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## **WCRC Safe Church Policy: Appendices Screening Policy**

### **Appendix 1**

#### **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 (18 years of age and over) who work with children, youth, and the vulnerable, which includes the minister, paid staff, all elders, pastoral workers, deacons and those working with refugees/newcomers.
- Screening packages include an application form (Appendix 2), a memorandum of agreement (Appendix 5) and information on how to obtain a Police Vulnerable Sector Check. A vulnerable sector check must be submitted with the completed application package and renewed every five years.
- 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 the WCRC Safe Church Committee with a list of names of all ministry providers. The WCRC Safe Church Committee identifies which candidates must undergo screening.
- For candidates requiring screening, the following occurs:
- The WCRC Safe Church Committee provides the candidate with a screening package.
- Newcomers to WCRC complete the entire screening package along with a vulnerable sector check and submit them to the WCRC Safe Church Committee.
- Members who have never undergone screening or have been absent for two or more years from a ministry position requiring screening, will sign the memorandum of agreement and submit it with the vulnerable sector check to the WCRC Safe Church Committee.
- The WCRC Safe Church Committee conducts reference checks, reviews and records the vulnerable sector check and advises the program coordinator or ministry leader in charge when the screening process is complete.
- The WCRC Safe Church Committee files all screening documentation in the ministry provider's file.



## Application for Volunteer or Ministry Position in the Waterloo Christian Reformed Church

Appendix 2

### 1. Applicant's Personal and Contact Information:

Name: \_\_\_\_\_  
*Surname Initial First name*

Address: \_\_\_\_\_  
*Number Street Apt. #/ Unit# / P.O. Box*

\_\_\_\_\_  
*City/ Town Postal Code*

Phone Numbers: \_\_\_\_\_  
*Home Cell*

Email: \_\_\_\_\_

2. ☐ I have been a member of the WCRC for at least 6 months  
or  
☐ I have been attending WCRC for at least 6 months.  
or  
☐ I have been known to \_\_\_\_\_ (WCRC Church Member) for at least 6  
months who is willing to vouch for my suitability as a volunteer in this position.

3. Position(s) for which you wish to apply: \_\_\_\_\_

\_\_\_\_\_

4. Please describe why you want to volunteer in the indicated position(s):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



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**5. List the qualifications and skills that you bring to this position/these positions:**

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**6. Previous volunteer experience:**

<i>Name of Organization</i>	<i>Position/Responsibility</i>	<i>Dates of Service</i>	
		<i>From</i>	<i>To</i>
<hr/>	<hr/>		
<hr/>	<hr/>		
<hr/>	<hr/>		
<hr/>	<hr/>		

**7. Personal References**

Please provide contact information of three references who can speak to your personal character and skills. Ideally, all references should be non-family but if necessary, list no more than one family reference. Include a reference who is a member of the Waterloo CRC:

**Reference #1.**

Name: 

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*Surname* *Initial* *First name*

Address: 

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*Number* *Street* *Apt. #/ Unit# /P.O. Box*

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*City/ Town* *Postal Code*

Phone Numbers: 

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*Home* *Cell*

Email: 

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Best time to call? ☐ a.m. ☐ p.m.

Relationship to you: 

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Length of relationship: 

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**Waterloo CRC  
Safe Church Committee**

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**Reference #2.**

Name: \_\_\_\_\_  
*Surname Initial First name*

Address: \_\_\_\_\_  
*Number Street Apt. #/ Unit# /P.O. Box*  
\_\_\_\_\_  
*City/ Town Postal Code*

Phone Numbers: \_\_\_\_\_  
*Home Cell*

Email: \_\_\_\_\_ Best time to call? ☐ a.m. ☐ p.m.

