



Screening Policy

Purpose:

- To ensure that ministry providers in the WCRC possess the personal qualities to provide safe and effective service.

Assumptions:

- Abuse prevention screening is required for all ministry providers {16 years and over} who work with children, youth, and the vulnerable, as well as for the minister, paid staff, all ministry providers, pastoral workers, and deacons.
- Screening packages include an application form {appendix 3}, a memorandum of agreement {appendix 4}, and information on how to obtain a police check. A police check must be submitted with the completed application package.
- If a person is absent for a period of two or more years from any position for which screening is required, the screening must be repeated.
- Training, support, and other resources with respect to abuse prevention are available to all ministry providers
- A confidential and secure filing system is maintained, to archive materials from the screening process of ministry providers.

Procedure:

- At least three weeks before a program begins, the program coordinator provides APART with a list of names of all ministry providers. APART identifies which candidates must undergo screening.
- For candidates requiring screening, the following occurs:
 - APART provides a screening package to the candidate.
 - Newcomers to WCRC complete entire screening package along with police check and submit to APART.
 - Members who have never undergone screening or have been absent for two or more years from a ministry position requiring screening, sign memo of agreement and submit it with police check to APART.
 - APART conducts reference checks, reviews, records and returns police check, and advises program coordinator when screening process is complete.
 - APART files all screening documentation in ministry provider's file.



FORM FOR CONDUCTING A REFERENCE CHECK

Name of applicant

Date and time of interview

Name of reference

Phone number of reference

Name of person conducting interview

Interview conducted in person by phone

Procedure:
⇒ Introduce yourself and explain the reason for your call.
⇒ Assure the person that their responses will remain confidential within the limits of the law.
⇒ Obtain permission to ask a number of questions.

Questions:

1. How long have you known the applicant, and in what context?

2. (only if ministry position involves working with children)
Have you ever experienced the applicant working with or interacting with children?
If so please describe.

3. Apart from comments already given, do you have any reason to believe the candidate would or would not be suited to serve in the position of (*name ministry position*)?
If so, please explain.



APPLICATION
for ministry position
WATERLOO CHRISTIAN REFORMED CHURCH

1. Name	5 Ministry position for which you wish to apply:
2. Address	6 <input type="checkbox"/> I have been a member of the Waterloo Christian Reformed Church for at least 6 months.
3. City Postal Code	7 <input type="checkbox"/> I have never been charged with or convicted of child abuse or any sexual crime.
4. Telephone	8 <input type="checkbox"/> I have no communicable diseases or condition such as: TB, Hepatitis, HIV/Aids, seizures, serious depression.
9. If you have not been able to check boxes 6, 7, or 8, please provide details and explain here why that should not stand in the way of your serving in the respective ministry position.	
10. Please describe why you want to serve in the indicated ministry position:	

11. Please provide three personal references who are not related to you, and who know your personal qualities:

Name	Address	City	P. Code	Telephone

The information contained in this application is correct to the best of my knowledge. I hereby authorize the people named in part 11 above to respond to questions concerning my character and to provide any information relevant to my suitability for the indicated ministry position.

I also understand that a police check is required, and agree to obtain this check.

Signature of Applicant

Date



MEMORANDUM OF AGREEMENT
between the
Waterloo Christian Reformed Church
and the
Ministry Provider

I, _____, have read and understand the Waterloo
(print name)
Christian Reformed Church's policy on abuse, *approved by council dated* _____.

I agree to its regulations and mandates, and will adhere to them. I realize that an allegation of abuse brought against me *will result in immediate suspension and possible* termination of my ministry position. Additionally, I understand that all allegations of abuse will be reported to agencies and law enforcement bodies in accordance with the laws of Ontario, or, when not covered by Ontario law, will be dealt with according to the policies and regulations of the Waterloo Christian Reformed Church. I further acknowledge my responsibility to report another ministry provider or any person whom I suspect, on reasonable grounds, has abused or is abusing a child.

Signature of Ministry Provider

Date of signature

Signature of witness

Print name of witness



REPORTING ABUSE

Introduction

The Child and Family Services Act (1985) states:

Every person who believes on reasonable grounds that a child is or may be in need of protection must report promptly the belief and the information upon which it is based to a children's aid society. (s.72.1)

A professional who in the course of his/her duties with respect to a child has reasonable grounds to suspect that a child is or may be suffering or may have suffered abuse shall report forthwith the suspicion and the information upon which it is based to a children's aid society. (s.68.3)

"Abuse" means: physical, sexual or emotional harm, or risk of physical, sexual or emotional harm, as well as failure to care properly for a child (neglect).

Assumptions:

- Correct procedure in handling of (suspected) abuse situations is of utmost importance to ensure an unhampered justice process and a minimum of harm to innocent persons
- Because correct procedure is at times a complicated matter it is best to involve a minimum of persons, and to have one knowledgeable and competent person coordinate the procedure.

