able to defend themselves, protect themselves, or get help for themselves when injured or emotionally abused. A person may be vulnerable because of a physical condition or illness, such as weakness in an older adult or physical disability, or a mental or emotional condition.

5.5 People Who Sexually Abuse Children

People who sexually abuse children utilize authority, trust and/or physical force/threats to gain access and control over children so they can perpetrate the abuse. The three primary categories of people who sexually abuse children are the stranger, the acquaintance and the intra-familial offender. Churches may encounter all three categories.

5.5.1 Stranger Offenders

Stranger offenders are people that the child has never seen, or people with whom the child has had only minimal prior interactions, and is by far the smallest category of people who sexually abuse children. Stranger offenders secure access and control over children with authority, trust and physical force/threats but most frequently utilize physical force/threats and are the smallest category of offenders.

5.5.2 Acquaintance Offenders

Acquaintance offenders are non-family members – such as a family friend, clergy member, next-door neighbor, pediatrician, teacher or church volunteer. This offender is acquainted with the child or the child's parents. The acquaintance offender is a larger category than the stranger offender. Acquaintance offenders generally prefer to leverage trust to gain access and control. To secure this trust, the acquaintance offender grooms child victims by providing a variety of services and gifts, including but not limited to attention, affection, kindness, privileges, recognition, alcohol, drugs, money and pornography. Not only do acquaintance offenders seek the trust of the child, but often they first groom the child's parents. Sometimes the acquaintance offender will encourage his own children to befriend the target child in order to provide the opportunity to facilitate the grooming process. The trust that develops as a result of the grooming process will often reduce the child's inhibitions and increase the offender's control over the child. This toxic trust eventually renders the child virtually helpless, creating an environment for ongoing abuse, while increasing the likelihood that the victim will remain silent.

5.5.3 Intra-Familial Offender

Intra-familial offenders are related to the victim and are people who usually, but not always, live in the same house as the victim. The intra-familial offender is generally considered the largest of the three child molester categories. Because of greater accessibility, intra-familial victims tend to be overall younger than non-familial victims. The primary challenge for the intra-familial molester is not access, but the ability to exert sufficient control in order to both abuse and silence the victim. The intra-familial offender utilizes a strategy that has a seemingly greater correlation and interplay existing between the use of trust, authority and physical force.

5.6 The “Grooming” Process

The “grooming process” that frequently is used by sex offenders in connection with their seduction of children generally consists of several stages:

- Seeking out the child;
- Getting to know the child;
- Gaining the child's trust; and
- Engaging in inappropriate conduct with the child, not rising to the level of actual sexual abuse, for the purpose of ascertaining whether the child will report the inappropriate conduct to a parent. The fourth step in the grooming process is characterized as “pushing the line.” If the child does not report the inappropriate conduct, the sex offender is likely to conclude that the child also will not report any sexual abuse and, therefore, that it is safe to engage in such conduct.

Additionally, children who are isolated from their families or otherwise feel vulnerable are frequently targeted for sexual abuse.

6 Reasons Churches may be Vulnerable

Predators are known to prey on children in churches for these reasons:

- Churches are places that welcome strangers
- Churches trust that people who attend are following Biblical teachings
- Churches may lack screening practices for staff and volunteers
- Churches encourage people to get involved in volunteer service
- Churches include a lot of activities that revolve around children, such as Sunday School, youth groups, camps, Vacation Bible School, picnics, family events, etc.
- Churches depend on people volunteering at the last minute
- Churches can promote a deference to adults or to authority figures that may create a climate open to potential abuse children.

Section C – Procedures

Healthy adult-child relationships are critical to children's development. However, if an adult in their lives is abusing them, the abuse is a terrible detriment to their growth. If children are being hurt in the very institution that is meant to nurture their spiritual development, it does not matter how excellent the church's programming is. Safety is a baseline of any church's ministry to children.

Procedures encourages healthy adult-child relationships by ensuring that the staff members and volunteers who serve children, youth and vulnerable adults align with the community's values, by delineating between safe and unsafe behaviours, and by ensuring that the community's routines protect children, youth and vulnerable adults. Protective practices help churches to put in place a foundation of safety and accountability that can then be built upon in wonderful ways to help children grow in their spiritual life. At their heart, protective practices promote safe, life-giving interactions while prohibiting risky and abusive interactions.

When a church community practices safe behaviour, they will more easily see the red flags of abusive behaviour and be better prepared to respond to these red flags as well.

These general guidelines for reducing the risk of abuse are reflected in the procedures developed for Creekside Community Church:

- RISK increases as isolation increases
- RISK increases as accountability and adherence to policies decrease.
- RISK increases when there is an imbalance of power, authority, influence and control between a potential abuser and potential victim.
- When RISK increases, supervision should also increase.

Risky behaviour helps conceal abuse. By promoting safe behaviour, we can reduce situations where children are vulnerable – where a predator would have opportunities to harm them.

7 Screening of Volunteers and Staff Members (Ministry Personnel)

Creekside Community Church requires the following screening procedures for individuals who will be serving in a position of trust or authority within the church:

- Staff members and volunteers in a position of trust or authority must complete the recruitment and screening process prior to being placed in a position of trust or authority
- The Church Clerk and Deacon of Christian Education will manage and coordinate the screening process
- Individuals overseeing the screening process must sign a Confidentiality Agreement (Appendix 1)
- A personnel file will be created and maintained for all ministry personnel
- Personnel files are to be kept permanently in a secure location.

7.1 Ministry Personnel Lifestyle

For the protection of our children, youth and vulnerable adults, ministry personnel are to be committed to growing in every area of their lives through engaging in various practices and experiences that keep them connected to God and becoming more like Christ.

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

7.2 New Ministry Personnel

In keeping with our values of protecting the children in our care, as we hire employees or recruit volunteers (ministry personnel) into a position of trust or authority, Creekside Community Church requires the following screening procedures:

- The applicant must be approved by appropriate church leader to start the screening process:
 - Children's ministry – Deacon of Christian Education
 - Youth ministry – Pastor or Youth Pastor
 - The screening process for pastors will follow the recruitment process outlined in Creekside Community Church bylaws
- Volunteers must be attendees of Creekside Community Church, having regularly attended for at least six months
- Completion of a written application form for volunteers
 - Be willing to support the constitution, statement of faith, bylaws and policies of Creekside Community Church
 - Support and submit to the leadership of Creekside Community Church
- Reference Checks
- Social Media Searches
- Interview
- Police Information Check including Vulnerable Sector Check must be conducted on all staff members and volunteers, 18 years of age and older, serving children, youth and vulnerable adults
- Attend Plan4Protection Education
- The applicant must have final approval by appropriate church leader when the screening process is complete, prior to working with children, youth or vulnerable adults:
 - Children's ministry – Deacon of Christian Education
 - Youth ministry – Pastor or Youth Pastor
 - Pastors – Council of Elders with recognition by the membership.

Additionally, as part of the screening process, church leadership may request potential ministry personnel to complete the Alberta Government Intervention Record Check.

Individuals, who have been convicted or are under the suspicion of crimes against children, youth or vulnerable adults, or who have been convicted of violent crimes or other relevant crimes will not have any involvement in ministries or programs where children, youth or vulnerable adults participate including a leadership role within Creekside Community Church. Anyone accused of abuse against children, youth, or vulnerable adults will be prohibited from having access to children, youth, and vulnerable adults until they are cleared of any and all charges. Placement of a person who has been cleared of any and all charges into a position of trust or authority at Creekside Community Church must have final approval from the Council of Elders.

When considering prospective ministry personnel, Creekside Community Church leadership will err on the side of caution to create an environment that is as safe as possible. Creekside Community Leadership may contact a child protection specialist, insurance specialist and/or legal counsel to assess the situation.

