

# Abuse Prevention Manual:

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## Plan to Protect Policies For Child, Youth and Vulnerable Adult Ministries

Revised January 2020 (due to name change)

**PLEASE NOTE:**

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*This Section of our Church Manual sets out to establish best practices in order to help protect our children, youth, vulnerable adults and our ministry personnel. It is important that as a church we set clear guidelines and procedures pertaining to the safety of those that have been entrusted to us.*

*Matthew 18:6*

**CORNERSTONE BAPTIST CHURCH, ORILLIA  
ABUSE PREVENTION MANUAL FOR CHILD, YOUTH and VULNERABLE ADULT MINISTRIES**

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ABUSE PREVENTION MANUAL FOR CHILD, YOUTH and VULNERABLE ADULT MINISTRIES  
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**PART ONE: CORNERSTONE BAPTIST CHURCH, ORILLIA**  
**RECRUITMENT AND SCREENING GUIDELINES**

**The Committee:**

Cornerstone Baptist Church, Orillia (FBC) Screening Committee (The Committee) shall function as a sub committee of the Board of Elected Elders. It shall consist of a minimum of four (4) members:

- one (1) Chairperson appointed by the Elders,
- one (1) member from the Christian Education Ministry Team and
- a minimum of two (2) other persons selected by the Chairperson for tenure of two years.

**Please Note:** The Facility Manager is required to assess the status of the Church's insurance policy annually to ensure that liability coverage includes abuse, molestation & harassment liability protection, volunteer drivers, and off-site events. Ministry Directors will meet with the Board of Elected Elders annually, as needed, in order to be briefed on changes to Cornerstone Baptist Church, Orillia insurance coverage and abuse prevention guidelines.

**A. Recruitment and Screening Process:**

1. The Committee and/or the ministry lead are to determine if an individual is a suitable or potential candidate for children or youth ministry.
2. Prospective ministry personnel are to carefully, prayerfully and seriously consider the responsibilities and commitment they are making to the church.
3. Prospective ministry personnel are to submit their applications to The Committee Chairperson designate or to the ministry lead. Individuals will submit and complete the following:
  - A Ministry Application Form [APPENDIX 1-A] OR [APPENDIX 1- B]
  - Adhere to attending FBC Sunday services regularly (2 or more times per month) for a minimum of six months (see exception in Section B.1)
  - Sign a Servants Pledge [APPENDIX 1-C] (not necessary if a current Servants Pledge is already in their membership file)
  - A Face to face interview [APPENDIX 2-A]
  - Reference Verification Form [APPENDIX 2-B] [APPENDIX 2-C]
  - Police record check / Vulnerable Sector Check (Children, Youth and Vulnerable Adult Ministry volunteers only)
  - Safety Procedure Training
  - A Release of Information and Declaration of Intent Form [APPENDIX 1-D]
4. The Committee will co-ordinate all applicant interviews, reference checks and will ensure that the complete screening process has been discussed, understood and adhered to.[APPENDIX 1-D]
5. All prospective ministry personnel must complete the recruitment and screening process **prior** to being placed in a position of trust where they are alone with children.
6. The Committee must first obtain the approval of the Board of Elected Elders before it refuses an applicant. When handling a refused application the utmost confidentiality must be adhered to and all applications and notes must be kept permanently on file for future reference.

7. Ministry personnel who serve children and youth must have a personnel file kept with screening committee files. The Committee will be responsible for the reviewing and upkeep of the screening files. These original files are to be kept permanently.

**B. Qualifications for Ministry:**

1. A minimum six-month waiting period prior to serving is required for individuals wanting to work in children, youth or vulnerable adult ministries. All prospective ministry personnel will have attended church services regularly (2 or more times a month) for the previous six months.
  - Exceptions can be made in circumstances where the ministry personnel have transferred from another church in which they have been long-time members and have left in good standing. Reference checks must be received from at least three individuals, including one from their previous ministry lead, Lead Pastor or his designate.
2. Ministry personnel serving in children’s and youth ministry are members or adherents in good standing who support the doctrines, direction and by-laws or constitution of the church.
3. Individuals who have been accused, convicted, or are under the suspicion of crimes that involve murder, violence, forcible confinement or weapons offences will disqualify an applicant from serving in a position of trust or authority over a child, youth or vulnerable adult. Individuals wishing to serve in a ministry who have been accused or convicted of crimes will be assessed on a case by case basis, and should not be placed in a position of trust involving the nature of the crime. For example, individuals who have been charged with fraud or theft are not to volunteer in ministries within the church involving finances. Individuals charged with driving under the influence are not to be volunteer drivers for any ministry within the church.

**C. Levels of Screening:**

All ministry personnel should be screened to a degree that is appropriate for their interaction with children, youth and vulnerable adults. Full screening should also apply to personnel who have management authority and power over other staff with respect to career advancement and performance review in order to discourage harassment, such as board of elected elders and pastoral staff.

