

Child & Youth Protection Policy



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Metropolitan Bible Church – Child and Youth Protection Policy

OUR MISSION AND OUR COMMITMENT

At The MET it is our mission to “train ambassadors who will grow more like Christ and guide more to Christ in the nation’s capital and the nations of the world.” This mission begins with our commitment to our children and young people – the future of the church and utterly precious to God, who will carry His Word to the next generation. God tells us, concerning His words: “Impress them on your children. Talk about them when you sit at home and when you walk along the road, when you lie down and when you get up.” (Deut. 6:7)

Our Purpose in our children’s ministry is to glorify God. We will accomplish this as we partner with parents and families to raise children who know their ultimate joy. This joy will come by faithfully following Jesus in the power of the Holy Spirit wherever they will go.

The Metropolitan Bible Church is committed to providing excellent learning opportunities, led by godly, qualified staff, to support families in teaching our children and young people to love God and His Word and to help them, in every possible way, to become wholly devoted followers of the Lord Jesus Christ.

It is a devastating truth that there is an increasing prevalence of child molestation in society. Churches with thriving children’s programs have become targets for predators looking for easy access to children, since organizations such as the Boy Scouts and Big Brother began implementing very strict screening guidelines. Abuse of children is a sin that results in devastation to the life and development of the child, and to the family. It is also very damaging to the church body, if that is where the contact between predator and child is made. Because we are deeply concerned for the well-being of our children, the Metropolitan Bible Church has developed this Child and Youth Protection Program.

Objectives of the Child & Youth Protection Program

The objectives of the program are:

- a) To provide, first and foremost, a safe and secure environment for our children and youth where they can learn about God, and grow in relationship with Him.
- b) To protect our church, our church staff, and our church volunteer workers from potential allegations of misconduct, negligence, or child abuse
- c) To alert all workers to issues of potential risk and risk management

Mandate

In dependence on the Lord for wisdom and guidance, the Child & Youth Protection Policy has been adopted by the Board and Ministry Staff of the Metropolitan Bible Church. Every person of the church who ministers to children or youth through teaching, caring for or helping children, whether on a regular or on a part-time basis, is bound by the policies and guidelines contained in this document.

UNDERSTANDING THE NEED FOR CHILD & YOUTH PROTECTION

What Is Child Sexual Abuse?

Child sexual abuse includes any form of sexual contact or exploitation in which a minor is used for sexual stimulation of the perpetrator. The abuser may be an adult, an adolescent, or another child, provided that the child is four years older than the victim. Child sexual abuse may be violent or non-violent. All child abuse is an exploitation of a child's vulnerability and powerlessness in which the abuser is fully responsible for the actions.

Child sexual abuse includes behaviours that involve touching (fondling, penetration) and non-touching (verbal comments, pornography of any kind, obscene phone calls, and exhibitionism).

Child sexual abuse is criminal behaviour that involves children in sexual behaviour for which they are not physically, socially, spiritually or developmentally ready.

The latest retrospective research on the prevalence of child sexual abuse found that 27% of adult women and 16% of men claim to have experienced some form of child sexual victimization. Strangers account for less than 20% of the abusers. When a known assailant commits the abuse, half of the time it is a father or step-father, and the rest of the time it is a trusted adult who misuses his or her authority over children.

The Effects of Child Sexual Abuse

“The personal violation of child sexual abuse causes the victim to experience many losses...including the loss of childhood memories, loss of healthy social contact, loss of the opportunity to learn, loss of bodily integrity, loss of identity and self-esteem, loss of trust, loss of sexual maturity, and loss of self-determination. All of these personal violations mean that victims of child sexual abuse lose the child's right to a normal childhood. In adulthood it may also mean the loss of the capacity to appreciate sexual intimacy as nurturing, holy and loving.”

(The Report of the Winter Commission, 1990, Vol.1, p.118)

Child sexual abuse robs children of their childhood and can potentially scar its young victims for life. Too often in the past, the effects of abuse were minimized or dismissed. Children were viewed as being resilient. Recent research has shown that children can suffer significant pain from even one abusive incident. The degree of damage depends upon several factors including the intensity, duration, and frequency of the abuse. In addition, the relationship of the perpetrator to the child is important. If the abuser is a known and trusted authority figure in the child's life, the degree of impact increases dramatically.

“An additional burden for the parishioner is a sense of being betrayed by God and the Church. This betrayal...represents a major obstacle to the individual's personal faith. The damage to one's spiritual life done by this experience is often profound and long term.”
(M.M.Fortune, Sexual Violence; The Unmentionable Sin, p. 107)

The Profile of a Child Molester

Who is the typical child molester? Many people fear “stranger danger.” This stereotype is not only inaccurate, but dangerously contributes to a false sense of security.

