

Maranatha Christian Reformed Church
Woodstock, Ontario

Safe Church Policy

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Introduction

Most assume a church is a safe environment, and that screening of church employees and volunteers is unnecessary. Excuses are used like “everybody knows me”, or “we know our people, they would never do anything like that”, but the reality is that these are just not true. A fundamental responsibility of a church is proper care and stewardship of all its resources, especially its people.

At Maranatha CRC Woodstock we believe every person is a child of God who has value and worth. We desire that every person who walks through our doors finds a safe and welcoming community. Therefore we strive to ensure there are safeguards in place to minimize the risk of abuse or being accused of abuse. This policy exists to meet that goal and is applicable to all Maranatha Church groups, both on and off the premises.

Children, youth and vulnerable persons are potential targets for abuse from those in a position of power and trust, and it is important that we recognize that these conditions exist within the context of churches and other Christian organizations. As a church, we declare zero tolerance for abuse, harassment or neglect.

We also recognize that good risk management practices, including our safe church policy, do not detract from our ministry but rather help to promote and advance our ministry by:

1. Providing a safe and secure environment that protects all of those who are in our care.
2. Protecting our staff and volunteer ministry workers from unfounded allegations of abuse.
3. Providing a positive testimony to our community by adhering to standards that meet or exceed society’s requirements.
4. Protecting our church from undue legal risk and liability.

General Guidelines for Children, Youth and Vulnerable Persons

1. For clarification: a **child** is anyone under 12 years of age, a **youth** is anyone from age 12 to 17, and an **adult** is anyone 18 years of age and older. A **vulnerable person** is any person who, by reason of age (infant, child, youth, minor) or disability, is in a position of dependence with respect to a volunteer or church leader.
2. There will be mindfulness by those in authority toward making everyone in our care comfortable, e.g. where there is a difference in gender and size. We will monitor and adapt our attitude, speech, volume, gestures, and expressions to respect these differences.
3. A team approach is preferred in our ministries, but not always feasible. It is suggested that two qualified (screened) adults involved in programs must be present. There is a designated qualified monitor/usher circulating periodically for surveillance, to provide assistance where needed, and to help protect against false allegations. A husband and wife or members of an immediate family should not serve alone in the same nursery or classroom at the same time.
4. No child, youth or vulnerable person should be instructed, supervised, or met with in an isolated area.
5. Program leaders should obtain a completed Program Activity form (online), signed by a parent/guardian, with information on each child including any allergies, medical concerns the leader must be aware of, permission to join in weekly activities, and contact names and phone numbers in case of an emergency. This form is to be completed annually.
6. Attendance sheets must be completed at the beginning of each class/program and must include all teacher/leader/mentor names, assistant names, students and guests' names, and dates of the classes/programs. These will be turned in to the Safe Church Committee at the end of the ministry year for our records. These are kept as a record in case allegations of abuse should ever be brought forward.
7. The parent/guardian must be notified as soon as possible of anyone requiring medical attention. An incident report must be fully completed, will be received by the Safe Church Committee, and will be kept on file.
8. Program activities that take place away from the church facility, out of town or overnight, should be conducted in compliance with the Safe Church Policy. The parent/guardian must give written consent for the minor to participate in these activities. These functions require the approval of the program leader.
9. Ministry leaders must make sure the church doors are locked once the program starts. This will prevent unwanted individuals from entering the church.
10. A copy of this Safe Church Policy is available in the work/photocopy room and is available on the church website.

Transportation Guidelines

1. The minimum age to transport children, youth or vulnerable persons is 21 years old with a valid driver's license, proper insurance, and a safe vehicle.
2. When transporting a youth to and from activities or home, a leader may drive the youth if the following conditions are met:
 - a. The parent(s)/guardians are aware the event is occurring and have given permission.
 - b. Whenever possible, youth should not sit in the front seat of the vehicle.
 - c. There should always be at least 3 people in the vehicle: 2 adults and one youth or 1 adult and 2 youth.
3. When a youth must be transported but the leader is unwilling or unable to do so, see the sections **Taxi Ride Program** (Appendix 7) and **Taxi Ride** (Form 4) which take effect.

Screening, Compliance and Training

Volunteer and Paid Staff Screening and Training

We are committed to ensuring that all those who provide leadership in our church ministries have no record of abuse. All volunteers 18 years and older and paid staff serving in ministry to children, youth or vulnerable persons will submit to the screening process, will follow this Safe Church Policy as it relates to their positions, and will not serve **unattended** in these ministries until approved. Anyone may withdraw from this process without prejudice. Those with a conviction of child abuse will be denied a paid staff or volunteer position working with children, youth or vulnerable persons. All volunteers must be approved by church council, and council reserves the right to reject any volunteer for any reason. Since the process may take several months, it is recommended that the process be initiated as soon as possible before the scheduled commencement of duties.

