



EMBASSY
CHURCH

TEAM MANUAL
EMBASSY CHURCH

The Embassy Church

Plan to Protect Policy

A Protection Plan for Children, Youth & Adults

*Approved by the Embassy Leadership Team
[Revised in February 2019]*

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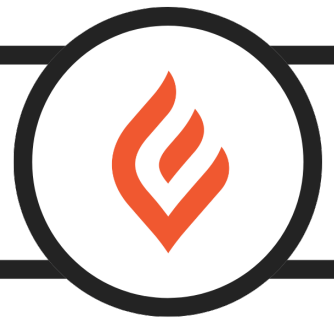
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INTRODUCTION



Children and youth are a precious gift from God. They are not only the church of the future, they are a valued part of the church today. Jesus reminds us that in order to enter into the kingdom of heaven we must have the faith of a little child.

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

We must also protect those who serve our children and youth. Our ministry personnel need the security of knowing that they are working in a setting where processes and procedures are in place to minimize any possibility of an erroneous accusation.

The Plan to Protect Policy establishes the criteria for the provision of a safe environment for children, youth and ministry personnel.

1. Definitions

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

Accused: Shall mean a person against whom a complaint of child abuse or sexual exploitation is made pursuant to the terms of this Policy

Act: Means the Child and Family Services Act, R.S.O.1990, c.C.11, s. 72 (the "Act")

Child: Means a person under the age of 18 years; see also Youth

Complainant: Means a person who makes a complaint of child abuse or sexual exploitation under this Policy

Designated: An individual assigned and trained to screen prospective ministry

Eldership Team: Those who are on pastoral staff at The Embassy

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Screening Personnel: Personnel whose tasks include processing applications, reference checks, conducting interviews and maintaining ministry personnel files.

Hall Monitors: Ministry Personnel (including ushers) whose role is to walk hallways for surveillance and to randomly visit rooms where children are being supervised to protect against false allegations

Ministry Lead: Individuals who have successfully completed the recruitment and screening process and who have been given the responsibility to give direction to programs or ministries for children and youth. The term includes volunteer and all full-time, short-term or contract staff members receiving a salary

Ministry Personnel: An individual who has successfully completed the recruitment and screening procedures of Plan to Protect Policy and is now deemed to be a person who can be put in a position of trust with children and youth. Ministry personnel include screened volunteers, full-time, short-term or contract staff and pastoral staff whether or not they receive a salary. There are 2 kinds of ministry personnel: Adult Ministry Personnel (18 years or older) and Jr. Ministry Personnel (Those under 18 who are volunteering/working within our children's or youth ministries)

Ministry Personnel File: A file kept on each prospective ministry personnel which includes the ministry application form, police records check, record of reference checks, and other documents related to the recruiting and supervision of ministry personnel

Occasional Observer: Individuals who visit and observe Ministry Personnel with ministry activities on rare occasions. This term includes parents assisting their own children. Occasional observers do not need to be screened and trained, however, their access to minors will be limited and they will never be placed in a position of trust with children who are not their own. That means that they will not be asked to assume responsibility for children and they will not be allowed or asked to take children to the washroom

Parent: Shall mean the natural or adoptive parent(s) or legal guardian(s) of a child under the age of 18 years of age

Position of Trust: The role wherein parents and/or guardians have entrusted their children or youth to the care of ministry personnel

Prospective Ministry Personnel: Youth or adults associated with the church congregation either by membership or regular attendance as an adherent, and awaiting approval to become ministry personnel

PTP Committee: A group of individuals that monitor the Plan to Protect and meet annually to discuss current policies, needs, and any suggested changes

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Youth: Means a person aged 11 to 17 years (“student”)

2. Understanding Child Abuse

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

“Child abuse refers to an act committed by a parent, caregiver or person in a position of trust (even though he/she may not care for the child on a daily basis) which is not accidental and which harms or threatens to harm a child’s physical or mental health, or a child’s welfare.” (Faith Trust Institute, 2006)

Abuse is categorized as being physical, sexual, emotional, involving neglect, harassment, improper touching and improper discipline.

Physical Abuse

“Physical abuse is any deliberate physical force or action that results, or could result, in injury to a child. It can include punching, slapping, beating, shaking, burning, biting or throwing a child. It is different than what is considered reasonable discipline.” (The Children’s Aid Society of London and Middlesex, 2007)

Sexual Abuse

“Sexual abuse occurs when a child is used for the sexual gratification of an adult or an older child. Coercion (physical, psychological or emotional) is intrinsic to sexual abuse. This is what distinguishes it from sexual exploration with peers.

It is against the law to touch a child for a sexual purpose; to encourage or force a child to touch another person in a sexual way; encourage or force a child to participate in any sexual activity; tell a child to touch him or herself for an adult’s or older child’s sexual purposes.

Sexual abuse of children can take many forms. This includes sexual intercourse, exposing a child's private areas, indecent phone calls, fondling for sexual purposes, watching a child undress for sexual pleasure, allowing a child to look at, or perform in pornographic pictures or videos, or engage in prostitution.” (The Children’s Aid Society of London and Middlesex, 2007)

Emotional Abuse

“Emotional abuse is a pattern of behaviour that attacks a child's emotional development and sense of self worth. It includes excessive, aggressive or unreasonable demands that place expectations on a child beyond his or her capacity. Emotional abuse includes constantly

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criticizing, teasing, belittling, insulting, rejecting, ignoring, or isolating the child. It also includes failure by a parent or caregiver to provide their children with love, emotional support, and guidance.” (The Children’s Aid Society of London and Middlesex, 2007)

Neglect

“Neglect is the failure to meet a child's basic needs for food, clothing, shelter, sleep, medical attention, education, and protection from harm. This can occur when parents do not know about appropriate care for children, when they cannot adequately supervise their children or when they are unable to plan ahead.” (The Children’s Aid Society of London and Middlesex, 2007)

Harassment

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

3. Understanding the Church’s Responsibility

We believe it is the responsibility of the Church to provide a safe environment for children and youth who are in attendance at the Church’s facilities or who participate in Church sanctioned activities and programs wherever they may be carried out.

