

## **PLAN TO PROTECT AGAINST ABUSE Appendices**

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**MINISTRY PERSONNEL APPLICATION FORM  
FOR MINISTRIES TO CHILDREN & YOUTH**

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

Name \_\_\_\_\_ Date \_\_\_\_\_

If under 18, are your parents supportive of your ministry involvement?  Yes  No

Name of Parents \_\_\_\_\_

**Personal History**

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

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Do you have any experiences with past churches ministering to children or youth?

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List your hobbies, interests or skills

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

1. Are there any circumstances involving your lifestyle or history that could call into question your ability to work safely with children or youth in a Christian environment? (e.g. pornography, use of illegal substances, etc.)  Yes  No
  
2. Have you ever been convicted or found guilty of a criminal offence for which a pardon has not been granted? (Note: this does not include minor traffic violations) If yes, please list offence(s) and date(s) of conviction: \_\_\_\_\_  
\_\_\_\_\_
  
3. Have you ever been expelled from or had your employment terminated by any organization or employer for assault or violence against any person, or for assault, violence or impropriety with children, youth or vulnerable persons? (e.g. senior citizens or persons with disabilities)  Yes  No
  
4. Have you been investigated by the Child Welfare Agency or any other organization for suspected child abuse?  Yes  No
  
5. Have you ever been a defendant or respondent in a civil lawsuit or human rights complaint or other legal proceedings in which you were alleged to have abused or engaged in violence, harassment or other immoral or illegal behaviour or conduct involving children, youth or vulnerable persons?  Yes  No
  
6. Do you have any health concerns which would impact your ability to perform the functions of the volunteer position for which you are applying? (Please note that such health concerns may not prevent you from holding the position for which you have applied)  Yes  No
  
7. Do you have any contagious diseases or conditions of which we should be aware, and which we may need to take steps to protect against transmission should you volunteer at the Church?  Yes  No

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For Office Use

Interview Performed By \_\_\_\_\_

Date Completed \_\_\_\_\_

**REFERENCES**

Please provide the names of three individuals, excluding relatives, who could provide a reference for you (i.e. employers, pastor, sport coach, etc.).

Include at least one reference from outside the church.

1. Name of Reference \_\_\_\_\_ Day Phone \_\_\_\_\_

How long have you known this person: \_\_\_\_\_ Evening Phone \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_

Nature of Relationship \_\_\_\_\_

2. Name of Reference \_\_\_\_\_ Day Phone \_\_\_\_\_

How long have you known this person: \_\_\_\_\_ Evening Phone \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_

Nature of Relationship \_\_\_\_\_

3. Name of Reference \_\_\_\_\_ Day Phone \_\_\_\_\_

How long have you known this person: \_\_\_\_\_ Evening Phone \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_

Nature of Relationship \_\_\_\_\_

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For Office Use

References Checked By \_\_\_\_\_

Date Completed \_\_\_\_\_

**RELEASE OF INFORMATION AND DECLARATION OF INTENT**

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

I acknowledge that police records checks must be conducted on all ministry personnel serving children, youth and/or vulnerable adults. I will provide this to the Plan to Protect Committee when requested in a timely manner and that it must be renewed every five (5) years.

I further grant the church permission to perform an internet search on me and to review and consider any information found by me on the Internet.

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

If the church approves my application for a volunteer position, I will sign any documents that the church requires and will at all times cooperate fully with the staff of the church in the fulfillment of my duties and will keep all confidential information I encounter in my role as a volunteer, confidential.

If at any time I determine that for any reason I am unable to support or adhere to or follow the policies, procedures or doctrine of the church, I will inform the church and will resign my volunteer position.

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

Signature of Applicant \_\_\_\_\_

Printed Name \_\_\_\_\_ Date \_\_\_\_\_

Signature of Witness \_\_\_\_\_

Printed Name \_\_\_\_\_ Date \_\_\_\_\_

The information received in this application is confidential. It is being gathered for the purposes of supporting the ministries at Redeeming Grace Reformed Church. This application is part of the ministry personnel screening process and to help determine what, if any, ministry you may be suited for in the future.

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Approved by Council       Yes     No

We are thankful that as a member of Redeeming Grace you are willing to serve with your gifts, talents and time. To serve in a volunteer position at Redeeming Grace, we require that you agree with the following statement of faith.

While this statement of faith is not intended to define who is a Christian, nor meant to exclude anyone from loving fellowship with us, we do see the need to agree on basic principles as volunteer service at Redeeming Grace carries with it a role of influence and represents the members of this church.

We ask that you commit to agreement with the following (note: a printed copy of these documents can be provided to you should you request them):

1. I will submit to the teaching of this church as laid out in the following:
  - a. The principles and truths presented in the three forms of unity including the Heidelberg Catechism, Belgic Confession, and Canons of Dort. These documents can be read here <https://www.urchna.org/sysfiles/member/custom/custom.cfm?memberid=1651&customid=24288>
  - b. The United Reformed Churches of North America (our denomination) position on marriage as found on their website here [https://www.urchna.org/file\\_retrieve/63166](https://www.urchna.org/file_retrieve/63166)
2. I agree that, should I be found to be in disagreement with the above, following a meeting with the church leadership, that I will not be able to continue in a volunteer position at Redeeming Grace until such time as the disagreement is resolved. (Please know that this step is only in relation to volunteer positions. We will seek to continue our discussion with you in a fair and understanding way and will work to resolve differences in a Biblical manner.)

**Signed**

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Print Full Name

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Month

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Day Year

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Signature

Have you completed the Ministry Personnel Application Form?  Yes  No

Has anyone explained the types of ministries that we provide as a church and which might provide you with an opportunity for volunteer service?  Yes  No

What prompted you to be interested in the ministry that you identified on your Ministry Personnel Application Form? (Indicate the ministry that interests them)

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Would you be willing to attend the training session associated with that ministry?  Yes  No

Have the potential ministry personnel review their spiritual journey.

Note any significant concerns or questions that arise.

