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## **PLAN TO PROTECT® POLICY & PROCEDURES: A Protection Plan for Children, Youth and Vulnerable Adults**

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**Board Approval on the 5th day of February, 2018**

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# Plan to Protect® Policy & Procedures for Oak Park Church of Christ

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# SECTION I

## INTRODUCTION

### 1.01 Preamble

At Oak Park Church of Christ we are committed to our Mission of *Loving God, Loving Others and Serving the World*. As such, we know that Children, Youth and Vulnerable People are important to God and so they are very important to us. Children and Youth are not only the church of the future; they are a valuable part of the church today. Jesus reminds us that in order to enter into the Kingdom of Heaven we must have the faith of a little child.

However, our Children, Youth and seniors are also vulnerable. Sadly, because of their lacking strength, awareness, and knowledge, they are often taken advantage of and worse, victims of abuse. Therefore, it is imperative as a church that we be proactive in protecting them and in providing safe environments so that the intimacy in the relationship between Child/Youth and God remains secure.

We must, as well, protect those who serve our Children, Youth and Vulnerable Adults. Our Ministry Personnel need the security of knowing that they are working in a setting where processes and procedures are in place to minimize any possibility of an erroneous accusation.

This Plan to Protect® Policy establishes the criteria for the provision of a safe environment for Children, Youth, Vulnerable Adults, and Ministry Personnel.

### 1.02 Definitions

In this Policy, the following terms shall have the following meanings:

<b>Accused</b>	Shall mean a person against whom a complaint of child abuse or sexual exploitation is made pursuant to the terms of this Policy
<b>Act</b>	Means the <i>Alberta Child, Youth and Family Enhancement Act, R.S.A. 2000, c C-12</i> (the "Act")
<b>Board</b>	Means the Oak Park Church Board, the legal authority of the church
<b>Child</b>	Means a person under the age of 18 years; see also <b>Youth</b>
<b>Complainant</b>	Means a person who makes a complaint of child abuse or sexual exploitation under this Policy
<b>Designated Screening Personnel</b>	An individual designated and trained to screen Prospective Ministry Personnel. Tasks include processing applications, reference checks, conducting interviews and maintaining ministry personnel files

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<b>Hall Monitors</b>	Ministry Personnel whose role is to walk hallways for surveillance and to randomly visit rooms where Children are being supervised to protect against false allegations
<b>Ministry Lead</b>	Individuals who have successfully completed the recruitment and screening process and who have been given the responsibility to give direction to programs or ministries for Children, Youth and Vulnerable Adults. The term includes volunteer and all full-time, short-term or contract staff members receiving a salary.
<b>Ministry Personnel</b>	An individual who has successfully completed the recruitment and screening procedures of Plan to Protect® Policy and is now deemed to be a person who can be put in a Position of Trust with Children, Youth and Vulnerable Adults. Ministry Personnel include screened volunteers, full-time, short-term or contract staff and pastoral staff whether or not they receive a salary
<b>Ministry Personnel File</b>	A file kept on each Prospective Ministry Personnel which includes the ministry application form, record of police records check, record of reference checks, and other documents related to the recruiting and supervision of Ministry Personnel
<b>Occasional Observer</b>	Individuals who visit and observe Ministry Personnel with ministry activities on rare occasions. This term includes Parents assisting their own children. Occasional Observers do not need to be screened and trained, however, their access to minors will be limited and they will never be placed in a position of trust with Children who are not their own. That means that they will not be asked to assume responsibility for Children and they will not be allowed or asked to take Children to the washroom
<b>Parent</b>	Shall mean the natural or adoptive Parent(s) or legal guardian(s) of a Child
<b>Position of Trust</b>	A Position of Trust is any position that requires its holder to enjoy the trust of those who elected or chose the holder. It includes any role wherein parents and or guardians have entrusted their loved one to your care i.e. teachers, helpers, assistants, supervisors, directors, leaders, caregivers, sponsors, etc. Violation of Position of Trust, in legal terms, refers to a situation where one person holds a position of authority over another person and uses that position to his or her advantage to commit a crime or to injury the victim in some way. Liability for abuse of this position is not limited to criminal prosecution, and in some cases, a civil lawsuit may be brought as well.
<b>Prospective Ministry Personnel</b>	Youth or adults associated with the church congregation either by membership or regular attendance as an adherent, and awaiting approval to become Ministry Personnel

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<b>Youth</b>	Means a Child aged 12 to 17 years
<b>Vulnerable Adult</b>	A person who 18 years of age or older, because of his/her age, a disability or other circumstances, whether temporary or permanent, is in a position of dependence on others or is otherwise at a greater risk than the general population of being harmed by a person or persons in Positions of Trust or authority relative to him/her.

## 1.03 Understanding Abuse

### Definitions of Abuse

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

“Child abuse, as defined by the *Child, Youth and Family Enhancement Act* and where child intervention services may become involved, is any act of maltreatment of a child by a parent or guardian that results in injury or harm. Child abuse by someone other than a parent or guardian should be reported to the police.” (Alberta Human Services)

Abuse of Vulnerable Adults is sometimes described as misuse of power and a violation of trust. Elder/Vulnerable Adult abuse can take place in the home, in other residential settings, or in the community.

Abusers can be family members, friends, staff or individuals in positions of trust or authority.

### Four Types of Child Abuse:

#### Physical Abuse

“Physical abuse is any act by the parent or guardian which results in trauma or injury to any part of a child’s body. It is the most visible form of child abuse, and can happen once or many times. These injuries are often the result of unreasonable, severe corporal punishment of a child. If physical abuse keep up, the injuries to the child become more severe and it becomes more difficult to eliminate the abusive behaviour. Children often explain injuries by saying they had an accident while playing or they got it while fighting with a sibling.” (Alberta Human Services)

#### Sexual Abuse

“Sexual Abuse is the inappropriate exposure or subjection of a child to sexual contact, activity or behaviour by a parent or guardian.

Sexual abuse can include:

- “non-touching” activities (e.g. obscene phone calls/conversations, indecent exposure or exhibitionism, masturbation in front of a child, deliberate exposure to others engaged in sexual activities, exposure to any forms of pornographic material)
- “sexual touching” activities (e.g. fondling a child, making a child touch an adult’s genital area, or sexual intercourse)
- “sexual exploitation” (e.g. engaging a child for prostitution, using a child in

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pornography or luring a child via the Internet for sexual purposes). In Alberta, children and youth under the age of 18 who are involved in prostitution are considered to be victims of sexual abuse, and have legislation to protect them.

A child who has been sexually abused may or may not show any behavioural or emotional reaction to sexual abuse. The most important sign of sexual abuse is a child telling someone about the abuse. Because children commonly delay telling anyone about chronic or acute abuse, all disclosures should be taken seriously.” (Alberta Human Services)

### **Emotional Abuse (Injury)**

“Emotional abuse is an attack on the child’s self-concept and self-worth. It is a pattern of ongoing behaviour by the parent or guardian that seriously interferes with the healthy development or the mental or emotional functioning of the child. Emotional abuse often happens along with other forms of abuse, such as neglect or physical abuse. Emotional abuse is the result of:

- exposure to family violence in the home;
- exposure to chronic alcohol or drug use in the home;
- rejection;
- the child being ignored or isolated;
- threats, humiliation, unrealistic expectations, or inappropriate accusations/criticism;
- corruption (permitting a child to use alcohol or drugs, watch or participate in cruelty to animals, or participate in criminal activities); or
- negative exposure to someone with a mental or emotional condition (including suicidal or homicidal ideas) in the home.

Emotional injury is the least visible form of child abuse. In fact, a child may appear to be clean, well groomed and well fed. But the child may be sad, depressed, timid, angry or withdrawn. Emotional abuse has serious, long term effects on children and can often outlast the impact of neglect or physical injury.” (Alberta Human Services)

### **Neglect**

“Neglect is failing to provide age appropriate basic care such as food, clothing, shelter, love and affection, medical and dental care, education, and protection from harm. If the parent or guardian cannot or will not provide these things to a child, it is neglect. (Alberta Human Services)

### **Other Types of Abuse**

#### **Spiritual Abuse**

We believe in the Gospel of Jesus Christ and affirm the importance of Christian evangelism. However, we do not believe that this justifies any means to fulfill that end. Hence, we disavow the use of any coercive techniques or manipulative appeals that bypass a person’s critical faculties, play on psychological weaknesses, undermine relationship with family or religious institutions, or mask the true nature of Christian conversion. While respecting the individual integrity, intellectual honesty and academic freedom of other believers and skeptics, we seek to proclaim Christ openly. We reveal our own identity and purpose, our theological positions and sources of information, and we will not be intentionally misleading.

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Respect for human integrity means no false advertising, no personal aggrandizement from successfully persuading others to follow Jesus, and no overly emotional appeals which minimize reason and evidence.

“Spiritual abuse (ridicules or insults religion or spiritual beliefs)” (Alberta Human Services)

## **Harassment (Bullying)**

Harassment is defined as repeated subtle or overt action, particularly by a person in a position of trust which causes the recipient to feel attacked, demeaned, intimidated or manipulated.

“Bullying is defined as any repeated, hostile or demeaning behaviour intended to cause harm, fear or distress, including physical or psychological harm. Bullying can be Verbal: name calling, put downs, threats; Social/Relational: exclusion, gossiping, ganging-up; and/or Physical: hitting, pushing, slapping.” (Alberta Human Resources)

## **Discrimination**

Discrimination is differential treatment based on a personal characteristic that has an adverse impact on an individual or group. Examples of personal characteristics include race, ancestry, place of origin, colour, ethnic origin, citizenship, faith or creed, sex, sexual orientation, age, marital status, family status or handicap.

Discrimination robs people of their dignity and their ability to fulfill their capabilities. It is important to note that any person or group can discriminate and any person or group can be the target of discrimination.

## **Exposure to Domestic Violence**

Children who live in homes where a parent or caretaker is experiencing abuse are commonly referred to as "child witnesses" or "children who are witnessing" domestic violence. Children's exposure to domestic violence typically falls into three primary categories: hearing a violent event; being directly involved as an eyewitness, intervening, or being used as a part of a violent event (e.g., being used as a shield against abusive actions); and or experiencing the aftermath of a violent event.

