

LOVE PROTECTS:

**A RISK MANAGEMENT PLAN TO PROTECT THE CHILDREN,
YOUTH, VULNERABLE ADULTS, VOLUNTEERS & STAFF**

OF

VANCOUVER VINEYARD CHRISTIAN FELLOWSHIP

Rev 5.0 February 2011

**Produced By:
Vancouver Vineyard Christian Fellowship
(Vancouver Eastside Vineyard)**

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Based on material adapted from:
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Rev.	Description of Revisions	Approval Date
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Any changes made to the Abuse Prevention Plan after Draft 5.0, January 2011 need to be documented in the above chart. Please list changes by chapter and clearly describe what was revised so it is easy to identify which section(s) have been altered and need re-approval from the Board of Directors.

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INTRODUCTION: WHAT, WHY & WHO?

What is this document?

This document outlines the abuse prevention plan that *Vancouver Vineyard Christian Fellowship* (VVCF), also known as *Vancouver Eastside Vineyard* (VEV) has put in place to protect the children, youth and vulnerable adults¹ in our care from abuse, and to protect our volunteers and staff from false allegations of abuse.

Why is this document important?

This document is important because churches are vulnerable to accusations of abuse for several reasons:

1. **Trust:** Churches generally strive to provide an atmosphere of trust.
2. **Lack of Screening:** We often allow individuals who have only very recently come to our churches, and who we know very little about, to be actively involved in our ministries to children, youth and vulnerable adults. And because churches often struggle with getting adequate help and/or experience high turnover in workers, they may not screen potential volunteers as carefully as they ought.
3. **Opportunity:** Unsupervised nurseries, children's time, and youth events (especially overnight events), are all potential risk situations.

Due to the lack of intentional preventative procedures, most churches are extremely vulnerable to any charge of abuse, whether it proves to be true or not. Clear policies and procedures will serve to protect the children, youth and vulnerable adults at VVCF, as well as those who work with them and the church as a whole.

“Churches are natural targets for sexual predators. They have large numbers of children, a shortage of willing workers, and a culture of trust that no Christian could be suspect of such exploitation... What is really needed is a healthy suspicion of human frailty, our own as well as others.”
--Bob Harvey, Faith Today, July/August 2002

Who needs to read this document?

Everyone who works with children, youth or vulnerable adults at VVCF (paid or volunteer) must read this document and commit to following the guidelines outlined within. Everyone in the church should become familiar with its content even if he or she is not required to be.

¹ A definition of vulnerable adults can be found in Chapter 2: Defining & Understanding Abuse.

“We believe that childhood innocence is a gift given by God. Children are naturally trusting. Children readily place their faith in adults who care for them. It is our responsibility as a church to safeguard that trust. Childhood innocence is a gift that we must plan to protect.”

--Carol Wiebe, author of “Plan to Protect,” The Christian and Missionary Alliance

VANCOUVER VINEYARD CHRISTIAN FELLOWSHIP: VISION AND STATEMENT OF FAITH

Our Vision

Our Vision is to be passionate followers of Jesus, joining together on a journey of healing and growth in love – for God, one another, our neighbours and world. It's a 'journey' because we are all lifelong learners and we come from a common place of need for God's grace. Our highest calling and privilege is to love God passionately and engage in an ongoing encounter with him, making all of life a sacred place. An authentic encounter with God will translate into a growing, demonstrated, and practical love for one another, as we choose to come out of independence and isolation, to be known and loved in community. This in turn will overflow into loving and serving our neighbourhood and world. Jesus goes where people are hurting the most, and we want to follow him there, to love and to serve and to be Good News. The greatest gift we can offer our neighbourhood and world is community in the presence of God.

Statement of Faith

We believe in One God, the Father Almighty, Creator of heaven and earth. We believe that every nation is created and loved by God, who is One. We believe God deeply cares for all of creation, and that He calls His children to restore and respect the earth. We call God "Father" because Jesus calls Him Father in the four accounts of the gospel story. We believe this name for God is about His personhood and from where we derive our security and identity, more than it is about gender. We believe that we are created in his image as male and female and that God as Spirit transcends human sexuality.

We believe in Jesus Christ, God's only Son, our Lord. He was conceived supernaturally by the Holy Spirit and born of the Virgin Mary. We believe that the One God revealed Himself most fully to human beings in the person of Jesus Christ. As prophets in the Old Testament foretold, Jesus was born of a virgin by the power of God's Spirit. What this means is that Jesus is both fully human, and fully divine. Jesus showed who God is, not only through His teachings, but by his healing power. He demonstrated love for people of all races; for women as well as men; children as well as adults; and poor as well as rich. He showed us that every one matters to God. He suffered under Pontius Pilate, was crucified, died, and was buried. He descended to the place of the dead. On the third day he rose again. He ascended into heaven, and is seated at the right hand of the father. He will come again to judge the living and the dead. Jesus walked the path each of us walk, yet courageously chose to resist corrupt powers where they existed in the religious and political establishments. As He said, He could have called down angels in heaven to rescue Him on the cross, yet He knew God had a plan to turn the evil committed against Him into good. God's plan was to raise Jesus from the dead, and restore Jesus' power to Him. God's plan was that Jesus would reveal the extent of God's love. On the cross, Jesus gave up His power to be Judge, and became judged instead, so that each of us who believe in Him would never be condemned. Our only hope of heaven is that God Himself became like one of us. He took the punishment for the slightest mistake as well as the deepest evil in human hearts. This means each human being can be free from the weight of guilt and free to walk in the light of truth and love.

We believe in the Holy Spirit... We believe that the One God has chosen to reveal himself as Father, Son and Holy Spirit. The Spirit is God who is present with us now! He empowers us to do the works that Jesus did, which include healing the sick, freeing the oppressed and bringing good news and justice to the poor. The holy catholic church... "Catholic" here means "universal." We believe there is One Church, made up of individuals within many congregations and denominations (Roman Catholic, Anglican, Baptist, etc.). We believe that what all followers of Jesus Christ have in common transcends any differences we may have, no matter what our church background. The communion of saints... "Saints" here means your common, every-day, lovers of Christ. But we do have a large community, because the "communion" includes those who have believed in Christ before us, as well as believers around the world.

We believe that the most important expression of our love for God is love and unity between each other. "Saint" is never singular in the Bible, it is always "plural" which means none of us is a saint on our own, we need one another. The forgiveness of sins... Jesus accomplished this by taking the judgement of every human who ever lived, when he died on the cross. This is the crux of our faith-which every person can be FORGIVEN of ANYTHING! We believe that in accepting Jesus' gift of forgiveness, He also gives us a new start-a clean heart, as if we were born all over again.

We believe in the resurrection of the body and the life everlasting. We who have trusted in Christ share the blessed hope of an eternal future with him and each other in a new heaven and new earth where God will reign supreme in a kingdom of justice and goodness. We also believe in the eternal punishment of the unrepentant wicked, which is eternal separation from the presence of God, who is the source of all goodness, beauty and life.

Kids Church

It is a privilege for us to have your children in our care. We believe that they are not the 'church of tomorrow' but the church of today and are committed to seeing them grow in their faith, and discover their spiritual gifts to glorify God early in their lives. KIDS Church (stands for KIDS IN DIVINE SERVICE)

Children's Church Vision

To come along side the parents, grandparents and care givers in their active spiritual growth as a family. We desire to assist our children in **being lifelong learners, growing in love and passion for Jesus**, while **actively engaging in authentic encounters with God** in a safe and nurturing environment. Children and family are a vital part of our church community.

CHAPTER 1: OUR POLICY ON ABUSE

At Vancouver Vineyard Christian Fellowship “[O]ur mission is to be a local church community empowered by an encounter with God to bring the Good News of his loving reign, by deed and by word, inviting all to become followers of Jesus. Providing a safe place for those in our care is one of the central ways we can imitate Christ, and invite others to become his followers. As the well-known passage in 1 Corinthians states, “Love...always protects” (13:4-7), **and so we at VVCF want to commit ourselves to doing everything within our power to protect those whom we minister to, as well as our volunteers and staff members.**

The Apostle Paul urged the Thessalonians church to “avoid every kind of evil” (1 Thess. 5:22). If we can avoid the evil of abuse at VVCF by taking precautions then it is certainly worth the effort. Paul also writes that he went out of his way to “to do what is right, not only in the eyes of the Lord but also in the eyes of others” (2 Cor. 8:21). This document is our commitment to doing things right so that we will dramatically reduce the risk of abuse occurring in our church.

“I urge all Christian leaders to be proactive and ensure that all things are done in agreement with Paul’s advice to the Corinthian’s ‘For we are taking pains to do what is right, not only in the eyes of the Lord, but also in the eyes of man.’ Christian ministries must be a model for the world in how we handle the potential for abuse”.

--John Pellowe, CEO Canadian Council of Christian Charities

It Can Happen in Any Church

We recognize that incidents of abuse can occur in any church, including ours. Churches have traditionally accepted the services of anyone expressing an interest in working with children, youth or vulnerable adults. *Churches are by nature trusting and unsuspecting institutions* and asking sensitive questions of those who are giving their time and energy can be seen as distasteful. No one wants to offend potential workers, especially those with a long history of good service. *Unfortunately, these qualities can make a church susceptible to incidents of abuse.*

The Impact of Abuse

A single incident of abuse—especially that of children—has the potential to devastate a church and divide the congregation. Members may become outraged and bewildered; parents may question whether their own children have been victimized; the viability of the church’s youth, children’s, and vulnerable adult’s programs may be jeopardized; and church leaders may face blame and guilt for allowing the incident to occur.

Imagine this scenario:

Ed begins attending Trusting Vineyard Church. After a few weeks he volunteers to work with the youth group, and the youth pastor gladly welcomes his help. The youth group has an overnight activity a few months later. Following the activity, two minors report that Ed sexually molested them. The parents of one of the minors contact a lawyer, and a \$3 million lawsuit is brought against Ed, the church and the church board. The parents claim that the church (and the church board) acted negligently by not doing any background investigation before allowing Ed to volunteer.

Such incidents often result in massive media attention, sometimes on a national scale. Community residents begin to associate the church with the incident of abuse. But far more tragic is the emotional trauma to the victim and the victim's family. Historically speaking, this has occurred within the collective church, although not ours. The healing has begun for so many who have been victimized physically, emotionally, sexually and spiritually. We are making a conscious choice as a church to be a part of the healing process by providing a safe place to worship.

Preventing Abuse and False Allegations

In order to protect against all allegations of abuse, VVCF is firmly committed to:

1. providing a safe environment by preventing harm to those in our care (especially children, youth and vulnerable adults),
2. declaring zero tolerance for all types of abuse, including harassment and neglect, and
3. protecting our staff and volunteers from false allegations.

The following chapters will describe in detail the practical steps that we will follow to create this safe and protective environment.

CHAPTER 2: DEFINING & UNDERSTANDING ABUSE

We have provided the following definitions so that all of the staff and volunteers at VVCF will be *on the same page in terms of what is appropriate and inappropriate behavior when working with children, youth, and vulnerable adults*. These definitions and descriptions should also help to identify unacceptable behavior in others (e.g. -parents) that needs to be addressed.

Defining Abuse

Abuse is the physical, psychological, social, emotional, and sexual maltreatment of another person whereby the survival, safety, self-esteem, growth and development of the individual are endangered. Separate categories include physical abuse, sexual abuse, emotional abuse, neglect and harassment.

The misuse of power plays a large role in any form of abuse. Misuse of power takes place when people take advantage of the authority or power they have over the vulnerable people in their care.

Who are Vulnerable People?

While anyone can be a victim of abuse, certain people are more vulnerable than others. According to the British Columbia Child, Family and Community Service Act (CFCSA), a “child” is anyone under the age of 19 (Part 1.1, CFCSA); all children are vulnerable people. However, adults who have a recognized physical, emotional or mental incapacity are also considered to be vulnerable people. Senior citizens fall into this category as well, as do adults who are being advised by a pastor or lay pastor. In short, any person who is in a position of dependence on another person is considered to be a vulnerable person.

Types of Abuse

1. Physical Abuse

Physical abuse is the deliberate application of force to any part of another person’s body, which results (or may result) in a non-accidental injury. Physical abuse also includes behaviour such as shaking, choking, kicking, biting, throwing, burning, poisoning, holding under water or any other harmful or dangerous use of force or restraint that causes (or could cause) physical injury. Any behaviour or omission that causes (or could cause) physical injury falls into this category.

2. Sexual Abuse

Sexual abuse occurs when someone uses a child, youth, adult or any non-consenting individual for sexual stimulation or gratification. Sexual activity between children or youth may also be sexually abusive if older or more powerful children or youth take sexual advantage of those who are younger or less powerful. Furthermore, allowing any child to witness sexual activity also falls into this the category of *Sexual Abuse*. Any sexual exploitation of a child, *whether consented to or not*, also falls under this category.

The full extent of child sexual abuse in North America is not known. Current conservative estimates suggest that from 500,000 to over 1,500,000 children are sexually abused each year.

“Sexual abuse is such a hot issue today that claims payments for abuse incidents now exceed settlements for burned buildings and broken limbs.”
-- Senior Vice President of Church Mutual, the largest U.S church insurer

3. Emotional Abuse

Emotional Abuse is a pattern of hurting a person to the point of damaging his or her self-respect. It includes verbal attacks, insults, rejection, repeated threats or exposure to violence, confinement, ongoing humiliation and ridicule, and fundamental attacks on an individual's sense of self. Constantly insulting, humiliating or rejecting a person, or saying that he or she is “stupid” or “bad,” can harm an individual's sense of worth and self-confidence. For children in particular, emotional abuse occurs when a child is made to feel worthless or unloved, incompetent, only valued when he or she meets the needs of another person, or when improper expectations are imposed on the child causing him or her to feel frightened.

4. Neglect

Neglect occurs when a person is deprived of the essential requisites so as to cause (or potentially cause) physical, emotional, developmental or psychological harm or disability. This includes the failure to provide the medical care needed to prevent or treat an injury. It also includes leaving a child, youth or vulnerable adult alone or in the care of another person who demonstrates an intentional abdication of responsibility, or parental or adult behavior that contributes to the delinquency of a child, youth or vulnerable adult.

5. Harassment

According to Merriam-Webster Dictionary to harass someone is to, “1a: EXHAUST, FATIGUE, b: to annoy persistently, 2: to worry and impede by repeated raids.”