	General Ministry Volunteers, not working with Children/Youth/Vulnerable Adults	Youth aged 12-16 working with Children/Youth	Adults age 17+ working in a position of trust with Children/Youth/Vulnerable Adults	Staff, Board Members, and Usher Team Leaders checking premises during C/Y/VA programs.
Adult Volunteer General Application Form (3-B)	✓			
Children & Youth Ministry Adult Application Form (1-A)			✓	✓
Children & Youth Ministry Youth Application Form (1-B)		✓		
Servants’ Pledge (1-C)	✓	✓	✓	✓
Release of Information and Declaration of Intent (1-D)	✓	✓	✓	✓
Criminal Record Checks (VSV)			✓	✓
Screening Interview		✓	✓	✓
Reference Checks (2-B)	✓	✓	✓	✓

## **D. Definitions:**

**CHILDREN & YOUTH:** Persons who are less than 18 years of age.

**DUE DILIGENCE:** The compliance and documentation required to demonstrate that the church leadership have reasonable done everything in their power to prevent abuse from occurring.

**LIABILITY SHIELDS:** The use of waivers, releases, disclaimers, indemnity agreements, informed consent and permission forms for participants in sponsored activities and events, in order to reduce or eliminate risk to the church's liability.

**MINISTRY LEAD:** Individuals who have been given the responsibility to oversee children and youth ministries or who give direction in a leadership capacity to direct programs. The term includes all full-time staff, short-term or contract staff members receiving stipend or salary.

**MINISTRY PERSONNEL:** An individual who has successfully completed the recruitment and screening procedures and is now deemed to be a person who can be put in a position of trust with children and youth. Ministry personnel include all screened volunteers, full-time, short-term or contract staff and pastoral staff whether or not they receive a stipend/salary.

**MINISTRY PERSONNEL FILE:** A file kept on each prospective ministry personnel which includes the ministry application form, record of police records check, record of reference checks, and record of the interview by the screening committee.

**PERMANENT:** In accordance to the fifth principle of the Ten Privacy Principles of Personal Information Protection Electronic Documents Act (PIPEDA) and because there is no statute of limitations with respect to individuals who may seek civil action as a result of actual or alleged abuse they may have suffered as a child it is necessary, permanent is understood to be the length of time determined to show due diligence in the keeping of records for as long as necessary to fulfill the above mentioned purposes.

**POSITION OF TRUST:** Leadership roles that may place the individual in making decisions about the health or welfare of those in their care, for example diaper changing in a nursery, trips to the washroom, supervision in higher risk sports, recreational or off-premise activities.

**VULNERABLE ADULTS:** Persons who, because of their age, a disability or other circumstances, whether temporary or permanent, A) Are in a position of dependence on others; or B) Are otherwise at a greater risk than the general population of being harmed by persons in a position of authority or trust relative to them.

## **PART TWO: CORNERSTONE BAPTIST CHURCH, ORILLIA** **CHILD AND YOUTH GENERAL SAFETY GUIDELINES**

### **Preamble:**

The mobilization of volunteers for ministry is essential to the implementing of our church's Vision Statement. Volunteers are deemed to hold positions of trust as they endeavor to meet the needs of the "whole person" (Eph. 4:16). Our church has an obligation to both its members and the community at large to minister to children, youth and vulnerable adults in a caring and safe environment (Phil. 1: 9-10; 1Tim. 3). There are few social problems that stir more emotion than that of child abuse, especially if it is sexual in nature. The Church must respond to ensure that preventative measures are in place. The Board of Elected Elders of Cornerstone Baptist Church, Orillia is committed to the development, implementation, and ongoing evaluation of a screening procedure for Child, Youth and Vulnerable Adult Ministry Volunteers.

### **A. Teacher / Student Ratios:**

Classroom settings should comply with the following guideline ratios for adults and children at all times.

This includes off-site activities and trips. Guideline ratios are:

- One ministry personnel for every 3 infants (birth – 17 months)
- One ministry personnel for every 4 – 5 toddlers or preschoolers
- One ministry personnel for every 7 – 10 elementary-age children
- One ministry personnel for every 7 Jr. High age children

### **B. Classroom Staffing:**

1. To comply with insurance requirements and to provide adequate supervision for children, one of the following must be in place:

- A minimum of two unrelated ministry personnel are present for supervision, except in the event of an emergency, or,
- One ministry personnel is present with windows having clear lines of visibility in place, or the door open, with designated hall monitors circulating periodically from room to room.

2. Ministry personnel between the ages of 12 and 16 must be assigned to work alongside another ministry personnel over the age of 16. Ministry personnel must be 17 years of age or older to work alone in a classroom. In both situations, the door must remain open with designated hall monitors circulating periodically from room to room. It is recommended that there be at least a **five year** gap between ministry personnel and the children they serve.

### **C. Occasional Observers:**

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

### **D. Ministry Personnel Identification:**

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

### **E. Receiving and Releasing Children:**

*For Babies to Kindergarten Children:*

1. Receiving and releasing children under the age of 6 is strongly monitored. A mandatory sign-in and sign-out form is to be used in all children's programming.

2. Children are not to be dropped off in a classroom without ministry personnel present.
3. Babies and preschool children will only be released into the care of the child's parent or designate utilizing a signature, *security number* or identification card.
4. Controlled access needs to be enforced in nursery and preschool environments when dropping off and picking up their children; ministry personnel leads may decide when to allow parents/guardians access to the environment to settle their children as needed.

