

"POLICIES TO PROTECT & NURTURE"



Southwood
community church

Children's Ministry Department

**COMPREHENSIVE POLICIES AND PROCEDURES FOR PARENTS, CHILDREN'S
MINISTRY HELPERS AND STAFF**

ADOPTED BY THE ELDERS COUNCIL AUGUST, 2004

INTRODUCTORY REMARKS

The mobilization of helpers for ministry is essential to a healthy, growing church. Scripture teaches that God has equipped every believer for ministry in, or through, the Church. When everyone in a church is doing his or her part, a church normally grows spiritually and numerically (Ephesians 4:16). Therefore, a healthy church utilizes a large number of helpers in a variety of ways both within and outside the church.

Encouraging believers to get involved in church ministries is a spiritual exercise which benefits the individual and the church. Church leaders have been given the assignment “to stimulate one another to love and good deeds.”

The following Scriptures must be kept in mind as the following paper is read:

Avoid every kind of evil. 1 Thessalonians 5:22

But among you there must not be even a hint of sexual immorality...because these are improper for God's holy people. Ephesians 5:3

But if anyone causes one of these little ones who believe in me to sin, it would be better for him to have a large millstone hung around his neck and to be drowned in the depths of the sea. Matthew 18:6

If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses. If he refuses to listen to them, tell it to the church; and if he refuses to listen even to the Church, treat him as you would a pagan or a tax collector. Matthew 18:15-17

PURPOSE STATEMENT

Every local church, regardless of its size, should understand the need to maintain child security. When parents bring their children to our classrooms, we are responsible for their safety and security until they are once more in the care of the parent.

We are also committed to providing a fulfilling environment for the adults and teens that help minister to our children. In light of these goals, we have developed these procedures for the protection of our children and training of our helpers. Parents and children's ministry helpers are expected to abide by, and be familiar with the most recent addition of this policy manual, prior to serving or placing a child in the children's ministry programs.

CLASSROOM/MINISTRY ENVIRONMENT

1. WE ARE COMMITTED TO AGE APPROPRIATE MINISTRY

Children should attend the class designed for their age, grade or developmental level. On or about the second Sunday of September we will have a special Promotion Sunday to advance children to another class. At the sole discretion of the Ministry Team Leader, children may be placed in a class appropriate to their age, grade or developmental level.

2. DISCIPLINE AND CLASSROOM MANAGEMENT

While we recognize that there are a variety of approaches and perspectives on child discipline, all parents who place their children in our children's ministry give implied consent to the policies in this manual.

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

Preventative Discipline Policies

- To create a loving, caring atmosphere.
- Arrange your environment for children and for learning.
- To gain respect you must grant respect.
- 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.
- Be aware of children with special needs.

Remedial Discipline Policies

- Try to deal with the problems individually.
- Explain to the child why the behavior is unacceptable.
- Redirect the child to positive action.
- The child is given two warnings; on the third warning a time-out will be given. The child will sit on a chair facing the class a little distance away from others. Once the child has settled down, the teacher or helper will ask the child if he is ready to join the rest of the class.
- Parents will be notified of behavioral problems.
- If the child persists the parent will be notified to remove the child from the classroom.
- A child will never be physically disciplined.

Classroom Management Suggestions for Helpers

- When the helper wants the children's attention, hands are raised and mouths are closed.
- Helpers are to require children to obey instructions the first time.
- Helpers are to instruct the children that they must respect each other.
- Helpers should encourage children to visit the washroom before class/program begins.

Special Considerations for Nursery Helpers

- Nursery staff are to arrive at least 30 minutes early.
- Every effort should be made to settle crying children. If a child can not be settled in a reasonable length of time and/or if the crying seems to be triggering other children to do the same, the child's parents are to be notified unless the parent states otherwise.
- Staff are to remain in the nursery until all of the children have been picked up by their parents and the clean-up is complete.
- Any accident involving a child must be reported as an incident report and reported to the parents and the Ministry Team leader.
- Be aware of small toys/objects which could present a choking hazard.
- Do not allow children to play near doorways.
- A child is only to be released to the person on the sign in/ sign out sheet.
- Be aware of children exchanging soothers, bottles or cups.