Children's exposure to domestic violence also may include being used as a spy to interrogate the adult victim, being forced to watch or participate in the abuse of the victim, and being used as a pawn by the abuser to coerce the victim into returning to the violent relationship. Some children are physically injured as a direct result of the domestic violence. Some perpetrators intentionally physically, emotionally, or sexually abuse their children in an effort to intimidate and control their partner. In addition to being exposed to the abusive behaviour, many children are further victimized by coercion to remain silent about the abuse, maintaining the "family secret."

### **1.04 Understanding the Church's Responsibility**

We believe it is the responsibility of Oak Park Church of Christ to provide a safe environment for Children, Youth and Vulnerable Adults who are in attendance at Oak Park Church of Christ's facilities or who participate in Oak Park Church of Christ-sanctioned activities and programs wherever they may be carried out.

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## The Spiritual and Moral Responsibility of the Church

“For we are taking pains to do what is right, not only in the eyes of the Lord but also in the eyes of others.” (2 Corinthians 8:21 TNIV)

We recognize that we are a reflection of God’s love to those in our care and we take our responsibility seriously.

Micah 6:8 presents this challenge, “He has shown all you people what is good. And what does the Lord require of you? To act justly and to love mercy and to walk humbly with your God.” (TNIV)

Micah suggests that the Lord requires three things of us:

- **To act justly** – we must work for justice, seeking to promote the truth and speak out on behalf of the vulnerable.
- **To love mercy** – compassion needs to be the bedrock of all our work.
- **To walk humbly with our God** – every area of our lives need to be marked by humility and righteousness. To act always with integrity.

## The Ethical Responsibility of the Ministry

“The U.N. Convention on the Rights of the Child is the most ratified of all the United Nations Human Rights treaties. The treaty affirms and describes the fundamental human rights of all children (all human beings below the age of 18), and the governments that have ratified it have legally agreed to fulfill its provisions. The CRC forms the most comprehensive and well-established international standard for children's rights.”<sup>1</sup>

“The United Nations Convention on the Rights of the Child ... requires us to provide special protection and assistance to children to enable them to reach their full potential as adults. While parents are primarily responsible for ensuring a child’s rights are upheld, government and community also have an important role to play in protecting children.”<sup>2</sup>

All articles in the UNCRC apply to all children and youth of all backgrounds. A fundamental philosophy behind the convention is that *children have the same inherent value as adults and are their equals*.

## The Civil and Legal Responsibility of the Church

We recognize that providing a safe place for Children, Youth and Vulnerable Adults is also a legal requirement. We have a legal responsibility to ensure that a plan for protecting Children, Youth and Vulnerable Adults is in place and is diligently followed.

Our legal responsibility includes being accountable for the actions of our employees and volunteers, that as an organization we could be held vicariously liable for their actions.

This policy and the guidelines contained within it are to help us in fulfilling our responsibilities to provide as safe and nurturing environment as possible for Children, Youth

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<sup>1</sup> Canadian Children’s Rights Council 2007

<sup>2</sup> Government of British Columbia 2007, 5

and Vulnerable Adults. In partnership with Parents, we, as a church, seek to provide quality care and instruction to families and in this way, promote spiritual growth at every age level.

### **1.05 General Guidelines and Principles for Reducing the Risk of Abuse<sup>3</sup>**

The following are general guidelines and principles reflected in this document:

**1. When RISK increases, supervision should also increase.**

- a) For the protection of our Children, Youth and Vulnerable Adults, supervision of all Ministry Personnel will be intentional and will take place through formal and informal visits to classrooms and programs by Ministry Leads;

**2. RISK increases as isolation increases.**

- a) Avoid Isolation -- Where possible, all meetings with Vulnerable Persons are to be with a group or in pairs rather than be alone.
- b) It is preferable to have more than one Screened Adult present when working with Children, Youth and Vulnerable Adults. If the other adult cannot be in the same room, it is best to have them close by in the same building and aware of your meeting, acting in the role of a Hall Monitor.
- c) Your objective should be to meet in an open, public space rather than a closed, private space.
- d) When meeting, an open door is better than a closed door; a door with a window is better than a solid door.

**3. RISK increases as accountability and adherence to policies decrease.**

- a) At all times (where possible) make others aware of your activities and your whereabouts, particularly when meeting with Children, Youth and Vulnerable Adults.
- b) A strategy for program maintenance will be developed and reviewed at the beginning of each ministry year (September) to ensure training, the updating of files, and the physical environment are compliant with this policy.
- c) Regular meetings with a Ministry Lead are to be arranged to discuss the ongoing nature and actions of the ministry.
- d) If a person is involved in a situation where a boundary is violated, or something occurs that is out of the ordinary or could be misinterpreted, or where such a violation or occurrence is alleged, he or she should immediately report it and discuss it with a supervisor. If the Ministry Lead is unwilling, unable, or unavailable for discussion, he or she should seek out a Board Member or Senior Pastor to discuss the issue. Such incidents should be immediately reported to the insurer if appropriate.
- e) Activities that could easily lead to allegations of abuse or harassment, such as allowing unsupervised internet access to Children or Youth on computers, vehicle transportation by Ministry Personnel alone with an unrelated Child or Youth, or improperly supervised sleepovers, are prohibited without express written permission of at least one Parent of the Child or Youth and the Program Lead.
- f) All local Health and Safety Standards must be adhered to.

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<sup>3</sup> Adapted from *Reducing the Risk*

4. **RISK increases when there is an imbalance of power, authority, influence and control between a potential abuser and potential victim.**
  - a) Corporal punishment is prohibited.
  - b) Report all allegations and suspicions of Vulnerable Person maltreatment.
5. **Key to demonstrating due diligence is by retaining documentation.**
  - a) Registration forms, Letters of Informed Consent wherein Parents give written permission for their Children or Youth to participate in off-site group activities, and attendance records will be gathered and kept on file.
  - b) Incident reports will be written and submitted on all accidents and injuries.

## **1.06 Other Users and Shared Activities**

1. In the case that outside users, members, adherents or renters are granted permission to use the facility for activities involving Children, Youth and Vulnerable Adults, that are not direct ministries and activities of the church, it is required that they provide a certificate of insurance, with no less than \$1,000,000 Commercial General Liability coverage and the church be named as additional insured. The user or renter is also required to demonstrate that they have a full Child/Youth protection policy and protocol in place. If they lack an Abuse Prevention Policy, Organization will refer them to Plan to Protect® to secure their own copy of the *Plan to Protect®* manual.
2. In the case, that Oak Park Church of Christ partners with other churches, agencies or community groups for the delivery of a joint activity or event with Children and/or Youth, the leadership of Oak Park Church of Christ, requires that our Insurance Agent be consulted during the planning stage, to determine the risks, insurance coverage and shared liability. The program leader is required to obtain written opinion from the Insurance agent acknowledging the status of insurance coverage for these joint activities.

## **1.07 Policy Review**

The Policy is to be reviewed and audited annually and updated every four years by the Board to ensure procedures are updated and/or clarified as needed and the Policy maintains its relevance to applicable provincial child protection legislation.

Appendices may be revised as needed with approval from the Senior Pastor and Ministry Staff/Leaders.

# **Oak Park Church of Christ**

## **Plan to Protect<sup>®</sup> Procedures and Appendices (Forms, etc)**

### **SECTION II**

#### **POLICY ON PROTECTION PROCEDURES**

##### **2.01 Ministry Personnel Recruitment and Screening**

###### **Process**

1. It is recommended that a Screening Committee oversee the screening of all Ministry Personnel. Individuals in a Position of Trust of confidential information must sign a Confidentiality Agreement (Appendix 13).
2. Prospective Ministry Personnel are to submit to the recruitment and screening process managed by the Ministry Lead. The recruitment and screening process includes:
  - Being a member of the church in good standing
  - Ministry Personnel Application Form (Appendix 1)
  - Signing the Statement of Faith & Beliefs
  - Reference checks
  - Interview
  - CPIC Criminal Record Clearance check and Vulnerable Sector Search
  - Training
  - Final approval from the Pastor
3. Ministry Personnel must complete the recruitment and screening process prior to being placed in a Position of Trust.
4. Ministry Personnel who serve Children, Youth and Vulnerable Adults must have a personnel file kept with church records. These files are to be kept permanently.

###### **Qualifications for Ministry**

1. Individuals wanting to work with Children, Youth and Vulnerable Adults must be members of Oak Park Church of Christ or have regularly attended the church (worship services and/or participated in a Ministry Team) for at least six months. Reference

checks must be received from at least two individuals, including one from their previous pastor.

2. Ministry Personnel serving with Children, Youth and Vulnerable Adults are members in good standing who support the vision, values and constitution of the church. They also support and are submissive to the leadership of the Pastors and Board of the church.
3. Individuals who have been accused, or convicted, or are under the suspicion of crimes against Children and/or Youth, or who have been convicted of violent crimes or other relevant crimes will not have any involvement in ministries or programs where Children or Youth participate.

## **Ministry Application Form**

1. Prospective Ministry Personnel are to complete a Ministry Personnel Application Form (Appendix 1). Youth wanting to volunteer as leaders are to complete the Ministry Personnel Application Form for Youth Working with Children (Appendix 2).
  - A verifiable witnessed signature is required for the protection of all parties
  - Individuals who transfer from another church unknown to Oak Park Church of Christ Leadership must include contact information or a reference from a pastoral staff member of their previous church
  - In accordance with the Personal Information Protection Act (PIPA) regulations, the Ministry Personnel Application Form must include the reason for which the information is being collected
2. Ministry Personnel Application Forms are to be kept confidential and available only to the Ministry Lead, Pastors or Designated Screening Personnel.
  - Completed Ministry Personnel Application Forms are to be kept on file permanently and in a secure location

## **Reference Checks**

1. It is recommended that the Screening Committee will conduct at least two qualitative reference checks on all prospective Ministry Personnel (Appendix 3).
  - Prospective Ministry Personnel must sign a liability release before reference checks are conducted
  - References provided must fit with the acceptable categories for Adults and for Youth who want to work with Children
  - Reference checks may be conducted by telephone or in person to confirm the suitability and appointment of prospective Ministry Personnel

## **Interview**

Interviews will be conducted by the Plan to Protect® Director and the Director of the specific ministry area.