Relationship to you: \_\_\_\_\_ Length of relationship: \_\_\_\_\_

**Reference #3.**

Name: \_\_\_\_\_  
*Surname Initial First name*

Address: \_\_\_\_\_  
*Number Street Apt. #/ Unit# /P.O. Box*  
\_\_\_\_\_  
*City/ Town Postal Code*

Phone Numbers: \_\_\_\_\_  
*Home Cell*

Email: \_\_\_\_\_ Best time to call? ☐ a.m. ☐ p.m.

Relationship to you: \_\_\_\_\_ Length of relationship: \_\_\_\_\_

**8. Authorization and Declaration**

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

I also understand that a Police Vulnerable Sector Check is required and agree to obtain this check.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date



## Form for Conducting a Reference Check

Appendix 3

Record each reference phone call on a separate copy of this form. Use the back of the form or an additional page as required to record the following information.

Sample script: Hello, my name is \_\_\_\_\_ and I am calling on behalf of the Waterloo Christian Reformed Church. [Name of applicant] is applying for a volunteer position in our church and your name was provided as a reference. Do you have a few minutes to answer some questions now? Please be assured that everything you share will be held in confidence. I will describe the position that [Name of applicant] wishes to volunteer for. [Give a brief ministry description. Then proceed to questions.]

\_\_\_\_\_  
Name of applicant

\_\_\_\_\_  
Date and time of interview

\_\_\_\_\_  
Name of referee

\_\_\_\_\_  
Phone number of referee

\_\_\_\_\_  
Name of person conducting interview

Interview conducted ☐ in person ☐ by phone

### Questions:

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

\_\_\_\_\_  
\_\_\_\_\_

2. This volunteer position requires someone who can demonstrate [*list some skills, requirements, expectations this role entails*]. Do you believe [*the applicant*] has these abilities and have you seen [*the applicant*] in a work or volunteer situation demonstrating these kinds of abilities? Please elaborate.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



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3. (To be completed only if position involves working with children or vulnerable adults.)  
Have you ever experienced the applicant working with or interacting specifically with  
[*children/vulnerable adults*]? If so, please describe.

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4. Do you have any reservations about [*the applicant*] or reason to believe [*the applicant*]  
would not be suited to serve in the requested position?  
If so, please explain.

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[Thank the referee]: “Your input is an important part of our screening process and I appreciate your  
time.”

Additional notes as needed:

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## Vulnerable Sector Check Acknowledgement Form

Appendix 4

**Report Requested for:** \_\_\_\_\_

**Report Requested by:** Waterloo Christian Reformed Church

*To be completed by the Volunteer/Ministry Provider:*

By signing this form, I, \_\_\_\_\_, affirm  
that I understand that my Police Vulnerable Sector Check will be retained by the Waterloo  
Christian Reformed Church to fulfill the requirements of the WCRC Safe Church Policy.

**Ministry Provider:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Safe Church Comm. Member:** \_\_\_\_\_ (signature) **Date:** \_\_\_\_\_  
\_\_\_\_\_ (signature)

*To be completed by the WCRC Safe Church Committee:*

I, \_\_\_\_\_, acknowledge that I have received and  
am fully aware of the contents of the Police Vulnerable Sector Check for \_\_\_\_\_  
\_\_\_\_\_ and that the Police Vulnerable Sector Check will be retained in a  
secure location according to the WCRC Safe Church Policy.

**Safe Church Comm. Member:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Ministry Provider:** \_\_\_\_\_ (signature) **Date:** \_\_\_\_\_  
\_\_\_\_\_ (signature)



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**Memorandum of Agreement  
between the  
Waterloo Christian Reformed Church  
and the Ministry Provider**

**Appendix 5**

I, \_\_\_\_\_, have read and I understand  
*(print name)*  
the Waterloo Christian Reformed Church's Safe Church policy, as approved by  
Council and in effect at the date of signing.

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 any person  
whom I suspect, on reasonable grounds, has abused or is abusing a child or  
vulnerable adult.