An Incident Report

Behavioral incidents involving removal of a child from a classroom are to be submitted to the Ministry Team Leader immediately after an incident occurs. (See appendices)

ABUSE POLICIES

1. DEFINITIONS OF ABUSE

Abuse means physical, sexual or emotional maltreatment of a person. Some definitions of terms follow:

Physical abuse means any physical force or action which results in or may potentially result in a non-accidental injury to a child and which exceeds that which could be considered reasonable discipline.

Sexual abuse means any sexual exploitation of a child whether consensual or not. It includes touching of a sexual nature and sexual intercourse, and may include any behavior of a sexual nature toward a child. In determining whether behavior is of a sexual nature, one should ask whether a reasonable observer, looking at the behavior in its context, would conclude that it is. This would exclude normal affectionate behavior towards children and normal health or hygiene care.

Sexual activity between children may constitute sexual abuse if the difference in age or power between the children is so significant that the older or more powerful child is clearly taking

sexual advantage of the younger or less powerful child. This would exclude developmentally appropriate sexual activity between children where there is no significant difference in age or power between the children.

Emotional abuse means acts or omissions of those responsible for the care of a child which are likely to produce long term and serious emotional disorder. This might include effects such as non-organic failure to thrive; developmental retardation; serious anxiety, depression or withdrawal; or serious behavioral disturbance.

Child abuse is defined as a non-accidental physical or mental injury or mistreatment caused by the acts or omissions of the child's parents or caretakers. Along with the above aspects child abuse may also include neglect.

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

(Reference: Inter-ministry Child Abuse Handbook Province of British Columbia, 1988, pages 10 & 11)

Children have neither power nor property. Voices other than their own must speak for them. If those voices are silent then children who have been abused may lean their heads against windowpanes and taste the bitter emptiness of violated childhoods.
– Justice Francis T. Murphy (1985)

2. DEFINITIONS OF TOUCHING

Touch is an essential responsibility in nurturing lives. Be aware and sensitive to differences in sexual development, cultural differences, family backgrounds, personalities and special needs. Physical contact with children should be age and developmentally appropriate.

Proper Display of Affection

Appropriate Touch

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

- Speak to the child at eye level and listen with your eyes as well as your ears.
- Hold the child's hand when speaking, listening or walking him to an activity.
- 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.
- Gently hold the child's shoulder or hand to keep his attention while you redirect the child's behavior.
- Hold a young child who is crying.
- All touch should be done in view of others.

Inappropriate Touch

The following types of touch must be avoided:

- Kissing or coaxing a child to kiss you.
- Extended hugging and tickling.
- Touch a child in any area that would be covered by a bathing suit except when assisting a child with toileting as outlined previously.
- Carrying older children or having them sit on your lap over 4 years of age.
- Being alone with a child.
- Avoid prolonged physical contact.

3. SYMPTOMS OF ABUSE

Church workers and staff should be alert to the physical signs of abuse and molestation, as well as to behavioral and verbal signs that a victim may exhibit.

Physical signs may include:

- lacerations and bruises
- nightmares
- irritation, pain, or injury in the genital area
- difficulty with urination
- discomfort when sitting
- torn or bloody underclothing
- venereal disease

Behavioral signs may include:

- anxiety when approaching church nursery
- nervous or hostile behavior toward adults
- sexual self-consciousness
- “acting out” sexual behavior
- withdrawal from church activities and friends

Verbal signs may include:

- I don't like [a particular church worker]
- [a church worker] does things to me when we're alone
- I don't like to be alone with [a church worker]
- [a church worker] fooled around with me

4. EFFECTS OF CHILD SEXUAL ABUSE

Child sexual abuse robs children of their childhood and can potentially scar its young victims for life. Too often in the past, the effects of abuse were minimized or dismissed. Children were viewed as being resilient. Recent research has shown that children can suffer significant pain from even a single abusive incident. Church members must be aware of the pain and long term suffering that can accompany such abuse. Abused children can display a wide range of negative symptoms in the aftermath of abuse. Abuse can result in abnormal fears, post traumatic stress disorder (PTSD), aggressive behavior, sexual “acting out”, depression, diffused sexual identity, and poor self-esteem. (Ksendall-Tackett, Williams, and Finkelhor, 1991) The incidence of sexually transmitted disease is also a possible outcome.

