



A PLAN FOR PROTECTION

Policies and Procedures Manual for Westview Baptist Church of London

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Mission Statement:

The mission of the Church Safety Committee is to provide Westview with the means to achieve its objective of being a warm and caring community through ensuring the safety and wellbeing of all persons while on church property and at other locations where church activities take place.

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Glossary of Terms

Abuse: Physical, emotional, neglect or sexual harm as defined in the Child and Family Services Act.

Adherent: An adherent of WBC as described in the Church's General Operating By-law (Constitution).

Adult Person: Person 18 years of age or older.

CAS: Children's Aid Society

Child: A person under the age of 12 years.

Child Sexual Abuse: Generally, any sexual contact with or exploitation between an adult or caregiver and a child or youth even if the victim gives consent.

Children's Ministry: Any program or activity involving children approved by the Church and carried out by or on behalf of the Church.

Church Constitution or Constitution: The Letters Patent (including the Objects and Statement of Faith), General Operating By-laws and any policy statements adopted by the church from time to time.

Church Safety Committee: A group of three or more people responsible for monitoring, coordinating, screening, and placing approved volunteers into the ministries of WBC.

Christian Education Committee: This committee is part of the Church Life Committee.

Executive Board: Consisting of all directors, pastor, church clerk, and members at large.

Leader: A Volunteer, Ministry Leader or Ministry Staff.

Member: A person who has signed the membership book and a membership statement is considered a member.

Ministry Leader: One who is a coordinator of volunteer programs.

Ministry Staff: Paid church employees.

Ministry Volunteer Application Form: An application form that is consistently used in the screening of prospective volunteers. Completed application forms are to be kept confidential and used only by the Church Safety Committee.

Neglect/Negligence: A failure to exercise reasonable care. The lack of knowledge and/or understanding of what is reasonable care is still considered neglect.

Glossary of Terms Cont'd

OPP: Ontario Provincial Police/Local Police

Parental Consent: Parental consent shall be given by a parent's or guardian's signature either written or electronic, rather than verbal consent. Verbal consent may be given in the event of an emergency.

Perpetrator: A person who commits an act of sexual abuse or commits an illegal, criminal or evil act of deception.

Personnel: All Church employees, contracted workers and volunteers.

Policy: A rule which describes or structures the proper working behaviour of a Church staff member or volunteer.

Prospective Volunteer: Children, youth, or adults associated with WBC either by regular attendance (adherent), or membership and awaiting approval by the Church Safety Committee for volunteer service.

PVSC: Police Vulnerable Sector Check required for all staff and volunteers working in select areas, age 18 years and over.

Reasonable Care: The care that would be exercised by an ordinarily prudent person under the same or similar circumstances.

Volunteer: A volunteer is a person who works in a ministry in our church. Please reference pages 18-21.

Volunteer Placement File: A file kept on each prospective volunteer which will include the Ministry Volunteer Application Form, Police Records Check, record of reference checks, spiritual gift evaluation, past areas of service, and a record of the interview by the Church Safety Committee.

Vulnerable Individual: Includes, but are not solely encompassing children/youth; developmental disabilities; physical limitations; mental and/or emotional limitations; seniors/elderly. This may be a temporary or permanent state of being vulnerable. In accordance with the Webster's Dictionary, 'vulnerable' includes: any persons who are endangered, unsafe, unprotected, ill protected, unguarded, powerless, helpless, exposed and/or defenceless.

WBC: Westview Baptist Church of London.

Youth: A person aged 12 – under 18 years.

Youth Ministry: Any program or activity involving youth, approved by the Church and carried out by or on behalf of the Church.

Chapter 1 – Understanding the Need

The Spiritual & Moral Responsibility of the Church

Everyone who teaches, helps or cares for children, youth or vulnerable individuals under the auspices of Westview Baptist Church of London (hereinafter known as “WBC”) is required to follow the guidelines and procedures as defined in this document. The Executive Board has reviewed and adopted them as official policy.

These policies are therefore set forth to provide a safe and nurturing environment in which we can bring individuals to the Saviour. We view ourselves as partners with parents, seeking to provide quality care and instruction in our ministry to the family. All of our policies are based on statistics from the Canadian Centre for Justice Statistics, and are designed to protect and promote growth in Christian faith for each person involved.

Reducing the Risk

WBC has a mandate to minister to individuals, families, adults, youth and children. In that context, WBC stresses the sanctity of human life and the importance and worth of each individual as a child of God. We feel compelled to establish guidelines for the prevention of any abuse.

To ensure WBC is a safer place, we will:

- Safeguard children, youth and vulnerable individuals in our church from abuse.
- Protect the church staff and volunteer leaders from potential allegations of abuse.
- Limit the extent of legal risk and liability due to any sexual abuse, physical abuse, or sexual harassment.
- Have a respectful environment where all employees/volunteers will feel that they are equal in dignity and free of harassment and discrimination.

Chapter 2 – Understanding Abuse

Abuse is defined as follows:

- It can be physical, verbal, emotional, sexual or neglect.
- All abuse involves the misuse of power.
- Misuse of power takes place when people take advantage of the authority or power they have over vulnerable person(s).
- Vulnerable people include children and/or adults with physical, emotional or mental disabilities and children/youth.

Physical Abuse is using physical force or action that results or could result in bruises, marks, injuries and is more than reasonable discipline. Reasonable discipline never leaves bruises, marks or cause injury. If an object is used in discipline, it is considered a reportable incident as per the Federal and Provincial laws governing Ontario.

Please reference <http://tinyurl.com/gxj4q91x> and for more information of the duty to report a child in need of protection please reference <http://tinyurl.com/4g3796f7>

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

Neglect is where the responsible adult fails to provide adequately for various needs, including physical (failure to provide adequate food, clothing or hygiene), emotional (failure to provide nurturing or affection), educational (failure to enroll a child in school) or medical (failure to provide proper medical treatment).

Sexual Abuse occurs when a person is used by somebody of any age 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.

The Law Reform Committee of Canada defines child sexual abuse as “Exposure of the child to sexual stimulation inappropriate for his age and role – the sexual exploitation of a child who is not developed mentally, capable of understanding or resisting the contact; or a child or adolescent who may be psychologically or socially dependent upon the perpetrator.”

Sexual abuse includes behaviour that involves touching and/or non-touching aspects.

Types of abuse that involve touching include:

- Fondling
- Oral, genital and anal penetration
- Intercourse or forcible rape

Types of sexual abuse that do not involve touching include:

- Verbal comments and/or suggestion
- Pornographic content e.g. videos, images
- Obscene phone calls or texting
- Exhibitionism
- Allowing children to witness sexual activity

Symptoms of Abuse and Molestation

Church leaders and staff should be alert to the physical signs of abuse and molestation, as well as to behavioural and verbal signs that a victim may exhibit. A one-time event would not necessarily constitute a potential abuse case; sudden unexplained changes, however, would warrant investigation. Some of the more common signs are summarized below:

Physical signs may include:

- Lacerations and bruises
- Nightmares
- Irritation, pain or injury to the genital area
- Difficulty with urination
- Discomfort when sitting
- Torn or bloody underclothing
- Sexually transmitted infections
- Poor personal hygiene
- Poor to no eye contact

Behavioural signs may include:

- Nervous or hostile behaviour toward adults
- Sexual self-consciousness
- 'Acting out' sexual behaviour
- Withdrawal from activities and friends
- Anxiety when approaching an area where abuse may have occurred
- Unexplained outbursts of emotion (crying, screaming, hitting, etc.)

