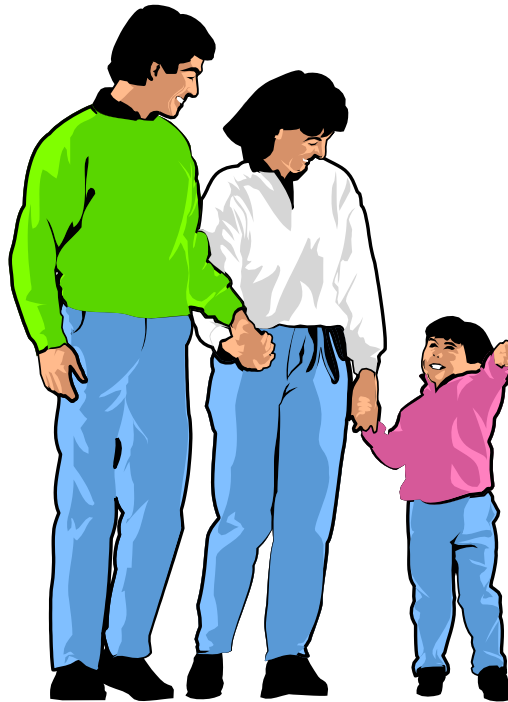




Faith Community Christian Reformed Church,
29 Highway #14, Milford, N.S. B0N 1Y0 (902)758-2808

Ministry Leaders Tool Kit



Safe Church Committee Of Faith Community Church, Milford NS

A Christian Reformed Ministry

August 2010
(updated – April 2023)



Faith Community Christian Reformed Church,

29 Highway #14, Milford, N.S. B0N 1Y0 (902)758-2808

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Safe Church Policy Statement

Safe Church Mission

They will neither harm nor destroy on all My holy mountain . . . Isaiah 11:9

God is Father, Son and Holy Spirit, the creator and redeemer of all that is, seen and unseen. He is a God of love and truth and He calls humanity out of darkness and into His marvelous light, into a love relationship with him full of splendor and grace.

The fall of the human race into sin and depravity has destroyed God's original design and intent for the world, especially in relationships. The sin of abuse fills relationships with pain, grief and misery, distorts the image of God, devalues and devastates its victims.

FCCRC has the responsibility of being a safe community that confronts the sin of abuse in all its forms, naming the sin for what it is, standing with victims and bringing healing to all those that suffer, while encouraging offenders to seek help. All children and youth need the church community to be a safe place that brings nurture, healing and renewal.

Goals

The goals of a Safe Community approach to abuse prevention are to:

- protect all children and youth, as well as vulnerable adults in our care
- ensure zero tolerance for abuse or neglect
- to create an environment, which protects volunteers and employees from the possibility of false allegations
- meet the standards of our faith and our society
- show that all leaders who care for others, do everything within their power to keep safe, those in their care
- provide a process so that abuse issues are dealt with effectively and promptly
- bring healing and wholeness through supportive environments, Safe Church awareness and appropriate referrals

Safe Church Guidelines for Volunteers and Staff

Screening is for everyone in a senior leadership position, employees, and anyone who is sixteen years of age and older and wants to volunteer in activities involving children, youth or vulnerable adults. Volunteers must have attended FCCRC for at least six months. Volunteers for youth ministries not currently attending FCCRC should have references and/or screening documented from their home church (e.g., invited speakers).

All senior leaders, employees and volunteers (sixteen and older) must:

- Complete a Safe Church Form, 2 references and a Vulnerable Sector check
- Submit and obtain approval for required paperwork to FCCRC Safe Church Committee before volunteering with children and youth and/or vulnerable adults
- Follow the Discipline and Nursery Policy
- Attend an education session by the Safe Church Committee on abuse prevention and creating a safe church at least every three years. Annual attendance at these education sessions is strongly recommended.



Ministry Leader Responsibilities

Senior Leaders of ministries, Pastors, Council members, and employees should be aware of the need to promote Safe Church practices within their area of ministry. The following is advice regarding areas to consider, to ensure children, youth and vulnerable adults are as safe as possible and our staff and volunteers are well prepared.

List of leaders prior to year start

The Safe Church Committee makes available a list of church members with up to date screening. A current list of screened persons will be posted in the library and kitchen. Program leaders should submit their list of volunteers to SCC prior to Program start each year and prior to any changes during the year.

Information to Program Leaders: screening in advance

Each Program Leader should review the screening status of all current and new volunteers to ensure any outstanding issues are addressed prior to the beginning of each term, and inform those who need updates completed. Ensure all volunteers in your Program know their responsibilities for screening and ensure the availability of Safe Church Guidelines and training manual materials. Know who Council and Safe Church Committee members are.

Attend education update

Everyone will have the opportunity to attend a Safe Church educational session each year. This is a requirement at the minimum every 3 years for volunteers working with children and youth.

Obtain Parental/Guardian Permission

Each child and youth under 18 should obtain a Registration and Off Site Activity Form with Signed Consent for participation in activities and medical release. Activities that include an overnight will need an Overnight Activity Consent form. Leaders should be prepared to discuss their Program with parents.

