



Yorkminster Park
BAPTIST CHURCH

Plan *To* Protect

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
- ▶ Reporting Child Abuse & Neglect
- ▶ Sexual Abuse Policy and Procedure
- ▶ Procedures for child care requests
- ▶ Behaviour Management

Screening of Leaders and Volunteers

- ▶ “Profile 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 Form. These references exclude relatives and include at least one reference from outside the church.
- ▶ Two references will be contacted by a member of our Discernment and Support Team. He/she will use a pre-determined “script” as a guide for these telephone calls. The date of the calls and a summary of the referral comments will be recorded and placed in the leader/volunteer’s file.
- ▶ An interview will be conducted for ALL leader/volunteer applicants by our Discernment and Support Team. This interview will also provide an opportunity for the volunteer to ask questions and go over the “Plan2Protect” procedures.
- ▶ All leader/volunteers will be provided with training regarding child/youth safety and prevention of child abuse by the Children, Youth or Family Ministry Director.

Every leader and volunteer, over the age of 18, MUST provide a copy of their current Criminal Record Clearance.

Sign-in and Sign-out Procedures

- ▶ Children & Youth Ministry volunteers are responsible to arrive 10-15 minutes prior to their ministry program.
- ▶ ALL children, ages 10 and under, attending Children's Ministry are to be signed in and signed-out by their parent(s) and guardian/representative with a tag system.
- ▶ Sign-in sheets are located at Welcome Centre Desk - listing children's names; parent(s) or guardian/representative names.
- ▶ Families will be assisted with the process of signing in their children. Tags with recorded numbers are given. Participant forms will be given for guardians to complete (Every year).
- ▶ Pagers are available upon request by parent or suggested by Ministry Leader.
- ▶ Nametags are located in baskets at the Welcome Centre desk.
- ▶ Children from preschool to grade 5 are to wear nametags. Youth and Volunteers are asked to wear nametags too.
- ▶ Infants in the nursery and toddler 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 the classroom until they are properly signed-in.
 - o A parent or guardian/representative prior to the service must sign in school-aged children.
 - 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/toddler rooms.
 - o There MUST be a parent or volunteer(s) in the room with a child at all times.
- ▶ When the service is over in the sanctuary, children ages 11 and under, will be released to their parent or guardian/representative only when they have been properly signed out with tag system.

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 service or before leaving their children 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.

TODDLERS AND PRESCHOOLERS AND KINDERGARTENS

- If a parent wishes to assist their own child's washroom needs, a pager system is available
- Never go alone into an unsupervised 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 hand properly before leaving washroom.

GRADE 1 TO 5

- Never send a child to the washroom alone.
- A volunteer accompanies child to the washroom along with a hall overseer.
- Check that no other youth or adults are in the washroom before the child enter.
- Prop the outside door open and remain outside the washroom; wait for the child to finish; and escort them back to their class.
 - o Remind children to wash their hands properly before leaving washroom.
 - o Children will be directed to use Children's Ministry Area Washrooms.

Never be alone with a child in an unsupervised washroom and Never go into a washroom cubical with a child and shut the door.

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.

Note: Some children may be more sensitive to touch than others and may react negatively to being touched – firm, deep pressure is often easier to tolerate than light fleeting touch (which some nervous systems may interpret as being painful).

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
- ALL trips are to be supervised by a minimum of two approved, unrelated adult volunteers.
- 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.
- All overnight activities are to be supervised by a minimum of two approved, unrelated adult volunteers.
- 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 children at home if they are sick to avoid exposing other children and volunteers the virus and illness .

EMERGENCY SITUATIONS

- Seek help from the Hall Overseer, Children's Ministry Associate, Youth Ministry Associate or Family Ministry Director. (He/she will have training in first aid)
- Do NOT leave your class unattended.
- There are first aid kits located in the Welcome Centre Desk, Nursery/Toddler room and Children's Ministry Storage Cupboard as well as well as the Youth Zone.
- 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 will be reviewed with volunteers twice during the year.
- o Fire procedures and escape routes are clearly posted in hallways and each classroom.

DEALING WITH CUTS OR INJURIES INVOLVING BLOOD

- Take the child aside and away from the other children.
- Keep other children away from the area where any blood may have dropped and make sure no other children have come in contact with the blood.
- Send someone to get the parents.
- Put on disposable latex gloves (located in the first aid kit) and bandage the injury, avoiding contact with the 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 with sterilizing soap.