Types of harassment include:

- Verbal comments and/or threats
 - Inappropriate touching/invitation to touching*
 - Bullying of any sort (regardless of age)
 - Pornographic videos*
 - Obscene phone calls
 - Exhibitionism (Criminal Code Offense)
- * Criminal Code Offense if child is under age of 16

6. Improper Touching

Improper touching involves any touch that is *associated with sexual stimulation or gratification, or any touch that would intentionally inflict pain on a child, youth or vulnerable adult*. Section 5 of the Canadian Criminal Code states that improperly touching a child under the age of 16 can be an indictable offense that carries a sentence of up to 10 years in prison.²

Some suggestions for appropriate touching are listed in Chapter 4, and some examples of inappropriate touching are outlined in more detail there as well.

² To view the Canadian Criminal Code of Canada, please see: <http://www.efc.ca/pages/law/cc/cc.html>.

7. Improper Discipline

Injuring any vulnerable person, *regardless of differing cultural standards on discipline, is unacceptable. Within the context of this church, it is never permissible to strike a child.*

Staff members and volunteers may speak with the child, youth or adult, and provide loving discipline as per our discipline policies, for example, an “intentional engagement,” (please see Chapter 6 for more information) but they may never carry out any form of corporal punishment.

All forms of abuse—including neglect, harassment and inappropriate touching and discipline—are absolutely unacceptable at VVCF.

Note: The following sections focus on sexual abuse of children; however, the principles are the same for other types of abuse and other age groups as well.

Symptoms of Abuse

Church volunteers and staff should be alert to the physical signs of abuse that a victim may exhibit. A one-time event may not necessarily constitute a potential abuse case, but sudden unexplained changes would warrant further investigation. Some of the more common signs of abuse are summarized below:

Physical signs of abuse may include:

- *Physical warning signs may include:*
- Any injury or bruising to a baby who is not crawling or walking yet - especially head or facial injuries
- Injuries where there is no explanation, the explanation does not seem to fit with the injuries, or the story keeps changing
- Injuries with a pattern or in the shape of an object like a hand, stick, buckle, stove element, etc.
- Bruising in unusual places, such as the ears, neck, upper arms, back, thighs or buttocks
- The child is not seeing a doctor or dentist when needed
- Clothing that does not protect the child from the weather
- The child looks unwell or hungry, or complains of hunger, or is unusually thin or malnourished
- Poor personal hygiene
- Unexplained genital or anal injuries
- Sexually transmitted diseases or pregnancy, especially in a young child

Other warning signs may include:

- Running away from home or being scared to go home
- In a young child, not responding to affection or positive attention
- Poor self-esteem (for example, when children call themselves bad or say they deserve to be punished)
- Unexplained setbacks, like toileting problems in a child who has been toilet trained

- Extreme aggression or withdrawal
- Suicidal thoughts or self-destructive behaviour (such as self-mutilation, a suicide attempt or extreme risk-taking)
- Foraging for, hoarding or stealing food
- Problems at school like poor attendance or trouble paying attention
- Delinquent behaviour like drinking, drug use, stealing, fire setting, etc.
- Showing sexual knowledge not common for their age in their language, behaviour, drawings or play, or forcing another child into sexual play
- Withdrawing from family, friends and activities the child used to enjoy
- Having unexplained gifts, new clothes or sums of money
- Being secretive about “new” friends, activities, phone calls or Internet use

Remember: *These are warning signs. They do not necessarily mean a child is being abused or neglected. But if you see one or more of these signs you should be concerned. If you are not sure, call a child welfare worker who will discuss your concerns with you.*

Children who are emotionally harmed will often have serious:

- anxiety
- depression
- withdrawal (keeping to themselves all the time), or self-destructive or aggressive behaviour.

Emotional abuse can include a pattern of:

- scapegoating
- blaming
- rejection
- verbal attacks on the child
- threats
- insults, or humiliation.

A child who has been sexually exploited may engage in sexual activities that include:

- sexual acts
- sex for the purpose of entertainment
- escort or massage parlour services, and
- appearing in pornographic images.
- Children in the sex trade are not prostitutes or criminals. They are victims of sexual exploitation.

http://www.mcf.gov.bc.ca/child_protection/pdf/child_welfare_your_role.pdf

Consider the following:

Over 80% of the time, the abuser is someone who is known to the victim.

Most abuse takes place within the context of an ongoing relationship.

The usual offender is between the ages of 20-30. 20% of sex offenders begin their activity before the age of 18.

Child abusers are often married and have children.

-- Taken from, "A Plan to Protect," Pentecostal Assemblies of Canada.

The Effects of Sexual Abuse of Minors

Sexual abuse of minors robs them of their childhood, and can potentially scar victims for life. *Too often in the past, the effects of abuse have been minimized or dismissed.* However, recent research has shown that minors can suffer significant pain from even a single abusive incident. Staff members and volunteers at VVCF must be aware of the pain and long-term suffering that can accompany any form of abuse.

Abused minors can display a wide range of negative symptoms in the aftermath of abuse such as abnormal fears, posttraumatic stress disorder, aggressive behaviour, sexual "acting out," depression, diffused sexual identity, and poor self-esteem (Ksendall-Tackett, Williams, and Finkelhor, 1991). The incidence of sexually transmitted disease is also a possible outcome.

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

Consequences of sexual abuse can plague victims into adulthood. Outcome studies of adult survivors of child sexual abuse suggest the following effects: sexual dysfunction, eating disorders, substance abuse, promiscuity, disassociation from emotions and possible perpetration of sexual abuse on others. When church leaders, pastors and respected workers perpetrate the abuse, lifelong religious confusion and deep feelings of anger toward God and the church can occur.

The Profile of an Abuser

Who typically abuses minors?

Most people assume that those who are most likely to abuse minors are "strangers wearing trench coats," or "dirty old men." These stereotypes are not only inaccurate, but they contribute to a false sense of security. Researchers in the field of sexual abuse currently indicate that no one profile fits the various perpetrators of abuse. If they are not aware, church leaders can become preoccupied screening stereotypes, while not realizing that the real abuser could be an active adult or even a youth in the church.

Imagine this scenario:

Rob sat before the Board of Directors, dejected. His broad shoulders slumped as he tearfully retold his story. Rob had been sexually molesting his fifteen-year-old daughter for the last two years. This activity may have gone undetected except that Rob tried to abuse his daughter's girlfriend while chaperoning an overnight Youth activity. The young girl reported the incident to her parents and Rob was apprehended. Hearing this confession, the church leaders sat in disbelief. How could Rob, a successful businessman, husband, father of three children, and respected church worker commit such actions?

Sadly, if abuse occurs in our church, a respected member will most likely be the perpetrator. Emphasis upon "stranger danger" will leave the church unprepared. While it's uncomfortable to even consider this, the most likely assailants include KIDS Church helpers and teachers, youth and the preteen volunteers, teachers in a church operated school, camp counselors, "concerned" adults who volunteer to transport children to church, ministry leaders and pastors. Trusted adults—regardless of gender—can easily mislead children. Consequently, most incidents of sexual abuse to minors take place in the context of an ongoing relationship between the abuser and the child.

"Churches need to understand that there are people who prey on children and they do not look any different than anyone else..."

--Rev. M. McCormick & Dr. L. Mitchell, United Baptist Convention of the Atlantic Provinces

The Responsibility of a Church in Preventing Abuse

Churches need to understand the extent of their liability. *They are not fully liable for every injury that occurs on their premises or in the course of their activities. Generally, they are responsible only for those injuries that result from their negligence.* Victims of abuse who have sued a church often allege that the church was negligent in not adequately screening applicants or not providing adequate supervision.

The Civil and Legal Liability of the Church

Increasingly, church staff members and volunteers are being held accountable for the acts of individual abusers within the church, even though neither the church, nor its leaders, were aware of the abuse or condoned it.³ Churches—both Catholic and Protestant—are being sued in Civil Courts for damages sustained by victims and their families who want to hold churches accountable, by alleging that:

- the church is vicariously liable for the acts of its personnel, whether they are paid staff or volunteers and regardless of whether the church was itself negligent or even knew about the abuse;
- the church was negligent in hiring or accepting personnel, whether paid or volunteer, and
- the church was negligent in supervising and/or monitoring its personnel.

³ The Church & Law Update, www.carters.ca/pub/update/church/, provides information on past civil suits against Canadian churches.

CHAPTER 3: OUR SCREENING PROCEDURES

All volunteers and staff at VVCF who work with children, youth or vulnerable adults must first undergo a screening process. And, even though they may not be directly involved in ministry to children, youth or vulnerable adults, **everyone on the Leadership Teams, the Elders, and the Board of Directors must be screened as they are in a public position of leadership and trust within the church.** As these leaders submit to the screening process, they reinforce the necessity and importance of the process, and further communicate their commitment to making VVCF as safe as possible.

In short, who needs to be screened?

- Everyone on church Leadership Teams, as well as Directors & Elders
- All staff including paid and unpaid pastors and ministry leaders
- All volunteers working with children, youth and vulnerable adults

“Trust in God... screen all others!”

--Safe Church Organization

The Application Process

All of the above-mentioned people need to complete the following steps before they can begin working for, or volunteering at, VVCF:

1. Submit a signed Volunteer & Staff Application Form (See Appendix 4A).
2. Have a criminal record check done and sent directly to the church (volunteers age 14 and under are exempt).
3. Agree to abide by the policies in this manual.
4. Submit to background reference checks (a minimum of 2).
5. Have a personal interview with an VVCF staff member.
6. Actively attend VVCF for at least 6 months before working with children, youth or vulnerable adults. (Exception: employees do not have a waiting period and may start work immediately, but are subject to more extensive screening according to our *Employee Policies Manual*.)

1. Application Form

The Volunteer & Staff Application Form is available in Appendix 4A of this document.

To protect our children, youth and vulnerable adults and to be protected from liability, VVCF must take reasonable action in screening and supervising the volunteers and staff members working with children, youth and vulnerable adults. A court can find the church legally liable if it is less than systematic and therefore negligent in screening volunteers and staff members. By having everyone complete the forms in the appendix and keeping them in a secure confidential

file indefinitely (see “Filing Screening Records” later in this chapter), the church greatly reduces the potential for abuse and the resultant liability.

Each ministry (children, youth, vulnerable adults, etc.) should keep its own inventory list of workers and the status of each application process.

2. Criminal Record Checks

A Criminal Record Check (CRC) will be done prior to any volunteer or staff member being approved for a ministry position. All records will be kept in the church office and will be considered strictly confidential, accessible only by the pastoral staff. Any individual who will not submit to this procedure will be ineligible to be involved with children, youth or vulnerable adults on behalf of the church. As VVCF is a non-profit organization, there is a reduced cost for getting a CRC done and it requires an Official Request Letter from VVCF signed by pastoral staff to accompany the CRC form. Photocopies of recent Criminal Records Checks for other organizations may be submitted, as well as, proof of recent teaching certifications (this exception is allowed due to the fact that teachers in particular, are highly scrutinized and CRC are maintained every five years). VVCF reserves the right to verify these forms of CRC.

A request for a CRC can be made at any local Police Department office, and CRC's **will be sent back to the recipients. It then MUST be submitted to the church to the attention of the designated ministry leader.** If there is no criminal record of any sort, the volunteer will be considered for ongoing service in the church.

If there is a record of information that raises concern, the designated ministry leader, the senior pastor and the congregational leader in charge of the potential volunteer or staff member will meet to discuss the matter.

If the offense involves any form of abuse, violence or sexual misconduct against another person, the applicant will not be involved in ministry with children, youth or vulnerable adults on behalf of VVCF. Any of these offenses automatically disqualify an applicant, regardless of how long ago the incident occurred. Putting a known abuser in a position involving access to children, youth or vulnerable adults is an enormous and unwise risk that VVCF will not take, even if the person claims to have since had a religious conversion experience. This person is still welcome to serve at VVCF but only in positions that involve absolutely no access to children, youth or vulnerable adults.

For other less serious, offences the applicant may proceed with ministry in the church provided the senior pastor, congregational leader and the ministry leader involved agree. The following are criteria to consider when evaluating the information:

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

Non-Canadian Citizens Requiring a Criminal Records Check

In the case of American Citizens attending VVCF, who want to be involved with ministry to vulnerable persons need to have a Canadian CRC done to verify whether or not they have had any criminal offenses/convictions while in Canada. He or she should add a note to the request for a CRC asking officials to contact the U.S to find out whether or not he or she has had any criminal offenses/convictions there. However, according to local RCMP, it is highly unlikely that the U.S officials will provide the necessary information (unless there is an outstanding warrant for the individual's arrest), and so Americans at VVCF are strongly encouraged to have a CRC done in the U.S and provide the results to VVCF.

In the case of other International Citizens from other countries who are attending VVCF, and want to be involved with ministry to vulnerable people must take the same steps as outlined for American Citizens. They must have a Canadian CRC done and returned to VVCF, and if possible, have a CRC sent from their country of origin.

Due to the uncertainty of CRC's for non-Canadian citizens, it is up to VVCF's discretion whether or not the individual can work with vulnerable people. Therefore, the six-month waiting period, the individual's references and the interview are extremely important in the screening process.

3. Agreement to Abide by the Policies in this Manual

An applicant is required to read this entire manual and sign the Volunteer & Staff Application Form stating that he or she has read, fully understands and agrees to abide by all of the policies that are outlined in this manual.

4. Reference Checks

Three references are required on the Volunteer & Staff Application Forms. The potential volunteer or staff member needs to provide the names of three specific types of individuals:

1. a church leader (home group leader, pastor, etc.),
2. someone he or she has known for more than 5 years, and
3. a professional (teacher, another clergy member, business associate, etc.).

At least two of these references will be contacted and asked questions about the volunteer or staff member. The name of the person making the contacts, the date and a summary of the reference's comments *will be recorded.* This record will become part of the volunteer or staff members' personal file. The person contacting the references may use the Phone or Email Reference Check (found in Appendix 4B) as a guide for telephone or email follow-up when screening applications.

5. Interview

An interview provides the ministry leader(s) with the opportunity to review the important items from the *Volunteer & Staff Application Form* in a personal setting and to ask follow-up questions to enhance their knowledge of the applicant. The information given in the interview will be available to the pastoral staff (therefore having limited confidentiality). The interview will also give the potential staff member and/or volunteer the opportunity to ask questions about various ministries and the reasons behind our child, youth and vulnerable adult abuse prevention plan.