Supervision of visitors

Leaders (e.g., Sunday School teachers, Vacation Bible School teachers, Gems, Cadets) are responsible to supervise Helpers and adult Visitors to Programs.

Keep Tool Kit materials for use, know the resources available

The Ministry Tool Kit, Safe Church Guidelines, Volunteer Training Manual, Safe Church Committee members, Classis Safe Church Team, and CRC North America Office of Abuse Prevention are all resources at your disposal.

Understand responsibilities under guidelines for reporting

On occasion a child or youth or vulnerable adult may tell a leader about a situation or event that is suspicious for some form of abuse. Leaders are wise to read and understand the Do's and Don'ts of dealing with this type of situation, and to check with the Safe Church Committee immediately.



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Screening Instructions for Church Ministry Leaders and Volunteers

Faith Community Church actively encourages all Christians to participate in the ministries of the church community. We also strive to ensure that all to whom we minister may find an atmosphere of trust, comfort and safety. Therefore all those who participate as givers of care and leadership are required to undergo an application process as outlined below.

All materials should be returned to Council, Attention: Safe Church Committee (SCC). Church Council and the SCC keep all materials in confidence. If you have any questions or issues, please feel free to address Council, SCC members, or the Pastor.

Required Materials & Information

Safe Church Form with Code of Ethics

The written form should be completed and returned, with your signature and the names and contact information for two references.

Written reference (2)

References should be contacted in advance to ensure they have agreed to act as a reference. They should be provided with the form to return under separate cover.

Vulnerable Sector Check

(updated April 2023)

Go in person to the police office nearest to where you live (e.g., Enfield RCMP in East Hants, Bible Hill or Stewiacke RCMP in Colchester County) and request a Vulnerable Sector Check. Bring your Birth Certificate and a Photo ID. Once you submit the form, the check will be processed as soon as possible and mailed to your home address. Once received, please pass on the check to a member of the Safe Church Committee or place in the Council mailbox. The Vulnerable Sector Check must be an original and be handed in within 60 days of issuance by police. These Vulnerable Sector Checks need to be renewed every five years. If you are charged a fee, submit your receipt to Safe Church Council.

Safe Church Guidelines; Youth Ministry Training Manual

Please review for your own information these two documents. It is recommended that all persons involved in ministry review the official Safe Church Guidelines of Faith Community Church (copies in the library).

Optional Screening Information:

Interview

New volunteers, guest leaders (e.g., special speakers at youth events) or those being interviewed for ministry leadership positions may undergo an interview with Council representatives at Council's discretion.

Return Materials, marked Confidential, by dropping off to the Church office, given to a Safe Church Committee member or mailed to:

Faith Community Church
C/O Safe Church Committee of Council
29 Highway #14
Milford, NS B0N 1Y0

Note: Please check with your References periodically to ensure they are returned



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i. Safe Church Form for Volunteers, Leaders, Staff and Pastors

Page One

CONFIDENTIAL This form must be completed by applicants for any position (volunteer or compensated) that involves the supervision or instruction of children, youth or vulnerable adults. A safe and secure environment is essential for children, youth or vulnerable adults in the programs and facilities of Faith Community Church.

Please familiarize yourself with the Faith Community Code of Ethics and the Safe Church Guidelines for Creating a Safe Church before signing this form.

A. Personal

Name (last, first, middle): _____

Address: _____

City _____ Province _____ Postal Code _____

Home phone _____ Work/Cell phone _____

Email _____

B. Child, Youth or Vulnerable Adult Activity you want to Help With or Lead:

Which activity or program involving children, youth or vulnerable adults would you like to become involved with?

What date would you like to begin? _____

C. Church History and Previous Church Work

List of other churches you have attended regularly and reason(s) for leaving:

Church _____ Contact Name & Number _____

Reason for leaving _____

Church _____ Contact Name & Number _____

Reason for leaving _____

Please list all previous church work involving children, youth or vulnerable adults:

Please list all previous non-church work involving children, youth or vulnerable adults:

How do you communicate your authority to children and youth?

What methods of discipline might you use with children and youth?



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II. Safe Church Form for Volunteers, Leaders, Staff and Pastors

Page Two

Please list education you have had in the care of children, youth or vulnerable adults:

How do you like to be supervised?

Two Personal References (*Non-relatives, employers, supervisors or church co-workers*)

Please give a reference form to each of the people listed below, to complete and return.

Note: Check with references periodically to ensure they have been returned.

Name _____
Address _____
Phone #'s _____

Name _____
Address _____
Phone #'s _____

- ☐ I am in agreement with and will abide by the principles and practices of the Faith Community Code of Ethics and the Safe Church Guidelines for Creating a Safe Church.
- ☐ I agree that I have reviewed these documents and have had opportunity to ask questions. The information in this registration is correct to the best of my knowledge. I authorize the people listed in this registration to give you any information they have regarding my character and fitness for youth work.
- ☐ I release any individual, church or church official, employer, reference or organization from any and all liability for damages of whatever kind or nature, which may at any time result to me, my heirs, or family as a result of the information shared.
- ☐ I have carefully read the foregoing release and understand the contents of it.

