

A Handbook for The Prevention of Abuse

***Protection for Children,
Youth and Leaders***

**Produced by
Church of the Nazarene
Canada Pacific District**

Index

Purpose	page 3
Scope	page 4
1.0 Church of the Nazarene Canada Pacific District	page 4
1.1 District Structure	page 4
1.2 Local Churches	page 5
1.3 Relationships and Responsibilities	page 5
2.0 Policies	page 5
2.1.1 Recruitment	page 5
2.1.2 Operating	page 6
2.1.3 Facility/Equipment	page 6
2.1.4 Training	page 6
2.1.5 Reporting and Responding	page 7
3.0 Procedures - District & Local Policies	page 7
3.1 Recruitment and Selection	page 7
3.2 Operating Procedures	page 10
3.2.1 Child security	page 10
3.2.2 Washroom Guidelines	page 10
3.2.3 Health and Safety guidelines	page 12
3.2.4 Classroom Staffing and Supervision	page 13
3.2.5 Age Expectation	page 13
3.2.6 Open Doors	page 13
3.2.7 Proper Display of Affection	page 14
3.2.8 Discipline and Classroom Management	page 15
3.2.9 Special Events and Overnight Policies	page 16
3.2.10 Incident Reporting Procedures	page 16
3.3 Equipment and Facility Requirements	page 17
3.4 Training	page 18
3.5 Responding to Allegations or Complaints	page 19
3.5.1 Advance Preparation	page 19
3.5.2 Response Strategy	page 19
3.5.3 Appointment of Spokesperson	page 20
3.5.4 Prepared Position Statement	page 20
3.6 Additional Material and Resources	page 21
3.6.1 References	page 21
3.6.2 Definitions	page 21
Appendix 1 Volunteer Worker Application Form	page 23
Appendix 2 Ministry Worker Interview Form	page 27
Appendix 3 Record of Reference Check	page 28
Appendix 4 Telephone Follow-up Procedure	page 29
Appendix 5 Waiver and Medical Release Form (Trips)	page 30
Appendix 6 Waiver and Medical Release Form (Overnight)	page 32

Purpose of this document

The primary purpose of an abuse prevention plan is to minimize, and hopefully avoid entirely, incidents of abuse. Additionally, its purpose is to enable staff and volunteers to carry out their work effectively and be protected from false or wrongful allegations. Finally, it is to reduce the church's exposure to legal and financial liability.

Church of the Nazarene Canada Pacific District

ABUSE PREVENTION HANDBOOK

For we are taking pains to do what is right, not only in the eyes of the Lord, but also in the eyes of man. (2 Corinthians 8:9)

SCOPE

This document addresses the issue of physical and sexual abuse, particularly in the context of children and youth. It recognizes the spiritual, legal and moral obligation that the Canada Pacific District in Canada has in preventing such activities. It acknowledges the necessity for the denomination in Canada to have unified, consistent and thorough policies and practices in this area. It briefly describes the organizational structure of the Church with a view to identifying the responsibilities of each level of administration in addressing the issue. It describes the underlying philosophy of the Church and defines the principles and policies that must govern its response.

1.0 THE CANADA PACIFIC DISTRICT

The governing document of the Church of the Nazarene around the world is the current edition of the *Manual*. It contains the Church's Constitution, Articles of Faith, Organizational Structure and Government. The General Assembly of the Church of the Nazarene is the supreme doctrine formulating and lawmaking body of the Church. The *Manual* contains the decisions and judgments of the ministerial and lay delegates to this assembly, which is convened every four years.

The CANADA pacific District contains two levels of organization namely, District and Local.

1.2 District

There are five districts which constitute the Church of the Nazarene across Canada. Each of these districts is incorporated in compliance with the appropriate provincial legislation. A detailed description of the responsibilities of the district is provided in the *Manual*. These responsibilities include:

1.2.1 Oversight of existing churches.

1.2.2 Planting and organization of new churches.

1.2.3 Pastoral recruitment, education and training, licensing and ordination, placement, accountability.

1.2.4 Establishing and monitoring auxiliary ministries and programs, e.g. compassionate ministry centres, camping programs.

1.3 Local Church.

There are in excess of 30 churches across the Canada Pacific District which takes in British Columbia and the Yukon. Each church is encouraged to be incorporated in accordance with the appropriate provincial legislation. A detailed description of the responsibilities of the local church is provided in the *Manual*. These responsibilities include:

1.3.1 The calling of pastoral staff, and the financial compensation and care of such staff.

1.3.2 The selection and hiring of associate pastoral staff and the selection of volunteer workers.

1.3.3 Providing, to the congregation and community, regular church services, Christian education, facilities for weddings and funerals, pastoral care and spiritual guidance.

1.3.4 Operating programs and activities for children, youth, adults to promote understanding of and commitment to the Christian faith.

1.3.5 Provision of community and social services which reflect the mandate of the Jesus Christ to demonstrate caring and compassion.

1.4 Relationships and Responsibilities

It should be recognized that although there is an organizational relationship between a District and the local churches, each local church enjoys considerable autonomy in terms of staffing, programs and facilities. For example, the District is responsible for recommending ministers for ordination and affirming their credentials, but the local church is responsible for the calling and hiring of pastoral staff. This hiring is subject to the approval of the District Superintendent, who in certain cases may directly appoint a pastor to a local church.

