

MILTON GOSPEL HALL

MGH PLAN TO PROTECT

REVISION 5.0 – September 2013

INTRODUCTION & ACKNOWLEDGEMENT

'MGH Plan to Protect' is a derivation of documentation originally prepared by The Christian and Missionary Alliance in Canada and then subsequently developed and maintained under the copyright to Winning Kids Inc. As a purchaser of the Plan to Protect manual Milton Gospel Hall is granted the right to reproduce for the sole use of our church for training purposes. We are indebted to them for the work that has gone into its preparation. For further information on the background of its origin, you may contact the address contained at the end of the attached Bibliography.

This version of **'MGH Plan to Protect'** has been customized for the use of Milton Gospel Hall by the Elders of the assembly. The users of this guide are cautioned to employ it with the purpose for which it has been prepared – namely to protect vulnerable children and youth under our care from any physical, mental or emotional harm.

We believe that the principles of this document apply to all of our ministries, but in particular to our Sunday School, Bible Quest, Bounce, Vacation Bible School, and Youth Group activities.

Please direct all questions, comments, or suggested upgrades to this document to one of the Elders.

Elders
Milton Gospel Hall
September 2013

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UNDERSTANDING THE NEED

'MGH Plan to Protect' is a policy and procedure statement designed to protect the children, youth, and volunteers of Milton Gospel Hall. While the issue of physical and sexual abuse is not a new topic, it is rapidly becoming a vital concern for organizations responsible for the care and safety of children.

As Elders, teachers and youth workers, we have a spiritual, moral and legal obligation to provide a secure environment for children, youth and volunteers who participate in assembly ministries. Child abuse is a criminal offense, a violation of human dignity and, most importantly, a violation of God's moral and written law. It is essential that we take appropriate steps to aid in the prevention of abuse in order to avoid the emotional, physical and spiritual trauma that results. Further, we wish to avoid the devastating effects such activity would have on the credibility of the assembly and the name of our Lord Jesus Christ.

UNDERSTANDING ABUSE

'Child abuse' and 'child' are defined differently by various legislative bodies.

The following are some general definitions;

1. "Abuse is defined as a non-accidental physical or mental injury or mistreatment caused by the acts or omissions of parents or caregivers."
2. "Abuse is categorized as physical, emotional, verbal or sexual."
 - a. Physical abuse means any physical force or action which results in non-accidental injury to a child and which exceeds that which could be considered reasonable discipline.
 - b. Emotional abuse is the failure to provide the praise, love, nurture, and security essential to the psychological and social development of a child. This neglect is likely to produce a long-term serious emotional disorder.
 - c. Verbal abuse is difficult to specify due to the ongoing nature of intimidation and manipulation. It destroys an individual's self-worth and esteem.
 - d. Sexual abuse means any sexual exploitation of a child, whether consensual or not, which includes touching, intercourse or any behaviour of a sexual nature toward a child. In determining whether this behaviour is of a sexual nature, one should ask whether a reasonable observer, looking at the behaviour in its context, would conclude that it is. This would exclude normal affectionate behaviour towards children and normal health or hygiene care."

The Law Reform Committee of Canada defines child sexual abuse as, "Exposure of the child to sexual stimulation inappropriate for his age and role - the sexual exploitation of a child who is not developed mentally, capable of understanding or resisting the contact, or a child or adolescent who may be psychologically or socially dependent upon the perpetrator."

Canada's Law on Child Sexual Abuse from the Department of Justice has a listing of 16 sexual offenses in the criminal code. Some of these include:

- sexual interference
- invitation to sexual touching
- sexual exploitation of a young person
- exposing genitals to a child
- corrupting children
- indecent acts
- sexual assault

Children under 12 are never considered able to consent to sexual activity. Children aged 12, 13 and 14 are deemed unable to consent to sexual acts except under specific circumstances involving sexual activity with their peers. Young persons aged 15 to 17 inclusive are protected from sexual exploitation. Their consent is not valid if the person touching them for a sexual purpose is in a position of trust or authority over them or if they are in a relationship of dependency with that person.”

3. “Neglect means the failure of those responsible for the care of the child to meet the physical, emotional or medical needs of a child to an extent that the child’s health, development or safety is endangered.”

UNDERSTANDING OUR RESPONSIBILITY

At Milton Gospel Hall, we recognize that we are a reflection of God's love to those in our care and we take our responsibility to them seriously. The Scriptures say:

1. "And they brought young children to him, that he should touch them: and his disciples rebuked those that brought them. But when Jesus saw it, he was much displeased, and said unto them, Suffer the little children to come unto me, and forbid them not: for of such is the kingdom of God. Verily I say unto you, Whosoever shall not receive the kingdom of God as a little child, he shall not enter therein. And he took them up in his arms, put his hands upon them, and blessed them." (Mark 10:13-16 KJV)
2. "Abstain from every form of evil." (I Thessalonians 5:22 NASB)
3. "But among you there must not be even a hint of sexual immorality ... because these are improper for God's holy people." (Ephesians 5:3 NIV)

Therefore, these guidelines are set forth to provide a safe and nurturing environment, to provide quality care and instruction in our ministry.. These guidelines are designed to protect every age level and to promote spiritual growth.

At Milton Gospel Hall, we have zero tolerance for abuse, harassment or neglect committed by any ministry worker or volunteer. As leaders in a ministry at Milton Gospel Hall, you are expected to follow these guidelines and procedures. Be aware that this document represents minimum standards.

RECRUITMENT OF VOLUNTEERS

'**MGH Plan to Protect**' is designed to assist leaders in their recruitment of volunteers and provide protection strategies for all age levels as well as the volunteers who serve.

A. The Recruitment Process

1. All volunteers will be known attendees at Milton Gospel Hall and adherents to the Word of God as practiced by this local assembly. As a general rule, we recommend that those who volunteer have been part of the life of Milton Gospel Hall in some capacity for at least six months.
2. Prospective volunteers will complete a ministry application form to be approved by an elder.
3. The prospective volunteer shall provide a completed criminal record check including a vulnerable sector check, signed by the volunteer's local address police department, evidencing a "clean" record.
4. Anyone whose police check form evidences a prior conviction of child abuse will be directed to ministries that do not involve direct contact with children or youth.