<input type="checkbox"/> I declare that I have no past allegations or convictions of abuse.	<input type="checkbox"/> I am disclosing past allegations or convictions of abuse, and would like to discuss the details surrounding this with two members of council.
<div style="border: 1px solid black; padding: 2px; display: inline-block;">or</div>	

Signature: _____ Date _____

Please return this Safe Church Form to a Safe Church Committee member.

References can be mailed to:

**Faith Community Church
C/O Safe Church Committee of Council
29 Highway #14, Milford, NS, B0N 1Y0**



Faith Community Christian Reformed Church,

29 Highway #14, Milford, N.S. B0N 1Y0 (902)758-2808

Reference Form for Ministry

Name of Person registering to Volunteer _____

Name of Reference _____ Title _____

Reference Home Phone # _____ or Cell # _____ or Work # _____

Reference Address _____

How long and in what capacity have you known this person? _____

Have you ever seen this person interact with children? Yes _____ No _____

If yes, please describe:

Describe this person's ability to follow through on commitments:

Does this person have any problems with the abuse of drugs, alcohol, sex, etc.?

Can you recommend this person to care for children without any concern, reservations or hesitation? Yes _____ No _____

Please explain:

Additional information that you think is important for our church to know about this person:

Thank you for your time and effort in completing this survey.

To the best of my knowledge, I believe the above information to be accurate.

Name _____ Signature _____ Date: _____

Print

Please mark as **Confidential** and return within one week to:

Faith Community Church
C/O Safe Church Committee of Council
29 Highway #14
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Or submit to a Safe Church Committee member. Thank you!!



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Reference Form for Ministry

Name of Person registering to Volunteer _____

Name of Reference _____ Title _____

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Can you recommend this person to care for children without any concern, reservations or hesitation? Yes _____ No _____

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Thank you for your time and effort in completing this survey.

To the best of my knowledge, I believe the above information to be accurate.

Name _____ Signature _____ Date: _____

Print

Please mark as **Confidential** and return within one week to:

Faith Community Church
C/O Safe Church Committee of Council
29 Highway #14
Milford, NS B0N 1Y0

Or submit to a Safe Church Committee member. Thank you!!



Code of Ethics

For Volunteers, Leaders and Pastors in Child, Youth and Vulnerable Adult Programs

Believing that God is calling me to serve children, youth or vulnerable adults in this congregation:

- My first priority in teaching / supervising / leading, will be to seek the physical, social, educational, and spiritual welfare of the child, youth or vulnerable adult.
- I will also try to understand and respect the cultural background of the child, youth or vulnerable adult.
- I will give the parent(s) full information about the program I am teaching/ supervising/leading and what time it begins and ends.
- I will not do anything that will damage the trust of a child, youth or vulnerable adult.
- I will try to protect the child, youth or vulnerable adult from all forms of abuse while he or she is in my care.
- If I suspect that a child, youth or vulnerable adult may be hurt by the abusive actions or attitudes of another person, I will report that suspicion to my program leader and/or a member of the Safe Church Committee so that it can be investigated properly.
- If I wish to talk to the child, youth or vulnerable adult alone, it will be within the sight and sound of other people.
- I will answer the questions of a child, youth or vulnerable adult openly and honestly.
- I will work with children, youth and vulnerable adults to set some agreed upon guidelines for acceptable behavior within the group. I will expect the children, youth and vulnerable adults to act on the basis of those guidelines. If a child, youth or vulnerable adult consistently breaks these guidelines, I will seek help from parents and others for the most appropriate way for me to respond.
- If a child, youth or vulnerable adult is distressed, I will try to offer comfort and support and will encourage him/her to find appropriate help for his/her needs.
- I will pray regularly for each child, youth and vulnerable adult within my care and let him/her know that I care.



Guidelines for Hall Monitoring and Child, Youth and Vulnerable Adult Ministry Visitor Supervision

Purpose

Hall monitoring and visitor supervision provides a level of safety and security for children, youth and vulnerable adults during and after church services, Sunday school, ministries to children, youth and vulnerable adults and certain special events, where parents or guardians may not be providing direct care.

Responsibilities of Hall Monitors and Youth Leaders/Supervisors

- Follow Faith Community Church's Safe Church Guidelines
- Ensure all children, youth and vulnerable adults entering or leaving worship services and events without parents or guardians, are safe and accounted for at all times
- Frequently monitor the hallways, rooms and grounds of FCCRC property, to ensure a safe and secure environment
- Ensure children, youth and vulnerable adults do not leave the building while unattended
- Ensure that no one has inappropriate access to children, youth or vulnerable adults
- Ensure that children, youth and vulnerable adults do not wander through the premises unattended, and that they return to the common area (Sunday school class, worship service) promptly. e.g., going to the washroom
- Provide information and liaison to senior leadership, e.g., Sunday school superintendent, Safe Church Committee, Council, in the event of a problem

Appointments

- Child, youth and vulnerable adult Ministry leaders are responsible to supervise Visitors.
- The Sunday school superintendent and Ushers Leadership will develop a list of individuals willing to participate as Hall Monitors to be submitted to Council for approval with a copy to the Safe Church Committee
- Appointees should fulfill the requirements of the Safe Church Guidelines, including obtaining up to date screening
- All participating Ushers and Hall monitors, Volunteers and Leaders will have the opportunity to attend a training session yearly, with mandatory attendance every three years.