The Spiritual and Moral Responsibility of the Church

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

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

Micah suggests that the Lord requires three things of us:

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

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The Bible outlines our spiritual responsibility to children and youth:

“If anyone causes one of these little ones – those who believe in me – to stumble, it would be better for them if a large millstone were hung around their neck and they were drowned in the depths of the sea.” (Matthew 18:6 TNIV)

“People were bringing little children to Jesus for him to place his hands on them, but the disciples rebuked them. When Jesus saw this, he was indignant. He said to them, ‘Let the little children come to me, and do not hinder them, for the kingdom of God belongs to such as these. Truly I tell you, anyone who will not receive the kingdom of God like a little child will never enter it.’ And he took the children in his arms, placed his hands on them and blessed them.” (Mark 10:13-16 TNIV)

“Avoid every kind of evil.” (1 Thessalonians 5:22 NIV)

“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 NIV)

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

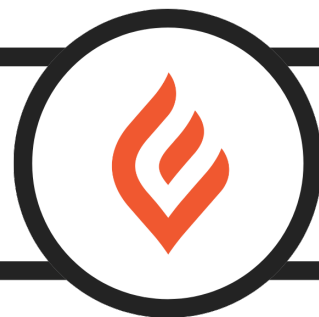
The Civil and Legal Responsibility of the Church

We recognize that providing a safe place for children and youth is also a legal requirement. We have a legal responsibility to ensure that a plan for protecting children and youth is in place and is diligently followed.

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

This policy and the guidelines contained within it, are to help us in fulfilling our responsibilities to provide the safest and most nurturing environment we can for children and youth. In partnership with parents, we as a church seek to provide quality care and instruction to families and in this way, promote spiritual growth at every age level.

SCREENING



1. Ministry Personnel Recruitment & Screening Process

- I. The Pastor and/or the Ministry Lead will determine if an individual is a suitable or potential candidate for children or youth ministry.
- II. Prospective Ministry Personnel are to submit to the recruitment and screening process managed by the Ministry Lead. Individuals will submit and complete the following:
 - A. **Qualifications for Ministry**
 - B. **Ministry Personnel Application Form**
 - C. **Sign a Ministry Covenant**
 - D. **Ministry Personnel Agreement Form**
 - E. **Reference checks**
 - F. **Interview**
 - G. **Police record check**
 - H. **Plan to Protect Training**
 - I. **Final approval from a Pastor**
- III. Work with a Pastor and/or the Ministry Lead to receive training for specific area of ministry.

A. Qualifications for Ministry

1. Individuals wanting to work with children or youth must have regularly attended the church for at least six months. Exceptions can be made where prospective Ministry Personnel have transferred from another Pentecostal Assemblies of Canada church in which they have been long-time members/adherents and children's and/or youth ministry workers in good standing. Reference checks must be received from at least two individuals, including one from their previous pastor.
2. Ministry Personnel serving in children and youth ministries are members or adherents in good standing who support the vision, values and constitution of the church. They also support and are submissive to the leadership of the church.
3. Individuals who have been accused, or convicted, or are under the suspicion of crimes against children and/or youth, or who have been convicted of violent crimes or other relevant crimes will not have any involvement in ministries or programs where children or youth participate.

B. Ministry Personnel Application Form

1. Prospective Ministry Personnel are to complete a Ministry Personnel Application Form.



2. Individuals who transfer from another church unknown to the Church Leadership must include contact information or a reference from a pastoral staff member of their previous church.
3. In accordance with the Personal Information Protection and Electronic Documents Act (PIPEDA) regulations, the Ministry Personnel Application Form must include the reason for which the information is being collected.
4. We recommend that a current photo of the prospective Ministry Personnel accompany the Ministry Personnel Application Form.
5. Ministry Personnel Application Forms are to be kept confidential and available only to the Ministry Lead, Pastors or Designated Screening Personnel.
6. Completed Ministry Personnel Application Forms are to be kept on file permanently and in a secure location.

C. Sign a Ministry Covenant

We ask that all Ministry Personnel sign our Ministry Covenant (Appendix 2). We believe that all positions of service in the church are leadership positions. This Covenant stresses the importance of living a life consistent with the Bible in order to be the best example to those around you.

D. Ministry Personnel Agreement Form

Ministry Personnel must sign a form stating that they have read the Plan to Protect manual and will comply with the policies outlined in the booklet. Training will be offered a number of times throughout each year.

E. Reference Check

Designated Screening Personnel will conduct reference checks on all prospective Ministry Personnel (Appendix 3).

- Prospective Ministry Personnel must sign a liability release before reference checks are conducted
- References provided must fit with the acceptable categories for adults and for youth who want to work with children
- Reference checks may be conducted by telephone or in person to confirm the suitability and appointment of prospective Ministry Personnel

F. Interview

Interviews will be conducted by the Ministry Lead, Designated Screening Personnel or by an individual approved by a Pastor.

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G. Police Record Checks

1. Police records checks must be conducted on all ministry personnel serving children, youth and/or vulnerable persons.
 - Police record checks are to be renewed every five (5) years
 - Police record checks are to be conducted on all Ministry Personnel 16 years of age and older and are to be kept on file permanently
2. If a prospective Ministry Personnel has had a history with the Children's Welfare Agency, a request may be made by a Pastor for the individual to sign consent for a Child Welfare Check.

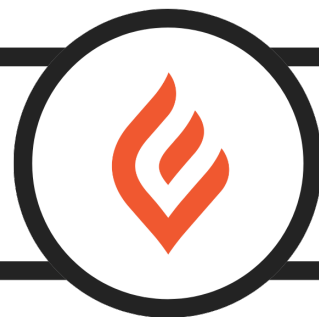
H. Training

1. Plan To Protect training is required for all Ministry Personnel serving with children and youth and must be completed prior to becoming an approved volunteer.
2. Training is to include a review of the Plan to Protect Policy and procedures. All Ministry Personnel are to affirm that they have read the Plan to Protect Policy, that they understand it and the procedures that pertain to their area of ministry. Ministry Personnel will be educated about their legal obligation to report suspected abuse and to recognize and identify the symptoms of abuse and molestation.
3. All Ministry Personnel, Pastors, Ministry Leads and Designated Screening Personnel are required to attend a Plan to Protect refresher course at least once a year.
4. Attendance is to be taken at training courses and noted in the personnel file for each Ministry Personnel.

I. Approval

All Ministry Personnel are to be approved by a Pastor upon completion of the recruitment and screening process before an individual is placed in a ministry position (Approval must be signed and dated). Applicants who have not fully completed the recruitment and screening process will not be placed in a position of trust.

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1. Child & Youth Protection Procedures

Supervision of Ministry Personnel and Program Maintenance

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

Program maintenance will be reviewed and updated at the beginning of each ministry year (September) to ensure training, ministry personnel files, and the physical environment are compliant with this policy.