Verbal signs may include the following statements:

- I don't like (names a particular person)
- (Particular person) does things to me when we are alone
- I don't like to be alone with (particular person)
- Hyper-sexualized speech and knowledge

Chapter 3 – Protection Procedures

Security

- All leaders working with children to age 11 years must wear a name tag. All leaders working with youth or vulnerable individuals are encouraged to wear a name tag.
- Contact and registration information will be confidentially maintained.
- Programs for children up to and including senior kindergarten must follow a sign-in/sign-out procedure. An accurate sign-in/sign out procedure includes each child's name, parent's name and parent's contact information during that period of time and a list of any special needs. Children should not be received into the classroom until properly signed in. A child will be released to a parent or representative only on the basis of a signature, identification card or the bearer of the identification. Children may be picked up by siblings 12 years of age and over with parent's written approval and the proper identification card.
- Children are never to be dropped off in the nursery or classroom without leaders present. The door must be unlocked. Doors are to be supervised so that children are not able to exit alone.
- 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.
- Children 11 years of age and younger must be accompanied by an adult or representative at all times while on church property.

Washroom Guidelines

Parents are to be encouraged to take their children to visit the washroom prior to each class or service.

Nursery Children

Leaders in the nursery will not be expected to change diapers. However in the event that this becomes necessary, the following rules will apply:

- Diaper changing must always take place in such a way that another nursery leader can easily see the child that is being changed.
- Parents must give written permission for diapers to be changed, which will be located in the classroom.
- Youth must be 12 years of age or older, with appropriate training, before being permitted to change infant diapers.

Toddler Aged Children

Leaders in the toddler room will notify parents if possible when a diaper change or the washroom is needed. When necessary, one leader will escort the child to the washroom while the other leader places themselves so that they can monitor the situation while still supervising the group of children. If necessary, a hallway or safety monitor (preferably female) can be used when another adult is required.

Preschool Children & JK-SK

Two leaders will escort a group of children to the washroom. Where two leaders are not available to take children to the washroom, hallway or safety monitors (preferably female) will be appointed to assist with washroom and security duties.

If just one child must go to the washroom, the leader or assistant should escort the child to the washroom and prop the outside door open. The leader or assistant should then remain outside the washroom door and wait for the child before escorting him or her back to the classroom. The leader or assistant should call the child's name if they are taking longer than seems necessary.

No leader or assistant is to be alone with a child in an unsupervised washroom and is never to go into a washroom cubicle with a child and shut the door.

When a child needs assistance in the washroom, a leader may enter the washroom cubicle to assist only when a second leader is within visual contact. Always make sure another leader is aware that you are helping a child in the washroom.

Grades 1 – 6 & Youth

- A child seven years of age and younger should not be sent to the washroom alone. They need to be accompanied by a leader or assistant.
- For children seven years of age and under, the leader or assistant should escort the child to the washroom, and prop the door open to make sure that everything is in order. The leader or assistant should then remain outside the washroom door and wait for the child before escorting him or her back to the classroom.
- The leader or assistant should call the child's name if they are taking longer than seems necessary.
- Children 8 – 12 and youth should notify the leader or assistant of their intention to leave the classroom for a washroom break. If the child or youth does not return in a timely matter, the leader or assistant must follow up.
- No leader or assistant is to go into a washroom cubicle with a child/youth and shut the door.

Health & Safety Guidelines

Sick Child

A child who is ill and could therefore expose other children and leaders to illness should not be received into the nursery or classroom. Some signs of illness are unusual fatigue or irritability, coughing, sneezing, runny nose and eyes, fever, vomiting, diarrhea, inflamed mouth and throat. Any child with a known communicable disease should not be received into the nursery or a classroom.

Emergencies

WBC leaders are not to give or apply any medication unless they have training and express written permission from parent/guardian. Medication, such as inhaler or EpiPen, may be left in a safe place, preferably locked, in the classroom or with the leader or child to whom it is prescribed.

Procedures for Dealing with Bodily Fluids

Separate the injured or sick child from the other children. Isolate the area where any bodily fluids may have dropped on carpet, toys, etc. Apply first aid measures as needed, and send someone to locate the parents.

Notify a custodian to ensure a proper clean-up.

If other children have had contact with the bodily fluids, their parents should be informed.

Put on disposable gloves, available in the first aid kit, and bandage the injury as needed, avoiding contact with mouth, ears and eyes.

Carefully wipe up all bodily fluids, double bag garbage and remove to a secure, inaccessible waste removal receptacle.

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

Remove and properly dispose of disposable gloves, by double bagging them and putting in an inaccessible waste receptacle.

Wash carefully with liquid soap.

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. Vacuum regularly and clean/shampoo as needed.

Classroom Staffing & Supervision Guidelines

The best practice is two unrelated adult leaders for any group of children, youth or vulnerable persons.

The following exceptions may apply.

- **Open Doors:** On the occasion when only one adult leader is in a room with children, the door must remain open. There should always be a minimum of two children, youth or vulnerable individuals with one leader, except in the event of an emergency situation. A hall monitor is to look in on a regular basis without interrupting the teaching process.
- **Age Expectation:** It is important to have at least one leader who is 18 years of age or older and who has a current approved PVSC. In some cases, youth between the ages of 12 and 18 may assist in supervising a group of children. When these youth are used, the open door policy is to be enforced.
- **Preschool Classes:** All preschool rooms are to be staffed with at least one female leader to better facilitate observance of the washroom guidelines.
- **Family Protection:** Family ministry teams work well together as a method of staffing. However, for the protection of the family unit, we recommend the presence of at least one other leader not related to the family, or the open door policy must be followed.

Proper Display of Affection

Touch is an essential in nurturing lives. Leaders 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, youth and vulnerable individuals should be age and developmentally appropriate. The following guidelines are recommended as pure, genuine and positive displays of God's love:

Appropriate Displays of Affection

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 the individual's hand and leading him or her to an activity.
- Putting an arm around the shoulder of an individual who needs quieting or comforting.
- Taking both of the child's hands as you say, "You did such a good job!" (or, "I'm 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.
- Holding a preschool child who is crying.

Inappropriate Touch

You must avoid:

- Kissing a child, youth or vulnerable individual inappropriately; coaxing him or her to kiss you; extended hugging and tickling.
- Touching a child, youth or vulnerable individual in any area that could make them feel uncomfortable (except when assisting a child with toileting as outlined previously.)
- Carrying children over the age of 5 or having them seated on your lap.

