



Lighthouse Kids
DOXA Youth

Protection Plan

For the use of staff and volunteers in Children, Youth and Family Ministries.

Screening and Procedures

- New leaders/volunteers MUST be pre-screened
- Follow the sign-in and sign-out procedures
- Understand the washroom guidelines
- Know how to display affection properly
- Special events require specific requirements
- Know how to handle illness and/or emergency situations
 - Additional health & safety steps
- Reporting Child Abuse & Neglect
- Sexual Abuse Policy and Procedure
- Virtual Family Ministry Guidelines
- Behaviour Management
- Protection Plan Form (signature)

Screening of Leaders and Volunteers

- **“Profile/commitment Form”** that has been approved by the Family Ministry Director is used for the screening of all prospective leaders and volunteers working with children and youth.
- **Two to three personal references** are requested on the Profile/commitment Form. These references exclude relatives and include at least one reference from outside the church.
- **Two references will be contacted** to ask about the person’s character, faith life and commitment.
- Leaders/volunteers will be asked to **read through our Protection Plan and sign** a form stating that they have read through the Plan and will abide by the procedures.
- Every leader and volunteer, over the age of 18, **MUST provide a copy of their current Criminal Record Clearance**. If they do not want to process themselves, YPBC are able to by Xpress Check and will have the potential leader/volunteer complete/sign the required forms and provide I.D.

Sign-in and Sign-out Procedures

- Children & Youth Ministry volunteers are responsible to arrive 15-20 minutes prior to their ministry commitment
- ALL children, ages 10 and under, attending Children's Ministry (Lighthouse Kids) are to be signed in and signed out by a parent or guardian/representative by initialing the sign-in/sign-out sheets
- Sign-in/sign-out sheets are located at the table in Centre Hall, YPBC. These sheets list the child's name, parents(s) or guardian/representative names and ordered by age group.
- Families will be assisted with the process of sign-in/out time
- Cell phone #'s may be left by parent or suggested by Ministry Leader.
- Nametags are provided once children go to their Small Group Time with Leader.
- Children, youth and volunteers are encouraged to wear nametags.
- Infants in the nursery to preschool rooms do not wear nametags but are identified by using their nametag to place on their diaper bag or backpack.
 - o Children may NOT be received into our Ministry Program until they are properly signed-in
 - o Each room will have at least two volunteers, a leader and a helper
 - o Classroom doors are to remain open at all times. Half-doors or baby gates are used for the safety of children in the nursery to preschool rooms.
 - o There MUST be 2 volunteer(s) OR 2 parents in the room with a child at all times.
- When the Worship Service is over in the Sanctuary, parents will come to sign-out their child (ages 10 and under) and are encouraged to check in with their child's leader.

Washroom Guidelines

It is strongly recommended that parents take their children to the washroom or change their child's diaper prior to the beginning of the Worship Service or before leaving their child in the nursery or toddler rooms.

DIAPER CHANGING

- Diaper changing is to be done by an adult only
- Diaper changing is to take place in view of another at all times
- Volunteer MUST wipe changing area with a disinfected wet wipe and then thoroughly wash their hands after changing of a diaper
- Diapers need to be bagged and put in the garbage bin

TODDLERS AND PRESCHOOLERS AND KINDERGARTENS

- If a parent wishes to assist their own child's washroom needs, a cell# can be left to text the parent
- Never go alone into a washroom with a child. Never go into a washroom cubical with a child and shut the door
- If a child needs assistance in the washroom enter the open cubical and ensure another volunteer is viewing at all times
- Ensure child has washed hands properly before leaving washroom (Volunteer must wash hands too)

GRADE 1 TO 5

- Never send a child to the washroom alone – be sure another volunteer or overseer are aware that they need to go to the washroom and can stand outside the private washroom to ensure they are safe and get back to their group safely
- Check that no other youth or adults are in the washroom before the child enters
- Remind children to wash their hands properly before leaving washroom
- Children will be directed to use washrooms close to their ministry area
 - o Nursery to Preschool have their own washroom connected to their ministry room(s)
 - o All other ages may use the private washroom in Cameron Hall to ensure safety for all

Proper Display of Affection

- Physical contact with children **MUST** be age and developmentally appropriate.
- To show that you are truly interested in connecting with the child, bend down to the child's level, speak gently and listen carefully.
- Be aware of individual differences and comfort levels during interactions
- Avoid being alone with a child

APPROPRIATE TOUCH

- Taking a child's hand to lead him or her to an activity
- Putting an arm around the shoulder when a child needs comforting
- Taking both hands as you say "You did a good job!" or "We missed you!"
- Patting a child on the head, shoulder or back to affirm him or her
- Holding a preschool child or younger who is crying

INAPPROPRIATE TOUCH

- Kissing or coaxing a child to kiss you
- Extended hugging and tickling
- Touching a child in any area that would be covered by a bathing suit (except when changing a diaper or assisting a preschool child in the washroom)
- Carrying older children
- Having older children sit on your lap

Special Events

The church insurance policy must be checked to ensure that liability coverage includes any off-premise activity.