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Review the items listed under Confidential Information on the Ministry Personnel Application Form and note any significant omissions or questions that arise.

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On what date would you be available? \_\_\_\_\_

What is the minimum length of your commitment? \_\_\_\_\_

Thank you for your interest in serving.

Signature of Interviewer \_\_\_\_\_

Printed Name \_\_\_\_\_ Date \_\_\_\_\_

**Name of Volunteer** \_\_\_\_\_

**REFERENCE #1**

Name of Reference or Church Contacted \_\_\_\_\_

Date of Contact \_\_\_\_\_

Person Contacting the Reference or Church \_\_\_\_\_

Method of Contact    telephone    letter/email    personal conversation

Summary of Contact

\_\_\_\_\_  
\_\_\_\_\_

**REFERENCE #2**

Name of Reference or Church Contacted \_\_\_\_\_

Date of Contact \_\_\_\_\_

Person Contacting the Reference or Church \_\_\_\_\_

Method of Contact    telephone    letter/email    personal conversation

Summary of Contact

\_\_\_\_\_  
\_\_\_\_\_

**REFERENCE #3**

Name of Reference or Church Contacted \_\_\_\_\_

Date of Contact \_\_\_\_\_

Person Contacting the Reference or Church \_\_\_\_\_

Method of Contact    telephone    letter/email    personal conversation

Summary of Contact

\_\_\_\_\_  
\_\_\_\_\_



**SUGGESTED SCRIPT FOR TELEPHONE FOLLOW-UP  
WHEN SCREENING APPLICATIONS**

“Hello, this is \_\_\_\_\_, calling from Redeeming Grace Reformed Church.

\_\_\_\_\_ (Name of Volunteer) has applied to be a volunteer in our children/youth ministries and has indicated on their application that you might be willing to act as a personal reference. We have a program in our church called *Plan to Protect*® which is designed to protect our children and youth as well as our volunteers. We do a reference check on all our volunteers working in our ministries.

May I ask you a few questions?

How long have you known \_\_\_\_\_? In what capacity? \_\_\_\_\_

\_\_\_\_\_

1) What are \_\_\_\_\_'s strengths? Weaknesses?

2) How would you describe the type of person \_\_\_\_\_ is and how he or she relates to others, especially children or youth?

3) Would you describe \_\_\_\_\_ as someone who follows through with commitments he or she makes?

4) How does \_\_\_\_\_ respond to supervision?

5) Is there any conduct you have observed that you would call into question? \_\_\_\_\_

\_\_\_\_\_

6) Do you have any concerns with \_\_\_\_\_ working with children or youth in any of our ministries?

Thank you for your time. We really appreciate it.

Record all information on the Confidential Record of Reference Checks Form immediately following the call, keep notes in a confidential and secure location and return them promptly to \_\_\_\_\_.

## MINISTRY PERSONNEL REFERENCE FORM

(Name of Volunteer) \_\_\_\_\_ has applied to be a volunteer in our children/youth ministries and has indicated on their application that you might be willing to act as a personal reference. We have a program in our church called *Plan to Protect*® which is designed to protect our children and youth as well as our volunteers. We do a reference check on all our volunteers working in our ministries. Your response will remain confidential. Thank you for your cooperation.

Please forward this information to:

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Your Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Address \_\_\_\_\_

1. Describe your relationship with this person.

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2. How long have you known this person?

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3. Please use the following scale to respond to the following:

1 – low    2 – below average    3 – average    4 – very good    5 – excellent

How would you rate this individual in the following areas?

- |   |   |   |   |   |   |
|---|---|---|---|---|---|
| a. Ability to work with other volunteers    | 1 | 2 | 3 | 4 | 5 |
| b. Ability to follow through on commitments | 1 | 2 | 3 | 4 | 5 |
| c. Ability to relate to children or youth   | 1 | 2 | 3 | 4 | 5 |
| d. Level of spiritual maturity              | 1 | 2 | 3 | 4 | 5 |

4. What are the applicant's greatest strengths?

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5. Would you entrust the care of your child or youth to the applicant without any concern, reservation or hesitation?

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6. Do you have concerns regarding this person working with children or youth? If so, please explain.

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Signature \_\_\_\_\_

Printed Name \_\_\_\_\_ Date \_\_\_\_\_

**Youth - Activity Authorization Form and Consent:**

I recognize that by participating in Redeeming Grace Youth Group activities, I may risk personal injury or permanent loss. While every precaution is taken for the safety and good health, some activities including transportation, carry with them the inherent risk of personal injury. Before taking part in any Youth Group activity, I will ensure that I am aware of any potential risks, and that I assume any expenses that may be incurred in the event of an accident, illness, or other incapacity, regardless of whether I have authorized such expenses.

I recognize that transportation to and from Youth Group events may be provided by other Youth Group participants. While traveling, I will:

- wear the safety-belt;
- respect others, the vehicle I ride in, and the people I am traveling with during the trip;
- remain in my seat and not be disruptive to the driver of the vehicle.

I recognize that riding in a motor vehicle may result in personal injuries or death from wrecks, collisions or acts by riders, other drivers, or objects.

I, named below, undertake and agree to indemnify and hold blameless Redeeming Grace Reformed Church, its personnel, and its Directors from and against any loss, damage or injury suffered by my participation as a result of being part of the activities of Redeeming Grace Reformed Church, as well as of any medical treatment authorized by the supervising individuals representing Redeeming Grace Reformed Church. This consent and authorization is effective only when participating in or traveling to events of Redeeming Grace Reformed Church.

I have read, understood and agree with the above.

Participant Name \_\_\_\_\_

Participant Signature \_\_\_\_\_

Date \_\_\_\_\_

**Youth Driver Agreement:**

(to be filled in and signed by any Youth Group member who will be providing transportation for other Youth Group members)

I am licensed in Ontario and my vehicle is insured by valid automobile insurance as required by provincial law. My vehicle is mechanically fit and there are seat belts in working condition for all passengers. If I am driving a vehicle that is not my own, I will receive permission from the owner of the vehicle before use.