Special Events & Overnight Policies

Note: In children and youth groups where the participants are co-ed, co-ed leaders are required. Leaders are encouraged to have special class activities in their homes, plan social activities and involve their pupils in field trips and service projects. The following precautions need to be taken with these activities.

Field Trips, Special & Overnight Events

- Parents should be notified at least one week prior to the outing.
- Proper written consent and medical release forms are required for each child, youth or vulnerable individual (sample forms in Appendix 2A/B).
- All co-ed trips and outings must be supervised by a minimum of two approved unrelated adult leaders.
- All children's activities should have a minimum ratio of one leader for every seven children. Leaders should have an assigned group of children, for whom they will be responsible during the event.
- All outings with youth should be supervised by at least two approved unrelated leaders.
- When youth gather at the church for an off-property event, the leader should make every effort to reach the parent of a youth who comes for the first time.

Driving Policy

- When transporting children, youth or vulnerable individuals for an activity, all drivers must have a minimum of a valid “G” driver's license and current automobile insurance in accordance with the current Highway Traffic Act.
- There is to be a minimum of 2 screened adults; or 1 screened adult with at least two minors in the vehicle at all times (except for emergencies and another leader or the youth’s parent is made aware of the situation).
- The number of persons per car must never exceed the number of seat belts (Appendix 5).
- No youth participating in a youth event is to be a driver for the event.
- Where one-on-one ministry is arranged, the minor’s parental permission must be obtained.

Photos & Social Networking Policy

WBC recognizes that social networking and the social network media are one of the most common forms of communication for society today. Any contact from church staff or volunteers to children, youth or vulnerable individuals will be done under the following guidelines.

- The staff members and volunteers must always identify themselves
- There is to be no video chatting (e.g. Face Time, Skype) between one child, youth or vulnerable individual and one leader/volunteer
- There is to be no use of social media that is encrypted /non traceable (e.g. Snapchat)
- Before any pictures of church functions can be posted on the church’s website, Facebook, bulletin board, through any media presentation or on any social network site that is used by WBC, they must have:
 - verbal approval from adults over the age of 18
 - written parental approval if the youth/child is under the age of 18 (Appendix 2A)
 - written parental approval for vulnerable person over 18 years, still living in the care of their parent or guardian (Appendix 2B)
 - Approval of one of the administrators before a child or youth can post on WBC media sites

Online Forums and Gatherings

Online forums and gathering allow us to communicate with each other during times of self-isolation and quarantines. It is important to adhere to certain guidelines to make this type of communication safe for the leaders as well as the children/youth/vulnerable individuals.

- Online gatherings or meetings must be hosted using WBC accounts only. No personal accounts may be used for any video platform. If a leader is found to be contacting a child/youth/vulnerable person through personal accounts involving a webcam, they will be subject to disciplinary actions.
- WBC will provide the necessary information to the leadership in order to make using the church's account possible (passwords, usernames and email credentials).
- To host a virtual gathering, leaders must first inform the CE Specialist/Ministry Assistant by email. This email can include a reoccurring meeting.
- Parents must sign a letter of consent in order for a child/youth/vulnerable person still living in the care of their parents to participate. Any children/youth/vulnerable person that do not have expressed written permission from a parent to use the webcam will not be permitted to do so.
- During the meeting, the Leader/Facilitator will have the video platform in "Moderator" mode to restrict the video and webcam sharing of other attendees. Only those who are registered to the program will be granted access to the event.
- A minimum of two approved unrelated adult leaders will:
 - be present and visible on the webcam before the attendees are admitted to the session.
 - remain on the video platform until all attendees have left before closing the session; OR close the session to end the meeting for all attendees.
 - one on one meetings between leaders and children/youth/vulnerable persons are not to occur in a video platform. This is not an appropriate platform for counselling.
- Leaders should be aware of their surroundings when hosting an online meeting (e.g. bedroom or bathroom).

For children JK – Grade 6:

In order to create a safe experience:

- Attendance will be taken at each event.
- A parent must be in the room and visible on screen at the beginning of each meeting. This is our check in process (a sibling or babysitter is not acceptable for the check in process).
- Parents will be provided the opportunity to join their children while using the webcam. If not joining their child, parents should remain in the same room as their children when they are on the call. Do not leave your children in front of the computer alone in an isolated room.
- Parents are encouraged to ensure that the call be played on a computer/device with speakers instead of earphones/headphones.
- Children will only be asked to join WBC gatherings at pre-set program times.
- When the meeting is over, the leaders will end the meeting for all participants.
- Upon completion of the call, the attendance record must be sent to the CE Specialist and retained permanently.

For Youth Grades 6-12:

In order to create a safe experience:

- Virtual events involving webcams will be led by two approved unrelated adults.
- Attendance will be taken at each meeting.
- The WBC event are not permanent chat rooms. Hence, youth will not be able to join a WBC virtual gathering outside our pre-set program times. All break-out rooms involving children/youth/vulnerable persons must be attended by two approved unrelated adults.
- Upon completion of the call, the attendance record must be sent to the CE Specialist and retained permanently.

Texting

Leaders are to show responsible behaviour and good role modelling:

- keeping text brief.
- keeping texting within normal daytime hours that demonstrates to youth good boundaries (typically 8am-11pm).
- counselling youth must be done face to face, not through texts.
- may provide support and advice.

Communication Outside of Regular Youth Events

As part of developing a caring and supportive relationship with youth, contact outside of planned youth group events is encouraged. Getting together for social interaction is seen as part of a youth leader's responsibility, if they so choose. If a leader wants to meet with youth outside of a planned event, they should consider the following:

- Primary reasons to meet would be to support, listen and encourage youth in their faith.
- No meetings with another gender unless more than 1 student, or a parent, or a leader of another gender is present.
- Leaders should advise each other of these meetings prior to and after, as an accountability measure.
- If a leader has plans to mentor a youth, they should inform the other leaders and the parents of the youth. One-on-one meetings should be in open areas or, if privacy is needed, in a room that has a window in the door, with another person to check in on the meeting.

Chapter 4 – Facility & Equipment Requirements

Windows in Doors

Doors should have windows which provide for easy viewing. Sight lines through these windows should remain unobstructed at all times. The exception is outlined in Emergency Procedures, Chapter 10.

Washrooms

- Toilets should be in the preschool area to prevent the need for children to leave the room.
- Child-size toilets make it possible for children to use the washroom with little assistance.

Nursery Facilities

- Nursery change tables should be in full view.
- Nursery sleeping rooms should have a window in the door.
- There should be no baseboard heaters.
- Electrical outlets must be covered or out of reach of children.
- Cribs and toys must meet safety standards.

Emergency Exit

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

First Aid Supplies/Training

- A first-aid box must be kept on hand and all leaders are to know the location and contents.
- 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 leader for every 35 children in the program.