Compliance Requirements

1. All volunteers should be regular attendees of Maranatha CRC for a minimum of 6 months prior to the scheduled commencement date of any duties that involve the care or supervision of children, youth, or vulnerable persons.
2. Anyone who has not been a regular attendee of Maranatha CRC or has attended less than 6 months may assist in a short-term volunteer position at the church if they are supervised by a screened attendant when working with children, youth or vulnerable persons provided that two of the following apply:
 - a. Are members of good standing in their home church.
 - b. Are known by a member of good standing here at Maranatha.
 - c. Are part of a collaborative effort with another organization.

These individuals must complete the **Declaration of Agreement** (Form 1), and if they have a police check on file at their church, they will be asked to provide a signed copy for our files.

Screening Process for those 18 years and older:

1. **Declaration of Agreement** (Form 1): All volunteer and paid staff must complete and sign the form **before** the start of their involvement in their respective ministry. New members that have attended this church less than 6 months must provide 2 non-family references which will be followed up by the Safe Church Committee. This form is to be completed and signed on an annual basis.
2. **Police Checks**: All volunteers and paid staff are required to obtain a **Police Check for the Vulnerable Sector** or a **Criminal Record Check** as required by our insurance provider. Which type of check needed is determined by the Safe Church Committee, and these checks must be redone every 3 years.
3. **Interviews**: The Ministry or Program leader may interview an individual if further information would be helpful in regards to the requested volunteer position. Regardless, the Ministry or Program leader will regularly check in and speak with all volunteers.

Screening Process for those 12-17 years old

Since our youth are active in the running of our programs, all youth between the ages of 12 to 17 will be required to read and sign the **Code of Conduct for Junior Leaders** (Form 2). This form is to be signed by the volunteer, their parent(s), and the program leader on an annual basis.

Training & Continuing Education

All volunteers and paid staff will be required to complete a mandatory annual review of the Safe Church Policy and pertinent Appendices at the beginning of each church program year. Each Program Leader will review the Safe Church Policy with their volunteers at the beginning of their program or as needed throughout the year.

Form and Document Security

All police checks, completed forms, attendance sheets, reports, and documentation will be given to the Safe Church Committee to be stored securely. All these can be left in the **Police Checks** mailbox. These documents will be made available only to the Program Leaders, the Safe Church Committee and designated church staff as required.

Appendix 1: Definitions and Signs & Symptoms of Abuse

1. **Physical Abuse:** Any intentional means of inflicting pain or injury to another person whether or not it leaves a wound, mark or bruise. Physically abusive behaviour ranges from slapping, shoving, punching, and biting to more serious forms like choking, severe spanking, burning, kicking, stabbing, and shooting.

Physical indicators may include:

Bruises, Welts, Lacerations or Abrasions

- Suspicious locations of injury (face, nose, eyes, neck, back of torso, buttocks, back of legs)
- Suspicious shapes of injuries (clustered injuries that form regular patterns, teeth marks, handprints, imprint of articles used — i.e. cord/belt)

Burns

- Cigarette or cigar burns
- Scalding
- Burns patterned like an electric burner, iron etc.
- Burns suggesting use of rope or restraint on arms, legs, neck, or torso

Head Injuries

- Absence of hair in patches, due to pulling
- Serious eye injury or sensitivity to light

Fractures/Dislocations

- Multiple fractures in various stages of healing
- Any fracture in a child under the age of two is suspect, since the bones are generally quite pliable

Behavioural indicators may include:

- Unlikely or inconsistent explanations for injury or denial that injury exists
- Resistance to being touched or shows anxiety to any physical contact, may cringe or flinch if touched unexpectedly
- Extremely aggressive or extremely withdrawn
- Dressed inappropriately to hide bruises (long sleeves/pants in hot weather)

Possible behavioural indicators of the abuser:

- Vague details of the cause of the injury
- Conflicting or inconsistent explanations regarding the injury

2. **Sexual Abuse:** The exploitation of a person regardless of age or circumstances for the sexual gratification of another. Sexually abusive acts include exposure, fondling, masturbation, intercourse, obscene phone calls, lewd remarks, pornography and engaging someone in sexual activity through threats, bribes, force, or misrepresentation.

Physical indicators may include:

- Frequent psychosomatic complaints (headaches, nausea, abdominal pains) with no apparent cause
- Pain or difficulty sitting down or walking
- Pain when urinating

Behavioural indicators may include:

- Age-inappropriate sexual play with toys, self, or others (replication of explicit sexual acts or sexually explicit drawings and/or descriptions)
- Nervous, sudden avoidance, apprehensive, fearful, or hostile behaviour toward adults
- Depression

Possible behavioural indicators of the abuser may include:

- Extremely overprotective, discouraging social contact of child with adults or peers
- Jealous of child's relationships with peers or other adults

3. **Child Neglect:** The chronic inattention or omission on the part of the parent/caregiver to provide for the basic emotional and/or physical needs of the child, including food, clothing, shelter, health, hygiene, safety, adequate supervision, and medical attention. Neglect causes both physical and emotional harm to the child. Emotionally neglected children do not receive the necessary psychological nurturance to foster their growth and development.