7.3 Current Ministry Personnel

Current ministry personnel are required to:

- Complete a Ministry Renewal Application Form annually
- Complete Plan4Protection Education annually

- Following a clear Vulnerable Sector Check, ministry personnel are required to have a Police Information Check completed every three years. If a Police Information Check has lapsed for five years or more, a new Vulnerable Sector Check is required.

8 Registration

A registration form will be completed for children and youth who regularly participate in activities or events sponsored by Creekside Community Church (Appendices 2 and 3). A release and permission statement will be included on all participation forms releasing Creekside Community Church from unforeseen and accidental injuries along with contact information in case of an accident.

- It is the responsibility of ministry personnel to ensure the forms are completed and submitted for all participants
- Reasonable effort is to be made to keep registration information updated and current
- All registration records are kept permanently in a secure location.

8.1 High Risk Activities

An Informed Letter of Consent (Appendix 4) will be required for activities that involve an elevated level of risk including out-of-town activities when Creekside Community Church has implemented an electronic registration system.

- Copies of the registration forms will be taken on all out-of-town events in case emergency medical assistance is required and the parent can be notified.

9 Attendance

Attendance is to be taken each time a group or program is in session, including:

- Date
- Classroom/off-site location
- Participant's first and last name
- Full names of all ministry personnel
- Occasional observers who join a group of children or youth will have their attendance recorded and kept on file with the group attendance for that day.

10 Supervision of Children, Youth and Vulnerable Adults

Creekside Community Church provides supervision of children, youth and vulnerable adults in attendance at children, youth and vulnerable adult programs. Caregivers/Parents/Guardians are responsible for the supervision of their child, youth or vulnerable adult prior to and immediately upon dismissal of the class/program activity, e.g., prior to child admitted to Sunday School class and immediately upon dismissal. Dismissal will be defined based on age and is outlined in the Receiving and Releasing Children section below.

10.1 Requirements for Supervision

Because most child abuse happens in isolated situations and because most adults seeking to harm a child prefer to do so in private, Creekside Community Church requires one of the following criteria be in place to provide adequate supervision of children, including youth:

- A minimum of two (2) unrelated adult ministry personnel present for supervision, except in the event of an emergency OR
- One (1) adult ministry personnel present, with the door open or a room with a window with an unobstructed view, with a Hall Monitor circulating periodically from room to room

- Two related adult ministry personnel present, with the door open or a room with a window with an unobstructed view, with a Hall Monitor circulating periodically from room to room.

10.2 Youth Volunteers (Ministry Personnel who attend Grades 7-12)

Youth ministry personnel who are in grades 7-12 may assist only under a screened adult ministry personnel. Ministry personnel must be 18 years of age or older to supervise children and youth alone in a room. In the event a youth ministry personnel, who is in grades 7-12, is assisting under a screened adult ministry personnel, they are in addition to the adult supervision requirements outlined above.

10.3 Hall Monitors

Hall Monitors must be 18 years of age or older and adhere to the screening processes for ministry personnel. If a Hall Monitor is required, this individual will complete a written record of their observations and activities using the Hall Monitor Checklist (Appendix 5). These records will be kept permanently in a secure location.

10.4 Injury, Accident or Medical Emergency

A Parent will be contacted when an injury, accident or medical emergency occurs. Incident Reports (Appendix 6) are to be completed for any and all accidents. Injuries are to be reported to the Deacon of Christian Education.

10.5 Medications

Ministry personnel are not to give or apply any medications except in the event of an emergency. Parents are to be contacted and should administer all medications.

- If medication is given in an emergency situation, contact medical help and the parents immediately
- Complete an Incident Report (Appendix 6).

In the case where Epi-pens and puffers are needed for allergies or asthma, written instructions are to be provided by the Parent/guardian to the Deacon of Christian Education utilizing the Medication Authorization Form. (Appendix 7). Requests should be written, signed, dated and filed permanently.

10.6 Supervision of Vulnerable Adults

Supervision of vulnerable adults is covered in Section 9.1 – Requirements for Supervision and Section 13 - One-on-One Mentoring or Counselling Activity. Additionally, the following apply to vulnerable adults:

- Ministry personnel do not provide personal care
- Ministry personnel do not provide health care advice or medication management
- Ministry personnel do not provide financial advice.

10.7 Adult Ministry Personnel/Child, Youth and Vulnerable Adult Ratios

The following classroom/activity ratios will be followed:

Age Range	Adult Ministry Personnel / Child, Youth and Vulnerable Adult Ratio
0 – 36 months	2 adult ministry personnel / 6 children
3 years up to Grade 1	2 adult ministry personnel / 10 children
Grades 1 – 6	2 adult ministry personnel / 20 children
Grades 7 – 9	2 adult ministry personnel / 16 youth
Grades 10 – 12	2 adult ministry personnel / 20 youth.
Vulnerable Adults	2 adult ministry personnel / 20 vulnerable adults
Instructions Specific to Youth	
There must be at least two (2) unrelated screened adult ministry personnel at all youth events. Events with mixed genders must be supervised by at least two (2) unrelated screened adult ministry personnel of opposite gender. It is recommended there be at least a five-year age difference between ministry personnel and the youth they supervise.	
Off-Site Trips	
Ratios for off-site trip should be half of the recommended classroom ratios stated above. Refer to High Risk Activities Section for additional procedures.	
High-Risk Youth Activities	
Ratios for high-risk youth activities should be adjusted to two adult ministry personnel for every (5) five youth. Refer to High Risk Activities Section for additional procedures.	

10.8 Receiving and Releasing Children

The receiving and releasing of children under the age of (6) six will be closely monitored.

Age Range	Receiving and Releasing Children
Preschool	- A mandatory sign-in and sign-out form is to be used for all programs - Children are not to be dropped off or left in a room without an adult ministry personnel present - Children will only be released into the care of the child's parent or designate, utilizing a signature, security number or identification card.
Grades 1 – 6	- Children are not to be dropped off or left in a room without an adult ministry personnel present - Children may be released on their own or be picked up by a parent.
Grades 7 – 12	Youth may be released on their own.

10.9 Washroom Guidelines

Parents are encouraged to deal with their child's toileting needs prior to the start of each program or service.

Age Range	Washroom Guidelines
0 – 3 years	- Ministry personnel will not change diapers or assist with toileting - In the event a child requires a diaper change or assistance toileting, the parent or designate will be required to change the diaper or assist with toileting
3 years up to Grade 1	- Children will use the private bathroom in the classroom - Ministry personnel are never to be alone with a child in an unsupervised washroom and they are never to go into the private classroom washroom with a child and shut the door - In the event a child requires a diaper change or assistance in the washroom, the parent or designate will be required to assist the child - In the event the parent or designate is not available and a preschool child needs assistance, ministry personnel may only enter the washroom to assist following these guidelines: - The classroom washroom door must be propped open as the ministry personnel assists the child AND - The second ministry personnel (or Hall Monitor) must be within the line of sight on the Ministry Personnel offering assistance - Ministry personnel will take into consideration the privacy of the child - An incident report will be completed and submitted.
Grades 1 – 6	- Elementary children are not to be sent to the washroom alone, but are required to be accompanied by a buddy and a ministry personnel (e.g., Hall Monitor) - The accompanying ministry personnel will escort the children to the washroom, ensure the washroom is not occupied by an unknown individual before allowing the children to use the facilities, prop the door open and maintain line-of-sound supervision while waiting to escort the children back to their classroom - Ministry personnel are not to be alone with children in an unsupervised washroom and are never to enter a cubicle with a child and shut the door
Grades 7 – 12	Youth may go to the washroom on their own.

11 Proper Display of Affection with Children and Youth

These guidelines are created to enhance adult-child relationships by enabling adults to offer children the physical interaction they crave, with the confidence that such touch is helpful to the child. The following guidelines will be posted in age-appropriate classrooms:

11.1 Appropriate Touch

Recognizing that children need appropriate displays of affection that reflect pure, genuine and positive displays of God's love, appropriate touch of children will be age and developmentally appropriate. We encourage adults to:

- Provide touch to children only when in full view of others
- 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 hand when speaking, listening or walking with him/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 required
- Pat a child on the head, hand, shoulder or back, high-fives, fist-bumps or special handshakes to affirm him or her.