Researchers in the field of child abuse currently indicate that no one profile fits the various perpetrators of abuse. Church leaders could become preoccupied screening stereotypes, never suspecting the real molester could be an adult or teen who is active in the church.

Consider the following:

- ◆ The abuser is usually someone known to the victim.
- ◆ Most abuse takes place within the context of an ongoing relationship.
- ◆ The large majority of child abusers are men.
- ◆ Twenty percent of sex offenders begin their activity before the age of eighteen.
- ◆ Child abusers often are married and have children.

Why Children In Churches Are Susceptible

Churches have unique features that can make them susceptible to incidents of child molestation:

- ◆ **Trust:** Churches tend to be trusting institutions. Even when questions are raised about a worker’s conduct, evidence may be overlooked.
- ◆ **Lack of Screening:** Some churches do little or nothing to screen child and youth workers.
- ◆ **Opportunity:** Churches may provide ample opportunities for unsupervised close personal contact between adults and children. This risk increases dramatically for overnight activities.
- ◆ **Access:** Child molesters are attracted to an institution in which they have immediate access to potential victims in an atmosphere of trust.
- ◆ **Need:** Churches frequently struggle to recruit adequate workers for child and youth programs. Turnover of workers may be high. A willing volunteer is a welcome relief.

The Church and the Law: Hiring and Supervision

Most of the lawsuits filed against churches for acts of child molestation have alleged that the church was legally accountable either on the basis of negligent hiring or negligent supervision. The term “negligence” generally refers to conduct that creates an unreasonable risk of foreseeable harm to others. It implies carelessness, heedlessness, inattention, or inadvertence. Negligent hiring simply means that the church failed to act responsibly and with due care in the selection of workers, both volunteer and staff, for the positions involving the supervision or custody of children and youth. A church may exercise sufficient care in the hiring of an individual, but still be legally accountable for acts of abuse on the basis of negligent supervision. Negligent supervision means that a church did not exercise sufficient care in supervising a worker.

The Metropolitan Bible Church cannot, in a practical sense or in a legal sense, “guarantee” the safety and well being of children. The Pastor of Family and Children’s Ministries, the Pastor and Assistant Pastor of Student Ministries, and all child/youth ministry leaders and workers partner with our parents to reinforce that they the parents have primary responsibility for the protection of their children; this is true in the church context as well. In particular, parents must be reminded that The MET cannot help protect children who attend non-church sanctioned events – even those that are organized by someone in child or youth ministry at The MET. Parents must be challenged to be diligent in exercising due care before leaving their children with anyone.

Similarly, The MET is not absolutely liable for every injury that occurs on our premises or in the course of our activities. Generally, we are responsible only for those injuries that result from our negligence. Victims of abuse who have sued a church often allege that the church was negligent in not adequately screening applicants or for not providing adequate supervision.

The Board of the Metropolitan Bible Church will assume the responsibility of conducting an annual needs assessment for Child and Youth Protection.

Consider the possibility of an incident of abuse occurring at the Metropolitan Bible Church, and that a ministry leader is asked to testify during the trial. The victim’s lawyer asks, “What did you or The MET staff or volunteers do to prevent this tragedy from occurring – what procedures did you utilize to check the molester’s background and supervise his work with children?” If the ministry leader’s answer is insufficient, liability may follow.

The Danger of False Allegation

In addition to protecting children against inappropriate behaviour, the guidelines of this Program are adopted to protect our ministry staff and child and youth ministry workers from false accusations. The primary method of protecting workers is the implementation of the “two adult rule” which requires that no adult meet with a child or youth without the presence of another unrelated adult.

WHAT CAN OUR CHURCH DO TO REDUCE THE RISK?

A Fourfold Strategy

I. The Selection and Screening of Child / Youth Ministry Workers

a) Overview

An effective screening process must include both staff and volunteers and must take into account the tension that exists between ethical and legal demands and practical realities. Asking sensitive questions of those who are giving their time and gifts in the Lord's service can seem distasteful. No one wants to offend potential workers, especially those with a long history of fruitful service. But these concerns have no value to a child who has been hurt or in a court of law. Leaders must effectively communicate to the congregation the need and the goal of producing a safe environment for our children, our workers and the work of the Lord at The MET.

b) "Open Door" Policy

The MET Children's Ministry practices an Open Door policy for parents in order that they may attend functions or classes along with their children. This builds confidence and trust in our church and our ministries. In order to attend a class or activity with their children, parents do not have to go through the screening process. However, unscreened parents will not function as teachers or leaders, they will not be left alone with children, and they will not be permitted on overnight activities.

c) Definition of a Child / Youth Ministry Worker

A child / youth ministry worker is one who has ongoing responsibility in child/youth ministry for children aged newborn until their 18th birthday.