I agree to:

- be a safe, responsible driver.
- follow all licensing laws and to abide by any additional requirements placed on me by Redeeming Grace Reformed Church (how many passengers, speed, etc).
- follow all driving laws (speed limits, construction zones, etc).
- never drive when I have been using alcohol or drugs.
- avoid distractions when I am behind the wheel, including loud music, eating, drinking, using a cell phone, or engaging in distracting conversations with other passengers.
- take responsibility for telling authorities and Redeeming Grace Reformed Church supervisor when an accident or problem with the vehicle has taken place.
- take responsibility for any accidents that occur because of poor judgment on my part.
- always notify a Redeeming Grace Reformed Church supervisor if I am tired and do not feel that I can continue to drive.

**Driving Restrictions:**

- All drivers must be 21 years of age or older.
- All drivers must hold a valid driver's license.
- Under no circumstances will a sanctioned Redeeming Grace Reformed Church driver allow a student to drive a vehicle.

I understand that if I do not follow any of these guidelines my ability to drive will be jeopardized. A Redeeming Grace Reformed Church supervisor has the right and authority to take away my driving privileges at any time.

Your signature below means that you have read the preceding statements and guidelines, that you agree to them, that you will abide by them, and that if at any time you cannot agree to the preceding you will notify a Redeeming Grace Reformed Church supervisor and will discontinue driving.

Participant Name \_\_\_\_\_

Participant Signature \_\_\_\_\_

Date \_\_\_\_\_

**Parent - Activity Authorization Form and Consent:**

I give permission for \_\_\_\_\_ to participate in Redeeming Grace Youth Group activities. I recognize that by participating, they may risk personal injury or permanent loss. While every precaution is taken for the safety and good health, some activities including transportation, carry with them the inherent risk of personal injury. I assume any expenses that may be incurred in the event of an accident, illness, or other incapacity, regardless of whether I have authorized such expenses.

I give permission for \_\_\_\_\_ to be transported to Youth Group events in a motor vehicle driven by a Youth Group leader or another Youth Group member. I understand that my child is expected to follow all applicable laws regarding riding in a motor vehicle and is expected to follow the directions provided by the driver and/or other adult volunteers.

I understand that participation in the identified event is not a requirement for participation in Redeeming Grace Youth Group activities.

I authorize a Director or one of the Redeeming Grace Youth Group leaders 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 undertake and agree to indemnify and hold blameless Redeeming Grace Reformed Church, its personnel, and its Directors from and against any loss, damage or injury suffered by the participant as a result of being part of the activities of Redeeming Grace Reformed Church, as well as of any medical treatment authorized by the supervising individuals representing Redeeming Grace Reformed Church. This consent and authorization is effective only when participating in or traveling to events of Redeeming Grace Reformed Church.

I have read, understood and agree with the above.

Parent/Guardian Name \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_

**SUSPECTED ABUSE REPORT FORM**

Date \_\_\_\_\_ Name of Student \_\_\_\_\_

Age of Student \_\_\_\_\_ 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

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?

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Signature \_\_\_\_\_

Printed Name \_\_\_\_\_ Date \_\_\_\_\_

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.

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



## A - When a Child Discloses Abuse or Neglect

Children who may have been abused or neglected are particularly vulnerable. It is critical that, in responding to their needs, we take every caution to avoid upsetting or traumatizing them any further.

***If the child is in immediate danger, call the police first.***

When talking to the child, be sensitive to his or her needs and follow the general guidelines below. Your primary role is to support the child, gather basic information and report it to a child welfare worker as quickly as possible.

***Stay calm and listen.*** An abused or neglected child needs to know that you are calm and available to help. If you react with shock, outrage or fear, you might inhibit the child and make him or her feel more anxious or ashamed. A calm response supports the child to tell you what has happened. It also provides some reassurance that what the child is experiencing can be talked about and worked through together.

***Go slowly.*** It is normal to feel inadequate or unsure about what to do or say when a child tells you about abuse or neglect. Do not let this discomfort rush you into asking questions. Remember to proceed slowly. Gentle questions, such as “Can you tell me more about what happened?” are helpful.

***Be supportive.*** Reassure the child that he or she has not done anything wrong. Children need support and reassurance when discussing abuse or neglect. It is helpful to let children know that:

- they are not in trouble with you, the child welfare worker or the police (if they are involved)
- they are safe with you
- you are glad that they have chosen to tell you about this
- they have done the right thing in telling you about this
- you are sorry that they have been hurt or that this has happened to them
- you will do everything you can to make sure they get the help they need
- you know others who can be trusted to help solve this problem.

***Get only the essential facts.*** Once you have enough information and reason to believe that abuse or neglect has occurred, stop gathering facts and be supportive. The child may be interviewed in depth by a child welfare worker and, if there is a criminal investigation, by the police; to avoid the stress of multiple interviews, limit your discussion to finding out generally what took place. If you need more information, be sure to ask *how*, *when*, *who* and *what* questions. Avoid using *why* questions. They can suggest indirectly that the child may have done something wrong and increase the child’s reluctance to discuss the matter.

**Tell the child what will happen next.** Children who disclose their abuse feel anxious and vulnerable about what people think of them and what will happen next. Tell them only what you know (e.g., that they are not in trouble, and that you will help) and avoid making promises. For example, do not promise that the alleged perpetrator won't get into trouble. Provide only reassurance that is realistic and achievable. Discuss with the child what you think will happen next and who will be involved.

**Make notes.** As soon as possible after the child's disclosure, write down as much as you can of what the child told you. This will help ensure accuracy when reporting to the appropriate authority. (Direct disclosures may be admissible in court, so accuracy is important.)

## **B - When there are Indicators of Child Abuse or Neglect**

Children do not always tell us about their abuse or neglect, and sometimes the indicators are not obvious. When you see indicators and are talking to children about possible abuse or neglect, the following points may be helpful.