Before the interview can take place all other steps in the application process must be completed. The Volunteer & Staff Interview Form & Screening Checklist (found in Appendix 4C & 4D) provides check boxes to ensure that all of the necessary information has been received. This also allows the interviewer to ask questions that may have arisen from the CRC or the contacting of references.

6. Six Month Waiting Period

Vancouver Vineyard Christian Fellowship attendees must undergo at least six months must waiting period previous to being involved in ministry to children, youth or vulnerable adults. This allows the church time to get to know the individual and to build relationship with him or her before he or she becomes involved in ministry. Newly hired staff members are an exception to this rule due to the fact that they are subject to the Staff Hiring Practices and the standards that are set out in our *Staff Policies and Procedures Handbook*.

Ongoing Checks

After the initial criminal record check, volunteers and staff are also required to have additional comprehensive criminal record checks done every three years if they have been away from the fellowship for any period of time. This may seem a bit excessive, but according to Robertson Hall Insurance over 10% of Canadians have a criminal record.

Filing Screening Records

VVCF is required by law to keep all staff and volunteer's screening records on file indefinitely as instances of abuse often come to the light only years after they occur.

CHAPTER 4: PROCEDURES FOR MINIMIZING THE RISK OF ABUSE & FALSE ALLEGATIONS

VVCF has put procedures in place (including the screening process mentioned in Chapter 3) that will greatly reduce the risk of abuse occurring, and the risk of false accusations being charged against our staff/volunteers. Here are a few basic procedures that we will follow:

We will follow established protocol & guidelines.

While working with children, youth and vulnerable adults VVCF will follow the protocol and guidelines as outlined in Chapter 6 when dealing with suspected abuse. VVCF will keep a record of all of the names, dates, and events surrounding the suspected abuse and will follow the proper chain of reporting.

Those working with children, youth or vulnerable adults will have:

- at least 2 adults present, and/or
- the door open, and/or
- a clear line of sight through an interior window, and/or
- monitors circulating periodically from room to room.

There will always be at least one of these procedures in place, as this is one of the most basic steps for preventing abuse and false allegations of abuse.

We will supervise volunteers under 18.

Volunteers under 18 are strongly encouraged to volunteer, but only under adult supervision. Having a youth helping out in children's ministry, for example, does not negate the need to have another adult present.

VVCF will follow strict guidelines for one-on-one mentoring & off-premises contact.

VVCF highly values the importance of mentoring; however, we also realize the huge legal risk that any one-on-one contact between leaders and vulnerable persons presents. If a staff member or volunteer wants to, for example, take a youth out for coffee, he or she must:

- chose a public location to meet,
- obtain consent from parents or guardians and
- inform the appropriate church leader about the details of the mentoring situation.

We will prohibit corporal punishment.

Striking and/or injuring a child, youth or vulnerable adult is never acceptable, regardless of differing cultural standards on discipline. Within the context of VVCF, it is never, under any circumstance, permissible to strike a child, youth or vulnerable adult.

We will encourage proper displays of affection.

Touch is an essential part of nurturing lives; however, staff members and volunteers need to be aware of and sensitive to cultural differences, differences in sexual development, family backgrounds, individual personalities and special needs. Physical contact with children, youth and vulnerable adults should be age and developmentally appropriate. The following are some suggestions of appropriate touch:

- Bend down to the child or youth's eye level and speak kindly; listen to him or her carefully.
- Take a child's hand and lead him or her to an activity.
- Put an arm around the shoulder of a child, youth or vulnerable adult who needs quieting or comforting.
- Hold a child who is crying.
- Take both of the child or youth's hands as you say, "You did such a good job!" or "I'm so glad to see you. We've missed you!"
- Pat a child, youth or vulnerable adult on the head (child), hand, shoulder or back to affirm him or her.
- Hold a child by the shoulders or hand to keep his or her attention while you redirect the child's behaviour.
- Gently hold a child's chin to help him or her focus on what you are saying. (This is especially important for children with an attention deficit disorder.)
- We will strongly discourage the following forms of touch:
 - Kissing a child, youth or vulnerable adult
 - Coaxing a child, youth or vulnerable adult to kiss you
 - Extended hugging and tickling, even with small children
 - Touching a child, youth or vulnerable adult in any area that would be covered by a bathing suit
 - Carrying older children
 - Having youth or vulnerable adults sit on your lap is never appropriate

We will educate staff members and volunteers about acceptable & unacceptable forms of discipline.

Vancouver Vineyard Christian Fellowship has a Children's Ministry Shape (p 31), which is our guideline for structuring our youth activities, classroom activities and our nursery care. All volunteers will be trained in this structure and adherence to it is expected at all times.

As previously stated, any form of corporal punishment is prohibited at VVCF. Striking or injuring a vulnerable person is never acceptable, regardless of differing cultural standards on discipline. Staff members and volunteers may speak softly with the child, youth or vulnerable adult, and provide calm discipline, such as "intentional engagement" as defined in Chapter 6 but they may never carry out any form of corporal punishment.

They may also never discipline children by any type of force or manipulation; however, if the child, youth or vulnerable adult has special needs, or has violent tendencies and could potentially harm someone else, restraint may be required, as a last resort. Should the need for restraint be anticipated, the staff members and volunteers may be trained in acceptable restraints.

We will avoid activities that could lead to abuse allegations.

For example:

- We will avoid photographing children, youth or vulnerable adults individually, without express written permission from parents/guardians with a specific purpose in mind. i.e. crafts, web pages, etc.
- We will not give children, youth or vulnerable adults unsupervised Internet access, which may include all personal hand held devices.
- We will not host sleepovers, camping trips, mission trips or other overnight events without fully screening all volunteers and staff members.

We will require a signed contract from all staff members and volunteers.

Before allowing staff and volunteers to work with children, youth or vulnerable adults, VVCF will ensure that they have signed their *Volunteer & Staff Application Form* stating that they have read, fully understand and promise to follow all of the guidelines outlined in this procedures and policies manual.

We will keep files indefinitely.

Many abuse allegations surface years after they occur, as previously stated, VVCF will keep all staff and volunteer screening information on file indefinitely. These files will be kept confidential at all times, and will be locked in a secure location at the church office to avoid loss or theft.

We will have Medical Waiver/Permission Forms completed for off-premises and overnight trips.

To further prevent any legitimate or false allegations of abuse, and confusion between parents and VVCF workers, all volunteers and staff members will have completed and signed *Waiver, Medical Release & Permission Forms* (found in Appendix 6C, 6D & 6E) for all children, youth or adults before going on any off-premises or overnight trips, such as Missions Trips. More detailed information on off-premises and overnight trips can found in Chapter 4.

We will have sufficient supervision of children, youth and vulnerable adults at all times.

We will have a minimum of two leaders in any room with children, youth and vulnerable adults. As a temporary alternative to this two-leader guideline, we will keep the door open or have a clear line of sight through an interior window if only one leader is in the room.

Where there are unresolved or conflictual custody issues related to the children of parents who are single, separated or divorced, due diligence will be taken in order to prevent tension and confusion for our paid and volunteer staff. This will be accomplished by completing our Vancouver Vineyard Christian Fellowship (Vancouver Eastside Vineyard) Children's Ministry Parental Pick Up/Drop Off Agreement (Appendix 6F). This form may also be used in the case of children who are in foster care.

All day trips and events will be supervised by a minimum of two approved adult leaders. All overnight activities will ideally have a minimum ratio of *one leader for every five children (up to eight year old and the ratio is one to seven for children over nine years old)*. All supervising adults must be approved volunteers or staff members.

We will immediately complete incident report forms for all cases of suspected abuse.

All VVCF volunteers and staff members will complete *Incident Reports* and follow-up forms (found in Appendix 3A & 3B) as soon as they suspect that a child, youth or vulnerable adult may have been abused, regardless of the type of abuse and regardless of whether the abuse was committed at the church, at a church-sponsored event or in the victim's home or school.

We will discuss suspicious behaviour immediately.

Any inappropriate conduct or relationships between staff members or volunteers and a child, youth or vulnerable adult will be confronted immediately and investigated. Prompt warnings will be issued when appropriate and the situation monitored very closely. If necessary, the adult worker will be asked to take some time off. Ministry leaders will note when a child, youth or vulnerable adult appears aloof or withdrawn or exhibits a marked personality change. This may indicate a problem that deserves further attention.

Some conduct just deserves a cautionary consultation:

Imagine this scenario:
The youth group is having a games day at a local lake. Following a volleyball game, one of the male chaperones begins to massage the shoulders of one of the female youth members. They are seated at a picnic table surrounded by other youth. A second adult chaperone discretely pulls the first one aside and comments, "You probably weren't aware, but that definitely falls outside of proper volunteer/staff conduct."

Other conduct requires that you report it to the ministry leader responsible:

Imagine this scenario:
The same facts as the preceding example, but this time the volunteer worker walks with the student to an isolated location and massages her shoulders while laying down on the ground next to her. A second volunteer sees what is happening, *stops the behaviour* and immediately reports it to the ministry leader in charge.

CHAPTER 4.1: PROCEDURES TO PROTECT OUR CHILDREN

Security Protocol When Dealing with Children

1. All staff and volunteers working with children will wear a nametag that identifies them accordingly. No adult/youth that is not scheduled cannot be in the presence of our Children's Programs without express permission of the Children's Educational Director or designate, i.e. Grandparents and other visiting relatives.
2. Children who are left in the care of the church (nursery to 12 years old) will be signed in and out of children's ministry. A sign-in sheet will be provided with space to write each child's name, parent's/guardian's name, parent's/guardian's location during that period of time and any special needs (such as allergies) that the child may have. See Appendix 6G and 6B for the *Sign in Sheet* and *Registration Forms*, accordingly.
3. Children will not be dropped off in the nursery or classroom without a worker present. If only one worker is present, the door will be left open until the other worker arrives. Doors will be supervised at all times so that children are not able to leave by themselves, as well as ensuring that a parent or guardian cannot take them from the room without a worker's assistance.

“Our ability to reach people is directly related to how well we care for their children.”

--Rev. Bill Hybels, Willow Creek Community Church

Nursery Guidelines

- **VVCF has a no diaper changing policy.** Parents/guardians will be contacted when the child's diaper needs to be changed.
- Children must be 10 years of age or older before being able to work in the nursery, and only with an adult supervisor.
- Adults will work with infants. Ideally, one person working in the nursery will have First Aid training that includes Infant First Aid training.

Washroom Guidelines

Parents or guardians are to be encouraged to take their children to the washroom prior to each class or service. A child should never be sent to the washroom unaccompanied by his/her parent or guardian. VVCF recognizes the fact that as a public building we cannot supervise our washrooms 100% of the time; therefore,

- Children ages 2-8 must be escorted to the washroom by an adult leader. The adult volunteer will prop the outside door to the washroom open (assuming there are cubicles), check the washroom to ensure that it is empty and only then a child may enter. The children's worker will then wait outside the washroom door for the child before escorting him or her back to the classroom.
- Leaders will avoid being alone with a child in an unsupervised washroom, and **never** go into a washroom cubicle with a child and shut the door. If children need assistance in the washroom, an adult will enter the washroom cubicle to assist only when a second adult is within visual contact. If this is not possible, the leader will inform another adult when taking a child to the washroom and when returning.
- Whenever possible....assuming the child isn't in desperate need of the washroom!...a child will be brought to his or her parent/guardian and have them take the child to the washroom.

CHAPTER 4.2: CHILDREN'S MINISTRY: OUR SHAPE

Our shape is defined as the structure that we work within.

We prefer this term over 'rules.' Rules offer a negative connotation that begs to be broken: rather, we work within healthy positive boundaries, our shape, which benefits all participants, children and adults alike.

This shape is for everyone
This shape keep everyone safe
This shape allows fun to take place

Respect is the foundation of our shape.

Respect within our midst is defined as:

- Kind words, gentle words
- A safe place for all which includes all answers being considered and met with openness i.e. no laughing at each other. We desire to build the self esteem of every child in our care.
- Gentle play i.e. keep your hands to yourself
- Reasonable volume i.e. no excessive screaming, yelling
- Building character attributes that reflect God's character are encouraged. These include the 10 Commandments and the Fruit of the Holy Spirit.
- Manners are encouraged

What happens when children are having a hard time with our shape?

For children under three years of age:

- **A Reminder is always the first step:** tell the child what kind of behaviour is expected. State: "Please be kind and stop hitting." Use caring touches as outlined in our *Appropriate Touch* section on page 26.
- **REMINDER:** *the very young do not understand our process, and their homes may be very different than KIDS Preschool. A simple removal of an item or picking up a child will do. Distraction is an excellent method of refocusing a young child.*

- *Use our simple statements: **Be gentle. Be kind. We share. We love.*** These statements are posted on the bulletin board for quick reminders.
- Call a parent for any issues that involve excessive crying, a child trying to escape, excessive hitting, etc.

For children over three years old:

We practice intentional engagement. Intentional engagement is simply intentional actions/questions.

As leaders we will ask ourselves:

- “What does this child need?” It may be time that they need to gather their self together to breathe and gain control of themselves.
- “Does this child need to support?” Support may take on the form of a one-on-one with an older child or an adult.
- “Does this child need to refocus, accept responsibility or apologize?” If so, invite the parent into the situation. We do not need to be referees. We recognize we have children for very short periods of time, once a week and at time only once a month.

When a parent arrives leaders will explain the situation simply without judgment or blame. We will stick to the facts. Allow the parent to take control. It is appropriate to kindly ask a parent to stay or for the parent to take the child upstairs with them. When opportunity presents itself, not when they are dealing with a crisis, we can intentionally engage a parent in a conversation and ask:

- “What works for your child?” Or “Tell me about your child.”
- “What would you like us to do to help your child?”
- “How can we support you as a family?”

We can also:

1. Have clear expectations of behaviors. Keep the words simple and direct. Look at our posted “Shape.” Our shape is :
 - A. Respect
 - B. Listen
 - C. Keep hands to yourself
2. Remind children of expectations. Point at the “Shape” posted on the wall.
3. **After a clear reminder, give a clear warning:** Use words like “Johnnie please look at me. I have reminded you about that behaviour. Now I am warning you that that kind of behaviour _____ (state what it is) _____ must stop now. We respect each other here and that is not respectful.”
4. **Hitting usually results in obtaining a parent.**
5. *Please take the time to talk to the child and find out what they are thinking about the problem.* You may be surprised at the roots of the problem. Encourage an apology from the child, and forgiveness if another child is involved. Apologies should never be forced, and we are not referees.
6. Involve parents as needed.
7. Please note: as a practice we do not use ‘time outs’ or ‘time ins.’