* A person who occasionally takes part in a child / youth ministry activity at the invitation of the child/youth ministry leader shall be restricted in their interaction with children and youth unless they have been through the screening process described in this document.

d) Application for Ministry with Minors:

i) Completion of the Application Form

All prospective child / youth ministry workers will be required to complete a **Volunteer Application** to work in any ministry that involves direct access to children or youth. Included in the application will be authorization to contact character references and a signature indicating that the applicant has read the entire Child & Youth Protection program. The individual is also required to submit a **Form 306: Police Check for Work with the Vulnerable Sector**.

A person may apply to work in child or youth ministry after attending the Metropolitan Bible Church for a minimum of six months, or after transferring in from another church

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with all appropriate documentation complete.

ii) Evaluation of the Application:

Applications will be evaluated by the Pastor of Family and Children's Ministries, the Pastor and Assistant Pastor of Student Ministries, and where the application is for a "sponsor" or leadership position, the applicant's name and profile will be vetted by the weekly "Staff meeting" as coordinated by the Executive Director of Operations. In addition to the criteria discussed and disclosed during the screening process, potential teachers and sponsors will be evaluated according to standards set forth in The MET document, *Description of a Trained Ambassador (Appendix 1)*.

iii) References:

Two references are requested in the application including reference(s) from previous churches or organizations that work with children where the applicant was an employee or volunteer. References will always be contacted, via email. Applicant is required to provide current email contact for each of their references.

iv) Form 306: Police Records Check:

A Form 306: Police Check for Work with the Vulnerable Sector will be submitted by the applicant to the Ottawa Police. An applicant with a criminal abuse violation against anyone of any age, even if prior to salvation, will not be accepted in child / youth ministry. In such cases, the applicant will be reminded that there may be other ministry opportunities he or she can pursue at The MET.

v) Personal Interview:

A personal interview may be conducted for applicants by a Pastor, the Executive Director of Operations, or by the Executive Leadership Assistant. Should notes from an interview be made they will be kept with the applicant's application.

vi) Records Maintenance:

Once completed, all related records, including the signed and dated application, the reference response forms, the criminal reference checks and the interview notes are CONFIDENTIAL and will be handled accordingly. They will be stored in a locked filing cabinet on the church site, accessible only to Pastors and the Executive Director of Operations and the Executive Leadership Assistant.

vii) Reports on Worker Screening:

A report of all screened and approved child and youth workers will be provided to the Board quarterly, by the Executive Director of Operations. Ministry leaders will provide to the Executive Leadership Assistant, on the first of each month from September to June, a list of child and youth workers who are working in their ministry so we can make sure all their paperwork is in order. The Executive Leadership Assistant will inform Ministry leaders of any discrepancies or short falls. The Executive Leadership Assistant will add this information to the database and produce this updated status report for the Board as requested.

2. The Training of Staff and Workers Ministering With Minors

Overview

A comprehensive educational strategy is the foundation of The MET's prevention policy. Instruction must be *intentional*, sharing goals and rationale, *systematic*, targeting the whole congregation but with special attention to leaders and workers, and *sustained*, included as part of the church's annual curriculum.

Training Process

All new nursery, child, and youth workers are required to attend a training session at the church or complete the Child and Youth Protection training and questionnaire. Topics addressed in this course will include the definition of child sexual abuse, behaviours that constitute sexual abuse, the damaging effect it has upon its victim, reasons for The MET's Child and Youth Protection Policy, an explanation of the worker's screening process, policies and procedures for worker supervision, and policies and procedures for the reporting of inappropriate conduct. We will also discuss how to implement the heart of this safety program and the importance of protecting our children from a scriptural perspective.

Recommitment Process

A leader of any of our ministries can request a Child & Youth Worker's Recommitment Form to be filled out at any time. Every two years of serving you may be expected to review the Child & Youth Protection Package or attend our live training session on Child & Youth Protection. A follow-up police record check may be requested at any time by the Pastors and/or Board (but is **required** every five years). Pastoral staff, ministry directors and coordinators for the child and youth ministries will be required to participate in leadership training as part of the program, to prepare them for their leadership role. The training will address the same topics as the worker training, with the addition of their specific leadership responsibilities for the program implementation.