FIELD TRIPS

- Off-site trips MUST be approved by the church administration
- Parents MUST be notified at least a week in advance
- Proper written consent and medical release forms need to be completed for each child participating (FM child/youth participant forms)
- ALL trips are to be supervised by a minimum of two approved, adult volunteers or Ministry Staff
- A minimum ratio of two volunteers for every 10 children is required and each volunteer is responsible for an assigned group of children
- When transporting children, all drivers MUST have a valid driver's license and current automobile insurance coverage
- The number of persons in the car MUST not exceed the number of seat belts and children MUST not be seated where there are air bags

OVERNIGHT EVENTS

- All overnight events MUST be pre-approved by church administration
- Proper written consent and medical release forms need to be completed for each child participating (FM child/youth participant forms)
- All overnight activities are to be supervised by a minimum of two approved, adult volunteers or staff
- A minimum ratio of two volunteers for every 10 children is required and each volunteer is responsible for an assigned group of children
- Every effort MUST be made to provide separate sleeping quarters for males and females

Illness and/or Emergencies

Parents are requested to leave their child at home if they are sick to avoid exposing other children and volunteers to the virus and illness.

EMERGENCY SITUATIONS

- Call 911 if injury/illness is serious
- Keep calm
- Do NOT leave your group or 'ill' child unattended
- Seek help from Family Ministry Director or Children's Ministry Associate or YPBC's Parish Nurse (All have training in First Aid/CPR)
- There are First Aid Kits located in Cameron Hall Kitchen, Nursery to Preschool Room, Children's Ministry Storage Cupboard and upstairs Youth Zone Room
- Volunteers are not to give any medications – the parent MUST do this
- In extreme cases (such as a peanut allergy where an Epee Pen is required or a ventilator) arrangements MUST be made, in advance, with the parents and written instructions provided
 - o The Church is a NUT-FREE environment
 - o Fire emergency procedures (read YPBC's Manual attached)
 - o Fire procedures and escape routes are clearly posted in hallways and each room

DEALING WITH CUTS OR INJURIES INVOLVING BLOOD

- Take the child aside and away from the other children
- Keep the other children away from the area where any blood may have dropped and be sure that no other children come in contact with the blood
- Send someone to get the parent(s)
- Put on disposable latex gloves (located in the First Aid Kit)
- Clean skin area and dry before bandaging the injury (avoiding contact with mouth, ears and eyes)
- Wipe up all blood and dispose of any soiled materials in a garbage can that has a lid and is not readily accessible to children
- Remove and properly dispose of the latex gloves
- Thoroughly wash your hands and the child's hand with sterilizing soap

Additional Health & Safety Steps

The below safety and care steps need to be respected to provide the best care for all:

- **Attend only when healthy** (If someone in the home is ill, please do not have your child attend, stay home)
- **Physical distance** when possible
- A bin for each children's group will include **hand sanitizer, tissues, masks and wipes**
- Custodians will clean tables after Sunday morning
 - o Toy cubbies will be sprayed each week with Lysol
 - o **Leaders will wear masks** when notified by the Director of Family Ministries for seasons when extra protection is needed
 - A box of **masks** will be available

Additional procedures for NURSERY TO PRESCHOOL

- **Wash hands or use hand sanitizer** when entering the Nursery to Preschool area
 - o Wipes, hand-sanitizer, paper towel, tissues are located on Nursery counter
- Put any used toys, blankets, etc. that children have used in the bin labeled: **"To be washed"**
 - o At the end of the service, **please wash toys**, leave to drip dry in by the sink
- **Keep room and play areas clean** by wiping down surfaces and at the end of the service, use Lysol spray
- When changing diapers, use appropriate diaper changing and disposable methods (there are little plastic bags in nursery washroom to put dirty diaper in before putting in the garbage)
 - o A parent can change diapers or assist in the washroom with their own child
 - o **Must be 2 leaders** to help with diaper changing and washroom (one assists and one oversees)
- **Proper signage for hand-washing procedures**, etc. are posted above nursery sink and nursery washroom to follow
- Nursery to Preschool **Sign-in/out sheet** will be located in Cameron Hall when ALL children and leaders gather for open worship time. A Nursery Leader must take the sign-in/out sheet with them to the Nursery when it's time to go. If a parent chooses to leave their Cell # with us to be contacted during the service, they must print it out on the sign-in sheet (we are not allowed to show families contact information in public).
- Please use white **sticky labels to tag/identify child's** articles or diaper bag
- **Parent(s) must sign-out their child** at the end of the service.