*For Elementary Students:*

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

**F. Attendance and Record Keeping:**

1. Attendance of children is taken each time a classroom or program is in session. These attendance records are kept on file in our Church Database.
2. A record will be kept of ministry personnel on duty in each classroom or program. This record is to be kept on permanent electronic file in our Church database.
3. In Compliance with the Personal Information Protection Electronic Data Act (PIPEDA) Child Registration Guidelines it is recommended that:
  - The names and addresses of children and their parents or guardians will be maintained and updated in our password protected Church database which is backed up regularly to our server.
  - A release and permission statement will be included on all registration forms releasing the church from unforeseen and accidental damages along with contact information in case of an accident.
  - A statement will be included on all registration forms which stipulates the purpose and extent for collecting personal information of children and youth.
  - Registration forms and/or attendance sheets will be available for all weekly programs. It is the responsibility of the ministry staff or ministry personnel to ensure that forms are completed and submitted for all participants if applicable to the program. In the case of a visiting child, the parent bringing the child will be considered the guardian for the duration of the program. All effort must be made to keep registration forms updated and current. Registration forms are to be electronically filed and kept permanently.

**G. Washroom Guidelines:**

1. Communication with parents has happened that encourages them to deal with their baby's toileting needs and to take their children to the washroom prior to each class or service.

*For Nursery:*

1. Diaper changing procedures are clearly posted in the nursery diaper changing area in plain sight.
2. If at all possible, it is strongly encouraged that diaper changing be done by the child's parent.
3. Diaper changing is to be done only by designated adult ministry personnel and must be conducted within view of other ministry personnel.



### Diaper Changing Procedures:

1. Wash your hands and dry carefully.
2. Gather all material need to change baby in arms reach.
3. Place baby on a clean, disposable surface.
4. Remove soiled diaper and place in plastic bag.
5. Clean diaper area with wipes and place in plastic bag.
6. Follow parent's instructions regarding application of powder or lotion.
7. Put clean diaper on baby.
8. Remove disposable cover from change table and spray area with bleach solution.
9. Dispose of plastic bag with all soiled items.
10. Wash your hands.

### *For Preschool Children:*

1. Preschool children are not to go to the washroom alone.
2. One of the following will be adhered to when accompanying preschool children to the washroom:
  - Two ministry personnel will escort a group of children to the washroom, or,
  - One ministry personnel will escort a group of children to the washroom with one security or hall monitor appointed to assist with washroom and security duties.
3. *No ministry personnel will ever be alone with a child in an unsupervised washroom and they are never to go into the cubicle with a child and shut the door.*
4. When a preschool child needs assistance in the washroom, ministry personnel may enter the washroom cubicle to assist utilizing the following guidelines:
  - Female ministry personnel will assist both girls and boys in the washroom.
  - Male ministry personnel are not to accompany female children to the washroom.
  - The outside washroom door must be propped open and the adult must stand in an open cubicle doorway,
  - Ministry personnel will take into consideration the privacy of the child.

### *For Elementary Children:*

1. Elementary boys and girls are not to be sent to the washroom alone but should be accompanied by a buddy and ministry personnel.
2. Ministry personnel will escort the children to the washroom and prop the door open to make sure that everything is in order. Ministry personnel should then remain outside the washroom door and wait for the children before escorting them back to the classroom.
3. Ministry personnel are not to be alone with children in an unsupervised washroom and are never to enter into the cubicle with a child and shut the door.
4. Female ministry personnel will assist both girls and boys in the washroom.
5. Male ministry personnel are not to accompany female children to the washroom.

### **H. Illness:**

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

### **I. Medications:**

1. Ministry personnel are **not** to give or apply any medications. Parents are to be contacted and should administer all medications.
2. Medication is **not** to be left in a classroom. When a child brings medication, the medication is to be kept in the possession of the ministry lead or their designate.
3. In the extreme case where Epi-pens and puffers are needed for allergies or asthma, instructions are to be provided by the parent or guardian to the ministry lead.
4. Topical medications for diaper changing purposes are to be used only when instructed and provided by the parent or guardian.

#### **J. Emergencies:**

1. Emergency response and evacuation procedures will be reviewed annually by the Screening Committee. These procedures are to be posted in a visible place in each environment stating the planned route of escape to the nearest exit in compliance with our insurance policy requirements.
2. The Chief Fire Warden, in cooperation with the Screening Committee will arrange for annual fire and evacuation drills in compliance with our insurance policy requirements.
3. A first aid kit will be kept in each classroom with ministry personnel being educated on the kit's contents. Each kit will contain a pair of disposable non-latex gloves, disinfectant towelettes, two or three 4" x 4" gauze pads for blood absorption, small scissors and band-aids.
4. In addition to the first aid kits in each classroom, a master first aid kit will be available in the church building and in any church-owned vehicle. These kits should include a micro shield CPR mask, instant ice packs, sterilizing soap, tweezers, thermometer, an emergency instruction manual and additional quantities of the items mentioned above in the classroom first aid kits.
5. In the event of an emergency a parent/guardian must be contacted immediately when an injury, accident or medical emergency occurs.
6. Incident reports are to be completed for any and all accidents. Injuries are to be reported to the ministry lead and kept on electronic file; especially in a case where a child has been harmed by another child or ministry personnel. **[APPENDIX 1-E]**

#### **K. Acceptable Displays of Affection:**

1. As a church we recognize that children need appropriate displays of affection that reflect pure, genuine and positive displays of God's love, appropriate touch with children will be age and developmentally appropriate. We consider appropriate touch to be, and encourage ministry leaders to:
  - Hold a preschool child who is crying,
  - Speak to a child at eye level and listen with your eyes as well as your ears,
  - Hold a child's hands when speaking, listening or walking him or her to an activity,
  - Gently hold the child's shoulder or hand to keep his or her attention while you redirect the child's behaviour,
  - Put your arm around the shoulder of a child when comforting or quieting is needed,
  - Pat a child on the head, hand, shoulder or back to affirm him or her.
  - Please remember that all touch must be done in view of others.
2. As a church it is equally important that we recognize that the innocence of children must be protected, ministry leaders will be made aware that the following actions are deemed inappropriate and will not be permitted:
  - Do not kiss a child or coax a child to kiss you,
  - Do not engage in extended hugging and tickling,
  - Do not hold a child's face when talking to or disciplining the child,

- Do not touch a child in any area that would be covered by a bathing suit (strictly prohibited except in cases of diapering and assisting preschoolers as outlined in washroom policies),
- Do not carry older children and do not allow them to sit on your lap,
- Avoid prolonged physical contact with any child or youth.