## **Police Records Checks (Canadian Police Information Clearance)**

1. CPIC checks and Vulnerable Sector Scans (aka Police Record checks) must be conducted on ALL ministry personnel serving Children, Youth and Vulnerable Adults.
  - Police records checks are to be renewed every three (3) years

- Police records checks are to be conducted on all Ministry Personnel 16 years of age and older and are to be kept on file permanently
2. If a CPIC check or Vulnerable Sector Scan is returned “NOT CLEAR” the prospective candidate will be asked to do one of the following:
    - a. either submit to a Criminal Record Check with fingerprinting verification and to submit to disclosure and verification of the crimes committed that he/she has been convicted of; or
    - b. withdraw their application from serving in a position of leadership or a Position of Trust with Children, Youth or Vulnerable Persons.

Note: Without verification of convictions and without a clear vulnerable sector scan individuals cannot be placed in a Position of Trust with Children, Youth and Vulnerable Adults.

## **Training**

1. Abuse prevention education and training is required for all Ministry Personnel serving with Children, Youth and Vulnerable Adults and must be completed prior to ministry placement.
2. Training by designated trainers is to include a review of the Plan to Protect® Policy and procedures. All Ministry Personnel are to affirm that they have read the Plan to Protect® Policy, that they understand it and the procedures that pertain to their area of ministry. Ministry Personnel will be educated about their legal obligation to report suspected abuse and to recognize and identify the symptoms of abuse and molestation.
3. All Ministry Personnel, Pastors, Ministry Leads and Designated Screening Personnel are required to attend Orientation training prior to ministry placement and the Refresher training sessions at least once a year after that.
4. Attendance is to be taken at training courses and noted in the personnel file for each Ministry Personnel. All Ministry Personnel must sign a ministry agreement form (Appendix 4) confirming they have read, understood and are willing to comply with the Plan to Protect® policies and procedures.

## **Approval**

1. All Ministry Personnel are to be approved by a Pastor upon completion of the recruitment and screening process. It is preferred that the Pastor assigned to that ministry department be the one responsible for approving volunteers once their file has been complete. Approval should not be granted unless the screening process is complete and carefully reviewed.
  - Approval must be signed and dated
2. The recruitment and screening process must be completed within a 3 month period of time.
  - Applicants who have not fully completed the recruitment and screening process will not be placed in a Position of Trust
  - Access to Children, Youth and Vulnerable Adults will be limited until final approval is received

## **2.02 Child Protection Procedures**

The following procedures are in place for ministries including but not limited to: KidsPark, and all other children's ministry programs designated for Children age 15 months to grade six.

### **Supervision of Ministry Personnel**

For the protection of our Children, Youth and Vulnerable Adults, supervision of all Ministry Personnel will be intentional and will take place through formal and informal visits to classrooms and programs by Ministry Leads and/ or a Pastor.

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

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

### **Ministry Personnel / Child Ratios**

Room settings should comply with established ratios for Ministry Personnel and Children at all times. Established ratios are:

1. Two Ministry Personnel for every 10 toddlers and pre-schoolers (15 months to 5 years)
2. Two Ministry Personnel for every 6-20 elementary age Children (6 years to grade 6)
3. Ratios for off-site trips should be two Ministry Personnel for every 10 Children, or half of recommended classroom ratios stated above.

### **Supervision of Children**

1. To provide adequate supervision of Children, one (1) of the following must be in place:
  - A minimum of two (2) unrelated Ministry Personnel present for supervision, except in the event of an emergency OR
  - One Ministry Personnel present with the door open with Hall Monitors circulating periodically from room to room
2. Ministry Personnel between the ages of 11 and 17 may assist only under adult Ministry Personnel supervision. Ministry Personnel must be 18 years of age or older to supervise Children and Youth alone in a room. In both situations, the door must remain open with Hall Monitors circulating periodically from room to room.

### **Occasional Observers**

Occasional Observers who join a group of Children will have their attendance recorded and kept on file with the group 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.

### **Ministry Personnel Identification**

All Ministry Personnel, when serving, are to wear a nametag that clearly identifies them to Parents, Children and others.

## **Registration Forms and Personal Information Protection**

Child / Youth Registration Forms (Appendix 5/7) will be available for activities where Children and Youth are participating. A release and permission statement will be included on all participation forms releasing Oak Park Church of Christ from unforeseen and accidental injuries along with contact information in case of an accident. A statement will be included on all registration forms, which stipulate the purpose and extent for collecting personal information of Children and our commitment to protect the personal information on the forms.

1. Forms are to be copied and the copies taken on all off-site events in case emergency medical assistance is required and the parent cannot be notified. Original forms are to be filed and kept permanently in a secure location.
2. The registration form will not replace specific consent and authorization forms for activities that involve an elevated level of risk including off-site activities.
3. It is the responsibility of Ministry Personnel and their teams to ensure that forms are completed and submitted for all participants. Reasonable effort is to be made to keep registration information updated and current.
4. Registration forms must be kept permanently under lock and key.

## **Receiving and Releasing Children**

For Children Age 15 months to Kindergarten:

1. The receiving and releasing Children under the age of 6 will be closely monitored. A mandatory sign-in and sign-out form is to be used for all programs.
2. Children are not to be dropped off or left in a room without Ministry Personnel present.
3. Children will only be released into the care of the Child's Parent or designate utilizing a signature, security number or identification card.
4. Parents and visitors are not to enter the nursery or preschool area when picking up their Child unless requested to do so.

For Children Grade 1 to 2 (ages 6 to 7):

1. Children are to be received in the designated room by Ministry Personnel. Children are not to be dropped off or left in a room without Ministry Personnel present to receive them. Children are to remain in the room until the Parent or designate arrives to pick them up and the Child demonstrates recognition of the Parent or designate.

For Children Grade 3 to 6 (ages 8 to 11):

1. Children are received in the designated room by Ministry Personnel. Children are not to be dropped off or left in a room without Ministry Personnel present to receive them.
2. Children may be released on their own or be picked up by a Parent.

## **Attendance**

1. Attendance of Children is to be taken each time a group or program is in session. These attendance records are to be kept on file permanently.

2. Attendance records must include the date, classroom, age/grade of students, Child's first and last name, full names of all Ministry Personnel and Occasional Observer attending on that date.

## **Washroom Guidelines**

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

For Tiny Tots (Age 15 months - 3 years):

1. Diaper changing is to be done only by a Parent, Guardian, or designated adult Ministry Personnel and must be conducted within view of other Ministry Personnel.

For Preschool Children (ages 3 - 5 years):

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 (2) Ministry Personnel escort a group of Children to the washroom OR
  - One (1) Ministry Personnel escort a group of Children to the washroom with one (1) Hall Monitor appointed to assist with washroom and security duties.
3. Ministry Personnel are never to be alone with a Child in an unsupervised washroom and they are never to go into a cubicle with a Child and shut the door.
4. When a preschool Child needs assistance in a washroom, Ministry Personnel may only enter the washroom cubicle to assist following these guidelines:
  - The outside washroom door must be propped open and the adult Ministry Personnel must stand in an open cubicle,
  - The second Ministry Personnel (or hall monitor) must be at the outside washroom door with line of sight on the Ministry Personnel offering assistance.
  - 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 and remain outside the washroom door and wait for the Children before escorting them back to the room.
3. Ministry Personnel are not to be alone with Children in an unsupervised washroom and are never to enter into a cubicle with a Child and shut the door.

## **Architectural Precautions**

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

1. All windows in doors in Children's program areas are never to be covered in any way so to keep clear sight lines into rooms.

2. Washroom facilities in the preschool area are for sole use of Children.
3. Nursery doors are to be secured from the inside.
4. All electrical outlets are to be kept covered when not in use.

## **Proper Display of Affection**

### **Appropriate Touch:**

1. Recognizing that Children need appropriate displays of affection that reflect pure, genuine and positive displays of God's love, appropriate touch of Children will be age and developmentally appropriate. We encourage Ministry Personnel 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 hand when speaking, listening or walking with him or her to an activity,
  - Gently hold the Child's shoulder or hand to keep his or her attention while you redirect the child's behaviour,
  - Put your arm around the shoulder of a Child when comforting or quieting is needed,
  - Pat a Child on the head, hand, shoulder or back to affirm him or her.
2. All touch must be done in view of others.

### **Inappropriate Touch:**

1. Recognizing that the innocence of Children must be protected, Ministry Personnel will be made aware that certain actions are deemed inappropriate and will not be permitted. Ministry Personnel are NOT to:
  - Kiss a Child or coax a Child to kiss you,
  - Engage in extended hugging and tickling,
  - Hold a Child's face when talking to or disciplining the Child,
  - Touch a Child in any area that would be covered by a bathing suit (strictly prohibited except in cases of diapering and assisting preschoolers as outlined in washroom procedures),
  - Carry older Children and do not allow them to sit on your lap,
  - Have prolonged physical contact with a Child.
2. Ministry Personnel are not to be left alone with a Child.

## **Discipline & Classroom Management**

1. The following form of punishment will not be permitted:
  - Corporal punishment of a Child by a staff person, student or volunteer
  - Deliberate harsh or degrading measures to be used on a Child that would humiliate a child or undermine a Child's self-respect
  - Deprivation of a Child of basic needs
  - Locking or confining a Child in a room separate from other Children or Adults

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

Preventive 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 activities with short transitions in between,
- 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 Lead.

Remedial Discipline:

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

3. Group rules will be established to clearly communicate the expectations required of Children.

Some suggested rules are:

- One voice talking at a time, and always use inside voices,
- Use good manners,
- Respect each other,
- Quiet hands get answered,
- Obey directions the first time,
- Keep your hands and feet to yourself,
- Be friendly.

## **2.03 Youth Protection Procedures**

The following policies and procedures are in place for ministries including but not limited to: Youth Group, and all youth ministry programs designated for youth 12 – 18 years in age.

### **Youth Ministry Personnel Standards**

#### **Lifestyle**

1. For the protection of our Youth, Ministry Personnel are to be committed to growing in every area of their lives through engaging in various practices and experiences that keep them connected to God and becoming more like Christ.
2. Ministry Personnel are to be role models of integrity at all times. They are to refrain from activities that are illegal or could be considered morally and biblically questionable.