Procedure

The following procedures are followed in the WCRC:

1. Anyone having suspicion, on reasonable grounds, of abuse of a child reports that suspicion immediately F&CS (phone: 576-0540) and to the WCRC Abuse Prevention and Response Team (APART) phone: 576-0965 –Atie Ott. The APART offers the reporting person support and facilitation in prompt reporting of the suspected abuse to F&CS.
2. Anyone who is unsure whether their observations qualify as "suspicion on reasonable grounds" consults with the APART, who will advise concerning further action.
3. Anyone reporting abuse does NOT approach either the alleged perpetrator or the alleged victim at any time to discuss concerns around the potential abuse situation. Investigation is the responsibility of F&CS and police; if an internal investigation is conducted it is coordinated by the APART.
4. The APART immediately advises the reporting person how to respond appropriately in the event the alleged perpetrator or alleged victim approach him/her to talk about the situation.
5. If the reporting person is uncomfortable approaching the APART, or perceives the APART to be in a position of conflict of interest with respect to the information to be reported, the person discusses these concerns with the pastor of the congregation or, if absent, with another designated person.
6. The APART reports the incident to a lawyer designated by council, and to the insurance company.
7. The APART reports minimal information to other persons or governing bodies within the congregation, strictly on a "need to know" basis. Need to know is determined by:
 - potential of litigation or other public liability for the congregation.
 - danger to members of the congregation.
 - need for the informed persons or governing bodies to take action with respect to the incident.



**WATERLOO CHRISTIAN REFORMED CHURCH
SIGNIFICANT OCCURRENCE REPORT**

This form should be used to report and file a record of all occurrences of illness, injuries, accidents, first aid treatment/advice, complaints or concerns about behavior, altercations, or any situation in which a person feels physically, emotionally, or sexually threatened or injured while within the parameters of WCRC programs and activities.

Name of person reporting: _____

Date of incident: _____ **Date of Report** _____

Description of incident: _____

(Use reverse side if more writing space needed)

Witness(es): _____

Church Program or Activity: _____

Action taken:

- Appropriate parent or guardian informed**
- Program head informed**
- Others consulted or informed:** _____

Describe other actions taken: _____

Name of person completing this form: _____

Note: if the incident involves actions with minors which may be interpreted as a form of abuse, F&CS and the WCRC Abuse Prevention and Response Team Coordinator must be informed immediately. See policies.



GUIDELINES FOR APPROPRIATE DISCIPLINE

1. Behavioral expectations are age appropriate as is discipline for wrong behavior.
2. Children are reminded often of the kind of behavior that is acceptable for the setting. When possible, youth are included in the development of rules and consequences for negative behavior.
3. When discipline is needed, leaders might try the following:
 - Distract the child/youth with another activity.
 - Help the child/youth focus on more appropriate behavior.
 - Use a “time-out” strategy. (Time-outs should not last longer in minutes than the age of the child.)
4. Concerns about the behavior of a child/youth are reported to the program leader.



Waterloo C.R.C.

Permission Standard Release

I hereby give permission to the Waterloo Christian Reformed Church and its agents to use the name(s), photograph(s) (whether still or motion), and/or recording(s) of the voice(s) of the person(s) listed below, within the Waterloo Christian Reformed Church for only non-commercial, legal purposes such as: poster, wall display, recorded song, church newsletter, church web site.

Name(s):

Parent / Legal Guardian please sign below.

Signature

Name

Date



Waterloo Christian Reformed Church Off-Site Event Permission Form

Dear Parent/Guardian,

As part of our ministry to the young people of our church, our group will be making a number of off-premises, church-group-sponsored outings over the course of the year. The purpose of this form is to obtain the consent of parents/guardians for these outings and minimize the frequency of consent form requests by asking for “blanket consent” for low-risk outings that we are planning for this year. Specific permission forms will be sent home for special events, such as out-of-town trips and overnight camping.

Thank you for your cooperation.

Please detach and return

Group/Program: _____

Leader in Charge: _____ Phone: _____

_____ has my permission to participate in the following outings/excursions:
(Participant's Name)

(please check the outings/excursions for which you give your son/daughter permission to participate in)

Hikes Visits to other churches (within region or classis) Visits to restaurants/coffee shops (e.g., Tim Hortons)

Local service projects (e.g., Christmas Child gift box preparation) Socials at group members' homes

Sports events (e.g. travel to a gym to play sports, **NOT incl. swimming**) Bowling Cycling

Rallies/competitions Visits to local vendors/stores, Police or fire station Sledding Skating

Visits to museums

If volunteer drivers are used, I give permission for my son/daughter to travel with a responsible adult driver. I understand the WCRC Abuse Policy stipulates that a child will only be transported by an adult accompanied by another unrelated adult.
(please check)

Date

Signature of Parent/Guardian