Ministry Personnel Lifestyle Standards

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

Child and Youth Registration:

Compliance with the Personal Information Protection Electronic Data Act (PIPEDA)

1. Registration forms (Appendix 4 & 5) will be available for all children and youth ministry programs. A release and permission statement will be included on all registration forms releasing the Church from unforeseen and accidental injuries along with contact information in case of an accident. A statement will be included on all registration forms which stipulate the purpose and extent for collecting personal information of children and youth.
2. Original forms are to be filed and kept permanently in a secure location.
3. A separate permission form is to be filled out for all activities that are not on church property. This includes all over-night events, trips and outings. A photocopy of each permission form is to be made and the originals are to be kept permanently in a secure location.
4. It is the responsibility of Ministry Leads and their teams to ensure that forms are completed and submitted for all participants. Reasonable effort is to be made to keep registration information updated and current.
5. Registration forms will be updated every year (September).



2. Ministry Personnel/Child & Youth Ratios

Age of Child/Youth	Ratio
Newborn to 17 Months	2 screened workers for every 6 infants
18 to 30 Months	2 screened workers for every 10 children
30 Months to 5 Years Old	2 screened workers for every 16 children
Elementary (Gr. 1-4)	2 screened workers for every 20 children
Jr. High Students (Gr. 5-8)	2 screened workers for every 16 children
Sr. High Students (Gr. 9-12)	2 screened workers for every 20 children
Children with Disabilities	2 screened workers for every 6 children

3. Supervision of Children

1. To provide adequate supervision of children, one (1) of the following must be in place:
 - A minimum of two (2) unrelated Ministry Personnel are present for supervision, except in the event of an emergency OR
 - One Ministry Personnel is present with the door open (or top of half doors) with hall monitors circulating periodically from room to room (When it is not safe to leave door open and half door is not available there must be a window in the door allowing a clear line of sight into the classroom).
2. Ministry Personnel between the ages of 11 and 17 may assist only under adult Ministry Personnel supervision. Ministry Personnel must be 18 years of age or older to supervise children alone in a room. In both situations, there must be a clear sight line into the entire room with hall monitors circulating periodically from room to room.

Occasional Observers

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



Ministry Personnel Identification

All Ministry Personnel, when serving, are to wear a name-tag that clearly identifies them to parents, children and others.

Receiving and Releasing Children

1. For Children Birth to SK (up to age 5):

- A. The receiving and releasing of children under the age of 6 will be closely monitored. A mandatory sign-in and sign-out form is to be used for all programs.
- B. Children are not to be dropped off or left in a room without Adult Ministry Personnel present.
- C. Children will only be released into the care of the child's parent or designate utilizing a signature or initial.
- D. Parents and visitors are not to enter the nursery or preschool area when picking up their child unless requested to do so.

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

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

3. For Children Grade 3 to 4 (ages 8 to 10):

- A. Children are received in the designated room by Adult Ministry Personnel. Children are not to be dropped off or left in a room without Adult Ministry Personnel present to receive them.
- B. Children may be released on their own or be picked up by a parent.

Attendance

Attendance of children is to be taken each time a group or program is in session. The record will include all Ministry Personnel on duty in each group or program. These attendance records are to be kept on file permanently.

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Washroom Guidelines

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

1. For Nursery:

- A. Our nursery staff DO NOT change diapers. If a child needs to have their diaper changed the parent will be paged to the nursery. (In extreme situations, where a parent cannot be located and the need is great, there must be 2 Adult Ministry Personnel present while the diaper is being changed).

2. For Preschool Children:

- A. Preschool children are not to go to the washroom alone.
- B. One of the following will be adhered to when accompanying preschool children to the washroom:
 - Two (2) Ministry Personnel will escort a group of children to the washroom OR
 - One (1) Ministry Personnel will escort a group of children to the washroom with one (1) hall monitor appointed to assist with washroom and security duties.
- C. Ministry Personnel are never to be alone with a child in an unsupervised washroom and they are never to go into a cubicle with a child and shut the door.
- D. When a preschool child needs assistance in a washroom, Ministry Personnel may only enter the washroom cubicle to assist following these guidelines:
 - Adult Female Ministry Personnel will assist both girls and boys in the washroom,
 - The outside washroom door must be propped open and the adult Ministry Personnel must
 - stand in an open cubicle,
 - Ministry Personnel will take into consideration the privacy of the child.

3. For Elementary Children:

- A. Elementary boys and girls are not to be sent to the washroom alone.
- B. Ministry Personnel will escort the children to the washroom and prop the door open and remain outside the washroom door and wait for the children before escorting them back to the classroom.
- C. Ministry Personnel are not to be alone with children in an unsupervised washroom and are never to enter into a cubicle with a child and shut the door.

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- D. Male Ministry Personnel are not to accompany female children to the washroom.

Architectural Precautions

1. All windows in the doors of children's program areas are never to be covered in any way in order to keep clear sight lines into classrooms.
2. Washroom facilities in the Family Centre are for sole use of children during all children's ministry activities/programs. Signs are to be clearly posted in those washrooms to redirect all others to the washrooms in the main building.
3. Nursery doors are to be secured from the inside.
4. All electrical outlets (in nursery and preschool classrooms) are to be kept covered when not in use.

Proper Display of Affection

1. Appropriate Touch:

Recognizing that children need appropriate displays of affection that reflect pure, genuine and positive displays of God's love, appropriate touch of children will be age and developmentally appropriate.

2. We encourage Ministry Personnel to:

- A. Hold a preschool child who is crying,
- B. Speak to a child at eye level and listen with your eyes as well as your ears,
- C. Hold a child's hand when speaking, listening or walking with him or her to an activity,
- D. Gently hold the child's shoulder or hand to keep his or her attention while you redirect the child's behaviour,
- E. Put your arm around the shoulder of a child when comforting or quieting is needed,
- F. Pat a child on the head, hand, shoulder or back to affirm him or her.

****All touch must be done in view of others****

3. Inappropriate Touch:

Recognizing that the innocence of children must be protected, Ministry Personnel are not to be left alone with a child and will be made aware that the following actions are deemed inappropriate and will not be permitted:

- Do not kiss a child or coax a child to kiss you
- Do not engage in extended hugging and tickling
- Do not hold a child's face when talking to or disciplining the child
- Do not touch a child in any area that would be covered by a bathing suit
- Do not carry older children and do not allow them to sit on your lap
- Avoid prolonged physical contact with a child



Discipline Policy

Pastors and volunteers are given the responsibility of supervising the activity of the children placed in their care. If the children are not able to be managed, because of disobedience or obstinance the parents of the child are to be contacted. If the discipline problem continues, the child will be temporarily suspended from attending until an agreement of behaviour is established with the supervising pastor.