Chapter 5 – Recruitment of Paid Staff & Volunteers

Employed personnel must be either members of the church or have entered into an agreement with the church whereby they have agreed to be subject to the authority of the church as set out in the Church Constitution in the same manner as if they were a member.

Ministry Volunteer Application Form

In cases where vulnerable individuals are to be supervised by volunteers, the Ministry Volunteer Application Form must be submitted by the volunteer before approval is considered (see Appendix 3A, 3B & 3C). The Ministry Volunteer Application Form is critical in protecting the church from legal action if a case of abuse occurs in which a church volunteer is involved.

To protect our vulnerable individuals and for the protection of all leaders, the Church must take reasonable action in screening and supervising the volunteers working with children, youth or vulnerable individuals. (A court can find the Church legally liable if it is less than systematic and therefore negligent in screening volunteers). By having everyone fill out these forms and keeping them on file, the Church greatly reduces the potential for abuse and the resultant liability.

The Church Safety Committee must keep its own inventory list of its ministry leaders and the status of the application process.

Church Attendance Requirement

Volunteer personnel and/or applicants must be members of WBC, adherents or youth adherents of WBC who have agreed to be subject to the authority of WBC as set out in the Church Constitution in the same manner as if they were a member. They must have attended the Church on a regular basis for at least six months before being interviewed to serve in ministry at WBC, unless they have had an approved transfer from another church where they have served in approved ministry regularly for at least 1 year and provide a written reference from a church staff member from that church. Those who are neither members nor adherents of WBC may not volunteer for positions involving work with children, youth or vulnerable individuals.

Reference Check

Three personal references are requested on the Ministry Volunteer Application Form. Acceptable references are limited to the following:

- Former pastor
- Parents (for minors) - qualifies as one reference
- Teacher (for minors)
- Other volunteer member (who has sufficient strength of relationship to comment on the individual's personal habits and character)
- Employer, working colleagues, professional or labour organizations
- Other volunteer organizations

All references will be contacted and asked to affirm the appointment of the volunteer.

The person making the contacts will record the date, and a summary of the reference's comments. This will become part of the Volunteer Placement File. Use the suggested "scripts" for Telephone Follow-up (Appendix 4).

Police Vulnerable Sector Check

A Police Vulnerable Sector Check (PVSC) will be submitted by all volunteers 18 years and over where needed. All paid staff will also submit a PVSC for their own protection and for the protection of the Church. All records will be placed in the personnel file set up for that purpose and will be considered confidential, accessible only by the Ministry Staff and the Church Safety Committee. The cost for any PVSC requested by WBC will be borne by the Church. The PVSC can be requested at any time, should be updated every three years, and may require the fingerprints of anyone whose date of birth and sex is the same as a registered sex offender.

The volunteer is responsible to deliver their PVSC to the Church to the attention of the Church Safety Committee. If there is no criminal record of any sort, the volunteer may be considered for ongoing service in the Church. If there is a record or information which raises some concern, the appointed representatives from the Church Safety Committee will meet to discuss the matter.

The following are criteria to consider when evaluating the information:

- a) the number and type of convictions
- b) the circumstances of the offence
- c) the age and circumstances of the offender at the time of the offence
- d) the length of time between past criminal activity and the present
- e) the conduct and circumstances of the individual since the offence
- f) the likelihood of the individual repeating the offence

Only the Church Safety Committee and the ministry staff will be privy to the information.

Interview

An interview provides the Church Safety Committee with the opportunity to review the important items from the Ministry Volunteer Application Form in a personal setting. This allows the Church Safety Committee to ask questions and to enhance their knowledge of the applicant. The interview will also allow the potential volunteer the opportunity to ask questions about WBC's various ministries and the reasons behind our protection procedures. The interview will be conducted by members of the Church Safety Committee or the Ministry staff.

Approval Process

All volunteers must be approved by the Church Safety Committee, meeting their terms of reference.

Approved volunteers will have completed a screening process which includes:

- a) Regular attendance at this church for at least six months, or an approved transfer
- b) Completion of Ministry Volunteer Application Form
- c) An interview
- d) PVSC completed and approved suitable for the area the person wishes to volunteer in.

All forms will be secured and kept for a minimum of 10 years, in the event of a legal proceeding.

What kinds of criminal convictions disqualify an individual for volunteering at WBC?

A criminal conviction for a sexual offence involving a minor would certainly disqualify an applicant. In the case of paedophilia behaviour (molestation of a pre-adolescent child), such a conviction should disqualify an individual no matter how long ago it occurred. Other automatic disqualifiers would include incest, rape, assaults involving minors, murder, kidnapping, child pornography, sodomy, and the physical abuse of a minor.

Other crimes would strongly indicate that a person should not be considered for work with minors or vulnerable individuals in our church. Some crimes would not be automatic disqualifiers, because they would not necessarily suggest risk to children, youth or vulnerable individuals. Some property offences would not be included in this list, particularly if the offence occurred long ago and the individual has a long history of impeccable behaviour.

If any current volunteer has a criminal conviction or has pled guilty to sexual, physical or emotional abuse, or neglect of children or vulnerable individuals, that individual must be sensitively relieved of any duties in working with children, youth or vulnerable individuals.

Should religious conversion make a difference for a volunteer who has been guilty of child molestation in the past?

Occasionally, such persons freely admit to a prior incident, but insist that they have since had a conversion experience and that they now present no risk whatever. The safest course would be to encourage such an individual to work in the Church, but in a position not involving access to children, youth or vulnerable individuals. This is a reasonable accommodation of the individual's desire to serve WBC. Any Church that permits such an individual to work with children, youth or vulnerable individuals on the basis of the professed religious conversion, will have a virtually indefensible position should another incident of criminal activity occur. A defence – that the offender claimed to have been converted – would likely be viewed with derision by a civil court. Putting a known offender in a position involving access to children, youth or vulnerable individuals is taking an unjustifiable risk.

Training

All ministry leaders will be equipped with training regarding safety and abuse prevention. Each leader must sign a record indicating they have been trained or have read through the "A Plan for Protection" materials; that record will be kept on a master list.

Training regarding implementation of this policy as well as specific related ministry education as determined by the Christian Education Committee will be done annually.

Summary

All volunteer applicants shall be advised in writing by the Church Safety Committee if they have been accepted. If the applicant is denied, he/she can request a review with the Church Safety Committee.

All approved personnel serving in a Church ministry involving the supervision of children, youth or vulnerable individuals shall be under the authority and direction of the Christian Education Committee (Church Life Committee) and shall be monitored by the Church Safety Committee in accordance with the direction given by the policy.

Chapter 6 – Incident Reporting Procedures

As per The Child and Family Services Act R.S.O. 1990 as amended June 2001
and December 2011

Suspicious Behaviour

Should any inappropriate conduct or relationships be noted between a volunteer and a child, youth or a vulnerable individual, this conduct must be confronted immediately and investigated or reported to the appropriate ministry leader, if possible; or another leader if not. Prompt warnings must be issued when appropriate, and the situation monitored very closely. The leader's services will be terminated immediately for continued violation of sufficient gravity. Ministry leaders should note when a child, youth or vulnerable individual appears aloof or withdrawn, or exhibits a marked personality change. This may indicate a problem that deserves attention.