**Choose your approach carefully.** The child may be fearful or reluctant to talk about what happened.

**Be relaxed and casual.** If you appear anxious or exhibit strong feelings, the child may withdraw.

**Keep it private.** Make sure you have enough time and a private setting with little chance for interruptions. The child is more likely to confide in you in a place where he or she feels safe.

**Be neutral.** Express your concerns to the child in a neutral and objective manner and seek or ask for their explanation for the indicators you have observed.

**Be a good listener.** Pay attention and express your confidence in the child. This shows your genuine concern for his or her safety and well-being.

### **Questioning techniques:**

Ask general, open-ended questions

- Do ask – “Do you want to tell me more about that?”
- Do not ask – “Why did this happen?”

State observations

- Observe – “I see you have welts on your legs.”
- Do not ask – “Have you been beaten?”

Validate feelings

- Validate – “I see that you are upset.”
- Don't analyse – “You must hate your father for doing that!”

Express concern

- Say – “I need to know that you are safe; let's try to get you some help.”
- Don't make promises – “Everything will be alright if you report this.”

Ministry personnel should be aware of the physical signs of abuse and molestation, as well as to behavioural and verbal signs that a victim may exhibit. The following characteristics may be indicators of abuse, although they are not necessarily proof. One sign alone does not constitute abuse and may simply be indicative of other issues. Here is where you need to ask God for discernment and wisdom as you watch for patterns or a combination of these warning signs.

**Possible Signs of Physical Abuse**

- hostile and aggressive behaviour toward others
- fearfulness of parents and/or other adults
- destructive behaviour toward self, others and/or property
- inexplicable fractures or bruises inappropriate for child's developmental stage
- burns, facial injuries, pattern of repetitious bruises

**Possible Signs of Sexual Abuse**

- unusually advanced sexual knowledge and/or behaviour for child's age and developmental stage
- depression – cries for no apparent reason
- promiscuous behaviour
- runs away from home and refuses to return
- difficulty walking or sitting
- bruised or bleeding in vaginal or anal areas
- exhibits frequent headaches, stomach aches, extreme fatigue
- sexually transmitted diseases

**Possible Signs of Emotional Abuse**

- exhibits severe depression and/or withdrawal
- exhibits severe lack of self-esteem
- failure to thrive
- threatens or attempts suicide
- speech and/or eating disorders
- goes to extremes to seek adult approval
- extreme passive/aggressive behaviour patterns

**Possible Signs of Neglect**

- failure to thrive
- pattern of inappropriate dress for climate
- begs or steals food; chronic hunger
- depression
- untreated medical conditions
- poor hygiene

## **Possible Signs of Abuse in Church Settings**

- unusual nervousness or anxiety about being left in a church class
- reluctance to participate in church activities that were previously enthusiastically approached
- comments such as, “I don’t want to be alone with ... “ in reference to a child care worker or teacher
- nightmares including a child care worker or teacher as a frightening character
- unexplained hostility toward a child care worker or teacher

**SUSPECTED ABUSE FOLLOW-UP REPORT FORM**

Name of Student \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

Postal Code \_\_\_\_\_ Phone Number \_\_\_\_\_

Name of Person Who Filed Initial Report \_\_\_\_\_

Name of Pastor Receiving Report \_\_\_\_\_

**Conclusions**

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**Action taken (including dates and times)**

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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.

Filing a suspected abuse report with the Child Welfare Agency can be an overwhelming experience. In order to assist you with this process, here are some suggested steps to take, or points to consider regarding reporting to CWA, dealing with staff, informing leadership, and following up with the family. It is important to note, however, that these are considerations only, and that each report should be assessed on a case by case basis. Always keep in mind that the safety of the child is paramount, even if it may jeopardize your relationship with the family.

### **Dealing with the Child Welfare Agency**

- Once a suspected abuse report is filed, the person who made the report should make the call to CWA
  - If more than one ministry leader is involved, you may all be in the room to make the call together
- The person making the report can request to be advised as to the outcome of their report to CWA
- •When making a report, you will be asked to provide a full report of the incident or condition that causes you to be concerned for the child
  - You can begin your call anonymously to explore the appropriateness of the referral
- Communicate to CWA that the church wants to be a support to the family and to inform you when it would be appropriate to speak directly with the family
- Upon receiving the report, CWA will
  - Assess the seriousness of the report
  - If deemed necessary, an investigation will begin immediately where a child is deemed to be at an “immediate risk”
  - Investigations will begin within 7 days
  - All serious allegations of child abuse are referred to the police by the child protection worker. You will also be asked for other relevant identifying information about the family (names of family members, address, etc.)
  - Custodial parents will be interviewed as well as any parent or caretaker alleged to have harmed the child. Other persons, such as siblings, relatives, neighbors, community professionals, who are considered to possibly have information relevant to the reported situation, may also be interviewed.
  - Parents (and the child where appropriate) can expect to be informed by the child protection worker of the outcome of the CWA investigation, and their ongoing role if any.

### **Dealing with the Family**

When a report of suspected abuse is made regarding a child in your church, responding to the family appropriately is very important. Again, the safety of the child is of primary concern here, and it may not always be wise to inform them that the report is being made. If they ask you if you have filed a report, it is always best to be honest, open, supportive and transparent when you respond while you keep the child’s safety in mind.

Follow-up with the family is very important, but it can be tricky to know when to become involved. It is important to note that the Child Welfare Agency, as part of their program, asks parents if they have support groups that they desire to partner with should they need assistance and ongoing help. If the Church is identified by the parents in this way, CWA will involve the church in this process. At this point, the Church leaders involved can speak openly with the parents regarding the report in question and offer support. This being the case, when a report is made to CWA, it would be helpful to offer the support of the church with any needs that may arise as a result.

### **Dealing with the Board**

The person reporting the incident and the ministry lead should be informed about the report and contact the senior pastor. Board members need only be involved in situations when the church has liability; i.e. The abuse happened on-site, or a church-run camp or event, however, you may believe it prudent to inform the Board members in cases of potential liability. In the case of an allegation against ministry personnel, more parties will need to be involved such as insurance agents, lawyers, and pastoral staff. Confidentiality is very important here out of respect for the family.