In the case of willful damage to church property, children may be held responsible for paying the compensation of repair. Attendance privileges may be withheld until full compensation is received.

In cases where the parents are unavailable, and strong wilful disobedience occurs, the police may be contacted.

There should be no children in the church building unsupervised. The supervisor needs to have sufficient charge of the group so that control is maintained. Supervisors should be sufficiently older to demand the respect required to maintain control.

Discipline Stages

1. Verbal correction of misbehaviour
2. Removal from group activity
3. Advise parents of misbehaviour and arrange an agreement of behaviour
4. Withdrawal from program and suspension of attendance privileges
5. Notify police

Under no circumstances is corporal punishment to be administered. Reasonable restraint can be applied if the child is placing members of the group at risk, otherwise, the child should not be touched.

Any children wandering the halls, classrooms, etc. without authorization must be returned to their activity and the supervisor of the group notified. After two warnings of this type of behaviour, the parents/guardians must be notified and a meeting may be arranged with the staff responsible.



4. Supervision of Youth

Mentoring Opportunities

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

Open Door Policy

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

Physical Contact

1. Physical contact guidelines are to be posted in youth rooms.
2. Ministry Personnel must be made aware of what constitutes appropriate touch:
 - One arm hugs
 - Shoulder to shoulder hugs
 - Touch on the back or shoulder
3. Ministry Personnel must refrain from inappropriate touch at all times:
 - Chest-to-chest hugging
 - Extended hugging
 - Over exuberant affection
 - Lap sitting
 - Kissing
 - Touching of thighs, knees, back rubs or inappropriate spots of the body
4. Ministry Personnel must be cognizant of conduct that could be misinterpreted:
 - Horseplay
 - Tickling
 - Extended back rubs

PROTECTION



Dating

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

Ministry Personnel / Student Ratios

1. Programs for youth must comply with established staffing ratios as follows:
 - “Jr. Varsity” (Gr. 5 to 8) – **2** Ministry Personnel for every **16 students**
 - “Relentless Youth” (Gr. 9 to 12) – **2** Ministry Personnel for every **20 students**
2. There must be at least two (**2**) unrelated Ministry Personnel at all events. Events with mixed genders must be supervised by both male and female Ministry Personnel.
3. It is recommended there be at least a three to five (3-5) year age difference between Ministry Personnel and the youth they supervise.

Planning for Safety

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

Billeting and Hosting

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



5. Off-Site Activities, Overnight Events & Transportation

Off-Site Activities

1. All off-site activities must be pre-approved by a pastor with parents being notified at least one (1) week prior to the outing.
2. Proper written consent and medical release forms are required for each child/youth participating in off-site events. Forms must be kept in the Ministry Lead's possession during off-site activities with a copy of the completed forms filed in the Church office. The originals are to be kept on file permanently (Child, Appendix 4; Youth, Appendix 5).
3. All off-site activities are to be supervised by a minimum of two (2) unrelated adult Ministry Personnel. Off-site activities with mixed genders must be supervised by at least two (2) unrelated, adult Ministry Personnel of opposite gender.

Retreats and Overnight Events

1. All retreats and overnight events must be pre-approved by a Pastor.
2. Proper written consent and medical release forms are required for each child or youth participating in overnight events. (This form must include details of the specific trip and is different from the annual registration form). Forms must be kept in the Ministry Lead's possession during trips and events and a copy filed in the Church office. The originals are to be kept on file permanently.
3. All overnight activities with mixed genders must be supervised by at least two (2) unrelated, adult Ministry Personnel of each gender. There must be a minimum ratio of one (1) Ministry Personnel for every ten children or youth. Ministry Personnel are to be assigned a specific group of children or youth for whom they are responsible to supervise. Female Ministry Personnel will be assigned responsibility for female children/youth and male Ministry Personnel will be assigned responsibility for male children/youth.
4. Youth attending retreats and overnight events will not be allowed to leave the event. Any exceptions must be added to the permission form signed by the parent.
5. Female and male youth are not allowed in each other's rooms or tents for any reason during retreats and overnight events and they are not permitted to sleep in mixed company.



Transportation:

1. When planning off-site activities, parents are to be encouraged to drop off and pick up their children at the event location. Ideally, for out of town events, commercial carriers are to be used.
2. Our first concern in transportation is the safety of our youth. Drivers must obey all the rules of the road including the speed limits. Reckless or unsafe driving will not be tolerated.
3. All Ministry Personnel drivers transporting youth during Church activities must complete the following prior to the youth event:
 - Be pre-approved by the Ministry Lead,
 - Provide a copy of their valid driver's license,
 - Provide a copy of their current automobile insurance policy, and,
 - Have a minimum of five (5) years driving experience from obtaining a G2
4. The number of occupants in vehicles transporting children and youth during Church sponsored activities must not exceed the number of seat belts and each child must be in age appropriate safety restraints. Seat belts must be worn by everyone and remain fastened at all times the vehicle is in operation.
5. At least two (2) Adult Ministry Personnel must be in each vehicle transporting children during Church sponsored activities. Children and youth must never be left alone in a vehicle.
6. The 'Trips and Off-site Travel Form' (Appendix 6) will accompany the group with the original left in the Church office and filed permanently consisting of:
 - Names and phone numbers of all participants
 - Location of event and phone number(s)
 - Drivers and vehicles involved

6. Health & Safety Guidelines

Health and Safety Guidelines

1. Ministry Leads and Ministry Personnel are to be encouraged to be certified and trained in first aid.
2. Ministry Leads must be informed of any children or youth having severe allergies. The information will be posted in the children's and youth departments for easy access and Ministry Personnel who have the child/youth in their care will be informed.
3. The cleaning and sanitation of toys and table surfaces must be done periodically.



Illness

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

Medications

1. Ministry Personnel are not to give or apply any medications. Parents are to be contacted and should administer all medications.
2. Medication is not to be left in a classroom. When a child brings medication, the medication is to be kept in the possession of the Ministry Lead or their designate.
3. In the extreme case where **Epipens** and **puffers** are needed for allergies or asthma, written instructions are to be provided by the parent or guardian to the Ministry Lead. Requests should be written, signed, dated and filed permanently.
4. If a child/youth must take a medication while on an overnight trip, outing, day camp or another similar event the Ministry Lead must obtain written permission and instructions from the parent/guardian (A doctor's note may be required as well).