Physical indicators may include:

- Consistent hunger or malnutrition
- Poor hygiene - may have severe diaper rash or other persistent skin disorders or rashes resulting from improper or lack of hygiene
- Untreated injury or illness
- Consistently dirty, unwashed and/or dressed in clothing that is inappropriate for the weather

Behavioural indicators may include:

- Suffering from severe developmental lags (speech, motor, sensory) without an obvious physical cause.
- Demonstrating severe lack of attachment to parents and/or other adults
- Demanding of affection and attention
- Dull apathetic appearance
- Assuming adult responsibility
- Vandalism

Possible behavioural indicators of the abuser may include:

- Consistently delivers child to caregiver very early and/or picks up very late
- Unresponsive when approached by others with concerns regarding the child
- Appears to be very depressed or under great emotional stress

4. **Emotional Abuse:** A consistent pattern of overt rejection, belittling, blaming, accusing, finding fault or shouting at a child.

Physical indicators may include:

- Facial expression and body carriage may reveal feelings of sadness, lack of confidence, confusion, discouragement, or suppressed anger
- Eating disorders, chronic physical complaints, stuttering

Behavioural indicators may include:

- Suffering from severe development lags (speech, motor, sensory) without an obvious physical cause
- Severe symptoms of depression, anxiety, withdrawal, aggression or self-destructive behaviour, anger, rage
- Unusual fearfulness of the consequences of their actions

Possible behavioural indicators of the abuser:

- Blames, belittles, humiliates, discriminates, and finds fault with others
- Constantly withholds physical and verbal affection from the child and ignores the child's attempts to interact
- Makes excessive demands of the child beyond his/her ability

5. **Harassment:** Any comment or conduct that is known or should reasonably be known to be unwelcome, unwanted, offensive, intimidating, hostile or inappropriate. Harassment may be subtle or overt and may include bullying, stereotyping, sexual harassment, workplace harassment and discriminatory harassment. It is illegal to harass others based on their sex, age, race, colour, nationality, religion, marital status, citizenship, disability, or other personal characteristics.
6. **Bullying:** An ongoing deliberate misuse of power in relationships through repeated verbal, physical and/or social behavior that intends to cause physical, social, and/or psychological harm. It can involve an individual or a group misusing their power, or perceived power, over one or more persons who feel unable to stop it from happening.

Bullying can happen in person or online, via various digital platforms and devices and it can be obvious (overt) or hidden (covert). Bullying behavior is repeated, or has the potential to be repeated, over time, (for example, through sharing of digital records).

7. **Improper Touching:** Any type of conduct that makes another person feel uncomfortable.

Proper Touching: The following guidelines are recommended as pure, genuine, and positive displays of God's love for children, youth, and vulnerable persons:

- Speak at eye level and listen with your eyes as well as your ears
- Hold their hand when speaking, listening, or walking to an activity
- Put your arm around their shoulder when comforting or quieting is needed
- Pat their hand, shoulder or back to affirm him or her
- Gently hold their shoulder, hand, or chin to keep his or her attention while you redirect their behaviour
- Hold a preschool child who is crying
- All touching should be done in view of others

Improper Touching:

- Kissing or coaxing them to kiss you
- Extended hugging and tickling
- Touching them in any area that would be covered by a bathing suit except when assisting with toileting and diaper changing
- Any form of sexualized touching
- Extended play that involves a high degree of physical contact: e.g. tackling and wrestling

Appendix 2: Abuse Reporting Procedures

All paid staff and volunteers will yearly read ***Definitions and Signs & Symptoms of Abuse*** (Appendix 1). Anyone who has reasonable suspicions that a child, youth, or vulnerable person has been or may be abused or neglected must promptly report the suspicion and all supporting information to the Children's Aid Society (CAS). In Woodstock, the number is 519-539-6176, 1-800-250-7010, or 9-1-1 (depending on the circumstances). A person who knowingly fails to report these circumstances is in violation of the law and may be charged with an offense.

An ***Incident Report*** (Form 3, found in the photocopy room) should be filled out and 3 copies made: one copy to the CAS and/or police authorities, one copy to the program leader and/or the ministry coordinator, and one copy to the Safe Church Committee.

The victim and the accused will not be confronted by anyone other than CAS staff or Police. No public statements are to be made by anyone. Do not interview the alleged victim as it can negatively impact both the investigation and the victim.

If the suspected abuse happened in the context of church ministries or was committed by a church member or attendee, the parents/guardians of the victim must be notified by the senior pastor or church leadership. All information regarding identities of the victim and the alleged abuser is to be kept confidential. The situation is not to be discussed with anyone, not staff, family members or any other parents.