Reporting Child Abuse & Neglect

We ALL share a responsibility to protect children from harm – a responsibility that extends to those situations where children suffer abuse and neglect in their homes. Ontario's Child and Family Services Act (CFSA) provides for protection for these children.

Section 72. of the Act states that members of the public, including professionals who work with children, must promptly report any suspicions that a child is or may be in need of protection to a children's aid society. The Act defines that phrase "child in need of protection" and sets out what must be reported to a children's aid society.

The brochure explains the 'duty to report' section of the Child and Family Services Act and answers common questions about your reporting responsibilities. It also reprints relevant portions of Section 72. for your convenience. It does not provide specific legal advice. Please consult a lawyer or a children's aid society about any specific situation.

This brochure is located in the Children's Ministry Director's office and can be available upon request for further information and details.

Who does the Act consider a person who performs Professional or official duties?

- Health care professionals, including physicians, nurses, dentists, pharmacists and psychologists; teachers and school principals;
- Social workers and family counselors; Priest, Rabbis and other members of the Clergy;
- Operators or employees of day care;
- Youth and recreation workers (NOT volunteers);
- Peace officers and coroners;
- Solicitors;
- Services providers and employees of service providers; and any other person who performs professional or official duties with respect to a child

These are examples only. A person not listed above who does work that involves children may still be considered to perform professional or official duties under the duty to report requirements of the Act.

If you are unsure whether you are considered to be a professional with the duty to report, ask your local children's aid society, professional association or regulatory body.

Sexual Abuse Policy and Procedure

1. YPBC will not tolerate, and will seek to eradicate, any behavior by its members, lay and Order of Ministry, Adherents, or employees that constitute Sexual Abuse of child abuse.
2. YPBC is committed to providing a safe environment for worship, work, and study in all Pastoral Charges, Congregations, institutions, agencies, organizations, or other bodies that operate under its name. Complaints of Sexual Abuse or child abuse will be taken seriously and will be dealt with in a spirit of compassion and justice.
3. Policies and procedures to deal with complaints of Sexual abuse can be requested and made available by our Family Ministry Director (Located in the Children/Youth Ministry Office).

The complete Sexual Abuse Policy and Procedures Guide is available with the following information located in the Children's Ministry Director's office and Director of Operation's office:

Theological Statement

Making a complaint

Application of Policy and Procedures

Cases Involving Legal Minors

Complaint Flow Chart

Roles and Responsibilities

Procedural Resources

Virtual Family Ministries Guidelines

Online ministries has been a needed option for many churches and organizations including YPBC. It is essential that our Family Ministries continues to follow safety procedures to protect children, youth, ministry staff and volunteers (the church) online and/or in-person.

For both in-person ministry and virtual ministry; **Ministry Staff Leaders and Lay Leaders** serving any Child/ Youth Ministry Programs and Events must be trained, and screened before entering in ministry with Children and Youth as stated in our Protection Plan.

CONDUCTING VIRTUAL MEETINGS WITH MULTIPLE LEADERS

Zoom-type Virtual Meetings MUST have at least two adult leaders that have been trained and screened (Protection Plan). As with in-person meetings, ensure you have enough trained/screened supervision. For example: AT LEAST two adult Children, Youth or Family Ministry leaders per virtual meeting should be viewing/participating in every virtual meeting including break-out groups. It is Best Practice to designate one of the participating adult leaders to moderate the meeting and the other participating adult leader to observe or supervise verbal language, gestures and potential bullying as well as content of chat boxes (if not deactivated). If important information is shared on chat, you can copy and paste to another format to save.

NO MEETINGS ALLOWED BETWEEN ONE ADULT AND ONE CHILD: VIRTUALLY OR IN- PERSON

- In the Policies: in-person meetings between one adult and one child do not happen. Family Ministry Leaders along with Children and Youth Leaders should never be PHYSICALLY or VIRTUALLY alone with a child.
- It is suggested that Youth Leaders keep and maintain a copy of written electronic messages such as group texts, emails, and other forms of social media.