B. Ministry Application Form

Properly screening potential volunteers is the first line of defense in protecting our children and youth.

All persons older than 15 years with any type of leadership position involving direct face-to-face ministry to children or youth must complete the Ministry Volunteer Application Form (*Appendix 1*). This includes youth ministry leaders, full-time and part-time Sunday School class workers, craft instructors, overnight supervisors, game leaders, drivers, and attendance takers. For greater clarity, invited occasional speakers, persons involved in food preparation, and group singing leaders may not necessarily need to complete the forms; this is left to the discretion of the group leader.

Completing a Ministry Application Form may be uncomfortable for some individuals; yet, we need to keep the bigger picture in mind as we attempt to protect those attending Milton Gospel Hall who are vulnerable. We recognize that the Ministry Application Form is extensive and we wish we did not have to ask these questions. However, reduce the risk of abuse within ministries, and to protect our volunteers, we must insist on completion of these forms. Driver volunteers must be at least 21 years old and must also complete a Driver Volunteer Application Form (Appendix 3).

All forms will be kept in a permanent file maintained by the Elders and in such a manner that confidentiality will be maintained.

As part of the application form, volunteers will be asked to submit references from individuals who could provide a clear picture of their ability to work with children or youth.

A summary of volunteer roles and necessary documentation are shown in the chart that follows:

Ages	Roles	Ministry Worker Application	Ministry Worker Renewal	CPIC	VSV	FIP	Driver Application
12 - 15	Helper with a leader	--		--	--	--	--
16 - 17	Assistant to a leader	I	R	I / R	--	--	--
18 - 24	Leader	I	R	I / R	--	I / R	--
21 & Over	Driver	--	--	--	--	--	I / R
25 & Over	Leader	I	R	I / R	I	R	--

CPIC – Canadian Police Information Centre

VSV – Vulnerable Sector Verification

FIP – Firearms Interest Police Query

I – Initial Volunteer Worker Application

R – Renewal of Volunteer Worker Application

Any costs incurred to obtain police checks will be reimbursed upon submission a payment receipt to Milton Gospel Hall.

C. Interview

The interview with two or more elders will provide a forum to review the important items from the Application Form and to discuss the necessity for protection policies. It also allows an opportunity for the prospective

volunteer to share thoughts from their observations, describe their spiritual life, and talk through their gifts, abilities and desires for ministry.

D. 'MGH Plan to Protect' Training

All volunteers who work with children and youth will be equipped with training to help them understand the ministry and the issues that may confront them. An important aspect of the training process will include instruction on safety and abuse prevention. All volunteers must sign a record indicating they have read through the **'MGH Plan to Protect'** materials and support the assembly's policy. These records will be kept to indicate that volunteers have been properly prepared.

E. Supervision of Volunteers

An important step in providing a safe and secure ministry environment is the supervision of volunteers. This can be done by checking through classroom windows to ensure that things are going well, planned formal and informal visits to the classrooms and by simply making rounds. Supervision provides the leader with opportunities to give direction, assist those who may be struggling or frustrated, as well as reinforcing and encouraging a positive teaching environment. In order to refute false accusations, the leader's supervision of volunteers must be intentional.

F. Program Maintenance

The task of implementing **'MGH Plan to Protect'** will be an ongoing process. At the beginning of each ministry year, new volunteers need to be screened and trained. For volunteers who have been approved and are serving in ministry, records should be updated at least every five years (Appendix 2).

CHILD PROTECTION GUIDELINES

Safety and security are primary concerns for the children and families who attend Milton Gospel Hall. At the same time, we are also concerned for the adults and teens that volunteer to minister to children and youths. We need to work towards providing a safe environment for effective ministry to children and youth. In light of this goal, we have developed these guidelines for the protection of children and volunteers.

A. Classroom Staffing and Supervision Guidelines

1. Two Leaders

A minimum of two leaders should be present in any room with children except in the event of an emergency. This standard may require that grade levels be combined. This may require the use of teen assistants or having parents help out on a rotational basis. An alternative to the “two adult” guideline is the open door policy.

2. Open Doors

When it is necessary that only one adult leader be in the room with children (e.g. leader leaves room to take children to the washroom; a small class where there is one teacher for a classroom of 2-4 children), the door of that room should remain open. We will ensure that all of our rooms have windows that will allow ministry supervisors to look in occasionally without interrupting the teaching process.

3. Family Protection

In the event that immediate family members want to minister together in the same classroom, we recommend the presence of one other volunteer who is not related to the family.

4. Teacher/Student Ratios

Adequate staffing is necessary to provide effective care and teaching. The recommended ratios are:

Children under the age 2 are the responsibility of their parents
One leader for every 4 toddlers or preschoolers (ages 2 – 5 years).
One leader for every 7 – 10 elementary-age children (ages 6 – 12 years).

5. Age Expectation

The use of adult volunteers over the age of 18 is recommended. However, we may find it necessary to use volunteers between the ages of 12 and 18. If an adult is not part of the ministry team, we recommend that at least two teenage volunteers work together. The open door policy should be in effect.

6. Supervisory Staff

The leader should make regular visits to the classroom to make sure the class is properly staffed and supervised.

B. Child Security

When parents bring their children to the classrooms, we are responsible for their safety and security until they are once more in the care of the parent. Children should attend the class designed for their age, grade or developmental level.

1. Registration of Children

The names and addresses of parents and children will be carefully maintained and kept in a central file. Special needs of the child will also be identified. Updates on these files will be done on an annual basis.

Leaders are expected to maintain attendance records (Appendix 9 or alternative record that captures the same information) for every class or event with the children in their care. Attendance should include the leaders or other adults present in the class or event.

2. Receiving and Releasing of Children

a. Preschool

- (i) Children should never be dropped off in a classroom without a teacher present. If only one teacher is present, the door must be left open.
- (ii) Preschool children should only be released into the care of the child's parent or designate. This is done only on the basis of a signature, security number or identification card.