Implementation

The Pastor of Family and Children's Ministries, the Pastor and Assistant Pastor of Student Ministries will have responsibility for implementing this Program. The Executive Leadership Assistant will screen all documentation, secure police checks, maintain confidential records and prepare statistical reports on the screening activity. The Executive Leadership Assistant will maintain confidentiality of all screening documentation. Each Pastor will give to the Executive Leadership Assistant:

- a) a list with each person who participated in the training or recommitment process, and the nature of their participation, and
- b) original copies of the screened applications and references of approved workers.

Proof of Compliance

Upon receiving all screened applications and references of approved workers, the Executive Leadership Assistant, under the direction of the Executive Director of Operations will:

- a) ensure all documentation is complete;
- b) secure all documents in a locked file and have compliance data inputted into the database;
- c) produce reports on compliance as requested to the Board or Pastors.

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3. The Supervision of Staff and Workers Ministering With Minors

a) Scheduling of Ministry Activities and Programs

All activities and programs, including those not regularly scheduled, must be approved by the Pastor of the ministry.

b) A Team Approach – The Two Adult Rule

At least two non-related adults, will be present at all times supervising any child or youth ministry activity or program, on or off the church property. Where a class or small group normally would have two adults supervising, and one is absent, the Pastor will maintain intentional supervision of the classes/small groups through merging classes or groups, assigning a replacement adult, or as a minimum, maintaining an intentional supervision through a patrol of the premises and activities. The only exception to this rule is set forth in 3 (e) below.

c) Adequate Personnel

An adequate number of adults will supervise all activities and programs involving minors. Supervision will be maintained before and after all events until all children or youth are returned to the care of their parent or legal guardian.

Age Group	Suggested Worker / Child ratio
* Early Childhood Ages 0 -2 years Ages 3 - 6 years	1:3 1:5
* Older Children & Youth	1:8 * there will be a minimum of 2 workers at all times in <u>all</u> child & youth activities and programs.

d) Worker / Child Interaction Guidelines

All workers are expected to set an example to children, youth and families of transparent godliness and purity, respect for children and youth entrusted to their care, and the modeling of careful compliance to guidelines provided.

In order to be above reproach, staff and volunteers will refrain from the following behaviour with children and youth: verbal abuse, physical discipline, inappropriate touching such as extended hugging, kissing, or inappropriately sitting a child on the lap, being alone with a child, and other activities that might reasonably be brought into question.

e) Parental Permission

Written consent must be provided on the Activity Permission Form (Appendix 2, available through the church office) from the parent or legal guardian of each

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child for all activities and programs away from the church.

In the situation where an adult has a legitimate reason to be alone with a young person less than 18 years of age, the church staff or volunteer worker must obtain the consent of the parent or guardian before going out alone with the young person, or spending time with him or her in an unsupervised setting. The parent will be given full details regarding location, times of pick-up and drop-off and the purpose of the meeting. This consent must be documented in a log maintained by the leader. The meeting must in a public place.

f) Inappropriate Conduct or Questionable Behaviour

Inappropriate conduct or questionable behaviour (child to child, child to adult, adult to child or adult to adult) *must be confronted and reported* in accordance with the provisions under the heading “Section 4: Response and Reporting.”

All church employees and volunteers workers must provide feedback to one another and warn each other concerning any questionable behaviour. Inappropriate conduct often precedes acts of child molestation.

g) Windows on Classroom Doors and Pastors’ Offices

Windows will be installed on the doors of all classrooms used by minors and on all pastors’ offices.

h) Worker Identification

All children’s ministry workers will be provided with and will wear during regular ministry activities a MET Children’s Ministry Worker nametag that has been approved by the pastor of the ministry.

i) Classroom Check-In / Check-Out Safety Procedures

Ministries for Children Up to Age 5

* An accurate sign-in / check-in (and sign-out / check-out) procedure will be maintained weekly for each child, teacher and worker. These records will be retained in a permanent file.

* Parents or a mature sibling (at least 12 years of age) will be responsible for bringing the child to the room and staying until the sign-in or check-in is completed.

* The child (up to age 5) will only be released to the care of a custodial parent or known, mature sibling unless clear written instructions have been given ahead of time to the teacher in charge.