11.2 Inappropriate Touch

Recognizing that the innocence of children must be protected, certain actions are deemed inappropriate and will not be permitted. Adults are not to:

- Be left alone with a child who is not their own
- Kiss a child or coax a child to kiss you,
- Engage in extended hugging and tickling,
- Hold a child's face when talking to or disciplining the child,
- Touch a child in any area that would be covered by a bathing suit
- Carry older children or allow them to sit on your lap
- Have prolonged physical contact with a child.

11.3 Physical Contact with Youth

Adults must limit physical contact with youth to what constitutes appropriate touch, such as:

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

Adults must refrain from inappropriate touch at all times, such as:

- Chest-to-chest hugging
- Extended hugging
- Over exuberant affection
- Lap sitting
- Kissing
- Touching of thighs, knees, back rubs or inappropriate spots of the body.

Adults must be cognizant of, and refrain from, conduct that could be misinterpreted, such as:

- Horseplay
- Tickling
- Extended backrubs.

11.4 Dating

Ministry personnel working with youth may not pursue a dating relationship with a youth. This includes sexual or flirtatious activity of any kind (including kissing, touching, sexually or romantically suggestive speech, or anything that could be interpreted as flirtatious).

12 Discipline and Classroom Management

All discipline and group 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 to provide discipline are to adhere to the following:

12.1 Unacceptable Forms of Discipline

The following forms of punishment will not be permitted:

- Corporal punishment of a child, youth or vulnerable adult by ministry personnel
- Deliberate harsh or degrading measures that would humiliate a child, youth or vulnerable adult or undermine their self-respect
- Locking or confining a child, youth or vulnerable adult in a room separate from others.

12.2 Preventive Discipline

Suggestions for preventive discipline include but are not limited to:

- Create a loving, caring atmosphere
- Model self-discipline and structure in your own life
- Prepare exciting and interesting activities with short transitions in between
- Arrange your environment in an age-appropriate way and for learning
- Establish and communicate realistic expectations for the child, youth or vulnerable adult
- Be sure the activities that you provide are meaningful and developmental level appropriate
- Be fair and consistent with all children, youth or vulnerable adults
- Be sure your focus is on positive actions and reward positive behaviour
- Be aware of children/youth with special needs and bring their needs to the attention of the Deacon of Christian Education.

12.3 Remedial Discipline

Suggestions for remedial discipline include but are not limited to:

- Deal with problems individually
- Explain to the child, youth or vulnerable adult why the behaviour is unacceptable and instruct them how to do it correctly
- Redirect the child, youth or vulnerable adult to positive action
- Explain the consequences of unacceptable behaviour by defining the correct way to behave as well as the result of the wrong behaviour
- Offer choices that are acceptable to both you and the child, youth or vulnerable adult.

13 One-on-One Mentoring or Counselling Activity

Ministry personnel working with children, youth and vulnerable adults should not have one-on-one or small group meetings behind closed doors. Ministry personnel are to avoid any activity that would involve isolation and meet in group settings with a team member.

If one-on-one mentoring or counselling is required for a child or youth, Creekside Community leadership must pre-approve ministry personnel to do one-on-one mentoring or counselling activity of children, youth and vulnerable adults. One-on-one mentoring, sanctioned by Creekside Community Church, must be observable and comply with the following criteria:

- Parental/Guardian/Caregiver permission is granted with written documentation
- Separate transportation is arranged
- Ministry personnel providing the one-on-one mentoring or counselling must notify both the child, youth or vulnerable adult's caregiver and the ministry personnel's supervisor of each meeting
- The ministry personnel and child, youth or vulnerable adult will meet at a time and place where the caregiver or supervisor can interrupt the meeting or observe the meeting from a distance
- The meeting will take place at a public place with high visibility

- Documentation is maintained and kept in the personnel file. This includes written permission from parents/guardians/caregivers and notification of the ministry personnel's supervisor.

14 Extra Attention

In every church, there will be several children who require extra attention: a child with a learning disability, a child who has recently lost a caregiver, a new child who struggles to make friends. Often, the children who need extra attention are also the children who are most vulnerable to abuse. Ministry personnel should meet the varying and individualized needs of the church's children, youth or vulnerable adults.

14.1 Inappropriate Extra Attention

Examples of inappropriate preferential attention include but are not limited to:

- Secret gifts
- Secret attention
- Displays of favoritism to a child or group of children.

14.2 Appropriate Extra Attention

To provide appropriate extra attention, ministry personnel will:

- Include and welcome all children, youth and vulnerable adults
- Provide any extra attention to a child, youth or vulnerable adult in an observable and interruptible setting and adhere to the One-on-One Mentoring or Counselling Activity – Section 12
- Take turns providing extra attention to a child, youth or vulnerable adult when they have been identified as requiring extra attention
- Provide gifts from the church instead of from individual ministry personnel
- Notify the Deacon of Christian Education of all instances of extra attention.

15 High Risk Activities

Ministering to today's youth often involves a good deal of high adventure and high risk. High risk activities mean any activity, which inherently poses an increased risk of harm, illness or injury. High risk activities must be preapproved by Church Council.

15.1 Out-of-Town Activities

Parents must be notified at least one week prior to the outing utilizing the Letter of Informed Consent (Appendix 4). This will be implemented when Creekside Community Church has implemented an electronic registration system.

15.2 Retreats and Overnight Events

A written consent and medical release, utilizing the Letter of Informed Consent (Appendix 4), is required for each child or youth participating in overnight events. Prior to implementation of an electronic registrations system, a Letter of Informed Consent will be developed for any overnight events.

- All overnight activities with mixed genders must be supervised by at least two unrelated, adult ministry personnel of opposite gender
- There must be a minimum ratio of two ministry personnel for every ten children or youth
- Ministry personnel are to be assigned a specific group of children or youth for whom they are responsible to supervise

- Female ministry personnel will be assigned responsibility for female children or youth and male ministry personnel will be assigned responsibility for male children or youth
- 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
- Female and male youth are not allowed in each other's rooms or tents for any reason during retreats and overnight events.

The following guidelines are to be followed regarding sleeping arrangements:

- Any individuals travelling with the team who do not qualify as screened ministry personnel should have separate sleeping arrangement
- Ministry personnel are never to be alone in a room with a child or youth
- Children and youth must always be housed in small groups of the same gender
- Female and male youth are not permitted to sleep in mixed company.
- Children and youth should not be left alone in hotel rooms
- Curfews should be established and enforced
- A ministry personnel will sleep in the same room as children, youth or vulnerable adults, however; at no time should ministry personnel sleep in the same bed with a child, youth or vulnerable adults.

When travel plans require overnight housing, it is strongly recommended that housing be arranged in the homes of screened and approved billets, or in a conference centre, camp, or church where children and/or youth can stay together, and where more than one screened worker can be assigned to each common sleeping area (Refer to policy on "Billeting and Hosting"). When this is not possible, and it is necessary that the group stay in hotels or motels, plans need to be made so that children and youth have distinctly separate sleeping arrangements from ministry personnel. In your plans, it is strongly encouraged that:

- Hotel rooms be all together in one wing of the hotel or motel; and
- Parents be encouraged to accompany the team, assigning family members to hotel rooms; or,
- Request the availability of suites with two or three bedrooms per suite and assign two children/youth to a separate room, set apart from the two adult screened ministry personnel; or,
- Assign two unrelated adult ministry personnel to a hotel room with two or more children/youth; or,
- In hotel or motel rooms with adjoining doors, assign one adult ministry personnel with two children/youth in each room. For accountability purposes, the door separating adjoining rooms must be kept ajar or open at all times. Children and youth should have distinctly separate sleeping arrangements from other adults.