Dealing with Cuts or Injuries Involving Blood:

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

Emergencies

1. Emergency evacuation procedures will be reviewed annually by Building Manager/Administrator. These procedures are to be posted in a visible place in each classroom stating the planned route of escape (Appendix 1).
2. Building Manager/Administrator, will arrange for annual fire and evacuation drills.

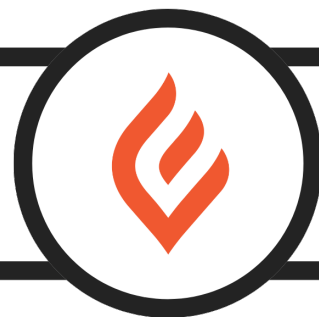


3. First aid kits will be kept in a number of strategic places where children and youth ministry occur. (Each area of the children's ministries will have at least one first aid kit easily accessible. As well a first aid kit can be found in the Resource Centre, Usher's Room, Workroom, and Upstairs Kitchen). The first aid kits will be checked regularly and kept properly stocked
4. A parent will be contacted when an injury, accident or medical emergency occurs. Incident Reports are to be completed for any and all accidents. Injuries are to be reported to the Ministry Lead (Appendix 8)

Bullying Among Peers

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

REPORTING



1. Reporting Procedures

Hearing of an Allegation or Suspicion of Abuse

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

1. For the protection of our children and youth, all allegations and/or suspicions of abuse against children and youth will be taken seriously.
2. Immediately upon hearing of potential abuse or allegations of abuse to a child or youth, Ministry Personnel must contact a Pastor and together complete a Suspected Abuse Report Form documenting all pertinent information (Appendix 9). The victim should not be asked leading questions nor should the accused or any other parties be contacted at the point of completing the Suspected Abuse Report Form.
3. All forms must be kept permanently unless otherwise directed by legal counsel.

Reporting an Allegation or Suspicion of Abuse

1. According to the Child and Family Services Act, any person with a reasonable suspicion of child abuse has a legal responsibility to immediately report the matter to child protection authorities or the police. Reporting must be done orally by telephone or in person within twenty-four hours of observing signs of abuse or receiving a report of abuse. Should a Ministry Lead, Ministry Personnel or a Pastor become aware of an incident of abuse, one of them may make a report to the child protection authorities or the police on behalf of all three.
2. A person who knowingly fails to report in these circumstances is in violation of the law and may be found to have committed an offence and may be subject to discipline action in the Church.
3. The Senior Pastor or his designate must notify the Church's insurance provider and seek legal counsel upon hearing of a suspected child abuse case.
4. If the suspected abuse happened in the context of Church ministries or was committed by a church member or attendee, the parents of the victim must be notified by the Senior Pastor or his designate.

Assessing and Investigating an Allegation or Suspicion of Abuse

1. No persons, including Pastors and Board members, are to assume the function of assessing, substantiating or investigating the need for intervention or interpretation of suspected child abuse.

REPORTING



2. There must not be any undue interference when a report of child abuse has been filed with child protection authorities or the police. The Senior Pastor or his designate should ask the child protection authorities how they can assist in helping and supporting the investigation and the hurting child or youth and their family. The Senior Pastor or his designate should maintain frequent communication and supportive relationships with those suspected or guilty of child abuse as long as these persons exhibit a willingness to listen, change and look to Christ for help. This does not exclude the need for hurting individuals to receive professional counselling.

2. Response to Allegations

Spiritual Response and Counsel for the Victim

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

Biblical Response and Discipline for the Accused or Convicted

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

REPORTING



4. Anyone accused of abuse to children or youth will be prohibited from having access to children or youth until they are cleared of any and all charges. Clear written guidelines will be provided to the individual with restricted activities and areas that they are not permitted to use or be in while on the church property.
5. Anyone convicted of child abuse will be prohibited from having access to children or youth. Pastors may designate an individual to be responsible to be informed whenever the convicted person attends church activities and to accompany the convicted person while on church property. Clear written guidelines will be provided to the individual listing restricted areas and access points on the church property.

Media Relations

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

Ongoing Investigation

1. Full cooperation must be given by all parties to civil authorities under the guidelines of legal counsel.
2. At no time should Board members or Pastors either engage in denial, minimization or blame, or admit responsibility which could prejudice the case or cause increased liability to the Church.
3. A confidential follow-up report with conclusions and action taken must be documented by the Senior Pastor, Children's Pastor or Youth Pastor following a report of abuse. This report should be placed in a confidential ministry personnel file and kept permanently.
4. Children and youth ministry departments will inform others of any ongoing investigation strictly on a need-to-know basis.

Policy Review

The Policy is to be reviewed and approved annually by the Plan to Protect Committee to ensure procedures are updated and/or clarified as needed and the Policy maintains its relevance to applicable provincial child protection legislation.

Emergency Procedures

THE EMBASSY CHURCH

Upon Discovery of Fire:

- Leave fire area immediately and always remain calm, move quickly and quietly out the appropriate exit
- Close all doors behind you
- Activate the Fire alarm, using pull stations and call **911**
- Initiate fire alarm procedures

Procedure when Alarm Sounds:

- If you are in an enclosed room, before opening the door, feel the doorknob for heat. If not hot, brace yourself against the door and open lightly. If you feel air pressure or heat, close the door quickly
- If you do not find fire or smoke in corridor, close door behind you and evacuate building using the nearest exit or exit stairs. Always check stairway for heat & smoke before entering; use alternate exit if necessary. (Always remain calm)
- Follow Building Manager's, or designate's instructions
- Assist handicapped, as required
- Go to designated Initial Assembly Area: West Lawn (alternate being North Parking Lot)
- Do not return until it is declared safe to do so by **Fire Officer**
- If a false alarm is identified, phone **905-433-1234 immediately** to report it is a false alarm

Detailed Instructions:

- Pastor will instruct everyone to leave building quickly/calmly out the nearest exit, and for parents to meet their children on the West lawn (alternate being North Parking Lot), who are currently being led out by their leaders to that designated area
- Building Manager, or designate, will assess who is in the building and facilitate emergency procedures at fire panel. **If a false alarm is identified, phone 905-433-1234 immediately to report it is a false alarm.**
- Children's Area:
 - Upon hearing an alarm, leaders are to gather children in classroom and collect the attendance list
 - Leaders are to count children and helpers and then to lead the way to the closest exit
 - Team leader leaves the room last and shuts the door
 - Children's Pastor to check for children and helpers in the washrooms
 - When at West Lawn (alternate being North Parking Lot), recount the children and wait with children for parents to come sign them out (if entry back into building is unsafe)