- Review *Plan to Protect*® policies, including policies specific to your church, with your insurance company for approval to qualify for abuse coverage.
- Review the regular insurance checklist sent to church. (see example checklist provided by Insurance Company).
- Review the coverage required for drivers used for church functions.
- Review the coverage necessary when providing services off of church property (camps, administering of medication by a nurse hired by the camp, playgrounds, etc.)
- Seek legal counsel for the protection plan adopted by the church.
- Inquire with your insurance broker, agent or company to determine whether your liability insurance policy contains any exclusions or limitations for abuse claims. Unfortunately, most insurance policies exclude abuse coverage for churches and children's and youth organizations. In fact, the new Insurance Bureau of Canada (IBC) recommended liability policy forms contain a standard of abuse exclusion. Without proper abuse coverage, church assets and personal assets are potentially at risk. Most legal professionals recommend occurrence form general liability protection for bodily injury from abuse claims and caution church leaders to be aware of insurance conditions, limitations, sublimits and claims-made coverage that might restrict coverage for abuse claims that are made now and in the future.
- Inquire about how incorporated or unincorporated status may affect the church in relation to liability issues and potential personal liability for board members and congregational members.



**ABUSE PREVENTION DECLARATION  
CHURCHES/CHARITABLE ORGANIZATIONS**

Name of organization/policyholder: \_\_\_\_\_

Address: \_\_\_\_\_

Please have an authorized representative of your organization review the following declarations, mark the appropriate box for your response and return the original signed copy for underwriting review by your insurance company. Retain copy for your records.

**Declarations**

- A. Our organization has implemented a formal written abuse prevention plan to protect the children, youth and/or vulnerable adults in our care.  Yes  No
- B. Our formal prevention plan contains the following measures:
1. A written statement of policy confirming our organization’s commitment to:  Yes  No
- a) A safe environment by preventing harm to those in our care,  
b) protecting our children’ and youth ministry workers from false allegations, and  
c) declaring zero tolerance for abuse, harassment or neglect.
2. Our prevention plan assists workers by defining physical, sexual and emotional abuse, child neglect, harassment, inappropriate touching and improper discipline.  Yes  No
3. We have mandatory Screening measures for all workers (including all employees, ministers, staff, board members and volunteers) serving in any position involving work with children, youth or vulnerable adults, including the following:

<b>PLEASE CHECK IF YES:</b>	<b>EMPLOYEES/ MINISTERS</b>	<b>VOLUNTEERS</b>
Signed Employee/Volunteer Application (including ministry agreement and release for references and criminal record checks)	<input type="checkbox"/>	<input type="checkbox"/>
Criminal Record Checks: (i.e. C.P.I.C. and V.S.V.) <ul style="list-style-type: none"> <li>➤ New Applicants – checked prior to eligibility</li> <li>➤ Existing Workers – re-checked as follows:               <ul style="list-style-type: none"> <li>• Camping and Short-Term Missions Organizations – Annually</li> <li>• Schools, Day Cares and Nurseries – Every Three (3) years, or less</li> <li>• Churches and All Other Organizations – Every Five (5) years, or less</li> </ul> </li> </ul> <b>Note: For Existing Workers being re-checked or for New Applicants under 25 years of age, a C.P.I.C. and F.I.P can be done in lieu of a C.P.I.C. and V.S.V.</b> <ul style="list-style-type: none"> <li>❖ C.P.I.C. means named-based Police Check through Canadian Police Information Centre</li> <li>❖ V.S.V. means Vulnerable Sector Verification (Screening)</li> <li>❖ F.I.P. means Firearms Interest Police query (available through Third Party Providers)</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
Background Reference Checks (minimum 2) for new Employees/Volunteers	<input type="checkbox"/>	<input type="checkbox"/>
Personal Interviews for new Employees/Volunteers	<input type="checkbox"/>	<input type="checkbox"/>
Minimum 6-month waiting period for Volunteers new to your organization prior to eligibility	N/A	<input type="checkbox"/>

4. We have implemented written procedures to prevent abuse and harassment through the following Operational Procedures:

**(Please check if yes)**

- Prohibiting corporal punishment and inappropriate touching, affection or discipline
- 'Two adult rule' (unrelated) for off-premises contact with children and youth (refer to "Good/Better/Best" Guidelines)
- Addressing health, safety and sanitation issues to prevent child neglect
- Age appropriate supervision of washroom breaks (refer to 2011 Abuse Prevention Newsletter – FAQ Question 3)
- Avoiding activities that could easily lead to allegations of abuse or harassment, such as unsupervised internet access, individual photography of children and vehicle transportation by a worker alone with unrelated minors
- Obtaining written parental consent for sponsored off-premises or overnight activities and field trips
- Implemented a social networking policy for youth programs addressing appropriate content and confidentiality issues
- Keeping confidential screening documentation on file indefinitely for all workers, including original Criminal Record Checks
- Annual or bi-annual internal audit, including report to board

5. We have modified or altered our premises (owned or rented) to prevent or discourage abuse incidents by ensuring the following:

**(Please check if yes)**

- 'Two-adult rule', and/or 'open door policy' and/or windows in all classrooms and/or designated monitors circulating periodically from room to room, for surveillance and to protect workers against false allegations
- Controlled access and parental sign-in/sign-out for nursery facilities
- Parental sign-in/sign-out for children's programs under grade 1 age
- Adequate lighting inside and outside of building(s) where children's/youth activities take place

6. We conduct training for all children's and youth ministry workers and other workers in positions of trust with minors or vulnerable adults to assist them in understanding the issue of abuse, abuse prevention and the legal responsibility to report actual or alleged incidents, including the following:

**(Please check if yes)**

- Initial training for all new workers
- Annual refresher training for Operational Procedures, Premises and Responding protocol (refer to items 4, 5 and 7 of the Declaration form)

7. In cases of suspected or alleged abuse, our written protocol for responding includes the following:

**(Please check if yes)**

- We will immediately complete an incident reporting form
- We will fulfill statutory reporting obligations to child protective agencies or police authorities
  - Without admitting legal liability or making public statements prior to obtaining legal counsel, we will assure a compassionate response to the alleged victim and their family
- We will maintain confidentiality for the alleged victim and alleged perpetrator
- We will immediately suspend the alleged perpetrator pending outcome of investigation
- We will consult with a lawyer and will report the incident to our insurance company

**Note:** For any boxes left unchecked, please attach a written explanation signed by the authorized representative of the organization. Approval is subject to underwriting review.

