

**Grace Bible Chapel,**  
1037 McLean Drive,  
P.O. Box 2351,  
Timmins, Ontario  
P4N 8E8

**The following Prevention and Reporting of Child Abuse Policy and Procedures was developed and has been implemented at Grace Bible Chapel in Timmins.**

**If you have asked for and received this document directly from Grace Bible Chapel, you may use the contents in whole or in part.**

**If you have not received this document directly from the Coordinator of Child Abuse Prevention and Reporting at Grace Bible Chapel, please contact him in order to ask permission to use this work.**

**Grace Bible Chapel accepts no responsibility for insurance company acceptance or liability for the use of its policy, procedures or forms in whole or in part.**

**Assistance in planning or conducting training sessions is available by contacting Jeremy Hall.**

**In Christ,**

**Jeremy Hall  
Coordinator of Child Abuse Prevention and Reporting.**

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## Grace Bible Chapel

January 1, 2010

### The Prevention and Reporting of Child Abuse Policy

#### Policy Statement

Whereas, Grace Bible Chapel recognizes that child abuse is a problem that exists in society.

Whereas, Grace Bible Chapel is committed to respond to this problem in accordance with Biblical and legal principles.

Whereas, An obligation to the Lord, the families including the children and youth in various programs at Grace Bible Chapel and the Chapel insurer is acknowledged.

Whereas, The responsibility to protect our children and our workers by ensuring that all workers and volunteers conduct themselves in a manner which is above reproach is acknowledged.

Whereas, The responsibility to ensure the appropriate reporting of all instances of suspected child abuse is acknowledged

Be it therefore resolved that,

It is the policy of Grace Bible Chapel to develop, implement and periodically review procedures that foster appropriate approaches to the prevention and reporting of child abuse.

## Administrative Regulations

### Definitions

1. The Ontario Child and Family Services Act defines abuse in Section 72 and Section 37-2 as the following.
  - Infliction of physical harm by a person having charge of the child, or physical harm caused by that person's failure to care and provide for or supervise and protect that child adequately.
  - Sexual molestation or sexual exploitation by the person having charge of the child or by another person where the person having charge of the child knows or should have known of the possibility of sexual molestation or sexual exploitation and fails to protect the child.
  - Infliction of physical harm or suffering such that the child requires medical treatment to cure, prevent or alleviate the physical harm or suffering.
  - Infliction of emotional harm, demonstrated by severe anxiety, depression, withdrawal and/or self-destructive or aggressive behavior.
  - Failure to provide or consent to treatment to remedy or alleviate a mental, emotional or developmental condition that, if not remedied, could seriously impair the child's development.
  - Child sexual abuse is any inappropriate touching or fondling, sexual activity or rape, but also includes inappropriate verbal comments, showing pornography to a child, obscene phone calls and exhibitionism.
  
2. For the purposes of this policy a child or youth is anyone under the age of 16 years. The term "child" or "youth" will be deemed to include those who by mental and/or physical handicap are vulnerable to abuse.

## Operational Procedures

The Prevention and Reporting of Child Abuse Procedure Manual must be followed according to the following procedures.

1. Behavioural Guidelines
2. Screening Procedures
3. Training/Supervision Procedures
4. Reporting and Responding to Allegations of Suspected Child Abuse Procedures
5. Nursery Protocol Procedures

**Grace Bible Chapel**

**The Prevention and  
Reporting of  
Child Abuse Procedure  
Manual**

**January, 2010**

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## 1. Introduction

The Elders and indeed the entire assembly of Grace Bible Chapel have a legal and moral responsibility to provide a safe environment in order to prevent any exploitation of children and youth through the implementation of effective volunteer screening procedures, training and supervision procedures, reporting and response to allegations of suspected child abuse procedures and a clear nursery procedures protocol.

The doors of all basement rooms which are used for children's activities and Sunday School and the Nursery door have been modified so that there is a window in each. This action reflects the insistence that all dealings with children and youth be open and public.

The Elders will designate a volunteer Coordinator of Child Abuse Prevention and Reporting (Coordinator) on an annual basis. This designate will be responsible to the Elders for the continued implementation of the following procedures. The Coordinator is responsible for the control, collection and confidential filing of all forms prescribed by the procedures. (Appendix 1 to 5) The Coordinator will report to the Elders by September 30<sup>th</sup> in each year the progress of the continued implementation of the procedures. (Appendix 6)

The Child Abuse Prevention and Reporting Policy and Procedure Manual will be reviewed and revised as necessary every three years or whenever deemed necessary by the Elders.

## 2. Behavioural Guidelines

2.1 Touch is essential in nurturing lives. Workers need to be aware of and sensitive to differences in sexual development, culture, backgrounds, personalities and special needs.