- (iii) We advise that parents do not enter the classroom when picking up their child unless requested to do so. This enables the teacher to maintain order and provide a better level of security.
- b. Elementary
 - (i) For younger elementary grades (under the age of 9) and for newcomers, we recommend that the children stay in the classroom until the parent or designate comes to pick them up.
 - (ii) As the older elementary children are dismissed, teachers should ask on an informal basis whether the child knows where to find his or her parent. If the child seems uncertain, be sure to keep them in the classroom.

C. Washroom Guidelines

1. Preschool

We strongly recommend that parents take their children to the washroom prior to each class or service. This recommendation could be communicated to parents at the beginning of each new school year and throughout the year to newcomers.

- a. We recommend that two adults escort a group of children to the washroom.
- b. If just one child must go to the washroom, the adult volunteer should escort the child to the washroom and prop the outside door open. The volunteer should then remain outside the washroom door and wait for the child before escorting him or her back to the classroom. The volunteer should call the child's name if he or she is taking longer than seems necessary.
- c. Never be alone with a child in an unsupervised washroom and never go into the cubicle with a child and shut the door.
- d. If preschool children need assistance in the washroom, an adult may enter the washroom cubicle to assist under the following guidelines:
 - (i) A second adult should be within visual contact.

- (ii) The outside washroom door must be propped open and the adult must stand in the open cubicle doorway.
- (iii) We suggest that only women assist both girls and boys in the washrooms. For the protection of male volunteers from accusation, it would be wise for men to avoid assisting boys or girls of any age in the washrooms.

2. Elementary

- a. A child younger than the age of nine should not be sent to the washroom alone, but should be accompanied by an adult volunteer.
- b. The adult volunteer should escort the child to the washroom and prop the door open to make sure that everything is in order. The volunteer should then remain outside the washroom door and wait for the child before escorting him or her back to the classroom. The volunteer should call the child's name if he or she is taking longer than seems necessary.
- c. Never be alone with a child in an unsupervised washroom and never go into the cubicle with a child and shut the door.

D. Health and Safety Guidelines

1. Sick Children

A child who is ill and could therefore expose other children and workers to illness should not be received into the classroom. Some signs of illness include unusual fatigue or irritability, coughing, sneezing, runny nose or eyes, fever, vomiting, diarrhea, inflamed mouth or throat. Any child with a known communicable disease should not be received into the classroom.

2. Medications

- a. Generally, leaders are not to give or apply any medication. If a child needs medication, the parent should administer it.
- b. Medication should not be left in the classroom. If medication is brought with the child, it should be left with the leader.

- c. In extreme cases where Epi-pens and puffers are needed for allergies or asthma, arrangements should be made with an adult volunteer along with written instructions from the parent.

3. Emergencies

- a. In the event of any fire, all children and leaders should leave the premises immediately through the nearest marked fire exit door.
- b. A first-aid kit is maintained in the handicapped washroom on the main floor. It can be used for minor cuts, bloody noses, etc. All leaders should familiarize themselves with the contents of the kit and be prepared for the proper use of the kit's contents. The kit contains a pair of disposable latex gloves, a foil packet with a disinfectant towelette, various-sized gauze pads for blood absorption and various Band-Aids.
- c. A parent should be contacted immediately after the occurrence of an injury, accident or medical emergency.
- d. Any accident resulting in injury should be reported to the ministry leader.

4. Procedures for Dealing with Cuts or Injuries Involving Blood

A compilation of guidelines on dealing with bloodborne pathogens and infectious diseases is provided for your information. (*Appendix 8*)

- a. Separate the injured child from the other children. Isolate the area where any blood may have dropped on carpet, toys, etc. Parents should be contacted at this time.
- b. Check to ensure that no other children had contact with any of the blood from the cut or injury.
- c. Put on the latex gloves available in the first aid kit and bandage the injury, avoiding contact with mouth, ears and eyes.
- d. Carefully wipe up all blood and bloody bandages and remove to a secure waste removal receptacle.
- e. Remove and properly dispose latex gloves. Wash hands carefully with sterilizing soap available in first aid kit.

E. Special Events and Overnight Policies

For field trips, special events and overnight activities, the following precautions need to be taken with these activities.

1. Field Trips and Special Events

- a. Activities should be pre-approved by the ministry leader and elders. Parents should be notified at least one week prior to the outing.
- b. Proper written consent and medical release forms (Appendix 4) are required for each child participating in field trips and special events. Forms must be completed and kept in the leader's possession during trips and events. (Appendix 6)
- c. All trips and outings should be supervised and transported by a minimum of two approved, unrelated adult leaders, preferably male and female. When it is necessary for two related leaders to transport children to an event, there will be at least two children in the vehicle at all times that are unrelated to the leaders.

All drivers transporting children during an activity must have completed a Driver Volunteer Application form (Appendix 3). (Note that Milton Gospel Hall carries third party liability insurance to cover any liability for passengers being transported on behalf of Milton Gospel Hall). The number of occupants in the vehicle should not exceed the number of seat belts. Seat belts should be worn and laws relating to transportation in Ontario must be respected at all times.

- d. When planning local special events, it is preferred that parents drop off and pick up their children at the event location.
- e. Any one-on-one appointments with children should be conducted in a public place with parents dropping the children off and picking them up.

2. Overnight Events

Hall-sponsored overnight activities may be permitted as long as the following guidelines are met:

- a. All overnight activities must be pre-approved by the ministry leader and elders.

- b. Proper written consent and medical release forms (Appendix 4) are required for each child participating in overnight events. Forms must be completed and kept in the leader's possession during trips and events. (Appendix 6)
- c. All overnight activities should have a minimum ratio of two leaders for every ten children. Leaders should have an assigned group of children for whom they will be responsible during the overnight event.
- d. All trips and outings should be supervised by a minimum of two approved, unrelated adult leaders, preferably male and female.

F. Proper Display of Affection

1. Appropriate Touch

Physical touch is an important element in the communication of love and care. Volunteers need to be aware of, and sensitive to, differences in sexual development, cultural differences, family backgrounds, individual personalities and special needs. Physical contact with children should be age and developmentally appropriate. The following guidelines are recommended as pure, genuine and positive displays of God's love.