CHAPTER 4.3: HEALTH, SAFETY & SANITATION GUIDELINES

Sick Children

In the case of illness, a child who could expose others to illness will 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. Workers will pray for the child's health and then kindly ask the parent or guardian to take the child back to the service with them, service with them. Sick children may not use our Nursery, further exposing our infants to the illness. For more specific symptoms see the *Illness Guideline* on the following page.

Medication

VVCF workers will not give or apply any medication. If a child needs medicine, the parent or guardian must give it. Medication will not be left in the classroom or with a worker or child. In extreme cases (i.e. allergies that require an Epi pen, or a Ventolin puffer in the case of an asthma attack, etc.) arrangements can be made with detailed written instructions granting permission from the child's or youth's parent or guardian for the worker to give medication in an emergency.

Procedures for Dealing with Injuries Involving Blood

- Separate the injured child, youth or vulnerable adult from the others. Isolate the area where any blood may have dropped on carpet, toys, books, etc. Apply first aid measures and send someone to locate the parents or guardians.
- If other children, youth or vulnerable adults have come in contact with any of the blood from the cut or injury, their parents should be informed immediately.
- Carefully wipe up all blood and bloody bandages and remove to a secure waste removal receptacle.
- See "Universal Precautions" information in Appendix 2A.

Overall Cleanliness

The nursery and classroom areas will be regularly sanitized. All surfaces, toys, tables, chairs, trays, bedding, bibs, doors, carpets, etc. will be cleaned on a regular basis. Any stuffed toys will also be washed and dried on a regular basis as they can hold dust, germs and moulds.

ILLNESS GUIDELINES WITH CHILDREN

<i>Disease</i>	<i>Symptoms</i>	<i>Infectious</i>	<i>Remove from Kids Church</i>
Common Cold	Runny nose, clear discharge, doesn't want to eat, slight cough	Yes (Before and during symptoms)	No
Cold with Fever	As above, plus fever above 37°C. Runny nose (green discharge), tired, severe cough, hurts all over	Yes As above	Yes Until symptoms return to common cold
Ear Infections	Fever, clear discharge from nose, cranky, pulls on ear	No	No
Pink Eye	Thick discharge from one or both eyes, redness or itching of one or both eyes	Yes	Yes Until on antibiotics
Sore Throat	Fever, red throat, hurts to swallow (could be strep throat)	Yes	Yes Until on antibiotics for 24 hours
Diarrhea #1	Runny stools (could be normal or because of diet)	No	No
Diarrhea #2	Runny stools, fever above 37°C, bad smell, fussy, cranky, pain and/or vomiting	Yes	Yes Until doctor says it is not infectious.
Nausea / Vomiting		Yes Until it stops	Yes
Flu	Fever above 37°C, cranky, in pain, may have runny nose and/or vomiting	Yes	Yes Until symptoms are gone
Herpes Simplex (cold sore)	Fever, blister or sore around mouth	Yes	Yes
Impetigo	Crusty rash, mostly on face, arms, or legs	Yes	Yes Until on antibiotics for 24 hours
Rashes	Red spots anywhere — can be measles, chicken pox, allergies, or impetigo	Yes	Yes Until doctor says it is not contagious

CHAPTER 4.4: OVERNIGHT & OFF-PREMISES EVENTS/TRIPS

Staff and volunteers are encouraged to have special activities in their homes, to plan social activities and to involve children, youth and vulnerable adults in field trips, mission trips, camps and service projects in the community. During these events, the following precautions need to be taken with these activities:

- Activities conducted away from the church property will be pre-approved by the church leadership.
- Parents will be notified at least one week prior to the outing.
- **Children's Ministry Registration Form Appendix 6A, will be completed by parents of regular participants in all Youth Activities.** These forms will be copied and the original is kept on file in the main office in the Confidential Files. **Copies will be carried by the youth leaders to all events for easy access to emergency information. In the event of an occasional participants** i.e. a friend of one of our regular participants, **Appendix 6H, Occasional Sign In Sheet for Children/Youth Activities will be used. Emergency information is required for all participants prior to parents leaving.**
- Completed written consent and medical release forms will be required for each child participating in any overnight event, field trips, camps or other off-premises activity (found in Appendix 6D).
- A Mission Trip specific form can be found in Appendix 6E.
- All overnight activities will have a minimum ratio of one leader for every five children or youth with a minimum of two leaders at all times. All supervising adults will be fully approved volunteers or staff members.
- When transporting children, youth or vulnerable adults, all drivers will have a valid driver's license, a manifest indicating that the driver has a safe driving record, and current automobile insurance. The vehicle must also have evidence that it has been properly maintained for safety. The number of persons per car will never exceed the number of seat belts, car infant/toddler seats will be government safety approved and children under 13 will not sit in the front passenger seat if the vehicle is equipped with airbags.

CHAPTER 5: MAKING OUR FACILITIES SAFE

Architectural Precautions

The following is a list of architectural precautions that will be in place wherever and whenever possible. At this time VVCF does not have its own building, but in the future if one is purchased or constructed, the church will do its best to incorporate the following architectural suggestions.

Windows

- We will have large interior windows that allow for easy viewing by parents, guardians and supervisors.
- We will also have doors with windows that provide for easy viewing.
- Sight lines through these windows will remain unobstructed at all times.

Lighting

- There will be adequate lighting inside and outside of all of the VVCF buildings where activities take place with children, youth or vulnerable adults.

Washrooms

- We will have toilets in the children's area.
- We will install child-size toilets to make it possible for small children to use the washroom with little or no assistance.

Nursery Facilities

- The nursery change tables will be in full view of the nursery area.
- The nursery doors will be secured from the inside to prevent anyone from entering unnoticed.
- If we have nursery sleeping rooms they will have a window on the door and a baby monitor into the adjoining room.
- The electrical outlets will always be covered or out of reach of children.
- All cribs and toys will meet safety standards.

Emergency Exit

- An emergency exit plan with maps and procedures will be visible in each classroom.
- All workers will be familiar with the emergency exit plan, and older children and youth will know the emergency exit route for their classroom.
- Procedures will be reviewed semi-annually for fire emergencies.

Other Safety Precautions

First Aid Supplies/Training

- A first-aid box will be kept on hand and all workers will view the location and familiarize themselves with the contents regularly.
- A designated staff member or volunteer will be in charge of keeping the First Aid box stocked and in plain view.
- First Aid courses will be encouraged for all staff and volunteers. Subsidies may be available.

Monitoring System

- All children are registered with pertinent information on a *VVCF Registration Form, Appendix 6A* when entering our Children's Ministry and Youth Activities. This allows all individuals access to emergency information like phone numbers, Personal Healthcare Number, allergies and other information.
- When necessary, a designated supervisor will circulate from classroom to classroom to ensure that guidelines are being followed and to further prevent allegations of abuse.
- In the unfortunate event of a serious incident (not related to abuse, but rather an accident, injury, sudden illness, missing child or behaviour problems like bullying or fighting) a volunteer or staff member who witnessed the event, will complete a *VVCF Serious Incident Report, Appendix 5*. This allows easy access to crucial information when the need for follow up is required by parents, health care professionals, police, social workers, insurance companies or other professional involved. This information will remain confidential except when required in a court of law. **It is vital to complete this report within 24 hours of a serious incident to ensure accuracy of information.** This information may also be used by staff to improve a situation that may be unsafe.

Controlled Access

- All staff members and volunteers will follow the sign in/out procedure for children aged infant to 12 years old when coming and going from the nursery or classrooms as outlined in Chapter 4.1. See Appendix 6G.
- All rooms and closet doors will be locked when they are not in use during children's, youth's and vulnerable adult's programs.
- No adult/youth that is not scheduled cannot be in the presence of our Children's Programs without express permission of the Children's Educational Director or designate, i.e. Grandparents and other visiting relatives.

CHAPTER 6: RESPONDING TO ALLEGATIONS OR SUSPICIONS OF ABUSE

The safety and well being of children, youth and vulnerable adults is one of VVCF's principal priorities. Each abuse case is unique, and there are different steps for reporting depending on the circumstances. For example, confession of abuse that happened twenty years ago to a family member, an allegation of child abuse by a church worker or abuse involving a younger sibling will result in different procedural steps. The ages of the individuals involved, their relationship, when the incident occurred and their family situation will be determining factors.

When children are involved, the guiding principles and administration of the *Child, Family and Community Services Act* (CFCSA), Part 1.2, will be followed with the help of a social worker, keeping the "best interests of the child" in mind.⁴

Who Must Report Suspected Abuse?

Any person who has reasonable grounds to believe that a child (up to 16 years of age, by definition of a child), youth or vulnerable adult is in need of protection is required to report the matter as outlined in this chapter. With regards to children, Part 3, Division 1.14 of the CFCSA states that "a person who has reason to believe that a child needs protection under section 13, must promptly report the matter to a director or a person designated by a director."⁵ (MCFD/VACFSS) The act goes on to say that **anyone who knowingly fails to report in these circumstances may be in violation of the law and may be found to have committed a criminal offense.** The Ministry of Child and Family Services will investigate and assess the need for intervention. Other professionals must never assume this function; a professional who does so, and fails to report, commits an offense.

No action would be taken against a person making a report *unless it is made maliciously or without reasonable grounds for belief.* According to the CFCSA, Part 8.101, "No person is personally liable for anything done or omitted in good faith."

How Do We Report Suspected Abuse?

This chapter will outline in detail the procedures that need to be taken in the event of an abusive situation is reported or suspected at VVCF; the following is a condensed list of these procedures:

- 1. Complete written suspected abuse reports immediately** (in Appendix 3A & 3B). **Call senior congregational leaders ASAP.**
2. Fulfill reporting obligations to The Ministry of Child and Family Development.
3. In every case of suspected abuse the church senior leaders and leadership will then proceed to *a formal discussion about* reporting to police authorities and any allegations concerning a minor **MUST** be reported to a child protective agency as well.

⁴ 5 The "best interests of the child" are outlined in CFCSA, Part 1.4, and can be found in Appendix 1A of this manual. For a complete copy of the Child, Family and Community Services Act see: http://www.qp.gov.bc.ca/statreg/stat/C/96046_01.htm.

⁵ 6 CFCSA, Part 3, Division 1.13 can also be found in Appendix 1A of this document.

4. Respond compassionately to all allegations.
5. If a child is involved, properly provide any information to a social worker.
6. Do not admit legal liability, or make public statements without legal counsel.
7. Maintain confidentiality for the alleged victim and the alleged perpetrator.
8. Immediately suspend the alleged perpetrator from working with children, youth or vulnerable adults pending the outcome of the investigation.
9. Consult the church's lawyer, and report the incident to VVCF's **current insurance provider**.

1. Complete *Incident Report* Forms

If you have any concerns regarding the safety of a child, youth, or vulnerable adult you should report it. It is extremely important to document your efforts in handling the situation:

1. As soon as possible, make notes on the events—what was said and what you did, with names, events, dates and any other information that you feel is important. The form that you would use is called *Initial Report* and is found in Appendix 3A.
2. When this form is completed you give it to the ministry leader you report to (e.g. children's or youth pastor), who must then make a confidential written Follow-Up Report found in Appendix 3B. The ministry leader will then make arrangements to contact the Ministry of Child and Family Services and Development in the case of children and if necessary the police for youth and vulnerable adults.
3. The ministry leader will then take the completed forms to the appropriate Congregational Leader who, with the Senior Congregational Leader and other ministry leaders who they feel necessary, will decide when (or if) to begin legally reporting the allegations. (Sample questions for deciding when/if to contact the authorities are listed below).
4. The church's legal advisor and insurance company will be contacted, as per our insurance policy.

2. Fulfill Your Reporting Obligations

As previously stated, as soon as a person has reason to believe that a child, youth or vulnerable adult is in danger of abuse, he or she is obligated to report this information to the proper authorities.

All of the Congregational Leaders reading the confidential written reports may consider the following questions when determining whether or not to report a case:

1. Is the child, youth or adult still at risk?
2. Is there a parent in position to protect the child? Or is there a place of safety for an adult?

3. Respond Compassionately & Take All Allegations Seriously

When the child, youth or vulnerable adult first comes to you, be sure to take his or her word seriously. Don't deny or minimize the problem, but stay calm, listen and help the individual feel believed, safe and loved.

- Tell the child, youth or vulnerable adult that he or she was right in telling you about the problem. Do not promise that you will not tell anyone.
- Do not prejudge the situation, but take the allegations seriously and reach out to the individual involved and the individual's family. Showing care and support will help to prevent further hurt. Extend whatever pastoral resources are needed and remember that the care and safety of the individual involved are the top priorities. Sadly, in some situations, churches have responded in a negative or non-supportive manner to the alleged victim. This only increases anger and pain, and makes future reconciliation and healing even more difficult. Aside from increasing emotional damage to all involved, not being supportive of the alleged victim may also negatively affect the litigation process.
- Make sure to treat the accused with dignity and support. If the accused is a church worker, that person should be relieved temporarily of his or her duties until the investigation is finished. If the person is a paid employee, arrangements should be made to either maintain or suspend his or her income until the allegations are cleared or substantiated. Always keep in mind that it's not up to you to decide the guilt or innocence of the people involved. The authorities will decide the verdict; your job is to provide the most accurate information possible and to follow the proper guidelines for reporting.

4. Provide Information to a Social Worker

As part of a protection investigation, social workers are required under the *Child, Family and Community Services Act* to assess:

- the child's, youth's or current state of health,
- their sense of safety and their views of abuse,
- previous abuse, neglect or harm and
- the ability of the parent(s) or guardian(s) to care for and protect the child.

The social worker will speak with people who have had contact with the individual and their family. They may request records or other types of information and they are entitled to whatever information is needed to complete an investigation. If they are denied access to a record, they can seek a court order.

When a ministry leader receives a request for information regarding a child or youth attending VVCF, the following process should be followed at all times to assure the safety of the individual in your care:

- A. Any request from a child protection social worker should be in person and the protection worker should carry and show you photo ID.
- B. On the occasions where there is an emergency and the child protection social worker is unable to visit the church office and show photo ID, the protection social worker may telephone you from their office.