The alleged abuser will be suspended immediately from their position until the investigation is complete. If found guilty, the individual will be permanently removed from their position and will never hold a leadership position in the church's child, youth, or vulnerable persons programs again. The church will notify and work with the denominational leadership and if necessary local authorities. The church will provide support and a compassionate response to the alleged victim and family.

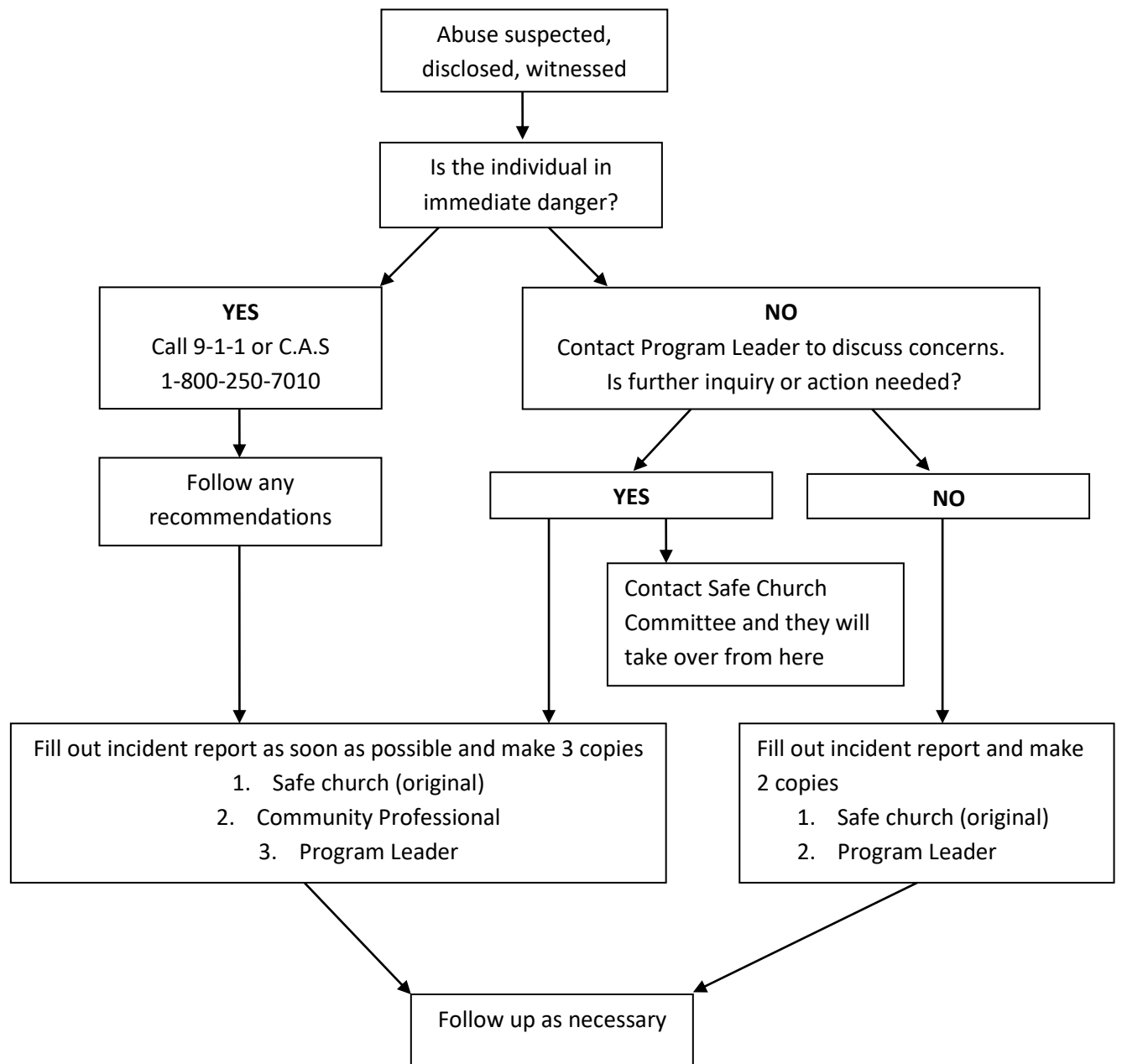
All reports and documentation will be stored securely by the Safe Church Committee. A note will be added to the individual's file for reference only. Legal counsel and the Maranatha CRC Insurance Provider will be notified.