Please keep a photocopy of this Declaration form for your records and for your internal auditing purposes.

We, the undersigned, duly authorized to make representations on behalf of the organization/corporation applying for coverage eligibility under a contract of liability insurance (new policy or renewal) with the participating Insurer(s).

To the best of our knowledge and after having made reasonable inquiries, we hereby state that all of the declarations contained in this document are accurate and that the organization/corporation is in compliance with the provisions of its abuse prevention plan, as stated in this Abuse Prevention Declaration.

1. \_\_\_\_\_  
Name of Executive Director, Minister or Children's Ministry Director (PLEASE PRINT)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

2. \_\_\_\_\_  
Name of Chairman or President of the Board (PLEASE PRINT)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Ontario

[http://192.75.156.68/DBLaws/Statutes/English/90c11\\_e.htm](http://192.75.156.68/DBLaws/Statutes/English/90c11_e.htm)

<http://www.canlii.org/on/laws/sta/c-11/20040802/whole.html> (same act, 2 versions)

This document can be used both as a checklist to ensure you have completed each step of implanting a Plan *to Protect*® or, it can be used by leadership for auditing purposes to ensure that due diligence has been done to protect the children, youth, ministry personnel and the church.

## **PROTECT THROUGH IMPLEMENTATION AND TRAINING**

### **A. Recruitment and Screening Process**

- Ministry lead has been appointed to oversee the recruitment and screening process
- Roles have been identified for ministry personnel
- Initial approval of prospective ministry personnel has been given by church leadership
- Up-to-date records have been prepared on individuals regarding their recruitment and screening status
- Strategies have been created on how to monitor limited access to children
- Prospective ministry personnel have completed screening process
- Final approval of ministry personnel has been given by church leadership
- Plans have been made to keep ministry personnel files permanently

### **B. Qualifications for Ministry**

- The minimum six-month waiting period has been adhered to before placement of ministry personnel
- The screening process has been used to determine suitability of prospective ministry personnel for ministry positions

### **C. Ministry Application Form**

- Ministry Application Form has been customized
- Ministry Application Form for Youth Working with Children has been customized
- Plans have been made to keep Ministry Applications Forms on file permanently

#### D. Reference Checks

- An individual has been designated to conduct phone reference checks
- Notes have been taken on all references, and are dated and signed
- Red flag responses have been identified
- Plans have been made to keep reference checks on file permanently

#### E. Interview

- An individual has been designated to conduct interviews
- Face-to-face interviews have been conducted with all prospective ministry personnel
- Notes have been taken during all interviews, and are dated and signed
- Red flag responses have been identified on interview questions
- Plans have been made to keep interview notes on file permanently

#### F. Criminal Screening Checks

- The most comprehensive screening practices have been identified and employed
- Plans have been made to regulate police records check renewals every five (5) years on all ministry personnel 16 years of age and older
- Ensure Vulnerable Sector Scans are done on each ministry personnel
- Ensure that any previous history with the Child Welfare Agency has been identified through the screening process
- Plans have been made to keep all criminal screening checks on file permanently

#### G. *Plan to Protect*® Training

- Training personnel have been designated and equipped
- Both *Plan to Protect*® training and refresher courses have been made available on an annual basis
- Training dates and locations have been set and advertised
- Plans have been made for attendance to be taken at training courses with attendance noted in ministry personnel file, and kept permanently

## H. Approval Process

- Up-to-date records have been prepared on individuals regarding their recruitment and screening status
- Workers in process of completing the recruitment and screening process have not been placed in positions of trust
- Prospective ministry personnel have been placed in classrooms where approved ministry personnel are in place
- Ministry leads have submitted names to church leadership for final approval which will be dated and signed

## CHILD PROTECTION PROCEDURES

### A. Supervision of Ministry Personnel

- A process has been developed for supervising ministry personnel
- Ensure that classroom windows provide clear lines of visibility or that classroom doors remain open

### B. *Plan to Protect*® Program Maintenance

- An annual strategy has been determined for program maintenance
- A system has been determined by church leadership as to how the review will be conducted

### C. Classroom Staffing

- Adequate staffing has been maintained in all classrooms:
  - Two unrelated ministry personnel assigned, or
  - One ministry personnel with clear window access and hall monitor, or
  - One ministry personnel with door open and hall monitor
- Hall monitor has been screened and approved as ministry personnel and scheduled as necessary
- Ensure that windows in classrooms provide clear lines of visibility

### E. Occasional Observers

- Attendance of occasional observers has been recorded and filed

## H. Receiving and Releasing Children

- Sign-in and sign-out forms have been developed and their usage monitored weekly for babies to kindergarten children
- The policy for receiving and releasing of children has been clearly communicated to all ministry personnel
- A system for receiving and releasing children has been established and monitored by the ministry lead

## I. Attendance

- Attendance records have been taken at weekend and week-day children's programming
- Plans have been made to retain all on-duty ministry personnel attendance records
- Plans have been made to keep all attendance records on file permanently

## J. Washroom Guidelines

- Parents have been informed and encouraged to deal with their baby's toileting needs and to take their children to the washroom prior to each class or service
- Diaper changing policies have been posted and followed in the nursery
- Hall monitors have been trained and assigned to monitor washrooms