2.2 Any touch of a sexual nature is totally inappropriate and will not be tolerated.

2.3 Physical contact with children should be age and developmentally appropriate.

2.4 Appropriate touching should only be done in the presence of other adults in an open area.

2.5 Examples of love and caring being expressed in an appropriate way are as follows:

- Taking a child's hand and leading him or her to an activity
- Putting an arm around a child who needs comforting or quieting
- Patting a child on the shoulder or back to affirm a job well done
- Bending down to a child's eye level and speaking or carefully listening
- Holding a child by the shoulders or hand to keep his or her attention while you redirect the child's behaviour
- Using appropriate force to break up a fight or restrain a child who may be engaged in an activity that endangers himself or herself or others

2.6 Examples of inappropriate touching, which is to be avoided, are as follows:

- Kissing a child
- Coaxing a child to kiss you
- Hugging a child for an extended period of time
- Tickling a child
- Touching a child in any area that would be covered by a bathing suit

2.7. Conversations between children and adults should occur in an open and public setting

2.8. Yelling, name calling and belittling treatment of children are never acceptable.

2.9. All forms of corporal punishment are strictly prohibited.

2.10. Children or youth are never to be dealt with alone behind closed doors. A child requiring personal attention or correction is to be

taken aside in an open and public setting in the view of others present. A team approach should be taken in all youth ministry work.

- 2.11. When transporting children or youth to and from chapel activities there must be two adults present at all times.
- 2.12. Written parental permission must be received before any child is transported to and from chapel activities in addition to any over night or special event. (Appendix 1)
- 2.13. Child and Youth Attendance Forms must be kept for every meeting of any children's or youth programs. This will include Sunday School, the Nursery and Awana. (Appendix 2)
- 2.14. "Out of program" or "off premises" contact between volunteers and children and youth is discouraged.
- 2.15. All activities that could lead easily to allegations of abuse are discouraged. These activities include, but are not limited to, individual photography of children, unsupervised internet access, transporting children or youth alone or improperly supervised sleepovers.
- 2.16. During children's or youth programs, unused rooms and closets will be kept locked.
- 2.17. Volunteers under the age of 18 may assist only qualified adult supervision.

### 3. Screening Procedures

- 3.1 All positions of trust and responsibility in the chapel shall be assessed on an annual basis according to the following hierarchy of risk.
  - High Risk positions include those who have direct responsibility for programs or who could potentially find themselves alone with

children. This would include those in charge of children's or youth programs, Sunday School leaders/teachers and Elders.

- Medium Risk positions include those who would normally never potentially be alone with children, but have some direct contact by virtue of some level of responsibility. This would include those who help with children's or youth programs, work outside the classrooms or volunteer to work in the nursery.
- Low Risk positions include those in attendance who by virtue of familiarity or some level of responsibility could potentially build and subsequently abuse trust. This would include any who hold positions of responsibility outside the children's or youth programs and indeed extends to all who are in attendance.

### 3.1 High Risk and Medium Risk screening procedures will include:

- Prospective volunteers must consent to a criminal background check as proposed by the Elders at Grace Bible Chapel (Appendix 3).
- Criminal Background checks that result in the disclosure of a criminal charge or conviction will be referred to the Elders for consideration. A decision by the Elders to refuse to approve a volunteer will be final.
- Incumbent volunteers must sign and submit an Annual Offence Declaration Form on an annual basis. (Appendix 4)
- Prospective volunteers must submit a Volunteer Application Form (Appendix 3)
- All volunteers must signify in writing that they have received, read and understand "The Prevention and Reporting of Child Abuse Manual" (Appendix 3)
- Before their duties commence, all volunteers must be approved in writing by the Elders (Appendix 3)

- All volunteers must signify in writing that they have attended a Child Abuse Prevention and Reporting Training Module provided by the chapel. (Appendix 3)
- After a six month waiting period, prospective volunteers must fill in a Volunteer Application Form, consent to two references from their former local church (if applicable) and submit to an interview by a committee of at least 2 Elders or their designates. (Appendix 3)

### 3.2 Low Risk screening procedures will include:

- All those in attendance at Grace Bible Chapel will be given a copy of The Prevention and Reporting of Child Abuse Policy on an annual basis. The Prevention and Reporting of Child Abuse Procedure Manual will be made available upon request.

## 4. Training/Supervision Procedures

- 4.1 The Coordinator or designate will develop and implement a Child Abuse Prevention and Reporting Training Module which will consist of orientation to all of the policy and procedures.
- 4.2 The Child Abuse Prevention and Reporting Training Module will be offered to all volunteers who are designated as high or medium risk as per Section 3.
- 4.3 The Child Abuse Prevention and Reporting Training Module will be offered initially to all incumbent volunteers and then as frequently as necessary for prospective volunteers.
- 4.4 No prospective volunteer may begin their voluntary duties until such time as they have attended the Child Abuse Prevention and Reporting Training Module.
- 4.5 Annually, a refresher Child Abuse Prevention and Reporting Training Module will be made available to all incumbent volunteers for the purpose of retraining.

