

**Springhill Baptist Church
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**Springhill Baptist Church
CHILDREN, YOUTH AND VULNERABLE ADULTS ABUSE RESPONSE AND
PREVENTION POLICY & PLAN
Updated: August 2022**

Children, Youth and Vulnerable Adult Abuse Response and Prevention Policy of Springhill Baptist Church in Springhill, Nova Scotia.

Preamble

WHEREAS the Church is to be guided in the matter of response to and prevention of the abuse of children, youth and vulnerable adults—as in all matters—by the teachings of Jesus Christ as articulated in Holy Scripture,

WHEREAS the Church is under a special obligation, mandated by Our Lord Jesus Christ, to watch over and protect children, youth and vulnerable adults,

WHEREAS the Church recognizes that the risk of abuse is a real and present danger to the well-being of children, youth and vulnerable adults,

WHEREAS the Church is required to abide by applicable municipal, provincial, and federal laws and regulations,

WHEREAS the Church accepts that it is morally, ethically, and legally obligated to take prudent, reasonable, appropriate, and effective measures to respond to and prevent abuse of children, youth and vulnerable adults, abuse perpetrated by people who may or may not be members of the Church and who may or may not be acting on its behalf; abuse perpetrated on church premises and properties, and/or in church programs, services, and activities, wherever they take place.

WHEREAS the Church recognizes that it has moral, ethical, and legal obligations to the youth and adults who care for, teach, run programs for, or in other ways assist children, youth and vulnerable adults, as well as obligations to the church itself, to protect it and them from false and spurious allegations of abuse.

WE, the members of Springhill Baptist Church covenant and agree to adopt, implement, and abide by this Children, Youth and Vulnerable Adult Abuse Response and Prevention Policy:

1. Purpose

The purpose of the Children, Youth and Vulnerable Adult Response and Prevention Policy is to outline the principles undergirding the Church's efforts and intentions in this matter, and to provide general direction for the Church's leaders and individual members. Specific abuse response and prevention measures will be outlined in the Church's Abuse Response and Prevention Plan.

2. Definitions

In this policy, the following words are defined as follows:

- a. Abuse: Maltreatment of a child or youth, including sexual, physical, emotional, social, or psychological abuse, as well as neglect or any other form of harm.
- b. Adult/child/youth: For the purposes of this policy, a child is a person under the age of 16; a youth is a person between 16 and 18 years of age; an adult is a person 18 years of age or older.
- c. Vulnerable Person: Adults who lack the ability to care and fend adequately for themselves
- d. The Church: Springhill Baptist Church, in Springhill, Nova Scotia.
- e. The Plan: The Church's Abuse Response and Prevention Plan.
- f. Personnel: The word "personnel" is used in this policy as a generic collective term. The personnel include any and all persons who do work or performs services on behalf of and at the request of the Church. Personnel may include lay and ordained persons, employees, volunteers, students, interns, contractors; people working on a part-time, full-time, temporary, permanent, seasonal, casual, paid, or unpaid basis, or others.

3. Scope and Application

This policy will apply to each and every program, service, and activity organized or run or sponsored by the church, including those organized, run, or sponsored jointly with another church or organization. Every individual who is involved with such programs, services, or activities—whether or not he or she is a member of the church—is subject to this policy. Likewise, each official office or body of the church – e.g., the Board of Deacons, the Board of Church Leaders, the Board of Christian Education, the Moderator, church committees, etc.— is also subject to this policy and must abide by it.

4. Children, Youth and Vulnerable Adult Abuse Response and Prevention Policies

Interests and Well-being of Children, Youth and Vulnerable Adults are Paramount:

The church will never compromise its obligation to promote and protect the well-being of children, youth and vulnerable adults by putting the interests of any individual, or its own interests, ahead of those of a child, youth or vulnerable person who has made an allegation, disclosure, or report of abuse, or who, it is suspected, has been abused.

Compliance with Civil Law:

The church will abide by all applicable, relevant municipal, provincial, and federal law and regulation, including, but not limited to, the reporting requirements and other obligations set out in provincial child welfare legislation with respect to the abuse or other mistreatment of children, youth or vulnerable adults.

Cooperation with Child Protection Authorities:

The church will cooperate with child welfare/protection agencies and other civil authorities (e.g., the police) in any investigation of allegations, reports, disclosures, or suspicions of abuse of children, youth or vulnerable adults at church events, and the church expects all staff, volunteers, and all other church personnel to do the same.