\_\_\_\_\_  
Signature of Ministry Provider/Volunteer

\_\_\_\_\_  
Date of signature

\_\_\_\_\_  
Signature of witness

\_\_\_\_\_  
Print name of witness





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## **Reporting Abuse**

### **Appendix 6**

### Introduction

The Child and Family Services Act (1985) states:

Every person who believes on reasonable grounds that a child [i.e., a minor under the age of 18] 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). "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 abuse or suspected 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 Waterloo Christian Reformed Church:

1. Anyone having suspicion, on reasonable grounds, of abuse of a child reports that suspicion immediately Family & Children's Services (F&CS) phone: 519-576-0540 and to the WCRC Safe Church Committee phone: 519-576-0965 – Atie Ott. The WCRC Safe Church Committee 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 WCRC Safe Church Committee, 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 WCRC Safe Church Committee.
4. The WCRC Safe Church Committee 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 designated WCRC Safe Church Committee member, or perceives the WCRC Safe Church Committee member to be in a position of conflict of interest with respect to the information to be reported, the person discusses these concerns with another WCRC Safe Church Committee member or the staff of the F&CS.



6. If abuse by a ministry provider/volunteer of the WCRC is determined to have occurred, the WCRC Safe Church Committee will report the incident to a lawyer designated by Council and to the insurance provider of the WCRC.
7. The WCRC Safe Church Committee 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

Appendix 7

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 behaviour, altercations, or any situation in which a person feels physically, emotionally, or sexually threatened or injured while participating in any program or activity under the auspices of Waterloo CRC.

**Name of person who is the subject of the reported incident:** \_\_\_\_\_

**Name of person reporting:** \_\_\_\_\_

**Date of incident:** \_\_\_\_\_ **Date of Report:** \_\_\_\_\_

**Description of incident:** \_\_\_\_\_

(Use reverse if more space needed)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Witness(es):**

\_\_\_\_\_

\_\_\_\_\_

**Program or Activity:** \_\_\_\_\_

**Action taken:**

☐ Appropriate parent or guardian informed

☐ Program leader 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 (519-576-0540) and the WCRC Safe Church Committee chair must be informed immediately. See policies.**



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## **Guidelines for Appropriate Discipline**

### **Appendix 8**

1. Behavioural expectations are age appropriate as is discipline for inappropriate behaviour.
2. Children are to be reminded often of the kind of behaviour that is acceptable for the setting. When possible, youth are included in the development of rules and consequences for negative behaviour.
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 behaviour of a child/youth/participant are reported to the program leader and to the parents/guardian at the discretion of the program leader.



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## Waterloo Christian Reformed Church Standard Release for Images and Voice

Appendix 9

I hereby give permission ☐ (please check your intention)

I do not 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 or related social media sites (e.g., Facebook, Twitter).

Name(s):

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Parent / Legal Guardian please sign below.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date



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## **Waterloo Christian Reformed Church Off-Site Activity Permission Form**

**Appendix 10**

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 number of consent form requests by asking for one “blanket consent” for low-risk outings that we are planning. Specific permission forms will be sent home for special events, such as out-of-town trips, overnight camping and higher-risk outings.

Thank you for your cooperation.  
WCRC Program Leaders

Group/Program:

\_\_\_\_\_

Leader in Charge: \_\_\_\_\_ Leader's phone #: \_\_\_\_\_

\_\_\_\_\_ has my permission to participate in off-site activities as part of the church-  
(child's name)  
sponsored program.

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

\_\_\_\_\_  
(Parent/Guardian name)

\_\_\_\_\_  
(Parent/Guardian signature)

\_\_\_\_\_  
(Date)

Parents/Guardians, please keep a signed copy of this form for your records.