- The social worker is to identify him/herself, explain the information they are requesting and the process you are to follow. He or she will not ask for information at this time and you should not give out any information at this time.
 - The social worker will give you his or her name and office phone number and you should then check the number given with the phone number of the local offices to make sure that they match.
 - You may telephone the district supervisor of child protection to make sure that this is a legitimate request.
 - After verifying the number, you can then call the social worker. At this point the social worker will ask for the information needed.
 - Always remember to keep very good notes of all your communication with the social worker, and provide all the information that you have.
 - The social worker will ask to be told what happened and what you say or do not say becomes very important if the individual continues to attend VVCF.
- C. It is possible that a protection social worker may call from their cell phone. This is the least acceptable form of requesting information from a caregiver. In this situation you should follow the same process as a request by telephone, with one additional stipulation. If it is after hours and the office cannot be contacted or the cell number confirmed, you should not give out any information. You can request that the social worker appear at the church office with photo ID or call you the following day from their office.
- D. Never give out information if the request is from a pay phone.

5. Do Not Admit Liability & Follow Guidelines for Dealing with the Public

A. You Are Not Personally Liable

As previously stated, **all VVCF staff members and volunteers are required to immediately report any case where there is reason to believe that a child, youth or vulnerable adult is in need of protection. It is not a breach of confidence between church personnel and the person involved.** No person is personally liable for anything done or omitted in good faith in the exercise of this responsibility. As church leaders, we are accountable to God to protect His little ones. Although it is our desire to protect the parents as much as legally possible from undue interference by outside authorities into their family, the protection of children, youth and vulnerable adults from abuse has to be our primary concern. We want to follow the principles of submitting to governing authorities (Romans 13:1) while at the same time helping parents to exercise discipline that is consistent with the Scriptures and in the best interest of those involved.

B. Always Designate a Spokesperson

The Senior Congregational Leader or appointed designate will be the spokesperson for the church. He or she will speak to the media and the congregation regarding the matter in a discreet, informed, truthful and diplomatic way. If it is a high profile case, the media may interview several church leaders who have never given any consideration to responding to such inquiries. In such cases, conflicting and contradictory statements can occur and the public will develop a negative impression of the church. This can be avoided when only one person is designated to speak for the church in such cases.

C. Always Use a Public Position Statement

With any allegation of abuse, the statement below can be used for a public response until all of the facts are uncovered and the case reviewed:

“It is extremely tragic when children, youth or vulnerable adults are abused or exploited. Vancouver Vineyard Christian Fellowship is aware of the ever-growing nature of abuse. We have taken careful precautions to protect the children, youth and vulnerable adults entrusted to our care. We are deeply distressed by any accusation of abuse and we will do everything in our power to address any needs in this situation. All pertinent information has been directed to the Vancouver Police Department and The Ministry of Child and Family Development.”

This is a clear position statement from VVCF regarding abuse. The policies and established safeguards are included, and having a carefully prepared statement is far superior to making no comment. This is an opportunity to positively influence public opinion by emphasizing an awareness of the problem of abuse, a concern for victims and the extensive steps VVCF has taken to reduce the risk and provide a safe environment for everyone. It also lets the media know that VVCF takes the allegation of abuse seriously and that we have acted responsibly. This is not the time for silence or “no comment;” however, it is also not the time to spell out the details of the case.

At no point in the investigation will Vancouver Vineyard Christian Fellowship engage in denial, minimization or blame.

Often, when confronted with an allegation of abuse, a church may respond in one or more of the following ways:

- Deny that the incident occurred, despite clear evidence to the contrary;
- Acknowledge that the incident occurred, but minimize it—a church leader may say, “It only happened once,” and “It wasn’t that serious,” or
- Blame the victim or the victim’s family.

These responses are all inappropriate and are to be avoided at all times.

6. Maintain Confidentiality

In these matters it is important to keep the information restricted to those who need to be advised. All suspicions of abuse should be directed only to the designated ministry leader, the appropriate Congregational Leader and Senior Congregational Leader. It is the responsibility of the pastoral staff to contact the local office of the Ministry for Children and Families and the RCMP to advise that a child is in need of protection and report any criminal conduct.

The only claim of confidentiality that overrides the legal duty to report is solicitor-client privilege. Thus physicians, pastors and others, who consider their professional relationships confidential for certain purposes, are not exempt from the duty to report any form of abuse, harassment and/or neglect.

7. Suspend the Accused

If the alleged perpetrator is a VVCF volunteer or staff member, he or she must be immediately suspended from his or her position until the outcome of the case has been established.

8. When possible Consult a Lawyer & Report to the Insurance Company

When possible have the church's lawyer present while answering any investigative questions from the police or social service agencies. The accused should follow the same procedure with his or her lawyer.

It is also important that the Board of Directors notify the church's insurance company as soon as a report has been given to the authorities.

CHAPTER 7: IMPLEMENTATION & TRAINING

The leadership of Vancouver Vineyard Christian Fellowship recognizes that the topic of abuse and this prevention plan will probably create a variety of reactions among those attending and serving at VVCF. Many people will be in favor of the concept, but others will have questions and reservations. *It is important for the Leadership Teams, Elders and Directors to continually provide information about the need for these policies and provide opportunities for feedback.* The topic can be presented in leadership retreats, Sunday services and training sessions. Staff members, volunteers and other ministry leaders should be available to answer concerns and provide specific answers about the church's policies whenever necessary.

“As I travel from coast to coast, there are a couple of disturbing trends I am noticing... churches that are ignoring the need to implement an abuse prevention protocol, and those that have implemented a protocol but have become careless in maintaining its requirements.”

-- Rev. Al Saunders, Family Life Ministries

Implementation Overview

VVCF is committed to training all of our staff members and volunteers about our Abuse Prevention Plan to Protect (even if they have been serving at VVCF for years), so that they will:

- understand the nature of abuse,
- be aware of their legal responsibility to report suspected abuse and to recognize the signs of potential abuse, harassment and neglect and
- know how to carry out our policies and procedures to prevent and report abuse.

Before anyone is allowed to work with children, youth or vulnerable adults he or she must first read this manual. After reading the manual, one of VVCF's ministry leaders will go over the key points with them, either in mandatory staff training in-services or one-on-one meetings. Staff members and volunteers will be directed to any resources available on the prevention of abuse.

After this initial training we will also provide an **annual** abuse prevention follow-up training session that **all volunteers, staff members, leaders, Elders and Directors are required to attend, at the initiative of the Christian Education Director.** At this time we will also re-evaluate our preventative plan, and make sure that we are adhering to the procedures outlined in this manual. We will review the suitability of staff members and volunteers and have up-to-date Criminal Record Checks done every three years for everyone involved in ministry to children, youth and vulnerable adults.

In addition to annual Abuse Prevention Training, our workers will have up-to-date First Aid and CPR training, or (at a minimum) the circulating supervisor has an up-to-date First Aid and CPR training.

Educating Vulnerable Persons about the Abuse Prevention Plan

According to the training available on the “Mentoring Canada” website, it is also important to educate vulnerable people about the abuse prevention plan. In the training section, “Building Blocks of Quality Mentoring Programs,” Mentoring Canada suggests that, “children and youth must also receive child safety training so that they understand what constitutes unsafe, inappropriate or abusive behavior, how to protect themselves from abuse, and what to do if they are victims of abuse. Their understanding of these concepts should be tested. Child safety training must be re-administered to young people as they progress developmentally, to provide an age appropriate understanding of this subject”.

This being said, while it is not necessary for legal or insurance purposes, ministry leaders at VVCF are encouraged to speak with the vulnerable people in their care about abuse—how to protect themselves against it, who they can talk to about it, and how VVCF is doing its best to protect them from it.

Vulnerable people should be made to feel safe and loved at VVCF, but they should also be aware—not fearful—but aware that abuse does exist. Any educational curriculum must be cleared by the Children’s Educational Director and Senior Staff members, prior to classroom exposure.

Resources

VVCF ministry leaders are encouraged to find up-to-date resources on abuse prevention and have current resources available in the church office. A quick search of Amazon and Chapters produce a number of books on the subject. The following is only a sample of the resources available on abuse prevention and the effects of abuse:

Books:

- Brown, Hanks, Stratton, Hamilton, Ed. Early Prediction and Prevention of Child Abuse: A Handbook, John Wiley & Sons Canada, Ltd, 2002.
- Nelson, Geoffery. Promoting Family Wellness & Preventing Child Maltreatment: Fundamentals for Thinking & Action, University of Toronto, 2001.
- Parker, Marvin. Safe Place: Guidelines for Creating an Abuse-Free Environment.
- Swagman, Beth. Preventing Child Abuse: A Guide for Churches, 2nd ed., 2003.
- Thornburg-Melton, Joy. Safe Sanctuaries: Reducing the Risk of Child Abuse in the Church.
- Van Dam, Carla. The Socially Skilled Child Molester: Differentiating Between the Guilty and the Falsely Accused, Haworth Press, 2006.
- Zarra, Ernest. It Should Never Happen Here: A Guide for Minimizing the Risk of Child Abuse in Ministry.

Websites:

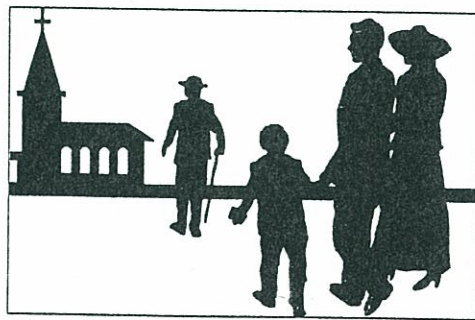
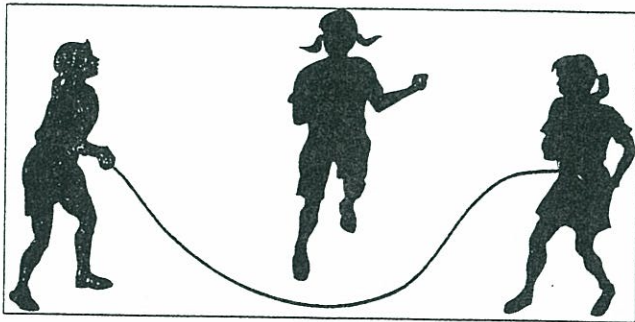
- Youth Ministries: www.elca.org/youth/helpsheets/safebound.html
- “Camping Standards Manual”: www.united-church.ca
- Support Services: www.capss.com
- Abuse Prevention System: www.protectingchurchandchild.com
- Mentoring Programs & Training: www.mentoringcanada.ca
- Additional Resources: www.rca.org/disciples/children/resources/abuseprevention.html

DVD Training Series:

- “Reducing the Risk II: Making Your Church Safe from Child Sexual Abuse,” Children Ministry Resources, www.reducingtherisk.com.

VVCF ministry leaders are encouraged to contact other churches to find out what resources they are using, and to share resources whenever possible. The more we are educated on preventing abuse, the more likely we are to prevent it from ever occurring at VVCF.

The Spiritual Side of Children



Nick Osborne

The Spiritual Side of Children

Nick Osborne

Ministry to children by **parents** and **church leaders** is very important, but also very **misunderstood**. The Bible is remarkably **silent** about this subject; little is said about ministry to children. Most Biblical references to children are **descriptive** rather than **theological**. Nevertheless, biblical literature displays a great **compassion** for children, and from this we can understand **The Spiritual Side of Children**.



The Children

Spiritual Aspects:



1. Sin Nature: Every child is born with sin and are as much in need of atonement (salvation) as any adult (Ps 51:5; cf. Gen 8:21; Jn 3:6-7). The early voluntary actions of any child reflect this sinful nature (Ps 58:3). One does not need to teach a child to be selfish, but a child needs to be taught how to share. But remember there is an age of accountability.
2. Can be Saved: Because a child is sinful, he is danger of a lost eternity¹. However, although they are in danger of hardening, Scripture does view children as being sensitive to Biblical truth (Eccl 12:1). Therefore, because children are in need of atonement and are sensitive to Biblical truth, they can be saved (Mt 18:3,6).
3. Saved by Grace Through Faith: Children must be saved the same way as adults--by grace through faith (Eph 2:8). This is contrary to many Sunday Schools that teach a child only needs to "love Jesus" in order to be saved².
4. Saved to Same Degree: Because children have the same need as adults and are saved the same way as adults, they are saved to the same degree as adults. Many adults are suspicious when a child professes to be saved, which may drive the child to repeated confessions. However, an adult can discern the sincerity of a child's profession with only a few questions (cf. Mk 10:14).
5. Can Glorify God: Mt 21:15,16
6. Can Understand Scripture: 2 Tim 3:15
7. Can Receive God's Promises: Acts 2:39
8. Can Worship in God's House: 1 Sam 1:24,28



Physical Aspects:

Every Child is . . .

1. Dependent upon an adult, usually his mother (1 Thes 2:7)

2. Immature (1 Cor 13:11)

3. Foolish (Prov 22:15)

4. Unstable (Eph 4:14)

5. Humble (Mt 18:1-5)



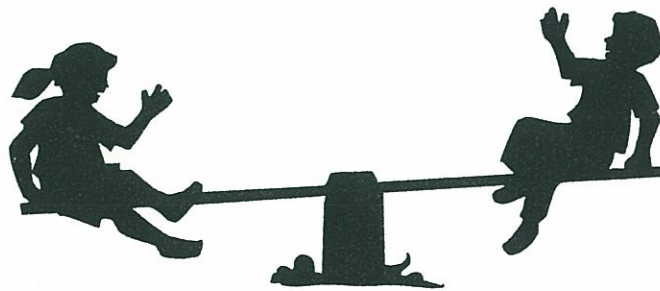
6. In need of instruction (Prov 22:6)

7. Able to influence adults (Isa 49:15)

8. Diverse in nature (Gen 25:27)

9. Playful (Mt 11:16-19)

10. Imitate their parents (1 Ki 15:11,26)³



The Children's Minister (that's you, Mom, Dad, and volunteer!)

1. It is an Awesome Responsibility: Matthew 18:6 states, "But if anyone causes one of these little ones who believe in me to sin, it would be better for him to have a large millstone hung around his neck and to be drowned in the depths of the sea." Jesus takes ministry to children more seriously than any other age group!