Suspension of Internal Investigations Pending Outcome of Investigations by Civil Authorities:

The church will never initiate or undertake an internal investigation of any allegation, suspicion, report, or disclosure of abuse of a child, youth or vulnerable person, unless and until the civil authorities—including child welfare/protection agencies and the police—have made a final disposition in the matter and have indicated that it is appropriate for the church to undertake such an investigation.

5. Abuse Response and Prevention Plan: The church will, within 3 months of the date on which this policy takes effect, develop and implement an Abuse Response And Prevention Plan that will include specific abuse response and prevention measures.
 - a. The plan will be created following, and on the basis of, a thorough audit and analysis of the inherent and foreseeable risks of abuse of children, youth and vulnerable adults in all areas and parts of the church.
 - b. The church will provide the funds necessary to create, implement, monitor, evaluate, review, and update its Abuse Response and Prevention Plan and the specific abuse response and prevention measures identified in it.
 - c. The Board of Christian Education as well as the next generation pastor will oversee the creation of the plan, and will report to the Board of Church Leaders monthly on the progress of the plan's development and implementation.
 - d. A draft of the plan, including timelines and budget, will be presented to the church for approval before it is implemented.
 - e. The Board of Christian Education will be responsible for monitoring the implementation of the plan on an ongoing basis, and will ensure that the specific abuse response and prevention measures identified in the Plan are implemented and regularly evaluated to see that they are actually prudent, reasonable, appropriate, and effective.
6. Abuse Response Protocol: The church, as the first priority in its Abuse Response and Prevention Plan, will develop an Abuse Response Protocol (and related procedures, practices, documentation, etc.) to be followed in the event of an allegation, disclosure, report, or suspicion of child/youth abuse. The church covenants to follow this protocol in any and every such situation. The protocol will conform to the following principles:

Principles Underlying the Abuse Response Protocol

- a. The church will take immediate action if an allegation, report, or disclosure of child abuse is made, or a suspicion raised, about an individual who is involved with the church in some way.
- b. The church will report to the civil authorities as required by law.

- c. The individual will be immediately suspended from his or her position, in particular from any and all ministries and church programs, services, and activities that involve children, youth and/or vulnerable adults, pending the outcome of any investigation by civil authorities and any later internal investigation.
- d. The church will seek to maintain confidentiality of information in relation to any allegation, report, disclosure, or suspicion of abuse, subject always to the need to protect children, youth and vulnerable adults.
- e. The church will remind all involved in such a situation that an individual is innocent until proven guilty and will refrain from any public disclosure of the individual's name or content of allegations, reports, disclosures, or suspicions, unless the individual himself or herself consents to the disclosure, unless the safety of children, youth, or vulnerable adults is put at risk by non-disclosure of this information, or unless or until the individual is charged with an offence and the information is made public by child welfare authorities, the police, or the court.
- f. If an individual who receives a salary, wage, stipend, or other payment from the church is the subject of an allegation, report, disclosure, or suspicion of abuse of a child/youth/vulnerable person in the church's care, the church will consider whether payment should continue pending the outcome of the investigation of child welfare/protection authorities and/or the police.
- g. The church will make a decision about this matter within 72 hours of an allegation, report, disclosure, or suspicion being reported to the child protection authorities and/or the police.
- h. The church's decision about this will be communicated, in writing, to the individual involved, within 24 hours of the decision being made.
- i. The church will appoint one individual to be the public spokesperson for the church in the event of an allegation, disclosure, report, or suspicion of the abuse of a child, youth or vulnerable person. No other person will speak on the church's behalf on this matter.
- j. The church will immediately contact its insurer in the event of an allegation, disclosure, report, or suspicion of the abuse of a child, youth, or vulnerable person.

7. Abuse Response and Prevention Education and Training:

The church, as part of its Abuse Response and Prevention Plan, will provide abuse response and prevention awareness-raising information, as well as regular, periodic, appropriate education and training for volunteers.

8. Review of Abuse Response and Prevention Plan :

The Abuse Response and Prevention Plan will include ongoing and periodic mechanisms that will allow the church to evaluate the measures in the plan to see that they are indeed prudent, reasonable, appropriate, and above all, effective. The plan and this policy will be reviewed annually and amended or updated when and as circumstances needed.

This Children/Youth Abuse Response and Prevention Policy was approved by vote of all members at Business Meeting at Springhill Baptist Church on _____ (DD/MM/YEAR). This Policy becomes effective as of _____ (DD/MM/YEAR).