The personal violation of child sexual abuse causes the victim to experience many losses...including loss of childhood memories, loss of healthy social contact, loss of the opportunity to learn, loss of bodily integrity, loss of identity and self-esteem, loss of trust, loss of

sexual maturity, and loss of self-determination. All of these personal violations mean that victims of child sexual abuse lose the child's right to a normal childhood. In adulthood it may also mean the loss of the capacity to appreciate sexual intimacy as nurturing, holy and loving. (The Report of the Winter Commission, 1990, Vol. 1, p.118)

The degree of damage depends upon several factors including the intensity, duration and frequency of the abuse. In addition, the relationship of the perpetrator to the child matters. If the abuser is a known and trusted authority figure in the child's life, the degree of impact increases dramatically.

Consequences of child sexual abuse can plague victims into adulthood. Outcome studies of adult survivors of child sexual abuse suggest the following effects:

- sexual dysfunction
- eating disorders
- substance abuse
- promiscuity
- disassociation from emotions
- possible perpetration of sexual abuse on others

When church people perpetrate the abuse, lifelong religious confusion and deep feelings of enmity toward God and the church can occur.

HELPER RECRUITMENT PROCEDURES

Helpers will be recruited by the Ministry Team Leader or Elders Council helping to administer a particular program. A "helper" refers to any teacher, care giver, craft coordinator, or person ministering to children.

1. SCREENING

All names of potential helpers will be brought to the Ministry Team Leader or Elders Council before they are individually approached regarding a ministry assignment. If any of these people know of reasons why a person would not be suitable for a helper position, further investigation will take place and a final approval, or denial, of the name will be made.

If screening is not done properly, the church's liability insurance policy may exclude or limit coverage for acts of molestation. Reducing this risk is worth whatever inconvenience might be generated in implementing a screening process.

2. RECRUITMENT

Ministry Helper Application Form

In cases where children, youth or developmentally disabled adults are to be supervised by helpers, a formal confidential application, "Ministry Helper Application Form" (See appendices) will be filed by the helper before final approval is considered.

The Ministry Helper Application Form is critical in protecting the church from legal action if a case of child abuse occurs in which a church helper is involved. To be immune from liability in

child abuse cases, the church must show evidence that it has taken reasonable action in checking out the helpers it uses in working with children, youth or developmentally disabled adults. The courts will look for a process by which a church screens helpers before engaging them in service. A court can find a church legally liable if the church is less than systematic and therefore negligent in screening helpers. By having every helper fill out a confidential Ministry Helper Application Form and keeping these forms on file, and updating them regularly, the church greatly reduces its liability in child abuse cases.

Interview

An interview with the Ministry Leader is an opportunity to review the items on the Ministry Helper Application Form. Follow up questions may be asked for clarification and to allow the helper to understand the scope of the position to be filled and the time commitment required. (See appendices)

Criminal History Check

A Criminal Record Check (CRC) will be made for any approved helper who accepts a ministry position. The cost will be borne by the church. All paid staff will also submit to a CRC for their own protection and for the protection of the church. All records will be placed in a personnel file set up for that purpose and will be considered confidential, accessible only to the Ministry Team Leader and Elders Council. Any individual who will not submit to this procedure will be ineligible to be involved with children on behalf of the church. Minors under 16 years of age are exempt from the CRC.

If there is no criminal record of any sort, the helper may be considered for ongoing service in the church. If there is a record or information that raises some concern, the designated Ministry Team Leader will meet with a pastor/elder to discuss the matter.