- Lead Usher/Team Captain (or designate if mid-week) to request two ushers (or volunteers if mid-week) to go immediately upon hearing an alarm to the Nursery to help attendants carry infants and toddlers, and “pack & plays” to the West Lawn. Blankets are in the Nursery to wrap children in if it is winter. Children will be safely contained in the “pack & plays” while outside. Parents will come to get children there on the West Lawn (alternate being North Parking Lot). Two ushers would need to block the access to the hallway to the Family Centre so that parents wouldn’t try to rush and grab their own children, while informing parents where they can meet their children.
- Lead Usher/Team Captain (or designate if mid-week) to request ushers/volunteers (two or more if possible) to assist special needs' persons. They should assess whether or not there is imminent danger from fire or smoke in their area. If there is not imminent danger in the area, the volunteers should:
 - Move the special needs person out into the safest emergency exit or safe stairwell
 - One volunteer should remain with the person
 - One volunteer should notify staff of the situation

Only if there is imminent danger on the second floor, the volunteers should move the special needs person outside when possible or into the safest emergency exit or stairwell if unable to evacuate him/her to the exterior.

- One volunteer should remain with the person if he/she can not be evacuated safely
- One volunteer should exit the floor and notify the Fire Official of the location and condition of the special needs' person

If necessary, for safety reasons, the volunteers may consider transporting the special needs persons down to the next safe floor level. Whenever possible, special needs people should be moved to the exit with their assistive device(s); for example, wheelchairs, crutches or scooters, as they will require these devices once outside the building. The device(s) should remain on the floor if it is too heavy or large to be safely, quickly and easily transported, or if it is likely to block the emergency exit stairwell. **Due to heavy weight, a motorized wheelchair will be brought downstairs ONLY by fire department personnel**

Lockdown Procedures

THE EMBASSY CHURCH

A lockdown is just as it sounds — all entrances are locked to prevent anyone from entering or exiting the building without permission or authorization. The intent is to isolate everyone from an active threat. The threat doesn't necessarily need to be an armed person entering your facility with the intent to cause harm. It could also be inadvertent, such as someone running from the police; a vicious, loose animal; or a hazardous material spill close to the facility. In cases of an emergency requiring lockdown, the administrative pastor or the head usher will announce over radios, text, or all-page that a lockdown is in effect. In a lockdown, no one moves: the situation is unstable, and the risks are too great to have anyone moving about the church until the lockdown is lifted.

External Threat:

External threats take place outside your facility or campus. Your goal is to prevent the external threat from entering your facility.

- **Communication** — Alert occupants with a broadcast announcement as to the nature of the threat — use plain English (no code words) to avoid misinterpretation or confusion. Next, you would immediately notify local authorities of your situation by calling 911
- **Lockdown** — Designated personnel should quickly lock all exterior doors and windows. Consider any kids who may be outside the building at this time; move them into the building as safely as possible. Teachers should take roll call of all kids and adults in their rooms using the maintained lists in each classroom.
- **Instructions** — Depending on the threat, regular activities may be continued without interruption inside the facility. If there's potential for real violence, teachers should move kids into classrooms, away from doors and windows, and cover windows to avoid detection. Ensure no one leaves the building without authorization or until an all-clear command is given. Ignore fire alarm, if we need to evacuate the building, a safety member will advise.

Internal Threat:

An internal threat exists when the cause of danger is inside your facility or campus. Your goal is to seclude adults and children in safe, secure areas while the threat is removed.

- **Communication** — Make an announcement as you would for an outside threat, and then immediately notify **911**
- **Lockdown** — Designated personnel should immediately lock all exterior doors and windows and check hallways and restrooms for kids to get to safety. Seclude leaders and kids inside classrooms, offices, or anywhere available — avoiding areas that can't be locked. Take roll. An armed intruder inside your facility is likely walking the building looking for victims. It's essential to not be seen or heard — create obstacles between the threat and potential victims by locking doors, covering windows, and staying out of sight.

- **Instructions** — Remain in place until an all-clear command sounds over the public address system. Don't open doors or windows for anyone unless you can easily confirm the person isn't a threat through identification precautions. Let rescuers find and come to you. Ignore fire alarm, if we need to evacuate the building, a safety member will advise.
- **Coaching** — Train your staff on the emergency plan and on techniques to remain calm in a crisis. Talk about staying level-headed and the importance of keeping the children calm in a crisis

Important for Internal Lockdown:

- Lock your door
- Cover your entry window
- Turn off any lights
- Move people away from doors to a location out of line with door
- If the threat is outside, close the shades
- Barricade the door if the threat is imminent

Lifting Lockdown:

- Safety Team Coordinator or Head Usher will lift the lockdown
- They unlock all classrooms with key and communicate that lockdown has been lifted

My Ministry Covenant

THE EMBASSY CHURCH

The meaning of this covenant:

I understand that a covenant is a promise, a commitment to responsibility and action.

My Ministry:

Here at The Embassy Church, we believe that any person who participates in any form of service to this body, no matter how menial it may appear to be, is involved in ministry leadership. We further believe that God intended these ministries be carried out in the spirit of a servant. Our talents, personalities and gifts may vary, but Scripture clearly teaches what it means to be a leader. Jesus has demonstrated this leadership style, and commanded us to do likewise.

“Do nothing from selfish or empty conceit, but with humility of mind let each of you regard one another as more important than himself; do not merely look out for your own personal interests, but also for the interests of others. Have this attitude in yourselves which was also in Christ Jesus, who, although He existed in the form of God, did not regard equality with God a thing to be grasped, but emptied Himself, taking the form of a bond-servant, being made in the likeness of men. And being found in appearance as a man, He humbled Himself by becoming obedient to the point of death, even death on a cross.”

Philippians 2:3-8

Servant Leadership is much more than a leadership style we act out and master like other management styles. Servant leadership begins with the heart, with our attitude and with our motives. A servant-leader can be characterized by submission, love, compassion, persistence in the pursuit of God’s will, and self-sacrifice. Reflections from Scripture on Servanthood: John 17, Phil. 2:3-8, John 6:38-40, John 15:12-13, 1 Corinthians 13.

Our primary mandate in this church is to “make disciples” (Matt. 28:19). Modelling biblical truth and standards gives those who are young (in age or faith) an example to follow; an illustration of what it means to be a Christian. It gives the church community confidence in the integrity of their church and the quality of our vision.