Signed:

Pastor

Christian Education

Moderator

ABUSE RESPONSE AND PREVENTION PLAN

1. All persons desiring to work with children/youth through any ministry (current or future) of this church, must first meet the following qualifications:
 - a. Be a member or an adherent in good standing of Springhill Baptist Church or another Christian church for a minimum of six months or be approved by a pastor and the Board of Christian Education;
 - b. Complete a volunteer reference form;
 - c. Provide a mandatory Criminal Records check and a Vulnerable Sector check. A record from the Vulnerable Sector check involving any abuse of children, youth, or vulnerable adults will, in all cases, disqualify the individual from working with children, youth, or vulnerable adults through this church (to be completed every 2-3 years);
 - d. Participate in an annual information session which will include review of this policy;
 - e. Sign a covenant of care stating that they understand and will uphold all policies and procedures;
 - f. Read the Children, Youth And Vulnerable Adult Abuse Response And Prevention Policy & Plan;
 - g. Upon request, be interviewed by the pastor.
 - h. All youth volunteers (age 12-17) involved in children's/youth/vulnerable adult ministry will be accompanied/supervised by an adult who meets the criteria of section (1). It will be the responsibility of the pastor to assure that youth wishing to volunteer in their ministry are suitably qualified to do so; and to provide these youth volunteers with age-based training regarding appropriate interactions within that ministry.
2. At no time will young children be left in an individual's care behind closed doors or in an isolated and private location. During bathroom visits with very young ones, the bathroom door should be left open approximately 1 foot while an adult is assisting a child.
3. All classrooms will be modified so that, if there is no other way to view the room easily, a window will be installed in the classroom door.
4. We will strive to ensure that parents are made aware of the precautions being taken to protect their children by having this policy and plan accessible and having our volunteers trained in its contents.
5. Parental consent forms will be used for all special activities or events occurring off church property, and for any event which requires an overnight stay.
6. In the event that any allegation of abuse of a child, youth or vulnerable person is made, it will be reported immediately to the appropriate authorities. The process will be carefully documented, including dates, times, and content of all conversations pertaining to the allegation.
7. Any incident in which there is a concern for the safety or well being of a child under the care or supervision of our church will be taken seriously and may be investigated.
8. This policy will be posted in the church.

Recruitment

The recruitment of ministry workers will be done by ministry leaders, who may be either pastoral staff or lay leadership helping in the administration of a particular program.

1. Screening

Potential workers will either be a member or an adherent in good standing of Springhill Baptist Church or another Christian church for a minimum of six months or be approved by a pastor and the Board of Christian

Education. If the pastors, church board members or ministry leaders know of reasons why a person may not be suitable for a worker position, further investigation should take place so a final approval or denial of the prospective worker can be made.

2. Recruitment

(a) Ministry Worker Reference Form

In cases where children are to be supervised by workers, the Ministry Worker Application Form must be submitted by the worker before final approval is considered.

This confidential Ministry Worker Reference Form will be reviewed only by the pastor and ministry leaders. This form will be filed in a secure location.

(b) Interview and Reference Check

When an interview is required, it will be conducted by the next generation pastor. This interview provides the pastor with the opportunity to review the important items from the Ministry Worker Reference Form in a personal setting, to ask follow-up questions and to enhance knowledge of the applicant. The interview will also allow the potential worker the opportunity to ask questions about various ministries and the reasons behind our protection procedures.

Two personal references are requested for new workers on the Ministry Worker Reference Form. These references should exclude relatives and include at least one reference from outside the church. Both of these references will be contacted and asked to affirm the appointment of the worker. The person making contact, the date and a summary of the reference's comments will be recorded. This will become part of the Children's Ministry File and is considered confidential.

(c) Conviction or Criminal History Check

Each worker applicant will be required to pursue a Criminal Records Check with either the Police and/or the RCMP. A record check is necessary for any approved workers to accept a ministry position. All records secured are placed in the Children's Ministry File and are considered confidential. Criminal records checks are to be updated every 2-3 years.

(d) Child Protection Policy Training

All workers will be equipped with training regarding safety and abuse prevention. Each approved worker must sign a record indicating they have been trained and have read through the materials. This record will be kept in the Children's Ministry File.