2. Jesus is the Best Model: Jesus provides the best model for a children's worker to model himself / herself after. Models of Jesus:



a. Your relationship with God is the most important relationship on which to focus. Effective ministry comes from an overflow. Just as Jesus took time out to be alone and pray, so should you. A minister not in tune with God, not receiving strength daily, is not as effective as God calls him or her to be. We need to know God's grace and forgiveness in our own lives so we can pass it on to kids.

b. When it came to children, Jesus was not a romantic, but a realist. He did not idolize children. He realized the importance of children in the eyes of God, but He also realized childish ways which needed to be put away before real commitment and discipleship could take root⁴.

c. Jesus had the biblical knowledge necessary for ministry to children. One must have a thorough understanding of the gospel and biblical terms in order to present it at a child's level. You don't need a doctorate in theology (in fact, that is probably more of a hindrance!), but you need to know how answer the questions of kids. In fact, a greater understanding of the Bible is needed with children more than with adults. If you can explain the gospel to a child, you can explain it to anybody.



But don't be sour about learning like this guy!
(And take your tie off!)

Things About Children's Ministry That Make You Go "Hmmm"

1. Children are Members of Our Community: In the Old Testament, apart from circumcision, there were no other rituals or requirements to be met before a child was accepted as part of the community as much as any adult (Gen 17:9; 34:14-16; Ex 12:47-48). They did not need to be "converted" or accept anything. In many churches today, children face the frustration of knowing the nurture of a Christian home and the loving guidance of parents, pastors, and teachers, only to find that once they reach some certain chronological age they are treated as standing outside the faith and must do something to recapture the acceptance they knew before⁵. Therefore, the need for salvation must be taught from the earliest age. However, regardless of a child's decision or indecision, his love and acceptance by the church must be emphasized.

2. Children are Not Simply "Raw Material": In Matthew 18:1-10 (cf. Mk 9:33-37; Lk 9:46-48) Jesus states that we must become like little children or we will not enter the kingdom of God. This suggests that children, instead of simply being raw material to be shaped, are in fact vital in teaching us, and we should be more like them rather than they more like us. Take time to learn from children.

3. Children's Ministry is a Lifestyle: "Whoever welcomes a little child like this in my name welcomes me" (Mt 18:5). This kind of ministry is a lifestyle. Those concerned with power, recognition, reputation, or immediate results will be out of phase with children and never know the mystery of Jesus presence in a child⁶. You should give the child the kind of respectful and thoughtful reception with which you would honour Jesus himself.

4. Two Other New Testament Passages: Ephesians 6:1-4 and Colossians 3:21-22 offer some interesting conclusions about children⁷

- a. Children met with adults in worship gatherings
- b. The voluntary conduct of children is a matter of concern to God--children are not merely spectators of religious life
- c. The responsibility given here is a matter of the child's proper relationship to his home, not his church--the children were to honour their parents, not their church leaders. Therefore, the proper guidance of children is the responsibility of the parents, not the church leaders.

We must let the little children come to Jesus (Mt 19:14). You must be able to look at a child and say (and live), "Your need is my Lord's command to me."

¹ Smith, Daniel H. (1987). How to lead a child to Christ. Chicago: Moody Press. p.14.

² ibid

³ New Open Bible. (1990). Nashville: Thomas Nelson Publishers. p.94

⁴ Hull, Judy Brown. (1980). When you receive a child. Indiana: Abbey Press. p.60

⁵ Ingle, Clifford. (1970). Children and conversion. Nashville: Broadman Press. p.34-35

⁶ Hull, p.56-57

⁷ Ingle, p.51

LEADING A CHILD TO CHRIST

(Children's Ministry Resource Bible; Nick Osborne)

PRESENTING THE MESSAGE OF SALVATION

The Word of God proves that children are important to God. He loves them and wants them to believe in Him (Matthew 18:1-14; Mark 10:14). Each child is a sinner by nature and to be saved must personally receive Christ as his Saviour from sin. We must guard against teaching a child he can please God by some right attitude or good deed. If properly taught, little children can understand and acknowledge their sin, admit their need, and trust Christ as Saviour with a sincere heart. What must we teach children? What must they know and believe to be saved? The message of salvation.

I. FOUNDATIONAL TRUTHS (THE NEED OF SALVATION)

The Bible is the Word of God (2 Timothy 3:15,16; 2 Peter 1:20,21)

The Living God . . .

1. Created all things (Acts 17:22-24).
2. Is holy, without sin (Isaiah 6:3).
3. Loves you forever (Jeremiah 31:3).



When teaching the child about God:

- a) Give examples of God's creation: the animals, the trees, the flowers.
- b) Make the teaching of God as Creator and the teaching about God's love personal for the child by telling him. "God made you" and "God loves you."
- c) Include a Scripture verse such as John 3:16a, Jeremiah 31:3, or 1 John 4:19b to reinforce the truth of God's love.

Man is . . .



1. A sinner by nature, born with a "want-to" to sin (Psalm 51:5).
2. A sinner by act, an outward sign of the nature within (Romans 3:9-21, 23).
3. Separated from God by sin (Isaiah 59:2).
4. Unable to save himself (Ephesians 2:8, 9; Titus 3:5).

To help the child see his need of salvation:

- a. Use the personal pronoun as you teach about sin. ("You / I have sinned")
- b. Define sin, for example, "Sin is anything that displeases God."
- c. Give specific examples of sin to which the child can relate (for example, lying, disobeying, bad attitude).
- d. Because it is the Word of God that the Holy Spirit will use to convict of sin. Share a Scripture verse, such as Psalm 14:3, Isaiah 53:6, Jeremiah 17:9, John 3:19, Romans 3:10, or Romans 3:23, with the child to help him see that all have sinned.

GIVING AN INVITATION TO THE UNSAVED CHILD

Children's Ministry Resource Bible (modified by Nick Osborne)

For the child, the invitation is an opportunity to express his desire to receive Christ as Saviour. For the you, the invitation is the link between teaching the message of salvation and counselling the child. This is an important time when you do not want distractions to disturb you. Be prepared ahead, and carefully think through how you will give a salvation invitation. Then trust the Lord to be your quietness and confidence at invitation time.

I. REASONS FOR GIVING AN INVITATION TO THE CHILD

- 1) Children are lost (*Psa 51:5; John 3:18*).
- 2) Children can be saved (*Mat 18:3,6*).
- 3) It is God's will that the children come to Him (*Mat 18:14; Mark 10:14*).



II. REMEMBER WHEN GIVING AN INVITATION:

- 1) Use the Bible.
 - The invitation is really God's invitation. Read or quote a Scripture verse that includes both God's condition for salvation (what He requires of the child) and God's promise of salvation (what He offers to the child). Explain the condition and the promise to the child. The following verses are among those that can be used with a child:

Verse	Condition	Promise
John 1:12	receive, believe	become a child of God
John 3:16	believe	have everlasting life
Acts 16:31	believe	be saved
Rom 10:9	confess, believe	be saved
Rom 10:13	call	be saved



- 2) Give the invitation only after the message of salvation has been taught.

- If he is to respond to God's invitation, the child must see his need as a sinner and believe in the death and resurrection of the Lord Jesus as the only way of salvation. Choose ahead of time the verse you will read or quote for your invitation, then use the same concepts and wording when you present the message of salvation. For example, "receive" Christ and become a "child of God" (*John*

1:12) or "believe" and be "saved" (*Acts 16:31*).

II. THE GOSPEL (THE WAY OF SALVATION)

Teach children who Jesus Christ is.

1. Jesus is God the Son (John 20:3; Romans 1:1-4).
2. Jesus is sinless or perfect man (Galatians 4:4; Hebrews 4:14, 15).

Teach children what Jesus Christ did for them.

1. Jesus willingly died for your sin, was buried, rose again, and is living today (1 Corinthians 15:3b, 4; 2 Corinthians 5:21).
2. He gave His blood for your forgiveness (Hebrews 9:22b). (*Be careful when talking about blood!*)



So the child can understand what Jesus did for him,

- a) Explain how and why Jesus died, continuing to make your teaching personal. ("Jesus died on the cross for your sin." "He took the punishment for your sin.")
- b) Include a Scripture verse, such as Ephesians 1:7, Ephesians 2:13, or Hebrews 9:22b, in your teaching to show the necessity of a blood offering for sin (*for older children*).

III. GOD'S INVITATION TO COME TO CHRIST

God invites you to receive Christ personally for salvation. He will give you everlasting life (John 1:12; 3:16; Acts 16:31).



To receive God's gift of salvation, you must:

1. Recognize and admit that you are a sinner (John 16:8-11; Romans 1:18; 1 John 3:4).
2. Be willing to turn away from sin (repent) and believe with all your heart that Jesus alone has taken your place in dying for your sin (Acts 3:19; Ephesians 2:8,9).
3. Trust (receive by faith alone) the Lord Jesus Christ as Savior – it's a free gift! (John 1:12; 3:16; Acts 16:31).

In giving the child an opportunity to receive Christ:

- a) Use an invitation Scripture verse, such as John 1:12, John 3:16, or Acts 16:31, which states what God offers (His promise) and what the child's response should be (the condition).
- b) Using the invitation verse, explain what God is offering to the child. To be "saved" means to be delivered from the punishment for sin; "everlasting life" is life forever with God in heaven someday.
- c) Invite the child to respond based on the action mentioned in the verse you have chosen. "To receive" (John 1:12) is to take for your very own; to "believe in" Jesus (John 3:16) is to choose to take Him as the One who died for you.

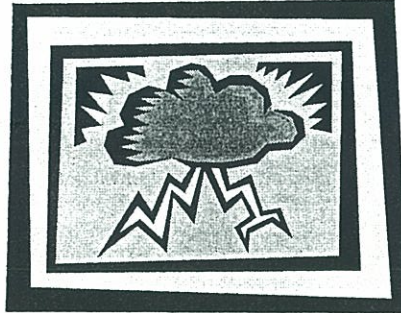
THE GOSPEL AS 5 STEPS

The following is a tool only! It is not to be followed religiously. There are many ways to explain the gospel (personal testimony, story, Bible story, etc.). This is simply a breakdown of the truths so that they are easily remembered. Don't forget that you are doing the telling and the Holy Spirit is doing the leading. There is no pressure on you to "get this child saved," and there should be no pressure from you on the child. Also remember to be tactful.

1. God - Who He is

What this Step Teaches:

- Creator - *He made you*
- Love - *He loves you*
- Heaven
- Holy



Bible Verses:

- John 3:16a

How to Explain These Truths:

- Explain who God is: He made everything – the trees, the mountains. He made you. God loves you, and He is preparing a place in heaven for His children. He is holy, pure, and His home in heaven is, too.

Suggested Link: *"But there is one thing that can never be in heaven. That is sin."*

2. Mankind - Our Problem and Need



What this Step Teaches:

- Definition of sin
- Examples of sin
- Born in sin
- Separated from God

Bible Verses:

- Romans 3:23

How to Explain These Truths:

- Sin is anything that does not please God. Examples: lying, bad attitude, stealing. We are born with a "want to" to do bad things. The Bible says that sin must be punished. That means to be separated from God forever and ever.

Suggested Link: *"But God has a wonderful plan so you and I do not have to be punished for our sins."*

3. Jesus Christ - The Solution and the Way



What this Step Teaches:

- Perfect Son of God
- Took your punishment
- Gave His blood
- Died and rose again
- Now in heaven

Bible Verses:

- Hebrews 9:22
- 1 Corinthians 15:3,4



How to Explain These Truths:

- Christ, the Son of God, never did anything wrong. He willingly took your punishment on the cross. God put your sin on Him, and Jesus paid the price. Christ gave His blood for us. He died but He didn't stay dead. He rose again. Now He is in heaven.

Suggested Link: "And now because of what the Lord Jesus did for you, you can have your sins forgiven."

4. Invitation

What this Step Teaches:

- Invitation
 - to turn from sin and self-effort
 - to trust Christ by faith alone
- Assurance of salvation



Bible Verses:

- John 1:12
- Hebrews 13:5b

How to Explain These Truths:

- Read and explain verse. Review the message of salvation by asking questions. Child prays, admitting that he has sinned and desires to turn from that sin, trusting Christ alone. Give him assurance. Whose child are you? How do you know? Read and explain Hebrews 13:5b,6. Will the Lord Jesus ever leave you?

Suggested Link: "When you become God's child, He wants you to get to know Him better."

5. Spiritual Growth - Follow-Up

What This Step Teaches:

- Confession of sin
- Growing in Christ
 - pray
 - read and obey the Bible
 - witness
 - go to a church and / or Sunday School



Bible Verses:

- 1 John 1:9

How to Explain These Truths:

- People need to grow. Now that you have believed in the Lord Jesus Christ, you should grow in Him.
- Confession of sin
- Growing in Christ (explain that he should):
 - pray
 - read and obey the Bible
 - go to a church and / or Sunday School

Tools That Can be Used

Step	Colours	Hand	Bible Verse (e.g. John 3:16)
1.	gold	thumb	"For God so loved . . ."
2.	black	index	". . . the world . . ."
3.	red	middle	". . . that He gave His one and only Son . . ."
4.	white (clean)	ring	". . . that whoever believes in Him . . ."
5.	green	pinkie	". . . should not perish but have eternal life."

REMEMBER: Your duty does not end when a person receives Christ – that is just the beginning. All evangelism must be followed by discipleship! Evangelism without follow-up equals manipulation (caring more about the numbers than the people themselves).

GLOSSARY OF TERMS

<i>Term</i>	<i>Definition</i>
Abuse	Defined by law, but generally includes non-accidental physical injury, sexual contact or exploitation, neglect, harassment and emotional distress.
Approved Volunteer	A volunteer who has completed all of the screening procedures outlined in this document and who is then cleared to begin volunteering at VVCF.
Caregiver	A person with whom a child is placed by a director and who, by agreement with the director, has assumed responsibility for the child's day-to-day care (CFCSA, 1.1)
Child	A person under 19 years of age; includes youth (CFCSA, 1.1)
Child Sexual Abuse	Generally any sexual contact with or exploitation between an adult or caregiver and a child or adolescent even if the victim gives consent.
Church	Vancouver Vineyard Christian Fellowship and its related ministries
Director	A person designated by the minister under section 91 (CFCSA, 1.1)
Guarantor	A person or organization that is legally responsible for the actions or debts of another. In this case, VVCF is the guarantor as it is legally responsible for its children, youth and vulnerable adults, as well as its staff members and volunteers
Guardian	Includes any person who has in law or in fact the custody or control of another person (Criminal Code of Canada, Section 5)
Guardianship	Includes all the rights, duties and responsibilities of a parent (CFCSA, 1.1) Liability:
Negligence	A failure to exercise reasonable care.
Negligent Selection	A failure to exercise reasonable care in hiring or selecting either paid employees or volunteer workers.
Negligent Supervision	A failure to exercise reasonable care in the supervision of either paid employees or volunteer workers.
Parent	(a) the mother of a child, (b) the father of a child, (c) a person to whom custody of a child has been granted by a court of competent jurisdiction or by an agreement, or (d) a person with whom a child resides and who stands in place of the child's mother or father, but does not include a caregiver or director (CFCSA, 1.1)
Pedophilia	An exclusive sexual interest in prepubescent children.
Perpetrator	A person who commits an act of sexual abuse against a child, youth or vulnerable adult.