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All Minors

* In the case of divorced or separated parents, the workers will have available to them in the classroom the name and photo of any parent or relative who is not allowed legal access to the child.

j) Record Keeping

The names, addresses and telephone numbers of children and youth will be carefully maintained. As new children or youth visit, their information will be added to ministry records, and used in accordance to our information act policy. Teacher/worker assignments are prepared quarterly by the pastor of the ministry. The schedules will be updated as changes are made. The schedules are to be stored in a permanent file at the end of the session.

k) Restroom Assistance & Monitoring

General Guidelines

Security, along with the help and continual vigilance of ministry workers, will be responsible to monitor the hallways and access to restrooms at frequent intervals on Sunday mornings.

It is recommended that women assist children in restroom breaks. A male worker will never assist a female child. Children should be given as much privacy as possible. Enter a restroom stall only when it is absolutely necessary to assist a child.

Early Childhood (2-5 year olds)

Remain outside the restroom stall unless the child asks for assistance. If you enter, the stall door must remain open.

Childhood (Primary & Juniors)

There will be adult supervision in hallways but they normally remain outside of the restroom and only enter in an emergency.

If there is a behavioural problem, a worker will get another adult to enter the restroom with him/her.

l) Transportation

Church staff or volunteers who help transport children and youth, other than their own, to and from church activities must follow these guidelines:

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* Parents will be encouraged to be responsible for the transportation of their own children and youth for regular activities.

* Drivers must have a valid licence and insurance.

* The number of persons in a vehicle should not exceed the number of seat belts and the driver is expected to drive in a responsible manner.

* Whenever possible, the driver should have another adult in the vehicle. If not, when dropping off children and youth, the driver will drop off passengers of the opposite sex first whenever possible. If this is not reasonable because of the availability of drivers and geography, the driver will contact parents or the pastor before departing to receive their permission.

m) Special Events Away From the Church Facility

Teachers and youth sponsors may wish to hold special activities in their homes or plan social activities or service projects away from the church. In addition to the requirements of 3. e), the following guidelines will apply:

* Activities conducted away from The MET's normally-used facilities must be pre-approved by the Lead Pastor, Executive Director, or Associate Pastor.

* There should be a ratio of at least 1 leader per 8 children or youth and no less than 2 adults in total.

* There must be a same-gender leader present for each gender represented in the activity.

* All supervising adults (leaders, chaperones, sponsors) must be approved workers.

n) Overnight Activities

Special care will be given to the planning of overnight activities. Rules and expectations for behaviour will be clearly communicated to all participants prior to the beginning of the activity.

In addition to the above guidelines (section m):

* **ALL** overnight activities must be pre-approved by the Lead Pastor, Executive Director, or Associate Pastor upon a recommendation of the pastor overseeing the ministry.

* A parent/guardian-signed Activity Permission Form (Appendix 2) **MUST** be on file before a child or youth is included in the outing. Absolutely no exceptions will be allowed.

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* Anyone in the same home as a sleep over is to be Child and Youth worker approved or under the direct supervision of someone who is.

4. Response To Allegations and Reporting Obligations

Pastors, church staff and volunteers must recognize that they are:

1. *morally* required to report incidents of inappropriate conduct, questionable behaviour or child abuse (including physical or emotional harm, sexual molestation or sexual exploitation, or the risk that the same is likely to occur) between an adult and a child under the age of 18. This report should be made *in writing and signed by the reporter* (see Appendix 4) and delivered to the Executive Director of Operations; and
2. *legally* required to report incidents of physical or emotional harm, sexual molestation or sexual exploitation, or the risk that the same is likely to occur with respect to a child under the age of 18. This report must be made to the *Children's Aid Society* (see Appendix 3). This requirement should not be viewed as governmental meddling in church affairs, but rather as a way to help combat this destructive sin.

Suspected incidents of these kinds should never be thought of as an internal matter. Such an attitude helps perpetuate abuse and could lead to civil and criminal liability on the part of those who failed to make the report and on the part of The MET.

Forthwith upon receiving the report described in section 4(1), the Executive Director of Operations shall copy the report to: (i) the Board Chairman (or other executive officer of the Board if the Chairman is not accessible); (ii) the Lead Pastor, and (iii) the Pastor and Assistant Pastor of Student Ministries, or the Pastor of Family and Children's Ministries, as applicable, provided the allegation is not being made against such pastor.