2.1.1 **Recruitment:** Procedures shall be put in place to control the interviewing, screening and selection of all children's and youth ministry workers. These procedures shall address issues such as

- Standardized application forms,
- Personal interview procedures,

- Background reference checks,
- Police record checks,
- Minimum waiting periods before assignment

2.1.2 **Operating:** The operation of ministries and activities shall be governed by procedures which give specific guidance on ways of preventing abuse. These procedures shall address issues such as

- “Team” or “two person” approach to ministries
- Prohibiting corporal punishment
- Identifying appropriate and inappropriate forms of touching
- Discouraging “out of program” or “off-premises” contact between workers and children/youth
- Addressing health, safety, sanitation issues
- Documenting the receiving and release of infants and toddlers in nursery programs
- Avoiding activities that could easily lead to allegations of abuse or harassment such as individual photography of children, unsupervised internet access, vehicle transportation by workers alone with unrelated youth, poorly supervised overnight activities
- Requiring workers to sign a ministry covenant agreeing to comply with policies and procedures
- Secure filing and retention of all workers’ documentation
- Provision of parental consent forms for off-premises or unusual activities
- Provision of Incident reporting forms

2.1.3 **Facility/Equipment:** The locations of activities shall be reviewed with a view to modifications or controls which can assist in preventing incidents of abuse. Examples are:

- Open door for classrooms
- Controlled access/egress for signing children in and out of activities, especially nurseries
- Adequate lighting inside and outside of building
- Appropriate design of washroom and shower facilities
- Locking rooms and closets when not in use during programs

2.1.4 **Training:** Provision shall be made for training of all workers with children and youth. Typical means of training are as follows:

- Formal abuse prevention training through presentation of resource materials, videos, seminars etc.
- Educating workers to recognize and identify the signs and symptoms of abuse.

- Each worker shall be provided with a handbook containing the abuse prevention plan.
- Periodic refresher training and reassessment of the prevention plan, usually annually.

2.1.5 Reporting and Responding: Procedures shall be set up to ensure consistent and timely reporting of incidents or concerns. Procedures shall also be developed to provide an appropriate response to allegations or complaints of misconduct or abuse. Such procedures shall include the following:

- Establishing an Abuse Incident Response Committee
- Provision and completion of incident reporting forms
- Satisfying statutory reporting obligations to police authorities and/or child protection agency
- Expressing your organization's concern to the complainant and assuring them of your commitment to full investigation of the situation
- Assuring the alleged victim and alleged perpetrator of confidentiality
- Suspension of the alleged perpetrator from duties, pending the outcome of the investigation
- Refraining from admitting liability or making public statements to the media or the congregation without obtaining formal legal counsel
- Timely reporting of the incident to your insurance agent or broker in order to satisfy the statutory conditions of the liability policy and to avoid jeopardizing any available coverage response.

3.0 PROCEDURES- District and Local Church Policies

The following abuse prevention procedures have been endorsed and approved by the National Board of the Church of the Nazarene Canada. They address the key components (paras. 4.1.1 to 4.1.5) of an effective abuse prevention plan as set out in sections 4.1.1 to 4.1.5 above. While it is acknowledged that the local churches of the Church of the Nazarene in Canada vary from one another in terms of the size of their congregations, the number of their workers and the facilities in which they operate, each local church should strive to incorporate the following procedures into its own abuse prevention plan, wherever possible.

3.1 Recruitment and Selection of Paid Staff and Volunteers

Typically, in the work and ministry of the church, there is a large number of volunteer staff working alongside smaller number of paid staff. It is recognized that procedures for selecting and hiring paid staff will in all likelihood have other requirements, which are outside the scope of this document. However, the following procedure applies equally to paid staff and to volunteers (hereinafter referred to as “workers”).

3.1.1 Every worker involved with children or youth must be at least eighteen (18)* years of age or older, must be a professing Christian, must exhibit Christ-like qualities in his or her life, and must be “in harmony with the doctrines, polity, and practices of the Church of the Nazarene, supporting the local church faithfully in attendance and with tithes and offerings.” (Manual para. 39)

3.1.2 Assistants to workers must be at least eighteen (18)* years of age, must be persons of good repute within the community and must exhibit a cooperative attitude.

* Note: The minimum age limit may be varied according to local situations, e.g., when workers and parents are known to each other, but in no case should be less than 12 years of age. (see also Para. 3.2.5)

3.1.3 No person is eligible to serve as a worker or assistant until he or she has been a member or adherent of the church for at least six months.

3.1.4 At no time shall a person who has been guilty of child abuse be involved in ministry with children and youth.

3.1.5 Every children’s or youth worker, including established members, must complete the Ministry Worker Application Form found in Appendix 1 of this document, and undergo the related screening process.