<i>Term</i>	<i>Definition</i>
Policy	A rule that describes or structures the proper working behaviour of a church staff member or volunteer.
Public Place	Includes any place to which the public have access as of right or by invitation, express or implied (Criminal Code of Canada, Section 5)
Punitive Damages	Monetary damages that can be awarded by a court against a person or organization that engages in reckless behaviour (i.e. does not have or follow proper screening procedures for volunteers and staff).
Prospective Volunteer	Any child, youth or adult associated with Vancouver Vineyard Christian Fellowship by regular attendance who agrees to be fully screened by church leadership
Reasonable Care	The care that would be exercised by an ordinarily prudent person
Remove	To take a child into the care of a director under section 30, 36 or 42 (CFCSA, 1.1)
Respondent Superior	A legal principle by which an employer is legally responsible for the negligence of its employees committed within the scope of their employment
Seduction	Inducing another person to engage in sexual contact
Staff/ Volunteer File	A file kept on each prospective volunteer or staff member which includes the Volunteer & Staff Application Form, record of CRC, record of reference checks and a record of the interview conducted by the appropriate ministry leader
Youth	A person who is 16 years of age or over, but is under 19 years of age (CFCSA, 1.1)

SECTIONS OF THE CHILD, FAMILY & COMMUNITY SERVICES ACT

Section 1.2

Guiding principles

2 This Act must be interpreted and administered so that the safety and well-being of children are the paramount considerations and in accordance with the following principles:

- (a) children are entitled to be protected from abuse, neglect and harm or threat of harm;
- (b) a family is the preferred environment for the care and upbringing of children and the responsibility for the protection of children rests primarily with the parents;
- (c) if, with available support services, a family can provide a safe and nurturing environment for a child, support services should be provided;
- (d) the child's views should be taken into account when decisions relating to a child are made;
- (e) kinship ties and a child's attachment to the extended family should be preserved if possible;
- (f) the cultural identity of aboriginal children should be preserved;
- (g) decisions relating to children should be made and implemented in a timely manner.

Section 1.4

Best interests of child

4.1 Where there is a reference in this Act to the best interests of a child, all relevant factors must be considered in determining the child's best interests, including for example:

- (a) the child's safety;
- (b) the child's physical and emotional needs and level of development;
- (c) the importance of continuity in the child's care;
- (d) the quality of the relationship the child has with a parent or other person and the effect of maintaining that relationship;
- (e) the child's cultural, racial, linguistic and religious heritage;
- (f) the child's views;
- (g) the effect on the child if there is delay in making a decision.

4.2 If the child is an aboriginal child, the importance of preserving the child's cultural identity must be considered in determining the child's best interests.

Section 3, Division 1 — Responding to Reports

When protection is needed

13.1 A child needs protection in the following circumstances:

- (a) if the child has been, or is likely to be, physically harmed by the child's parent;
- (b) if the child has been, or is likely to be, sexually abused or exploited by the child's parent;
- (c) if the child has been, or is likely to be, physically harmed, sexually abused or sexually exploited by another person and if the child's parent is unwilling or unable to protect the child;
- (d) if the child has been, or is likely to be, physically harmed because of neglect by the child's parent;
- (e) if the child is emotionally harmed by the parent's conduct;
- (f) if the child is deprived of necessary health care;
- (g) if the child's development is likely to be seriously impaired by a treatable condition and the child's parent refuses to provide or consent to treatment;
- (h) if the child's parent is unable or unwilling to care for the child and has not made adequate provision for the child's care;
- (i) if the child is or has been absent from home in circumstances that endanger the child's safety or well-being;
- (j) if the child's parent is dead and adequate provision has not been made for the child's care;
- (k) if the child has been abandoned and adequate provision has not been made for the child's care;
- (l) if the child is in the care of a director or another person by agreement and the child's parent is unwilling or unable to resume care when the agreement is no longer in force.

13.1.1 For the purpose of subsection (1) (b) and (c) and section 14 (1) (a) but without limiting the meaning of "sexually abused" or "sexually exploited", a child has been or is likely to be sexually abused or sexually exploited if the child has been, or is likely to be,

- (a) encouraged or helped to engage in prostitution, or
- (b) coerced or inveigled into engaging in prostitution.

13.2 For the purpose of subsection (1) (e), a child is emotionally harmed if the child demonstrates severe

- (a) anxiety,
- (b) depression,
- (c) withdrawal, or
- (d) self-destructive or aggressive behaviour.

Duty to report need for protection

- 14.1 A person who has reason to believe that a child needs protection under section 13 must promptly report the matter to a director or a person designated by a director.
- 14.2 Subsection (1) applies even if the information on which the belief is based
- (a) is privileged, except as a result of a solicitor-client relationship, or
 - (b) is confidential and its disclosure is prohibited under another Act.
- 14.3 A person who contravenes subsection (1) commits an offence.
- 14.4 A person who knowingly reports to a director, or a person designated by a director, false information that a child needs protection commits an offence.
- 14.5 No action for damages may be brought against a person for reporting information under this section unless the person knowingly reported false information.
- 14.6 A person who commits an offence under this section is liable to a fine of up to \$10 000 or to imprisonment for up to 6 months, or to both.
- 14.7 The limitation period governing the commencement of a proceeding under the Offence Act does not apply to a proceeding relating to an offence under this section.

Section 8

Protection from liability

101 No person is personally liable for anything done or omitted in good faith in the exercise or performance or intended exercise or performance of

- (a) a power, duty or function conferred by or under this Act, or
- (b) a power, duty or function on behalf of or under the direction of a person on whom the power, duty or function is conferred by or under this Act.

UNIVERSAL PRECAUTIONS

What are “Universal Precautions”?

“Universal precautions” are steps we should take to protect ourselves when we come into contact with the blood or body fluids of other people. Universal precautions are intended to stop the spread of germs to others.

Most of the time, you can't tell if a person is infected with AIDS, Hepatitis B, Hepatitis C, or any number of diseases. The best thing to do is treat the blood and body fluids of EVERY PERSON as POTENTIALLY infectious. These potentially infectious body fluids include blood, semen, and vaginal secretions.

The Basics of Universal Precautions

Blood and body fluids – ALWAYS treat as potentially infectious. Clean up spills promptly using absorbent material first, and then clean more thoroughly with a disinfectant, like household bleach.

Gloves – Wear latex, rubber, or vinyl disposable gloves when handling blood, body fluids, or when cleaning cuts, scrape, or wounds. Wash hands after removing gloves, and dispose of the gloves in a plastic bag. Add gloves to your first aid kit so that they are always ready. They are not expensive, and can be bought at any drugstore.

Needle stick injuries – go to the nearest Health Unit or hospital emergency department immediately for treatment assessment.

Sharp objects – Place needles and syringes in a safe container. NEVER re-cap, bend or break off used needles! Place them in a puncture-proof metal or plastic container with a lid, such as an empty coffee tin and then place in the garage.

Personal articles – Never share toothbrushes or razors. They can transmit small amounts of blood from one user to the next. Dispose of razors carefully. Wrap sanitary napkins before disposing. Handle bloody bedding or clothing cautiously, and wash in hot soapy water.

Hand washing is the best single way to prevent the spread of germs from one person to another. Wash hands thoroughly with soap and water for at least 15 to 20 seconds.

Always wash hands:

- Before preparing food
- Before mealtimes
- Before breastfeeding
- After toileting or diapering
- Before and after providing first aid
- After handling blood or body fluids

Cover your mouth when you cough or sneeze, ideally into ones' elbow, then wash your hands. Don't pass your germs on to others. Teach others, particularly children, about healthy behaviour, potential risks and how to deal with them safely.

HOW CAN YOU KEEP YOURSELF SAFE?

Blood splashed on your skin may cause infection by getting into cuts, nicks, or raw chapped areas. Protect yourself by wearing gloves if you are going to be exposed to blood or other body fluids. For example, if you help someone who has a bleeding nose, you should wear vinyl latex disposable gloves to protect your skin. If this is not possible, continue to help the person, and then wash immediately afterwards.

Gloves are not necessarily required if you come into contact with urine, feces, nasal secretions, saliva or vomit, UNLESS you can see blood in it. However, in some situations you may prefer to wear gloves. Remember, it is always important to wash your hands carefully after touching any body fluids, even if you have worn gloves.

How can you safely clean up spills of blood or other body fluids?

1. Protect yourself by wearing disposable vinyl or latex or rubber gloves. If there is a risk of splashing use protective eye wear.
2. Use disposable absorbent material such as paper towels to remove most of the spill. Place these in a plastic bag and deposit it in the garbage.
3. Wipe the floor, or any contaminated surfaces with a disinfectant solution. Mixing one part household bleach to ten parts of water can easily make this solution. This type of bleach solution should be freshly made up or it may lose its strength. For carpets or upholstery that may be damaged by bleach, other household germicides or disinfectant agents can be used. Soak mope or brushes that have been used for cleaning in a disinfectant for 20 minutes.

When you are finished wash your hands thoroughly with soap and water.

**VANCOUVER VINEYARD CHRISTIAN FELLOWSHIP
INITIAL REPORT FORM:
SUSPECTED PHYSICAL, SEXUAL OR EMOTIONAL ABUSE**

Date: _____

Name of alleged victim: _____

Address: _____

Phone Number: _____ Age: _____

Name of person filing this report: _____

Name of person receiving this form: _____

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

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

Action taken (including date, time, events and names):

*use back of form to add additional information

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

Signed: _____
(Person Reporting)

Signed: _____
(Person Receiving)

**VANCOUVER VINEYARD CHRISTIAN VINEYARD
FOLLOW-UP REPORT:
SUSPECTED PHYSICAL, SEXUAL OR EMOTIONAL ABUSE**

Date: _____

Name of alleged victim: _____

Address: _____

Phone Number: _____ Age: _____

Name of person who filed initial Suspected Abuse report: _____

Name of person filing this Follow-Up report: _____

Conclusions:

Action taken since the initial Suspected Abuse report? (including date, time, events and names):

*use back of form to add additional information

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

Signed: _____ Date: _____

VANCOUVER VINEYARD CHRISTIAN FELLOWSHIP VOLUNTEER & STAFF APPLICATION FORM

INFORMATION RECEIVED IS STRICTLY CONFIDENTIAL

This application is to be completed by all potential staff and volunteers for any position at Vancouver Vineyard Christian Fellowship. This process will help our church provide a safe and secure environment for our children, youth, vulnerable adults, staff and volunteers.

Personal Information

Full Name: _____ Male: Female:

Phone (Res): _____ (Bus): _____ (Cell): _____

Address: _____

E-mail: _____

Date of Birth: _____

Occupation and Employer: _____

Christian History

1. Please describe your Christian history including how you came to know the Lord, and former experiences in church and ministry. (Please be specific.)

2. Are you involved in an accountable relationship such as a home group (if yes, with whom or in which group)?

3. How long have you regularly attended VVCF? _____

Vancouver Vineyard Christian Fellowship
Volunteer & Staff Application Form (continued)

4. If you have been with us for less than 6 months, please provide the name and contact information of the previous church (if any) that you attended:

Church
Name:

Phone: _____ E-mail: _____

Were you involved in any form of ministry at this church? If yes, what was your role?

Training

5. Do you have any education, training or experience related to working with children, youth and/or vulnerable adults (i.e., First Aid certification, attended workshops, earned certificates, diplomas, degrees, etc.)? If yes, please explain:

Lifestyle

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

Please answer the following questions:

Have you ever had a Criminal Record Check done before? Yes No

Do you have a Criminal Record? Yes No

If yes, what were you convicted of? _____

Have you been investigated for a criminal offense involving a minor? Yes No

Have you been convicted of a criminal offense involving a minor? Yes No

Vancouver Vineyard Christian Fellowship
Volunteer & Staff Application Form (continued)

- Have you been investigated for a sexually related offense or crime? Yes No
- Have you been convicted of a sexually related offense or crime? Yes No
- Have you been investigated for an abuse related offense or crime? Yes No
- Have you been convicted of an abuse related offense or crime? Yes No
- Have you been hospitalized/treated for alcohol or substance abuse? Yes No
- Are you in treatment for any form of mental illness? Yes No

7. Do you have any physical, emotional, mental or behavioural concerns or limitations that our staff should be aware of?

References

Please provide the names of three individuals: 1) a church leader (e.g., a home group leader), 2) a person you have known for more than five years, and 3) a professional:

1) Name of Reference _____

Nature of Relationship _____

E-mail: _____ Phone: _____

2) Name of Reference _____

Nature of Relationship _____

E-mail: _____ Phone: _____

3) Name of Reference _____

Nature of Relationship _____

E-mail: _____ Phone: _____

Vancouver Vineyard Christian Fellowship
Volunteer & Staff Application Form (continued)

Ministry Profile

This section of the form is designed to give you a look at the majority of ministry opportunities at VVCF and to give our staff a better idea of all of the areas you would like to serve. Please do not hesitate to check more than one area.

- Nursery 2-3 year olds, or preschool 3-5 years old
- 6-12 year olds
- Help with music during Kids Church worship times
- Help with youth on Sundays
- Help with preteens (10-12/13 year olds)
- Help with Senior High youth (13-18 year olds)
- Sunday worship music team
- Participate dance and flagging with a worship team
- Sound Technician
- Video Technician (when needed)
- Operate Power Point
- Get involved with community meals
- Get involved with Missions in VVCF (Either through prayer, finance or going on mission trips)
- Small Group: leader/host/worship leader (Please circle)

The above will give our staff an idea of what you would like to do, but is there a specific age group or area that you would prefer not to teach or be involved with?

Applicant's Statement

- I hereby acknowledge that the information contained in this application is correct to the best of my knowledge.
- I authorize all references, churches or employers listed in this application to provide any information regarding my character and release them from any liability.
- I have read, understood and agree to abide by the Vancouver Vineyard Christian Fellowship guidelines for working with minors and vulnerable adults as stated in the Love Protects manual.
- I will also have a personal Criminal Record Check done and sent to Vancouver Vineyard Christian Fellowship for the purpose of my protection against any false allegations and for the protection of those I serve.
- I consent to such an investigation with the understanding that the results will be kept in extreme confidentiality.