Please remember that as ministry personnel we are not to be left alone in private areas with a child or youth.

## **L. Ministry Personnel Internet Use and Technology Guidelines:**

### **Preamble**

Everything must be done in order to protect our children against viewing harmful materials while in our care or under our authority. All screened personnel have a responsibility for the ethical and appropriate use of any technology and the use of the Internet in our church and in doing anything that may cause one to reflect negatively on our church. The following details this more fully.

1. All ministry personnel who may use technological equipment, access to the church's network and an internet connection have a responsibility to use these resources and the internet in a professional, lawful and ethical manner.
2. The following list is not exhaustive but gives examples of inappropriate computer-based activities:
  - Using technical resources to create, view or share offensive, pornographic, discriminatory or demeaning media
  - Using technology resources without appropriate permission or access
  - Using technology resources to harass, insult or attack others
  - Sharing or copying another's work without his/her consent
  - Violating copyright laws or other legal contracts
  - Installing unauthorized software on the church's equipment

Failure to comply with these policies will be taken seriously. Any inappropriate use of the computer or the internet technologies, particularly that which puts our children's and youth's protection in jeopardy, is grounds for disciplinary action and/or termination.

Please Note: Cornerstone Baptist Church, Orillia has the right to utilize software that makes it possible to identify and block access to internet sites containing sexually explicit or other material deemed inappropriate in the workplace such as Covenant Eyes or X3Watch.

3. Ministry personnel using Cornerstone Baptist Church laptops and Social Networks (such as Facebook):
  - Are responsible for their own account.
  - Should be polite. Do not get abusive or threatening in your messages to or about others.
  - Should use appropriate language in conversation and online. Do not swear or use vulgar words.
  - Should not use chat rooms like Black Planet and file sharing services like Kazaa.
  - Should not use or post obscene or sexually explicit material on your account.
  - Should not engage in illegal activity online.
  - Should not post copyrighted material without owner's permission. This includes piracy of computer software.

Please Note: Only authorized ministry leads are permitted to load software on church computers.

4. If pictures/video are being taken of children, youth or vulnerable adults for church purposes such as the church website, official church social media, bulletin, in-house productions etc. then leaders require written consent from parents/ guardians.
5. Written consent can be integrated into any signed registration forms used by the church, including but not limited to the Student Waiver Activity and Medical Consent Form **[APPENDIX 1-L]**, any other parental permission forms including annual youth permission forms or membership agreements.
6. Children and Youth Ministry leaders are advised not to take personal pictures for their personal social feeds. However during church activities, 'friends taking pictures of friends' is not an activity of the church, so these photos are permissible without need of written consent and restricting unofficial picture taking by participants is not necessary.
7. It is recommended for leaders to review the photos if possible before posting them on the church website or church social media to ensure they are appropriate to be posted. Best practice if possible is to use group shots as opposed to up-close, individual pictures, or to secure written permission from parents/guardians prior to posting pictures or videos of children, youth or vulnerable adults.

#### **M. Head Lice Guidelines:**

Preamble: Head lice is best dealt with when we have a plan of action. It is very important not to shame or embarrass the child or the parent/guardian. Our action plan primarily focuses on prevention as it is our desire to shield Cornerstone Baptist Church, Orillia children and youth from outbreaks by managing detected infestations. In order for our plan to be effective it takes the involvement of volunteers, parents and their children all working together. Combating head lice works best when everyone helps by fulfilling their role. It is our responsibility as a church to never let head lice get out of control.

Lice checks are not necessary prior to day activities and events; however lice checks are recommended prior to any overnight events such as camp. Upon detection or suspicion of head lice it is important to maintain the confidentiality and dignity of the child with head lice. If you suspect that a child has head lice pull them from the program immediately and notify their parents/guardians. Checking for head lice is the responsibility of the parent/guardian and may not be done by any ministry volunteer *without parental/guardian permission*. Upon being given verbal consent you or another volunteer may proceed and check the child. Remind parents/guardians that it is better to be safe. Children who are found having nits may remain for the duration of the program however, children found with live lice must be sent home immediately for treatment by their parent/guardian. A child found to have either nits or head lice must be treated by a parent/guardian and found nit free by a ministry lead prior to returning to any Cornerstone Baptist Church, Orillia program. Upon any confirmed incidences of head lice, a sign must be posted to notify parents/guardians.

