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**Grain of Wheat Church Community**  
**Safer Church Policy – June 2021**  
*Regarding the prevention of sexual and other abuse*  
(Adapted from Blossom Hill Mennonite Church community);

**Purpose**

This policy has been established to:

1. Work towards a safe, loving, and open atmosphere for children, youth and vulnerable persons, as well as adults who work with them, as they worship, study, play, and are nurtured in their Christian faith.
2. Serve as a guide for the prevention of childhood sexual and other abuse by setting and enforcing standards of ethical behavior.
3. Protect adults involved with children and youth activities.

According to our understanding of Biblical faith and what it means to be a faith community, we strive to follow Christ in word and deed. We are called by Christ to act with integrity and love in all our relationships, and to avoid exploitation of vulnerable people or the abuse of positions of power within the church or family. The combination of abuse and misuse of religious authority is a very destructive form of abuse. This policy reflects our desire to honour God and all those who worship and fellowship with Grain of Wheat Church-Community.

This policy stems from our awareness that abuse has been, and continues to be, a major problem in society. Statistics show that the church is not immune to this problem; in fact, close communities can be especially vulnerable because they are naturally trusting and unsuspecting institutions.

This policy outlines Grain of Wheat's position on our expectations for appropriate behavior regarding the care and supervision of children and our position on abusive behaviours. Our goal is that all who attend Grain of Wheat are able to pursue community and worship in a safer environment where children and youth are nurtured and protected and staff and volunteers are protected from false or wrongful allegations.

**Definitions**

Under section one of the Manitoba *Child and Family Services Act*, **abuse** means an act or omission by any person where the act or omission results in:

- (a) physical injury to the child,
- (b) emotional disability of a permanent nature in the child or is likely to result in such a disability, or
- (c) sexual exploitation of the child with or without the child's consent.

## **Policies and Procedures**

### **Selection of Approved Adults**

An *Approved Adult* is anyone over 20 years of age who has satisfied the requirements of this Safer Church Policy. An Approved Adult can be an employee or non-employee of the congregation. Approved Adults include, but are not limited to, all staff, Sunday School teachers, atrium teachers, youth mentors, youth group leaders and volunteers, and nursery volunteers.

To protect the children/youth in our care, the following guidelines are established for those who desire to work with children/youth younger than 18 years of age:

1. Be 20 years old.
2. Attend GoWC-C regularly for a minimum of six months.
3. Complete an interview with a Safer Church Member (see appendix)
4. Complete an Approved Adult application form. (see appendix)
5. Sign and comply with our Ministry Agreement. (see appendix)
6. Attend a congregation-authorized training session which covers
  - \* the Safer Church Policy
  - \* procedures to follow for all children's and youth activities
  - \* appropriate steps to report an incident of child abuse
  - \* provincial laws regarding child abuse.
7. Complete a Winnipeg Criminal Record Check (including a vulnerable persons sector search) and a Manitoba Child Abuse Registry Check. After the initial checks are completed they will be considered valid for five years provided the candidate regularly attends and participates in GoWC-C life. Both checks must be submitted to GoWC-C within 60 days of receipt from official authorities.

Volunteers who have attended for fewer than six months may work with children if an Approved Adult is also present.

Applications and completed forms will be kept confidential in a locked box which will be kept by the designated "application and clearance" member of the Safer Church committee. Applications may be made available to the chair of the Safer Church Committee. The Safer Church member or designate responsible for conducting reference checks and/or the Safer Church interview will have access to an employee or volunteer's Approved Adult application form. Clearances are confidential and will only be made available to the designated members on the Committee and Servant Leaders if additional discernment is required. All documentation must be kept on file indefinitely.

### **Youth Volunteers**

We value the role that our teens and young adults have in providing care for younger children and see them as an important part of the child/youth team. In situations where people under 16 years old are providing childcare, at least one Approved Adult should also be present. Youth, who are 16-20 years old, who meet the Approved Adult requirements, are permitted to be placed in positions of trust for children 12 years and younger. "Positions

of trust” are defined as leadership roles that may place the individuals in situations where they are involved in making decisions about the health or welfare of those in their care, may require them to provide intimate care of babies, infants and younger children (i.e. diaper changing in a nursery, trips to the washroom, supervision in higher risk sports, recreational or off-premises activities) or may find themselves alone with those in care, even if only for a short period of time. Note: youth under 18 years of age require permission of a parent/guardian in order to obtain child abuse and criminal record checks.

## **Hiring of a Servant Leader or Youth Connector**

It is the shared responsibility of the designate from the Safer Church Committee, the designate from the Personnel Committee and the Chair of the Advisory Council to ensure that these procedures are followed prior to the Servant Leader or Youth Connector commencing employment. Prior to the interviewing of a Servant Leader or Youth Connector, a member of the Safer Church Committee and the Personnel Committee will meet to review Safer Church hiring requirements/hiring protocol and to assign responsibility for meeting the requirements.

### a) Approved Adult Application Form and Ministry Agreement

It is mandatory that all Servant Leaders and Youth Connectors complete and sign an “Approved Adult Application Form,” and “Ministry Agreement Form,” prior to beginning employment. The Approved Adult Application form includes contact details for Reference Checks. The designated member of the SCC will review the Approved Adult form prior to the interview.

### b) Criminal Record Checks and Child Abuse Registries

Criminal Record Checks (including a vulnerable sector search) and Child Abuse Registries must be completed for all new candidates prior to beginning employment. Once the candidate has been approved by the membership they are responsible for applying for a criminal record check and child abuse registry immediately. The SCC will designate a member to receive and review the checks.

### c) Background Reference Checks

Background Reference Checks from three non-GoWC-C sources are required for all new employees. One of these references should be from the candidate’s last church if applicable. Background reference checks will be completed by a member of the SCC or designate after the candidate has been approved by membership. See “Employee/Volunteer Reference Checks” in the appendix for a list of questions to be used during the reference check. Whenever possible the person most removed from the candidate will complete the record check. For an employee, background reference checks will typically be included in the general reference check for employment.

#### d) Safer Church Interviews

“At the conclusion of the search for a new Servant Leadership Candidate, the Advisory Council and Servant Leadership team will consider the names submitted, add names to the list as seems advisable, discern which person to approach, interview the person, and recommend a name to the membership” (taken from the Sept. 2017 Personnel Policy).

The Safer Church Interview is essentially an opportunity to verbally review/explore responses given on the Approved Adult form. For volunteers, the interview will be conducted by a member of the Safer Church Committee or a designate. For employees the interview questions will be incorporated into the hiring interview. For both volunteers and employees, the Approved Adult form should be completed and given to the interviewer **prior** to the interview. The interviewer will review their answers to see if any responses raise concerns that need to be addressed, If there are concerns, the interviewer will consult with the Safer Church Chair (or designate) to decide whether to address these prior to the interview or in the interview. Answers for both employees and volunteers should be recorded (point form is acceptable) and then stored in the employee’s/volunteer’s file. The interviewer(s) is/are encouraged to add any additional questions they deem appropriate.

See “Employee/Volunteer Interview” questions in the Appendix.

#### e) Safer Church Training

All new employees must complete Safer Church Training prior to commencing employment. This training must include a review of the entire Safer Church Policy.

### **Training and Renewal/Review of Ministry Agreements:**

The SCC conducts training for all people working/volunteering in children's and youth ministry and other workers in positions of trust with minors or vulnerable adults. The purpose of this training is to provide understanding of types of abuse, abuse prevention and the legal responsibility to report actual or alleged incidents. This training includes a review of the GOWC-C Safer Church Policy. This training will occur in September or October. Additionally, every 2-3 years Approved Adults will attend a refresher training course which covers the information listed above – depending on personnel resources, the refresher course may be completed via an independent study (i.e. a independent review of the Powerpoint presentation). Refresher courses will occur with greater frequency if major changes are made to the Safer Church Document. The SCC or designate will ensure that Approved Adults re-sign their original ministry agreement every September.

### **Approved Adult supervision**

In a Sunday school situation, while two adults are preferable, it is acceptable to have one Approved Adult provided that there are windows to see into the classroom and/or an open

door and/or a designated monitor circulating periodically from room to room throughout the session. The nursery should always be attended by at least two Approved Adults. The glass in Sunday school room doors must never be covered. If a Sunday school room does not have a window, the door must be kept ajar. When rooms and closets are not in use they must be kept locked during children's programs.

In all church activities involving children and youth (except Sunday School and youth mentoring- see full description below), no fewer than two unrelated Approved Adults should be present. Every effort will be made to provide for this ratio. See p. 8 for transportation details.

### **Release of Care in Sunday School Setting:**

The Sunday School teacher will ensure that children have returned to the worship space after the Sunday School class has ended.