Applicant's Name (please print)

Date

Signature

Please return this form via:

Email: VEV@telus.net

Mail: 1648 East 1st Ave,

Vancouver, BC V5N1A7

In Person: hand into the Welcome Table on Sunday, or give to the appropriate Ministry Leader

**VANCOUVER VINEYARD CHRISTIAN FELLOWSHIP
PHONE OR EMAIL REFERENCE CHECK:
SCREENING VOLUNTEER & STAFF APPLICANTS**

“Hello, this is _____. I am a leader in _____
_____ ministry of Vancouver Vineyard Christian Fellowship. Like many
churches today, we have a screening policy for all of the people who volunteer to work with our children,
youth, and vulnerable adults. I am calling because _____ (name of
applicant) has:

1. Indicated on his/her application form that he/she has attended and participated in your organization in

Capacity: _____

Time: _____

Age level (if child or youth): _____

Can you verify this information? Would you have any reservations about _____ working with
children, youth or vulnerable adults?

If not, what strengths or characteristics have you observed that will be an asset to their volunteering at
Vancouver Vineyard Christian Fellowship?

Thank you very much for your help.

(If there are any reservations, note them on the following page)

OR

Vancouver Vineyard Christian Fellowship Phone or Email Reference Check:
Screening Volunteer & Staff Applicants (continued)

2. _____ listed you as a personal reference.

How long have you known him/her? _____

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

If not, what strengths or characteristics have you observed that will be an asset to their volunteering at Vancouver Vineyard Christian Fellowship?

Thank you very much for your help.

(If there are any reservations, note them on the following page)

Name of Applicant: _____

Name of Person Contacting the Reference: _____

1. Reference contacted: _____

Date of Contact: _____

Method of Contact (telephone, letter, personal conversation): _____

Summary of Contact:

2. Reference contacted: _____

Date of Contact: _____

Method of Contact (telephone, letter, personal conversation): _____

Summary of Contact:

**VANCOUVER VINEYARD CHRISTIAN FELLOWSHIP
VOLUNTEER & STAFF INTERVIEW FORM**

Prior to the interview, a volunteer must have read the Policies and Procedures Manual, submitted an application form, had a Criminal Records Check done and their references contacted.

This form is to be used by ministry leaders during interview, and *not to be given to the potential volunteer.*

1. Has anyone explained the types of ministries that we provide as a church and which might provide you with an opportunity to volunteer? Yes No

2. What prompted you to be interested in the ministry (or ministries) that you identified on your Volunteer & Staff Application Form?

3. Would you be willing to attend any training sessions associated with that ministry?
Yes No

4. Have the potential volunteer review their spiritual journey and compare responses with those indicated on the Christian History section of the Volunteer & Staff Application Form. Note any significant omissions or questions that arise:

**Vancouver Vineyard Christian Fellowship Volunteer & Staff
Interview Form (continued)**

5. Review the items listed under Lifestyle Information and any of the other questions you want to address on the Volunteer & Staff Application Form and note any significant omissions or questions that arise:

Additional Notes:

**VANCOUVER VINEYARD CHRISTIAN FELLOWSHIP
VOLUNTEER & STAFF SCREENING CHECKLIST**

- Volunteer & Staff Application Form is completed and signed
- References checked by: _____ on: _____
- Applicant has been interviewed by: _____ on: _____
- Criminal Records Check completed and received from authorities
- Abuse prevention policies have been reviewed and agreed to by the volunteer/staff member.

All of the above is in order, reviewed and the applicant has been cleared to begin serving.

Printed Name of Pastor or Ministry Leader: _____

Signature of Pastor or Ministry Leader: _____

Date: _____

VANCOUVER VINEYARD CHRISTIAN FELLOWSHIP SERIOUS INCIDENT REPORT

Use this form for accidents, injuries, lost children and serious behavioural issues, etc. but not for abuse incidents.

Date:	Time:
Name of person(s) involved in the incident:	
Where did the incident take place?	
Witnesses to this incident (include contact information):	
Nature of the incident, explain what happened:	
Explain any injuries, if any:	
Was medical attention required? If so, where and did an ambulance have to be called?	
What action was taken? (include date, time, and names)	

*use back of form to add additional information

Name of person filing in this report: _____

Contact information: _____

Name of person receiving this form: _____

Signed: _____ Date: _____
(person who is filling out the form)

Signed: _____ Date: _____
(person receiving the form)

Witness: _____ Date: _____

The above information will serve as a guide and will be necessary if a formal report, which will be kept on file or used in the event of police involvement. All information received is to be kept **STRICTLY CONFIDENTIAL**.

**VANCOUVER VINEYARD CHRISTIAN FELLOWSHIP
CHILDREN'S MINISTRY REGISTRATION FORM**

Personal Information		
First Name	Middle Name	Last Name
Male/Female (circle one)	Date of Birth <small>Year/Month/Day</small>	
Name Child Responds to		
Parent's Name	Relationship to child	Phone Number
Parent's Name	Relationship to child	Phone Number
Other Adult in Child's Life (guardian, grandparent, foster parent, etc.)	Relationship to child	Phone Number
Address	Alternate Address	Alternate Phone Numbers

Alternate Adults Authorized for Pick Up	
1.	2.
Relationship to the child	Relationship to the child
Phone Number	Phone Number
Is there a custody agreement? If so, please give details and attach a copy:	

Additional Information

First Language _____ Second Language _____

Is your child's immunization up to date?

Family Doctor:

Phone Number:

Family Dentist:

Phone Number:

Carecard Personal Health Number:

Does your child have any allergies? If so please list:

Does your child have any health issues we need to be aware of? ie asthma, anaphylaxis, epilepsy, ADD/ADHD, diabetes, mental health issues, etc.

Does your child require medication for any medical issues? If so, do we ever need to administer it? ie Epi pen, asthma puffer, etc.

Parent's Comments:

Parent Signature:

Date:

**CONSENT TO PHOTOGRAPH CHILDREN AND YOUTH
FOR
VANCOUVER VINEYARD CHRISTIAN FELLOWSHIP**

Name of child: _____

DOB: _____

Name of Parents/Guardians: _____

and _____

I (we) hereby give consent to have photographs taken of my child/youth

_____. I understand that the photos may be used for crafts, lessons, displays, and other parts of the Vancouver Vineyard Christian Fellowship's Children's Ministry Programs, which include the Nursery, KIDS Preschool, KIDS Church, Preteen and Youth activities. It may also include Family Camp, retreats, mission trips, pageants/skits during a worship service and other activities.

Vancouver Vineyard Christian Fellowship will not knowingly publish or post photos, videos or other electronic images of your child onto media sites like Facebook or Youtube, etc. without express written consent, beyond this consent. Please note, VVCF cannot stop other parents from posting pictures of public performances like pageants.

Signed : _____ and _____

Date: _____

Witnessed: _____

**VANCOUVER VINEYARD CHRISTIAN FELLOWSHIP
WAIVER, MEDICAL RELEASE & PERMISSION FORM:
DAY TRIPS & SPECIAL EVENTS**

Activity: _____ Date: _____

Chaperones: _____

Name of Child or Youth: _____ Age: _____

Address: _____

Phone: _____ Cell: _____

Emergency Contact Name and Phone:

If you will be absent from your normal place of residence during the period when the event is being held, please indicate where you can be contacted:

Does your child have any severe or life-threatening allergies (bee stings, food, penicillin, other drugs, etc.)?
YES NO If yes, please explain in detail:

Is your child bringing any medication with him or her (antibiotics, ventilator, Ritalin, etc.)?
YES NO If yes, please explain in detail:

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

Precautions are taken for the safety and health of your child, but in the event of accident or sickness, Vancouver Vineyard Christian Fellowship, 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.

Provincial Health Insurance or an equivalent medical insurance must cover your child.

Provincial Health Insurance Number: _____

If possible: Name of Family Physician: _____ Phone: _____

I, the undersigned, have read, understood and completed the above questions, and have been briefed on the nature of the activity. I hereby give my permission for my child to attend and participate in all the activities involved in this activity/event/trip. I also represent and warrant that I have the authority to grant the authorizations, permissions and rights set forth herein and acknowledge that Vancouver Vineyard Christian Fellowship is relying upon such representation and warranty.

Parent/Guardian's Signature: _____

Date: _____

Print on coloured paper so it can be easily distinguished from the
"Day Trips Waiver, Medical Release & Permission Form."

**VANCOUVER VINEYARD CHRISTIAN FELLOWSHIP
WAIVER, MEDICAL RELEASE & PERMISSION FORM:
OVERNIGHT EVENTS**

Activity: _____ Dates: _____

Chaperones: _____

Name of Child or Youth: _____ Age: _____

Address: _____

Phone: _____ Cell: _____

Emergency Contact Name and Phone: _____

If you will be absent from your normal place of residence during the period when the event is being held,
please indicate where you can be contacted:

Does your child have any severe or life-threatening allergies (bee stings, food, penicillin, other drugs,
etc.)? YES NO If yes, please explain in detail:

Is your child bringing any medication with him or her (antibiotics, ventilator, Epi pen, Ritalin, etc.?)
YES NO If yes, please explain in detail:

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

Vancouver Vineyard Christian Fellowship Waiver, Medical Release & Permission Form:
Overnight Events (continued)

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

- | | | | |
|---------------------------------------|--|---|--|
| <input type="checkbox"/> Appendicitis | <input type="checkbox"/> Ear Infection | <input type="checkbox"/> Hay Fever | <input type="checkbox"/> Mumps |
| <input type="checkbox"/> Asthma | <input type="checkbox"/> Epilepsy | <input type="checkbox"/> Hepatitis | <input type="checkbox"/> Severe Stomach Ache |
| <input type="checkbox"/> Bedwetting | <input type="checkbox"/> Diabetes | <input type="checkbox"/> Measles (Red) | <input type="checkbox"/> Sinusitis/Tonsillitis |
| <input type="checkbox"/> Chicken Pox | <input type="checkbox"/> Fainting | <input type="checkbox"/> Measles (German) | <input type="checkbox"/> Other: _____ |

Date of last Tetanus shot: _____

Precautions are taken for the safety and health of your child, but in the event of accident or sickness, Vancouver Vineyard Christian Fellowship 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.

In case of surgical emergency, I hereby give permission to the physician selected by Vancouver Vineyard Christian Fellowship to hospitalize, secure proper treatment for, and to order injection, anesthesia or surgery for my child as named above.

Provincial Health Insurance or equivalent medical insurance must cover your child.

Provincial Health Insurance Number: _____

If possible:

Name of Family Physician: _____ Phone: _____

I, the undersigned, have read, understood and completed the above questions, and have been briefed on the nature of the activity. I hereby give my permission for my child to attend and participate in all the activities involved in this activity/event/trip. I also represent and warrant that I have the authority to grant the authorizations, permissions and rights set forth herein and acknowledge that Vancouver Vineyard Christian Fellowship is relying upon such representation and warranty.

Parent/Guardian's Signature: _____

Date: _____

**VANCOUVER VINEYARD CHRISTIAN FELLOWSHIP
MISSIONS TRIP WAIVER**

Dates of Trip: _____

Name of Participant: _____

Please read each statement carefully and initial below each statement where indicated. Then sign at the bottom of the waiver where indicated.

	<i>Initials</i>
I acknowledge that international travel involves danger and risk including, but not limited to, hazards of travel, sickness or injury. I accept and assume all risks and hazards from this trip, both known and unknown.	
I hereby assume all risk of personal injury, sickness or death, and damage to or loss of my personal property that I may suffer as a result of my participation in this trip. I agree to be fully responsible for my actions. Should I become physically ill or injured or suffer other damage, I will pay all costs involved including cost of evacuation and medical care I might receive. I realize it is my responsibility to obtain extra travel medical insurance.	
I hereby voluntarily release, forever discharge and agree to hold harmless and indemnify "Vancouver Vineyard Christian Fellowship," its directors, staff, team leaders or team members from any and all liability claims or demands connected in any way with my participation in this trip.	
I agree not to make a claim, file suit or demand anything from "Vancouver Vineyard Christian Fellowship" its directors, staff or team leaders or team members for any injury, death or loss that arises from my participation from this activity.	
I consent and agree to pay for any medical treatment rendered to me by anyone for any injury or other medical situation during, or resulting from, my participation.	
I agree that these promises, agreements, assumptions of risk and releases, bind me, my family, all minors with me or on who's behalf I sign and my heirs or legal representatives and assigns.	
I also represent and warrant that I have the authority to grant the authorizations, permissions and rights set forth herein and acknowledge that Vancouver Vineyard Christian Fellowship is relying upon such representation and warranty.	
I hereby make each of the above statements, acknowledgments, authorizations, releases, discharges, hold harmless agreements, indemnities and other agreements on behalf of any minor child or children, accompanying me or participating alone on this trip whose name(s) appear(s) below and agree that they shall be binding on each minor child, his heirs, successors and assigns.	

Names of minor children accompanying me on the trip:

1. _____ 2. _____
3. _____ 4. _____
5. _____ 6. _____

I am aware that I am giving up important legal rights. I could seek further legal advice about this waiver, but have chosen not to do so. I sign of my own free will.

Signature: _____ Date: _____

**VANCOUVER VINEYARD CHRISTIAN FELLOWSHIP
(VANCOUVER EASTSIDE VINEYARD)
CHILDREN'S MINISTRY PARENTAL PICK UP/DROP OFF AGREEMENT**

Date: _____

Vancouver Eastside Vineyard's Children's Ministry recognizes that a family may have custody issues. We want to ensure a safe environment for all of children and workers. Given this reality, the following information is required:

I/We the _____ (parent one) and _____ (parent two) and other parties involved: _____, give permission for those listed below to pick up our children from VVCF Children's Ministry.

My/Our child(ren) are:

Name of Child. Print Name	Date of Birth

Person authorized to pick up child. Print Name	Relationship to the child

Parent one signature: _____ Parent two signature: _____

Other party involved: _____ Witness: _____

Please Note: Vancouver Eastside Vineyard Church and its Children Ministry will work with due diligence to care for your child(ren). In the event of a conflict between parents, we ask that the parents resolve the conflict outside of the Kids Church classroom environment. If this issue is causing strain to the program, child or workers you may be asked to leave until the problem is resolved.

**Vancouver Vineyard Christian Fellowship
(Vancouver Eastside Vineyard)**