- a. Speak to the child at eye level and listen with your eyes as well as your ears.
- b. Hold the child's hand when speaking, listening or walking him or her to an activity.
- c. Put your arm around the shoulder of a child when comforting or quieting is needed.
- d. Pat a child on the head, hand, shoulder or back to affirm him or her.
- e. Gently hold the child's shoulder, hand or chin to keep his or her attention while you redirect the child's behaviour.
- f. Hold a preschool child who is crying.
- g. All touch should be done in view of others.

2. Inappropriate Touch

The following types of touch must be avoided:

- a. Kissing or coaxing a child to kiss you.
- b. Extended hugging and tickling.
- c. Touching a child in any area that would be covered by a bathing suit except when assisting a child with toileting as outlined previously.
- d. Carrying older children or having them sit on your lap.
- e. Being alone with a child.
- f. Avoid prolonged physical contact.

G. Discipline and Classroom Management

God's definition of discipline is outlined in Hebrews 12:7-11. "Discipline is not something you do to a child, it is something you do for a child. The word discipline does not mean punishment. It comes from the root word disciple, which means training that molds character, behaviour and values. Rather than seeking to merely maintain control or keep children quiet, our goal in managing children's behaviour should be to shape their character in such a way that they will become disciples." All forms of corporal punishment are strictly forbidden.

1. Preventative Discipline

- a. Create a loving, caring atmosphere.
- b. Arrange your environment for children and for learning.
- c. To gain respect you must grant respect.
- d. Establish and communicate realistic expectations for the children.
- e. Provide meaningful and age-appropriate activities.
- f. Be fair and consistent with all children.
- g. Be sure your focus is on positive actions.

- h. Be aware of children with special needs.

2. Remedial Discipline

- a. Try to deal with the problems individually.
- b. Explain to the child why the behaviour is unacceptable.
- c. Redirect the child to positive action.
- d. Explain the consequences of unacceptable behaviour by defining the correct way to behave as well as the result of the wrong behaviour.
- e. Offer choices that are acceptable to both you and the child.

3. Classroom Rule Suggestions:

- a. One voice talking at a time.
- b. Quiet hands get answered.
- c. Obey directions the first time.
- d. Use good manners.
- e. Keep your hands and feet to yourself.
- f. Respect each other.
- g. Be friendly.
- h. Visit the washroom before class begins.

H. Central Filing of Ministry Records

Ministry leaders are responsible to submit the ministry records for central filing in the permanent records of Milton Gospel Hall. These records may be critical to the investigation of any allegations of abuse. The records should be turned over at the end of the ministry season or event and should include the following:

- Attendance records
- Authorization and Medical Consent forms

- Incident reports
- Trip and Off-site Travel forms
- Suspected Abuse Report forms
- Communications with parents and children regarding programs or events

YOUTH PROTECTION GUIDELINES

For people to believe the message of God's love, they must trust the messenger. God has placed youth ministers in a strategic position to change the lives of entire families. Their mission begins with trust. If parents and students know the youth ministry staff care so much for them that its top priority is to protect their safety, they will be open to the message it brings. Lack of planning and care for safety is not only criminal, it is a terrible witness for Christ.

Attention to safety concerns brings glory to the name of Christ. It shows love and concern. It lays the foundation for future trust when the life-changing message of Jesus is presented. Safety concerns are not a contradiction to a life of faith. In youth ministry, safety concerns open the door for people to discover a life of faith."

In this section, unique issues related to youth ministry will be addressed. These guidelines are only part of the whole process of protection for youth and those who work with them. This should not be considered as a stand-alone section. Also, please familiarize yourself with the entire '**MGH Plan to Protect**' document.

Youth leaders may choose to present a condensed version of some of the '**MGH Plan to Protect**' guidelines to parents. This could provide a sense of security, reassurance and accountability for their potential concerns.

A. Staff Expectations

1. Modeling and Mentoring

As role models, youth staff members are expected to refrain from activities that are illegal or could be considered morally and Biblically questionable. The issue of integrity is critical in both modeling and mentoring.

2. Contacting Opportunities

Contact opportunities should be limited to scheduled programs or planned activities. Communications outside of scheduled programs should only be done with parents' knowledge.

- a. All email communication should be copied to parents and ministry leaders.

- b. Communication on MSN, Facebook or other online social networks must be avoided for the protection of the child, youth and personnel.
- c. no photographs of children or youth will be taken without prior written approval. No photographs will be posted on Facebook, MSN or other online social networks.

3. Staffing Requirements

- a. For in-house events for high school students (ages 13 to 17 inclusive), the staff-to-student ratio should be no more than 1:10.
- b. In all youth activities or transportation there must be at least two unrelated leaders, preferably male and female. When it is necessary for two related leaders to transport youth to an event, there will be at least two youth in the vehicle at all times that are unrelated to the leaders.
- c. On overnight trips or off-site events, two leaders must accompany a group of students. A ratio of 1:7 staff-to-student is to be maintained beyond the two-leader requirement.
- d. Overnight events with mixed genders must be accompanied by both male and female leaders.

4. Open Door Policy

At no time should anyone working with youth have a one-on-one meeting behind closed doors. For your protection and for the safety of the youth, keep the door at least partially open or meet in a room with a window in the door.

5. Physical Contact

Leaders need to be aware of the difference between appropriate and inappropriate touch. A good rule of thumb is to use your common sense and ask yourself whether or not you would be comfortable doing this in the presence of other adults. One-arm hugs or shoulder-to-shoulder hugging is appropriate. Avoid chest-to-chest hugging, extended hugging, over exuberant affection, lap sitting and kissing. There should be no touching of thighs, knees or inappropriate spots. Be aware that some conduct may seem innocent to you but may be taken the wrong way by the person involved or those watching (e.g. horseplay or extended back rubs). Work together with other youth staff to keep each other aware of how you are relating to the youth and any concerns you may have about students and their relationships with others.

6. Dating

At no time should anyone working with teens pursue a dating relationship with a student. Staff should always be cautious regarding students with 'crushes'.

B. Safety Precautions

It is our goal to consistently provide a safe environment for young people and for leaders. If we prioritize a few 'common sense' safety precautions, we will lessen the risk of accidents and protect ourselves as leaders from potential liabilities.