Visitor Guidelines

- Visitors to child, youth and vulnerable adult ministries are welcome to observe the activities in which their child participates. However this is limited to one or two occasions with the permission of the Leader/Supervisor, or during Open House, parent/child events, or similar. The Leader/Supervisor is responsible to oversee visitor parent/guardians. For larger events Leaders should ensure appropriate levels of supervision are available.
- Visitors intending to attend more than one or two child, youth or vulnerable adult events should undergo regular screening and be familiar with the Safe Church Guidelines.



Discipline Policy for Children and Youth

- Parent(s) are to be informed and involved whenever a child or youth misbehaves beyond minor correction, or if a pattern of misbehavior increases.
- Concerns about behavior or the appropriate response to a child or youth's behavior should be reported to the program supervisor.
- An aide or a parent should be involved weekly in classrooms where misbehavior is an ongoing problem.
- Expectations of children/youth's behavior must reflect their age and level of comprehension.
- Children are to be reminded of the kind of behavior that is acceptable for the setting.
- Older children and youth may benefit from having expectations in written form.
- Discipline policy is to be reviewed by program leader with volunteers/staff before church-sponsored programs begin a new season, with periodic reminders as needed.

Tips for positive discipline

Discipline is a form of teaching a child. When discipline is positive, its goals are to:

- Protect the child from danger
- Help the child learn self-control
- Help the child learn a sense of responsibility
- Help instill values

What makes discipline work?

The best way to deal with challenging behaviours is to prevent them.

There will be times when a child acts in a way that is not okay. When this happens, the child needs to see discipline as fair. Discipline that's not consistent (the same whenever possible) is confusing to children. If you discipline a child with respect and make sure that it's consistent and fair, you'll have lasting positive effects.

How can I help a child learn good behaviour?

- Offer praise and affection regularly
- Know what to ignore
- Plan transitions from one activity to the next, and talk to the child so he knows what to expect
- Offer limited and realistic choices you can live with
- Accept mistakes
- Be a role model
- Let a child know what you expect and the rules for good behaviour
- Remind him/her regularly about rules and limits

A good limit:

- Is appropriate to a child's age and stage of development
- Helps a child learn self-control
- Protects a child and others
- Is explained using simple language
- Is enforced firmly, respectfully and kindly



Dealing with Misbehaviour

How you discipline will depend on a child's age, stage of development, personality and many other factors. Here are some strategies to help:

Redirect to another activity

- Redirection—switching from one activity to another—works well with toddlers and sometimes older children.
- When you redirect a child, be sure to explain with words that teach him/her what you don't want her to do.

Use logical consequences

- Apply clear consequences for a child's action that relate to the behaviour.
- When there isn't a clear consequence, you can take away a privilege. For young children this must happen right away. For example, a child who is playing too roughly can be made to play away from other children for a short time

Encourage problem-solving

- Solving problems helps your child learn about the consequences of her actions. Allow your child to help find a solution to misbehaviour and he/she will be more likely to make it happen.

Use a time-out

- A time-out is one way to take a child out of a situation where he/she is doing something unacceptable. They are best for children who are at least 2 years old. Amount of time is based on age (i.e. a 3 year old would be in time-out for a maximum of 3 minutes)

Dealing with Temper Tantrums

Tantrums are a normal part of child development. They are caused by strong negative emotions that a child isn't able to control or express in other ways. You can prevent some tantrums by:

- Praising good behaviour
- Reducing triggers whenever possible, such as being hungry or overtired
- Distracting and redirecting with other activities
- Asking a child to express herself in another way: "Do you feel angry?"

Tantrums can often be shortened by

- Stepping in before a child loses complete control
- Speaking in a calm voice and acknowledging his/her frustration i.e. "It is okay to be angry, but you can't hit"
- Helping a child work out a problem or frustration

When a tantrum does happen

- Ignore the behaviour
- Watch from a distance to keep the child safe. Move furniture, toys or other children out of the way
- If a child becomes so upset and out of control that he/she might hurt himself or others, you should hold him, using just enough strength to restrain him. Do this carefully to avoid hurting him.
- **At no time should you spank or use any other physical punishment.**
- When the tantrum is over, offer a drink of water or a face wash
- Redirect to a new and interesting activity



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Registration & Off-Site Activity Form

Children and youth under 18 require parental/guardian permission to participate in church activities for children and youth. We want to keep parents and guardians fully informed and we strive to provide proper care for the children/youth while they are involved in our Programs. Overnight activities will require a separate permission form. Further information about this activity can be obtained from the Program Leader or Church Office.