My Qualifications:

A life that qualifies for **Ministry Leadership** at *The Embassy Church* exhibits personal morality and character consistent with the Bible. While recognizing that grace abounds in our experience with Christ, and that in Christ there is forgiveness for moral failure, it is also recognized that biblical principles and standards are what qualify and empower an individual to lead.

My Lifestyle:

I understand that consistent modelling requires diligence in the pursuit of the Biblical lifestyle. There are some things that we can do to renew ourselves from the inside out. We have a need to pursue an honest relationship with God, remain sensitive to sin so that it is easily identified and recognized in our own lives, and continue to ask for forgiveness. A lifestyle of sin evolves through inattention and insensitivity to God’s Biblical teaching.

The biblical lifestyle is both a life of participating and a life of abstaining. We need to abstain from what the Bible refers to as acts of the sinful nature, which means that we are not participating in an activity that is harmful to both our personal welfare and that of the church. In participating, one is to fully involve him/herself in the principles of God’s Word and, when appropriate, the programs of our church.

We are to abstain from **any act or attitude** that is counter-productive to the purposes of the church or its ministries.

Covenant Acknowledgement

Having received Christ as my Lord and Saviour, and in recognition of God's covenants toward us, I understand and agree to the content of this Ministry Covenant. I resolve to minister within the church and within the world as a servant of Jesus Christ, under God, and according to Scripture. The following statements help to further define my commitment:

I. I will protect the unity of my church

- by acting in love toward other members
- by refusing to gossip
- by following the leaders
- by being supportive of *The Embassy Church's* Statement of Faith
- by complying with *The Embassy Church's* Constitution and By-laws.

"So let us concentrate on the things which make for harmony, and on the growth of our fellowship together." (Rom. 14:19)

"Have a sincere love for other believers, love one another earnestly with all your heart." (1 Peter 1:22)

"Do not let any unwholesome talk come out of your mouths, but only what is helpful for building others up according to their needs." (Eph. 4:29)

"Obey your leaders and submit to their authority. They keep watch over you as men who must give an account. Obey them so that their work will be a joy, not a burden, for that would be no advantage to you." (Heb. 13:17)

II. I will share the growth of my church

- by praying for its growth
- by inviting the unchurched to attend
- by warmly welcoming those who visit.

"To the church – We always thank God for you and pray for you constantly." (1Thess. 1:1-2)

"The Master said to the servant, 'Go out to the roads and country lanes, and urge the people there to come so my house will be full'" (Luke 14:23)

"So, warmly welcome each other into the church, just as Christ has warmly welcomed you; then God will be glorified." (Rom. 15:7)

III. I will serve the ministry of my church

- by discovering my gifts and talents
- by actively involving myself in ministry
- by being equipped to serve by my pastors
- by developing a servant's heart
- by ministering in cooperation with others in the Body of Christ
- by supporting, through prayer and affirmation, others' gifts and ministries.

"Serve one another with the particular gifts God has given each of you" (1 Peter 4:10)

"God gave... some to be pastors and teachers, to prepare God's people for works of service, so that the Body of Christ may be built up." (Eph. 4:11-12)

"Each of you should look not only to your own interests, but also to the interests of others. Your attitude should be the same as that of Christ Jesus; Who...[took on] the very nature of a servant." (Phil. 2:3-4, 7)

IV. I will support the testimony of my church

- by attending faithfully
- by living a godly life (applying Biblical principles in all aspects of my life)
- by keeping a regular, personal quiet time of Bible reading and prayer and regularly confessing my sins before God
- by giving regularly
- by abstaining from any act or attitude that is counter-productive to the purposes of the church or its ministries.

"Let us not give up meeting together ... but let us encourage one another." (Heb. 10:25)

"Whatever happens, make sure that your everyday life is worthy of the gospel of Christ." (Phil. 1:27)

"Each one of you, on the first day of each week, should set aside a specific sum of money in proportion to what you have earned and use it for the offering". (1 Cor. 16:2)

"A tenth of [all your] produce ... is the Lord's and is holy." (Lev. 27:30)

I understand that *The Embassy Church* is responsible for the welfare of any person entrusted to my care, and thus I will co-operate fully with the staff in the fulfillment of my duties and will keep all information I encounter in my role as a Ministry Leader, confidential. If, at any time, I find that for any reason I am unable to support the policies, procedures, or doctrines of *The Embassy Church*, I will gracefully and quietly resign my position.

If I fail to live a life consistent with God's Word so that my witness, the reputation of the Name of Christ and / or the integrity of *The Embassy Church* is compromised, I will withdraw from my position of ministry and submit to a process of restoration.

Name (Please Print): _____ Date: _____ Signature: _____
--

Record of Reference Checks - Confidential

(Record of church contact with a reference or church identified by an applicant for Volunteer Ministry with The Embassy Church)

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

Reference Information/Questions	Reference #1	Reference #2
Name		
Address		
Phone Number		
Date(s) of Contact		
1. How long have you known this person?		
2. Describe your relationship with the person.		
3. Use the scale to respond to the following	1-low to 5-excellent	1-low to 5-excellent
a) ability to work well with other volunteers	1 2 3 4 5	1 2 3 4 5
b) ability to follow through on commitments	1 2 3 4 5	1 2 3 4 5
c) ability to relate to children or youth	1 2 3 4 5	1 2 3 4 5
d) level of spiritual maturity	1 2 3 4 5	1 2 3 4 5
4. What are the applicant's greatest strengths?		
5. Would you entrust the care of your child or youth to the applicant without any concern reservation or hesitation?		
6. Do you have any concerns regarding this person working with children or youth? If so, please explain		
Name of person contacting reference		
Method of contact (phone, in person, etc.)		

Pastoral Approval Signature _____

Printed Name _____ Date _____



Registration/Release Form

Do you have?



Name: _____ Male Female
First Last

Student's E-mail: _____

Parent's Names: _____ and _____
First Last First Last

Address: _____ Apt. #: _____

City: _____ Postal Code: _____

Phone Number: _____ Parent's E-mail: _____

Birthday (d/m/y): _____ Age: _____

School: _____ Grade: _____

The Best Way To Contact Me is: _____

EMERGENCY INFORMATION

Health Card #: _____ Family Doctor: _____

Any allergies, medical conditions and/or custody orders we should be aware of?

Emergency Contact: _____

Phone Number: _____ Cell Phone #: _____

Note: Videos and Photos are taken on various JV/Youth nights and special events. These pictures will be used for Embassy Student Ministries photo ID cards, the website, & in-house material.