Response Duties by the Safe Church Committee

1. Meet with any volunteer or staff who has questions about a possible report of child abuse.
2. Notify the pastor or chair of council of any reports the Safe Church Committee receives.
3. Notify the church's insurance agent and legal counsel whenever a reasonable suspicion of child abuse is reported to police officials and CAS.
4. Assign a member of the committee who will deal with media enquiries arising in any way from the report of child abuse to police officials and CAS.
5. Assign members of the congregation to a pastoral team for the individuals and families who are party to the allegations. This should only occur after careful consultation with legal counsel.
6. If deemed necessary, the Safe Church Committee will assign members to conduct an independent investigation of child abuse against an appointed volunteer or compensated staff only. Allegations outside of the church programs and facilities are not the domain of the Safe Church Committee.
7. Determine whether the Safe Church Committee or the first-hand reporter maintains a liaison with police officials or CAS.
8. Remember that the Classical Safe Church Representative is always there to assist and advise along with the C.A.R.T team. **C.A.R.T** is the Classical Abuse Response Team of Classis Ontario Southwest, which has been created to deal with issues of allegations of abuse and prevention among the member churches. Contact the Safe Church Committee for more information on C.A.R.T and who the present chair is.

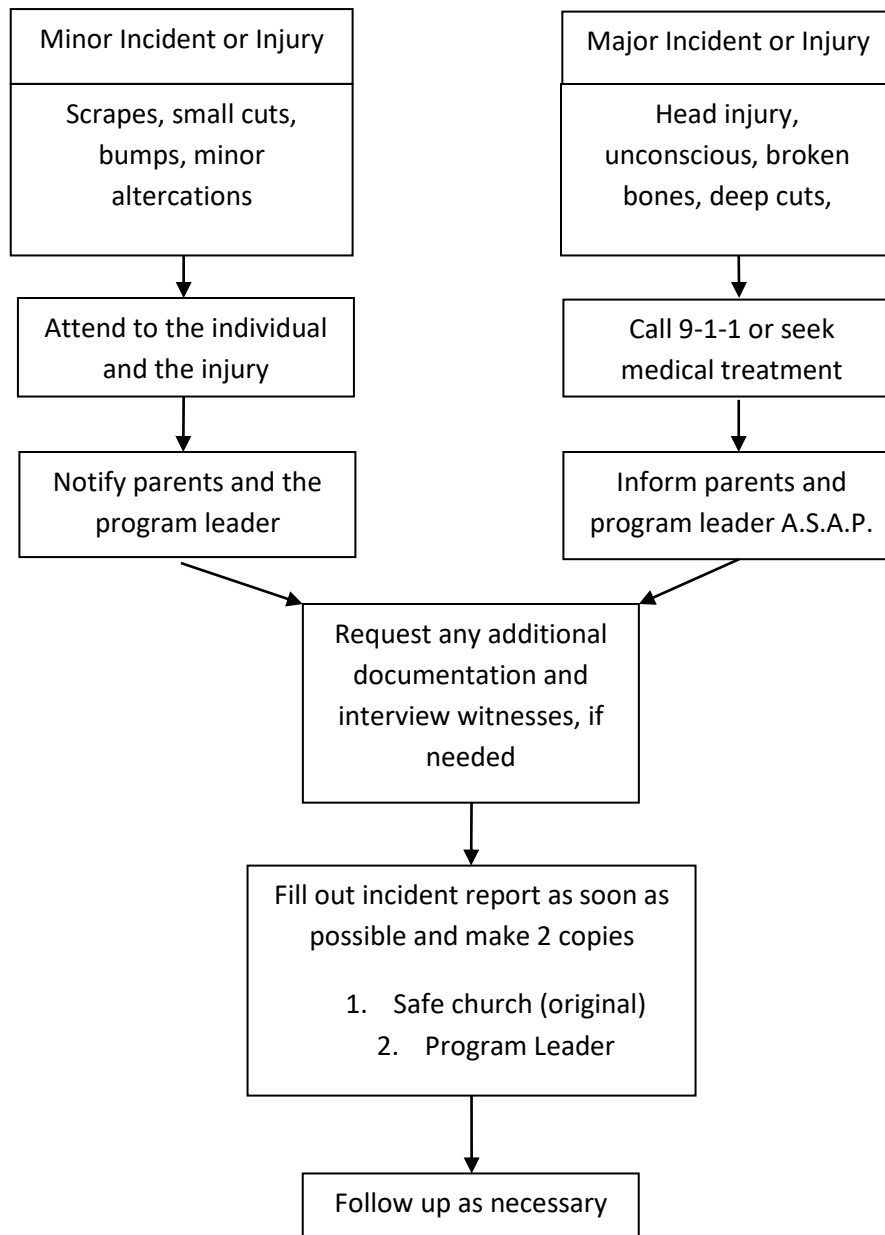
Appendix 2a: Reporting Abuse

Whenever there is a suspicion of abuse it must be reported.



Appendix 2b: Reporting a Minor or Major Incident or Injury

Whenever there is an incident, injury or bullying it must be reported.