- 4.6 All volunteers must make special effort to supervise washroom breaks either by groups or individual children or youth on an age appropriate basis.
- 4.7 Program leaders are responsible to monitor the activities under their leadership by circulating and supervising from time to time in order to ensure that all child abuse prevention procedures are followed and to protect against false allegations. Appropriate behavior of volunteers is to be encouraged at all times through reminders and constructive criticism when necessary.
- 4.8 Critical incident report forms are to be filled out in the case of accidental injury (Appendix 6).
- 4.9 The Coordinator will be responsible to the Elders for the ongoing supervision of and record keeping for the implementation of the Child Abuse Prevention and Reporting Policy and Procedures.
5. Reporting and Responding to Allegations of Suspected Child Abuse Procedures.
  - 5.1. Any person who believes on reasonable grounds that a child is or may be in need of protection has the duty to forthwith report the belief and information upon which it is based to Child and Family Services. Certain designated professional persons have the same duty as any member of the public to report a child's need for protection; however, legislation gives these people a particular reporting responsibility. This professional duty applies, amongst others, to elders in an assembly.
  - 5.2. While it is important to respond quickly in any case of suspected child abuse, one must remember that allegations of this nature are explosive. Gossip is morally wrong and slander is legally actionable.
  - 5.3. Discovering or suspecting that a child is a victim of child abuse is an unpleasant experience. Children are often cautious when disclosing abuse and will generally give a few hints rather than the full story. If alleged abuse is disclosed by a child to a volunteer, it

is very important that the volunteer receiving the disclosure not carry out an investigation as this may jeopardize the investigation of the proper authorities and indeed the case in a court of law. Whether the alleged incident occurred at the Chapel, home, school or any other location, the volunteer must pay very close attention to what he or she is being told.

- 5.4. It is important that the volunteer believe the disclosure by a child or youth. Victims often believe that they are responsible for the abuse and may be hesitant to talk about it.
- 5.5. If possible the volunteer should take the child or youth to an open but quiet place and be attentive to the words and the emotions of the child. The volunteer must give full attention to the child or youth while setting aside his or her own feelings of anger, frustration or pain. The child must be allowed to tell what happened in his or her own words. The child is not to be pressed for detail or interviewed.
- 5.6. The volunteer should be supportive and affirming. The child or youth should be informed that the disclosure must, by law, be reported to the proper authorities, that what happened is not their fault and that they are doing the right thing by reporting the alleged incident. The volunteer must not offer opinions as to what will happen to the alleged abuser or to the child.
- 5.7. The volunteer should record in writing, as soon as possible, the substance of what the child has disclosed. He or she should attempt to recall and record the child's own words while avoiding the interpretation of what the child has disclosed. All information should be recorded no matter how insignificant it may seem to the volunteer.
- 5.8. The alleged incident is to be reported by the volunteer receiving the disclosure to Child and Family Services. An elder or elders are to be informed as soon as possible thereafter. The alleged abuser, even if they are the parent or guardian or an elder, are not to be informed. With the exception of an elder, provided the elder is not the alleged abuser, the disclosure should not be discussed with anyone else.

- 5.9. If the allegation of abuse is made against a volunteer at Grace Bible Chapel, that person will be suspended from further contact with children or youth until such time as the investigation by the Children's Aid Society and/or the police is complete.
- 5.10. A Reporting of Suspected or Alleged Child Abuse Report Form should be completed as soon as possible by the volunteer receiving the disclosure and given to the Coordinator for confidential filing. (Appendix 5)
- 5.11. One elder should be designated by his peers to be the sole spokesman should response to the media or other agencies become necessary. This spokesman should only proceed to fulfill this responsibility after obtaining formal legal counsel.
- 5.12. The Elders will express the concern felt by all involved to the complainant and their commitment in assisting in the investigation and in addition the Elders will offer appropriate counselling resources as necessary to the complainant.
- 5.13. The Elders will express the concern felt by all to the alleged abuser and their commitment in assisting the investigation while keeping in mind the fact that no one is guilty until an allegation is proven.
- 5.14. The Elders will inform the appropriate insurance broker or agent to report the incident as soon as possible.

## 6. Nursery Protocol Procedures

- 6.1. It is recognized that for reasons of safety, cleanliness, the exercise of due diligence and smooth operation of the Nursery Program, that the following procedures be well known to volunteers and parents.
- 6.2. The washroom in the nursery is to be used only by those in the nursery. It is not a washroom for general traffic because of the need to maintain the appropriate level of cleanliness and

availability for the children in the nursery. “Potties” have been placed in all other washrooms for the use of young children who are no longer in the Nursery Program.