Suspicion of Abuse

Any person who has reasonable grounds to suspect that a child/youth (or children/youths) is/are in need of protection is legally required to report the matter to the Children's Aid Society, 1600 Oxford Street East, London, Ontario. Phone: 519-455-9000 (after hours 519-858-5998). 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 (Please refer to the "Understanding Abuse" section (page 7)).

Any person who has reasonable grounds to suspect that a vulnerable individual over the age of 18 is in need of protection should contact the police.

If it is deemed necessary, the chairperson of the Church Safety Committee or designate will notify the Executive board chairperson or designate and Church's legal council/insurance company.

Abuse or neglect need not have already occurred for a child to be in need of protection; it is not necessary to wait until a child has been harmed to intervene. When abuse or neglect can be reasonably anticipated and there are reasonable grounds to believe a child is in need of protection, there is a legal obligation to report to either CAS and/or Police (pending age of persons).

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

The following illustrates the Reporting Lines of Communication for any case of suspected abuse at WBC:

WHEN AN ALLEGATION OCCURS

THE FOLLOWING PROCEDURE IS IN ACCORDANCE WITH THE FEDERAL AND PROVINCIAL LAWS, AND OUR INSURANCE POLICY.

This process must be implemented as soon as possible after the allegation comes to light (within one hour is advised). These matters should not be discussed with family members of those involved before or after reporting.

Written documentation is always recommended. If the incident occurred on WBC property or at a WBC event, an incident report must be completed within a 24-hour period and submitted to the Chairperson of the Church Safety Committee or designate.



STEP ONE - "IDENTIFY ABUSE"

A person has a concern for the safety of a child/youth/vulnerable person.
A child/youth/vulnerable person reports/states/announces/tells abuse from another child/youth/adult. Address any immediate needs of safety for child/youth/vulnerable person.
Treat individual with dignity and support.



STEP TWO – "REPORTING"

Children's Aid Society of London/Middlesex (CAS) is to be IMMEDIATELY contacted for children under 18 years of age. Police are to be contacted for vulnerable persons age 18 years and older.

CONTACT NUMBERS for
Child/ Youth up to 18 years of age
London/Middlesex CAS: 519-455-9000
After Hours CAS: 519-858-5998
Teletype: 519-455-6498

CONTACT NUMBERS for
Adults/Vulnerable Persons
London Police Services: 519-661-5670
For Emergencies: 911



STEP THREE - "ACTION"

Wait for CAS instruction and follow through with any requests CAS may make.
For those who have reported an incident to Police, please await Police Intervention and Recommendations/Instruction.

Fill out Incident Report as found in Appendix 1 and submit to the Chairperson of the Church Safety Committee if incident occurred on church property or at a church event.
(Must be filled out within 24 hours.)



STEP FOUR - "WBC CONTACT"

The Church Safety Committee or designate will be given the incident report but the matter should **NOT** be discussed further.
The Chairperson of the Safety Committee or designate (best suited to the situation) will be the only person that notifies a volunteer/staff that they are to be relieved of their duties until the investigation is completed. Upon completion, a new PVSC must be completed and approved suitable for the area the person wishes to volunteer in before volunteering can resume.

CONTACT NUMBERS
Westview Baptist Church (519)681-9844
OTHER NUMBERS AVAILABLE Kids Help Phone 1-800-668-6868

IMPORTANT:

- **Do not attempt any investigation. This should be left to professionals who are familiar with these cases. Any interference to an investigation may change the outcome.**
- Do not prejudge the situation, but take the allegations seriously and show care and support to prevent further hurt. Extend whatever resources needed. Remember that the care and safety of the victim is the first priority.
- Treat the person against whom the allegations are made with dignity and support. If that person is a Church volunteer, that person will be relieved temporarily of his or her duties until the investigation is finished. If that person is a paid employee, arrangements should be made to suspend him or her with pay until the allegations are cleared or substantiated.
- Treat the person who made the call to CAS or the police with dignity and support. Do not pressure them to defend their decision to call.

Confidentiality

In these matters it is **important** to keep the information **confidential**.

Responding to CAS

When a request for information has been received regarding a child attending our facility, the following process should be followed at all times to ensure the health and safety of the child in your care:

- Any request from a child protection/social worker should be in person. That worker should carry and show you photo identification.
- On the occasions where there is an urgency and the child protection social worker is unable to visit the facility and show photo identification, the protection social worker may telephone you from their office.

Responding to the Vulnerable Individual

When the Vulnerable Individual first comes to you, be sure to take his or her word seriously. Don't deny the problem, but stay calm and listen to the person. Give emotional support, reminding the person that he or she is not at fault. Tell the person that he or she was right in telling you about the problem. Do not promise the person you will not tell anyone. Provide the person with comfort measures and support.

Report & Follow-Up

Conclusions and actions taken are added to the written Incident report (Appendix 1) by the Church Safety Committee and are kept in a locked file.

Response to Allegations of Abuse

Spokesperson

The Senior Pastor or Designate will be the only spokesperson to the Church congregation as required and will speak to the congregation in an informed, discreet and diplomatic way. If the media is involved, the Chairperson of the Church Safety Committee or Designate will seek legal counsel to speak to the media.

Position Statement for the Spokesperson

The following is a guide, if a congregational response is needed:

We at Westview Baptist Church have taken careful precautions to protect vulnerable individuals entrusted to our care. We are distressed by any reason for concern about the safety of a vulnerable person. We also recognize that vulnerable people sometimes need advocates to speak for them. Our “Plan for Protection” safety policy seeks to do this on behalf of vulnerable persons. We have responded to such a concern. We will do everything in our power to address any needs in this situation. For the well-being of all those involved, all information has been directed to the appropriate designated agencies. Nevertheless, many of us are trying to reconcile our emotions to the actions taken. If you have questions about this or are having difficulty processing your own emotions, I encourage you to speak with me. But out of respect for the people involved, please do not talk among yourselves about this. Thank-you.

This is a clear position statement of WBC regarding abuse. The policies and established safeguards are included. Having a carefully prepared statement is far superior to making no comment.

This is an opportunity to influence public opinion positively by emphasizing an awareness of the problem, a concern for victims, and the extensive steps WBC has taken to reduce the risk and provide a safe environment. It lets the media know that WBC takes the risk seriously, and that we have acted responsibly. This is not the time for silence or "no comment." WBC will not engage in denial, minimization, or blame.

Chapter 7 – Accountability

If it is proven that a ministry leader of WBC has committed child abuse or has abused or taken advantage of any vulnerable individual or group, the Church will act in accordance with Scriptures, the policy manual of the Church, Ministry Covenant and the Church Constitution.