### **Youth mentoring Program**

Youth mentors are Approved Adults, chosen by youth and their parent(s)/guardian(s) to provide friendship and companionship for youth throughout their teenage years. Youth mentors are typically chosen when youth are 12 years old. Mentors are offered to youth to facilitate their spiritual growth and maturity, complementing the role of parent(s)/guardian(s). When choosing a mentor, youth and their parent(s)/guardian(s) will provide the Youth Connector with a list of three people they would like to have as a mentor. The Youth Connector, along with the SCC, will discern a mentor for the youth.

These relationships are an exception to the policy of needing two Approved Adults present for all activities with youth. It is recommended that mentors/protégées meet either in a public place or in a home where other family members are present (i.e. not necessarily in the same room but able to have some level of presence). It is expected that parent(s)/guardian(s) will be made aware of and approve of planned youth/mentor activities or one-to-one meetings with the Youth Connector. Our goal is to make mentorship a public and honored part of the life of Grain of Wheat Church-Community.

#### **a) Mentorship Accountability:**

Youth Mentors must meet the requirements to become an Approved Adult as well as:

1. Must attend Grain of Wheat regularly for a minimum of 5 years
2. Must be part of a Seed Group for at least 3 of those 5 years
3. Will be interviewed by a member of the Safer Church Committee (see appendix for questions)

b) Mentorship Brochures (in Appendix):

- The Youth Connector will meet with protégées, their parents/guardians and their mentors annually to review the mentorship brochures.
- The structure of the meetings (individual or group) is at the discretion of the Youth Connector.
- The meetings will occur annually in September or October.

c) Oversight

1. All members of Grain of Wheat Church-Community are encouraged to take ownership of the mentorship program and to inquire, particularly with the mentor, about how the relationship is going and to intentionally build relationships with youth in our community. .
2. Parents/guardians will do regular informal check-ins with youth and will assume the primary responsibility for monitoring the youth/mentor relationships.
3. The Safer Church Training for Approved Adults will include a section that broadly describes the purposes of mentorship, reviews the mentorship covenant and lists the mentor/protégée pairings.
4. The Youth Connector will ensure that regular informal check-ins and an annual formal check-in occur with each protégée, mentor and parent/guardian to ask how the mentorship relationship is going and to address any concerns. There are resource questions available in the appendix. The Youth Connector will record the date that they completed the formal check-in the protégée on the “record” sheet at the front of their Safer Church file.
5. The Youth Connector will organize annual or bi-annual meetings with mentors to discuss difficulties, brainstorm different ways to fulfil the purpose of mentorship, and to hear any concerns.
6. The Youth Connector will provide youth, mentors and parents/guardians with people who could be approached to discuss feelings of discomfort or concern. These people could include: the Youth Connector’s listener, Servant Leaders, members of the Advisory Council, Chair of the Pastoral Committee, and Safer Church members.
7. The Youth Connector will follow up on any intimations that things are not going well, either to improve the relationship or to help the protégée find a new mentor and to communicate clearly to the mentor (within the limits of confidentiality) why the protégée is switching mentors.
8. If there is any concern that inappropriate actions are occurring within the mentoring relationship, the mentoring relationship will be suspended immediately and the designated reporting member of the Safer Church Committee or the chair of the Safer Church Committee will be contacted within 24 hours. The designated reporting member will be responsible for enacting the Safer Church Policy reporting protocol.

#### d) Guidelines/Boundaries for Mentorship relationships

1. Mentors will communicate to parents/guardians specific details of where they are going, what they will be doing, and what the timeline is for the activity.
2. These relationships are an exception to the policy of needing two Approved Adults present for all activities with youth. It is recommended that mentors/protégées meet either in a public place or in a home where other family members are present (i.e. not necessarily in the same room but able to have some level of presence).
3. We value meeting youth where they are at and recognize that many youth prefer electronic methods of communication. We prefer that mentors meet face to face with youth to give counselling or advice. We ask that both mentors and protégées work to ensure that electronic communication does not become the primary means of communication. Mentors and parents/guardians will receive training on how to maintain healthy boundaries while using Social Media.
4. Mentors will be careful when sharing about their lives, making sure to share information which is appropriate to the youth's mental, emotional and spiritual maturity and relevant to the conversation. Mentors should not share information that may cause the youth to feel stressed or concerned for their mentor's well-being. Any personal information shared must always be in the best interest of the youth.

\*\*See Appendix for procedure under which Youth Connector facilitates mentor selection.

### **Appropriate touch**

Children need love. At times, this can be appropriately expressed through physical touch, such as hugging, a pat on the back, an arm around the shoulder, holding an infant or toddler, etc.

When expressing affection:

- a. Physical affection should only be offered in public settings.
- b. Respect a child's/youth's refusal of affection
- c. Be aware of appropriate hand placement. A child/youth or an observer could misinterpret a pat on the bottom or a bear hug. Note that a body-to-body embrace; a touch on private areas (those areas covered by a bathing suit); or a kiss on the mouth is inappropriate.
- c. Discipline in the form of physical punishment (such as hitting or grabbing) is not permitted.

### **Diapering and bathroom assistance**

In general, children should be encouraged to use the bathroom before and after classes or other activities. In this way parents/guardians can assist as needed. If a child needs a diaper change or needs to go to the bathroom, an Approved Adult will bring them back to their parent(s)/guardian(s).

## **Before and after services**

Parents/guardians are responsible to monitor where their children are playing. It is strongly recommended that parents/guardians accompany children to the washroom and do not allow them to play in the hallways as drug use and sexual activity are known to occur within the building.

## **Youth Information/General Consent Form**

When their child enters the youth program, parent(s)/guardian(s) are required to fill out and sign a general information form, which includes pertinent medical information (including allergies), phone numbers, and general consent for their child to participate in youth trips and events as planned by Grain of Wheat Church-Community.

Parent(s)/guardian(s) will be notified in advance of specific individual events/activities and will complete, sign and return specific permission forms for overnight trips.

Parent(s)/guardian(s) will be asked to review, update and sign off on these forms each September that their child participates in the youth program. While the child is participating in the youth program these forms are filed with the Youth Connector. When the child is no longer a participant in the youth program, the files will be transferred to the child's file which will be kept with other secure Safer Church documents. The Youth Connector is responsible for ensuring this happens.

## **Overnight activities**

Overnight activities involving children/youth will be chaperoned by at least two Approved Adults of the same gender as the participants. If there are participants of multiple genders, then there should be at least two Approved Adults of each gender (i.e. four Approved Adults). A non-binary/gender non-conforming Approved Adult may substitute for an Approved Adult of any gender if there are participants of multiple genders.

For each overnight activity out-of-town, parents/guardians are required to review/update the Medical information form, the Youth Registration/Information Form and permission form outlining the specifics of the overnight activity. The original of each form will be taken on the trip.

## **Transportation**

- Every effort will be made to avoid having a leader and an unrelated child/youth alone in a vehicle
- If a child/youth is in need of a ride, the best policy is for two leaders and two children/youth to be present in the vehicle. Acceptable policy is for one leader and two children/youth to be present in the vehicle. If that is not possible, consent for

the child/youth to ride alone with the Approved Adult must be obtained from a parent/guardian. Departure and approximate arrival time will be clearly communicated to the parent/guardian.

- Yearly permission will be obtained from parents/guardians for youth and children to be transported by youth leaders.
- Those providing transportation for youth events must be 21 and have completed the graduated licensing requirements. All drivers must complete the Volunteer Driver's Agreement and sign the Driver's Contract (See Appendix).

## **Education about Safer Church Policy**

The Safer Church Committee will be responsible for training on how to create personal boundaries for social, emotional, spiritual, mental and physical health for youth aged twelve and older. Please note that additional work needs to be done to create a more comprehensive training program.

## **Reporting suspected child/youth abuse**

Volunteers/staff should inform the designated "reporting" member (Michelle Janzen) of the Safer Church Committee immediately when there is any reasonable cause to suspect that a child/youth under their care, guidance or supervision, or a child/youth not directly under their care, guidance or supervision, but involved in any church program or activity, has been alleged to be abused by anyone (including but not limited to the child/youth's family, guardians, an Approved Adult or volunteer). The reporting designate will provide the volunteer/staff with the required reporting documents. (See appendix).

If concerns exist with the reporting member, the SCC chair should be informed and they will enact all of the appropriate protocol.

If the volunteer/staff desires, they may call ANCR (All Nations Coordinated Response): 204-944-4200 first, but the designated reporting member (Michelle Janzen) must be informed within 24 hours.