INFORMATION FOR THE PARENT OR GUARDIAN TO KEEP:

1. Program/Type of activity: _____
2. Time and place of activity: _____
3. In the event of an emergency which makes it necessary to contact a child or teen while the group is away, parents may contact the church office, (902) 758-2808, or the Program Leaders. Information about the activity is provided by the Program Leader in charge of the group:

Name of Program Leader(s)

Telephone Number(s)/Contact Information

THE INFORMATION ABOVE IS TO BE COMPLETED BY THE ACTIVITY LEADER AND GIVEN TO THE PARENTS

Faith Community Christian Reformed Church Parental/Guardian Permission for Participation in Programs & Off-Site Activities for Children / Youth

THE PORTION BELOW IS TO BE COMPLETED BY THE PARENT/GUARDIAN AND RETURNED TO THE PROGRAM LEADER

Name of Child / Youth: _____ Nova Scotia Heath Card # (MSI): _____

Any known allergies / medical conditions / circumstances the leader should be aware of? Yes: _____ No: _____

Describe _____

Emergency Contact Information:

1. Name: _____ Contact #'s: Home _____ Cell: _____ Other _____

Relationship to Child / Youth: _____

2. Name: _____ Contact #'s: Home _____ Cell: _____ Other _____

Relationship to Child / Youth: _____

In case of Medical Emergency: Physician's name _____ Ph. # _____

Consent:

I hereby give my permission for the above named child / youth to participate in _____
(name of program) sponsored by Faith Community CRC in Milford, NS. While all reasonable precautions will be taken to ensure the safety and well-being of all participants, I recognize that these activities carry some degree of risk. I understand that some of the activities associated with this program may take place off-site. I also hereby grant my permission for emergency medical treatment to be administered, if such treatment becomes necessary and I cannot be reached.

Signed by: Parent / Guardian

Name (Print)

Date



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Child / Youth Overnight Activity Consent Form

To be filled out by FCCRC Activity Leader (Parent / Guardian to keep top of form):

FCCRC Group involved: _____

Event: _____

Date of Activity: _____

Location of Activity: _____

Description of Activity: _____

Leader(s) Responsible: _____ Leader Contact Phone #: _____

Leader(s) Responsible: _____ Leader Contact Phone #: _____

Leader / Group contact during event: Cell _____ Other _____

If Activity involves travel:

Travel arrangements: Private Vehicle: _____ Bus: _____

Other: _____

FCCRC Child / Youth Overnight Activity Consent Form

FCCRC Group involved: _____

Event: _____

Date of Activity: _____

Location of Activity: _____

Name of Child / Youth: _____ Nova Scotia Heath Card # (MSI): _____

Any known allergies / medical conditions / circumstances the leader should be aware of? Yes: _____ No: _____

Describe _____

Emergency Contact Information:

1. Name: _____ Contact # Home _____ Cell: _____ Other _____

Relationship to Child / Youth: _____

2. Name: _____ Contact # Home _____ Cell: _____ Other _____

Relationship to Child / Youth: _____

In case of Medical Emergency: Physician's name _____ Ph. # _____

Consent:

I hereby give my permission for the above named child / youth to participate in _____ (name of overnight activity) sponsored by Faith Community CRC in Milford, NS. While all reasonable precautions will be taken to ensure the safety and well-being of all participants, I recognize that these activities carry some degree of risk. I understand further information about this activity can be obtained from the Program Leader or Church Office. I also hereby grant my permission for emergency medical treatment to be administered, if such treatment becomes necessary and I cannot be reached.

Signed by: Parent / Guardian _____

Name (Print) _____

Date _____



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Guidelines for Visitors on Attendance at Child/Youth Program Events

Date _____

Dear Parent or Guardian,

Thank you so much for allowing your child/youth to participate in a Faith Community Church child or youth program. We feel blessed to have your child/youth take part in this ministry. We really appreciate that you want to be involved and participate at times in events that are happening within your child's/youth's program.

For the protection of all of our children and youth, Faith Community Church has Safe Church Guidelines. Within this document are guidelines around the attendance of visitors / parents / guardians at program activities or events. Visitors to children and youth ministries are welcome to observe the activities or events in which their child/youth participates. This is limited, however, to one or two occasions with the permission of the Leader or during Open House events.

Visitors / parents / guardians who would like to attend more than one or two events should undergo Faith Community Church screening and be familiar with our Safe Church Guidelines. If you would like to complete the screening process, so that you are able to attend more than two events, please speak with your child's/youth's Program Leader.

Thank you so much for your understanding.