## K. Architectural Precautions

- Renovation suggestions for architectural precautions have been identified by the *Plan to Protect*® team and submitted to church leadership
- Electrical outlets have been covered with outlet plug covers
- Ensure that windows in classrooms provide clear lines of visibility

## L. Health & Safety Guidelines

- Individuals have been encouraged to be trained and certified in first aid
- Contact information for those trained and certified in first aid have been clearly posted
- Severe allergies have been posted
- Schedules have been developed for cleaning and sanitizing toys and table surfaces
- First aid kits with required items have been made available in each classroom and vehicle



- Master first aid kits have been made available in the church and in each church-owned vehicle
- Blood Pathogen Policies have been posted in the children's department
- A secure waste removal container has been clearly marked and made available for emergencies
- Plans have been made for annual emergency evacuation drills
- Incident Report Forms have been made accessible to all ministry personnel

#### N. Proper Display of Affection

- The congregation and ministry personnel have been educated and informed on 'Appropriate and Inappropriate Touch' policies
- Policies on 'Appropriate and Inappropriate Touch' have been posted in children's and youth departments

#### O. Discipline & Classroom Management

- The congregation and ministry personnel have been educated and informed on 'Discipline and Classroom Management' Policies
- Policies on 'Discipline and Classroom Management' have been posted in children's and youth departments

#### P. Bullying among Peers

- Anti-bullying rules have been posted in children's and youth departments

#### Q. Harassment and Discrimination

- 'Harassment and Discrimination' guidelines have been clearly communicated and posted in children's and youth department as well as in volunteer manuals and training
- Church leadership has determined proper disciplinary procedures and clear written guidelines of these procedures have been provided

#### R. Severe Allergies

- Allergy information is collected on the Registration Form
- Individuals responsible for the care of children with severe allergies have been notified and educated on the allergy and its treatment
- Ministry personnel have been made aware of the severe allergy policy, and the restrictions regarding food and snack preparation

## S. Internet and Computer Use

- Church computers are only available for select ministry personnel
- The Internet is password protected.

## T. Lockdown Guidelines

These procedures should be implemented prior to the event of a facility lockdown or a lockdown drill.

- Green and red zones have been identified in the facility
- The school / church community have been informed of the meaning of a Code Red
- The school / church community have been instructed on lockdown procedures
- Plans have been made to schedule at least two lockdown drills during a calendar year
- The school / church community have been given prior notification of a lockdown drill
- An individual has been designated responsible for recording the details and debriefing of each drill

## YOUTH PROTECTION PROCEDURES

### I. Youth Ministry Personnel Standards

#### A. Lifestyle

- Ministry personnel have been recruited and screened in accordance with policies outlined in the 'Recruitment and Screening' section of Plan to Protect®
- Lifestyle requirements and spiritual expectations have been clearly communicated to ministry personnel

#### B. Contacting Opportunities

- Contacting opportunities with youth have been conducted primarily in small group settings
- Off-site mentoring of youth has been conducted with pre-approval of ministry lead and in adherence with one-on-one policies
- Ministry personnel have been instructed to avoid driving students home when they are left alone with one student in a vehicle

#### C. Open Door Policy

- Leaders have been trained to conduct one-on-one and small meetings with youth in areas with open doors and/or in rooms with unobstructed windows

#### D. Physical Contact

- 'Physical Contact Guidelines' have been clearly communicated and posted in the youth department as well as in volunteer manuals and training

#### E. Dating

- A 'no dating' policy has been strictly enforced among ministry personnel and students

#### F. Harassment and Discrimination

- 'Harassment and Discrimination' guidelines have been clearly communicated and posted in children's and youth department as well as in volunteer manuals and training
- Church leadership has determined proper disciplinary procedures and clear written guidelines of these procedures have been provided

## II. Youth Ministry Programming

### A. *Plan to Protect*® Program Maintenance

- An annual strategy for program maintenance has been determined
- Plans as to how the review will be conducted has been confirmed with church leadership

### B. Ministry Personnel Staffing Ratios

- Adequate staffing has been maintained at all youth events
- Two unrelated ministry personnel have been assigned
- Age difference requirement has been observed

### C. Supervision of Ministry Personnel

- A plan and process for supervising ministry personnel has been established
- Steps have been taken to ensure visibility in classrooms either through open doors or windows

### D. Youth Ministry Authorization and Consent Forms & Compliance with the Personal Information Protection Electronic Data Act (PIPEDA)

- Youth Ministry Authorization and Consent Forms have been distributed, completed and filed on an annual basis
- Processes have been developed for new youth attending mid-year to complete forms
- Ensure that photocopies of Youth Ministry Authorization and Consent Forms accompany ministry personnel on all off-site trips
- Specific event consent forms and liability shields have been developed and distributed for activities with elevated risk and overnight trips
- All youth ministry forms have been developed in compliance with PIPEDA and kept on file permanently

### E. Planning for Safety

- Planning teams for events have been trained to ensure there is always a safe environment
- Safety precautions have been posted and are highly visible for youth and ministry personnel

- Youth staff have been advised to avoid risky games

#### F. Dealing with Injuries

- Incident Reports have been made readily available to all ministry personnel
- Ministry personnel have been trained regarding proper first aid procedures

#### G. Off-Site Event Planning

- All off-site trips have been approved by the ministry lead
- Written communication has been distributed a minimum of one week prior to off-site events with location, phone number and attending ministry personnel
- Consent forms have been distributed when activities include elevated risk
- Staffing requirements have been met for off-site trips
- Ministry personnel have been informed to take photocopies of Youth Ministry Authorization and Consent Forms along on each outing
- Travel and attendance forms have been completed on all attending youth and ministry personnel and filed permanently in church office

#### H. Retreats and Overnight Events

- Retreats and overnight events have been approved by church leadership
- Written communication has been distributed with location, emergency phone numbers and list of attending ministry personnel
- Youth Ministry Authorization and Consent Forms have been photocopied and originals filed with the church office
- Staffing and supervision for retreats and overnight events have been planned to comply with ministry personnel staffing policies