Romans 13:1-2(NIV) states,

"Let everyone be subject to the governing authorities, for there is no authority except that which God has established. The authorities that exist have been established by God. Consequently, whoever rebels against the authority is rebelling against what God has appointed and those who resist will incur judgement."

The Church must avoid any undue interference when a report of abuse has been filed.

The Church should seek to provide support as able with those suspected or guilty of child abuse or other offences involving vulnerable individuals. This does not exclude the need for individuals who are hurting to receive professional counselling.

Titus 2:11 (NIV),

"For the grace of God has appeared, bringing salvation to all."

This policy will be reviewed regularly by the Church Safety Committee and may require updating periodically.

Chapter 8 –Harassment & Discrimination

Policy Statement of Principles

Harassment or discrimination in any form is demeaning to human dignity and is unacceptable in our Church environment. WBC will not tolerate the harassment of any person. We will strive through education and deterrence to create an environment free from such behaviour on its premises.

What Is Harassment?

Harassment is any type of behaviour which creates an intimidating, threatening, coercive or hostile work and/or study environment. Harassment denies the dignity or respect of individuals, and embarrasses or humiliates the recipient.

Harassing behaviours include: derogatory name calling; comments that are known or are reasonably known to be unwelcome; reprisals or threats of reprisals; demeaning remarks; verbal abuse; insults; threats; ridicule or belittling of an individual; display of offensive material; offensive verbal or practical jokes; offensive graffiti or insignia; physical attack consisting of hitting, spitting, punching or pulling someone's clothing or hair.

What is Sexual Harassment?

Sexual harassment is a serious human rights issue. It can be exacerbated by discrimination on other grounds such as disability, race, religion, ethnic origin or sexual orientation.

WBC considers the following behaviour to be sexual harassment and prohibits such conduct:

- **Sexual Intimidation**, be it explicit or implied, whereby the individual suffers a tangible consequence for refusing to accept sexual advances or whereby the individual is denied an equal employment opportunity available to others in similar circumstances.
- **Sexual Aggravation or Annoyance** which creates a negative or unpleasant environment. This may include touching, gestures, innuendos, and lewd sexual comments which are unwelcome or offensive, whether in person or through social media.

Harassment of this nature is prohibited regardless of gender or sexual preference.

Discrimination

WBC is committed to fostering an environment that is free of harassment and discrimination, one in which all individuals are treated with respect and dignity, according to our Christian values.

Chapter 9 – Discipline Guidelines

Classroom Discipline Guidelines

- Respect others and their property
- Listen when someone is talking
- Follow and obey directions
- Use an indoor voice
- Verbal and physical abuse are not tolerated.

Suggestions for Conflict Resolution

- Receive a verbal warning (in private if possible)
- Attend a teacher/student conference
- Spend time away from the group
- Contact parents
- Conference with teacher, student and Ministry Specialist to decide and agree on the next step.

Chapter 10 – Emergency Procedures

Note: Signs showing primary escape exits and fire extinguishers are posted in all classrooms. First aid kits are located in beginners’ classroom and kitchen; mini-kits are in all classrooms.

In all situations, account for vulnerable individuals.

Danger	Evaluation	Immediate Response	Secondary Response	Follow-Up
Fire	Determine the seriousness of the fire situation	Remove people from immediate danger. Sound alarm and confine fire. Evacuate everyone, closing all doors and windows. Assemble at pre-arranged area.	Call 9-1-1 if the situation warrants	Remain outside until it is safe to return
Power Outage	Is the power outage localized or widespread?	If failure is isolated to one area of the building, check the electrical breakers. If all building power is lost, check to see if neighbour's power is also out.	If failure is isolated to our building, contact custodian. If outage is widespread, get updates from city.	Evacuate the building if the power failure is ongoing.
Tornado	Monitor for updated information	If tornado warning has been issued, evacuate to hallway or an inside room.	Continue to monitor and remain in safe area until “all-clear” is given.	If the tornado strikes, call 9-1-1.
Threats and/or Violence	All acts or threats of violence are to be taken seriously.	Remove by-standers from the area to ensure safety. If situation warrants, call 9-1-1.	Ask for help if not able to get people to a safe location on your own. Close doors and cover windows if you cannot evacuate, until it is safe to leave.	Everyone should remain in a safe area until staff or police inform you that the situation has been contained.

Missing Child (Amber Alert)

If you notice a child is missing, you need to notify a leader immediately.

The leader will assign volunteers to lock and monitor specific exits, permitting no one to leave the building.

All others in the building are to stay in their location.

A central reporting area is to be established, for example the Overflow Area, from which volunteers get their assignments and where they report their results.

The leader and assigned volunteers will search the building and grounds thoroughly, including but not limited to washrooms, classrooms, closets, cupboards and alcoves.

The search should take approximately 15 minutes before the search team reconvenes in the central reporting area to evaluate the situation. If this search is unsuccessful, the leader is to call the police (9-1-1) and provide details of the missing child. At the leader's discretion, the search may be continued.

At the conclusion of the incident, the leader must complete and turn in an incident report (Appendix 1).

Lockdown Policy - Outside Threat (not weather related)

In the event that a threat from outside the facility has been made apparent, a leader should be informed immediately and that leader must start the lockdown procedure.