1. Youth Ministry Authorization and Consent Forms

At the beginning of each school year during registration, parents should be provided with an Authorization and Medical Consent Form (Appendix 4). Parents must sign and return the form to the youth leadership. These forms will accompany the youth staff at all outings in case emergency medical assistance is required and the parent cannot be notified. In the instance where a youth attends for the first time during the middle of the school year, the leader should provide the form to the youth and request that it be completed prior to the next visit.

It is recommended that this consent be supplemented with specific consents and authorizations for activities that may involve an element of risk.

2. Activity Planning

As you are planning your activities, games and room set up, you need to look at the plan through the eyes of parents. This will help you to think through safety issues. If cautions or warning flags arise, you may need to adjust your plan.

3. Procedures for Dealing With Injuries

If an injury does occur at a youth event, the following steps should be followed:

- a. Do not move the student if he/she is not moving on his/her own. If the student is moving, lead him/her out of the activity area. One or two witnesses as well as a leader must remain with the student for

assistance, comfort and to confirm information on the incident report. (Appendix 5)

- b. If the injury is severe and time is of the essence:
- (i) Immediately call an ambulance.
 - (ii) Contact the student's parents and make them aware of the situation.
 - (iii) If the decision is to transport the student to the hospital, a leader should accompany the injured student to the hospital whether by ambulance or given ride.
 - (iv) When the parents arrive at the hospital, the leader should:
 - Introduce him/herself and his/her role in their child's life.
 - Explain the situation and the injury (being careful to admit no fault on any part).
 - Return to the event (unless there is a good reason to stay).
 - Have parents call the youth leader in the morning if they have any questions or concerns (about the injury, insurance, etc.).
 - (v) If the parents cannot be reached, follow the instructions given on the consent form. (Appendix 4)
 - (vi) Complete an incident report and advise the youth leader and an Elder of the incident. The Elder will determine whether legal counsel and the insurance company need to be notified. (Appendix 5)

4. Additional Safety Resources

For helpful information on medications, procedures for dealing with cuts and injuries involving blood, fire emergencies and architectural precautions, see earlier pages dealing with medical emergencies.

5. Attendance

Leaders are expected to maintain attendance records (Appendix 9 or alternative record that captures the same information) for every class or event with the youth in their care. Attendance should include the leaders or other adults present in the class or event.

C. Trips and Off-Site Activities

1. Event Planning

All trips and off-site activities must be approved by the ministry leader and elders. Parents should be given written information regarding the exact location of the event, emergency phone numbers and a list of adult staff attending the event. If there is travel involved or any element of risk in the activity, parents must be asked for further signed authorization.

2. Supervision

Sufficient adult supervision is necessary to ensure protection and safety for all involved.

3. Consent Forms

The Authorization and Medical Consent Form for each student must be kept on hand at each event. (Appendix 4)

In the case where a specific event entails activities that the youth leader expects will require additional, specific consent from parents beyond that contained in the Authorization and Medical Consent Form, such consent should be obtained in writing from the parent prior to the event.

4. Transportation

- a. All drivers transporting youths during an activity must have completed a Driver Volunteer Application form (Appendix 3). (Note that Milton Gospel Hall carries third party liability insurance to cover any liability for passengers being transported on behalf of Milton Gospel Hall). The number of occupants in the vehicle should not exceed the number of seat belts. Seat belts should be worn and laws relating to transportation in Ontario must be respected at all times.
- b. When planning local special events, it is preferred that parents drop off and pick up their youth at the event location. For out of town events it is recommended that you hire a commercial carrier.
- c. For Hall-related activities, it is recommended that students under the age of 21 do not drive their cars with other students as passengers. If high school age drivers are necessary, parents need to be consulted. Parents not wishing their son/daughter to drive or to ride

in a high school age driver's vehicle should instruct their son/daughter accordingly and inform the appropriate leaders.

- d. The student's safety is our first concern. Reckless or unsafe driving will not be tolerated. Drivers must not drive above the speed limits.
- e. A completed travel form must be kept by the ministry leader consisting of:
 - Names and numbers of all participants
 - Location and contact numbers
 - Drivers and vehicles involved
 - Departure and arrival times
(Appendix 6)

5. Retreats and Overnight Events

- a. It is expected that young people attending overnight events/retreats will not leave the event while it is going on. Exceptions must be specifically added to the Authorization and Medical Consent Form (Appendix 4).
- b. Guys and girls are not allowed in each other's accommodation for any reason during youth group overnight events.
- c. Guys and girls are not permitted to sleep in a mixed group.

D. Discipline of Inappropriate Behaviour

Youth leaders acknowledge it is impossible to spell out an exhaustive list of misbehaviours and the expected discipline. However, behaviour that includes intentional violation of stated rules (alcohol, drug, tobacco use and other forms of unacceptable behaviour) will be dealt with by the youth leader. Parents will be notified. All forms of corporal punishment are strictly forbidden.

E. Central Filing of Ministry Records

Ministry leaders are responsible to submit the ministry records for central filing in the permanent records of Milton Gospel Hall. These records may be critical to the investigation of any allegations of abuse. The records should be turned over at the end of the ministry season or event and should include the following:

- Attendance records
- Authorization and Medical Consent forms
- Incident reports
- Trip and Off-site Travel forms
- Suspected Abuse Report forms
- Communications with parents and children regarding programs or events

REPORTING GUIDELINES

Obligation to Report

Any person who has reasonable grounds to believe that a child is in need of protection is legally required to report the matter to a social worker in the local office of the Department of Social Services or to the Police. A person who knowingly fails to report in these circumstances is in violation of the law and may be found to have committed an offense. Should you have questions regarding the specific incident you are facing, an anonymous call can be placed to the Department of Social Services to clarify whether or not this situation constitutes a reportable offense.

Social workers who receive reports are trained to assess and investigate the need for intervention. Other professionals must not assume this function. A professional who does so and fails to report commits an offense. The Child and Family Services Act protects an individual when a report is made. No action would be taken against a person making a report unless it is made maliciously or without reasonable grounds for the belief.

1. Who Must Report

All leaders and teachers who are involved in ministry to children or youth should immediately communicate any items of concern to the ministry leader and the Elders. They will work together with you in contacting the Department of Social Services or the Police. Subsequent to these steps, insurance and legal counsel may be informed of the situation.