Appendix 3: Procedures for Child, Youth & Vulnerable Persons Safety

Nursery/Toddler Room Guidelines

1. Nursery must be supervised by at least two screened attendants, plus extra volunteers (age 12+) when numbers demand. A ratio of no more than 5 children to 1 attendant is recommended.
2. No one may take a child from the nursery to another part of the church at any time.
3. The bathroom use in the nursery will be monitored by a female adult. The door shall remain open.
4. Diaper changing should be done by the child's parent. If not possible, diaper changing is to be done only by an adult nursery attendant and must be conducted within view of other attendants.
5. Parents/Guardians of children brought to the care of the nursery will be provided with an ID number. The child will be released only to the bearer of the matching ID number.
6. Programs for nursery aged children must provide a sign-in sheet. An accurate sign-in procedure would include the child's name, parent's name and any special needs. Children should not be received into the nursery until properly signed in.
7. All attendants working in the nursery should wear a name tag with their first name to identify themselves and sign the registration sheet provided. All registration forms must be turned in to the Safe Church Committee yearly.
8. Children are never to be dropped off in the nursery without an attendant present. The counter doors must be closed and supervised so that children are not able to exit the room without an attendant's knowledge.
9. Parents/guardians must stay in the pickup area of the nursery and not cross the counter boundary.
10. Children with communicable illnesses are not to be brought to the nursery.
11. If a child cries uncontrollably for 10 minutes or more and cannot be comforted, the parent/guardian should be informed.
12. These guidelines must be posted in the nursery.

Sunday School, Church School, Coffee Break/Story Hour & VBS Guidelines

1. For ages 3 through 5, two leaders/assistants, including at least 1 screened adult, should be present in the classroom.
2. For Sunday education programs (Sunday School, Church School), visiting children will be signed in at the Welcome Center located in the foyer prior to the service.
3. Female adults may assist children with bathroom needs. If a child needs assistance in the washroom, an attendant will escort the child and prop the door open. The attendant should then remain outside the washroom door and wait for the child before escorting them back to the classroom.
4. Children should not leave the classroom except for illness, bathroom needs or other compelling reason and, in such instances, the screened volunteer should be aware of the reasons.
5. Children age 7 and under shall stay in their classes with their attendant until their parent or guardian arrives.
6. All rooms where children and youth will be instructed shall have an unobstructed view for monitoring.

Cadets and GEMS Guidelines

1. One-on-one outings between a screened volunteer and a youth are not permitted.
2. Although not recommended, there may be an occasion where it is necessary for a screened volunteer to meet privately with a member of their group within the church. In that situation, the meeting should take place in a public area or room with an unrestricted view.
3. Screened volunteers should strive to prevent potentially abusive behavior among minors in their program. The leaders must discourage such behavior and should, where feasible, educate the members as to the non-Christian nature of such activities as teasing, bullying, etc.

Youth Programs & Catechism Guidelines

1. Youth Program screened volunteers may, if necessary, plan and conduct a one-on-one activity with a youth program member. Such meetings should occur in a public place and require advance notification to the program leader and the parents detailing the date, time, location and purpose of the proposed meeting.
2. Regardless of their relative ages, it is never appropriate for a youth program screened volunteer (who is an adult) to date a youth program member.
3. A minimum of two youth program screened volunteers should be present at all youth program functions.

Friendship Guidelines

1. There must be at least two adults in attendance with the group at all times.
2. All leaders/assistants should be fully screened, including those from the community.
3. All one-on-one sessions must be held in a public place in full view of others.
4. In the event of a violent act, restraint must be a non-violent intervention. When possible, call for assistance of another adult. Safety of all involved is paramount. Should the victim fall to the ground, any restraint must be released immediately. Call 911 if the situation warrants it. An incident report must be fully completed. Parent/guardian must be notified. The program supervisor must be notified. The incident report will also be reviewed by the Safe Church Committee and filed.

Appendix 4: Social Media (Communicating with Youth)

Social Media (Communicating with Youth)

Social media is a reality in our society today. The instantaneous ability to communicate electronically has significantly infiltrated our lives and how we communicate. It is essential for the church to engage in this area and ensure we do so with care, integrity, and wisdom.

Onsite Digital Media Devices

All onsite digital media devices e.g. computers, Wi-Fi, are controlled with pass codes. The pass codes must be changed on a regular basis, at least yearly at the beginning of the ministry year. Access is limited to staff and ministry leaders for the purpose of advancing church ministries. Any usage that does not glorify the Lord and His kingdom work is not permitted.

Communicating with Youth

Ministry leaders, when communicating with youth, will normally contact youth in a closed group (private) format. All correspondence should be copied to the parents/guardians. It is recognized that one-off communication can occur. If a pattern starts to develop where the communication is no longer a one-off communication the Ministry leader will address the issue by informing a second ministry leader. The youth will be made aware of alternative healthy ways of communication with youth.

Some examples of other electronic communications are, but not limited to **webchat, blogging, web forums**, to social media like **Facebook, Pinterest, Instagram, etc.** Youth Ministry leaders will refrain from using these, or any open forum (public), as a form of communication.