15.3 Billeting and Hosting

Creekside Community church prefers housing to be arranged in a conference centre, camp, church or hotel, however; when billeting is necessary, Creekside Community Church requires a screened adult ministry personnel be present in each home children are billeted in.

Additionally, for the protection of our children, youth and vulnerable adults, it is required that all adults residing in the home where billets are provided must complete the following screening process prior to hosting. Screening includes:

- Recommendation from a pastor/senior leader, and,
- A clear CPIC Check.

The following guidelines are to following when children or you are billeted in host homes:

- Information guidelines are to be distributed to host homes no less than one week in advance of the children or youth arriving at their home
- Any allergies and medications for children or youth should be communicated to the host home prior to arrival, with clear directions on how to manage allergies and/or medications
- Children or youth must always be billeted in teams or small groups of the same gender
- Children and you they will have distinctly separate sleeping arrangements from the household members and should not be left alone
- Curfews should be established and enforced when children or youth are being billeted
- All children or youth staying in host homes are to be informed of proper etiquette and curfew guidelines.

15.4 Youth Mission Trips

Due to the diverse nature of mission trips, a comprehensive set of policies to govern all trips is an impossibility. These are some general policies (non-comprehensive) that apply to the activities of Missions at Creekside Community Church.

Each potential mission trip, in its application package, will include the specific policies unique and appropriate to that trip, and require potential applicants and their Parents to give written agreement with those policies.

Leadership for mission teams (Mission Team Leaders) shall be selected from adult applicants. First priority will be given to ministry personnel working with youth and pastoral staff, and then to parents of youth, before being offered to the general church congregation. When personnel who don't normally work with children or youth are applying for Mission Team Leadership, they must fulfill the screening requirements outlined in Section 6 – Screening of Volunteers and Staff Members (Ministry Personnel).

Youth Mission Teams are subject to the policies set by Church Council, including:

- Minimum spiritual and character requirements of team members
- Eligibility of candidates
- Financial obligations of candidates

There will be a minimum of two parents' meetings scheduled for each proposed trip: one as an information meeting, scheduled before the application deadline, and one after the team has formed but before the team has departed, to address any further questions or concerns.

The minimum number of Mission Team Leaders for mixed gender trips will be two (2) unrelated ministry personnel; one male, one female. All attempts will be made to provide four leaders, two males and two females.

Each team will have a written policy detailing the circumstances under which removal from the team might occur and the procedure that would be employed in such a case.

Unless accompanied by a parent, no youth under the age of 16 will be permitted as a part of an overseas Youth Mission Team.

16 Missing or Lost Child

The safety of all children will be given our highest priority. A missing child should be an extremely rare occurrence. This policy is designed to be put into place swiftly and effectively in order for actions to be taken to locate any missing child, and to notify and involve parents and the authorities at every point.

If a Child is missing, time is of the essence.

- Conduct a preliminary search
- Senior leadership must be notified immediately and told where and when the child was last seen
- Assemble all remaining children together in a central safe location, enabling as many adults as possible to search for the missing child. Appoint a few screened ministry personnel to supervise the remaining children and youth, keeping the children and youth together and providing a low risk activity. This group should wait for further instructions from leadership. Do not send any minors to search for lost children
- Remaining leaders and volunteers, (as many as possible without putting the remaining children and youth at risk) will begin by conducting a search of the "hot spots" then move to less immediate areas. Search both inside the building and outside the building. Search inside locations: cupboards, washrooms, closets, stairwells, classrooms, auditorium/sanctuary, baptismal tanks and offices. Search outside locations: beach, river, swimming pool, parking lot, nearby streets, parks, playgrounds, and railroad tracks, and ravines, etc.
- At the 10 – 15 minute point of searching (maximum 20 minutes), notify the police or emergency officials of the missing child, and provide the following information:
 - their age
 - physical description
 - possible whereabouts in the building or community where the child went missing
 - If possible, provide a photograph of the child.
- Notify the Parents / Guardians immediately after notifying the police / emergency officials
- Continue the search, cooperating with the police and local authorities
- Once the missing child is found, administer first aid as needed
- Complete an incident report and keep the report on file permanently
- If media arrives on the scene, only the Pastor or Council Chair should speak to media.

17 Technology Concerns

17.1 Computer and Internet

Internet filters will be installed on each computer to limit access to adult content.

17.2 Communication via Social Media, Email and Text Messaging

To be developed prior to hiring a Youth Pastor.

17.3 Photography and Video Taping

With a desire to capture on film memorable moments at Creekside Community church, photography and videotaping will abide by the following guidelines:

- Photography and videotaping will be done by Ministry Personnel who have been screened and completed Plan4Protection Education

- For general, public church activities including services where videotaping will be done in the sanctuary, and with the church family together, it is required that this be posted in the bulletin, notifying those in attendance that the service/activity will be captured on film. Individuals can either stay out of the line of the camera or, if necessary, opt out of the activity/service
- For all children and youth ministry activities and programs, parental permission must be secured prior to taking photographs of children and youth. Parental permission will be secure on an annual basis on the registration forms.
- No photographs of children/youth will be tagged or labelled with the name of the child/youth at any time, including but not limited to bulleting boards, newsletters, websites, social media sites and/or bulletins
- When archiving and filing photographs/video of children or youth, only those with written parental permission can be kept for future use. Written permission forms must be kept permanently on file in the church office.

18 Record Keeping

18.1 Documentation

Creekside Community Church will demonstrate due diligence by completing and retaining documentation. This documentation will include, but is not limited to:

- Registration forms
- Letters of parental consent for activities
- Attendance records
- Hall monitor checklists
- Ministry personnel screening documentation
- Incident reports.

18.2 Protection of Personal Information

- All forms collecting personal information will include a statement which stipulates the purpose and extent for collecting personal information and a commitment to protect personal information collected
- All documentation will be kept permanently in a secure location.

18.3 Incident Reports

- Incident reports will be completed on all accidents, injuries and policy exceptions
- Incident reports are to be submitted to church leadership and a copy will be provided to the church clerk.

19 Plan4Protection Policy Violations

19.1 Plan4Protection Policy Exceptions

Everyone in the church—employees, volunteers, and congregants—has an obligation to abide by the Plan4Protection Policy. There will, however, be times when policy exceptions need to be made for practical or programmatic reasons. Policy exceptions should always be kept to a minimum; however, these should fall into two categories: emergencies and preapproved exceptions. Furthermore, all exceptions, whether preapproved or an emergency, should also be documented utilizing an incident report (Appendix 6).

19.1.1 Emergency Plan4Protection Policy Exceptions

Responses to emergency situations often require a deviation from the Plan4Protection Policy terms; this is okay. Generally, an emergency is a situation where children's physical health is at risk and violating the policy would be safer for the children involved than following the policy. In such situations, volunteers, staff and congregants must do whatever is necessary to keep everyone safe in the moment.

As soon as possible, the adult handling the emergency should alert the parents and any necessary church staff. After the emergency has passed, the adult should complete an Incident Report (Appendix 6), explaining why it was necessary to deviate from the policy.

19.1.2 Pre-Approved Plan4Protection Policy Exceptions

There will be times when Plan4Protection policy exceptions need to be made for practical or programmatic reasons. Such exceptions should be thought through in advance and approval should be sought from the church leadership well before the event in question. The litmus test for whether an exception should be made is whether the ministry personnel can clearly articulate a reason that makes the exception to the policy absolutely necessary, and how they can keep children safe despite the violation. If they can, document the planned violation, including rationale and plans for keeping the children or youth safe. Organizers and church leadership must sign the documentation and submit the completed, signed documentation to the Church Clerk.

19.2 Plan4Protection Policy Violations

Creekside Community Church takes policy violations seriously. Any person (staff, volunteer, parent or congregants) who witnesses a violation is expected to immediately report it and discuss it with a person in leadership at Creekside Community Church.