New workers may begin working for the church provided they can give evidence of having applied for a CRC. The grace period will not exceed 120 days.

Policy Manual Training

It is the responsibility of the church to ensure that all helpers and paid staff understand and have reviewed the definitions of abuse and the procedures in this manual to prevent incidences from occurring.

CLASSROOM STANDARDS AND RATIOS

Southwood Community Church desires to provide a safe, loving classroom where the child feels comfortable and learning can take place. Workers should always conduct themselves in a godly manner, being an example of obedience, respect and honesty to young believers. Therefore, the following standards shall apply:

- There will be a minimum of 2 approved helpers in any room with children, except in the event of an emergency. This standard not only assists in providing a safe and loving classroom, it also provides helpers with more encouragement, creativity and flexibility, as well as providing a gift-mix in each classroom that makes for a richer teaching environment.
- Classroom doors must remain open, or have a window that allows for a full view of the classroom.
- The use of adult helpers over the age of 18 is recommended. Helpers between the ages of 11 and 18 must be coupled with an adult.
- Teachers and Helpers are expected to follow the schedule provided by the Team Leader. If one or both of the leaders are not able to be present on their given Sunday, each is responsible to switch in advance with another approved helper.
- Teachers/helpers are expected to commit to a one year, renewable term. This provides consistency for the children and allows the Team Leaders to plan ahead for anticipated helper shortages. If a helper must withdraw from the ministry sooner, a month's notice is requested.
- When it is necessary that only one adult teacher be in a room with children (i.e. worker leaves room to take children to the washroom), the door of the room will remain slightly open.
- Team Leaders will make regular visits to be sure classes are properly staffed and supervised.

RECORD KEEPING PROCEDURES

All helpers working with children must wear their nametag which identifies them to parents and newcomers. Children should also wear a name tag to identify them to new helpers and new children. All teachers and helpers are required to arrive at their classrooms a minimum of 30 minutes prior to start time.

1. RECEIVING AND RELEASING CHILDREN

Preschool

- A sign-in and sign-out sheet will be provided for all preschool programs. This sheet will include each child's name, parents' name and allergies. Space will be provided for parents to list any special needs. A sign-in and sign-out column for the parent to initial will be included on this form.
- Preschool children will only be released into the care of the child's parent or designate. This is done only on the basis of a signature.
- Parents are not permitted to enter the nursery or classroom when picking up their child unless requested to do so. Any mother who needs to nurse her child, or a parent who wishes to stay with their child to help them adjust, must gain permission from an on-duty helper. This enables the staff to maintain order and provide a better level of security.

Elementary

- A sign-in and sign-out sheet will be provided. For younger elementary children (up to age 6) and for newcomers, children will stay in the classroom until the parent or designate comes to pick them up.
- As the older elementary children (ages 7-11) are dismissed, helpers should ask on an informal basis whether the child knows where to find his parent. If the child seems uncertain, be sure to keep them in the classroom.

WASHROOM PROCEDURES

1. NURSERY

- A child's diaper is to be changed as necessary during the nursery session.
- Diaper changing area should be located where at least one other helper can view the changing procedure.
- It is recommended that the adult volunteers be assigned to change diapers.
- Hands should be washed after each diaper change

2. PRESCHOOL

- We request that parents take their children to the washroom prior to each class or service.
- Helpers are never be alone with one child in an unsupervised washroom and never go into the cubicle with a child and shut the door.
- If preschool children need assistance in the washroom, an adult helper may enter the washroom cubicle to assist under the following guidelines:
 - (1) The helper must stand in the open cubicle doorway.
 - (2) We suggest that only women assist both girls and boys in the washrooms. For the protection of our male volunteers from false accusations, it would be wise for men to avoid assisting boys or girls of any age in the washrooms.
 - (3) Wet diapers or training pants will not be changed in the preschool classroom. Diapers will only be changed if messy. Parents should provide adequate change of clothes in case of an accident.