#### I. Billeting and Hosting

- Screening has been completed on all adults living in host homes
- Information guidelines for billeting have been distributed
- Allergies have been reported prior to youth arriving at host homes
- Curfews have been enforced
- Youth have been informed of proper etiquette and curfew while staying in host homes

#### J. Transportation

- A copy of a valid driver's licence and insurance coverage has been provided by all drivers

- Ministry personnel have been informed of the need for all drivers to have a minimum five year driving history
- Ministry lead has ensured that supervision in cars complies with ministry personnel staffing guidelines
- Ministry personnel have been advised to travel in as few vehicles as possible, and have been advised the risk is greatly reduced by using buses with professional drivers
- Photocopied authorization forms have been sent with driver and originals filed in the church office. Plans have been made to keep originals on file permanently
- Photocopied Travel Forms sent with ministry lead for the duration of the event and originals kept on file permanently in the church office

#### K. Internet and Computer Use

- Computer areas have been set up to promote visibility and accountability with clear lines of vision to all screens
  - All computers require a sign-in system
  - Internet filters have been installed
- An authorized computer system's individual has been appointed to monitor the internet filters and review browser history and downloaded documents
- Ministry personnel have been appointed the responsibility of monitoring and supervising the computer centre
  - An 'Acceptable Computer Use Policy' has been posted
- Approval for communication with children outside of programs have been obtained and parameters for these interactions have been discussed with parents

#### L. Lockdown Guidelines

These procedures should be implemented prior to the event of a facility lockdown or a lockdown drill.

- Green and red zones have been identified in the facility
- The school / church community have been informed of the meaning of a Code Red
- The school / church community have been instructed on lockdown procedures
- Plans have been made to schedule at least two lockdown drills during a calendar year
- The school / church community have been given prior notification of a lockdown drill
- An individual has been designated responsible for recording the details and debriefing of each drill

# PROTECT THROUGH PROGRAM DEVELOPMENT: REPORTING AND RESPONSE

## I. Reporting Procedures

### A. Hearing of an Allegation or Suspicion of Abuse

- This plan is written for a situation where an allegation has been voiced or where suspected abuse has been identified
- Suspected Abuse Report Forms have been prepared and made accessible to ministry personnel
- Ministry lead has been notified
- Suspected Abuse Report Form has been completed with all pertinent information
- Senior pastor has been notified by ministry lead and ministry personnel
- Senior pastor has notified the Chairman of the Board

### B. Reporting an Allegation or Suspicion of Abuse

- This plan is written for a situation where an allegation has been voiced or where suspected abuse has been identified.
- Department of Social Services or the police have been notified of the allegation or suspicion of abuse
- Legal counsel has been sought
- Insurance provider has been contacted to satisfy the conditions of the policy and to ascertain potential liability and legal defence coverage
- Parents of the victim have been notified if the allegation or suspicion involves ministry personnel
- Denominational leadership have been notified if the allegation or suspicion happened in the context of church ministry

### C. Assessing and Investigating an Allegation or Suspicion of Abuse

This plan is written for a situation where an allegation has been voiced or where suspected abuse has been identified.

- Church leadership and ministry personnel has supported the Department of Social Services or the police in the course of an investigation and has offered to provide any necessary assistance

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

This plan is written for a situation where an allegation has been voiced or where suspected abuse has been identified.

- Confidentiality will be maintained at all times

## II. Response to Allegations

### A. Spiritual Response and Counsel for the Victim

This plan is written for a situation where an allegation has been voiced or where suspected abuse has been identified and an oral report has been filed with the Department of Social Services

- Discretion has been observed and offered at all times along with confidentiality and dignity extended to the suspected victim and their family
- Individuals have been designated to provide care and counsel to both the suspected victim and their family
- Professional counsel has been recommended as required
- Resources have been allocated as deemed needed and available

### B. Biblical Response and Discipline for the Accused or Convicted

This plan is written for a situation where an allegation has been voiced or where suspected abuse has been identified and an oral report has been filed with the Department of Social Services.

- The accused has been removed from ministry involvement until his or her name is cleared by officials
- Discretion has been observed and offered at all times along with confidentiality and dignity extended to the accused and their family
- An individual has been designated to provide care and counsel to both the accused and their family
- Professional counsel has been recommended as required
- Resources have been allocated as deemed needed and available
- Individuals have been notified of suspected abuse and convicted abuser attending the church on a need-to-know basis
- Restrictions for contact with minors and restrictions regarding church premises have been clearly communicated to individuals accused of or convicted of abuse to children and/or youth

### C. Media Relations

This plan is written for a situation where an allegation has been voiced or where suspected abuse has been identified and an oral report has been filed with the Department of Social Services.

- Media spokesperson has been designated by church leadership
- Public statement has been prepared for media spokesperson under the guidance of legal counsel

#### D. Ongoing Investigation

This plan is written for a situation where an allegation has been voiced or where suspected abuse has been identified and an oral report has been filed with the Department of Social Services.

- Cooperation has been offered to civil authorities with the guidance of legal counsel
  
- All actions have been documented and filed with the church office and kept permanently



**Paid Staff**

All paid staff of \_\_\_\_\_ [name of church] must read and be familiar with the complete manual.

I \_\_\_\_\_ have read this policy and understand that I, as well as those working under me, both paid and volunteer staff must follow these guidelines.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Ministry Leads and Department Heads**

All Ministry Leads and Department Heads (including those who do not work directly with children or youth) must read and be familiar with the complete manual.

I \_\_\_\_\_ have read this policy and understand that I as well as those working under me, must follow these guidelines.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Volunteers**

All volunteers who work directly with children must be familiar with sections on awareness and child protection procedures and related appendices.

I \_\_\_\_\_ have read this policy and understand that I as well as those working under me must follow these guidelines.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

All volunteers who work directly with youth must be familiar with sections on awareness and youth protection procedures and related appendices.

I \_\_\_\_\_ have read this policy and understand that I as well as those working under me, both paid and volunteer staff must follow these guidelines.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_