Safe Practice Guidelines

1. Communication normally should occur between 8 a.m. and 9 p.m.
2. Restrict content to facts, not feelings.
3. Questions should be kept simple requiring only a "yes" or "no" answer.
4. All obscene or bad language, bullying, off topic discussions and discrimination is prohibited. Any concerns of such conduct will be addressed by the leadership.
5. Phone calls and/or face to face meetings are utilized when dealing with emotionally charged conversation, pastoral care, counseling and/or when issues are of a confidential nature.

Photography

Pictures taken for the purpose of internal poster board displays or internal power point presentations are not part of Social media. Consent from parent(s)/guardian(s) is required when the photo is of a person under 18 years. Consent can be integrated into signed registration forms or parental permission forms. Pictures from the closed Social Media group must not be shared without permission of those portrayed in the pictures and their parents/guardians.

Appendix 5: Guidelines for Pastoral & Church Ministries

This section applies to all pastors, council members, care team members, and other volunteers who work with or visit vulnerable persons.

1. Visit individuals in public whenever possible, and with another person present whenever you can.
2. Consider requesting that a same-sex elder or pastoral care worker be assigned to someone who needs frequent pastoral visits.
3. Conduct counseling appointments within normally scheduled daytime hours; have evening appointments only if others are present in the building or present at the appointment.
4. Attempt to limit home or office visits to no longer than an hour per time and no more than once per week; after 3 visits refer to a professional.
5. When counseling, do not share a couch with the individual.
6. Inform a secretary and/or your spouse of your schedule and report visits to your council.
7. When visiting a member in a hospital, do not close the door; remain visible from the doorway.
8. For office visits, the door should be fitted with a window and you should be visible through the window.
9. Do not borrow money from or loan money to a member.
10. Do not give or accept gifts of a personal or intimate nature as this could be a misinterpretation of affection.
11. Limit the display of physical affection to a brief hug or pat on the back or arm.
12. Have an accountability structure with a colleague, spouse, or peer to ensure that you are maintaining proper boundaries in your interpersonal relationships. Accountability is not a hassle, it is a **necessity**.

Appendix 6: Discipline Procedures

God's definition of discipline is outlined in Hebrews 12: 7-11. Discipline is not something you do to someone. It is something you do for someone. The word discipline does not mean punishment. It comes from the root word *disciple* which means training that molds character, behaviour and values.

Appropriate Discipline:

1. Separate the individual from the larger group (while still remaining in the classroom) in order to privately explain why the behaviour is unacceptable.
2. Redirect them to positive action and offer choices that are acceptable to both of you.

Inappropriate Discipline:

1. Improper discipline is equivalent to punishment. Punishment can be defined as any pain, suffering or loss inflicted on a person because of a crime or offence. Under no circumstances is anyone to spank, strike, harshly speak to or forcefully handle an individual.

Remedial Discipline

1. If a child is misbehaving, speak to the child and ask him/her to refrain from that speech or activity.
2. Explain to the child why the behaviour is unacceptable.
3. Distract the child. Offer choices that are acceptable to both you and the child.
4. Explain the consequences of unacceptable behaviour by defining the correct way to behave as well as the results of incorrect behaviour.
5. If the child persists, remove the child from the group and speak to them one on one in the classroom. He/she may stay removed from the group for a time until you feel that he/she is ready to re-join the group.
6. If the behaviour continues to disrupt the classroom setting, have one of the screened volunteers bring the child to the Program Leader to have a chat about his/her behaviour.
7. If necessary inform parents of the child's behaviour and ask them to reinforce the rules of our programs.
8. If the child persists with this type of behaviour each week without improvement, speak with the Program Leader. He or she will ask the parent(s) to create a plan with their child that will be suitable for all parties involved. For example, let a parent be part of the class for a time if the behaviour is an ongoing problem.
9. Leaders and assistants should only use physical restraint with a child when he/she is in danger of hurting themselves or others. Leaders will ask for assistance when a child behaves in a manner that requires restraint. The child's parent(s)/guardians will be notified immediately, and the child may be removed from the class until a parent/guardian arrives. The program supervisor must be informed of the concern and an incident report will be completed.

Appendix 7: Taxi Ride Program

When ordering a taxi for a program participant the following must happen and this form must be completed.

1. Attempt contact with the parent/guardian of the participant. Ensure they know Maranatha Church will cover the cost of the taxi cab as it is our church policy not to drive participants home.

Was contact made? YES NO

NAME of person contacted: _____

Phone number of person contacted: _____

Time: _____

Date: _____

Number of attempts made: _____

If contact was made was verbal permission granted to send the participant home in a taxi cab?

YES NO

(Note: if contact was made with the parent or guardian and permission was not granted for the participant to be sent home in a taxi cab then the parent or guardian must be informed that it is their responsibility to pick up the participant immediately.)