3. ELEMENTARY

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

HEALTH AND SAFETY POLICIES

1. SICK CHILDREN

A child who is ill and could therefore expose other children and workers to illness should not be received into the nursery or classroom. Some signs of illness include unusual fatigue or irritability, excess coughing or sneezing, runny nose and/or eyes (with yellow or green discharge), fever, vomiting, diarrhea, inflamed mouth and throat. Any child with a known communicable disease or on antibiotics for less than 3 days should not be received into the nursery or classroom.

2. EMERGENCIES

- Any accident resulting in injury should be reported to the ministry leader in charge and an incident report must be filled out (found in the attendance book). Parents will then be notified. Do not attempt to handle serious or anything questionable on your own. Send someone for help. Do not move an injured child.
- Workers are not to give or apply any medication. If a child needs medication, the parent must give it. No medication will be left in the classroom or with a worker or child. In extreme cases (i.e. peanut allergies, ventilators, etc.) arrangements should be made with written instructions and the permission of the child's parent.
- First Aid boxes will be kept on hand and all workers are to review the location and contents quarterly.

3. CLEANLINESS

Sanitize the child care areas weekly. Regularly clean all surfaces, toys, tables, trays, bedding, bibs and doors. Toys used by children with colds, etc. are to be washed and cleaned each week.

SPECIAL EVENTS and OVERNIGHT POLICIES

Teachers are encouraged to have special class activities in their homes, plan social activities and involve their pupils in field trips and service projects. The following precautions need to be taken with these activities:

1. FIELD TRIPS AND SPECIAL EVENTS

- Activities conducted away from the church property should be pre-approved by the church leadership.
- Parents should be notified at least one week prior to the outing.
- Proper written consent and medical release forms are required for each child participating in field trips and special events (See appendices).
- All trips and outings must be supervised by a minimum of 2 approved adult leaders.

- Check your church insurance policy to be sure that liability coverage includes off-premise activities.

2. OVERNIGHT EVENTS

- Overnight events must be pre-approved by church leadership.
- Proper written consent and medical release forms are required for each child. (See appendices)
- Each leader should have an assigned group of children for whom they will be responsible.

3. EMERGENCY EXITS

- An emergency exit plan with maps and procedures should be visible in each classroom.
- All workers need to be familiar with the emergency exit plan.
- Procedures should be reviewed semi-annually for fire emergencies.

INCIDENT REPORTING PROCEDURES

“Every person who believes on reasonable grounds that a child is or may be in need of protection must report promptly the belief and the information upon which it is based to a Children’s Aid Society.”

“A professional who in the course of his/her duties with respect to a child has reasonable grounds to suspect that a child is or may be suffering or may have suffered abuse shall report forthwith the suspicion and the information upon which it is based to a Children’s Aid Society.” – Child and Family Service Act.

Failure to report in these circumstances is an offence. A person who knowingly fails to make such a report is in violation of the law and may be found to have committed an offence.

If any person has any concerns regarding the safety of a child, it should be reported immediately to the ministry leadership of the church. The appropriate elder should then work with the informant to document the concern and contact the local Department of Social Services (Children’s Aid Society).

Anticipated Abuse:

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

Historical Abuse:

Abuse or neglect that occurred in the not very recent past, must be reported wherever there are reasonable grounds to believe that a child may be in need of protection. If the alleged offender is in regular contact with a child or children, irrespective of whether it is the same child or children abused in the past, there may be grounds to believe that the child or children are at risk

based on the offender's past behavior. It is particularly vital to report these cases where the alleged abuser is in a position of trust concerning children, such as a teaching position.

1. DISCUSS SUSPICIOUS BEHAVIOUR IMMEDIATELY

Any inappropriate conduct or relationships between adult helpers and a youth or child must be confronted immediately and investigated. Prompt warnings must be issued when appropriate, and the situation monitored very closely. Ministry leaders should note when a youth or child appears aloof or withdrawn, or exhibits a marked personality change. This may indicate a problem that deserves attention. *Note: Some conduct just deserves counsel and advice from a supervisor while other conduct requires reporting.*

2. WHEN A LEGITIMATE ALLEGATION OCCURS

Document all efforts at handling the incident. (See Appendices)

Communicate the incident immediately through the designated Ministry Leader to those who need to be informed within the church (e.g. Program Director, Lead Pastor, Chief Officer). At this point the church's lawyer should be contacted to determine the best course of action. Do not try to handle such an incident without professional outside assistance. The accused should also consider legal counsel.