3.1.6 There are three important aspects of the application process which must be observed

a) Reference Check. References are requested for previous church affiliation and ministry as well as personal references. At least two references in each category must be contacted and asked to confirm or comment on the information given by the applicant. The person making the contacts, the date, and a summary of the reference’s comments will all be recorded; this will become part of the Worker’s Placement File. (See Appendix 3 and Para. 5.1.9) It is recommended that the suggested “script” for Telephone Follow-up be used when screening applications. (Appendix 4)

b) Interview: An interview provides the ministry leaders with the opportunity to review the important items from the Ministry Worker

Application Form in a personal setting. (see Appendix 2) The interview will be conducted by the Pastor or his/her designate, and one ministry leader. This allows the pastor and ministry leader to ask follow-up questions and to enhance their knowledge of the applicant. It also allows the potential worker the opportunity of asking questions about the ministries and the reasons behind the prevention procedures.

c) Criminal Record Check: A Criminal Record Check (CRC) will be made on any selected workers. All paid staff will also submit to a CRC for their own protection and for the protection of the church. Any individual who will not submit to this procedure is ineligible to work with children and youth ministry. **Note: If minors, i.e. less than 16 years of age, are placed in positions of trust, they are required to submit to a CRC. The church or ministry may elect to exclude some minors from this requirement. For example, many groups have a policy that minors under the age of 13 are exempt from the CRC.**

d) The information contained in the CRC's is considered strictly confidential. Only the pastor and appropriate ministry leader shall be privy to the information. If there is a record or information which raises some concern, the designated ministry leader and the pastor will meet to discuss the matter. If the offence is other than child or sexual abuse, the volunteer may proceed with ministry in the church provided both the pastor and the ministry leader involved agree. The following are criteria to consider when evaluating the information:

- the number and type of convictions
- the age and circumstances of the offender at the time of the offense
- the length of time between past criminal activity and the present
- the conduct and circumstances of the individual since the offence
- the likelihood of the individual repeating the offence

3.1.7 No person shall be eligible to serve as a worker or assistant until he or she has completed the application and screening process described above; however, subject to the approval of the pastor and the ministry leader, interim approval may be given to workers or assistants who are already serving with children or youth, pending completion of the screening process. (See also para. 3.4)

3.1.8 All workers and assistants must complete the training session on the District or local church's abuse prevention plan as detailed in paragraph 5.4 below.

3.1.9 Each department of children's or youth ministry must keep records of the status of the application process for its ministry workers. At the completion of the process, all documentation shall be filed in the church office with strict regard for confidentiality. These records shall be retained indefinitely.

3.1.10 All workers must be approved by the pastor. Notwithstanding any of the above, the pastor, in consultation with the District Superintendent, shall have the right and authority to deny anyone the privilege of working with children or youth in the local church at his/her discretion. Working as a volunteer in the church is a privilege and not a right. Protecting the children and youth of the church is a duty of the pastor. Any suspicion, cause for concern, or discomfort about using any person shall be thoughtfully reviewed by the pastor and his/her decision shall be binding and final. The pastor shall not be required to give any explanation for the decision.

3.2 Operating Procedures

3.2.1 Child Security

- a) All ministry leaders working with the children must wear a nametag or approved clothing, which identifies them accordingly.
- b) The names and addresses of parents and children must be carefully maintained.
- c) In larger church nurseries, parents of nursery-age children must be provided with an I.D. # at the time the child is placed in the nursery. Workers shall release the child only to the bearer of such I.D. #. Any special need of any nursery-age child must be communicated by the parent, in writing, to a worker in the nursery.
- d) Programs for preschool- aged children must provide a sign-in sheet, which must contain a space for the child's name, the parent's name, the parent's location during the time of the program and a space where the parent may advise the workers as to any special needs of the child. No worker is to receive a preschool-age child into the classroom unless and until the child is properly signed in. A preschool-age child will be released to a parent or representative only on the basis of a signature.
- e) Children are never to be dropped off in the nursery or classroom without a teacher/caregiver present. If only one teacher/caregiver is present, the door must be left open. Doors are to be supervised so that children are not able to exit alone and/or a parent cannot take them from the room without a worker's assistance.
- f) Parents are not to enter the nursery or classroom when picking up their child unless requested to do so. This better enables the child-care staff to maintain order and provide the level of security that parents would expect.

3.2.2 Washroom Guidelines

Parents are to be encouraged to take their children to visit the washroom prior to each class or service. This recommendation is to be communicated to parents at the beginning of each new school year, and throughout the year to newcomers.

3.2.2.1 Nursery Children

As a general rule, workers in the nursery will not be expected to change diapers. However in the event that this becomes necessary the following rule will apply:

a) Diaper changing must always take place in such a way that another nursery worker can easily see the child that is being changed, as well as the other children and workers in the room.

3.2.2.2 Preschool Children

a) For preschool children, two adult workers must escort a group of children to the washroom. Where two adults are not available to take children to the washroom, a female safety monitor will be appointed to assist with washroom and security duties.

b) If just one child must go to the washroom, the adult worker must escort the child to the washroom and prop the outside door open. The worker should then remain outside the washroom door and wait for the child before escorting him or her back to the classroom. The worker should call the child's name if he/she is taking longer than seems necessary.

c) Workers are never be alone with a child in an unsupervised washroom and are never go into a washroom cubicle with a child and shut the door.

d) When preschool-age children need assistance in the washroom, no worker shall enter the washroom cubicle to assist the child unless a second worker is within visual contact. If this is not possible, a female safety monitor should escort the child to the washroom to provide any required assistance

e) A second adult must be within visual contact. If this is not possible, inform another adult when taking a child to the washroom and when returning.

f) In light of the fact that statistical evidence establishes that most abusers are male, and for the protection of our male workers, only female workers should assist preschool-age children in the washrooms.

3.2.2.3 Grades 1-6 and Youth

a) A child seven years of age and younger should not be sent to the washroom alone, but should be accompanied by an adult worker.

b) For children seven years of age and under, the adult worker should escort the child to the washroom, and prop the door open to make sure that everything is in order. The worker should then remain outside the

washroom door and wait for the child before escorting him or her back to the classroom.

c) The worker should call the child's name if he/she is taking longer than seems necessary.

d) No worker shall ever enter into a washroom cubicle with a child or youth and shut the door.