#### **Contacting Opportunities**

1. Ministry Personnel are encouraged to meet with Youth only during the parameters of ministry programming.
2. Ministry Personnel are to avoid any activity that would involve isolation and meet in group settings with a team member.
3. The Ministry Lead must pre-approve Ministry Personnel that do one-on-one mentoring or counselling activity.
4. One-on-one mentoring sanctioned by the church 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 with written documentation, and,
  - When separate transportation is arranged (avoiding isolation);
  - Documentation will be maintained and filed including written permission from Parents and notification to Ministry Lead.

#### **Open Door Policy**

Ministry Personnel working with Youth must not have one-on-one or small group meetings behind closed doors. It is required that the door remains open or that the meeting take place in a room with an unobstructed window in the door.

#### **Physical Contact**

1. Physical contact guidelines are to be posted in Youth rooms.
2. Ministry Personnel must be made aware of what constitutes appropriate touch, such as:
  - One arm hugs
  - Shoulder to shoulder hugs
  - Touch on the back or shoulder
3. Ministry Personnel must refrain from inappropriate touch at all times, such as:

- Chest-to-chest hugging
  - Extended hugging
  - Over exuberant affection
  - Lap sitting
  - Kissing
  - Touching of thighs, knees, back rubs or inappropriate spots of the body
4. Ministry Personnel must be cognizant of conduct that could be misinterpreted, such as:
- Horseplay
  - Tickling
  - Extended backrubs

## **Dating**

Ministry Personnel working with Youth may not pursue a dating relationship with a student.

## **Youth Ministry Programming**

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

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

### **Ministry Personnel / Student Ratios**

1. Programs for Youth should comply with the following established staffing ratios:
  - Two Ministry Personnel for every 16 “Jr. High” Youth (gr. 6 to 8)
  - Two Ministry Personnel for every 20 “Sr. High” Youth (gr. 9 to 12)
2. For high-risk activities, ratios should be adjusted to two Ministry Personnel for every 5 Youth.
3. There must be at least two (2) unrelated Ministry Personnel at all events. Events with mixed genders must be supervised by both male and female Ministry Personnel.
4. It is recommended there be at least a five (5) year age difference between Ministry Personnel and the Youth they supervise.

### **Supervision of Ministry Personnel**

The supervision of Ministry Personnel will be intentional and will take place through formal and informal visits to rooms and programs by Ministry Leads.

### **Registration Forms and Personal Information Protection**

Child/Youth Registration Forms (Appendix 5/7) will be available for activities where Children and Youth are participating. A release and permission statement will be included on all participation forms releasing Oak Park Church of Christ from unforeseen and accidental injuries along with contact information in case of an accident. A statement will be included on all registration forms that stipulate the purpose and extent for collecting

personal information of Children/Youth and our commitment to protect the personal information on the forms.

1. Forms are to be copied and the copies taken on all off-site events in case emergency medical assistance is required and the parent cannot be notified. Original forms are to be filed and kept permanently in a secure location.
2. The registration form will not replace specific consent and authorization forms for activities that involve an elevated level of risk including off-site activities.
3. It is the responsibility of personnel and their teams to ensure that forms are completed and submitted for all participants. Reasonable effort is to be made to keep registration information updated and current.
4. Registration forms must be kept permanently under lock and key.

## **Attendance**

1. Attendance of Youth is to be taken each time a group or program is in session. These attendance records are to be kept on file permanently.
2. Attendance records must include the date, classroom, age/grade of students, first and last name of the youth, full names of all Ministry Personnel and Occasional Observer attending on that date.

## **Planning for Safety**

All Ministry Personnel must ensure a safe environment in their planning and evaluating of all activities. Safety precautions are to be communicated to Youth.

### **2.04 Vulnerable Adult Protection Procedures**

The following procedures are in place where Vulnerable Adults are visited and ministered to.

## **Planning for Safety**

All Ministry Personnel must ensure a safe environment in their planning and evaluating of all activities with Vulnerable Adults. Safety precautions are to be communicated to the Vulnerable Adults and also to their caregivers and family members.

## **Supervision of Vulnerable Adults**

1. There must be at least two (2) unrelated Ministry Personnel for all visitation including home, nursing centre visits and hospital visits OR the door must remain open with family members, nursing staff, or caregivers in the home or facility.
2. Caution and professional attitudes are to be observed in all interactions.
3. Pastoral ministry should be limited to the professional section of the church i.e. office or board room.

## **Personal Care**

Personal Care should be the responsibility of caregivers and family members, not Ministry Personnel.

Note: Caregivers and family members may look forward to the respite of Ministry Personnel coming to visit the Vulnerable. It is at the Ministry Personnel's discretion if they

wish to provide this extra level of care; however, at no time should Ministry Personnel be left alone in a home or behind closed doors with Vulnerable Persons.

## **2.05 High Risk Activities: Off-Site, Water Activities, Overnight Events, Billeting, Transportation, and Mission Trips**

### **Off-Site Activities:**

1. All off-site activities must be pre-approved by a Pastor with parents being notified at least one (1) week prior to the outing utilizing the Letter of Informed Consent (Appendix 12)
2. Proper written consent and medical release forms are required for each Child/Youth participating in off-site events. Forms must be kept in the Ministry Lead's possession during off-site activities with a copy of the completed forms filed in Oak Park Church of Christ's office. The originals are to be kept on file permanently (Child, Appendix 5; Youth, Appendix 7).
3. All off-site activities are to be supervised by a minimum of two (2) unrelated adult Ministry Personnel. Off-site activities with mixed genders must be supervised by at least two (2) unrelated, adult Ministry Personnel of opposite gender.

### **Shower and Change Room Guidelines**

These guidelines are in place with such activities as water events during VBS in mind.

1. Two adult screened individuals must be present together in the dressing or locker room with Children while they are showering or changing; screened Personnel must not be alone with Children in this setting.
2. Out of respect for the Children/Youth, and to maintain a high standard of professionalism, screened Personnel will announce their arrival prior to entering a dressing or locker room.
3. Screened Personnel are not permitted to change or shower at the same time as Children/Youth.
4. Separate facilities should be designated for both genders or, if these are not available, separate showering/changing times will be arranged.
5. If a Child is too young or is unable to dress him/herself, he/she should be aided by a Parent/guardian or their designate.
  - a. Appropriate facilities should be provided where Parents, guardians and/or attendants can assist Children in getting dressed.
  - b. If assistance in the dressing room is requested from someone other than a Parent or guardian, attendant or Child, they must only assist within sight of other Personnel or Parents and in a manner where only necessary physical contact occurs.
6. The use of photographic or video recording devices, including cell phones, is prohibited in dressing or locker rooms at all times.

### **Overnight Events:**

1. All overnight events must be pre-approved by the Senior Pastor.
2. Proper written consent and medical release forms utilizing the Letter of Informed Consent (Appendix 12) are required for each Child or Youth participating in overnight events. Forms must be kept in the Ministry Lead's possession during trips and events

and a copy filed in the Oak Park Church of Christ office. The originals are to be kept on file permanently (Child, Appendix 5; Youth Appendix 7).

3. All overnight activities with mixed genders must be supervised by at least two (2) unrelated, adult Ministry Personnel of opposite gender. There must be a minimum ratio of two (2) Ministry Personnel for every ten Children or Youth. Ministry Personnel are to be assigned a specific group of Children or Youth for whom they are responsible to supervise. Female Ministry Personnel will be assigned responsibility for female Children/Youth and male Ministry Personnel will be assigned responsibility for male Children/Youth.
4. Youth overnight events will not be allowed to leave the event. Any exceptions must be added to the permission form signed by the Parent.
5. Female and male Youth are not allowed in each other's rooms or tents for any reason during overnight events and they are not permitted to sleep in mixed company.

### **Overnight Housing Including Conferences, Camps, Hotels and Motels:**

1. For the protection of our Children and Youth, the following guidelines will be followed prior to all off-site trips where overnight accommodations must be secured:
  - A notice with an attached Informed Letter of Consent (Appendix 12) will be sent home to the family advising them that an overnight trip is being planned, which requires the team to stay in a conference centre/camp/hotel/motel. Make sure to note that:
    - a. precautions are being taken to minimize the risk and to raise the level of safety provided for their Children and Youth, and,
    - b. specific sleeping arrangements have been planned.
  - The Parent or guardian must return the signed and witnessed Informed Letter of Consent which includes the required liability shields.
2. Youth must always be housed in small groups of the same gender.
3. All Personnel travelling with Children and Youth must complete the screening and training process outlined in this policy prior to departure. Screened and trained Personnel who are placed in a position of trust with Children and Youth, must be known by Oak Park Church of Christ for six months.
4. Any individuals travelling with the team who do not qualify as screened Personnel should have separate sleeping arrangements.
5. When travel plans require overnight housing, it is strongly recommended that housing be arranged in the homes of screened and approved billets, or in a conference centre, camp, or church where Children and/or Youth can stay together, and where more than one screened worker can be assigned to each common sleeping area. (Refer to policy on "Billeting and Hosting".) When this is not possible and it is necessary that the group stay in hotels or motels, plans need to be made so that Children and Youth have distinctly separate sleeping arrangements from other adults. In your plans, it is strongly encouraged that:
  - Hotel rooms be all together in one wing of the hotel or motel; and
  - Parents be encouraged to accompany the team, assigning family members to hotel rooms; or,

- Request the availability of suites with two or three bedrooms per suite and assign two Children/Youth to a separate room, set apart from the two adult screened Personnel; or,
  - Assign two unrelated adult screened workers to a hotel room with two or more Children/Youth; or,
  - In hotel or motel rooms with adjoining doors, assign one screened adult with two Children/Youth in each room. For accountability purposes, the door separating adjoining rooms must be kept ajar or open at all times. Children and Youth should have distinctly separate sleeping arrangements from other adults.
  - Screened Personnel are never to be alone in a room with a Child or Youth.
6. Children should not be left alone in hotel rooms.
  7. At no time should Personnel sleep in the same bed with a Child, Youth or Vulnerable person.
  8. Curfews should be established and enforced.