3. CONFIDENTIALITY

In these matters it is important to keep the information restricted to those who need to be advised. Suspicions of abuse should therefore only be reported to the designated Ministry Leader and Elders Council. It becomes that person's responsibility to contact the local Children's Aid Society.

4. RESPOND TO THE CHILD

When the child first comes, be sure to take his or her word seriously. Do not deny the problem, but stay calm and listen to the child. Give emotional support, reminding the child that he or she is not at fault. Tell the child that he or she was right in disclosing the problem. Do not promise the child that no one will be told. Employees/helpers should never interview the child in detail or suggest to the child that they have been abused.

5. REPORT FOLLOW-UP

A confidential written report (see appendices) with conclusions, action taken, and recommendations for follow-up action if appropriate, should always be made by the Ministry Leader following an incident. These reports are to be kept in a confidential file with records of the workers' applications, references and screening forms. Records should be kept for seventy-five (75) years.

6. CHURCH FOLLOW-UP AND DISCIPLINE

If it is found that child abuse by a ministry partner of the church has taken place, the church will practice discipline according to its General Operating Bylaws.

LIFESTYLE

In order to provide a safe and secure environment for our children, we believe it is necessary to include the following questions as part of our application process. All information will be kept strictly confidential. (Police may access this information under warrant, if requested.) Answering "yes" to any of the questions may not necessarily preclude your involvement in ministry. A meeting will be arranged with a Pastor so that you may discuss the circumstances. Thank you in advance for your understanding.

If any of the following circumstances apply to you, please check here _____

- Have been convicted of a criminal offense involving children.
- Have been convicted of a sexually related or abuse related crime.
- Have been hospitalized or treated for alcohol or substance abuse.
- Have any communicable disease.
- In treatment for any form of mental illness.

Do you have any physical conditions that would prevent you from performing certain types of activities (lifting children, playing sports)? If so, explain:

REFERENCES

Please provide the names of three (3) individuals, excluding relatives, who could provide a reference for you. If you are a minor, you may use the name of a parent and/or teacher.

1. Name of Reference _____
Address _____ Phone _____
2. Name of Reference _____
Address _____ Phone _____
3. Name of Reference _____
Address _____ Phone _____

APPLICANT'S STATEMENT

I hereby acknowledge that the information contained in this application is correct to the best of my knowledge. I authorize any references or churches listed in this application to give Southwood Community Church any information they may have regarding my character and fitness for children's ministry, and I release all such references from liability for any damage that may result from furnishing such evaluations. I also grant my permission for the Church to perform a personal Criminal Record Check for the purpose of my protection against any false allegations and for the protection of those I serve. I further agree to adhere to the child protection policies as adopted by the Church.

Applicant's Signature: _____ Date: _____

Applicant's Name (please print): _____

Appendix B: REQUEST FOR CRIMINAL RECORDS CHECK AND AUTHORIZATION

I hereby request the _____ Police Department to release any information which pertains to any record of convictions contained in its files or in any criminal file maintained on me whether municipal, provincial or federal, including other jurisdictions. I hereby release said Police Department(s) from any and all liability resulting from such disclosure.

Applicant's signature: _____

Applicant's name: _____ (Please print)

Maiden name: _____ (Please print)

All alias names: _____ (Please print)

Date of birth: _____ Place of birth: _____

Social Insurance Number: _____

Date: _____

Record sent to:

Southwood Community Church Administration Centre
Attn: Children's Ministry Team Leader
5050 Walker Rd, Windsor, ON, N9A 6J3
Canada

Appendix C: MINISTRY LEADER HELPER INTERVIEW FORM

(A Reference Check is usually done by telephone, but personal conversation or a letter are alternate methods.)