When the reporting designate is informed of suspected abuse, they will assist the volunteer in following the guidelines defined by the Manitoba Child and Family Services Act:

- (a) Immediately contact ANCR with your concerns, the agency worker will inform you what initial steps are planned
- (b) If you think the child is in immediate danger, contact the police.
- (c) Check with the ANCR worker prior to reporting to parents

The reporting designate will notify a member of the Servant Leadership Team (typically the SLT Safer Church representative or liaison) immediately after becoming aware of an allegation. While all SLT members may not be privy to the details of the specific allegations, at least two members, along with the reporting designate, will work together

to coordinate a response; the third SLT member will at minimum be made aware that a response is being coordinated.

## **Response to the Reporting of suspected child/youth abuse**

All allegations of child/youth abuse or serious physical neglect will be taken seriously. All allegations will be treated in strict confidence. All reporting steps taken will be documented, including a log of phone calls, personal visits, and written reports (including the immediate completion of an incident reporting form). All communications regarding the report of child abuse shall attempt to protect the dignity and privacy of those persons affected by the report including the alleged child/youth victim and the person suspected of child abuse, while at the same time ensuring that persons in responsibility and law enforcement authorities remain fully informed. Without admitting legal liability or making public statements prior to obtaining legal counsel we will assure a compassionate response to all involved parties. Reporting documents will be stored in a sealed envelope inside the locked Safer Church Document box/file cabinet. The Reporting Designate or the SCC Chair will file the report in a sealed envelope in the Safer Church Committee locked box.

The congregation will cooperate with government authorities investigating allegations of abuse. The initiative for investigating alleged abuse resides with ANCR and/or the police and shall not be carried out by the congregation.

### a) Notification of Allegations and Suspension

Upon receiving information regarding possible violation of Safer Church standards of behavior, GoWC-C will immediately require that the person alleged to have committed the offense be suspended (with pay if applicable) from any paid or volunteer work associated with GOWC-C pending inquiry into the allegations. The Chair of Personnel will notify the person(s) alleged to have committed the infraction of only: the basic situation, the terms of the suspension, the course of action to be followed, and the supports available. Details are to be communicated only to the Police and CFS and only by the Safer Church Committee. Additionally, the Chair of the Personnel team, in consultation with the designated reporting member of the Safer Church Committee and the designated Servant Leader, will consult with a lawyer.

### b) Pastoral Supports

The Safer Church Committee or whomever is designated to lead GoWC-C's response to the abuse allegation will consult with the MCC Abuse Coordinator about what types of pastoral care would be appropriate to offer to all affected people. Outside support and counselling services will be accessed and paid for if needed. Grain of Wheat will set aside \$1,000 annually in the budget to provide counselling to affected parties. Further funding may be available with DMC approval.

## **Providing community for known sexual offenders**

Should someone with a known history of sexual offending wish to participate in the life of GoWCC, safety measures and plans will be put into place on a case by case basis.

## **Safer Church Committee (SCC)**

It is recommended that the SCC include a Servant Leader, a Children's Worship Committee representative, a Pastoral Team representative, and one member appointed at large (see appendix for current members). The SCC should include at least one male and one female member.

The committee or Administrative Designate will:

1. Implement and enforce this Safer Church Policy.
2. Review and revise the Safer Church Policy as needed, but at least every two years.
3. Provide training for all staff and Approved Adults regarding child abuse and this policy.
4. Maintain a list of Approved Adults.
5. Monitor Approved Adults to ensure that policies are being followed.
6. Be accountable to the Decision Making Circle.
7. Be kept apprised of investigations.
8. If needed, oversee the support and accountability of known sexual offenders attending the church, by assigning a supervisor and covenant partners and setting boundaries.
9. Keep file of General permission slips up to date and accessible to those who need them.

The designated "application and clearance" member of the Safer Church Committee will:

1. Review all applications for Approved Adults.
2. Collect and review all completed clearances.
3. Maintain all clearances.
4. Complete and make available, upon request of an individual, their own Criminal Record and Child Abuse checks.

Michelle Janzen is designated as the member to receive and process reports of suspected abuse. This member is called the "reporting" designate.

The SCC chair will be approved by the Decision Making Circle and will:

1. Document that required forms are received for all candidates.
2. Have access to applications but not clearances.
3. Chair committee meetings.
4. Ensure that training and review sessions for Approved Adults occur.

## **Annual Review of Safer Church Policy**

In May of each year the Safer Church Committee will do an internal audit on the efficacy of the Safer Church Policy implementation and report its findings to the GOWC-C Decision Making Circle. See appendix for the Safer Church Policy Review Document.

## **Appendix**

### Definitions

Taken from the Manitoba Government “Reporting of Child Protection and Child Abuse – Handbook and Protocols for Manitoba Service Providers”

### **The Three Recognized Forms of Child Abuse**

Child abuse is a serious problem that knows no social, economic, religious, cultural, racial or ethnic barriers. Knowing about the various forms of child abuse is critical to ensuring the safety and well-being of children. The CFS act points to three recognized forms of child abuse:

- physical abuse
- emotional abuse defined as an emotional disability of a permanent nature
- sexual abuse including sexual exploitation

### **Physical Abuse**

Physical abuse can be a deliberate or intentional assault or act by a person that results in, or is likely to result in, physical injury or harm to a child. It can be the outcome of physical punishment, including spanking. The injury may be the result of a single incident or a pattern of episodes and can range in severity from soft tissue injury, bruising, burns, welts, or bite marks to major bone fractures, skull injuries and, in extreme situations, the death of the child. An act of omission (ex: where there is a failure to act or intervene when a child is being abused) can also constitute a form of abuse, especially if the lack of action results in the child continuing to be abused or neglected. It is also important to note that any physical punishment which results, intentionally or unintentionally, in injury or tissue damage to a child is considered physical abuse and may result in a criminal charge. Punishment resulting in an injury is reportable to a CFS agency.

Increasingly, countries around the world are prohibiting physical punishment of children. Research clearly demonstrates that physical punishment is associated with an increased risk for negative outcomes, including increased aggression, antisocial behaviour, mental health issues and physical injury.

Section 43 of The Criminal Code of Canada states that a parent is “justified in using force of correction...if the force does not exceed what is reasonable under the circumstances.”

The Supreme Court of Canada has noted seven criteria to distinguish between reasonable and abusive corrective force with children. Physical punishment of children is deemed reasonable if:

- it is administered by a parent (teachers are not permitted to use corporal punishment)
- the child is between the ages of two and 12, inclusive
- the child is capable of learning from correction

- it constitutes minor corrective force of a transitory and trifling nature
- it does not involve the use of objects or blows or slaps to the head
- it is used for “educative or corrective purpose” and does not stem from a caregiver’s frustration, loss of temper, or abusive personality
- it is not degrading, inhuman, or harmful

In Manitoba, foster parents or service providers working in residential care facilities are not allowed to inflict any form of physical punishment towards children in care. Service providers can communicate to parents and guardians that physical punishment as a form of discipline is ineffective and associated with negative outcomes. They can also provide information on constructive ways of responding to parent-child conflict and help parents to understand and communicate with their children more effectively.

### **Sexual Abuse Including Sexual Exploitation**

Sexual abuse, including sexual exploitation, is when a child is used for the sexual gratification of another person with or without the child’s consent. Typically, most sexual abuse reports involve situations where a child is abused within the immediate or extended family system. However, a child may be sexually abused and exploited by others outside the family, including a known adult, peer, or stranger. The perpetrator may or may not be the same sex as the victim. Young children and children with disabilities are especially vulnerable to sexual abuse, as they may not have the language or knowledge to understand or tell others that they are being abused. All children, regardless of gender, are susceptible to sexual abuse, but boys appear to be far more reluctant to disclose their situation. In addition, children living on the street are at high risk of experiencing sexual exploitation. Children exploited in the sex trade are not prostitutes or criminals. They are victims of abuse.