3.2.3 Health and Safety Guidelines

3.2.3.1 Sick Children

A child who is ill and could therefore expose other children and workers to illness, should not be received into the nursery. Any child with a known communicable disease should not be received into the nursery or a classroom.

3.2.3.2 Emergencies

No worker is to administer any medication to a child under his or her care. If a child requires medication, the child's parent must administer 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.

3.2.3.3 Procedures for Dealing with Cuts or Injuries Involving Blood

a) Separate the injured child from the other children. Isolate the area where any blood may have dropped on carpet, toys, etc. Apply first aid measures and send someone to locate the parents.

b) If other children have had contact with any of the blood from the cut or injury, their parents should be informed.

c) Put on latex gloves (available in the first-aid kit) and bandage the injury, avoiding contact with mouth, ears and eyes.

d) Carefully wipe up all blood and bloody bandages and remove to a secure, inaccessible waste removal receptacle.

e) Any blood on the floor or toys must be washed away using a solution of one part bleach to ten parts water.

f) Remove and properly dispose of latex gloves. Wash carefully with sterilizing soap (available in first-aid kit).

3.2.3.4 Cleanliness

Sanitize the child care areas weekly. Regularly clean all surfaces, toys, tables, trays, bedding, bibs and doors. Place used toys in a bin marked for washing and clean them each week. Clean carpets every month.

3.2.4 Classroom Staffing and Supervision Guidelines

Workers should always conduct themselves in a Godly manner, being an example of obedience, respect and honesty to those in their care.

a) Personnel: Programs that involve children and youth must always include adequate supervisory personnel. Supervision should also be maintained before and after the event until all children are in the custody of their parents or legal guardians.

b) Two Leaders: Wherever possible, the “Two Adult Rule” shall be observed. This requires that two workers be present with children and youth at all times during all meetings or activities on or off church premises. This may require that grade levels be combined. Smaller churches may consider the possibility of using teenaged assistants or having parents help out on a rotational basis. Under no circumstances should a worker be alone with a child or youth of any age, especially one of the opposite sex. A temporary alternative to the two adult rule is the open door policy. (see para. 3.2.6).

c) Special Circumstances: There may be occasional circumstances when a worker has legitimate reason to be alone with a child or youth. In such cases the worker must obtain the consent of the parent or guardian before being alone or out with a child or youth. The worker must also notify the pastor or appropriate leader in advance of such meetings.

d) All preschool rooms are to be staffed with at least one female adult worker to better facilitate observance of the washroom guidelines.

e) The supervisory staff should make regular visits to the classroom to make sure the class is properly staffed and supervised.

f) Adequate staffing is necessary to provide effective care and teaching. Typical staffing ratios are:

- One leader for every 3-5 nursery children (birth to 2 years)
- One leader for every 4-8 preschoolers (3 years to kindergarten)
- One leader for every 7-10 elementary school-age children

3.2.5. Age Expectation

In large churches, where parents may not know the workers, it is important to have at least one worker who is at least eighteen(18) years of age. In some cases where workers and parents are known to each other, workers between the ages of 12 and 18 may work with children. When these younger workers are used, the open door policy is to be enforced. (See also Para. 3.1.1, 3.1.2)

3.2.6. Open Doors

When it is necessary that only one worker be in a closed room with children (e.g. leader leaves room to take children to the washroom; a small class where there is one teacher for a classroom of 3 children), the door of that room must remain open. It is recommended that the class rooms have windows or window doors that will allow ministry supervisors to look in occasionally without interrupting the teaching process.

3.2.7 Proper Display of Affection

Touch is an essential responsibility in nurturing lives. Workers 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:

3.2.7.1 Appropriate Touch: Love and caring can be expressed in the following appropriate ways, by:

- Bending down to the child's eye level and speaking kindly; listening to him or her carefully
- Taking a child's hand and leading him or her to an activity
- Putting an arm around the shoulder of a child who needs quieting or comforting.
- Taking both of the child's hands as you say, "You did such a good job!" (or "I'm so glad to see you. We've missed you!" etc.)
- Patting a child on the head, hand, shoulder or back to affirm him or her.
- Holding a child by the shoulders or hand to keep his or her attention while you redirect the child's behaviour.
- Gently holding a child's chin to help him or her focus on what you are saying
- Holding a preschool child who is crying

3.2.7.2 Inappropriate Touch: The following actions must be avoided.

- Kissing a child, coaxing a child to kiss you, extended hugging and tickling.

- Touching 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.
- Being alone with a child.
- Prolonged physical contact.
- Opposite sex piggyback rides.
- Seductiveness or suggestive contact.
- Any physical contact of any kind that is done for the pleasure or satisfaction of care providers.
- Any touching used to express power or control over a child.

3.2.8 Discipline and Classroom Management

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

1. Preventative Discipline

- 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.

2. Remedial Discipline

- Try to deal with the problems individually.
- Explain to the child why the behaviour is unacceptable.
- 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. Classroom Rule Suggestions

- One voice talking at a time.
- Quiet hands get answered.
- Use inside voices.
- Obey directions the first time.
- Use good manners.