## **Billeting and Hosting**

1. For the protection of our Youth, it is required that all adults residing in the home where billets are provided must complete the following screening process prior to hosting. Screening includes:
  - Recommendation from a pastor, and,
  - Police records check
2. Information guidelines are to be distributed to host homes no less than one week in advance of the Youth arriving at their home.
3. Any allergies and medications for Youth should be communicated to the host home prior to arrival, with clear directions on how to manage allergies and/or medications.
4. Youth must always be billeted in teams or small groups of the same gender
5. Youth should have distinctly separate sleeping arrangements from the other household members and should not be left alone.
6. Curfews should be established and enforced when Youth are being billeted.
7. All Youth staying in host homes are informed of proper etiquette and curfew guidelines.

## **Transportation:**

1. When planning off-site activities, Parents are to be encouraged to drop off and pick up their Children and Youth at the event location.
2. Our first concern in transportation is the safety of our Youth. Drivers must obey all the rules of the road including the speed limits. Reckless or unsafe driving will not be tolerated.
3. All Ministry Personnel drivers transporting Youth during Organization activities must complete the following prior to the youth event:
  - Be pre-approved by the Ministry Lead,
  - Provide a copy of their valid driver's license,

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- Provide a copy of their current automobile insurance policy, and,
  - Have a minimum of five (5) years driving experience in good standing.
4. The number of occupants in vehicles transporting Children and Youth during Oak Park Church of Christ sponsored activities must not exceed the number of seat belts and each Child must be in age appropriate safety restraints. Seat belts must be worn by everyone and remain fastened at all times the vehicle is in operation.
  5. At least two (2) Ministry Personnel must be in each vehicle transporting Children during Organization sponsored activities. Children and Youth must never be left alone in a vehicle. Exceptions to this policy should only happen when Program Directors and Parents are informed, and there is more than one child/youth in the vehicle, avoiding isolation.
  6. The 'Trips and Off-site Travel Form' (Appendix 8) will accompany the group with the original left in Organization's office and filed permanently consisting of:
    - Names and phone numbers of all participants
    - Location of event and phone number(s)
    - Drivers and vehicles involved

### **Mission Trips:**

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

1. Each potential mission trip, in its application package, will include the specific policies unique and appropriate to that trip, and require potential applicants and their Parents to give written agreement with those policies.
2. Leadership for mission teams (Mission Team Leaders) shall be selected from adult applicants. First priority will be given to youth staff members and pastoral staff, and then to parents of Youth, before being offered to the general church congregation. When non-youth staff members are applying for Mission Team Leadership, they must fulfill the same application requirements as someone applying to the youth staff, including Plan to Protect® screening.
3. Youth Mission Teams are subject to the policies set by Oak Park Church of Christ's Missions Committee, including:
  - Minimum spiritual and character requirements of team members
  - Eligibility of candidates
  - Financial obligations of candidates
4. There will be a minimum of 2 parents meetings scheduled for each proposed trip: one as an information meeting, scheduled before the application deadline, and one after the team has formed but before the team has departed, to address any further questions or concerns.
5. The minimum number of Mission Team Leaders for mixed gender trips will be 2 unrelated Ministry Personnel; one male, one female. All attempts will be made to provide four leaders, two males and two females.
6. Each team will have a written policy detailing the circumstances under which a removal from the team might occur, and the procedure that would be employed in such a case.

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

## **2.06 Health & Safety Guidelines**

### **First Aid:**

1. Ministry Leads and Ministry Personnel are to be encouraged to be certified and trained in first aid.
2. The names and contact information of individuals who are certified in first aid are to be posted in the children's and youth program areas for easy access with a Master List maintained by the Office Administrator.
3. Ministry Leads must be informed of any individual(s) having severe allergies. The information will be posted in the children's and youth departments for easy access and Ministry Personnel who have the individual(s) in their care will be informed.

### **Illness:**

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

### **Medications:**

1. Ministry Personnel are not to give or apply any medications. Parents are to be contacted and should administer all medications. The following exceptions will be made for full day program and overnight events:
  - Only medications with a Doctor's prescription on the bottle will be given / administered. In this case written parental permission is required and a log will be kept, signed and dated, of the medication that was distributed (Appendix 14b).
  - Personnel are not to give over-the-counter medication without written authorization from physician.
  - Parents must complete the medication forms prior to the event and sign the dosage instructions (Appendix 14).
  - Medication given to designated medical personnel or the Ministry Lead on duty.
  - The medication is to be returned to the parent or guardian and the medication forms will be signed by the parent/guardian at the time of return.
  - The original forms will be filed permanently.
2. Medication is not to be left in a classroom. When an individual 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, written instructions are to be provided by the Parent or guardian to the Ministry Lead. Requests should be written, signed, dated and filed permanently.

### **Dealing with Cuts or Injuries Involving Blood:**

1. 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.

2. When an individual is injured, they are to be separated from others. The area where the injury occurred or where any blood may have dropped on the floor or toys is also to be isolated.
3. Ministry Personnel need to ensure that no other individuals have had contact with any of the blood from the cut or injury.
4. Non-latex gloves are to be used when bandaging the injury, avoiding contact with mouth, ears and eyes.
5. Extreme care will be taken in cleaning up all blood and bloody bandages and the safe and secure removal of waste and disposal of gloves to a secure waste removal container.
6. Hands are to be washed carefully with sterilizing soap available in the first aid kit.
7. When ministering to individuals with HIV or Aids, specific guidelines for the education and care of these individuals will be developed and followed (Appendix 9).

### **Emergencies:**

1. Emergency evacuation procedures will be reviewed semi-annually by Pastors. These procedures are to be posted in a visible place in each classroom stating the planned route of escape to the nearest exit.
2. Pastors, in cooperation with the Ministry Lead, will arrange for annual fire and evacuation drills.
3. A Parent will be contacted when an injury, accident or medical emergency occurs. Incident Reports are to be completed for any and all accidents. Injuries are to be reported to the Ministry Lead (Appendix 10).

## **2.07 Anti-Bullying and Zero Tolerance**

Our Children, Youth and Vulnerable Adults have a right to a caring, respectful and safe church environment. An anti-bullying policy will therefore be in effect at all times and will be clearly communicated and enforced among the Children, Youth and Vulnerable Adults. All Program Personnel will take action to prevent bullying, teach against it, and assist and support Children, Youth and Vulnerable Adults who are being bullied. Bullying in any form will not be tolerated.

Bullying will be defined as unwanted, aggressive behavior that involves a real or perceived power imbalance and is repeated or has the potential to be repeated.

### **Types of Bullying:**

- Verbal Bullying
- Social Bullying
- Physical Bullying
- Cyber Bullying
- Racial Bullying
- Homophobic Bullying
- Sexual Harassment

### **Procedure for Dealing with Bullying:**

- Bullying, of any kind, will not be accepted or tolerated.

### **Oak Park Church of Christ | Plan to Protect® Policy**

- Any incidents, reports or suspicions of bullying will be acknowledged, reviewed and dealt with appropriately and immediately.
- All incidents, reports or suspicions will be reported immediately to the Ministry Lead.
- Appropriate action will take place based on the situation. Possible actions may also include, but are not limited to:
  1. Notify both sets of parents after each individual incident
  2. Provide a warning that bullying will not be tolerated
  3. If necessary/appropriate, contact and consult with police.
- All attempts will be made to work towards reconciliation and change of behavior with the bully or bullies.
- Counseling and support will be recommended and if at all possible provided for the victim of bullying.

## **2.08 Communication via Social Media, Email and Text Messaging**

Social Media, such as Instagram, Facebook, Twitter, Snap Chat, Tumblr, YouTube, Skype, etc., as well as email and texting, will be used to improve communication, to promote and advertise church activities and to arrange face-to-face meetings. Ministry Personnel will refrain from using Social Media networks for relationship-building or counseling, particularly with Children and Youth.

1. Communication with Children 12 years of age and under is prohibited with the exceptions as stated below.
  - a. Ministry Personnel may communicate with Children via email with written parental permission (Appendix 7), and copying parents/guardians on all emails.
  - b. Ministry Personnel will not initiate contact with Children via text or using Social Media.
  - c. Communication should also be copied to your Ministry Leader or co-worker.
2. Communication with Youth 13 years of age and older via Social Media, telephone and texting is permitted under the following conditions:
  - a. Communication with a Youth via email, text, Instagram, Facebook, Twitter, or other online social networks will be monitored closely and only used with written parental permission. (Appendix 7)
  - b. Ministry Personnel may communicate with Youth via email with written parental permission (Appendix 7), agreeing to copy all emails to parents/guardians.
  - c. Ministry Personnel may contact Youth aged 13-17 via text or Social Media with written parental permission (Appendix 7) and copying another leader on the text, or using a public Social Media option (wall-to-wall, group pages). Communication should also be copied to your Ministry Leader or co-worker.
  - d. Ministry Personnel will limit their online communication with Youth via Social Media to daytime hours (8:00am-11:00pm).
  - e. Online communication will not involve video messaging (FaceTime, Skype, etc.) in any form, unless it is a training post or group conference call approved by the Youth Pastor.

### **Oak Park Church of Christ | Plan to Protect® Policy**

- f. In the rare occasion that a conversation with a Youth moves beyond communication of information, Ministry Personnel will notify their Ministry Lead immediately and submit a copy of the conversation to the Ministry Lead. Ministry Personnel will request the Youth to continue the conversation in person with the Program Lead or his/her designate.
- g. Youth Ministry Personnel will agree to allow the Youth Ministry Pastor, or designate by Senior Pastor, access to their Social Media networks in order to facilitate regular supervision.
- h. Church members, adherents and Ministry Personnel are encouraged to demonstrate and model purity, integrity, transparency and accountability with all communications including those noted above.