#### **Sexual abuse includes:**

- touching or an invitation to touch for sexual purposes
- oral, anal, or genital penile penetration or intercourse
- anal, genital, or digital or other forms of penetration
- genital contact or touching without penetration
- fondling of a child’s breasts, buttocks, or other body parts
- indecent exposure or deliberate exposure of the child to sexual activity or material
- sexual acts involved in organized or ritual abuse
- any acts that are used for sexual gratification

Children exploited in the sex trade are not prostitutes or criminals. They are victims of abuse. Sexual exploitation is a form of sexual abuse that occurs when a child becomes engaged in sexual activities as a result of coercion or manipulation, in exchange for money, drugs, food, shelter, or other considerations. Sexual exploitation can involve:

- performing sexual acts in exchange for the basic necessities of life (ex: survival sex)
- involvement in sexually explicit activity for entertainment
- involvement with escort or massage parlour services
- appearing in pornographic images

Child pornography constitutes a pervasive form of sexual exploitation. When children are involved in child pornography they continue to be further victimized since the pornographic representations (ex: photographs, films, videos) can be distributed through the Internet or cell phones. All children under 18 years of age must be protected from sexual exploitation and pornography. In Manitoba, it is mandatory to report all forms of child pornography. Section 1(1) of The Child and Family Services Act:

**Family Services Act defines child pornography as:**

- (a) a photographic, film, video or other visual representation, whether or not it was made by electronic or mechanical means,
  - (i) that shows a child engaged in, or depicted as engaged in, explicit sexual activity, or
  - (ii) the dominant characteristic of which is the depiction, for a sexual purpose, of a sexual organ of a child or the anal region of a child,
- (b) any written material, visual representation or audio recording that advocates or counsels sexual activity with a child that would be an offence under The Criminal Code (Canada);
- (c) any written material whose dominant characteristic is the description, for a sexual purpose, of sexual activity with a child that would be an offence under The Criminal Code (Canada), or
- (d) any audio recording that has as its dominant characteristic the description, presentation or representation, for a sexual purpose, of sexual activity with a child that would be an offence under The Criminal Code (Canada). For more information about prevention programs related to child abuse, visit the **Kids In the Know Program offered by the Canadian Centre for Child Protection:** [kidsintheknow.ca/app/en/](http://kidsintheknow.ca/app/en/)

If you have come across an image of child pornography, you need to make an online report to [www.cybertip.ca](http://www.cybertip.ca). If you know a child under 18 years of age who has been (or is) involved in child pornography or other forms of sexual exploitation, you have the legal duty to report the incident to your local child and family services (CFS) agency. If you think the child is in immediate danger, call 911 or your local police.

**Age of Consent in Canada**

The age of consent refers to the age at which a young person can legally consent to sexual activity. All sexual activity without consent, regardless of age, is a criminal offence. As stipulated in The Criminal Code of Canada, the age of consent for sexual activity is 16 years. This means, for example, that if a 55-year old adult became sexually

engaged with a 15-year old, that adult would no longer have a defence that the teenager consented to that activity. The age of consent applies to all forms of sexual activity, ranging from sexual touching, to kissing, to sexual intercourse. The age of consent is 18 years where the sexual activity exploits the young person – when it involves prostitution, pornography, or occurs in a relationship of authority, trust, or dependence (ex: with a teacher, coach, or baby sitter). Sexual activity can also be considered exploitative based on the nature and circumstances of the relationship, such as the young person’s age, the age difference between the young person and their partner, how the relationship developed (quickly, secretly, over the Internet), and how the partner may have controlled or influenced the young person.

The Criminal Code provides a close-in-age or peer group exception to the age of consent. This exception permits 14 and 15 year olds to engage in sexual activity with a partner who is less than five years older than they are, and with whom there is no relationship of trust, authority or dependency or any other exploitation of the young person. If the partner is five years or older than the 14 or 15 year old, any sexual activity will be considered a criminal offence unless it occurs after they are married to each other. There is also a close-in-age exception for 12 and 13 year olds. This means that a 12 or 13 year old can consent to sexual activity with another young person who is less than two years older and with whom there is no relationship of trust, authority or dependency or other form of exploitation of the young person.

The Criminal Code protects 16 and 17 year olds against sexual exploitation. As well, 16 and 17 year olds cannot consent to sexual activity that involves prostitution or pornography, or any form of sexual exploitation. If you think a child under 18 years of age is being (or has been) abused, you have the legal duty to report your concern to your local child and family services (CFS) agency. For a list of CFS designated intake agencies, go to: [manitoba.ca/intakeagencies](http://manitoba.ca/intakeagencies) or see page 151 of this handbook. If you do not know the number of your local CFS agency, or it is after working hours, you can call the province-wide intake and emergency after-hours child and family services telephone number at 1-866-345-9241. If you think the child is in immediate danger, call 911 or your local police.

### **The Compliant Victim**

Survivors of child sexual abuse often find it difficult to place the blame for their abuse where it really lies: on the shoulders of the perpetrator. The offender may be a person that the child loves, such as a parent or a family member. The offender may also be a person that the child’s parent loves, such as a step-parent. The abuser may twist aspects of the abuse so that the child is made to feel at fault or somehow complicit in the abuse. The child may be told that the abuse is their fault. The abuser may mask the abuse as punishment, entwine the abuse together with expressions of love and affection, or even manipulate the child to initiate incidents of abuse. A child cannot truly understand the

power play and the control that the perpetrator has in these situations and will often take that self-blame and internalize it. This can lead to feelings of worthlessness, guilt, depression, self-hatred, inability to self-care, and risky behaviours.

Offenders have a special ability to identify and exploit children's vulnerabilities. For example, younger or compromised children are especially vulnerable as they do not have the language or knowledge to understand or tell others what is happening. Children who rely on the offender for care, love, affection, or other things will also be vulnerable to the demands of the abuser. Offenders use a range of strategies to engage the child in a relationship where the abuse can happen and to desensitize the child to sexual abuse and exploitation. This is sometimes called the grooming process. Grooming usually begins with subtle behaviours that do not appear to be inappropriate, and that may in fact be taken to mean that the adult (offender) is very good with children. Understanding the many ways in which abusers target their victim and groom them for sexual abuse can be one step towards placing the blame where it belongs and releasing it from the shoulders of the child. Some grooming strategies include:

- **Gaining trust:** The offender may take steps to gain the trust of the child's parent or guardian, to gain access to the child. The perpetrator will also begin to spend more time with the child, listening to them, treating them as special, or giving them compliments, presents, or favours.

- **Isolation/secretcy:** The offender will isolate the child from their siblings and protective parent(s) or caregiver(s). The favouritism shown to the victim often promotes alienation from siblings. Statements like, "Mom wouldn't understand how special we are together" and "Ours is a special love that others wouldn't understand" contribute to a climate of secrecy.

- **Testing the child's boundaries:** A process of desensitization is used to test the child's resistance and engage them in the abuse. Offenders may use touching as a game or introduce sexual touching as accidental. They may blur the boundaries of ordinary affection so the child confuses this with the abuse. This often occurs around the child's daily activities (ex: dressing or bathing). The perpetrator will try to gain compliance of the victim by assuring the child of the rightness of what they are doing through statements such as: "This is a way we can show we love each other...I am teaching you...It's not doing any harm."

Throughout the process of engaging the child in the abuse, the offender is evaluating whether the child has been groomed sufficiently (ex: whether they will keep compliant and maintain secrets about the abuse).

For more information, please go to: [pandys.org/index.html](http://pandys.org/index.html)

### **Examples of Concerning Adult Behaviour**

The following are examples of behaviours by adults towards children that may be of concern. Not all of these behaviours necessarily constitute an attempt to be sexually

gratified by a child. However, these actions with loose, permeable boundaries must be addressed for the safety of children. It is important to watch for any of the following behaviours (pay attention to the frequency, intensity and any combinations of behaviours):

- deliberately walking in on a child who is changing or using the washroom
- asking or having a child watch the adult change or use the washroom
- ‘accidentally’ touching genitalia
- activities that involve the removal of clothing (massage, swimming, etc.)
- wrestling or roughhousing
- telling a child sexually explicit jokes
- teasing a child about breast or genital development
- discussing sexually explicit information while pretending to teach a child sex education
- bathing a child or showering with a child
- showing the child sexually explicit images or pornography
- looking at or taking pictures of children in underwear, bathing suits, dancewear, etc.
- making sexual comments to a child or sharing inappropriate stories of sexual activity
- using physical restraint
- For more information, please go to: [commit2kids.ca/app/en/home](https://commit2kids.ca/app/en/home). Commit to Kids is a program that can be tailored to your organization to further enhance child safety.

### **Emotional Abuse and Child Neglect**

Emotional abuse has long been one of the most difficult forms of abuse to define and recognize. Most often it is not limited to one single act but is associated with a pattern of serious, ongoing, negative attacks on a child’s self-esteem. Emotional abuse, which can be as damaging as physical abuse, can include:

- persistent rejection
- humiliation
- belittling and denigration
- rigid and/or unrealistic expectations accompanied by threats if not met
- threatening or perpetuating violence against a child’s loved ones or objects
- witnessing domestic violence
- ridiculing for showing normal emotions
- threats
- insults
- scapegoating
- verbal attacks and put-downs

Generally, emotional abuse involves acts or omissions by people in contact with a child that are likely to have serious, negative emotional impacts. Emotional abuse may occur

separately from, or along with, other forms of abuse. In Manitoba, to constitute child abuse, there needs to be evidence that the impact of the emotional abuse on the child is of a potentially permanent nature. While suspected emotional abuse may not require police intervention or medical examination, a CFS agency may need to collaborate with the police, medical facilities and others in gathering evidence to establish a serious and persistent pattern of abuse likely to cause emotional disability of a significant nature. Child neglect is the failure of a child's primary caregiver to provide adequate food, clothing, shelter, supervision, and/or medical care. Child neglect involves an act of omission by a parent or guardian, resulting in (or likely to result in) harm or imminent risk of harm to a child.