The Lead Pastor and the said Board member will appoint a pastor (the "Pastor") to investigate the allegation having regard to the following procedural rules:

- (a) As soon as reasonably practicable after a written allegation is made, the Pastor will contact: (i) the person making the report of the incident with a view to fully understanding what the person observed or heard; (ii) the parents or guardian of the child; (iii) the Ottawa Police (613-230-6211) if the matter involves the potential abuse of a child; and (iv) the Children's Aid Society if the matter involves the potential abuse of a child.
- (b) The Pastor will not confront or notify the accused concerning the allegation until the safety of the child or young person is secured.
- (c) The Pastor shall notify the accused that an allegation has been made against him (but shall NOT provide specific particulars of the allegation). The Pastor will advise the accused that he or she is being placed on indefinite leave from any positions he or she may have in the child and youth ministries programs – not because any conclusion has been made that the accused has done anything wrong – but so as to permit an investigation to be completed and the allegations cleared or substantiated. The Pastor will explain to the accused that this is being done to protect the accused, the integrity of our

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children and youth programs, and the church as a whole. The Pastor will explain that no finding has been made that the accused has done anything wrong and that an investigation will be commenced immediately and, that upon the commencement of the investigation, the accused will be given notice of the nature of the allegation made against him or her.

- (d) The Pastor shall ensure that the accused does not participate in any further child or youth programming unless and until the investigation has been completed and the Lead Pastor and the Board have given their consent to the accused's reinstatement.
- (e) The Pastor shall investigate the allegation with the person(s) who made the allegations, the victim and the victim's family to find out the nature of the allegations. The Pastor should take the allegation seriously and reach out to the victim and the victim's family, but take care not to make any statements that indicate the blameworthiness of any particular accused or that commit The MET to any action other than to complete its investigation of the incident.
- (f) The Pastor will take no action with respect to the accused without ensuring that such action complies with instructions given by the Police and/or the Church's legal counsel. In any necessary interactions with the accused, the Pastor shall treat the accused with dignity and appropriate measures of support.
- (g) Within FIVE days of the receipt of the initial report containing allegations, the Pastor will complete an Incident Report (Appendix 4), documenting in writing all his efforts at handling an incident or allegation, and return copies thereof to the Executive Director of Operations and the chairman of the Board.
- (h) The Pastor will arrange for a meeting between the Chairman of the Board, the Pastor and the church's legal counsel to discuss the outcome of the Pastor's initial investigation. Thereafter church's legal counsel will then liase with the police.
- (i) The Pastor shall present the findings of his investigation to the Board as soon as reasonably possible. The church's legal counsel shall be in attendance at that meeting. The Board shall determine what other steps, if necessary, are required to complete the final investigation.
- (j) Upon the completion of the final investigation, the Board shall determine what action, if any, should be taken against the accused (or any other person). If the Board desires to take action against any person who is not a member of the church, the Board shall confer with The MET's legal counsel prior to implementing such action. Generally, an adult worker's services should be terminated immediately for a single violation of sufficient gravity, or for a repeated violation after a warning for a less serious violation.

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- (k) If necessary, the Board shall designate a spokesman who will use the text of a prepared statement, cleared by the church's legal counsel, to answer the press and convey news, being careful to safeguard the privacy and confidentiality of all parties.

APPENDIX 1

DESCRIPTION OF A TRAINED AMBASSADOR

A Discipled Christian will be...

1. INTIMATE WITH GOD: a passionate love relationship with God.
This is evidenced by...
 - Trusting in Christ for Salvation - believing and receiving (John 1:12; Eph. 2: 8,9; Rom. 10:9,10)
 - Knowing God - His attributes and His will. (Phil. 3:10; Psa. 139:23,24; Joshua 1:8)
 - Worshipping God - corporately in the local church and personally in consistent and meaningful Bible study and prayer. (Heb. 10:25; Psa. 95:6; John 4:23,24)

2. GROUNDED IN SCRIPTURE: A clear recognition of the Bible's authority.
This is evidenced by...
 - Studying the Scriptures - learning inductive Bible study skills and Bible doctrine. (2 Tim. 2:15; Acts 17:11)
 - Thinking with a Biblical worldview (2 Tim. 3:16; Psa. 1:2; 1 Cor. 1:17-25)
 - Applying Biblical truth through meditation, memorization and submission. (Psa. 119:11,15; Joshua 1:8, 24:15)

3. CHRIST-LIKE IN CHARACTER: an inner-life and lifestyle marked by personal holiness, integrity and spiritual graces.
This is evidenced by...
 - Abiding in Christ - remaining relationally connected to Jesus Christ as the enabling source. (John 15:1-5; 17:26)
 - Dying to self - increasing subjugation of all personal choices and desires to the will and pleasure of God. (John 12:24-26; Matt. 16:24,25; Rom. 12:1,2)
 - Following Christ - emulating His character traits and practicing His manner of life. (1 John 2:6; John 13:14-17; 34, 35; Eph. 5:1,2)