Classroom

Springhill Baptist Church desires to provide a safe, loving classroom where the child feels comfortable and learning can take place. Workers should always conduct themselves in a godly manner, being an example of obedience, respect and honesty to young believers. Therefore, the following standard shall apply:

- Pre-school – Grade 6 children are to be released from the classroom to a Parent/Guardian or someone with known consent.
- No child should be dropped off at the program without a leader present.
- A registration form is to be completed for each child at the beginning of every program to notify the leader of any medical information, allergies, or other useful information.

Student/Teacher Ratio & Classroom Set Up

Type of Situation					
Children:Volunteer Workers	0-24 months	3-6 years old	7-8 year olds	9-18 year olds	Vulnerable adult
Classroom	6:2	12:2	15:2	15:2	10:2
Field Trip - Day	Not recommended	10:2	10:2	15:2	10:2
Field Trip - Overnight	Not recommended	Not recommended	10:2	10:2	10:2

A two-worker rule is best practice and is to be followed.

-Additional workers may be youth volunteers

-Although it may not be possible to maintain the two-worker rule in all classroom settings this will be enforced for any field trips and overnight outings.

When it is not possible for two adults to be in the classroom, a screened floater must be in the building and available to intervene during activities.

Where the two-worker policy cannot be used, we require that one-to-one contact between a volunteer/staff and a child/youth/vulnerable adult take place in a public area either inside or outside the organization's facilities, where both people can be seen by others.

Washroom Guidelines

Parents are encouraged to take their children to the washroom prior to each class/meeting.

- Nursery Children: As a general rule, nursery volunteers will not be expected to change diapers, however; if this becomes necessary, diaper changing must always take place in a room with a window in the door by a screened worker.
- Children under the age of 6 who need to go to the washroom should be accompanied by a leader who escorts the child to the washroom and checks the bathroom for safety. No adult or teen helper is ever to be in a closed washroom with a child. If another adult is not available, a volunteer or teen helper may stay behind with the remaining children.
- If there is an emergency bathroom situation, the parent/guardian should be notified immediately.
- Vulnerable adults may need special bathroom aids: assist bars, and so on. It may be necessary to ensure cleanliness following use.

Nursery Guidelines

- An adult leader will be partnered with another adult volunteer helper or youth (age 12 and up) when on duty in the nursery.
- Parents are to sign nursery children in and include any special instructions including who is allowed to change the child, dietary concerns, if snack is provided, etc. Parents are also to leave cell phone number to text in case of emergency.

- As a general rule, nursery volunteers will not be expected to change diapers, however; if this becomes necessary, diaper changing must always take place in the nursery with another screened volunteer in the area.
- Children are to be kept in the nursery area.
- An adult should always remain in the nursery when a child is present.
- To enable the staff to maintain order and provide the expected level of security, only parent/guardians and nursery workers should be in the nursery.
- Scheduled nursery workers must never use a replacement worker who is not listed on the nursery roster without first checking with the next generation pastor or Board of Christian Education.
- Children are never to be dropped off in the nursery without a worker present.
- Doors are to be supervised so that children are not able to exit alone, and they cannot be picked up from the nursery without a worker's knowledge.
- Only a parent/guardian or those who have consent are allowed to retrieve a child from the nursery.
- These nursery guidelines are to be posted in the nursery and a copy kept in next generation pastor's office.

Offsite Events

We strive to ensure that parents are aware of the precautions being taken to protect their children, therefore, when any group undertakes a field trip or leave the church property, the leaders must have an Event Permission Form signed by the parent(s)/guardian(s) for each child under the age of 18. The form must include:

- Specific location and details of the outing/event
- Date and time
- Signature of one parent or guardian
- Contact number at child parent(s)/guardian(s) (or some other appropriate designated person) can be contacted during the event.
- Child's Health card Number

A child who does not provide written consent may not participate in the event unless oral consent can be given over the phone by a parent/guardian who is known to the leader.

Parents should be notified at least one week prior to the outing.

On overnight trips the following precautions shall be taken:

- A list of all participants, a copy of the permission forms, and contact information is to be left with one of the following: The senior pastor, a deacon, the CE Board, or another designated church member.
- The leaders shall take the original permission forms with them.
- If the destination is outside Canada, additional medical insurance is recommended.
- The insurance company must be advised of all out of country trips
- The leaders should clearly outline, to both the youth/child and their parent(s)/guardian(s), the consequences of inappropriate behaviours.
- Head counts must be taken on a regular and timely basis.