## **2.09 Photography and Video Taping**

1. With a desire to capture on film memorable moments at Oak Park Church of Christ, photography and videotaping will be closely monitored by Ministry Leadership. Ministry departments must abide by the following guidelines:
  - a. Photography and videotaping will be done by designated ministry personnel who have been screened and trained in Child/Youth protection procedures;
  - b. For general, public church activities including services where videotaping will be done in the sanctuary and with the church family together it is required that signage be posted notifying those in attendance that the service/activity will be captured on film. Individuals can either stay out of the line of the camera or, if necessary, opt out of the activity/service.
  - c. For all Children and Youth ministry activities and programs, Parental permission must be secured prior to taking photographs of Children and Youth. Parental permission will be secured on an annual basis on the registration forms;
    - i. No photographs of Children or Youth will be taken without prior written approval;
    - ii. No photographs will be posted on Facebook, Instagram, or other online social networks without parental permission and only on sites monitored closely by Oak Park Church of Christ leadership;
    - iii. Photographs of Children/Youth will only be posted on Oak Park Church of Christ's website with written parental permission and will not be named or tagged
  - d. To easily identify Children and Youth that are not to have their picture taken, it is recommended that they be clearly identified with either a sticker on their nametag or with an arm band. All effort should be made to adhere to the Parent's request.
  - e. No photographs will be tagged or labeled with the name of a Child / Youth at any time, including but not limited to bulletin boards, newsletters, websites, and/or church newsletters.
  - f. When archiving and filing photographs and video shots of Children and Youth, only those with written Parental permission can be kept for future use. Written permission forms must be kept permanently on file in the church office. Archived photos should be labeled and cross referenced with Parental permission form.

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## SECTION III

### POLICY ON REPORTING AND RESPONDING TO ALLEGATIONS AND SUSPICIONS OF ABUSE

#### 3.01 Reporting Procedures

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

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

1. For the protection of our Children, Youth and Vulnerable Adults, all allegations and/or suspicions of abuse against Children, Youth and Vulnerable Adults will be taken seriously.
2. Immediately upon hearing of potential abuse or allegations of abuse to a Child or Youth, the Ministry Personnel must complete a Suspected Abuse Report Form documenting all pertinent information (Appendix 11). 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.
3. All forms must be kept permanently unless otherwise directed by legal counsel.
4. Ministry Personnel are requested to notify the Senior Pastor that they will be making a report to Child and Family Services.

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

1. Under Alberta's *Child, Youth and Family Enhancement Act* any person who has "reasonable and probable grounds" to believe that a child is being harmed or in danger of being harmed by their parent or guardian has an obligation to report. This means that if you believe that a child has been abandoned, is being neglected, physically injured, emotionally injured or sexually abused, you need to call so an assessment of the situation can take place. People can be fined under the *Child, Youth and Family Enhancement Act* for not reporting when a child is in need of intervention services.
2. The reporting must be immediate, a direct report, and an on-going report. The report may be done in conjunction with pastoral staff or your immediate Ministry Leader.
3. A report of suspected abuse should be made by calling Alberta's *Child Abuse Hotline* at 1-800-387-KIDS (5437) to speak to a caseworker. For after-hours response call: 1-800-638-0715 and press 1. Alternatively the Calgary Region Child and Family Services office is located at #300, 1240 Kensington Road NW, Calgary and their general office phone number is 403-297-6100.
4. Oak Park Church of Christ requests that when a Ministry Volunteer or staff in the line of duty reports a suspicion of abuse or an allegation of abuse to authorities, that they also notify the Senior Pastor that a report has been made. It is understood that the report is to be kept confidential.
5. If the suspected abuse happened in the context of Oak Park Church of Christ ministries or was committed by a church member or attendee, the Parents of the victim must be notified by the Senior Pastor.
6. If the suspected abuse happened in the context of Oak Park Church of Christ ministries or was committed by a church member or attendee the Senior Pastor or

##### Oak Park Church of Christ | Plan to Protect® Policy

designate must notify Oak Park Church's insurance provider and seek legal counsel upon hearing of a suspected child abuse case.

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

1. No persons, including Pastors and Board members, are to assume the function of assessing, substantiating or investigating the need for intervention or interpretation of suspected child abuse.
2. There must not be any undue interference when a report of child abuse has been filed with child protection authorities or the police. The Senior Pastor or his designate should ask the child protection authorities how they can assist in helping and supporting the investigation and the hurting Child or Youth and their family. The Senior Pastor or his designate should maintain frequent communication and supportive relationships with those suspected or guilty of child abuse as long as these persons exhibit a willingness to listen, change and look to Christ for help. This does not exclude the need for hurting individuals to receive professional counselling.

## **3.02 Response to Allegations**

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

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

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

1. The accused is to be treated with dignity and respect. If the accused is a paid Ministry Personnel, that person will be relieved temporarily of his or her duties until the investigation is completed with arrangements made to either maintain or suspend his or her income until the allegations are cleared or substantiated.
2. It is the responsibility and right of Pastors and the Board to exercise and practice church discipline as outlined in Matthew 18.
3. Pastors will seek opportunity to provide individual care and counsel both for the accused and their family. Pastors and the Board will determine the need for professional assistance and evaluate and designate resources as needed and able.
4. Anyone accused of abuse to Children or Youth will be prohibited from having access to Children or Youth until they are cleared of any and all charges. Clear written

guidelines will be provided to the individual with restricted activities and areas of the church property that they are not permitted to use or be in.

5. Anyone convicted of child abuse will be prohibited from having access to Children or Youth. Pastors may designate an individual to be responsible to be informed whenever the convicted person attends church activities and to accompany the convicted person while on church property. Clear written guidelines will be provided to the individual listing restricted areas and access points on the church property.

### **Media Relations**

1. It is the responsibility of the Senior Pastor, or Chair of the Board if Lead Pastor is unavailable, to be the designated spokesperson to speak on behalf of Oak Park Church of Christ to the media and the public in relation to a suspected child abuse case. All inquiries should be directed to this person, and other individuals should not make comment unless given permission to do so.
2. Public statements must be well prepared and presented under the guidance of legal counsel.

### **Ongoing Investigation**

1. Full cooperation must be given by all parties to civil authorities under the guidelines of legal counsel.
2. At no time should Board members or Pastors either engage in denial, minimization or blame, or admit responsibility, which could prejudice the case or cause increased liability to Oak Park Church of Christ.
3. A confidential follow-up report with conclusions and action taken must be documented by the Senior Pastor, Children's Pastor or Youth Pastor following a report of abuse. This report should be placed in a confidential Ministry Personnel file and kept permanently.
4. It is critical to maintain confidentiality and strictly adhere to a need-to-know basis only.

## **3.03 Response to Church Attendees Convicted of Child Abuse**

### **Covenant Agreement**

When an individual attends Oak Park Church of Christ that is a known to have abused children or youth in the past, and/or has been convicted of crimes against children or youth, the Board and Senior Pastor are to enter into a covenant agreement (Offenders Covenant - Appendix 15) with the individual if they wish to attend Oak Park Church of Christ on a regular basis. The covenant agreement is to be written and signed by the Senior Pastor, and a representative of the Board, and the individual.

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

The Offenders Covenant should include the following:

- When he/she is on the premises there will be at least one (but preferably two) adult chaperons assigned to keep an eye on him/her at all times
- Children and youth ministry areas will be off limits

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- He/she will refrain from attending small groups where families with minors participate, and from forging close friendships with families from the church with minors.
- He/she will not be allowed on the Church property during special Children's events (such as VBS, mid-week Children's/Youth programs, etc.)
- He/she will not be allowed to take pictures while at Church
- When he/she leaves the sanctuary, for example, to use the washroom, one of the chaperons will check the washroom to make sure there are no Children/Youth in the washroom. If there is a Child/Youth in the washroom the chaperon will ask the man/woman to wait until the Child/Youth is done before he/she goes in.

## **Privacy Concerns**

Information regarding this person's convictions should only be disclosed on a need-to-know basis. Unless he/she has a family (i.e., Children that would also be attending the Church) then parents do not need to know, therefore disclosure of this information should be kept to the Board and the Pastors.

## **SECTION IV – APPENDICES**

## Oak Park Church of Christ

### Ministry Personnel Application Form (Adults) for Children, Youth and Vulnerable Adults Ministries

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

#### Personal Information

Full Name \_\_\_\_\_

Address \_\_\_\_\_

Postal Code \_\_\_\_\_ Email \_\_\_\_\_

Phone Number (H) \_\_\_\_\_ (C) \_\_\_\_\_

#### Personal History

Occupation and/or Employer

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Hobbies, Interests or Skills

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## Spiritual History

How long have you attended Oak Park Church of Christ? \_\_\_\_\_

Do you regularly attend (2 or more services a month)? ☐ Yes ☐ No

Have you read and understand the Constitution of Oak Park Church? ☐ Yes ☐ No

Have you been baptized? ☐ Yes ☐ No

Have you signed a Partner Covenant with Oak Park Church of Christ? ☐ Yes ☐ No

In a brief paragraph, please outline your spiritual journey (how you came to know Christ as Saviour and what you are currently doing to grow in your relationship with Him).

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List any gifts, training, education or other qualifications that have prepared you to minister with Children, Youth and Vulnerable Adults.

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## Ministry Information

Churches I attended in the last five years, if other than Oak Park Church of Christ, are as follows:

1. Name of Church \_\_\_\_\_ Phone Number \_\_\_\_\_

Address \_\_\_\_\_

Dates Attended \_\_\_\_\_ Member or Adherent \_\_\_\_\_

2. Name of Church \_\_\_\_\_ Phone Number \_\_\_\_\_

Address \_\_\_\_\_

Dates Attended \_\_\_\_\_ Member or Adherent \_\_\_\_\_

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My present and previous ministry experience is as follows:

1. Name of Church/Organization \_\_\_\_\_

Dates and Description of Ministry \_\_\_\_\_

Pastor or Ministry Supervisor \_\_\_\_\_ Phone # \_\_\_\_\_

2. Name of Church/Organization \_\_\_\_\_

Dates and Description of Ministry \_\_\_\_\_

Pastor or Ministry Supervisor \_\_\_\_\_ Phone # \_\_\_\_\_

### Confidential Information

In order to provide a safe and secure environment for our Children, Youth and Vulnerable Adults, 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. (Police may access this information, under warrant, if requested.) Answering yes to any of the questions may not necessarily preclude your involvement in ministry. Thank you in advance for your understanding.