4. EMPOWERED BY THE HOLY SPIRIT: a spiritual posture of continual dependence on the Spirit to enable godly attitudes, actions and achievements.
This is evidenced by...
 - Being filled with the Spirit - asking God daily for the in-filling of His presence, power and word. (Eph. 5:18; John 17:26)
 - Living by the Spirit - walking step-by-step in reliance upon and energized by the Spirit. (Gal. 5:16, 25; Eph. 6:10-18)
 - Evidencing the fruit of the Spirit - displaying godly characteristics resulting from the Spirit-led life. (Gal. 5:22,23; 1 Cor. 13:4-8)

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5. **EXEMPLARY IN ROLES & RELATIONSHIPS:** a commitment to Biblically informed healthy relationships in each aspect of life.
This is evidenced by...
 - Conforming to God's expectations of the believer's role and conduct in family, church, workplace, community and society. (Eph. 5,6; 2 Cor. 6:14)
 - Relating to family, church and community in a way that is Biblically oriented. (Rom. 13:8-10; 1 Cor. 13; 1 Peter 2:14-17)
 - Networking with other believers to fulfill the work of the Body of Christ. (Eph. 4:1-16)
 - Managing of the time, talents and treasure entrusted to us by God. (Eph. 5:16; 1 Cor. 7:29; 1 Peter 4:19; Malachi 3:10-12)
 - Participating in a small group for the purpose of instruction, edification and accountability. (Hebrews 10:24,25; Acts 2:42-47)

6. **ACTIVE IN SERVICE:** a pattern of fruitful ministry for Christ using God-given gifts and abilities.
This is evidenced by...
 - Identifying one's spiritual gifts. (Rom. 12:4-8; 1 Cor. 12:1, 4-11)
 - Exercising God-given gifts and abilities for the building up of the church. (Eph. 4:11-13; 1 Cor. 12:27-31)
 - Modeling Christ-like servant leadership. (Acts 20:18-24, 28, 35)
 - Growing through the development of potential gifts and abilities. (2 Tim. 1:6; 2:2)

7. **INVOLVED IN OUTREACH:** a personal participation in connecting lost people to Jesus Christ both locally and globally.
This is evidenced by...
 - Seeing the spiritual needs and opportunities all around. (John 4:35)
 - Engaging in a purposeful connection with non-believers. (Col. 4:5; Acts 1:8; Phil. 1:6)
 - Witnessing with competence and confidence. (1 Peter 3:15; Col. 4:2)
 - Expending time, energy and finances toward global outreach. (Acts 1:8; Matt. 28:18-20)

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APPENDIX 2

ACTIVITY PERMISSION FORM

For Participants Who are Minors

Activity Information (Dates, Location, Nature of Activity, etc., hereinafter called "the Activity")
(To be completed by supervising Pastor for each event)

Specific Risks Associated with the Activity

Participant(s) Information (To be completed by parent or authorized guardian)

Name of Minor(s)
Name of Parent or guardian
Address

Telephone (H) (C)

Medical Information (To be completed by participant or authorized guardian)

Allergies Last tetanus shot
Health Card No. Physician Tel.
Activity Restrictions (if any)

Emergency contacts: Primary
Backup

Safety

The Metropolitan Bible Church Ministry Corporation (hereinafter called "The MET"), through its staff and volunteers, will take all reasonable efforts to conduct activities safely. In the event of an accident or injury, you are requested to complete a detailed incident report through the supervising pastor or church representative as soon as possible.

Participation Commitment

I will convey to my child(ren) the requirement to comply with all rules and instructions provided by the supervisor of the activity. I recognize my obligation to pick up my child(ren) promptly upon completion of the activity.
Signature of parent/guardian Date
I have read and understood the commitment to comply with all rules and instructions provided for this activity.
Signature of participant Date

Acknowledgement of Risk

I have full knowledge of the risks associated with the Activity including but not limited to those identified above, including those risks associated with the use of The MET's facilities or equipment.

BY SIGNING THIS AGREEMENT I AFFIRM THAT:

- (1) I have had sufficient opportunity to read, and have read, this entire document;
(2) I have attained the age of majority in the province in which I reside;
(3) I understand and agree to be bound by its terms; and
(4) I give my permission for my child(ren) listed above to participate in the Activity.