All offsite events must follow the regulations highlighted under Transporting Children/Youth

Transporting Children/Youth

When transporting of children/youth is involved in an activity the number of persons per car must not exceed the number of seatbelts.

It is recommended that leaders and helpers not transport a youth/child unaccompanied. A minimum of 2 screened adult supervisors or 1 screened adult plus at least 2 other minors in the vehicle at all times.

- In an exceptional circumstance, if a leader has no alternative but to drive a youth/child home unaccompanied, the leader should advise the parent(s)/guardian(s) that he/she will bring the youth/child home unaccompanied and give the parent(s)/guardian(s) an estimated time.

Vehicle Requirements:

- A volunteer using his or her privately owned vehicle is responsible for ensuring that:
- Liability coverage is maintained at a minimum of \$1,000,000
- The vehicle has a valid registration, inspection and appropriate tires

Driver Requirements:

- Drivers who transport children/youth/vulnerable adults must meet the following criteria:
- Minimum 21 years of age with at least 3 years driving experience (age 25 is recommended, however exceptions can be considered for safe, mature ministry volunteers)
- Valid driver's license
- Appropriate license class
- No at fault accidents and no more than 2 minor traffic violations in the past 3 years
- Driver is subject to church discretion

Health and Safety Guidelines

Sick Children

- A child who is ill will not be received into the classroom. Any child with a known communicable disease will not be received into a classroom.
- Any child or worker on antibiotics must have taken them for at least 24 hours.
- If a child becomes ill while participating in a program, the parent will be notified immediately.

Snacks

- With the increasing number of children with fatal allergies, we request that "outside" foods not be brought into the classrooms unless previously arranged.
- Children with food allergies are permitted to bring food for their own use.

Emergencies

- Workers are not to give or apply any medication. If a child needs medication, the parent/guardian must give it. No medication will be left in the classroom or with a worker or child.
- In extreme cases (i.e. peanut allergies, ventilators, etc.) arrangements will be made with written instructions and permission of the child's parent/guardian.
- Procedures for fire emergencies will be reviewed semi-annually. These procedures are posted in a visible place in each classroom, stating the planned route of escape to the nearest fire exit.
- A first aid kit is kept on hand. All workers are to review the location and contents regularly.

Procedures for Dealing with Cuts or Injuries Involving Blood

- Separate the injured child from other children. Isolate the area where any blood may have dropped on floor, toys, etc. Send someone to locate parent/guardian
- Check to ensure that no other children had contact with blood from cut or injury.
- Put on latex gloves (available in first aid kit) and bandage the injury.
- Carefully wipe up all blood and bloody bandages and dispose of them immediately.

- Properly remove and dispose of latex gloves. Wash carefully with sterilizing soap.

General

The congregation is annually informed of the importance of child safety and the church's ABUSE RESPONSE AND PREVENTION POLICY & PLAN; and is encouraged to discuss and offer recommendations.

The Board of Christian Education will review the CHILDREN, YOUTH AND VULNERABLE ADULT ABUSE RESPONSE AND PREVENTION POLICY & PLAN annually, make changes as required and as programs and activities change and evolve. Any changes will be approved by The Board of Church Leaders at their meeting.

The ABUSE RESPONSE AND PREVENTION POLICY & PLAN will be made available on our church website to any parent or church member upon request and at each annual meeting.

Allegation of Abuse

If You Suspect Abuse Outside the Church

Everyone has the duty to immediately report to the child welfare agency in the area where the child lives if there is a suspicion that a child under 19 may be in need of protective services. Reports may be made anonymously. Once a report is made, child protection social workers assess the information provided to determine an appropriate response. Bring pastor or leadership into room as the following happens:

- Reporter is to contact Community Services immediately.
- Northern Region Office: 1-888-919-4236 or the emergency after hours number: 1-866-922-2434
- Springhill RCMP: 1-902-597-3779
- In an Emergency: 911
- Fill out form for Suspected Child Abuse (Appendix 2)
- Pastor to maintain confidential records and initiates any needed follow-up until the matter is concluded.

If There is an Allegation of Abuse within the Church

Bring pastor or leadership into room as the following happens:

- Reporter is to contact Community Services immediately.
- Northern Region Office: 1-888-919-4236 or the emergency after hours number: 1-866-922-2434
- Springhill RCMP: 1-902-597-3779
- In an Emergency: 911
- The pastor or designated person is to report the allegation of abuse to our insurance company
- Fill out form for Suspected Child Abuse (Appendix 2)
- Alleged abuser is removed immediately from all contact with children, youth, and vulnerable adults by the pastor
- A response committee shall be formed, consisting of:
 - The pastor(s)
 - The chair of the Board of Deacons
 - The chair of the Board of Church Leaders
 - The Board of Christian Education
- If any of the above are implicated they will be excluded from the response committee and another board member may be appointed.
- This committee shall initiate and oversee the process outlined in Responsibilities of Response Team.