1. Are there any circumstances involving your lifestyle or background that would call into question your ability to work with Children, Youth and Vulnerable Adults? (e.g. use of illegal substances, etc.) ☐ Yes ☐ No
2. Have you ever been convicted or found guilty of a criminal offense for which a pardon has not been granted (excluding minor traffic violations)? ☐ Yes ☐ No

If yes, please list offence(s) and the date(s) of conviction: \_\_\_\_\_

3. Have you ever been expelled from or had your employment terminated by any organization or employer for assault, violence or impropriety against a Child, Youth or Vulnerable Person (e.g. senior citizen or person with disabilities)? ☐ Yes ☐ No
4. Have you ever been investigated by a Child Welfare Agency or any other organization for suspected child abuse? ☐ Yes ☐ No
5. Have you ever been a defendant or respondent in a civil lawsuit or human rights complaint or other legal proceeding 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 Adults? ☐ Yes ☐ No

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6. Do you have any health concerns which could impact your ability to perform the functions of the volunteer position for which you are applying? (Please note 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 our organization? ☐ Yes ☐ No

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

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### References

Please provide the names of three individuals, excluding relatives, who could provide a reference for you. Include at least one reference from outside the church.

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

Address \_\_\_\_\_

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

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

Address \_\_\_\_\_

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

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

Address \_\_\_\_\_

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

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## Release of Information and Declaration of Intent

I hereby give Oak Park Church of Christ permission to contact the persons named as references to ascertain my suitability for volunteer ministry. I release all such references from liability for any damage that may result from furnishing such evaluations to you.

I give Oak Park Church of Christ consent to verify the information provided herein and to contact the references listed. I waive any right to confidentiality and of any right to pursue damages against Oak Park Church of Christ for losses caused by the reference's response.

I also grant my permission for Oak Park Church of Christ to perform a police records check, for purposes of my protection against any false allegations and for the protection of those I serve. I consent to such an investigation with the understanding that the results will be kept in strict confidence. I agree to adhere to the protection policies as adopted by Oak Park Church of Christ.

I understand that if my character or morals are deemed by Oak Park Church of Christ leadership to be inappropriate and/or criminal at any time during my volunteer service, Oak Park Church of Christ will be entitled to terminate my assistance without express cause or prior notice regardless of any other oral or written statement by Oak Park Church of Christ prior to, at, or following the date of volunteer service.

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

I hereby acknowledge that, to the best of my knowledge, the information contained in this application for volunteer ministry is true and correct. I accept and agree to adhere to the Statement of Faith of Oak Park Church of Christ.

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

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

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

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

Information received is confidential and is being gathered for the purposes of screening Program Personnel and placing them into ministry with Children, Youth and Vulnerable Adults. The information gathered here will be used for the purposes of supporting the ministries at Oak Park Church of Christ.

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## Oak Park Church of Christ

### Statement of Faith and Beliefs

Oak Park Church of Christ is an autonomous congregationally governed body, having Christ as its head (Colossians 1:18), being subject to and in harmony with Him through its Constitution and in unity with all those who are "in Christ." (Galatians 3:26-28)

The Constitution of Oak Park Church of Christ is the New Testament of the Bible.

Oak Park Church of Christ exists to help people become Followers of Jesus who are growing in their love for God, love for others and service to the world. Loving God Above all else we seek to obey the Great Commandment, to love God with "heart, soul, mind and strength"(Luke 10:27). We try to express this in everything we do, from personal and corporate worship to the way we relate to one another.

**Loving God:** Above all else we seek to obey the Great Commandment, to love God with "*heart, soul, mind and strength.*" (Luke 10) We try to express this in everything we do, from personal and corporate worship to the way we relate to one another.

**Loving Others:** Luke 10:27 also tells us to "love our neighbour as ourself", which means we not only love our friends and those close to us, but we also extend that love to strangers, including people in our immediate community, our city, country and even the world. Everyone we meet during the daily course of our lives provides us with a chance to show God's love. We want to love the way Jesus loves!

**Serving the World:** We are on a mission, a journey to bring the Good News of Jesus Christ to a lost, lonely and hurting world. We do this through some very purposeful local and global programs efforts.

## Oak Park Church of Christ

### Ministry Personnel Application Form for Youth Working with Children

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

#### Personal Information

Full Name \_\_\_\_\_ Grade \_\_\_\_\_

Address \_\_\_\_\_

Postal Code \_\_\_\_\_ Email \_\_\_\_\_

Phone Number (H) \_\_\_\_\_ (C) \_\_\_\_\_

Name of Parents \_\_\_\_\_ Phone Number \_\_\_\_\_

Are your parents supportive of your ministry involvement? ☐ Yes ☐ No

If no, please explain

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

Hobbies, Interests or Skills

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

Volunteer Experience and Part-time Jobs

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

## Spiritual History

How long have you attended Oak Park Church of Christ? \_\_\_\_\_

Do you regularly attend (2 or more times a month)? ☐ Yes ☐ No

When did you accept Christ as your Saviour? \_\_\_\_\_

Have you been baptized? ☐ Yes ☐ No

In a brief paragraph, please describe what your faith means to you.

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## Ministry Questionnaire

Describe why you would like to be part of our KidsPark Children's Ministry Team.

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What strengths or assets would you bring to KidsPark Children's Ministry?

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What areas of concern do you have in working with Children?

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Do you see yourself as a team player? Please explain. ☐ Yes ☐ No

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Please list the area of ministry in which you would like to serve.

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**References**

List three adults that you've known for at least one year and who have a definite knowledge of your character and ability to work with Children. You may include one reference from a relative, but must also include references from your Youth Pastor, employer or teacher.

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

Address \_\_\_\_\_

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

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

Address \_\_\_\_\_

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

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

Address \_\_\_\_\_

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

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

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

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

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

Information received is confidential and is being gathered for the purposes of screening Ministry Personnel and placing them into ministry with Children. The information gathered here will be used for the purposes of supporting the ministries at Oak Park Church of Christ.

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## Oak Park Church of Christ

### Ministry Personnel Reference Form

(Name of Volunteer) \_\_\_\_\_ has applied to be a volunteer within 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, Youth and Vulnerable Adults 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:

Oak Park Church of Christ  
11263 Oakfield Drive SW  
Calgary, AB T2W 4M2

Email: office@oakpark.ca

Attention: Office Administrator

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 Children, Youth or Vulnerable Adults to the applicant without any concern, reservation or hesitation?

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6. Do you have concerns regarding this person working with Children, Youth and Vulnerable Adults? If so, please explain.

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Signature \_\_\_\_\_

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

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## Oak Park Church of Christ

### Ministry Personnel Agreement Form and Covenant of Care

I (Name of Volunteer) \_\_\_\_\_ have read, understand and agree to comply with all the *Plan to Protect*® policies and procedures of Oak Park Church of Christ to protect the health and safety of Children, Youth and Vulnerable Adults at all times.

I also acknowledge the importance of safeguarding in all respects all of those to whom we minister especially Children, Youth and Vulnerable Adults by:

- Following all of the directives of the policies;
- Complying with the information given in my training orientation;
- Using appropriate language;
- Showing no bias on account of gender, ethnic background, skin colour, intelligence, age, religion, socio-economic status; and
- Respecting confidentiality and privacy, unless a Child, Youth, or Vulnerable Adult is in danger, in which case I will notify the police or other appropriate civil authority.

Signature \_\_\_\_\_

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

## Oak Park Church of Christ

### Children's Ministry Registration and Consent Form

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

**For the school year 2016/ 2017**

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

Child's Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Address \_\_\_\_\_ P.C. \_\_\_\_\_

Phone Number (H) \_\_\_\_\_ (C) \_\_\_\_\_

Parents' Work Number(s) \_\_\_\_\_

Alberta Health Card Number \_\_\_\_\_

Family Doctor \_\_\_\_\_ Phone Number \_\_\_\_\_

Allergies \_\_\_\_\_

**In case of an emergency, contact** \_\_\_\_\_

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

If yes, please explain:

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Is your Child bringing any medication with him/her?

☐ Yes ☐ No

If yes, please list.

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

In the case of a medical emergency, I/we, the Parents or guardians named below, authorize one of the Oak Park Church of Christ's Pastors or Program Personnel to sign a consent for medical treatment and to authorize any physician or hospital to provide medical assessment, treatment or procedures for the participant named above.

I/we, named below, undertake and agree to indemnify and hold harmless Program Personnel, Oak Park Church of Christ, and its Pastors and Leaders from and against any loss, damage or injury suffered by the participant as a result of being part of the activities of Oak Park Church of Christ, as well as of any medical treatment authorized by the supervising individuals representing Oak Park Church of Christ. This consent and authorization is effective only when participating in or traveling to events sponsored by Oak ark Church of Christ.

### Photos

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

- ☐ Brochures/Promotional material
- ☐ Website
- ☐ Videotaping

- ☐ Church
- ☐ Newsletters

### Purposes and Extent

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

I have read, understood and agree with the above.

Parent Signature \_\_\_\_\_

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

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## **Oak Park Church of Christ**

### **Diaper Changing Procedure**

Parents we encourage you to help us keep the Nursery clean and sanitized. We recommend the following when diapering:

1. Wash your hands.
2. Put on gloves.
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. Remove disposable cover from change table and spray area with bleach solution.
7. Remove gloves, place in plastic bag and dispose of plastic bag.
8. Wash your hands.

### **Hand Washing Hints**

1. Wash hands with running water and soap.
2. Wash front and back of hands – don't forget between the fingers.
3. Wash hands for 15 – 30 seconds.
4. Dry hands with disposable towel.
5. Turn off faucet with disposable towel.

# Oak Park Church of Christ

## Youth Ministry Registration and Consent Form

Information received is confidential and is being gathered for the purposes of serving your Child while in the care of Oak Park Church of Christ. Any medical information collected here serves to authorize Oak Park Church of Christ, and its Staff and Volunteers, to obtain medical assistance in emergencies. This form should be completed annually by the Parent / Care Giver.

Student's Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Address \_\_\_\_\_ P.C. \_\_\_\_\_

Phone Number (H) \_\_\_\_\_ (C) \_\_\_\_\_

Parents' Phone Number(s) \_\_\_\_\_

Alberta Health Card Number \_\_\_\_\_

Family Doctor \_\_\_\_\_ Phone Number \_\_\_\_\_

Allergies \_\_\_\_\_

**In case of an emergency, contact** \_\_\_\_\_

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

If yes, please explain:

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

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

If yes, please list.