**Ministry Agreement  
Grain of Wheat Church Community**

*I accept the responsibility to nurture the well-being and Christian faith of the children and youth of Grain of Wheat Church-Community and to care for them as Christ cares for me.*

*I have read, understood, and agree to abide by the “Grain of Wheat Church-Community Safer Church Policy.” (Please review annually)*

*I have completed the application to become an Approved Adult.*

*I have attended the Safer Church training provided by Grain of Wheat Church Community.*

**Printed Name:** \_\_\_\_\_

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Witness (Printed Name)** \_\_\_\_\_

**(Signature)** \_\_\_\_\_ **Date** \_\_\_\_\_

Signature/Witness Signatures/Dates from subsequent years:

**APPLICATION TO BECOME AN APPROVED ADULT**  
**Grain of Wheat Church Community**

*Persons responsible for the nurture, supervision and care of our children/youth are in a special position of trust and confidence. Therefore, all adults (20 years of age or older) seeking to work with the children/youth of Grain of Wheat Church must complete this form.*

**Name:**

**Date:**

**Address:**

**Telephone (home):**

**(work):**

**Email address:**

**(cell):**

**Are you 20 years of age or older**    Yes     No

**1) What position would you like to apply to work or volunteer in (helper, teacher, something else)? Please briefly explain what interests you about this position.**

**2) Describe any church work you have done with children/youth during the last five years. Include the church's name and city, and year(s) of participation.**

**3) Describe any non-church related work you have done with children/youth during the last five years. Include the organization's name and city, and year(s) of participation.**

**4) Names and addresses of all churches you attended on a regular basis during the last 5 years.**

**5) Please provide the names, addresses and phone numbers of 3 people (not relatives and outside of Grain of Wheat Church-Community) who have known you for at least 5 years that we may contact as reference; if applicable please include a minister/leader from the last church you attended :**

1. Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Address \_\_\_\_\_ Relationship \_\_\_\_\_

2. Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Address \_\_\_\_\_ Relationship \_\_\_\_\_

3. Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Address \_\_\_\_\_ Relationship \_\_\_\_\_

**6) Is there any reason why you should not work with children/youth?**

\_\_\_\_yes \_\_\_\_no

If yes, please explain:

**7) Have you ever been accused of abusing a child/youth? \_\_\_\_yes \_\_\_\_no**

If yes, please explain:

**8) Have you ever been involved in a child abuse investigation as a witness, alleged victim, or alleged abuser? \_\_\_\_\_yes \_\_\_\_\_no**

If yes, please explain:

**9) Have you ever been arrested for, convicted of, or pled guilty to a criminal offense against a person? \_\_\_\_\_yes \_\_\_\_\_no**

If yes, please explain:

**10) We require that all volunteers and employees who work with vulnerable people complete a child abuse registry and criminal record check. If you are a volunteer, GOWC-C is able to submit the child abuse registry on your behalf.**

Do you agree to complete the necessary paperwork to allow GOWC-C to submit this application on your behalf or to submit it on your own within three weeks of submitting this application? \_\_\_\_\_yes \_\_\_\_\_no

You will need to complete the criminal record check that includes a vulnerable sector check on your own

– do you agree to submit a completed criminal record check within 3 weeks of submitting this application?

\_\_\_\_\_yes \_\_\_\_\_no

***I agree that the information contained in this application is correct to the best of my knowledge.***

***Candidate's signature*** \_\_\_\_\_

***Date*** \_\_\_\_\_

### **Employee/Volunteer Interview Questions:**

The Safer Church Interview is essentially an opportunity to verbally review/explore responses given on the Approved Adult form. For volunteers, the interview will be conducted by a member of the Safer Church Committee or a designate. For employees the interview questions will be incorporated into the hiring interview. For both volunteers and employees, the Approved Adult form should be completed and given to the interviewer prior to the interview. The interviewer will review their answers to see if any responses raise concerns that need to be addressed and in consultation with the Safer Church Chair (or designate) decide whether to address these prior to the interview or in the interview. Answers for both employees and volunteers should be recorded (point form is acceptable) and then stored in the employees/volunteers file. The interviewer(s) is/are encouraged to add any additional questions they deem appropriate.

At minimum, the interview will consist of exploring the following questions:

- 1) What position would you like to work in (helper, teacher, servant leader, something else)? Please briefly explain what interests you about this position.
- 2) Describe any church work you have done with children/youth during the last five years. Include the church's name and city, and year(s) of participation.
- 3) Describe any non-church related work you have done with children/youth during the last five years. Include the organization's name and city, and year(s) of participation.

If any of the following questions have been answered "yes" on the Approved Adult form, or if question #4 indicates that the candidate attended multiple churches in the last five years, the interviewer should obtain explanations from the candidate; if questions remain, they should share the candidate's answers with the Reporting Designate (Michelle Janzen) in order to obtain advice on how to proceed.

- 4) Names and addresses of all churches you attended on a regular basis during the last 5 years.
- 5) Is there any reason why you should not work with children/youth?
- 6) Have you ever been accused of abusing a child/youth?
- 7) Have you ever been involved in a child abuse investigation as a witness, alleged victim, or alleged abuser?
- 8) Have you ever been arrested for, convicted of, or pled guilty to a criminal offense against a person?

**Background Reference Check Questions:**

Background Reference Checks will be conducted by a member of the Safer Church Committee or a designate who should obtain and read the candidate's Approved Adult form prior to completing the reference checks. When calling the reference, explain that you are calling on behalf of GoWC-C and explain the position that the candidate has applied for. At minimum ask the reference the following questions. If other questions seem appropriate or relevant the person completing the reference check should ask them. Answers should be recorded (point form is acceptable) and then stored in the candidate's file.

- 1) How do you know the candidate? How long have you known them? What environments have you seen them work in?
- 2) Have you seen the candidate with children/youth in the last five years? How would you describe how they relate to children/youth?
- 3) Are you aware of any reason the candidate should not work with children/youth or vulnerable people?
- 4) Is there any additional information you feel the church should be aware of before allowing the candidate to work with children/youth or vulnerable people?

**APPLICATION TO BE A YOUTH VOLUNTEER**  
**Grain of Wheat Church Community**

*We value the role that our teens and young adults have in providing care for the younger children and see them as an important part of the child/youth team. Please tell us a little bit about why you would like to volunteer.*

**Name:**

**Date:**

**Address:**

**Telephone (home):**

**(cell):**

**Email address:**

**Age:**

**1) What position would you like to volunteer in (helper, teacher, something else)?  
What interests you about this position?**

**2) Describe any work/volunteering you have done with children/youth during the last five years; include where you worked/volunteered and for how long.**

**3) Please give the names and phone numbers of two people we can contact as references:**

1)

2)

*I agree that the information in this application is correct to the best of my knowledge.*

*Candidate's signature* \_\_\_\_\_

*Date* \_\_\_\_\_

### **Youth Mentorship Selection Process:**

At Grain of Wheat, when a child turns 12, they can choose to be matched up with a mentor. Before they turn 12, the Youth Connector will contact the parent(s)/guardian(s) of the child and explain the mentorship program to them. The family then provides the Youth Connector with a list of three names in order of preference. If the family chooses someone who does not meet the criteria for becoming a mentor, the Youth Connector will discuss their reasons for choosing that person and discuss the person's appropriateness and giftedness with the family and others (as needed). The Youth Connector will then approach the first person on the list and explore with them if they would be willing and able to mentor the child (see questions below). If they say no, the Youth Connector will go through the same process with the second name on the list, and so on. Once one of the people on the list agrees to be a mentor, the Youth Connector contacts the youth and parent(s)/guardian(s) and tells them. The choice of mentor is also made public to the church community. This process can also occur with a teenager who did not receive a mentor at the age of 12.

### **Exploration Questions with a Potential Mentor:**

\* Begin with a description of the history of youth mentoring program and the current philosophy/structure of the youth mentoring program.

Ask potential mentor:

- 1) Can you share why you'd like to be a mentor?
- 2) What are your thoughts/understanding about youth mentoring?
- 3) What are your experiences with mentoring in the past (as protégée and as a mentor)?
- 4) What are your strengths as a mentor? What do you think might be areas of challenge?
- 5) Do you have any questions?

Reminder: if it's decided that the mentor relationship is a good fit, the prospective mentor will also need to complete the application to become an Approved Adult.

**Resource Questions for Parent/Guardian formal Check-in:**

- How do you feel the mentoring relationship is going for your child?
- Is the mentoring relationship meeting your expectations? Do you feel your expectations have changed as the relationship has progressed?
- Are there any concerns you have about the relationship?
- Are there any supports or actions you'd like from GoWC-C?