- The problematic behaviour should be named
- Name the behaviour without questioning the violation's motives. This intervention does not call for judgment of the individual violating the policy. It is simply a matter of acting to ensure the policy is followed, regardless of the violator's intent
- If the behaviour is abuse, as defined in Section 4.1, refer to Section 19 – Reporting and Responding to Allegations and Suspicions of Abuse.

Enforcing the policy is a community effort requiring everyone's participation. "If you see something, say something." Enforcing the policy is everyone's obligation.

Early intervention can prevent grooming behaviour from escalating to abusive behaviour. An appropriate and immediate response sends a clear message to potential perpetrators: our policy is not just a formality, but a value the community lives.

20 Reporting and Responding to Allegations and Suspicions of Abuse

For the protection of our children, youth and vulnerable adults, all allegations and/or suspicions of abuse against children, youth and vulnerable adults will be taken seriously and handled with the utmost care.

20.1 Reporting Procedures for Child Abuse

The following outlines the procedures and sequence for reporting suspected child abuse cases:

20.1.1 Hearing of an Allegation of Suspicion of Child Abuse

- Call 911 if you or the victim is in immediate danger
- When a child or youth tells of abuse, make sure you:
 - Stay calm and react without shock, disbelief, anger, judgment or fear
 - Let the child or youth tell you what happened in their own words without interruption
 - Listen carefully without asking questions
 - Reassure them that it is right to tell and it is not their fault
 - Acknowledge how they are feeling (e.g., scared, angry, embarrassed, hurt, sad)
 - Help them feel comforted and supported by saying things like:
 - It is okay to feel scared, angry and hurt
 - I will try to help you figure what happens next
 - You are brave for talking about this and it is right to tell someone.
- The victim should not be asked leading questions
- Immediately upon hearing of potential abuse or allegations of abuse to a child or youth, the ministry personnel must complete a Suspected Abuse Report Form documenting all pertinent information (Appendix 8). Be sure to:
 - Use the same words the child used
 - Describe the way the child looked, how they behaved and other things you noticed
- The accused or any other parties should not be contacted at the point of completing the Suspected Abuse Report Form
- All forms must be kept permanently unless otherwise directed by legal counsel.

20.1.2 Reporting an Allegation of Suspicion of Child Abuse

According to the Child, Youth and Family Enhancement Act, any person with a reasonable suspicion of child abuse has a legal responsibility to immediately report the matter to child protection authorities or the police.

- Reporting must be done by telephone or in person promptly at the point of observing signs of abuse or receiving a report of abuse.
- The reporting must be immediate and be reported by the person(s) who suspects, heard allegations of or witnessed the child abuse
- The report may be done in conjunction with pastoral staff or other church leaders
- Contact Crowsnest Pass Children's Services at (403) 562-3384 to report abuse during regular business hours
- Contact the Child Abuse Hotline 1-800-387-5437 to report abuse outside of business hours, available 24 hours a day, seven days a week.

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 by Creekside Community Church.

Creekside Community Church requests that when a ministry personnel, in the line of duty, reports a suspicion of abuse or an allegation of abuse to authorities that they also notify the Pastor or the Chairman of Church Council that a report has been made. It is understood that the report is to be kept confidential.

The Pastor or his designate must notify Creekside Church's insurance provider and seek legal counsel upon hearing of a suspected child abuse case.

If the suspected abuse happened in the context of Creekside Community Church's ministries or was committed by a church member or attendee, the parents of the victim must be notified by the Pastor or the Chairman of Church Council.

20.1.3 Assessing and Investigating an Allegation or Suspicion of Child Abuse

No persons, including pastors and Creekside Community Church leadership, are to assume the function of assessing, substantiating or investigating the need for intervention or interpretation of suspected child abuse. There must not be any undue interference when a report of child abuse has been filed with child protection authorities or the police. The Pastor or Chairman of Church Council should ask the child protection authorities how they can assist in helping and supporting the investigation and the hurting child or youth and their family. The Pastor or Chairman of Church Council 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 these individuals to receive professional counselling.

20.2 Responding Procedures for Vulnerable Adult Abuse

The following outlines the procedure and sequence for responding to suspected vulnerable adult abuse cases.

20.2.1 Hearing of an Allegation or Suspicion of Abuse Against a Vulnerable Adult

Ministry personnel often gain a relationship of trust with the vulnerable adults they visit and work with. This will provide an opportunity for them to express concerns.

For the protection of our vulnerable adults, all allegations and/or suspicions of abuse against vulnerable adults will be taken seriously.

Upon hearing of potential abuse or allegations of abuse against a vulnerable adult, the ministry personnel must complete a Suspected Vulnerable Adult Abuse Report Form documenting all pertinent information (Appendix 9).

20.2.2 Responding to an Allegation or Suspicion of Abuse Against a Vulnerable Adult

If the allegation or suspicion of abuse represents a situation that is an emergency and a crime is about to be committed or has been committed, immediately call 911 and report it to the police.

If it is not an emergency or no imminent threat exists, and an accusation of abuse, harassment, misconduct or exploitation towards a vulnerable adult is made or suspected, the following guidelines are to be followed:

- If the vulnerable adult has the cognitive ability to make a report to police, then ministry personnel are to encourage the person to make that report, and support them in their decision, whatever they decide.
- If the vulnerable adult does not have the cognitive ability to make a report, then ministry personnel are to complete a Suspected Vulnerable Adult Abuse Report form (Appendix 9) and make a report to police, where the accusation involves a crime.

If the vulnerable adult has the cognitive capacity to make a report, but is unwilling to do so, ministry personnel should:

- Express concerns for their well-being
- Provide them the phone number to make the report in the future
- Offer to be with them when they report it
- Inform them about abuse and that they are not alone
- Encourage them to consider what to do next time
- Arrange for a follow-up
- Help the vulnerable adult develop a safety plan.

Creekside Community Church requests when a report is made to police, on behalf of a vulnerable adult who does not have the cognitive capacity to report on their own, that ministry personnel notify the Pastor or Chairman of Church Council that such a report has been made.

20.3 Response to Allegations

20.3.1 Spiritual Response and Counsel for the Victim

For the protection of our children, youth and vulnerable adults, 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.

During the process of reporting and response, church leadership will be committed to prayer and strive to remain calm and hopeful.

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 Creekside Community 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.

Church leadership will seek opportunities to provide individual care and counsel both for the abuse victim and their family. Pastors will determine the need for professional assistance and evaluate and designate resources as needed and able.

20.3.2 Biblical Response and Discipline for the Accused or Convicted

The accused is to be treated with dignity and respect. If the accused is a paid staff member, that person will be relieved temporarily of his/her duties until the investigation is completed with arrangements made to either maintain or suspend his/her income until the allegations are cleared or substantiated.

If the accused is a volunteer, that person will be relieved temporarily of his/her volunteer duties until the investigation is completed and the allegations are cleared or substantiated.

It is the responsibility and right of pastors and Creekside Community Church leadership to exercise and practice church discipline as outlined in Matthew 18 and as stipulated in denominational guidelines.

The Council of Elders will seek opportunity to provide individual care and counsel for the accused and their family. Pastors and church leadership will determine the need for professional assistance and evaluate and designate resources as needed and able.

Anyone accused of abuse against children, youth, or vulnerable adults will be prohibited from having access to children, youth, and vulnerable adults until they are cleared of any and all charges. Clear written guidelines will be provided to the individual with restricted activities and areas of Creekside Community Church property that they are not permitted to use or be in.

Anyone convicted of child abuse will be prohibited from having access to children or youth. Church leadership may designate an individual to be informed whenever the convicted person attends Creekside Community Church activities and to accompany the convicted person while on the church property. Clear written guidelines will be provided to the individual listing restricted areas and access points on the property.