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

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

### Oak Park Church of Christ | Plan to Protect® Policy

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In the event of a medical emergency, I/we, the Parents or guardians named below, authorize Oak Park Church of Christ's Pastors or Youth Ministry Personnel to sign a consent for medical treatment and to authorize any physician or hospital to provide medical assessment, treatment or procedures for the participant named above.

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

### Communication:

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

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

- ☐ Social Media Networks  
☐ Text messages

### Photos

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

- ☐ Brochures/Promotional material  
☐ Website  
☐ Videotaping

- ☐ Church  
☐ Newsletters

### Purposes and Extent

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

### Parent / Guardian Options

I have read, understood and agree with above and sign it to cover all Youth Ministry activities for the program year effective as stated below. A separate Informed Letter of Consent will be sent home for off-site activities and activities of elevated risk.

Parents'/Guardian Signature \_\_\_\_\_

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

This permission form is effective: DATE \_\_\_\_\_ to \_\_\_\_\_

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# Oak Park Church of Christ

## Trips and Off-Site Travel Form

Group \_\_\_\_\_

Destination \_\_\_\_\_ Contact Number \_\_\_\_\_

Departure		Return	
Date		Date	
Time		Time	
ETA		ETA	

Driver's Name	Vehicle

Leader's Name	Phone Number

Student's Name	Phone Number

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## Oak Park Church of Christ

### BloodBorne Pathogens and Infectious Diseases

The following is a compilation of guidelines on dealing with blood borne pathogens (any microorganism or virus that can cause disease that is carried through the blood) and infectious diseases.

Studies of school and residential settings reflect a parallel between the inefficiency of transmission of bloodborne pathogens and the extent to which risk is adequately controlled by common hygienic measures. Children who have bloodborne pathogen infections should not be excluded from children's ministries activities. There is no reason for excluding Children who do not exhibit aggressive behaviour and who do not have medication conditions facilitating transmission. The benefits of an unrestricted setting outweigh the risk of the Child acquiring harmful infections. The risk of transmitting the virus to others is almost nonexistent.

1. Common infectious diseases may be contracted from dirt and waste encountered in ministry areas. Wash your hands with soap and running water at regular intervals throughout the day.
2. All bodily fluids must be treated as though they are infectious, as blood borne pathogens could be present in any Child. Confidentiality laws may prevent you from knowing those infected with the HIV (virus that causes AIDS) or AIDS virus. By treating all bodily fluids as infectious, you protect not only yourself, but others.
3. Non-latex gloves are required when handling any discharges from another person's body particularly body fluids containing blood. Hands must be thoroughly washed with soap and running water when finished.
4. Ministry Personnel who are exposed to an infected Child's body fluids and excrement should know procedures to follow to prevent transmission. Disposable diapers should be used and soiled diapers should be placed in a plastic bag before discarding. Feces can be flushed down the toilet. Non-latex gloves should be worn if open sores are present on the caregiver's hands. Any open sore on the infected child should also be covered. Hands should be washed after exposure to blood and body fluids and before caring for another Child.
5. Contaminated disposable non-latex gloves and other contaminated materials should be disposed in plastic-lined waste containers.
6. You need to develop an awareness of situations or dangers that may put you or others at risk. For instance, do not pick up broken glass with bare hands but use a brush and dustpan instead. You need to avoid punctures with objects that may contain blood from others. Carefully dispose trash that contains sharp objects. Use containers that cannot be broken or penetrated.
7. Surfaces that have blood or other potentially infectious materials containing blood on them must be cleaned with an approved disinfectant or a 1:10 solution of liquid household bleach and water. This disinfectant must be mixed daily and must sit for ten minutes before use.

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

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

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

#### **Sources:**

Preventing the Transmission of Bloodborne Pathogens in Healthcare and Public Service Setting, Canada Communicable Disease Report – Supplement V23S3, May 1997

Guidelines Regarding Children and Infants with AIDS, Love in Action, Annapolis, MD

Universal Precautions, Alliance Academy, Quito Ecuador

# Oak Park Church of Christ

## Incident Report

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

Child/Youth Name/s \_\_\_\_\_ Phone Number \_\_\_\_\_

Address \_\_\_\_\_

Nature of Injury/Incident

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

Incident Date \_\_\_\_\_ Incident Time \_\_\_\_\_

Incident Location \_\_\_\_\_ Event Title \_\_\_\_\_

All Leaders Present \_\_\_\_\_

What happened?

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

Why did it happen?

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

What action was taken?

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

Contacted Parents ☐ Yes ☐ No

Parents' Response:

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

Leader's Name \_\_\_\_\_ Signature \_\_\_\_\_

Witness Name \_\_\_\_\_ Signature \_\_\_\_\_

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## Oak Park Church of Christ

### Suspected Abuse Report Form

Date \_\_\_\_\_ Name of Child/Youth \_\_\_\_\_

Age of Child/Youth \_\_\_\_\_ Grade \_\_\_\_\_ Birthdate \_\_\_\_\_

Address \_\_\_\_\_

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

Parents' Names \_\_\_\_\_

Siblings' Names \_\_\_\_\_

Name of Person Filing Report \_\_\_\_\_

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

Name of Social Worker \_\_\_\_\_ Phone Number \_\_\_\_\_

Name of alleged perpetrator \_\_\_\_\_ ☐ M ☐ F

Relationship between suspected victim and alleged perpetrator \_\_\_\_\_

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

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

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Action taken (including date and time)

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If a Child/Youth is reporting:

What did the Child/Youth say? (Give quotes where possible.)

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What was your response?

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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.

**To Be Completed by Program Leader/Pastor (separately from Appendix 11)**

Date \_\_\_\_\_

Date of Suspected Abuse Form (Appendix 11) being addressed \_\_\_\_\_

Name of Chld/Youth \_\_\_\_\_

Age of Child/Youth \_\_\_\_\_ Grade \_\_\_\_\_ Birthdate \_\_\_\_\_

Address \_\_\_\_\_

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

Details as reported to you:

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Conclusions:

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Action taken (including dates and times):

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Senior Pastor's Signature \_\_\_\_\_

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

The above information will serve as a guide and will be necessary if a formal report is filed with the police or appropriate government agency. All information received is to be kept STRICTLY CONFIDENTIAL and not shared with anyone or influenced by anyone.

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# Oak Park Church of Christ

## Letter of Informed Consent

To be used for all off-site trips and activities of increased risk.

Participant Name(s): \_\_\_\_\_

Activity: \_\_\_\_\_

Date of Activity: \_\_\_\_\_

Details of the Activity: *(include location, time, sleeping arrangement, mode of transportation, driver, activities upon arrival, ratios of Child/Youth to staff, explanation of any and all risk which the students will be participating in i.e. rock climbing/bungee jumping/white water canoeing, etc)*

Special Information: *(recommended clothing, such as a hat; required supplies, like sunscreen, bag lunch, etc.)*

Dear Parent:

We are planning an activity as part of our programming that requires your permission prior to participation. We have provided you the details of the activity and request that you complete and sign the permission form. Please note that all physical activities have risks. The safety of your Child is our primary concern. Precautions will be taken for their wellbeing and protection.

The risks associated with the activity include but are not limited to: *(list risks associated with these activities)*

### Permission Form and Consent:

Participant's Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Parents' Work or Cell Number \_\_\_\_\_

Health Card Number \_\_\_\_\_

Family Doctor \_\_\_\_\_ Phone Number \_\_\_\_\_

**In case of an emergency, contact** \_\_\_\_\_

I voluntarily agree and consent to the participation of my/our Child(ren) in this supervised activity.

While every precaution is taken for the safety and good health, some sports and activities carry with them the inherent risk of personal injury beyond the risks associated with many of the recreational activities at Oak Park Church of Christ. I/we understand that I am exposing my Child to inherent risks and hazards. I accept all these risks and hazards and agree that by allowing my Child to participate in those activities, and acknowledge that I will be responsible for any injury or other loss which may occur during my Child's participation of these activities.

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In the event of a medical emergency, I/we, the Parents or guardians named below, authorize Oak Park Church of Christ's Pastors Personnel to sign consent for medical treatment and to authorize any physician or hospital to provide medical assessment, treatment or procedures for the participant named above.

I/we, named below, undertake and agree to indemnify and hold blameless Oak Park Church of Christ, its Personnel, its leaders and Board from and against any loss, damage or injury suffered by the participant as a result of being part of the activities of Oak Park Church of Christ, as well as of any medical treatment authorized by the supervising individuals representing Oak Park Church of Christ. This consent and authorization is effective only when participating in or traveling to events of Oak Park Church of Christ.

I have read, understood and agree with above.

Activity: \_\_\_\_\_

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

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

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

Witness Printed Name \_\_\_\_\_

**Oak Park Church of Christ | Plan to Protect® Policy**

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## Oak Park Church of Christ

### Confidentiality Agreement

*Note: it is recommended that a confidentiality statement be signed by all employees and volunteers - whether that clause is in their employment agreement or in a separate confidentiality agreement.*

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

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

Name \_\_\_\_\_

Signature \_\_\_\_\_

Witness Name \_\_\_\_\_

Signature \_\_\_\_\_

#### Oak Park Church of Christ | Plan to Protect® Policy

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## Oak Park Church of Christ

### Medication Authorization Form

Child's Name: \_\_\_\_\_

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

Name of Medication: \_\_\_\_\_

Dosage: \_\_\_\_\_

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

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Storage Instructions: \_\_\_\_\_

Administration Instructions: \_\_\_\_\_

**STOP** the medication/treatment if: \_\_\_\_\_

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

Parent Name: \_\_\_\_\_

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

Name of Medication: \_\_\_\_\_

[illegible]

## Page 67 of 69

# Oak Park Church of Christ

## Offenders Covenant

(adapted from *Smart Justice* with permission)

Dear \_\_\_\_\_,  
(name of Offender)

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

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

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

next page...

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

\_\_\_\_\_  
(Covenant Partner #1)

\_\_\_\_\_  
(Covenant Partner #2)

\_\_\_\_\_  
(Covenant Partner #3)

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

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

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

Offender's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Senior Pastor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Board Member's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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