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 one of our Ministry Directors (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 & Youth Ministry 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

Child Care Procedures

(Outside of Children's Ministry @ YPBC)

What to do when families request child care at the church in order to attend a Faith Development group/study/course, special event (funeral, wedding, etc.):

Procedures for Group or Event Leader are to:

- Contact Office to coordinate booking an age-appropriate room for availability and safety
- **Receive list** from Children/Youth Ministry Directors of child care providers who are aware.

CM safety procedures and classroom care:

- **Contact and hire** at least 2 child care providers to support our Plan to Protect Procedures. An additional care provider is needed after 6 children.
- **Communicate and coordinate** with the child care providers time commitment, responsibilities and that payment is made
- **DO NOT** advertise or promote Child Care but can be available upon **request only**.
- **Ensure discernment** is made by connecting with one of the ministers when financial assistance is needed from the church for the above.

Behaviour Management Policies and Procedures

School-aged children have special childcare requirements. They feel they are very different from pre- school children and want to be treated accordingly. Many do not even like the term “childcare” to describe arrangements for their supervision. It is important for adults to recognize that school-aged children have a growing sense of privacy and pride of ownership. Encouraging school-age children to make decisions about their activities and accept responsibility for their choices supports their growing maturity and helps develop independence. School-aged care should support a child’s emotional, social, intellectual and physical wellbeing. Quality care is not babysitting.

Youth need guidance toward appropriate and safe behaviour not punishment or judgement. This is nurtured with open and warm communication that promotes trust. When situations involve someone getting hurt, at times consequences are needed for the youth to know that their actions are not tolerated or safe.

CAREGIVERS SHOULD

- Understand how children grow and learn.
- Be affectionate and 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
 1. Consider each child/youth a unique individual.
 2. Listen to them by giving them a chance to communicate.
 3. Encourage the child/youth to problem solve (e.g. encourage child/youth to use gentle words to show how they feel, apologize, give a solution).

THE DO’S AND DON’TS OF BEHAVIOUR MANAGEMENT. DO

- Explain to the child/youth what behaviour is acceptable or unacceptable.
- Consider each child/youth unique and loved by God.
- Listen to a child/youth’s problem and realize how upsetting the situation can be for him/her.
- Talk to the child/youth as a valued person.
- Give the child/youth a chance to communicate.
- Ask the child/youth for his/her solution to the problem.
 - o This may mean apologizing and reconciling with another child/youth.

DON’T

- Use angry words
- Behave impatiently
- React to a child/youth sarcastically (Rather respond with grace)
- Call the child/youth names
- Focus on the child/youth bad/negative behaviour
- Belittle the child/youth’s feelings

Behaviour Management (Continued)

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

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
- Leave circle or gym until he/she is ready to listen
- Sit away from the group on a chair (in clear view of the leader)

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:

1. Foremost, lift to God in prayer the child and the situation (Confidentially).
2. Discuss the situation with the Children's Ministry Associate or Family Ministry Director and decide a course of action.
3. If required, the Children's Ministry Associate, Youth Ministry Associate or Family Ministry Director will consult ministerial staff and together they will decide how the matter should be handled with the parents.
4. The parent(s) may be asked to seek help for the family and child. YPBC will provide a list of professional counseling services and/or scheduled pastoral meetings with one of the Ministers.
5. If parent(s) will not seek support and assist YPBC Children and Youth Ministry leaders and volunteers in this matter, a meeting will be held between the parent(s) ministerial staff and Director of Family Ministries determine whether or not the child should remain in Children or Youth Ministry.

Behaviour Management (Continued)

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

- Corporal punishment of a child or youth
- Deliberate harsh or degrading measures to be used on a child or youth that would humiliate a child or undermine a child/youth's self respect
- Deprivation of a child/youth 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 Children, Youth or Family Ministry Director.
- Use of a locked or lockable room or structure is not permitted to confine a child/youth who has been withdrawn from other children/youth unless otherwise approved by the Children, Youth or Family Ministry Director.

Failure to comply with any of the above directives will result in immediate termination of a Child, youth and Family Ministry leader or volunteer.

WHEN BEHAVIOURAL ISSUES PERSIST

1. Helper should focus on individual to encourage quiet/calm appropriate behaviour
2. Leader should also encourage the above
3. Helper takes child out of classroom to find Hall Overseer and/or CM Director to assist
 - Gentle – not forcible
 - Classroom door should be open

The Behaviour Management Policy for Children and Youth Ministry at YPBC has been reviewed with me by the Children's Ministry Associate and/or Youth Ministry Associate and/or the Director of Family Ministries.

Date: _____

Leader/Volunteer's Name: _____

Leader/Volunteer's Signature: _____

Children's Ministry Associate Signature: _____

Youth Ministry Associate Signature: _____

Director of Family Ministry: _____