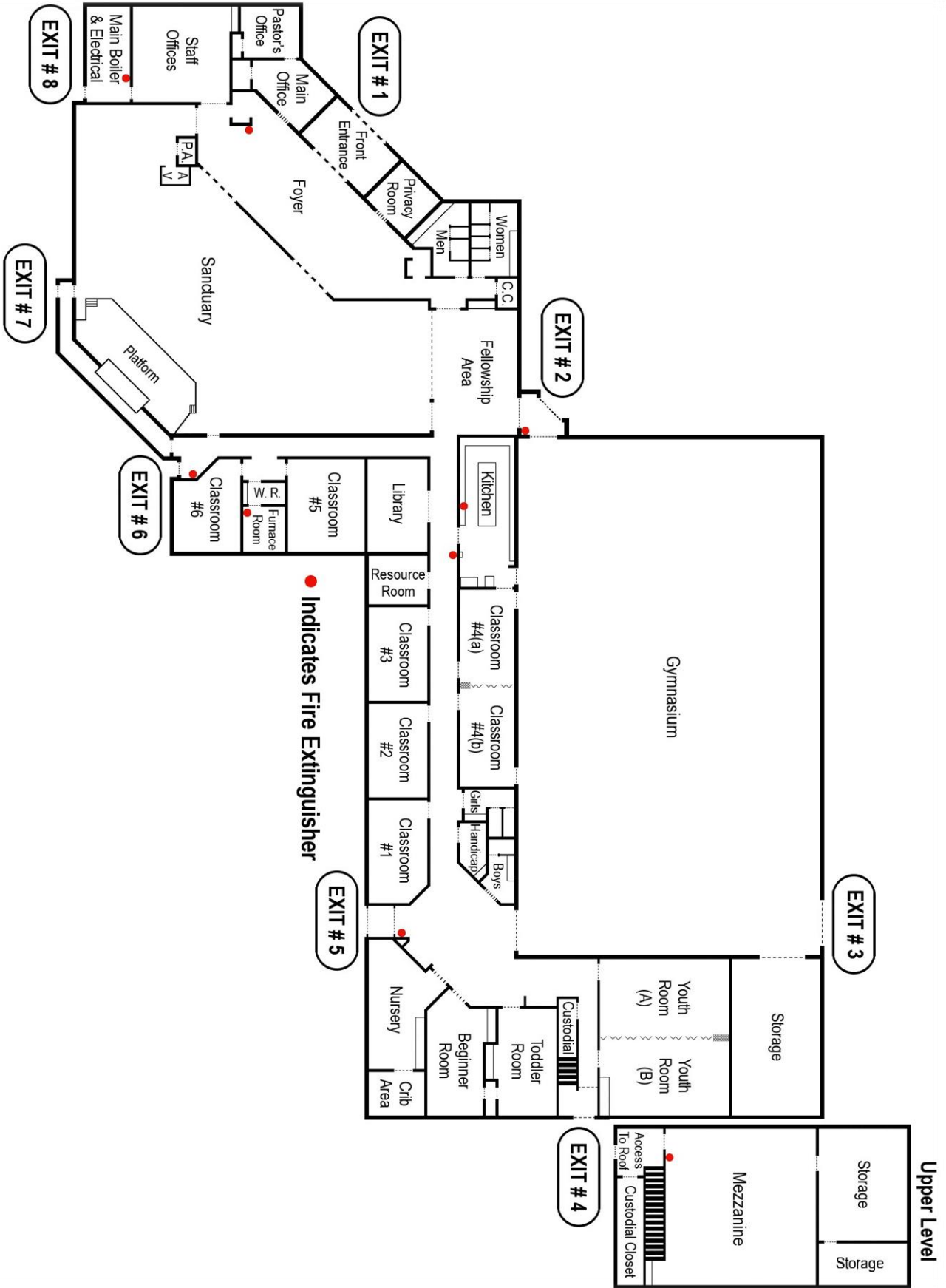
The leader will assign volunteers to lock and monitor specific exits, permitting no one to leave the building.

All others in the building are to stay in their location.

The leader will call the police (9-1-1) and report the threat.

If possible, groups should be moved to a safer location such as classroom #4-kitchen area, inner main hallway, gym closet, washrooms or behind the baptistry. If such movement is not possible, groups must be moved as far as possible out of view of the outside windows.

At the conclusion of the incident, the leader must complete and turn in an incident report (Appendix 1).





**WESTVIEW BAPTIST CHURCH
INCIDENT REPORT FORM**

***This report shall be filled out within 24 hours of the incident and returned to the Church Ministry Assistant or Designate for an accident or injury and to the Church Safety Committee Chairperson or Designate for an allegation or disclosure. This report is **confidential** and will be treated as such. ***

Information About Person(s) Involved In The Incident				
Did this incident involve more than one person?: Yes No <i>**If yes, please indicate and put other persons information on back of this report.**</i>				
Full Name:			Gender:	
Home Address:				
Date of Birth (optional):		Home Phone:		Other Phone:
<i>please check one of the following:</i> Employee:	Member:		Child:	Visitor:

Information About The Incident			
Date of Incident:	Time:	Police Notified: Yes No	Police Incident #:
Location of Incident:			
Describe what happened, how it happened, factors leading to the event, substances or objects involved. Be as specific as possible (if more room required for reporting, write on the back of this report):			
Were there any witnesses to the incident? Yes No <i>**If yes, please write their names/addresses and phone numbers on back of this report.**</i>			
Was First Aid provided? Yes No Refused Signature required for refusal: If First Aid provided, please describe what treatment was given:			
Was Ambulance called? Yes No Refused			
(Optional) In the case of Child Disclosure/Abuse Allegation was Children's Aid (CAS) Notified? Yes No If incident involves child(ren)/youth/vulnerable person(s), were they being supervised at time? Yes No By whom?			
Children's Aid Worker Contact Name:			Phone Number

Reporter (person filling out this form) Information	
Print Name:	Phone Number:
Signature:	
Date Report Completed:	

OFFICE USE ONLY	
Was incident/injury followed up?: Yes No	
What plans/actions have been put in place to prevent further incident(s): (if more room is required please use back)	
Any Further Documents Received:	Date:
Received By:	Date:
Committee Chair Of:	



**SPECIAL EVENT, TRIP, & OVERNIGHT TRIP
WAIVER & MEDICAL RELEASE**

Activity _____ Date _____
 Location of Trip _____ Start Time _____ End Time _____
 Child's Name _____ Gender _____
 Date of Birth (D/M/Y) _____ Health Card (optional) _____
 Grade _____ Child lives with: Mother _____ Father _____ Other _____
 Allergies/Medical concerns _____

Parent/Guardian Name(s) _____
 Address _____
 City _____ Province _____ Postal Code _____
 Phone (Home) _____ (Cell/Work) _____
 E-mail _____
Emergency Contact: Full Name _____
 Phone _____ Relation to Child _____
Authorized for Pick-Up: Mother _____ Father _____ Older sibling (Name) _____ Other _____
 (Name) _____ Relation to Child _____

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

Consent is given for transportation in whatever form specified _____

If your child needs medication for any condition (e.g. EpiPen) written consent must be given to a specific person(s) before we can administer any medication.

_____ (Initial for consent) I give permission for Westview to use pictures of my son/daughter for church slideshows, the church newsletter, church bulletin boards, church website, Facebook or other social network, and for crafts except in the areas listed here:

_____ (Initialed by **child/youth**) I understand that I cannot forward, publish or share any pictures which show another person(s).

Parent/Guardian Signature: _____ Date: _____



SPECIAL EVENT AND TRIP WAIVER

(For participants 18 years of age and over)

Activity _____ Date _____

Location of Trip _____ Start Time _____ End Time _____

Participant's Name _____

Address: _____

City _____ Province _____ Postal Code _____

Health Card (optional) _____

Allergies/Medical concerns that those travelling with you may need to know (optional) _____

Emergency medicines (i.e. inhalers/EpiPen) are located in (optional) _____

Emergency Contact _____

Phone:(Home) _____ (Cell/Work) _____

Emergency Contact _____

Phone:(Home) _____ (Cell/Work) _____

_____ (Initial for consent) I give permission for Westview to use pictures of me for church slideshows, the church newsletter, church bulletin boards, church website, Facebook or other social network, and for crafts except in the areas listed here: _____

In the event of accident or sickness, Westview Baptist Church, its staff and volunteers are hereby released from any liability.

Signature of participant: _____ Date: _____

Signature of parent or guardian (vulnerable person 18 years and over , still living at home)

_____ Date: _____



VOLUNTEER APPLICATION LETTER

Date: _____

Dear: _____

Thank you for your interest and desire to serve our Lord at Westview Baptist Church.