2. What To Report

All teachers need to report any matters relating to child abuse or neglect of which they have knowledge or have observed within the scope of their duties. Teachers must also report any suicidal tendencies which they suspect or have been divulged to them. It is not the responsibility of the reporting person to substantiate any allegations or suspicions.

A child is in need of protection under the Family and Child Services Act if he or she is:

- a. abused or neglected so that his or her safety or well-being is endangered,

- b. abandoned,
- c. deprived of necessary care through the death, absence or disability of his or her parent,
- d. deprived of necessary medical attention,
- e. absent from his or her home in circumstances that endanger his or her safety or well-being.

Additional signs of abuse to watch for are as follows:

- a. has an unexplained injury – a patch of hair missing, a burn, a limp, or bruises,
- b. has an inordinate number of 'explained' injuries such as bruises on his/her arms and legs over a period of time,
- c. gives verbal testimony,
- d. makes drawings in conjunction with verbal testimony,
- e. through writing, prayer requests or play situations may allude to incidents,
- f. exhibits an injury that is not adequately explained,
- g. complains about numerous beatings,
- h. complains about others 'doing things to them when others are not at home',
- i. wears long-sleeved tops during the summer to cover bruises on the arms,
- j. is consistently dirty and smells or has bad teeth or hair falling out,
- k. is regularly inadequately dressed for inclement weather.

Abuse or neglect need not have already occurred for a child to be in need of protection; it is not necessary to wait until a child has been harmed to intervene. When abuse or neglect can be reasonably anticipated and there are reasonable grounds to believe a child is in need of protection, the legal obligation to report applies.

Historical abuse or neglect, that is, abuse or neglect that occurred in the not very recent past, must be reported wherever there are reasonable grounds to believe that a child may be in need of protection. If the alleged offender is in regular contact with a child or children, irrespective of whether it is the same child or children abused in the past, there may well be grounds to believe that the child or children are at risk based on the offender's past behaviour. It is particularly vital to report these cases where the alleged abuser is in a position of trust.

3. Confidentiality

It is extremely important in these matters to keep the information confidential at all times. Any suspicions of abuse should be directed only to the ministry leader and Elders.

The only claim of confidentiality that overrides the legal duty to report is solicitor-client privilege. Therefore physicians, Elders and others who consider their professional relationships confidential for certain purposes are not exempt from the duty to report child abuse or neglect.

4. Responding to the Child or Youth

When the child first comes to you, be sure to take his or her word seriously. Don't deny the problem, but stay calm and listen. Give emotional support, reminding the child that he or she is not at fault and was right to tell you about the problem. Do not promise the child you will not tell anyone.

5. Report Form

Complete a Suspected Abuse Report Form. This form may be obtained from your ministry leader (Appendix 7). Fill out the report form immediately and submit it to the ministry leader.

6. Suspension

A leader who has been accused of abuse will be suspended of all child and youth ministry responsibilities pending the outcome of an investigation of the allegations.

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Milton Gospel Hall
MINISTRY APPLICATION FORM
FOR MINISTRIES TO CHILDREN & YOUTH
(Information received is strictly confidential for the Elders only)

We recognize that this Ministry Application Form is extensive. We wish we did not have to ask these questions. However, in our desire to reduce the risk of abuse within our children & youth ministries, we believe this information is necessary to protect our children and to protect our volunteers. Thank you in advance for your understanding.

Personal Information

Full Name _____ Male _____ Female _____

Address _____

Postal Code _____ Date of Birth (M/D/Y) ____/____/____

Phone Number (H) _____ (C) _____

Spouse's Name _____

Is your spouse supportive of your ministry involvement? If no, please explain _____

Personal History

Elementary and Secondary School: Grade Completed _____

College/University: Years Completed _____ Degree Received _____

Occupation and/or Employer _____

Hobbies, Interests or Skills _____

Spiritual History

How long have you attended Milton Gospel Hall? _____

When did you accept Christ as your Saviour? _____

Have you been baptized? Yes _____ No _____

In a brief paragraph, please explain why you are interested in this ministry

Have you taken any courses or received any training that would equip you for this ministry?

Milton Gospel Hall MINISTRY APPLICATION FORM

Ministry Information

Other assemblies I have regularly attended the last five years are as follows:

1. Name of Assembly _____ Phone Number _____
Address _____
Dates Attended _____ Contact name _____
2. Name of Assembly _____ Phone Number _____
Address _____
Dates Attended _____ Contact name _____

My present and previous ministry experience is as follows:

1. Name of Assembly/Organization _____
Dates and Description of Ministry _____
Leader _____ Phone Number _____
2. Name of Assembly/Organization _____
Dates and Description of Ministry _____
Leader _____ Phone Number _____
3. Name of Assembly/Organization _____
Dates and Description of Ministry _____
Leader _____ Phone Number _____

Confidential Information

In order to provide a safe and secure environment for our children and youth, we believe it is necessary to include the following questions as part of our application process. The Elders will keep all information strictly confidential. (Police may access this information, under warrant, if requested.) Answering yes to any of the questions may not necessarily preclude your involvement in ministry. Thank you in advance for your understanding.

1. Are there any circumstances involving your lifestyle or background that would call into question your ability to work with children or youth? **Yes No**
2. Do you have any health concerns of which we should be aware? (e.g. medical, psychiatric) **Yes No**
3. In the past **seven** years:
 - a. Have you been convicted for the use or sale of illegal drugs? **Yes No**
 - b. Have you been in treatment for alcohol or substance abuse? **Yes No**

Milton Gospel Hall MINISTRY APPLICATION FORM

- c. Have you ever convicted of a criminal offense (minor traffic violations are not criminal offenses)? **Yes No**
- d. Have you been arrested or convicted for abuse-related crimes? **Yes No**
- e. Have you been the subject of a civil lawsuit involving sexual misconduct, sexual harassment or other immoral behaviour or conduct involving children, youth or adults? **Yes No**
- f. Have you been the subject of any disciplinary action, transfer or dismissal, or been named as a defendant in a civil or criminal lawsuit as a result of an accident or mishap involving children or youth? **Yes No**
- g. Have you ever been subjected to expulsion, reprimand, or other discipline by a church, denomination or other religious organization involving matters associated with children or youth? **Yes No**

If you have answered yes to any of the above questions, please explain. _____

References

Please provide the names of two individuals, excluding relatives, who could provide a reference for you.