United in our efforts to create a safe church community,

for the Safe Church Committee of Faith Community Church



Response to Report of Abuse

1. **Observe.** Volunteers/staff who work with child, youth or vulnerable adults should be trained to look for the signs and symptoms of neglect, emotional, physical, and sexual abuse. These signs and symptoms could be either physical and/or emotional. A volunteer / staff could also note that the behavior and attitude of a parent or the way a family functions could lead to an abusive environment. As part of the training, volunteers/staff should learn how to respond to abuse.
2. **Report.** Volunteers/staff who see signs and symptoms of abuse, or who have abuse reported to them, should discuss this immediately with the Program Leader and a member of the Safe Church Committee (SCC). If the suspected abuser is a member of the Safe Church Committee of FCCRC, then the volunteer/staff person should speak with a different member of the SCC. When a volunteer/staff person sees what may be a sign of abuse (i.e. bruises), it is appropriate to **ask** the child how the sign appeared. **However, the volunteer/ staff person should not interview the child/youth/vulnerable adult. It is never appropriate to suggest to the child/youth/vulnerable adult that he or she has been abused.** (See also *Youth Ministry Training Manual*).
3. **Write Down.** When a child/youth/vulnerable adult reports an incident of abuse or a volunteer/staff person sees signs of abuse, the volunteer/staff person must write down the specifics of what the child/youth/vulnerable adult said or what signs were noted and the date of the report or when the signs were noted. Try to use the person's exact words if possible. This report should be written as soon as possible after the contact with the child/youth/vulnerable adult, and given to a member of **the Safe Church Committee within twelve hours** if possible.
4. **SCC/Council Review.** The Safe Church Committee members will review the report and if they believe a reasonable suspicion of child/youth/vulnerable adult abuse exists they will report this to the Chairperson or Vice Chair of Council and Pastor (unless this person is the alleged abuser). Leaders of child and youth programs and/or members of the SCC should not interview the child/youth/vulnerable adult.
5. **Report to Authorities within 24 hours.** SCC/Council will report to the appropriate Child Protection Agency: Nova Scotia Community Services – regular hours: 1-888-919-4236. Holidays and weekends: 1-866-922-2434 or the RCMP as required. The person who heard directly from the child/youth/vulnerable adult or witnessed the signs should be available to speak directly with the agency if possible, supported by a Safe Church Committee member. If a parent or guardian is the suspected abuser, the police or child protection officials will notify him/her of their investigation. **Note:** Notification of the local police or child protection authorities of a reasonable suspicion of abuse must occur promptly **within twenty-four hours** after contact with the child/youth/vulnerable adult.



6. **Review by full Council.** All written reports of abuse will be brought before full council at the next meeting. The role of the SCC is to assist the Council to:
- file a report with authorities
 - inform the liability carrier
 - establish a support plan for the child/youth/vulnerable adult, the family, and the alleged abuser if possible.
7. **Disclosure.** There may be sufficient reason for Council to tell the church family of an allegation of abuse against a church volunteer / staff person. The identity of the child/youth/vulnerable adult will not be revealed. The SCC may also review abuse prevention guidelines with the church family.
8. **SCC/Council Liaison.** After a report of suspected child/youth/vulnerable adult abuse is filed with the proper authorities, one of the members of the SCC or Council who filed the report should become the liaison between the legal authorities/child protection and the church. This person also serves as the liaison between the council and the authorities if the report leads to an investigation, criminal charges, arrest, trial, conviction, or dismissal of charges.
9. **Pastoral Care & Support.** Pastoral and supportive care of the child/youth/vulnerable adult and his or her family should begin as soon as possible, respecting the wishes of the family. Pastoral intervention and care for the alleged abuser is also a priority.
10. **Disciplinary Action.** There may be sufficient grounds for Council to carry out disciplinary action, or for allegations to go forward for review by the Classical Safe Church Team process. If the alleged abuser is a member of another congregation, the council of the church where his or her membership resides will be notified.
11. **Follow up Guidelines.** It is the responsibility of church leaders and SCC members to be trained about the signs and symptoms of abuse and to assess whether a reasonable suspicion of child abuse exists.

The volunteer/staff person to whom the child/youth/vulnerable adult reported the abuse or who noticed signs of abuse in a child/youth/vulnerable adult should be informed that the appropriate agency has been notified (if they do not speak directly with the agency themselves). They should be given guidance on how to respond if the child/youth/vulnerable adult, the parent(s), or the authorities call him/her.

If the authorities choose not to follow up on the report and if there is still concern for the child/youth/vulnerable adult's well-being, then the volunteer or staff person who first reported observing signs of abuse or who heard the report of abuse should be notified by a member of the SCC. A **written log** of any further signs and symptoms that may reflect an ongoing pattern of abusive behavior or that may lead to detection of another difficulty in the child's life may be kept. Of particular note would be a pattern of increased frequency of signs, symptoms, or complaints of abuse.



Sign In – Sign Out Guidelines

Programs for children aged 5 years and younger must participate in a Sign-In / Sign-Out procedure.

A parent Sign-In/Sign-Out procedure for this age group provides the church with formal confirmation that children are released to the right person, assuring safety for the children and protection for our church and our volunteers. Parents/guardians are asked to sign a Master Signature Sheet once per program year and then must initial the Sign-In / Sign-Out form each time the child attends the program. The leader is not to initial any spaces for the parent/guardian. The child is still in the leader's care, even if the parent/guardian is present but has not signed him/her out. If a child does not attend (for sick or other reason) write OUT for the day.

Alternate Pick-Ups: When an alternate pick up is requested by the parent – the parent / guardian must enter their name on sign in and the alternate must sign the sign out section. If staff have not met the alternate pick up, the staff must: • Ask for a photo ID • Verify the identity of the person by matching the name and ID to the name given by the parent / guardian. If the ID does not match, do not release the child.



Faith Community Christian Reformed Church,

29 Highway #14, Milford, N.S. B0N 1Y0 (902)758-2808

Cost Schedule & Waiver for Facility Use of Faith Community Church

(update April 8, 2023)

As a Christian Church we are pleased to serve our community by allowing groups and individuals the use of our facility. All charges are to cover cleaning, heat, and general upkeep.