**Protégée Formal Check-in:**

These questions are an expression of care and are designed to allow youth the opportunity to express any concerns or identify any issues they may be experiencing.

The Youth Connector will share the following information at the beginning of the conversation (the intention is to normalize):

- that all youth are being called to check-in on the mentoring relationship, "I'm calling ALL the youth right now to check in on how the mentoring relationships are going."
- that these calls will occur yearly, "I'm going to do this every year"
- as long as there are no safety concerns, anything shared will be confidential, unless the youth wants the information shared.

**Resource Questions for Protégée:**

- What was your favourite thing that you did with your mentor this year?
- What was the most helpful thing?
- Is there anything you wish you could change about this relationship?
- Do you have any other questions, concerns, or things you would like to talk about?

**Resource Questions for Mentor Formal Check-in:**

- What is one thing you learned from your protégée this year?
- What do you appreciate most about them?
- What about this relationship is most life giving?
- Is there anything you are struggling with in your relationship with your protégée? Or something that you wish you could change (or want to work on changing)?
- Do you have any other questions, concerns, or things you'd like to talk about?

# Grain of Wheat Church-Community Youth Registration/Information Form

**\* Parents/guardians are expected to review this form each September or for any overnight trip and update/change any required information and then sign-off that form is accurate for the current year/overnight trip. It is the responsibility of the Youth Connector to ensure parents/guardians receive this form each September.**

## Child(ren)/Youth Information:

1. Name of Child/Youth: \_\_\_\_\_

DOB: \_\_\_\_\_

Grade: \_\_\_\_\_ School: \_\_\_\_\_

Cell phone (if child/youth has one) (\_\_\_\_) \_\_\_\_\_

Youth e-mail \_\_\_\_\_

2. Name of Child/Youth: \_\_\_\_\_

DOB: \_\_\_\_\_

Grade: \_\_\_\_\_ School: \_\_\_\_\_

Cell phone (if child/youth has one) (\_\_\_\_) \_\_\_\_\_

Youth e-mail \_\_\_\_\_

3. Name of Child/Youth: \_\_\_\_\_

DOB: \_\_\_\_\_ Age: \_\_\_\_\_

Grade: \_\_\_\_\_ School: \_\_\_\_\_

Cell phone (if child/youth has one) (\_\_\_\_) \_\_\_\_\_

Youth e-mail \_\_\_\_\_

## Parent/Guardian Information

1. Name(s) of Parent(s)/Guardian(s): \_\_\_\_\_

Address: \_\_\_\_\_

Phone: (home) \_\_\_\_\_ (cell phone) \_\_\_\_\_ Other: \_\_\_\_\_

(name: \_\_\_\_\_)

Phone: (home) \_\_\_\_\_ (cell phone) \_\_\_\_\_ Other: \_\_\_\_\_

(name: \_\_\_\_\_)

E-mail: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Emergency Contact:** (in the event parent/guardian cannot be reached)

Name: \_\_\_\_\_

Relationship to Child: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: (home) \_\_\_\_\_ (cell phone) \_\_\_\_\_ Other: \_\_\_\_\_

E-mail: \_\_\_\_\_

**General Group Trip Form:**

I give permission for the child(ren)/youth listed above to accompany their church group on trips and events as planned by Grain of Wheat Church-Community throughout the school year. I understand I will be notified in advance of specific individual events/activities and will complete, sign and return specific permission forms for overnight trips. I understand that my child will be transported by an Approved Adult who has also completed the GOWC-C Driver's Contract and Driver's Agreement Forms.

**Parental review of the Safer Church Policy:**

I acknowledge that I have read/annually re-read and understood Grain of Wheat Church-Community's Safer Church Policy. I am aware that the GOWC-C youth mentoring is an exception to the GOWC-C Safer Church standard policy of needing two Approved Adults present for all activities with youth. I understand that it is expected that parents/guardians will be made aware of and approve of, planned youth/ mentor activities or one-to-one meetings with the Youth Connector.

**Annual Review of Grain of Wheat Church-Community Youth  
Registration/Information Form**

I understand that I am expected to review this form each September or for any overnight trip, update/change any required information and then sign-off that the form is accurate for the current year.

My annual signature below indicates that I have completed the parental review of the Safer Church Policy and my annual review of GoWC-C Youth Registration/Information Form Program.

*Parent/Guardian Printed name and signature/date:*

\_\_\_\_\_

**Medical Release Form**

*(To Be Completed **with** the Registration/Information Form)*

**1. Name(s) of Child(ren)/Youth:**

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**2. Name of Parent/Guardian:** \_\_\_\_\_

**Medical Release:** I, \_\_\_\_\_ (printed name of parent/guardian) give permission for any GOWC-C Approved Adult to treat \_\_\_\_\_ and \_\_\_\_\_ and \_\_\_\_\_ (printed name(s) of child(ren)/youth) for minor injuries. I give consent for any GOWC-C Approved Adult to take \_\_\_\_\_ for medical treatment without the necessity of notifying me first if delay would be dangerous to the health of my child. I understand that this consent is given in advance of any specific diagnosis or treatment and is given to encourage those persons who have temporary custody of my child and/or a physician (if required) to exercise their best judgment as to diagnostic or treatment requirements.

Signature of parent/guardian: \_\_\_\_\_

Date: \_\_\_\_\_

## Youth Medical Information Form

Youth Name: \_\_\_\_\_  
Physician: \_\_\_\_\_ Phone #: \_\_\_\_\_

Manitoba Health Registration Number #: \_\_\_\_\_

Manitoba Personal Identification Number #: \_\_\_\_\_

### Health History:

#### Check those that apply:

##### A) Allergies (Check those that apply)

1. Hay Fever \_\_\_ 2. Insect Stings \_\_\_ 3. Pollen \_\_\_  
4. Animals – specify: \_\_\_\_\_ 5. Plants – specify \_\_\_\_\_  
6. Medicine/Drugs – specify: \_\_\_\_\_  
7. Food- specify: \_\_\_\_\_  
8. Other Allergies, specify: \_\_\_\_\_

##### B) Known Health Conditions (Check those that apply)

- \_\_\_ Asthma \_\_\_ Convulsions \_\_\_ Diabetes \_\_\_ Ear Infections  
\_\_\_ Epilepsy \_\_\_ Heart Disease/Defects

##### C) Other Health Related Conditions

- \_\_\_ Nosebleeds \_\_\_ Wears Glasses \_\_\_ Fainting \_\_\_ Motion Sickness  
\_\_\_ Wears Contact Lenses \_\_\_ Sleep Walking \_\_\_ Menstrual Cramps  
\_\_\_ Hearing Impairment  
\_\_\_ Special Dietary Regimen \_\_\_\_\_  
\_\_\_ Other (specify) \_\_\_\_\_

I understand that I am expected to review this form each September, update/change any required information and sign-off that the form is accurate for the current year. My annual signature below indicates that I have reviewed and edited (as required) this form. I also understand that I am required to update and sign off on this form for **any** overnight trip.

Parent/Guardian Printed name and signature/date:

\_\_\_\_\_

## **Volunteer/Employee Driver Agreement**

### **Grain of Wheat Church-Community**

All drivers must:

- Be 21 years of age or older
- Have completed provincial graduated licensing requirements
- Be willing to self-disclose merits/demerits in the Driving Record Information section below
- Agree to and sign the Driving Contract Below

#### Driving Record Information

Please answer the following. If answering yes, please attach a sheet to this form describing the nature of the ticket(s), infraction(s), or accident(s) with cause.

Note: The church may opt not to use volunteers who answer yes to any of the following:

How many merits or demerits do you have? \_\_\_\_\_

Have you been in an accident within the last three (3) years? Yes \_\_\_ No \_\_\_

Have you been ticketed for speeding within the last three (3) years? Yes \_\_\_ No \_\_\_

Have you been convicted or has your license been revoked or suspended for any of the following: Yes \_\_\_ No \_\_\_

(If your answer is “yes”, please indicate why by circling the appropriate responses.)