### **PART THREE: CORNERSTONE BAPTIST CHURCH, ORILLIA** **DISCIPLINE AND CLASSROOM MANAGEMENT GUIDELINES**

#### **A. Discipline**

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

##### Preventative Discipline:

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

##### Remedial Discipline:

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

#### **B. Classroom Management:**

- Classroom rules will be established to clearly communicate the expectations required of children. Some suggested rules are:
- One voice talking at a time,
- Quiet hands get answered,
- Use inside voices,
- Obey directions the first time,
- Use good manners,
- Keep your hands and feet to yourself,
- Respect each other,
- Be friendly,
- Visit the washroom before class begins,
- Remember – life isn't fair, but God is good.

**C. Bullying among Peers:**

1. Our children and youth have a right to a caring, respectful and safe church environment where they will encounter the love of God in action. Classroom Management guidelines will therefore be in effect at all times and will be clearly communicated and enforced among the children and youth. All ministry personnel will take action to prevent bullying, teach against it, and assist and support children and youth who are being bullied. Bullying in any form will not be tolerated.

**D. Harassment and Discrimination:**

1. Our church is committed to fostering an environment that is free of discrimination and harassment and one in which all individuals are treated with respect and dignity. Every person who is a part of our church has a right to equal treatment with respect to work and volunteer placement and with respect to the receipt of services and facilities without discrimination or harassment based on but not limited to the following prohibited grounds: race, ancestry, place of origin, colour, ethnic origin, citizenship, sex, age, marital status, family status, or disability.
2. A right to freedom from discrimination and harassment is also applicable where someone is treated unequally because she/he is in a relationship, association or dealing with a person or persons identified by one of the prohibited grounds of discrimination.

**PART FOUR: CORNERSTONE BAPTIST CHURCH, ORILLIA**  
**CHILD, YOUTH AND VULNERABLE ADULT ABUSE GUIDELINES**

**A. Understanding Possible Signs of Abuse (Physical/ Sexual/ Emotional/ Neglect/Financial & Church Setting)**

**1) 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
- unexplained physical injuries or say they are being harmed (vulnerable adults)

**2) 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

**3) 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
- become passive and very compliant, or socially withdrawn (vulnerable adults)
- seem fearful around other people

**4) 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
- show changes in their hygiene or nutrition (vulnerable adult)
- lack food, clothing or other necessities

**5) Possible Signs of Financial Abuse (vulnerable adults)**

- Lack of food, clothing or other necessities
- Suddenly become unable to meet financial obligations
- Lost jewellery or silverware

## 6) 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

### B. What to do when there are Indicators of Abuse or Neglect:

Children, youth and vulnerable adults 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, youth or vulnerable adults about possible abuse or neglect, the following points may be helpful.

- **Choose your approach carefully.** They may be fearful or reluctant to talk about what happened.
- **Be relaxed and casual.** If you appear anxious or exhibit strong feelings, they may withdraw.
- **Keep it private.** Make sure you have enough time and a private setting with little chance for interruptions. They are more likely to confide in you in a place where he or she feels safe.
- **Be neutral.** Express your concerns to them 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 them. This shows your genuine concern for his or her safety and well-being.

### Suggested 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 analyze – “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.



### C. What to do 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 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. Refer to Section E for Reporting to CAS Guidelines.

1. **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.
2. **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.
3. **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.
4. **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.
5. **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.
6. **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.)

## D. What To Do When a Vulnerable Adult Discloses Abuse or Neglect

Ontario does not have legislation to protect adults like it does for children, which means there are no adult protection agencies as such. Therefore, it is up to all of us to act. If you suspect that a person's safety is at risk, contact the appropriate police department immediately, as they have the ability to check on the person's well-being. To report suspected abuse or neglect in your community, contact the local police services at 1-888-310-1122. ***In an emergency call 911.***

## E. Guidelines for Reporting and Response to Abuse

### I. Reporting Guidelines

Filing a suspected abuse report with the Children's Aid Society (CAS) 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 CAS, 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. Complete an Abuse Follow-Up Report. **[APPENDIX 1-K]**

#### 1) Hearing of an Allegation or Suspicion of Abuse

The following guidelines outline the recommended steps for reporting suspected abuse cases.

- For the protection of our children and youth, all allegations and/or suspicions of abuse against children and youth will be taken seriously.
- Upon hearing of potential abuse or allegations of abuse to a child or youth, all ministry personnel must notify the ministry lead and complete a Suspected Abuse Report Form documenting all pertinent information. **[APPENDIX 1-J]** The victim should not be asked leading questions nor should the accused or any other parties be contacted at the point of completing the Suspected Abuse Report Form. All forms must be kept permanently unless otherwise directed by legal counsel.
- Any allegations of abuse to a child or youth must be reported to the proper authorities. The reporting should be done in conjunction with the Lead Pastor and Children's Ministry or Youth Ministry staff.

#### 2) Reporting an Allegation or Suspicion of Abuse

- Any person including, but not limited to, ministry personnel, who has reasonable grounds to believe that a child is in need of protection, is **legally required** to immediately report the matter to the Children's Aid Society of Simcoe County or the police. Reporting must be done immediately by the person who witnessed the abuse or suspects a child is being abused or neglected, they may not rely on anyone else to report on their behalf. The Children's Aid Society of Simcoe County phone number is 1-800-461-4236. The Ministry Lead can provide background information on the child including parent's contact information, name of school, home situation, etc. however the person who witnessed the abuse or suspected abuse must be the person to make the phone call.
- Those working with children in a professional capacity have a special legal obligation to report abuse or suspected abuse. Any professional or official who fails to report a suspicion that a child is or may be in need of protection is liable, on conviction, to a fine of up to \$1,000.
- If the suspected abuse happened in the context of church ministries and was committed by anyone including but not limited to ministry leads, ministry personnel, employees, or any person in a leadership position, the Lead Pastor or his designate must notify the church's insurance provider and seek legal counsel upon hearing of the suspected abuse case. The parents of the victim must also be notified by the Lead Pastor or his designate. From there the Lead Pastor will determine protocol for the

release of information to inform the Board of Elected Elders. In the event that the Lead Pastor is the accused, the Chair of the Board of Elected Elders or their designate will work in conjunction with the ministry lead to notify the parents and the insurance company.