The church has a spiritual, moral and legal responsibility to provide a secure environment for those participating in its programs. To meet this objective, we are required to screen those to whom we entrust the care and nurturing of our children, youth and adult persons.

In order to fulfill this task, you will need to attend volunteer training, and you need to complete the enclosed forms: Ministry Volunteer Application; Police Vulnerable Sector Check (PVSC); and the Adherent form (if you are not already a church member). These forms will be reviewed by the Church Safety Committee of Westview Baptist Church.

Please return the completed forms to the Christian Education Specialist or the Church Safety Committee at Westview Baptist Church.

If you have any questions or concerns, please contact the Pastor, a staff member, or a member of the Church Safety Committee.

In God's Service,

Church Safety Committee
Westview Baptist Church



MINISTRY VOLUNTEER APPLICATION FORM

(Information received is strictly confidential unless otherwise indicated)

In our desire to reduce the risk of abuse within our church ministries, we believe this information is necessary to protect our children and to protect our volunteers. Thanks for your understanding.

Personal Information

Full Name: _____ Gender _____

Date of Birth: _____ Telephone (Home): _____

(Bus): _____ (Cell): _____

Address: _____ Postal Code: _____

E-mail Address: _____

Occupation and/or Employer: _____

If married give Spouse's Name: _____

Hobbies, Interests or Skills: _____

Do you have First Aid/CPR training? Yes ____ No ____ Expiry Date: _____

Please list any training you may have taken that would particularly equip you for Christian Ministry: _____

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

Are you currently under investigation by CAS or the police services? Yes ____ No ____

Spiritual History

How long have you attended Westview Baptist Church? _____

Are you a Member? ____ Signed Adherent? ____ Other? ____

Have you accepted Christ as your Saviour? _____

Church Attendance Background and Ministry Experience

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

1. Church Name: _____ Phone: _____

Address: _____

Dates Attended: _____ Member or Adherent (Please circle)

Date and Description of Ministry: _____

Pastor or Ministry Supervisor: _____

2. Church Name: _____ Phone: _____

Address: _____

Dates Attended: _____ Member or Adherent (Please circle)

Date and Description of Ministry: _____

Pastor or Ministry Supervisor: _____

3. Church Name: _____ Phone: _____

Address: _____

Dates Attended: _____ Member or Adherent (Please circle)

Date and Description of Ministry: _____

Pastor or Ministry Supervisor: _____

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: _____ Relationship: _____

Address: _____ Phone/Email: _____

2. Name of Reference: _____ Relationship: _____

Address: _____ Phone/Email: _____

3. Name of Reference: _____ Relationship: _____

Address: _____ Phone/Email: _____

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 will be put to the best possible use.

Mark the areas in which you: have experience (mark an "E"); have interest (mark an "I"). Do not hesitate to mark more than one area with the same letter. You can show your preference by placing a number (1 being the highest) with the letter by your selection(s).

Nursery _____

Recruitment _____

Sunday School/Children's Church:

Family Night _____

Preschool _____ Elementary _____

Vacation Bible School _____

Junior High _____ High School _____

Teacher Training _____

Youth Groups:

Church Board/Committees _____

Junior High _____ Senior High _____

Crafts _____

Help with special events _____

Drama _____

Coffee Hour _____

Resource Centre _____

Small Groups _____

Puppets _____

Music:

Camp _____

Special Music _____ Adult Choir _____

Administration/Office _____

Sunday Worship _____

Recreation Programs _____

Prayer Line _____

Projection/ A/V _____

Missions Presentations _____

Sound Board _____

Other _____



RELEASE OF INFORMATION & DECLARATION OF INTENT

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

I understand that I must submit a Police Vulnerable Sector Check (PVSC) for purposes of my protection against any false allegations and for the protection of those I serve. I agree to adhere to the child protection guidelines as adopted by this church.

I understand that if my character or morals should be inappropriate and/or criminal at any time during my volunteer service, Westview Baptist Church will be entitled to terminate my assistance without expressed cause or prior notice regardless of any other oral or written statements by Westview Baptist Church prior to, at, or following the date of volunteer service.

I will immediately inform the Chairperson of the Church Safety Committee or Designate if I am under investigation or charged with any criminal offence or allegation of abuse from any source. I understand that I will immediately be suspended from volunteering pending completion of the investigation and a new completed clear PVSC.

I understand that Westview Baptist Church is responsible for the welfare of any person or persons entrusted to my care, and thus I will cooperate fully with the staff in the fulfillment of my duties. **If, at any time, I find that for any reason I am unable to support the policies, procedures or doctrine of Westview Baptist Church (see Statement of Faith), or my supervisors find that I am in conflict with any of the policies, procedures or doctrines, and we are not able to resolve the issue, I will gracefully and quietly agree to resign my volunteer position.**

I hereby acknowledge that the information contained in this application for volunteer ministry is correct to the best of my knowledge.

I give permission to the Church Safety Committee to share information from my Volunteer Application Form with Christian Ministries Leadership regarding my Ministry preferences and First Aid/CPR certification. (Check box for consent).

Applicant's Name
(Please print)

Applicant's Signature

Date



SUGGESTED SCRIPT FOR REFERENCE CHECK

Reference name: _____ **Date:** _____

“Hello, this is _____. I serve with the Church Safety Committee of Westview Baptist Church in London. Like many churches today, we have a screening policy for all of the people who volunteer at our church. I am calling on behalf of _____ who gave us your name as a reference.

Name of Applicant

I can assure you that any information you share with me today will be kept strictly confidential. Do you have a couple minutes to answer a few short questions? [If not, ask for a time when it would be convenient to call back.]

The job that this applicant has applied for involves the following activities and responsibilities:

-
-
-
-

As you can imagine, our volunteers need to be very reliable and trustworthy.

How many years have you known the applicant? _____

Can you tell me what your experience has been with the applicant’s reliability?

What strengths does this applicant have that would help in this volunteer position?

What weaknesses does this applicant have that would cause concern, in your opinion?

How do you feel about this applicant working alone with children or vulnerable individuals?

What is your experience with this applicant's ability to accept supervision?

How well does the applicant deal with stressful situations?

How well does the applicant relate to other people?

Is there any reason, in your opinion, that this applicant would not be able to perform the duties that I have described to you?

Would you recommend this person as a volunteer? _____

Is there anything else you would like to tell me?

Thank you so much for your time and for sharing this information. I assure you, our conversation will be kept confidential.



**WESTVIEW BAPTIST CHURCH
VOLUNTEER DRIVER FORM**

Name of Driver (Please print): _____

Driver's Licence Number: _____

I declare that I carry at least \$2,000,000 public and passenger liability insurance and have minimum of a G class driver's licence.

I agree that the maximum number of students/children in my vehicle will be limited to the number of manufacturer's installed seats and seatbelts.

Driver's Signature

Date