Reckless or negligent operation of a vehicle

Permitting an unlicensed person to drive

Driving while under license suspension or revocation

DWI/DUI of alcohol or drugs

Using any motor vehicle in the commission of a felony

Unlawfully leaving the scene of an accident

Unlawfully transporting a controlled substance or hazardous material

Eluding an officer

Negligent homicide or aggravated assault arising out of the use of a motor vehicle

Hit and run

Operating a vehicle without owner’s authority (grand theft)

Multiple moving violations

## Driving Contract

I declare that:

- I have a valid driver's license and the vehicle is insured by valid automobile insurance as required by provincial law.
- The vehicle is mechanically fit and there are seat belts in working condition for all passengers. (For all passengers under 80 lbs., 4'9" or under 8 if transportation is required – parents/guardians must supply appropriate child car seats, including booster seats.) Seat belts must be worn by everyone and remain fastened at all times the vehicle is in motion.
- I will not leave children/youth out of sight in a vehicle.
- I will follow the manufacturer's vehicle guidelines regarding air bags and will not allow children under the age of 12 to sit in the front seat.
- I will drive the speed limits and obey all other provincial traffic laws and be a safe and responsible driver.
- I will control behavior issues such as excess noise, roughhousing, hanging out the window, etc. within my vehicle. I will share any issues with the coordinator of the group I am driving for.
- I will abide by any restrictions Grain of Wheat Church-Community puts in place. (How many passengers, speed etc.)
- I will avoid distractions when I am behind the wheel (e.g. excessively loud music, using a cell phone, texting, or engaging in distracting conversations with other passengers, etc.).
- I will notify the church coordinator of the group I am driving for if I am tired and do not feel that I can safely continue to drive.
- I will never allow a child/youth to drive in my place.

Third party liability for \$200,000 is required by law in Manitoba, however, GOWC-C recommends that all volunteer drivers increase their third party liability to \$1,000,000 or more in order to cover costs of any accidents that occur while driving for GOWC-C.

Your signature below means that you have read the preceding statements and guidelines, that you agree to them, that you will abide by them, and that if at any time you cannot agree to the preceding you will let GOWC-C know and discontinue driving.

Signature \_\_\_\_\_ Date \_\_\_\_\_

# MENTOR AGREEMENT

At GOWC-C, we want to make sure that there is a shared understanding between parents/guardians, teenagers, and mentors about how mentorship works at GOWC-C.

Please sign below to show that you understand your responsibilities as a mentor and that you understand the parameters of the Mentoring Relationship.

Mentor name: \_\_\_\_\_

Mentor signature: \_\_\_\_\_

Youth name: \_\_\_\_\_

# MENTORSHIP AT GRAIN OF WHEAT CHURCH- COMMUNITY

Children, youth, and young adults are important members of Grain of Wheat Church-Community. One way that we make sure that children know they are valued and loved is by providing them with a mentor when they turn 12. With the help of their parents, the Youth Connector, and other adults in their life, the 12-year-old will offer two or three suggestions to the Youth Connector, who will then approach the suggested people in order of preference. The person who is asked, the Youth Connector, and their Listener will pray and discern whether this person is called to mentorship. This process will be repeated until an appropriate mentor is found.

These are the goals of mentorship at GOWC-C.

Mentors will do their best to achieve these goals, while acknowledging that we all fall short, and we rely on the grace of God to help us uphold the standards we set for ourselves.

## MENTORS

- keep in touch regularly with protégées, whether by chatting in church, getting together individually, having family get-togethers, or through quick check-ins by text/email/Facebook
- pray for protégées
- maintain membership to Grain of Wheat, according to the membership document
- listen carefully to protégées and show a real interest in how protégées are doing and what they are thinking about
- maintain an active and vibrant faith, knowing that they are a representative of Christ's body for their protégées
- be creative in how they connect with their protégées, for example:
  - send birthday cards
  - attend a game/recital
  - create an annual tradition with protégées
  - get together to do activities that protégée is interested in
  - ask parents if protégée isn't at church/check in when sick etc.
- pay attention to protégée's interest in spiritual development and offer to help them find someone to discuss faith issues/ discern (or engage in those discussions when appropriate)

# MENTORSHIP

Parents and youth also have important roles in making mentorship successful. Here are some suggestions for youth and parents to help them get the most out of mentorship:

## YOUTH

To get the most out of the mentorship program, youth can:

- be open and honest with mentors
- talk to the Youth Connector, Servant Leader Team, parents, or other trusted adult if they are uncomfortable with anything a mentor has said or done, or feel that the relationship isn't working out for any reason
- tell mentor about things that interest them so that they can do activities that both find fun and interesting
- look at how their mentor, parents, and other adults in GOWC-C live out their faith and ask questions about it
- find ways that they are interested in being involved with community life and ask for help to do so

## PARENTS

Parental support of the mentorship program is very important to its success. Things parents can do to help their child get the most out of mentorship (and community life at GOWC-C) are:

- tell the mentor about recitals and games that they could attend and/or about options for getting together with their teenager and/or the whole family
- pay attention to their teenager's relationship with their mentor, looking out for any discomfort or friction and bringing it to the attention of the Youth Connector or SLT
- maintain a relationship with their teenager's mentor
- create connections with other families and adults in the community, and invite their teenager into those connections
- look for ways that their teenager might be interested in being involved in the running of community life and talk to the people who can help make that happen
- maintain an active and vibrant faith, knowing that they are a representative of Christ's body for their teenager

## TEEN APPROVAL OF MENTORING RELATIONSHIP

At GOWC-C, we want to make sure that there is a shared understanding between parents/guardians, teenagers, and mentors about how mentorship works at GOWC-C. If You ever have questions or concerns about mentorship you are encouraged to approach a youth leader, a Servant Leader or another member of the community you trust.

Please sign below to show that you understand how mentoring works at GOWC-C.

Teenager name: \_\_\_\_\_

Teen signature: \_\_\_\_\_

Mentor name: \_\_\_\_\_

## MENTORSHIP AT GRAIN OF WHEAT CHURCH- COMMUNITY

Children, youth, and young adults are important members of Grain of Wheat Church-Community. One way that we make sure that children know they are valued and loved is by providing them with a mentor when they turn 12. With the help of their parents, the Youth Connector, and other adults in their life, the 12-year-old will offer two or three suggestions to the Youth Connector, who will then approach the suggested people in order of preference. The person who is asked, the Youth Connector, and their Listener will pray and discern whether this person is called to mentorship. This process will be repeated until an appropriate mentor is found.

These are the goals of mentorship at GOWC-C.

Mentors will do their best to achieve these goals, while acknowledging that we all fall short, and we rely on the grace of God to help us uphold the standards we set for ourselves.

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## PARENT APPROVAL

At GOWC-C, we want to make sure that parents and guardians are aware and approve of their teenager's mentor relationship. Please sign below to show that you know your teenager's mentor and that you approve of their role as a mentor to your teen.

Teenager name: \_\_\_\_\_

Mentor name: \_\_\_\_\_

Parent/guardian name(s):  
\_\_\_\_\_  
\_\_\_\_\_

Parent/guardian signature(s):  
\_\_\_\_\_  
\_\_\_\_\_

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# Incident Report

## Instructions

Complete this report under any of the following situations:

- A. A child becomes ill or receives an injury that requires First Aid or medical treatment while in your care;
- B. A child receives a bump or blow to the head or other visible injury regardless of treatment;
- C. A child is transported by ambulance from your facility;
- D. An unusual or unexpected incident occurs that jeopardizes the safety of a child, such as a child left unattended, there is a vehicle accident (with or without injuries), or a child is exposed to a threatening person or situation;
- E. There is an allegation or reasonable suspicion of abuse of a child.

### Important:

- a) ANCR (All Nations Coordinated Response - 204-944-4200) must be contacted with your concerns. You can either contact them yourself or have Michelle Janzen or a member of the Safer Church Committee assist you with calling. Michelle Janzen, the Safer Church designate for reporting, must be informed within 24 hours of you becoming concerned about possible abuse occurring.
- b) If you think the child is in immediate danger, contact the police.
- c) Check with the ANCR worker prior to reporting to parents

Date of Incident:	Time of Incident:
Name and Approximate Age of Child Involved (One Report per Child):	
Contact Information for Child Involved: Parent/Guardian: _____ Address: _____ Telephone: _____ Email: _____	
Nature of Injury/Incident:	
Location of Incident:	
Description of Incident:	

Was the above information:	
<input type="checkbox"/>	Reported to you by someone else? If so, who: _____
OR	
<input type="checkbox"/>	Directly observed/witnessed by you?
Action(s) Taken: (Check all that apply.)	
<input type="checkbox"/>	Provided First Aid                      What/When _____
<input type="checkbox"/>	Call placed to 911                      By Whom _____
<input type="checkbox"/>	Taken to hospital                      By Whom _____
<input type="checkbox"/>	Notified Parent/Guardian              Who/When: _____
<input type="checkbox"/>	Notified Michelle Janzen (Safer Church Reporting Designate)      Who/When: _____
<input type="checkbox"/>	Notified Servant Leader              Who/When: _____
<input type="checkbox"/>	Notified Authorities                      Who/When: _____
<input type="checkbox"/>	Other    _____
Witnesses to Incident:	
Name: _____	
Address: _____	
Telephone: _____	
Email: _____	
Name: _____	
Address: _____	
Telephone: _____	
Email: _____	

Printed Name of Person Completing This Report:

\_\_\_\_\_

Position at the Organization:

\_\_\_\_\_

Address:

\_\_\_\_\_

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Church Official: \_\_\_\_\_ Date: \_\_\_\_\_

**WITNESS REPORT**

Name: _____	
Address: _____	
Telephone Numbers:	
Home: _____	Work: _____
Cell: _____	Email: _____
Date/Time of Incident:	

Fully Describe What You Observed:
-----------------------------------

Do you know of anyone else who may have witnessed the incident?