I give permission for my child's photo to be taken YES NO

I give permission for my dependent named above to participate in the activities of the Youth/Jr.High department of The Embassy Church. In case of a medical emergency I understand that an attempt to contact myself will be done immediately. In the event that I am unable to be contacted or immediate attention is required I grant permission for the Jr.High/Youth Department staff/volunteers to act in the best interest of my child. I will not hold The Embassy of the Kingdom of God, its Pastors, representatives or Board of Deacons from and against any loss, damage or injury suffered by the participant as a result of being part of the activities of The Embassy of the Kingdom of God.

The Embassy Church collects and retains this personal information for the purpose of enrolling your child in our programs, and to inform you of program updates and upcoming opportunities. This info will be maintained permanently as it is a requirement of our insurance company and legal counsel.

Parent/Guardian Signature: _____ Date: _____

Trips and Off-Site Travel Form

Group: _____

Destination: _____ Contact Number: _____

Departure		Return	
Date		Date	
Time		Time	
ETA		ETA	

Driver's Name	Vehicle

Leader's Name	Phone Number

Student's Name	Phone Number

Blood Borne Pathogens & Infectious Diseases

THE EMBASSY CHURCH

Overview

Blood borne pathogens are any microorganism or virus that can cause disease and is transmitted through the blood. Infectious diseases are caused by bacteria, viruses, fungi or parasites. These pathogenic organisms live in and on our body and are harmless or even helpful, however under certain conditions they may cause disease which can be spread directly or indirectly from person to person. The pathogens of primary concern are the human immunodeficiency virus (HIV), hepatitis B virus (HBV), and hepatitis C virus (HCV). Common infectious diseases may include, but are not limited to, the influenza virus, norovirus, tuberculosis and measles, mumps or rubella.

Step 1: Hazard Assessment

Children who have blood borne pathogen infections should not be excluded from children's ministry activities. Only if the child has become aggressive and there is a risk of broken skin through biting, scratching or alike should the child be removed for the safety of the other children. Children presenting with symptoms of common infectious diseases (ie. Coughing, sneezing, vomiting, diarrhea, rash or fever) are not permitted to participate in children's ministry activities until after the contagious period or symptoms have resolved.

Step 2: Prevention & Protection

Hand hygiene is the number one way to protect yourself and prevent the spread of germs and bacteria to others. Always wash your hands before handling food and at regular intervals throughout the day. Hand sanitizer may be used when unable to use soap and running water, however only hand washing is appropriate if your hands are visibly soiled. Whether using soap and water or hand sanitizer, ensure to rub your hands for 15 seconds and cover all parts of your hands.

Gloves are required when there is a risk of coming in contact with bodily fluids. All bodily fluids are to be treated as though they are infectious, as blood borne pathogens could be present in any individual. Hands must be washed upon removal of gloves and contaminated gloves must be disposed of in a plastic-lined waste container. Surfaces with blood or other potentially infectious material on them must be cleaned with an approved disinfectant or a 1:10 solution of household bleach and water. The disinfectant must be mixed and sit for 10 minutes before use.

If you are responsible for the care of young children or vulnerable individuals, it is strongly recommended that you become certified in first aid and CPR.

Step 3: Post Exposure

If at any time you have another individual's blood or bodily fluid come in contact with your eyes, nose, mouth or any open sore immediately wash the area. Use soap and water with all skin contact and clean water to flush eyes, nose or mouth. Notify your Ministry supervisor and if required follow up with your family physician for any necessary testing.

Resources

1. Center for Disease Control and Prevention, *The National Institute for Occupational Safety and Health*, www.cdc.gov/niosh/topics/bbp, page last reviewed September 6, 2016
2. Public Health Agency of Canada, *Infectious Diseases*, www.canada.ca/en/public-health/services/infectious-diseases.html, last modified 2016-11-22.
3. Public Health Ontario, *Best Practice for Hand Hygiene, Hand Hygiene for Health Care Setting Fact Sheet*, www.publichealthontario.ca/en/BrowseByTopic/InfectiousDiseases/PIDAC/Best_Practice_Hand_Hygiene.aspx, page last updated 2018-05-23.
4. World Health Organization, *Infectious Diseases*, www.who.int/topics/infectious_diseases/en, 2019

PROTECT YOURSELF | PROTECT YOUR FAMILY | PROTECT THE PUBLIC

How can you be exposed to blood born pathogens?

- Contact of your eyes, nose, mouth or broken skin with blood or other bodily fluids
- Injury from sharp objects such as broken scissors or kitchen utensils
- Injury from assault such as bites or scratches

How can you protect yourself?

- Remain up to date on all vaccinations
- Dispose of sharp objects safely. Do not attempt to pick up broken glass with your hand, instead use a broom and dust pan
- Use disposable gloves every time there is a potential for exposure to blood or bodily fluids and/or there is broken skin on your hand

What should you do if you are exposed?

- Wash cuts and all skin exposure with soap and water
- Flush splashes to the mouth or nose with clean water
- Irrigate eyes with clean water, saline or sterile wash
- Promptly report all potential exposure to ensure you receive appropriate follow-up care
- Immediately seek medical evaluation

Incident Report

THE EMBASSY CHURCH

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

About the Child

Child/Student's Name: _____ Age: _____

Address: _____

Phone Number: _____

Names of Parents/Guardians: _____

Details about Incident

Nature of Injury/Incident: _____

Incident Date: _____ Time: _____

Location: _____

Event Title: _____

Leaders Present: _____

What Happened? _____

What action was taken? _____

Parents Contacted? Yes No

Parents' Response: _____

Leader: _____ Signature: _____

Witness: _____ Signature: _____

Suspected Abuse Report

THE EMBASSY CHURCH

Date _____ Name of Student _____

Age of Student _____ Grade _____ Birthdate _____

Address _____

Postal Code _____ Phone Number _____

Parents' Names _____

Siblings' Names _____

Name of Person Filing Report _____

Name of Pastor Receiving Report _____

Name of Social Worker _____ Phone Number _____

Name of alleged perpetrator _____ M F

Relationship between suspected victim and alleged perpetrator _____

Nature of suspected abuse physical sexual emotional neglect

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

Action taken (including date and time)

If a child is reporting:

What did the child say? (Give quotes where possible.)

What was your response?

Signature _____

Printed Name _____ Date _____

Printed Name _____ Date _____

To Be Completed by a Pastor

Conclusions

Action taken (including dates and times)

Pastor's Signature _____

Printed Name _____ Date _____

The above information will serve as a guide and will be necessary if a formal report is filed with the police or appropriate government agency. All information received is to be kept STRICTLY CONFIDENTIAL.

**THIS IS THE END
YOU DID IT!**