- Keep your hands and feet to yourself.
 - Respect each other.
 - Be friendly.
 - Visit the washroom before class begins.
 - Remember – life isn't fair.
4. Some examples of *appropriate discipline* within the ministry setting are:
- Praising the specific behaviours you want to see in your group (i.e. “good listening”, “thank you for waiting”)
 - A firm gentle voice addressing and redirecting the behavior (i.e. “you are running; walk please”)
 - Confidential parental discussion when necessary.
 - Age appropriate “time outs” or withdrawal from activity.
5. Some examples of *inappropriate discipline* within a ministry setting are:
- Corporal punishment of any kind.
 - Any words or tone that would cause a child to think he or she is the “problem” rather than a specific behaviour being addressed (e.g., screaming at a child)
 - Any words that could cause feelings of condemnation or shame in a child about any aspect of their person—including derisive references to anything physical, emotional, mental, or position (or station) in life, such as saying, “Are you a strong boy? Strong boys don't cry” or “Shame on you.”

3.2.9 Special Events and Overnight Policies

Ministry to children and youth often involves special activities in homes, social activities, field trips and service projects. The following shall apply to these activities.

- a) Activities conducted away from the church property must be pre-approved by the church leadership.
- b) Parents must be notified at least one week prior to the outing.
- c) Proper written consent and medical release forms are required for each child participating in field trips and special events (See appendices 5 and 6)
- d) All trips and outings must be supervised by a minimum of two approved, unrelated adult leaders.
- e) All overnight activities must have a minimum ratio of one leader for every five children. (minimum of two leaders at all times. When only two leaders are required, they must be unrelated). Each leader must have an assigned group of children for whom they will be responsible during the overnight event.
- f) All supervising adults must be approved volunteers.
- g) When transportation is involved in an activity, all drivers must be over age 21 with a history of at least two years without a serious driving offence,

have a valid driver's licence and current automobile insurance. The number of persons per vehicle must never exceed the number of seat belts.

3.2.10. Incident Reporting Procedures

- a) Each person who has reasonable grounds to suspect that a child has suffered abuse or is or may be in need of protection shall promptly report the suspicion and the information on which it is based to the Pastor or ministry leader. They will work together to report the occurrence to the local Child Protection Agency in compliance with the appropriate provincial Child and Family Services Act or equivalent.
- b) Prior to reporting the occurrence, no person shall, apart from complying with the preceding paragraph, conduct any investigation or question any individual unless specifically authorized by the Church Board.
- c) No investigations or inquiry shall be conducted where a report has been made to the Child Protection Agency until the Agency or any Police investigation has been completed, unless otherwise authorized by the appropriate civil authorities.
- d) Should a civil action be brought against a person who made a report, he/she will be protected unless he or she acted maliciously or without reasonable grounds for his/her belief or suspicion.
- e) Treat the accused with dignity and support. If the accused is a church worker, that person should be relieved temporarily of his or her duties until the investigation is finished. If the person is a paid employee, arrangements should be made to either maintain or suspend his or her income until the allegations are cleared or substantiated
- f) In these matters it is important to keep the information restricted to those who need to be advised, therefore, all suspicions of abuse should be directed only to the pastor of that department or the senior pastor.
- g) The only claim of confidentiality which overrides the legal duty to report is solicitor-client privilege. Thus physicians, clergymen and others who consider their professional relationships confidential for certain purposes are not exempt from the duty to report child abuse or neglect.

3.3 Equipment and Facility Requirements

It is recognized that not all of the following items can be incorporated in existing buildings. However, where reasonably possible they shall be implemented, particularly when new building or renovations are planned.

3.3.1 Windows/Doors:

- Rooms shall have large interior windows or doors with windows that allow for easy viewing by parents and supervisor. Sight lines through these windows should remain unobstructed at all times.

- Where windows are not provided, or sight lines are obstructed, doors must remain open when workers and children or youth are in the room.
- “Dutch doors”, i.e. doors horizontally split into upper and lower sections, are a useful design in rooms for babies and toddlers. Use of these doors can facilitate the open-door policy without compromising the safety of the children.

3.3.2 Washrooms:

- Toilets in the preschool area prevent the need for children to leave the room. Windows on preschool washrooms enable helpers to assist the child while in view of other adults.
- Child-size toilets make it possible for children to use the washroom with little assistance.

3.3.3 Nursery Facilities

- Nursery change tables must be in full view.
- Nursery doors must be secured from the inside to prevent anyone from entering unnoticed.
- Nursery sleeping rooms must have a window on the door and a radio transmitter into the adjoining room.
- There should be no baseboard heaters.
- Electrical outlets must be covered or out of reach of children
- Cribs and toys must meet safety standards

3.3.4 Emergency Exit

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

35.3.5 First Aid Supplies/Training

- A first-aid box must be kept on hand and all workers are to view the location and contents regularly.
- A review of those ministry leaders holding first-aid certificates should be made before the fall programs commence. There should be a certified first-aid worker for every 35 children in the program.
- Any first-aid training required should be brought to the attention of the pastor and/or ministry leaders, who will initiate any necessary action.

3.4 Training

All children's and youth workers must receive training regarding child safety and child abuse prevention. This applies to existing workers as well as newly appointed workers. The training program will include the following:

3.4.1 The church shall provide, at least annually, a training session on its Abuse Prevention Policy, and on related topics such as recognizing signs of abuse, updates on government regulations etc.