Name: \_\_\_\_\_

Address: \_\_\_\_\_

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

Printed Name of Witness: \_\_\_\_\_

Signature: \_\_\_\_\_

Date Signed: \_\_\_\_\_

### Communication Log

Date	Contact Name	Type of Communication	Reason for Communication	Signature and printed name of reporter

## **SAFER CHURCH POLICY IMPLEMENTATION REVIEW**

This is an implementation review form, not a policy review. The checklist is to be used in conjunction with the current Safer Church Policy. This policy review is to be completed by the Safer Church Committee in consultation with the appropriate members of the community.

### **Purpose and Definition**

Is the community aware of the purpose and intent of the Safer Church Policy?

Has training in the Safer Church Policy been offered this year?

Has the training been promoted as an important part of our community life?

Comment:

### **Policy and Procedures**

Were all adults who worked with children/youth Approved Adults? If not, why not? Who will take steps for ensuring that non-approved adults working with children/youth become approved?

Criteria to become an Approved Adult:

- 20 or older
- Attend GOW for 6 months
- Complete interview with Safer Church Member
- Complete an Approved Adult application
- Sign and comply with Ministry Statement
- Attend a congregation-authorized training session
- Complete a Winnipeg Criminal Record Check
- Complete a Manitoba Child/Adult Abuse Registry Check
- Applications and completed forms in locked box with Safer Church designate

Comment on any above:

### **Training and Renewal/Review of Approved Adult Applications**

List Approved Adults and training dates (Administrative Assistant should be able to provide this):

### **Adult Supervision for Children's Worship and Nursery**

Were systems/schedules in place to ensure that the following supervision requirements were met? Were there times when these requirements weren't met? When did this happen? What needs to be put in place to support people in being able to meet these requirements in the future?

- Have two Approved Adults in classroom
- Or one Approved Adult with open door/window
- Nursery attended by two Approved Adults?
- Rooms and closets locked if not in use during program?

Comments on above:

### **Youth Volunteers**

- Have we incorporated youth volunteers?
- If they are younger than 16, was an Approved Adult always present?
- Has any person 16 or older, placed in a position of trust, completed the Approved Adult process?

List youth that are Approved Adults (check with Administrative Assistant):

List youth volunteers (check with Administrative Assistant):

Comments on above:

### **Release of Care in Children's Worship Setting**

- Did the Children's Worship leader ensure that children were walked back from their classrooms?

### **Diapering and Bathroom Assistance**

- Were parents/guardians asked to assist their child in bathroom use?

### **Before and After Services**

- Were parents/guardians generally monitoring their children before and after services (particularly in the hallways and bathrooms)?
- If supervision was an issue, were steps taken to make parents/guardians aware of the potential risks (unknown people in the building)?

**Youth Mentoring Program:**

Did all new mentors meet the requirements to become a mentor and were they interviewed prior to becoming a mentor?

Were all mentors Approved Adults?

Did parents/guardians approve of all planned protégée/mentor activities or one-on-one meetings with the Youth Connector/?

Did parents/guardians informally check in with their children about how the mentorship relationship was going?

Did parents/guardians assume the primary responsibility for monitoring the protégée/mentor relationships?

Did the Youth Connector ensure that regular informal check-ins occurred with each protégée, mentor and parent(s)/guardian(s)?

Did the Youth Connector ensure that an annual formal check-in occurred with each protégée, mentor and parent(s)/guardian(s)?

Did the Youth Connector record the date that they completed the formal check-in the protégée on the “record” sheet at the front of their Safer Church file?

Did the Youth Connector organize annual or bi-annual meetings with mentors to discuss difficulties, brainstorm different ways to fulfil the purpose of mentorship, and to hear any concerns?

Did the Youth Connector provide protégées, mentors and parents with people who could be approached to discuss feelings of discomfort or concern?

If concerns were expressed about any component of the youth program were they followed up according to Safer Church protocols?

Was face-to-face the primary means of communication between protégées and mentors?

Was face-to-face the primary means of communication between youth and the Youth Connector?

Was training provided to mentors and parents/guardians on how to maintain healthy boundaries while using Social Media?

Were mentors mindful of the types of information they shared with protégées?  
Ensuring to not share information that may cause the protégée to feel stressed or concerned for their mentor's well-being?

Was the Youth Connector mindful of the types of information they shared with youth?  
Ensuring to not share information that may cause the youth to feel stressed or concerned for the Youth Connector's well-being?

### **Appropriate Touch**

Were there any cases of any "inappropriate touch" observed or reported?  
 If so, how was this addressed? Are there any future steps that need to be taken?

Comments on above:

### **Youth Information/General Consent Form**

Have completed youth information/general consent forms been received from each person participating in youth activities this year?  
 Have these forms been stored with the Youth Connector?  
 Have the forms of any youth leaving the youth program been transferred to the Safer Church lock box? (The transfer is the responsibility of the Youth Connector.)

### **Overnight Activities with Youth**

Were the appropriate number of Approved Adults present for any overnight trip?  
 Was the consent form (including any health issues and emergency contacts) reviewed and signed off by parents/guardians prior to each overnight trip?

Comments:

### **Transportation**

Was every effort taken to have two Approved Adults in the vehicle when transporting children/youth?  
 Failing the above, was every effort made to have one Approved Adult and two youth present?  
 Failing that, was consent obtained from the parent(s)/guardian(s), indicating that only one Approved Adult was present in the vehicle, and anticipated departure and arrival times?  
 Were all drivers 21 or older, with a valid drivers licence?  
 Have all drivers completed the "Volunteer Driver Agreement"?

Comments:

**Education About Safer Church Policy (Future)**

**Reporting Suspected Child/Youth Abuse**

- Has there been any abuse reported?
- If so, was Michelle Janzen or Safer Church Committee Chair notified within 24 hours?
- If so, was ANCR immediately contacted?
- If so, please list which parts of the reporting protocol were initiated:

If so, was a Servant leader immediately contacted?  
 Comments:

**GoW-CC Response to the Reporting of Suspected Child/Youth Abuse**

- Have all abuse allegations been followed up on?
- Have all abuse allegations been treated in strict confidence?
- Have all reporting steps been documented and stored? (i.e. phone calls, visits, written reports, etc.)
- Have all communications protected the dignity and privacy of all parties involved, both the abused and the person suspected of abuse?
- Are all reporting documents stored in the Safer Church locked box/filing cabinet?
- Were there any issues with Grain of Wheat cooperating with government authorities investigating the allegations?
- Was the suspected abuser immediately suspended from any of their responsibilities, as communicated by the chair of the personnel committee?
- Was the MCC Abuse Prevention and Response Coordinator consulted with in order to provide the most appropriate pastoral care options?

Comment:

**Providing community for known sexual offenders**

Was GOWC-C informed of known sexual offenders wanting to relate to the Community?

**Safer Church Committee (SCC)**

Insert Names

The committee shall consist of:

- \_\_\_\_\_ a Servant leader
- \_\_\_\_\_ a SS committee person
- \_\_\_\_\_ a Pastoral team representative
- \_\_\_\_\_ one member at large

**The SCC Job Description:**

Yes or No?

- Implemented and ensured that the Safer Church Policy (SCP) was followed.
- Reviewed SCP with the community once a year.
- Reviewed and revised SCP as needed, at least every two years.
- Provided training for all staff and Approved Adults regarding abuse.
- Maintained a list of Approved Adults.
- Monitored Approved Adults to ensure that policies were followed.
- Been accountable to the Decision Making Circle.
- Been kept apprised of investigations.
- Oversaw the support and accountability of any known sexual offenders attending GOW.
- Kept file of General permission slips up to date and accessible to those who need them.

Comments:

**The designated “application and clearance” member of the SCC has:**

Yes or No?

- Reviewed all applications for Approved Adults.
- Collected and Reviewed all completed clearances.
- Maintained all clearances.
- Completed and made available, upon request of an individual, their own Criminal Record and Child Abuse Registry checks.

Comments:

**The SCC Chair, appointed by Decision Making Group, has:**

Yes or No?

- Documented that required forms were received for all candidates.
- Had access to applications, but not clearances.
- Chaired committee meetings.
- Ensured that annual congregational-authorized training sessions were held.

Comments:

Date of completed Review:

Printed names and Signatures of persons completing the review:

**Safer Church Committee Members:**