20.3.3 Media Relations

It is the responsibility of the Pastor, or the Chairman of Church Council if the Pastor is unavailable, to be the designated spokesperson to speak on behalf of Creekside Community Church to media and to the public in relation to a suspected child abuse case. All inquiries should be directed to this person and comments should not be made by other individuals unless given permission to do so.

Public statements must be well prepared and presented under the guidance of legal counsel.

20.3.4 Ongoing Investigation

Full cooperation must be given by all parties to civil authorities under the guidelines of legal counsel.

At no time should Creekside Community Church leadership or pastors either engage in denial, minimization, blame or admit responsibility which could prejudice the case or cause increased liability to the church.

A confidential follow-up report with conclusions and action taken must be documented by the Pastor or Council Chair following a report of abuse. This report should be placed in a confidential personnel file and kept permanently. (Appendix 10 – Suspected Abuse Follow-up Form)

It is critical to maintain confidentiality and strictly adhere to a need-to-know basis only.

20.4 Response to Church Attendees Convicted of Child Abuse

20.4.1 Covenant Agreement

When an individual attends Creekside Community Church who is known to have abused children or youth in the past, and/or has been convicted of crimes against children or youth, the Pastor and the Council of Elders are to enter into a covenant agreement (Appendix 11 – Offenders Covenant) with the individual if they wish to attend the church on a regular basis. The covenant agreement is to be written and signed by the Pastor, a representative of the Council of Elders, an officer of Creekside Community Church, and the individual.

For the protection of children, youth and for the protection of those who are known to have a history of crimes against children and youth, the following parameters, included in the Offenders Covenant, will be put into place restricting access to children and youth:

- When he/she is on the premises there will be at least one (but preferably two) adult chaperones assigned to keep an eye on him/her at all times
- Children, youth or vulnerable adult ministry areas will be off limits
- He/she will refrain from attending small groups where families with minors participate, and from forging close friendships with families from Creekside Community Church with minors
- He/she will not be allowed on Creekside Community Church property during special children's events (such as VBS, mid-week children's/youth programs, etc.)
- He/she will not be allowed to take pictures while at Creekside Community Church
- When he/she leaves the sanctuary, for example, to use the washroom, one of the chaperones will check the washroom to make sure there are no children or youth in the washroom. If there is a child, youth or vulnerable adult in the washroom the chaperone will ask the man/woman to wait until the child, youth or vulnerable adult has left the washroom before he/she goes in.

20.4.2 Privacy Concerns

Information regarding an individual's convictions should only be disclosed on a need-to-know basis to the Council of Elders, the Pastor, Church Council and ministry personnel. If the individual is a parent with children attending Creekside Community Church, which may afford opportunity for the individual to have more access to other children (e.g., pickup and drop-off, and social events), then the need-to-know circle could be expanded to those families.

21 Disciplinary Action

When a policy or procedure of Creekside Community Church has not been adhered to (e.g., refusal to attend Plan4Protection Training, not completing Incident Reports, tickling a child), the following progressive disciplinary actions should be taken, depending on the nature of the offence. There is zero tolerance for serious offences such as physical or sexual abuse, assault and/or theft – please see step 3 and 4.

21.1 Verbal Warning

Some examples of reasons for verbal warnings would include: Not completing an Incident Report, tickling a child, being alone in a classroom with a child with the door shut.

An individual will be:

- Given a verbal warning regarding the unacceptable behaviour/action
- Given an explanation of when and how the undesirable behaviour/action took place, including the reason why the behaviour/action was unacceptable
- Given an opportunity to explain the situation and their actions. This will be his/her opportunity to give their side of the story
- Given a description of the desirable and/or acceptable behaviour or actions and reminded that their behaviour goes against a policy and/or the training they received
- Reminded that they signed a Covenant of Care affirming they would abide by the policy and procedures of Creekside Community Church. A copy of this should be given to them
- Informed that further disciplinary action, up to and including termination, will follow if unacceptable behaviour continues
- Notified that the incident will not go into their file, but that it will be taken note of in order to follow up on possible further disciplinary incidents.

21.2 Written Warning

Some examples of reasons for written warnings are: inappropriate or rude interaction with youth or a parent, a raised voice, inappropriate jokes or comments, impatience, prolonged hugging or touching or driving alone in a vehicle with youth without written parental permission.

An individual will be:

- Given a written warning regarding his/her unacceptable behaviour/action in the event that the behaviour/action had either been discussed in a previous verbal warning or was considerably severe in nature
- Given an explanation of when and how the undesirable behaviour/action took place, including the reason why the behaviour/action was unacceptable
- Given an opportunity to explain the situation and his/her actions. This is his/her opportunity to give their side of the story
- Given a description of the desirable and/or acceptable behaviour/actions
- Provided with a copy of the written warning, with the original placed in their personnel file and shared with the Church Council

- Reminded that they signed a Covenant of Care affirming they would abide by the policy and procedures of Creekside Community Church. A copy of this should be given to them
- Asked to sign the copy of the written warning as proof that he/she has received it
- Notified that future disciplinary problems will be addressed with further progressive disciplinary actions up to and including termination.

At this point, the individual should be asked to take additional professional development training in the area of the infraction (e.g., Social Media) or attend Plan4Protection Orientation or Refresher Training again.

21.3 Suspension

Some examples of reasons for suspensions are: suspicion or allegation of abuse, inappropriate text messages, meeting a child or youth outside of program times without permission and knowledge of leadership, an incident of verbal abuse or inappropriate touch.

See also Reporting and Response for suspicions or allegations of abuse.

An individual will be:

- Given written documentation regarding the suspension in relation to the unacceptable behaviour/action in the event that the behaviour/action had either been discussed in a previous verbal or written warning, or it was considerably severe in nature
- The documentation will include information on the offence, the reason for the suspension, and the length of the term of suspension
- Given an explanation of when and how the undesirable behaviour/action took place, including the reason why the behaviour or action was unacceptable
- Given a description of the desirable and/or acceptable behaviour/actions
- Provided a copy of the suspension, with the original placed in their personnel file, and shared with the Church Council
- Asked to sign the notice of suspension as proof that he/she has received it
- Notified that future disciplinary problems will be addressed with further progressive disciplinary actions up to and including termination.

During the suspension, the individual will be required to take additional professional development training in the area of the infraction (e.g., Social Media) and re-attend Plan4Protection Orientation or Refresher Training again.

PLEASE NOTE: Ministry personnel suspended due to suspicions or allegations of abuse should have no contact with vulnerable individuals and they should not be placed in a position of trust or authority. The suspension should NOT be overturned unless they have been cleared of any and all allegations or suspicions of abuse. The Pastor or Council Chair will contact Creekside Community Church's lawyer, insurance company and Alberta Children's Services prior to reinstatement.

21.4 Termination

Some examples of reasons for termination are: Conviction of Abuse, physical or sexual assault, theft, repeated unsuccessful disciplinary attempts.

See also Reporting and Response for suspicions or allegations of abuse.

Leadership should be consulted and notified when ministry personnel are to be terminated. Ministry personnel will be:

- Given written documentation regarding his/her termination and the undesirable behaviour/action leading to and justifying the termination
 - Documentation should include information on the offence and any previous disciplinary communications with the Ministry Personnel
- Given a description of when and how the unacceptable behaviour/action took place, including the reason why the behaviour/action was unacceptable
- Given a description of the desirable and/or acceptable behaviour or actions
- Provided with a copy of the termination notice, with the original placed in their personnel's file. Personnel file documentation is to be kept permanently, even after termination.
- Escorted from the location maintaining the dignity of the terminated ministry personnel by not making obvious to others that he or she has been terminated and for what reasons.

At the discretion of church leadership, the individual may be encouraged to attend services, bring their children to programs, and participate in community events held at the church.

NOTE: Some examples of reasons for termination are: Conviction of abuse, physical or sexual assault, theft, repeated unsuccessful disciplinary attempts.