3.4.2 Existing workers must attend the training session within twelve months of the implementation of the Abuse Prevention Policy. Prospective workers must complete the training prior to approval as children's/ youth workers. See para. 3.1.8

3.4.3 All workers must attend refresher training annually or at times determined by the pastor or ministry leader.

3.4.4 On completion of training, all workers must sign a record indicating they have been trained and have read through the Abuse Prevention Policy and Procedures. These records must be kept in the worker's personal file. See para. 3.1.9

3.5 Responding to Allegations or Complaints

3.5.1 Advance Preparation

Advance preparation is essential. Realistically, no practical prevention strategy is 100 percent effective. An accusation of child sexual abuse may occur in any church. It is important to have a prepared plan or strategy to respond to sexual abuse allegations. Wrong actions can multiply the pain and liability inherent in an abuse case.

3.5.2 Response Strategy

An effective response strategy will recognize the following underlying principles

- a) All allegations are to be taken seriously, and must be handled promptly and with due respect for the privacy and confidentiality of all persons involved.
- b) Do not engage in denial, minimization, or blame. In some situations, churches have responded in a negative or non-supportive manner to the alleged victim. This can increase the anger and pain of the victim and the victim's family. Future reconciliation will be more difficult. The possibility of damaging litigation increases.
- c) Document all actions taken in handling and responding to the allegation, and keep these records up to date.

- d) Do not try to handle the allegation without professional outside assistance.
- e) Report the allegation or incident immediately to the local church's lawyer, the District Superintendent, and the insurance company.
- f) Contact the proper civil authorities following the guidance of the church's insurance company and lawyer.
- g) Do not attempt an in-depth investigation. Leave this to professionals familiar with such cases.
- h) Obtain legal advice to determine how and when to notify parents.
- i) Do not confront the accused until the safety of the child or youth is secured.
- j) Always have the church's lawyer present while answering any investigative questions from the police or social service agencies.
- k) Do not prejudge the situation, but take the allegations seriously and reach out to the victim and the victim's family. Showing care and support help to prevent further hurt. Extend whatever pastoral resources are needed. Remember that the care and safety of the victim is the first priority.
- l) Treat the accused with dignity and support. If the accused is a church worker, that person should be relieved temporarily of his or her duties until the investigation is finished. If the person is a paid employee, arrangements should be made to either maintain or suspend his or her income until the allegations are cleared or substantiated. The suspension from duties and responsibilities shall not be seen as an indication of the "guilt" of the individual, but only as an indication of the priority given to protect all those involved pending the outcome of the investigation

3.5.3 Appointment of Spokesperson

To avoid conflicting statements and responses which could create a negative impression of the church, it is prudent for the church to appoint a spokesperson. This individual will speak to the media and the congregation regarding the matter in a discreet, informed, truthful and diplomatic way. The appointment should be made proactively as part of the abuse prevention plan. The senior pastor will normally be the spokesperson for the church.

3.5.4 Prepared Position Statement

To aid in providing a consistent and positive response by the church it is suggested that a prepared position statement be created, updated regularly and kept on file for the use of the spokesperson. Having a carefully prepared

statement is far superior to making no comment. Avoid spelling out the details of an accusation in a public interview. The following is an example of a position statement that could be used in an initial response to an allegation of abuse, pending full investigation and review.

“We are aware of the devastation which child abuse brings and we are concerned for its victims. Our church strongly desires to develop and maintain a safe environment for all children and youth, and for those who work with them. We have taken all reasonable precautions to create such an environment. We have since (date to be added) had in place Prevention Plan which addresses such issues as careful selection and screening of workers, responsible supervision of workers, detailed operating and reporting procedures.

As for the specific allegation at hand, we will do everything in our power to address any needs in this situation. For the welfare of those involved, all information has been directed to the (insert name of appropriate agencies and authorities).”

3.6 Additional Material and References

3.6.1 References

1. *A Plan to Protect the Children, Youth and Leaders at your Church*: Available from Pentecostal Assemblies of Canada (PAOC), 2450 Milltower Court, Mississauga, Ontario, L5N 5Z6 Tel. (905) 542-7400
2. *Abuse Prevention Newsletter*: Robertson Hall Insurance, 395, Wellington Road South. London, Ontario, N6C 5Z6 Tel: (519) 680-3111
3. *“The Shepherd’s Staff” - A guide to the Integrity of Ministry at Egypt Church of the Nazarene*. 677 Smith Blvd RR#1 Pefferlaw, Ontario L0E 1N0 Tel (905) 722-7783
4. *A Child Abuse Prevention Sample Policy*. Prepared by the United Baptist Convention of the Atlantic Provinces. www.baptist-atlantic.ca/Child.htm
5. *Reducing the Risk of Child Abuse in Your Church*. S W Klipowicz et al. Available from Pioneer Clubs Canada PO Box 5447, Burlington, Ontario, L7R 4L2 Tele. 1-800-465-5437. **Note: This package includes a video and audio tape as well as a workbook, which are very useful in training programs.**
6. Ontario Child and Family Services Act. R.S.O.1990, c.C11. Available on Ontario Government website. Go to www.e-laws.gov.on.ca and follow links.
7. ‘Plan to Protect’, published by the Christian and Missionary Alliance in Canada. PO Box 7900, Station B Willowdale, on M2K 2R6. (905) 771-6747

8. “*Manual of the Church of the Nazarene*”. Published by Nazarene Publishing House, Kansas City, Missouri.