### **3) Assessing and Investigating an Allegation or Suspicion of Abuse**

- No persons, including church leadership, are to assume the function of assessing, substantiating or investigating the need for intervention or interpretation of suspected child abuse.
- The church and its individuals must avoid any undue interference when a report of child abuse has been filed with Children's Aid Society or the police. The church should ask the Children's Aid Society how it could assist in helping and supporting the investigation and the hurting child, youth or vulnerable adult and their family.

### **4) Understanding the role of Children's Aid Society (CAS)**

- Once a suspected abuse report is filed, the person who made the report should make the call to CAS - 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 CAS
- 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 CAS 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, CAS 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 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 CAS investigation, and their ongoing role if any.

## **II. Suspected Abuse Follow Up Guidelines:**

### **1) Protecting Confidentiality and Dignity of the Victim and the Accused**

Discretion must be observed and details of the suspected abuse must not be shared among the church community. Information should be shared on a need-to-know basis, expanding only as individuals are drawn into the response and investigation. Confidentiality for the suspected victim and the accused must be protected.

## 2) **Communicating 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 Children's Aid Society, 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, CAS will involve the church in this process. At this point, ministry leads and pastors 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 CAS, it would be helpful to offer the support of the church with any needs that may arise as a result.

## 3) **The Role of the Board Of Elected Elders**

The person reporting the incident and the ministry lead should be informed about the report and contact the Lead Pastor or his designate. The Board of Elected Elders needs 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, the Lead Pastor may believe it prudent to inform the Board of Elected Elders in cases of *potential* liability. In the case of an allegation against ministry personnel, more parties may need to be involved such as insurance agents, lawyers, and pastoral staff. Confidentiality is very important here out of respect for the family as well as the person who made the report. Church leadership may, if necessary, share the information contained in our suspected abuse report form in church files, however the name of the person who made the report must be kept confidential at all cost.

## **III. Response to Abuse Allegations**

### **1) Spiritual Response and Counsel for the Victim**

- For the protection of our children and youth, all allegations and/or suspicions of abuse will be taken seriously and handled with the utmost care. The suspected victims will be treated with dignity and respect.
- During the process of reporting and response, all ministry personnel will be committed to prayer and strive to remain calm and hopeful.
- Situations of abuse must be handled forthrightly with due respect for people's privacy and confidentiality. Discretion must be observed and details of the suspected abuse must not be shared among the church community. Information should be shared on a need-to-know basis, expanding only as individuals are drawn into the response and investigation. Confidentiality for the victim must be protected.
- Church leadership will seek opportunities to provide individual care and counsel both for the abuse victim and their family. Church leadership will determine the need for professional assistance and evaluate and designate resources as needed and able.

## **2) Biblical Response and Discipline for the Accused or Convicted**

- The accused is to be treated with dignity and respect. If the accused is a paid ministry personnel, that person will be relieved temporarily of his or her duties until the investigation is completed with income arrangements made at the discretion of the Board of Elected Elders until the allegations are cleared or substantiated. For more clarification, refer to our General Operating By-Law No. 2: Supplementary Guideline: Church Discipline.
- Church leadership will seek opportunity to provide individual care and counsel both for the accused and their family. Church leadership will determine the need for professional assistance and evaluate and designate resources as needed and able.
- Anyone accused of abuse to children or youth will be prohibited from having access to children or youth until they are cleared of any and all charges. Clear written guidelines will be provided to the individual with restricted activities and areas of the church that are they are not permitted to use.
- Anyone convicted of child abuse will be prohibited from having access to children or youth. Church leadership may designate an individual to be responsible and to be informed whenever the convicted person attends church activities and to accompany the convicted person while on church property. Clear written guidelines will be provided to the individual listing restricted areas and access points on the church property.

## **3) Media Relations**

- It is the responsibility of the Lead Pastor or his designate to designate a spokesperson to speak on behalf of the church to media and to the public in relation to a suspected child abuse case. All inquiries should be directed to this person and comment should not be made by other individuals unless given permission to do so.
- Public statements must be well prepared and presented under the guidance of legal counsel.

## **4) Ongoing Investigation**

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

## **PART FIVE: CORNERSTONE BAPTIST CHURCH, ORILLIA** **YOUTH PROTECTION GUIDELINES**

### **Preamble**

At Cornerstone Baptist Church, Orillia we deeply value our youth and believe that God deeply loves all youth. As a church it is so important that we develop appropriate relationships with our youth that encourage and nourish their safety as they travel on their journey of spiritual growth. As such we have set the following Youth Ministry Personnel Standards to be used as a guideline.

### **A. Lifestyle**

For the protection of our youth, ministry personnel are to be committed to maintaining a consistent spiritual life including prayer, Bible reading, attendance at youth events, planning meetings and worship services. Ministry personnel are to be role models of integrity at all times. Ministry personnel are to refrain from activities that are illegal or could be considered morally and biblically questionable.