VIRTUAL MEETINGS: RECORDING AND POSTING

- As a general rule, DO NOT RECORD zoom-type or other virtual online group meetings for archival purposes; including but not limited to webinars, teleconferencing and group video-chats.
- You can use zoom to record leader videos and group videos (teachings, music, etc.) or as a back-up for safety if a leader steps away from the zoom time

CHILDREN, YOUTH AND FAMILY MINISTRY LEADERS ARE ROLE MODELS

Concerning verbal interactions along with gestures: Children, Youth and Family Ministry Leaders must continue to be mindful that their words and actions and the words/actions of the youth participants on these types of church zoom video meetings are important and can positively or negatively change lives. If needed, a leader must hold the person accountable for any name-calling, off-color or sexual jokes, shaming, belittling, cursing or any other inappropriate verbal interaction by either adults and/or youth participants.

Key Points for Zoom Etiquette:

- Please silence personal devices
- Be mindful that if your video is on, everyone can see everything
- Please turn your camera off and mute your microphone if you must leave the meeting or have a conversation
- Please do not eat with video on
- Please be dressed

Behaviour Management Policies and Procedures

CAREGIVERS SHOULD

- Understand how children grow and learn
- Be affectionate, responsive, open and informative
- Provide a stable and simulating environment
- Define acceptable/unacceptable behaviour
- Explain the three R's – Respect yourself, Respect others, be Responsible for your own actions
- Consider each child a unique individual
- Listen to them by giving them space and time to communicate
- Encourage the child to problem solve (e.g. encourage child to use gentle words to show how they feel, apologize, give a solution)

THE DO'S AND DON NOT'S OF BEHAVIOUR MANAGEMENT

DO:

- Explain to the child what behaviour is acceptable or unacceptable
- Consider each child a unique individual
- Listen to a child's problem and realize how upsetting the situation can be for him/her
- Talk to the child as a person
- Give the child a chance to communicate
- Ask the child for his/her solution to the problem
- Pray with the child

DO NOT:

- Use angry words
- Behave impatiently
- Respond to a child sarcastically
- Call the child names
- Focus on the child's bad behaviour
- Belittle the child's feelings

A time out is time away from a group, activity or centre to think and/or have a talk with a leader.

Examples

A child may be asked to:

- Sit and do a quiet activity to calm down or re-focus
- Leave a group situation to find another activity until he/she is able to manage appropriate behaviour
 - Sit away from the group on a chair (in clear view of the leader)

Behaviour Management (Continued)

NOT EVERY TIME OUT WILL BE REPORTED TO THE PARENT(S) REPORTED

- Child is regularly removed from a situation to help him/her listen, calm down, think about speaking nicely to friends or adults
- Child has hurt another child in any way
- Child has hit or otherwise attempted to hurt a leader, teen helper or any other adult under our care

MOST LIKELY NOT REPORTED

Child is occasionally removed from a situation to help him/her to listen, to calm down, to remember how to speak nicely to friends, teen helpers or adult leaders

EXTREME BEHAVIOURAL DIFFICULTIES

Example

- Regular or consistent inability to control emotions, temper, aggression, language, etc.
- If time outs or other methods of behaviour management are not working, and the child is having extreme difficulties behaviourally, these steps should be taken:
- Foremost, lift to God in prayer the child and the situation (confidentially)
- Discuss the situation with the Family Ministry Director and/or Children's Ministry Director and decide a prayerful course of action
- If required, the FMD and CMD will consult other Ministerial Staff and together they will decide how the matter should be handled with the parents.
- The parent(s) may be asked to seek outside help for the family and child. YPBC may provide a list of professional counseling services and/or scheduled pastoral meetings for the parents to have with one of the Ministers.
- If parent(s) will not seek outside support and assist Family Ministry leaders and volunteers in this matter, a meeting will be held between the parent(s), a representative from YP's Ministerial Staff and the Family Ministry Director to determine whether or not the child should remain in Family Ministries.

All employees and volunteers must note that YPBC does not permit:

- Corporal punishment of a child
- Deliberate harsh or degrading measures to be used on a child that would humiliate a child or undermine a child's self-respect
- Deprivation of a child of basic needs including food, shelter, clothing or bedding
- Exits are not locked nor permitted to be locked for the purpose of confining a child unless otherwise approved by the Family Ministry Director.

Failure to comply with any of the above directives will result in immediate termination of their leader/volunteer role.



Lighthouse Kids
DOXA Youth

Protection Plan

I have read the Protection Plan Policy for Children and Youth Ministry (Family Ministries at YPBC). It has been reviewed with me by the Children's Ministry Associate, Youth Ministry Leader OR the Director of Family Ministries.

Date: _____

Leader/Volunteer Name: _____

Leader/Volunteer Signature: _____

Children's Ministry Associate: _____

Youth Ministry Leader: _____

Director of Family Ministry: _____

Yorkminster Park
BAPTIST CHURCH

(416) 922-1167 | YorkminsterPark.com