22 Administrative Procedures

22.1 Plan4Protection Program Maintenance

A strategy for program maintenance will be developed and reviewed at the beginning of September to ensure training, the updating of files and the physical environment are compliant with this policy.

22.2 Architectural Precautions

Recognizing that there are many storage areas within the church, elevated precautions will be taken to monitor these areas. Storage closets and doors must be locked at all times except when in use. When doors are unlocked, additional Hall Monitors will be on duty to monitor these areas.

- All windows and doors in children, youth and vulnerable adult program areas are not to be covered in any way so to keep clear sight lines into rooms
- Washroom facilities in the preschool area are for sole use of children.
- Doors of rooms and closets must be locked when not in use during children's programs.

22.3 Policy Review

The Plan4Protection Policy are to be reviewed and audited annually and updated every five by the Church Council to ensure procedures are updated and/or clarified as needed and the policy maintains its relevance to applicable provincial child protection legislation.

23 Adoption

Creekside Community Church of Pincher Creek adopted the Plan4Protection Policy and Procedures: A Protection Plan for Children, Youth and Vulnerable Adults, Version 1.1, dated October 21, 2021.

Section D – Appendices (Changes to the Appendices may be made based on best practice, insurance requirements and implementation without Council approval. All changes will support or enhance the Policy)

Appendix 1 – Confidentiality Agreement

I understand that I will obtain or have access to sensitive and confidential information in my role as an [employee / volunteer] with Creekside Community Church of Pincher Creek. That confidential information may include, without restriction, personal information regarding employees, volunteers, members, attendees, supporters or persons assisted by Creekside Community Church including information in relation to donations, personal or family matters or obtained from background screening of prospective employees or volunteers. I agree to maintain strict confidentiality of all such confidential information and I will not disclose such information to anyone (including to employees, volunteers, members, attendees, supporters, persons assisted or my spouse or family members) except authorized representatives of Creekside Community Church who need to know such information or as required by law. I understand and agree that confidentiality is very important in my role and critical to the effective functioning of Creekside Community Church. If I become aware that any confidential information was improperly disclosed, I will immediately advise the Council Chair of Creekside Community Church.

Dated this _____ day of _____, 20____

Name _____

Signature _____

Witness Name _____

Signature _____

Appendix 2 – Children’s Ministries Registration and Consent Form (2 pages)

Information received is confidential and is being gathered for the purposes of serving your child while in the care of Creekside Community Church. Any medical information collected here serves to authorize Creekside Community Church, and its staff and volunteers, to obtain medical assistance in emergencies.

For the school year 20 __/ 20 __

In the case of custody agreements, please include the proper form authorizing Parental contacts.

Child’s Name _____ Date of Birth _____

Address _____

	Cell	Home	Work	Email
Parent				
Parent				
Other				

Health Card Number _____

Family Doctor _____ Phone Number _____

Allergies _____

In case of an emergency, contact _____

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

If yes, please explain:

Is your Child bringing any medication with him/her? ☐ Yes ☐ No

If yes, please list.

The safety of your Child is our primary concern. Precautions will be taken for their well-being and protection.

I/we, the Parents or guardians named below, authorize [ministry leader] or one of Creekside Community Church Program personnel 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 below, undertake and agree to indemnify and hold harmless Program Personnel, Creekside Community Church, and its leaders from and against any loss, damage or injury suffered by the participant as a result of being part of the activities of Creekside Community Church, as well as of any medical treatment authorized by the supervising individuals representing Creekside Community Church. This consent and authorization is effective only when participating in or traveling to events sponsored by Creekside Community Church.

Photos

Please sign below to grant permission for the reasonable use of pictures containing your child in any or all of the following ways:

☐ Church

☐ Identification Purposes (In case of an emergency)

☐ Website

Purposes and Extent

Creekside Community 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 Creekside Community Church. This information will be maintained indefinitely as it is a requirement of our insurance company and legal counsel. If you wish Creekside Community Church to limit the information collected, or to view your child's information, please contact us.

I have read, understood and agree with the above.

Parent/Guardian Signature _____

Printed Name _____ Date _____

Appendix 3 – Youth Group Registration and Consent Form (2 pages)

Information received is confidential and is being gathered for the purposes of serving your child while in the care of Creekside Community Church. Any medical information collected here serves to authorize Creekside Community Church, and its staff and volunteers, to obtain medical assistance in emergencies. This form should be completed annually by the Parent / Care Giver.

Youth's Name _____ Date of Birth _____

Address _____

	Cell	Home	Work	Email
Youth				
Parent				
Parent				
Other				

Health Card Number _____

Family Doctor _____ Phone Number _____

Allergies _____

In case of an emergency, contact _____

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

If yes, please explain:

Is your child bringing any medication with him/her? ☐ Yes ☐ No

If yes, please list:

The safety of your child is our primary concern. Precautions will be taken for their well-being and protection.

I/we, the Parents or guardians named below, authorize one of Creekside Community Church Youth Ministry Personnel 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 below, undertake and agree to indemnify and hold harmless Ministry Personnel, Creekside Community Church and its leaders from and against any loss, damage or injury suffered by the participant as a result of being part of the activities of Creekside Community Church, as well as of any medical treatment authorized by the supervising individuals representing Creekside Community Church. This consent and authorization are effective only when participating in or traveling to events sponsored by Creekside Community Church.

Communication:

A policy is in effect that communication is to be used solely for the dissemination of information. Please sign below to grant permission for Youth Ministry Personnel (staff and volunteers) to communicate with your child via telephone, email, social media and text:

- ☐ Telephone (home / work / cell)
☐ Email

- ☐ Social Media Networks
☐ Text messages

Photos

Please sign below to grant permission for the reasonable use of pictures containing your child in any or all of the following ways:

- ☐ Church
☐ For Identification purposes (in case of an emergency)
- ☐ Website

Purposes and Extent

Creekside Community Church is collecting and retaining this personal information for the purpose of enrolling your child in our programs, to assign the youth 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 Creekside Community Church. This information will be maintained indefinitely as it is a requirement of our insurance company and legal counsel. If you wish Creekside Community Church to limit the information collected, or to view your child's information, please contact us.

Parent / Guardian Options

I have read, understood and agree with above and sign it to cover all Youth Ministry activities for the program year effective as stated below.

Parents'/Guardian Signature _____

Printed Name _____ Date _____

This permission form is effective: September 1, 20__ to August 31, 20__.

Appendix 4 – Letter of Informed Consent

To be developed with electronic registration system. In the event a youth overnight activity is planned prior to the implementation of the electronic registration system, a letter of informed consent will be developed specific to the overnight event.

Appendix 5 – Hall Monitor Checklist (2 pages)

Creekside Community Church Hall Monitor:		Date:
Pre-Sunday School Check: (When the Sunday morning service starts)		
- Close door to Christian Education Wing - Ask individuals, other than teachers, to return to sanctuary		Notes:
Nursery: NO NURSERY SERVICES DUE TO COVID		
o Check that closet door is locked		
o Check cupboards (If not locked, check in them)		
Age 3-5 Room:		
o Check bathroom.		
o Check cupboards (If not locked, check in them)		
Assembly room:		
o Check cupboards (If not locked, check in them)		
Youth classroom: NO YOUTH CLASS		
o Check cupboards (If not locked, check in them)		Notes:
Age 6-9 Classroom		
o Check room		
o Ensure emergency exit door is closed		
Note: Hall Monitor sits outside of Christian Education Door unless in Christian Education Wing or escorting children to parents or the bathroom.		
Start of Sunday School		
- Close door to Christian Education Wing after the children are in their classrooms - Assist Sunday School Teachers to escort children to classroom as required		Notes:
Classroom Checks: a minimum of two random checks to be completed in classrooms with one adult or two related adults.		
Check #1		Time:
Nursery: NO NURSERY SERVICES DUE TO COVID		Notes:
General check for any safety concerns		Notes:
Age 3 – 5 Classroom		
Check attendance record (Go into classroom and check the attendance record)		
o Teacher(s) and Hall Monitor names (First and Last) are entered		
o Children listed, match the attendance record		
o List any additional persons in attendance		
o Leave form in classroom		
General check for any safety concerns		
Assembly Room		
General check for any safety concerns		
Youth Classroom: NO YOUTH CLASS		Notes:
General check for any safety concerns		Notes:
Age 6 – 9 Classroom		
Check attendance record (Go into classroom and check the attendance record)		
o Nursery worker and Hall Monitor names (First and Last) are entered		
o Children listed, match the attendance record		
o List any additional persons in attendance		
o Hall Monitor retains the attendance record		
General check for any safety concerns		
Ensure emergency exit door is closed		