### **B. Contacting Opportunities**

1. Ministry personnel are encouraged to meet with youth in small group settings and in teams.
2. The ministry lead must pre-approve the conducting of any one-on-one mentoring with the information being documented and filed.
3. One-on-one mentoring must be done in public settings and only under the following conditions:
  - The ministry lead is informed of the time and place of the meeting prior to the meeting, and,
  - Parental permission is granted, and,
  - When separate transportation is arranged.

### **C. Open Door Policy**

1. Ministry personnel working with youth will not have a one-on-one or a small group meeting behind a closed door. It is required that the door remains open or that the meeting takes place in a room with an unobstructed window in the door.
2. Mentoring relationships should be conducted in teams and in public places. Parents are encouraged to drop their children or youth off and pick them up.

### **D. Physical Contact**

1. 'Physical Contact Guidelines' are to be posted in the youth department.
2. Ministry personnel are aware of what constitutes appropriate touch:
  - one-arm hugs
  - shoulder-to-shoulder hugs
  - touch on the back or shoulder
3. Ministry personnel must refrain from inappropriate touch at all times:
  - initiating chest-to-chest hugging
  - extended hugging
  - over-exuberant affection
  - lap-sitting
  - kissing

- touching of thighs, knees or inappropriate spots of the body
4. Ministry personnel must be cognizant of conduct that could be misinterpreted:
    - horseplay
    - tickling
    - extended backrubs

### **E. Dating**

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

### **F. Ministry Personnel Staffing Ratios**

1. Programs for youth should comply with staffing ratio guidelines as follows:
  - Junior High events – One ministry personnel for every 7 students
  - Senior High events – One ministry personnel for every 10 students
  - Overnight/Off-Site events – One ministry personnel for every 7 students
2. To comply with insurance standards, there must be at least two unrelated ministry personnel at all events.
3. Overnight events with mixed genders must be accompanied by both male and female ministry personnel.
4. It is recommended that there be a 5 year gap between ministry personnel and the youth they serve.

**PART SIX: CORNERSTONE BAPTIST CHURCH, ORILLIA**  
**OFF-SITE EVENT & TRANSPORTATION GUIDELINES**

**A. Off-Site Event Planning Guidelines – Vulnerable Adult**

1. For all adult off-site trips, retreats and overnight events being organized by the church where organized travel is not being provided and participants are expected to make their own travel arrangements to the event, then participants are not required to complete Cornerstone Baptist Church, Orillia Liability Waivers **[APPENDIX 3-A]**. In these situations, the church liability insurance policy is portable to the location of the event, and Cornerstone Baptist Church, Orillia will not be responsible or held liable for any personally organized transportation to and from the event.
2. If organized travel is being provided by the church during church organized off-site events, then all participants including ministry personnel must sign an Cornerstone Baptist Church, Orillia Liability Waiver **[APPENDIX 3-A]** prior to the event, and follow the Transportation Guidelines as per Part 6 Section D. Original liability waivers will be kept on file in the church office throughout the duration of the event and then kept permanently on electronic file. If there is any element of risk in the activity, this should be disclosed to the participants in writing on the Cornerstone Baptist Church, Orillia Liability Waiver.
3. For overnight events and retreats, it is suggested that attendance of all ministry personnel and participants be recorded either on the Trip and Off-Site Travel Forms **[APPENDIX 1-H]** or on a spreadsheet (ie. generated from the Church database) for easy access to emergency contact information. The Trip and Off-Site Travel Forms or spreadsheets should include the exact location of the event, emergency contacts and phone numbers and a list of ministry personnel attending the event.

**B. Off-Site Event Planning Guidelines – Children & Youth**

1. All off-site trips, retreats and overnight events must be pre-approved by the ministry lead and Chair of the Elected Elders or his designate. An off-site form must be completed and kept in the church office throughout the duration of the event and then kept permanently on electronic file. **[APPENDIX 1-I]** If there is organized travel being provided by the church or any element of risk in the activity, an abstract or trip itinerary should be provided to the Board of Elected Elders along with the Off-Site Request form prior to event approval.
2. Written communication regarding off-site trips should be available to families no less than one week prior to the event. **[APPENDIX 1-M]**
3. Sufficient supervision by two adult ministry personnel is required to ensure protection and safety for all involved.
4. Electronic copies of the Student Activity Waiver and Consent Forms for each student must be kept on hand at each event as a password protected document to comply with privacy laws. **[APPENDIX 1-L]** If there is organized travel being provided by the church or any element of risk in the activity, parents must be informed by either an abstract or a trip itinerary added to the Student Waiver and Consent Form and may be asked for further signed authorization.
5. For off-site events, attendance of all ministry personnel and students should be recorded either on the Trip and Off-Site Travel Forms **[APPENDIX 1-H]** a spreadsheet or a report generated from our Church database for easy access to emergency contact information. The Trip and Off-Site Travel Forms or spreadsheets should include the exact location of the event, emergency contacts and phone numbers, any medical concerns or pertinent information and a list of adult ministry personnel attending the event. The above referenced forms will be kept on hand at each event either as a hard copy or an electronic



document, and also will be filed in the church office throughout the duration of the trip and then kept permanently on electronic file.