1. Name of Reference _____
Address _____ Phone Number _____
Nature of Relationship _____
2. Name of Reference _____
Address _____ Phone Number _____
Nature of Relationship _____

RELEASE OF INFORMATION AND DECLARATION OF INTENT

I hereby give Milton Gospel Hall permission to contact persons named as references to ascertain my suitability for volunteer ministry. I release all such references from liability for any damage that may result from furnishing such evaluations to you.

I am attaching a copy, for the use of Milton Gospel Hall, of my personal criminal record check. I consent to such any further investigation deemed necessary by Milton Gospel Hall, in its sole discretion, with the understanding that the results will be kept in confidence. I agree to adhere to the protection guidelines as adopted by Milton Gospel Hall.

Milton Gospel Hall MINISTRY APPLICATION FORM

I understand that if my character or morals should be inappropriate and/or criminal at any time during my volunteer service, Milton Gospel Hall will be entitled to terminate my assistance without expressed cause or prior notice regardless of any other oral or written statement by Milton Gospel Hall prior to, at, or following the date of volunteer service.

I understand that Milton Gospel Hall is responsible for the welfare of any person or persons entrusted to my care, and thus I will cooperate fully with the staff in the fulfillment of my duties and will keep all information I encounter, in my role as a volunteer, confidential. If at any time I find that for any reason I am unable to support the policies, procedures or doctrine of Milton Gospel Hall, I will gracefully and quietly resign my volunteer position. If my leaders find that I am in conflict with any of the policies, procedures or doctrines and we are not able to resolve the issue, I will gracefully and quietly agree to resign my volunteer position.

I have read and understood the document titled "MGH Plan to Protect" and I agree to fully comply with its policies and procedures in order that the physical, mental, and emotional health of all children and youths at Milton Gospel Hall can be safeguarded.

I hereby acknowledge that the information contained in this application for volunteer ministry is correct to the best of my knowledge.

Signature of Applicant _____ **Date** _____

Signature of Witness _____ **Date** _____

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

Assessment by Elder

This Applicant is: Suitable Not Suitable

Comments: _____

I have reviewed the attached criminal record check for this volunteer:

Yes No If "No", why not? _____

Elder Approval:

Signature _____ Date _____

MILTON GOSPEL HALL MINISTRY WORKER RENEWAL APPLICATION FORM

Name _____ Phone # _____

Address _____

In what ministry program(s) are you currently involved? _____

In what other ministry program(s) do you plan to become involved? _____

In the past seven years, have you:

- | | | |
|--|------------|-----------|
| • Been arrested for any reason? | Yes | No |
| • Been convicted of, or pleaded no contest to any crime? | Yes | No |
| • Been arrested or convicted for any abuse related crimes? | Yes | No |

Are you aware of:

- | | | |
|--|------------|-----------|
| • Having any traits or tendencies that could pose any threat to children, youth or others? | Yes | No |
| • Any reason why you should not work with children, youth or others? | Yes | No |

If the answer to any of these questions is 'yes', please explain in detail: _____

APPLICATION VERIFICATION AND RELEASE

I recognize that the organization to which this application is being submitted is relying on the information contained herein. Accordingly, I attest and affirm that all of the information that I have provided is absolutely true and correct.

I agree to abide by all the policies and procedures of the organization and to protect the health and safety of the children or youth at all times.

Applicant:

Signature _____ Date _____

Elder Approval:

Signature _____ Date _____

Appendix 3

**MILTON GOSPEL HALL
DRIVER VOLUNTEER APPLICATION FORM**

As a driver volunteer transporting children or youth on behalf of the Milton Gospel Hall, you are requested to complete this Volunteer Driver Form. The purpose of this form is to make you aware of your responsibility, to ensure that you meet the necessary requirements and to obtain critical information that might be necessary in the event of an emergency.

.....
Personal Information

Full Name _____ Male _____ Female _____

Address _____

Postal Code _____ Date of Birth (M/D/Y) ____/____/____

Phone Number (Home) _____ (Cell) _____

Driver/Automobile Information

Drivers License # _____ Number Of Years Driving _____

Automobile Make _____ Model _____

License Plate # _____ Number of Seat Belts _____

Is your drivers' license currently valid? Yes ____ No ____

Is your automobile insurance current? Yes ____ No ____

.....
As a driver volunteer for the Milton Gospel Hall you are **expected** to:

- Drive in a responsible manner. (Reckless or unsafe driving will not be tolerated.)
- Drive within the speed limits.
Ensure that all children have a seat belt and are wearing it.
Make the children's safety your first concern.
Have another adult or a minimum of two children in the vehicle at all times.

.....
I recognize that the organization to which this application is being submitted is relying on the information contained herein. Accordingly, I attest and affirm that all of the information that I have provided is absolutely true and correct.

I agree to abide by all the policies and procedures of the organization and to protect the health and safety of the children or youth at all times.

Applicant:

Signature _____ Date _____

Elder Approval:

Signature _____ Date _____

MILTON GOSPEL HALL
AUTHORIZATION AND MEDICAL CONSENT FORM

For the school year 20__/20__

Information received is confidential and is being gathered for the purpose of serving your child while in the care of Milton Gospel Hall. Any medical information collected here serves to authorize Milton Gospel Hall, and its volunteers, to obtain medical assistance in emergencies.

Student Name _____

Address _____

Phone # _____ Parents' Work # _____

Date of Birth (M/D/Y) ____/____/____ Health Card # _____

Family Doctor _____ Phone # _____

Allergies _____

Does your child have any physical, emotional, mental, behavioural concerns or limitations that our 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. _____

Parents'/Guardian Name _____

In case of an emergency, contact _____

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 above, authorize _____ to sign a consent for medical treatment and to authorize any physician or hospital to provide medical assessment, treatment or procedures for the participant named above.