Check #2	Time:
Nursery: NO NURSERY SERVICES DUE TO COVID	Notes:
General check for any safety concerns	
Age 3 – 5 Classroom	Notes:
Children listed, match the attendance record. Investigate if they don't match.	
General check for any safety concerns	
Assembly Room	Notes:
General check for any safety concerns	
Youth Classroom – NO YOUTH CLASS	Notes:
General check for any safety concerns	
Age 6 – 9 Classroom	
Look in room to see if attendance record and persons match. You may open the door to view. Investigate if they don't match.	
General check for any safety concerns	
Ensure emergency exit door is closed	
Check #3 (Complete as deemed necessary or use this section for additional notes)	Time:
Check #4 (Complete as deemed necessary or use this section for additional notes)	Time:
Dismissal	Time:
Assist Age 3 – Age 5: Sunday School teachers OR Hall Monitor to escort children from classroom to parents if parents have not come to pick up their children.	
Collect Age 3-5 Classroom attendance record	
Sign Hall Monitor Checklist. Place all attendance records, Hall Monitor Checklist and Incident Reports in the Locked Mailbox at the back of the church.	
Notify appropriate Leaders in the church regarding any Incident Reports and make note of who has the completed Incident Report.	
Additional Comments: (including escorting children to the washroom or parents)	

Appendix 6 – Incident Report

The incident report should be completed as soon as possible after the incident occurs and should include as detailed a description of the situation as possible.

Name/s _____ Phone Number _____

Address _____

Nature of Injury/Incident

Incident Date _____ Incident Time _____

Incident Location _____ Event Title _____

All Leaders Present _____

What happened?

Why did it happen?

What action was taken?

Contacted Parents ☐ Yes ☐ No

Parents' Response:

Leadership Name _____ Signature _____

Witness' Name _____ Signature _____

Appendix 7 – Medication Authorization Form

Child's Name: _____

- To be completed by Parent/guardian for all scheduled medications
- One medication and treatment per form
- Parent/guardian to review at end of treatment
- This record will be kept in child's file

Name of Medication: _____

Dosage: _____

Description: ☐ Tablet ☐ Capsule ☐ Liquid ☐ Spray/Inhalant ☐ Other

Start Date: _____ End Date: _____

Storage Instructions: _____

Administration Instructions:

STOP the medication/treatment if:

I release Creekside Community Church and its employees and volunteers from any liability, however caused, arising out of administering, or failure to administer, the medication provided herein.

Parent Name: _____

Parent Signature: _____ Date: _____

Appendix 8 – Suspected Child Abuse Report Form (2 pages)

Date _____ Name of Child/Youth _____

Age of Child/Youth _____ Grade _____ Birthdate _____

Address _____

Postal Code _____ Phone Number _____

Parents' Names _____

Siblings' Names _____

Name of Person Filing Report _____

Name of Pastor Receiving Report _____

Name of Social Worker _____ Phone Number _____

Name of alleged perpetrator _____ ☐ M ☐ F

Relationship between suspected victim and alleged perpetrator _____

Nature of suspected abuse: ☐ physical ☐ sexual ☐ emotional ☐ neglect ☐ other

Indications of suspected abuse (including 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 _____

Printed Name _____ Date _____

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 and not shared with anyone or influenced by anyone.

This document should be sealed and labelled and stored under lock and key.

Appendix 9 – Suspected Vulnerable Adult Abuse Report Form (2 pages)

Date _____ Name of Vulnerable Adult _____

Address _____

Postal Code _____ Phone Number _____

Parents'/Care Giver's Names (if applicable) _____

Name of Person Filing Report _____

Name of Pastor Receiving Report _____

Name of alleged perpetrator _____ ☐ M ☐ F

Relationship between suspected victim and alleged perpetrator _____

Nature of suspected abuse: ☐ physical/assault ☐ sexual ☐ emotional/psychological

☐ neglect ☐ financial ☐ other

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

If the vulnerable adult is reporting, what did they say? (Give quotes where possible.)

What was your response?

Action taken (emergency call to 911, did they make the report for themselves, did they express that they weren't ready to make a report)

Signature _____

Printed Name _____ Date _____

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 and not shared with anyone or influenced by anyone.

This document should be sealed and labelled and stored under lock and key.

Appendix 10 – Suspected Abuse Follow-up Form

To Be Completed by the Pastor or Council Chair (separately from Appendices 11 or 12)

Date _____ Name of Child/Youth _____

Date of Suspected Abuse Form (Appendix 8 or 9) being addressed _____

Age of Child/Youth _____ Grade _____ Birthdate _____

Address _____

Postal Code _____ Phone Number _____

Details as reported to you:

Conclusions:

Action taken (including dates and times):

Senior Pastor's Signature _____

Printed Name _____ Date _____

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 and not shared with anyone or influenced by anyone.

Appendix 11 – Offenders Covenant (2 pages)

(adapted from *Smart Justice* with permission)

Dear _____,

(name of Offender)

On behalf of the leadership of Creekside Community Church, I would like to welcome you to participate in the worship and congregational life of our church. We want you to know that we see you as a very important and valued part of God's family. In light of all that has taken place in your life there are some guidelines that we feel must be followed. These guidelines are not meant to be punitive but to ensure safety and peace of mind for the congregation and yourself.

- You must refrain from all contact with children, youth and vulnerable adults while attending church functions. This includes all verbal and written communication.
- You must not volunteer or agree to lead, chaperone or participate in events involving children, youth or vulnerable adults.
- You must not transport any children, youth or vulnerable adults as part of the ministry programs of Creekside Community Church.
- The Council of Elders will identify at least two "covenant partners" who must accompany you if you leave the main congregation room or if you need to go the public washrooms.
- You are to avoid being in the building unsupervised at all times. This includes all children, youth or vulnerable adults ministry areas and washroom areas. When entering the church, you must use the most direct route to the sanctuary area and sit in an area that is visible to your covenant partners.
- You are to abide by any terms and conditions of probation as set out by the court.
- You are not to be in any poorly or unlit areas of the church property.
- You are welcome and encouraged to join one of our adult small groups if minors are not present and if the facilitator is made aware of the situation.
- You are to avoid befriending families of the church with minors.
- At least twice per year you are requested to meet with the Council of Elders to discuss your adherence to these guidelines.

We are so grateful that you have made us aware of your situation. It shows us that there is a cooperative spirit and willingness for restoration and wholeness.

I, the undersigned, accept the following people as Covenant Partners. I agree to these Covenant Partners being made aware of the circumstances of my situation and the contents of this covenant.

(Covenant Partner #1)

(Covenant Partner #2)

(Covenant Partner #3)

I have read and agree to abide by the conditions of this covenant.

I understand that any violation of this covenant may result in refusal of access to the church property or congregational gatherings may be restricted or prohibited.

I understand that this covenant will be reviewed every six months and will remain in effect for an indefinite period of time.

Offender's Signature: _____ Date: _____

Pastor's Signature: _____ Date: _____

Council of Elders Member's Signature: _____ Date: _____