3.6.2 Definitions

“Children under 12 are never considered able to consent to sexual activity. Children between 12 and 4 are deemed unable to consent to sexual acts except under specific circumstances involving sexual activity with their peers. Young persons between 14 and 18 are protected from sexual exploitation. Their consent is not valid if the person touching them for a sexual purpose is in a position of trust or authority over them or if they are in a relationship of dependency with that person.”¹

1. **Child:** Anyone under the age of 16 years or as defined in the Child Protection Act of the appropriate jurisdiction.

2. **Youth:** This normally includes anyone 16 years of age and over, but under the age of 18.

3. **Abuse:** Includes Child Sexual Abuse, Emotional Abuse, Physical Abuse, and includes physical, emotional or sexual harm as defined in the Child and Family Services act of Ontario or its counterpart in other jurisdictions.

4. **Physical Abuse:** Is the use of physical force or action that results, or could result, in injury to a child or youth. It is more than reasonable discipline. Sometimes injury is caused by over-discipline. Injuring a child or youth is not acceptable, regardless of differing cultural standards on discipline.

5. **Emotional Abuse:** Is a pattern of hurting a child’s feelings to the point of damaging their self-respect. It includes verbal attacks on the child, insults, humiliation or rejection. A child or youth who is emotionally harmed may demonstrate severe anxiety, depression, withdrawal, self-destructive or aggressive behaviour.

6. **Sexual Abuse:** This occurs when a child or youth is used by somebody else for sexual stimulation or gratification. Sexual activity between children or youth may also be sexual abuse if older or more powerful children or youth take sexual advantage of those who are younger or less powerful. Child sexual abuse includes behaviour that involves touching and non-touching aspects. Abuse that involves touching includes: fondling; oral, genital and anal penetration; intercourse; forcible rape. Types of sexual abuse that do not involve touching include: Verbal comments; pornographic videos; obscene phone calls; exhibitionism; allowing children to witness sexual activity.

7. **Worker:** Anyone, paid or unpaid, who has been appointed to serve in ministries to children or youth.

8. Ministry Leader: A worker who has been given responsibility for a particular area of ministry to youth or children, e.g. Sunday School superintendent, Youth pastor, activities coordinator.

Appendix 1

<p style="text-align: center;">WORKER APPLICATION FORM FOR MINISTRIES TO CHILDREN & YOUTH</p>
--

(INFORMATION RECEIVED IS STRICTLY CONFIDENTIAL)

In our desire to reduce the risk of abuse within our church ministries, we believe this information is necessary to protect our children and youth and to protect our workers. Thank you in advance for your understanding.

<p>Personal Information</p>

Full Name: _____ Male ___ Female ___

Phone Number (Res.) _____ (Bus.) _____

Address _____ PC _____

e-mail Address _____

Single ___ Married ___ Engaged ___ Separated ___
 Divorced ___ Remarried ___ Widow/widower ___ Date of Birth _____

Spouse's Name _____

Occupation and/or Employer:

Hobbies, Interests or Skills:

Spiritual History

How long have you attended **Your Church**? _____

Member? Yes___ No___

When did you accept Christ as your Saviour? _____

Christian Education History

Have you completed any Christian Education Teacher Certification courses? If yes, give details _____

Please list any courses any training you may have taken that would particularly equip you for Christian Ministry.

Church Attendance Background

Churches I have attended in the last five years are as follows:

1. Name of Church _____ Phone No. _____
 Address _____

Dates Attended _____ Member or Adherent _____

2. Name of Church _____ Phone No. _____

Address _____

Dates Attended _____ Member or Adherent _____

Present and Previous Ministry Experience:

1. Name of Church _____

Dates and Description of Ministry _____

Pastor or Ministry Supervisor _____ Ph. Number _____

2. Name of Church _____

Dates and Description of Ministry _____

Pastor or Ministry Supervisor _____ Ph. Number _____

3. Name of Church _____

Dates and Description of Ministry _____

Pastor or Ministry Supervisor _____ Ph. Number _____

Lifestyle

In order to provide a safe and secure environment for our children and youth, we believe it is necessary to include the following questions as part of our application process. 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

- Have been convicted of a criminal offence involving children or youth. ____
- Have been convicted of a sexually related crime. ____
- Have been convicted of an 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, please explain.

References

Please provide the names of three 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. If possible, include at least one reference from inside the church.

1. Name of Reference _____

Address _____ Phone _____

2. Name of Reference _____

Address _____ Phone _____

3. Name of Reference _____

Address _____ Phone _____

Ministry Profile

In answering the following, please don't be too humble as the purpose of this section is for you to declare your strengths so that your gifts and abilities will be put to the best possible use.

Mark the areas in which you desire to: - **oversee** (put an "O" in the box), - **assist** (put an "A" in the box), - **receive training** (put a "T" in the box)

Nursery AM ____ PM ____
Evening Child Care (to 36 mos.)
Children's church (pre-school)
Children's S.S. (preschool)
Children's S.S. (elementary)
Children's Open Sessions
Youth Sunday School
Youth Midweek
Meetings/Activities
Vacation Bible School
Kid's Choir

Prayer
Promotions/Contests
Recruitment
Teacher Training
Bus Ministry
Missions Presentations
Parenting Classes
Crafts
Drama/ Puppets
Administration/Office
Other _____

Do not hesitate to mark more than one area with the same letter. You can show your preference by placing a number with the letter by your preference

Applicant's Statement

I hereby acknowledge that the information contained in this application for ministry is correct to the best of my knowledge. I authorize any references or churches listed in this application to give you any information they may have regarding my character and fitness for children's or youth ministry, and I release all such references from liability for any damage that may result from furnishing such evaluation to you. I also agree to request a personal Criminal Record Check for the purpose of my protection against any false allegations and for the protection of those I serve, and to provide the results of this check to **Your Church**. I consent to such an investigation with the understanding that the results will be kept in extreme confidentiality. I further agree to adhere to the Abuse Prevention Policy and Plan as adopted by **Your Church**.