A. FACILITIES

GROUP	RENT	CLEANING CHARGE
1. Members or regular attenders of Faith Community Church (FCCRC) (weddings, anniversaries, receptions, funerals, etc.)	N/C	\$50
2. People not affiliated with Faith Community Church (FCCRC) (weddings, anniversaries, receptions, recitals, concerts, etc.)	\$100 for part day \$175 for full day	\$50
3. Non-profit or service organizations*	Donation	

* CLEANING COSTS FOR MAJOR EVENTS

To be paid by deposit in advance; will be returned if facilities are left clean and orderly.

B. ARRANGEMENTS

Facilities are to be arranged and paid in advance through the rental secretary; numbered keys will be given out by her and returned to her. Rental cheques are to be made payable to "Faith Community Church", while the cleaning charge cheque made payable to the **custodian**.

C. PEANUT / NUT AWARE FACILITY

Please note that Faith Community Church is a Peanut / Nut Aware building and we ask that foods or items containing peanuts or nuts not be brought into the church.

D. SOUND SYSTEM

The sound system is not to be used by anyone without one of our sound people. Sound people are to be paid \$25/hour unless other arrangements are made. This is to be arranged in conjunction with the rental secretary.

E. LIABILITY

DAMAGE - All groups using the church will be liable for any damage incurred to the facility or items used. Proof of Insurance coverage may be required.

PLEASE NOTE – Faith Community Church's insurance does not include Liability Insurance for the use of our facilities by non-FCCRC groups. You are responsible for your own Liability Insurance. Initial _____

F. COMPLIANCE WITH SAFE CHURCH GUIDELINES

Faith Community Church always strives to ensure a safe environment for children and youth and has Guidelines for Creating a Safe Church (Abuse Prevention). Outside groups or organizations using our facility are expected to comply with these principles and are responsible to ensure appropriate screening and an adequate ratio of staff or volunteers to children, youth and other vulnerable adults. A copy of the Guidelines is available by email or hard copy upon request.

G. RENTOR INFORMATION

By signing below, we agree to the above conditions.

Group: _____

Contact Person: _____ Phone: _____

Date & Time required: _____ Deposit amt: _____

Rooms needed: _____

Signature: _____ Date: _____



Peanut / Nut Aware Guidelines

Within Faith Community Church there are children and adults who have life threatening allergies (anaphylaxis). Peanuts/nuts are a leading cause of life threatening allergies. Strict avoidance is the key to preventing such a reaction. Very small quantities of peanuts/nuts when ingested can result in anaphylaxis. Despite best efforts at avoidance, many people experience accidental peanut/nut exposure.

We ask that no food or products containing peanuts/nuts be brought to church functions. We also ask that anyone contributing food or products for any event or activity at Faith Community Church carefully read labels to ensure the item does not contain peanuts/nuts and does not indicate that it may contain peanuts/nuts. Reminders will go out in bulletins, and church sign-up sheets. Visual reminders will be posted in the kitchen.

Avoid any food or product that contains or may contain:

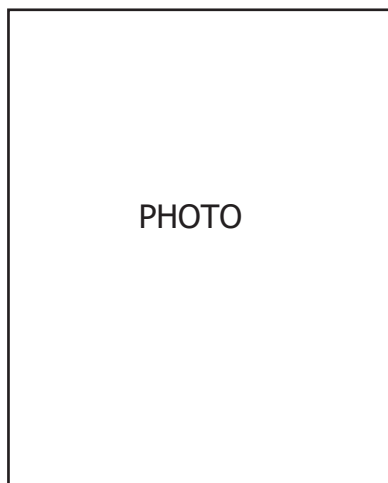
- **Peanuts**
- Almonds
- Brazil nuts
- Cashews
- Hazelnuts
- Macadamia nuts
- Pecans
- Pine nuts
- Pistachio nuts
- Walnuts

We ask that parents of children who have been identified as having a peanut/nut allergy, or any other life threatening allergy, alert program leaders of their child's allergy and complete an Anaphylaxis Emergency Plan for use by the program leader. It is the responsibility of the parent to ensure his/her child's program leader is properly trained to manage a life threatening allergic event as outlined in the child's emergency plan.

The best prevention for an anaphylactic reaction is strict avoidance of the allergen, recognition of early symptoms, and early administration of epinephrine. See Anaphylaxis Emergency Plan for signs and symptoms of anaphylaxis and action required.

Anaphylaxis Emergency Plan: _____ (name)

This person has a potentially life-threatening allergy (anaphylaxis) to:



(Check the appropriate boxes.)

☐ Food(s): _____

☐ Insect stings

☐ Other: _____

Epinephrine Auto-Injector: Expiry Date: _____/_____/_____

Dosage:

☐ EpiPen® Jr. 0.15 mg ☐ EpiPen® 0.30 mg ☐ Allerject™ 0.15 mg ☐ Allerject™ 0.30 mg

Location of Auto-Injector(s): _____

☐ **Previous anaphylactic reaction:** Person is at greater risk.

☐ **Asthmatic:** Person is at greater risk. If person is having a reaction and has difficulty breathing, give epinephrine auto-injector before asthma medication.