2. If permission was granted to send a participant home in a taxi cab (or order one for pick up of participant) or at least 2 attempts have been made to contact the parent or guardian with no success, the cab company _____ may be called.
3. When the taxi cab arrives at the church, driver must be given the completed **Taxi Ride** (Form 4). The driver must sign and return the form to his/her dispatcher in order to get paid. All the information on the form must be filled in and signed. Please **fill out 2 copies** of the form, one for the cab company and one for the church.
4. Wait at the church until the participant has been picked up by the taxi cab company.
5. In the event that no transportation arrangements can be agreed upon, a taxi will be called at Maranatha Church's expense.
6. If the parent/guardian agrees to come and pick up the participant set an arrival time. If they have not arrived by 10 minutes after the agreed upon time, call them back and if there is no answer then order a taxi cab.

Time set for pickup _____ Participant picked up by _____

Name of person filling out form: please print and sign name

Participant's signature: print and sign name

ATTACH THIS FORM TO THE **TAXI RIDE** (Form 4) AND PLACE ON SECRETARY'S DESK OR IN MAIL SLOT IF OFFICE IS CLOSED.

Form 1: Declaration of Agreement

The purpose of the Safe Church Policy is to reduce the risk of physical, sexual and emotional abuse by creating an awareness of it and providing tools for leaders, volunteers and staff to identify the signs. In order to ensure a safe environment for all it is essential that, in addition to a **POLICE CHECK** (updated every 3 years), this form is completed by every person 18+ who participates in a ministry position at this church. This form will be filed indefinitely for future reference.

Name: _____

Address: _____

_____ Postal Code: _____

Phone #: _____

Ministry Position: _____

How long have you attended Maranatha? _____ Are you a member? _____

If you are not a member or have been attending less than 6 months, please provide two non relational personal references who may be contacted (on reverse side).

My signature acknowledges that I have read the policy, understand my responsibility in maintaining the standards of conduct implied by this policy and agree to adhere to its regulations and guidelines. The Safe Church Policy is available in the work/photocopy room and from the church website. I realize that my failure to adhere to them, or an allegation of abuse against me, could result in suspension from my service duties within this church. I have never been convicted of nor am I presently charged with domestic violence, child pornography, child abuse, child molestation or other crimes.

Signature: _____ Date: _____

Received by: _____ Date: _____

Are you certified in First Aid? **Yes No** expiration date: _____

Are you certified in CPR? **Yes No** expiration date: _____

NAME: _____

Address: _____

Phone#: _____

Relationship: _____

NAME: _____

Address: _____

Phone#: _____

Relationship: _____

References checked by: _____ (please print)

Signature: _____ Date: _____

Form 2: Code of Conduct for Junior Leaders (aged 12 to 17 years)

Because I hold a trusted position as a junior leader, I understand the importance of engaging in good behaviour and taking my job seriously.

As a leader:

- I agree to participate in the responsibility of maintaining a safe environment for myself, my peers and my leaders.
- I will respect the value of every person by promoting honesty, love, justice, patience and respect.
- I am investing in the spiritual growth of my peers. Therefore, I will use positive reinforcement rather than criticism or comparison.
- I will make every effort to be positive, supportive and caring in my speaking, writing, and interaction with my peers and leaders.

Philippians 2:3-4 instructs: “Don’t be selfish; don’t try to impress others. Be humble, thinking others as better than yourselves. Don’t look out only for your own interests, but take an interest in others, too”. (NLT)

We are called to live with the same mind in us that is in our Lord Jesus, who in humility gave up his power in loving service to others.

I have read and understand the MCRC Code of Conduct for Junior Leaders and will honor them while I fulfill my volunteer duties.

Name

Ministry

Signed

Date

Parents Signature

Parent’s name (please print)

Program Leader’s Signature

Program Leader’s Name (please print)

Form 3: Incident Report

This form should be used to report and file a record of all occurrences of injuries, accidents, first aid treatment, complaints or concerns about any situation in which a person feels physically, emotionally or sexually threatened or injured while in the programs and activities of Maranatha CRC, Woodstock.

Date of Incident: _____ Date of Report: _____

Program and location of incident: _____

Witness(es): _____ Phone#: _____

_____ Phone#: _____

Person(s) Involved: _____ Age: _____ Phone#: _____

_____ Age: _____ Phone#: _____

Description of Incident/Injury:

Action Taken/Treatment:

Person(s) informed:

Reporting Person: _____ Signature: _____

Ministry Leader: _____ Signature: _____

Description of follow up and additional comments:

Follow up done by: _____ Signature: _____ Date: _____

The completed form is to be given to a member of the Safe Church Committee and copies to the Program Leader.

Received by Safe Church Committee on: _____ by: _____

Signature: _____

Form 4: Taxi Ride

Date: _____ Time of pickup: _____ Estimated Drop-off Time: _____

Name of individual requesting ride: _____

Address of ride pick up: _____

Address of ride drop off: _____

Name of program requesting the taxi: _____

Name of program leader: _____

Signature of program leader: _____

Signature of participant/rider: _____

Cab # _____

- I agree that no other passengers be picked up or dropped off during the ride
- I agree that the passenger be delivered to the address stated above with no detours or stops in between

Name of Taxi Driver: _____