6. The inclusion of 'liability shields' on permission forms has been considered for activities that involve a level of risk. For higher risk activities, either a Parental Release Activities Form or a trip itinerary should be included to inform parents of the details and inherent risks of the activity.

### **C. Overnight Event Guidelines – Children & Youth**

In addition to adhering to Part 6 Section B in organizing off-site events for children & youth, overnight trip guidelines must also include the following:

1. All overnight trips and events will be supervised by a minimum of two approved screened unrelated adult ministry personnel, preferably male and female.
2. Ministry personnel will be assigned a specific group of children or youth for whom they are responsible.
3. Policies for ministry personnel staffing will be followed. Female ministry personnel will be assigned responsibility for female youth and male ministry personnel will be assigned responsibility for male youth.
4. Youth attending retreats and overnight events will not be allowed to leave the event. Any exceptions must be added to the permission form signed by the parent or legal guardian.
5. Female and male youth are not allowed in each other's rooms or tents for any reason during retreats and overnight events and they are not permitted to sleep in mixed company.

### **D. Transportation**

1. Our first concern in transportation is the safety of our children and youth. Drivers must obey all the rules of the road including the speed limits. Reckless or unsafe driving will not be tolerated.
2. For church related activities, it is preferred that parents both drop off and pick up their children and youth at the event location. For out-of town events, priority will be given to making use of a commercial carrier.
3. For any off-site activities, retreats or events, when no official transportation has been arranged and provided as a part of the event, then transportation by attendees to and from the event is not considered a church event and therefore the church is not responsible for or held liable for any unofficial transportation arrangements made between participants, whether they are ministry personnel or Board of Elected Elders, leaders, interns, youth, children, or vulnerable adults. No liability waivers or forms are necessary for transportation in this instance.
4. For off-site activities, retreats or events where official transportation has been arranged and provided for participants and leaders, all ministry lead or volunteer drivers transporting children and youth during church activities must have a current Volunteer Driver Agreement [**APPENDIX 1-F**] and Drivers Contract [**APPENDIX 1-G**] in their personnel file prior to the event. Drivers need to re-complete these forms every 12 months in order to always have current driver's license, vehicle and automobile insurance information on file.
5. In addition, they must:
  - Be pre-approved by the ministry lead,
  - Provide a copy of their valid driver's license,
  - Provide a copy of their current automobile insurance policy, and,
  - Be a minimum age of 25 and have had a minimum of five years driving experience. (or ages 21-24 upon approval of the Board of Elected Elders).
6. Vehicles being driven on behalf of the church must be driven by pre-approved ministry personnel or volunteers. These drivers **MUST** be able to provide proof that they carry **\$2 000 000.00** in vehicle liability insurance on their car.

### **Personally Owned and Leased Vehicles requiring a “G” Class license:**

1. Drivers are required to maintain an exemplary driving record, with no at-fault accidents in the past **five (5)** years and not more than **two (2)** minor traffic violations (i.e. seatbelts, speeding etc.) in the past **three (3)** years. It is our church expectation that drivers will obey all the rules of the road including the speed limits. Reckless or unsafe driving will not be tolerated.  
Criminal convictions related to driving (i.e. careless or dangerous driving, vehicular manslaughter, impaired driving, including any warnings), or any major traffic violations (i.e. failure to remain, careless driving, excess speeding of 50 km/h over the posted limit, etc.) should disqualify the individual as an approved driver.
2. Drivers must avoid all distractions while behind the wheel, including but not limited to loud music, eating, using a cell phone, texting, etc.
3. Drivers are prohibited from driving between 1:00am and 6:00am, unless otherwise approved by the Board of Elected Elders.
4. Drivers are prohibited from driving more than 10 hours in a 24 hour period. Drivers must take a minimum rest period of at least 30 minutes for every 5 hours of driving, unless otherwise approved by the Board of Elected Elders.
5. Drivers are personally responsible for all traffic and parking violations and will notify the authorities and the Ministry Lead immediately of any accident.
6. Vehicles should be well-maintained, preferably no older than ten (10) years and should not have any unrepaired damage including cracked windshields or missing safety equipment.
7. When providing church arranged and provided transportation, do not allow yourself to be in a position of liability with any child/young person you are associated with through Cornerstone Baptist Church, Orillia. Always have a second person in your vehicle when transporting children/youth. Should circumstances create a situation which could compromise your credibility (e.g. dropping off the last teen) be sure to acquire permission from that child's/youth's parent or guardian.
8. The number of occupants in the vehicle will not exceed the number of seat belts. Seat belts must be worn by everyone and remain fastened at all times the vehicle is in motion.
9. Children under the age of 12 will not be left unattended in a vehicle.

### **Non-owned Short Term Third Party Rentals of Buses or 10+ Passenger Vans:**

1. Cornerstone Baptist Church, Orillia will only charter from a bus company that is licensed by the Ontario Highway Transport Board (OHTB). In addition, if traveling outside of Canada they must be licensed by the Interstate Commerce Commission (ICC).
2. Ministry Lead or an appointed ministry personnel will verify that the bus safety inspection sticker is valid prior to boarding the rental bus or 10+ passenger van.
3. All drivers will be provided by the chartered bus company. At no time will driver requests be made on behalf of Cornerstone Baptist Church, Orillia.
4. Under no circumstances will Cornerstone Baptist Church, Orillia provide a driver(s) for any rented bus(es) or 10+ passenger van(s).

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### **ONTARIO ACT ON CHILD ABUSE**

[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)