A person having an anaphylactic reaction might have ANY of these signs and symptoms:

- **Skin system:** hives, swelling (face, lips, tongue), itching, warmth, redness
- **Respiratory system (breathing):** coughing, wheezing, shortness of breath, chest pain or tightness, throat tightness, hoarse voice, nasal congestion or hay fever-like symptoms (runny, itchy nose and watery eyes, sneezing), trouble swallowing
- **Gastrointestinal system (stomach):** nausea, pain or cramps, vomiting, diarrhea
- **Cardiovascular system (heart):** paler than normal skin colour/blue colour, weak pulse, passing out, dizziness or lightheadedness, shock
- **Other:** anxiety, sense of doom (the feeling that something bad is about to happen), headache, uterine cramps, metallic taste

Early recognition of symptoms and immediate treatment could save a person's life.

Act quickly. The first signs of a reaction can be mild, but symptoms can get worse very quickly.

1. **Give epinephrine auto-injector** (e.g. EpiPen® or Allerject™) at the first sign of a known or suspected anaphylactic reaction. (See attached instruction sheet.)
2. **Call 9-1-1** or local emergency medical services. Tell them someone is having a life-threatening allergic reaction.
3. **Give a second dose of epinephrine** as early as 5 minutes after the first dose if there is no improvement in symptoms.
4. **Go to the nearest hospital immediately (ideally by ambulance)**, even if symptoms are mild or have stopped. The reaction could worsen or come back, even after proper treatment. Stay in the hospital for an appropriate period of observation as decided by the emergency department physician (generally about 4-6 hours).
5. **Call emergency contact person** (e.g. parent, guardian).

Emergency Contact Information

Name	Relationship	Home Phone	Work Phone	Cell Phone

The undersigned patient, parent, or guardian authorizes any adult to administer epinephrine to the above-named person in the event of an anaphylactic reaction, as described above. This protocol has been recommended by the patient's physician.

Patient/Parent/Guardian Signature

Date
Anaphylaxis Canada

Physician Signature ☐ On file

Date

How to use EpiPen® and EpiPen® Jr Auto-injectors.

Remove the EpiPen® Auto-Injector from the carrier tube and follow these 2 simple steps:

1



- Hold firmly with orange tip pointing downward.
- **Remove blue safety cap by pulling straight up. Do not bend or twist.**

2



- **Swing and push orange tip firmly into mid-outer thigh until you hear a 'click'.**
- **Hold on thigh for several seconds.**



Built-in needle protection

- **When the EpiPen® Auto-injector is removed, the orange needle cover automatically extends to cover the injection needle, ensuring the needle is never exposed.**



After administration, patients should seek medical attention immediately or go to the emergency room. For the next 48 hours, patients must stay within close proximity to a healthcare facility or where they can call 911.

Attendance Record

Year _____

<p>Please complete for every week of program.</p> <p>Include names of all adult volunteers in the column for that date.</p> <p>Mark the name of each youth in the program, and a P (for present) or an X (for absent), in the column for that date.</p> <p>Add the name(s) of any new participants and mark a dash (-) across each space prior to the date they started attending.</p>		Adult Volunteers														
Youth Participants		Date														
1	Mark X if Absent															
2																
3																
4																
5																
6																
7																
8																
9																
10																
11																
12	Mark P if Present															
13																
14																
15																
16																
17																
18																
19																
20																
21																
22																

Faith Community Church – Safe Church Committee – Incident Report

Note: To be completed any time an incident occurs during an activity connected to FCCRC, which requires either first aid, medical treatment, disciplinary action or involves property damage.

Note: Parents are to be notified any time this form is completed.

Part 1
Date: Y/M/D _____ Time: _____ A.M. <input type="checkbox"/> P.M. <input type="checkbox"/>
Location: _____
Activity: (i.e. GEMS, Boys' Club, VBS, etc.) _____
Child / Adult Involved / Injured: _____ Age: (for youth only) _____
Parent's Name: _____ Phone Number: _____
Were Parents Notified: Yes _____ No _____ By Whom: _____
If unable to notify, explain attempts: _____
Activity Leader / Person Responsible for the Activity: _____
Other Adults On-Site at time: _____ Phone Number: _____
Other Witnesses:
Name: _____ Phone Number: _____
Name: _____ Phone Number: _____
Part 2.
The Incident - what happened: (use back of sheet or separate sheet if more room is required.)

Nature of Injury / Illness: (use back of sheet or separate sheet if more room is required.)

First Aid administered: Yes _____ No _____ By Whom: _____
Describe: _____
Medical Aid Administered: Yes _____ No _____ By Whom: _____
Part 3.
Other comments:

Other Follow-up Recommended: Yes _____ No _____

Form Completed by: _____ Date: (Y/M/D) _____
Signed: _____

NOTE: Please give the completed form to a member of the Safe Church Committee within 24 hours of incident.

Approved by FCCRC Council June 14, 2011



Faith Community Christian Reformed Church

29 Highway # 14, Milford, N.S. B0N 1Y0 (902) 758-2808

Master Signature Sheet for Sign-In /Sign-Out Sheets - to be used in programs for Children 5 years of age and younger

Name of Program:

Date	Print Name	Signature	Initial

29 Highway # 14, Milford, N.S. B0N 1Y0 (902) 758-2808

Name of Program:

[illegible]