(Applicant's Name - Please Print)

(Date)

(Signature)

Appendix 2

To be used by ministry leaders during interview. Not to be given to potential worker.

MINISTRY WORKER INTERVIEW FORM

A completed Worker Application Form for Ministries to Children and Youth must be completed and in hand to allow for reference checks and review prior to the interview.

Has anyone explained the types of children's and youth ministries which we provide as a church and which might provide you with an opportunity for volunteer service? YES _____ NO _____

What prompted you to be interested in the ministry which you identified on your Ministry Volunteer Form?

Would you be willing to attend the training session associated with that ministry?

YES _____ NO _____

(Have the potential volunteer review their spiritual journey and compare responses with those indicated on the Spiritual History of the Worker Application Form. Note any significant omissions or questions which arise)

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

Ask the potential volunteer about their relationship with each reference listed on the Worker Application Form.

On what date would you be available? _____

What is the minimum length of your commitment?

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

“Hello, this is _____. I serve on the Children’s (or Youth) Ministries Committee of **Your Church**. Like many churches today, we have a screening policy for all of the people who volunteer to work with our children (or Youth) in Sunday School and other programs. I am calling your church because _____ (name of applicant)

1. Indicated on his/her application form that:

he/she had attended your church/ taught in your Sunday School in

_____ time

_____ age level

Can you verify this information?

Would you have any reservations about _____ working with children or youth?

(If there are reservations, note them on the form.)

OR

2. _____ listed you as a

personal reference. How long have you known him/her? _____

Would you have any reservations about _____ working with children or youth?

Thank you very much for your help.”

Record all information on the follow-up form and return to

_____.

NOTE: If the person who first answers your call does not know the applicant, please try to get the name and number of someone who can help you.

WAIVER & MEDICAL RELEASE FORM

Field Trips and Special Events

Activity: _____ Date: _____

Chaperones _____

Name of Child: _____ Age: _____

Address: _____

Postal Code: _____

Phone: _____

Does your child have any severe allergies? (bee stings, food, penicillin, other drugs) YES ___ NO ___

If yes, please explain:

Does your child have any life-threatening allergies? YES ___ NO ___

If yes, please explain:

Is your child bringing any medication with him or her? (Antibiotics, ventilator, Ritalin) YES ___ NO ___

If yes, please explain:

Does your child have any physical, emotional, mental or behavioural concerns or limitations that our staff should be aware of? YES ___ NO ___

If yes, please explain:

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

Provincial Health Insurance Number: _____

Name of Family Physician: _____

Physician's Phone Number: _____

I/We _____ (*parents' names*)

do hereby give do not give

my/our permission for _____ (*child's name*)

to participate in _____ (*specified activity*)

on _____ (date).

I/We agree to indemnify the _____ (*name of church*), its servants, agents, or employees from any claims or demands which might be made against the _____ (*name of church*) arising out of or in consequence of the participation of _____ (*child's name*) in the above event or activity, and grant them the right to make emergency medical decisions on my/our child's behalf if I am/we are not accessible.

Parent/Guardian's Signatures:

Date: _____

Emergency Phone Number: _____

WAIVER & MEDICAL RELEASE FORM
Overnight Events

Activity: _____ Date: _____

Chaperones _____

Name of Child: _____ Age: _____

Address: _____

Code: _____

Phone: _____

Does your child have any severe allergies? (bee stings, food, penicillin, other drugs) YES ___ NO ___

If yes, please explain:

Does your child have any life-threatening allergies? YES ___ NO ___

If yes, please explain:

Is your child bringing any medication with him or her? (Antibiotics, ventilator, Ritalin) YES ___ NO ___

If yes, please explain:

Does your child have any physical, emotional, mental or behavioural concerns or limitations that our staff should be aware of? YES ___ NO ___

If yes, please explain:

Check if your child currently, or within the last three months, has had any of the following:

Appendicitis Ear Infection Hay Fever Mumps
 Asthma Epilepsy Hepatitis Severe Stomach Ache
 Tonsillitis Bedwetting Diabetes Measles
 (Red)
 Sinusitis Chicken Pox Fainting
 Measles(German) Other Date of last Tetanus shot:

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

Provincial Health Insurance Number: _____

Name of Family Physician: _____

Physician's Phone Number: _____

I/We _____ (*parents' names*)

do hereby give do not give

my/our permission for _____ (*child's name*)

to participate in _____ (*specified activity*)

on _____ (date).

I/We agree to indemnify the _____ (*name of church*), its servants, agents, or employees from any claims or demands which might be made against the _____ (*name of church*) arising out of or in consequence of the participation of _____ (*child's name*) in the above event or activity, and grant them the right to make emergency medical decisions on my/our child's behalf if I am/we are not accessible.

Parent/Guardian's Signatures:

Date: _____

Emergency Phone Number: _____

Endnotes

¹ Mary Wells, *Canada's Law on Child Sexual Abuse*, (Ottawa: Department of Justice Canada, 1990), p 15. Quoted in reference 7.