Date:
Parent or Guardian signature:
Name of parent/guardian (printed)
Address:
Witness Signature:
Witness Name (printed):

REPORTING CHILD ABUSE and NEGLECT

Provincial Regulations: Ministry of Community, Family and Children’s Services

DUTY TO REPORT CHILD IN NEED OF PROTECTION

Child and Family Services Act s.72(1)

72. (1) Despite the provisions of any other Act, if a person, including a person who performs professional or official duties with respect to children, has reasonable grounds to suspect one of the following, the person shall forthwith report the suspicion and the information on which it is based to a society:

1. The child has suffered physical harm, inflicted by the person having charge of the child or caused by or resulting from that person's,
 - i. failure to adequately care for, provide for, supervise or protect the child, or
 - ii. pattern of neglect in caring for, providing for, supervising or protecting the child.
2. There is a risk that the child is likely to suffer physical harm inflicted by the person having charge of the child or caused by or resulting from that person's,
 - i. failure to adequately care for, provide for, supervise or protect the child, or
 - ii. pattern of neglect in caring for, providing for, supervising or protecting the child.
3. The child has been sexually molested or sexually exploited, by the person having charge of the child or by another person where the person having charge of the child knows or should know of the possibility of sexual molestation or sexual exploitation and fails to protect the child.
4. There is a risk that the child is likely to be sexually molested or sexually exploited as described in paragraph 3.
5. The child requires medical treatment to cure, prevent or alleviate physical harm or suffering and the child's parent or the person having charge of the child does not provide, or refuses or is unavailable or unable to consent to, the treatment.
6. The child has suffered emotional harm, demonstrated by serious,
 - i. anxiety,
 - ii. depression,
 - iii. withdrawal,
 - iv. self-destructive or aggressive behaviour, or
 - v. delayed development,and there are reasonable grounds to believe that the emotional harm suffered by the child results from the actions, failure to act or pattern of neglect on the part of the child's parent or the person having charge of the child.

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7. The child has suffered emotional harm of the kind described in subparagraph i, ii, iii, iv or v of paragraph 6 and the child's parent or the person having charge of the child does not provide, or refuses or is unavailable or unable to consent to, services or treatment to remedy or alleviate the harm.

8. There is a risk that the child is likely to suffer emotional harm of the kind described in subparagraph i, ii, iii, iv or v of paragraph 6 resulting from the actions, failure to act or pattern of neglect on the part of the child's parent or the person having charge of the child.

9. There is a risk that the child is likely to suffer emotional harm of the kind described in subparagraph i, ii, iii, iv or v of paragraph 6 and that the child's parent or the person having charge of the child does not provide, or refuses or is unavailable or unable to consent to, services or treatment to prevent the harm.

10. The child suffers from a mental, emotional or developmental condition that, if not remedied, could seriously impair the child's development and the child's parent or the person having charge of the child does not provide, or refuses or is unavailable or unable to consent to, treatment to remedy or alleviate the condition.

11. The child has been abandoned, the child's parent has died or is unavailable to exercise his or her custodial rights over the child and has not made adequate provision for the child's care and custody, or the child is in a residential placement and the parent refuses or is unable or unwilling to resume the child's care and custody.

12. The child is less than 12 years old and has killed or seriously injured another person or caused serious damage to another person's property, services or treatment are necessary to prevent a recurrence and the child's parent or the person having charge of the child does not provide, or refuses or is unavailable or unable to consent to, those services or treatment.

13. The child is less than 12 years old and has on more than one occasion injured another person or caused loss or damage to another person's property, with the encouragement of the person having charge of the child or because of that person's failure or inability to supervise the child adequately.

Ongoing duty to report

(2) A person who has additional reasonable grounds to suspect one of the matters set out in subsection (1) shall make a further report under subsection (1) even if he or she has made previous reports with respect to the same child.

Person must report directly

(3) A person who has a duty to report a matter under subsection (1) or (2) shall make the report directly to the society and shall not rely on any other person to report on his or her behalf. 1999, c. 2, s. 22 (1).

See Appendix 4 for reporting form and instruction

APPENDIX 4

INCIDENT REPORT FORM – Child & Youth Ministry

This form is to be used for collecting information if there is an allegation or observation of inappropriate conduct, questionable behaviour or child abuse (including sexual abuse).

Child's name: _____

Date of Report: _____ Location of Incident: _____

Date & Time of Incident: _____

Person Making Report: _____

Names of Adults and Children Present:

Specific Description of the Incident *(to be completed by the person making the report)*:

_____ *(continued on reverse, if necessary)*

Action Taken:

Results of Action:

Reporter's signature

Date

Executive Director of Operations
Signature

Date

(over)