- 6.3. As there is no practical means of disposal, changed and discarded diapers are to be returned home by the parents in a plastic bag.
- 6.4. All drinking or food containers and diaper bags must be labelled with the child’s name. Labels are available in the nursery.
- 6.5. Parents wishing to check on their child should look through the window on the door of the nursery rather than opening the door and causing some children to react because they think their mother has returned to retrieve them. If items are needed from the nursery, parents are asked to ensure that they do not have to return to get them by opening the door.
- 6.6. Women will staff the nursery with the only exception being, if made necessary by special circumstances, a father accompanied by his wife.
- 6.7. The nursery is intended for the use of children under two years of age.
- 6.8. Only designated and approved volunteers should be in the nursery.
- 6.9. Children are not to be left unattended for any reason.
- 6.10. Volunteers will make use of the Child and Youth Attendance Form and ensure that children are placed in the care of their parents at the end of the meeting.(Appendix 2)

Appendix 1: Transportation and Special Event Permission Form

## Grace Bible Chapel

1. I consent to the **transportation** of my child in a motor vehicle.

Name	
To	
From	
Return	Yes                      No
Date	
Signature of Parent or Guardian	

2. I consent to the participation of my child in the following **special event**. Special events include programs outside of Grace Bible Chapel or any overnight programs.

Name	
Event	
Duration	From                      To
Date	
Signature of Parent or Guardian	

Return: Program Leader

File: Coordinator

Appendix 2: Child and Youth Attendance Form



Appendix 3: Volunteer Application Form

## Grace Bible Chapel

I hereby apply for a volunteer position in a program or programs for children under the age of 16 years.

### Section 1

Name	
Street Address	
Mailing Address ( If different)	
City/Town	
Postal Code	
Telephone	Home                      Work
Email	

### Section 2

I consent to a confidential criminal record background check to be conducted at no cost to myself by a selected police force acting as an agent for Grace Bible Chapel. I certify that I have completed the separate required application form published by that agent. The results of the investigation will be confidential to the Coordinator and the Elders.

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Signature of Applicant

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Date

Section 3

I acknowledge that I have received, read and understand “The Grace Bible Chapel Prevention and Reporting of Child Abuse Manual”.

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

\_\_\_\_\_  
date

Section 4

As an applicant who is new to Grace Bible Chapel, I submit and consent to the contacting of 2 referees from my former local church, if applicable, for the purpose of obtaining a character reference.

Name of Church		
Street Address		
Mailing Address ( If different)		
City/Town		
Postal Code		
Contact 1 Telephone	Home	Work
Contact 2 Telephone	Home	Work

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

\_\_\_\_\_  
Date

Section 5

This will certify that the applicant has successfully completed the Grace Bible Chapel Child Abuse Prevention and Reporting Training Module.

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Signature of Coordinator

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Date

Section 6

This will certify that the applicant who was new to Grace Bible Chapel has observed the 6 month waiting period prior to being authorized to volunteer in a program or programs with children.

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Signature of Coordinator

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Date

Section 7

This will certify that an interview was conducted and references checked, as is necessary only for an applicant new to Grace Bible Chapel, and that the applicant is authorized to volunteer in a program or programs for children.

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Signature of Elder

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Date

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Signature of Elder

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Date

File: Coordinator

Appendix 4 Annual Offence Declaration Form

## **Grace Bible Chapel**

I declare that in the past calendar year I have not been charged with or convicted of a criminal offence.

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Signature of Volunteer

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Date

File: Coordinator




Section 3

Persons and Agencies Informed Following the Disclosure	Date/Time

**Section 4**

Additional Comments

\_\_\_\_\_  
Signature of Volunteer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Volunteer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Volunteer

\_\_\_\_\_  
Date

File: Coordinator  
Children's Aid Society (Oral notification to the Children's Aid Society)

should precede the completion of this form)

## Appendix 6: Critical Incident Report Form

File: Coordinator

## Appendix 7: Summary of Timed Items and Deadlines

### **Grace Bible Chapel**

1. The Coordinator will initiate the distribution to and collection from incumbent volunteers of signed Annual Offence Declaration Forms.
2. The Coordinator will ensure that a revised copy of The Prevention and Reporting of Child Abuse Policy is available (on the GBC website) to all in attendance at Grace Bible Chapel.
3. At the end of each month, the Coordinator will collect and file completed attendance forms for every child or youth program operating at Grace Bible Chapel for that month.
4. Commencing in the year 2006 and every third year thereafter or whenever deemed necessary by the Elders, The Child Abuse Prevention and Reporting Policy and Procedure Manual will be reviewed and revised as necessary.
5. Commencing in the year 2006, a yearly refresher Child Abuse Prevention and Reporting Training Module will be made available to all incumbent volunteers for the purpose of retraining.