Sample Conversation:

“Hello, this is _____. I serve on the Children’s Ministries Team of Southwood Community Church. Like many churches today, we have a screening policy for all of the people who help with our children on Sunday and other programs. I am calling regarding _____ (name of applicant) who has listed you as a personal reference.”

1. How long have you known him/her? _____
2. In what relationship? _____
3. S/he indicated on the application that s/he had attended your church in _____ and taught children for _____ years at _____ age level. Can you verify this information? _____
4. Would you have any reservations about _____ working with children?

“Thank you very much for your help.”

Date of Contact: _____

Person making the contact: _____

Summary of Contact: _____

Record all information and include this form in the personnel file of this applicant.

Appendix D: FOR MINISTRY LEADERS DURING INTERVIEW OF POTENTIAL HELPERS

A COMPLETED Ministry Helper Application form for ministries to children must be in hand to allow for reference checks and review prior to the interview.

1. Has anyone explained the types of children’s ministries which we provide as a church and which might provide you with an opportunity for volunteer service?

YES ___ NO ___

2. What prompted you to be interested in the ministry which you identified on your Ministry Helper Form? _____

3. Would you be willing to be trained for that ministry?

YES ___ NO ___

4. Have the potential helper review his/her spiritual journey and compare responses with those indicated on the Spiritual History of the Ministry Helper Application Form. Note any significant omissions or questions which arise:

5. Review the items listed under Confidential Information on the Ministry Helper Application Form and note any significant omissions or questions which arise:

6. Ask the potential helper about his/her relationship with each reference listed on the Ministry Helper Application Form.

7. On what date would you be available? _____

8. What is the minimum length of your commitment? _____

Date of Interview _____ Signature _____

Appendix E: WAIVER & MEDICAL RELEASE FORM
(For Field Trips and Special Events)

Activity: _____ Date: _____

Chaperones: _____

Name of Child: _____ Age: _____

Address: _____

Phone: _____ School: _____

Does your child have any severe allergies? (bee stings, food, penicillin, other drugs)
YES _____ NO _____ If yes, explain: _____

Does your child have any life-threatening allergies?
YES _____ NO _____ If yes, explain: _____

Is your child bringing any medication with him/her? (Antibiotics, Ventilator, Ritalin)
YES _____ NO _____ If yes, explain: _____

Does your child have any physical, emotional, mental or behavioral concerns or limitations that our staff should be aware of?
YES _____ NO _____ If yes, explain: _____

Precautions are taken for the safety of your child, but in the event of accident or sickness, Southwood Community Church, its staff, and its helpers are hereby released from any liability. In the event that your child requires special medication, x-rays or treatment, the parents/guardians will be notified immediately.

Your child must be covered by Provincial Health Insurance or equivalent medical insurance.

Provincial Health Insurance Number: _____

Name of Family Physician: _____ Physician's Phone: _____

Parent/Guardian's Signature:

Date:

Appendix F: SUSPECTED CHILD ABUSE

Date: _____

NAME OF CHILD: _____

ADDRESS: _____

PHONE: _____

NAME OF PERSON FILING REPORT: _____

NAME OF PERSON RECEIVING REPORT: _____

Nature of suspected abuse: (physical, sexual, emotional, neglect):

Indications of suspected abuse: (Including facts, physical signs and course of events where necessary): _____

Action taken: (including date and time): _____

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**.

Signed: _____
(Person Reporting)

Signed: _____
(Pastor)

Appendix G: BEHAVIOURAL OR INJURY INCIDENT REPORT

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

Student Name: _____

Phone # _____

Address _____

Nature of Injury/behavioral issue: _____

Incident Date _____ Incident Time _____

Incident Location _____

All Leaders Present _____

What Happened? _____

Why Did It Happen? _____

What Action Was Taken? _____

Contacted Parents Response: _____

Leader's Name _____ Signature _____