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## Definitions of Abuse:

Appendix 11

### **PHYSICAL ABUSE/ASSAULT**

the use of force or threat of force in an attempt to  
**control, intimidate or punish**

#### **Examples:**

- punching
- shoving
- twisting
- choking
- kicking
- biting
- burning
- shaking
- using any weapon
- threatening to do any of these things

### **SEXUAL ABUSE**

when an adult or a person in a position of authority or trust **uses a young person to meet their sexual needs.**

This could involve **physical contact** such as **touching, fondling, oral sex, vaginal or anal intercourse.** Sometimes, there is **no contact**: For example, **flashing, taking pictures or videos, making obscene phone calls.** It may also take the form of **grooming**, or preparing a minor or vulnerable adult for the purposes of sexual gratification or power and control over the individual.



## **SEXUAL ASSAULT**

when someone forces any form of sexual  
activity on someone else  
**without that person's consent.**

Force can be physical, or through the use of threats, coercion,  
manipulation, alcohol/drugs or harassment.

Any **unwanted sexual activity** – including kissing, touching, groping,  
flashing, oral sex, intercourse, bondage and group sex. **Consent must be  
freely and actively given by someone  
over age 14.**

**NO MEANS NO!**  
**NO ANSWER MEANS STOP!**

## **EMOTIONAL ABUSE/ASSAULT**

**a chronic attack on someone's self-esteem –**  
psychologically destructive behaviour

### **DEGRADING**

making someone feel worthless; insulting,  
mocking, humiliating, excessively criticizing

### **ISOLATING**

keeping away from normal experiences  
or from friends/family

### **TERRORIZING**

to cause fear or extreme dread (includes  
screaming, punching walls, breaking things, etc.)





### **IGNORING**

withholding affection, approval emotional support

### **CORRUPTING**

encouraging destructive, illegal,  
anti-social or dangerous behaviour

### **EXPLOITING**

making use of someone to meet inappropriate  
needs, or for economic or social gain

### **CONTROLLING**

trying to dominate and control behaviour;  
often motivated by jealousy

### **REJECTING**

ignoring or belittling  
someone's needs

### **NEGLECT**

when someone's **basic needs are not being met.**

Those needs may be **physical**

- food
- clothing
- shelter
- medical care
- exercise
- rest

or **mental/emotional**

- education
- security
- support and guidance
- affection

Neglect may be passive and subtle, but the consequences on a young person can be severe.



## **Harassment and Sexual Harassment**

### **Appendix 12**

Waterloo Christian Reformed Church encourages and expects its employees and those who volunteer within its ministries to work toward creating and maintaining an environment free from sexual harassment and any other form of harassment. The Waterloo Christian Reformed Church defines harassment and sexual harassment as:

- 1) engaging in a course of vexatious comment or conduct against a volunteer, employee or any other individuals with whom they may work or serve in their role as ministry provider that is known or ought reasonably to be known to be unwelcome; or
- 2) engaging in a course of vexatious comment or conduct against a volunteer, employee or any other individuals with whom they may work or serve in their role as ministry provider because of an individual's sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome; or
- 3) making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advancement to the other individual and the person knows or ought reasonably to know that the solicitation or advance is unwelcome.

This policy applies to members and employees of the Waterloo Christian Reformed Church, those who volunteer within its ministries and those to whom ministry providers offer their services.

The Safe Church Committee of the Waterloo Christian Reformed Church encourages any ministry provider, employee or individual receiving services of an employee or ministry provider of the Waterloo Christian Reformed Church to report any incidents of harassment or sexual harassment to the chair of the Safe Church Committee. The reporting individual should know that he or she will not be penalized for reporting or participating in an investigation of harassment or sexual harassment.

The Safe Church Committee of the Waterloo Christian Reformed Church will investigate and deal with all complaints or incidents of harassment in a fair and timely manner. In order to protect the individuals involved, information about a complaint or incident will not be disclosed except to the extent necessary to investigate the complaint or incident, to take corrective action or as otherwise required by law.

Individuals seeking help or resources regarding harassment or sexual harassment should contact the Safe Church Committee of the Waterloo Christian Reformed Church or the pastor of the church who will contact the Safe Church Committee for consultation and appropriate action.