I/we, named above, undertake and agree to indemnify and hold blameless _____ and Milton Gospel Hall, and its Elders from and against any loss, damage or injury suffered by the participant as a result of being part of the activities of the Milton Gospel Hall, as well as of any medical treatment authorized by the supervising individuals representing the church. I/we, named above, agree that group photography may include the image of the participant named above.

This consent and authorization is effective only when participating in or traveling to events of the Milton Gospel Hall

MILTON GOSPEL HALL
AUTHORIZATION AND MEDICAL CONSENT FORM

For the school year 20__/20__

Parent/Guardian Options (choose one of the following options):

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

Signature _____ Date _____

Effective from date signed through _____

2. I have read, understood and agree with the above and sign it to cover only the activity listed below.

Activity _____

Signature _____ Date _____

Purposes and Extent:

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

MILTON GOSPEL HALL
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.

Student Name _____ Phone # _____

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 Parents' Response _____

.....
Leader's Name _____ Signature _____

Witness Name _____ Signature _____

MILTON GOSPEL HALL TRIPS AND OFF-SITE TRAVEL FORM

Group _____ Location _____
 Dates: Leave _____ Return _____ Contact # _____
 Departure Time _____ Return Departure Time _____
 Arrival at Location _____ Return Arrival Time _____



Transportation

Driver	Vehicle	License #	Cell Phone #
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____



Leaders

Name	Phone #	Name	Phone #
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____



Students

Name	Phone #	Name	Phone #
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

MILTON GOSPEL HALL SUSPECTED ABUSE REPORT FORM

Date _____

Name of Student _____

Age of Student _____ Grade _____ Birthdate _____

Address _____

Postal Code _____ Phone # _____

Parents' Names _____ Siblings' Names _____

Name of Person Filing Report _____

Name of Leader Receiving Report _____

Name of Social Worker _____ Phone #, Extension _____

.....
Nature of suspected abuse (physical, sexual, emotional, neglect) _____

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

Action taken (including date and time) _____

.....
Signed _____ Signed _____

(Person Reporting)

(Elder)

.....
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.**

MILTON GOSPEL HALL BLOODBORNE PATHOGENS AND INFECTIOUS DISEASES

The following is a compilation of guidelines on dealing with bloodborne pathogens and infectious diseases. We have used three different resources that we felt had applications for use in church settings.

Studies of school and residential settings reflect a parallel between the inefficiency of transmission of bloodborne pathogens and the extent to which risk is adequately controlled by common hygienic measures. . . . Children who have bloodborne pathogen infections should not be excluded from daycare, group homes or foster care. There is no reason for excluding children who do not exhibit aggressive behaviour and who do not have medication conditions facilitating transmission. The benefits of an unrestricted setting outweigh the risk of the child acquiring harmful infections. The risk of transmitting the virus to others is almost nonexistent. "All educational and public health departments are strongly encouraged to inform parents, children and educators about AIDS and its transmission."

1. Common infectious diseases may be contracted from dirt and waste encountered in ministry areas. Wash your hands with soap and running water at regular intervals throughout the day.
2. All bodily fluids must be treated as though they are infectious, as bloodborne pathogens could be present in any child. Confidentiality laws may prevent you from knowing those infected with the HIV or AIDS virus. By treating all bodily fluids as infectious, you protect not only yourself, but also others.
3. Latex gloves are required when handling any discharges from another person's body, particularly body fluids containing blood. Hands must be thoroughly washed with soap and running water when finished.

Persons who are exposed to an infected child's body fluids and excrement should know that the child is infected and should know procedures to follow to prevent transmission. Disposable diapers should be used and soiled diapers should be placed in a plastic bag before discarding. Feces can be flushed down the toilet. Latex gloves should be worn if open sores are present on the caretaker's hands. Any open sore on the infected child should also be covered. Hands should be washed after exposure to blood and body fluids and before caring for another child.

4. Contaminated disposable latex gloves and other contaminated materials should be disposed in plastic-lined waste containers.
5. You need to develop an awareness of situations or dangers that may put you or others at risk. For instance, do not pick up broken glass with bare hands but use a brush and dustpan instead. You need to avoid punctures with objects that may contain blood from others. Carefully dispose trash that contains sharp objects. Use containers that cannot be broken or penetrated.
6. Surfaces that have blood or other potentially infectious materials containing blood on them must be cleaned with an approved disinfectant or a 1:10 solution of liquid household bleach and water. This disinfectant must be mixed daily and must sit for ten minutes before use.

7. An HBV vaccination should be pursued within 24 hours if you have had an 'exposure incident'. An 'exposure incident' is when there is blood contact through an open sore, injury by a contaminated sharp object or by a blood splash into your eyes, nose or mouth.
8. If you are responsible for administering first aid, it is strongly recommended that you receive current instruction. For instance, the rescuer needs to use a resuscitation mouthpiece when administering CPR so that there is no direct mouth-to-mouth contact.
9. Individuals involved in the care and education of a preschool-aged child infected with HIV, HBV, or HCV should be informed of the child's infective status only if such knowledge is necessary to ensure proper care of the child and to detect situations in which there is potential for transmission. Parental consent is required for the disclosure of a child's infective status and should be made on a case-by-case basis respecting the child's and family's right to privacy. Decisions about education and care for children infected with the AIDS virus should be made by a team including the child's physician, public health personnel, parents or guardian and church staff. The records of children with AIDS should be kept confidential.
10. A more restricted environment is advised for infected preschool-age children, for children who cannot control their bowels or bladder, for children who display such behaviour as biting and scratching and for infected children who have uncovered oozing sores. These children should be cared for and educated in settings that minimize the exposure of other children to their blood and body fluids.

Decisions regarding vaccination of children and workers who have contact with the child should be discussed with public health officials.

The hygienic practices of an infected child may improve as the child matures, or they may deteriorate if the child's condition worsens. For these reasons, the need for a restricted environment should be re-evaluated regularly.

ATTENDANCE RECORD
YEAR _____

Class or Event

--

Month				
Day				

Student's Name					
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					

Teacher and Helper's Name				
1				
2				
3				
4				
5				

Other Adult Visitor's Name				
1				
2				
3				
4				
5				

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