- The Response Team will maintain confidential records until the matter is concluded.

If There are Allegations Against the Pastor

Bring chair of Board of Deacons into room as the following happens:

- Reporter is to contact Community Services immediately.
- Northern Region Office: 1-888-919-4236 or the emergency after hours number: 1-866-922-2434
- Springhill RCMP: 1-902-597-3779
- In an Emergency: 911
- Alleged abuser is removed immediately from all contact with children, youth, and vulnerable adults
- The designated person is to report the allegation of abuse to our insurance company
- The chair of the Board of Deacons must call the Executive Minister of Canadian Baptists of Atlantic Canada. The Canadian Baptists of Atlantic Canada will follow the protocol for cases of alleged misconduct.
- Follow Canadian Baptists of Atlantic Canada's advice for next steps.
- The chair of the Board of Deacons will be responsible for the response and course of action.
- The chair of the Board of Deacons will maintain confidential records until the matter is concluded.

Responsibilities of Response Team

If a conflict of interest exists for any member, a designate will be appointed.

The responsibilities of the response team:

- A general log of all incidents and their resolutions will be reported regularly to the Board of Deacons.
- An extensive record to be kept of all meetings, contacts and courses of action. These will be maintained in a secure location in the church office.
- Ensure the accused is removed from contact with children/youth/vulnerable adults.
- Determine the involvement of the church lawyer
- The chair of the team liaises with Community Services and/or the police.
- Ensure that the pastor, on behalf of the team, communicates appropriately, and as deemed necessary by the team, with the accused, alleged victim(s) and their families.
- Develop an intervention plan and implement. Such plan will address the needs of the following parties: The abused and his/her immediate family, the accused and his/her immediate family, and other parties emotionally affected by the situation.
- Ensure that the needs of those in the church family directly and indirectly affected are appropriately addressed.
- Inform the Board of Deacons that an investigation is occurring, without revealing the names of the accused and the victim. Subsequent communication with the Board of Deacons will be determined by the team, respecting confidentiality, the fragility of the situation and those involved.
- Participate in the development and coordination of a treatment plan addressing the spiritual and emotional needs of all the affected parties in the Church. The plan will be cooperatively developed with all individuals involved or affected.
- The goal of the treatment plan will be to bring healing to:
 - Each victim and his/her family
 - Each abuser and his/her family, and
 - The church Family
- Participation in the proposed treatment plan will be voluntary. However, in the case of the abuser, participation in the plan may be required as a condition:

- Of continued employment or participation in the Church, and
- To subsequent restoration, if temporary separation is required.

Public Responses of Allegations of Abuse

No one other than the lead pastor or designate will be the spokesperson for the church. After consultation with the church’s lawyer, the lead pastor will speak, as necessary, to the media and the congregation regarding the matter in a discreet, informed, truthful, and diplomatic way.

In an allegation of abuse, the statement below may be used by the pastor for a public response until all of the facts are uncovered and the case is reviewed:

- It is always tragic when children/youth/vulnerable adults are abused or exploited. Springhill Baptist Church has taken careful precautions to protect the children/youth and vulnerable adults entrusted to our care. We are distressed by any accusation of child abuse. We will do everything in our power to address any needs in this situation. For the welfare of those involved, all information has been directed to the appropriate authorities.

Always have the church’s lawyer present while answering any investigative questions from the police or social services agencies. Full cooperation must be given to civil authorities under the guidance of the lawyer.

Disciplinary Action

Any church disciplinary action taken by the pastoral staff, church boards and/or congregation toward any staff member or volunteer involved in the abuse of a youth/child/vulnerable adult is to be in keeping within biblical guidelines and the provisions of the church constitution.

Signed:

Chair of the Board of Deacons

CE Board Leader

Chair of The Board of Church Leaders

Pastor

APPENDIX 1

The Covenant of Care for Springhill Baptist Church

I promise, in all my relationships with children / youth / vulnerable adults, to follow appropriate action as defined by my training orientation.

I promise to use only the physical contact that is deemed appropriate by the document (CHILDREN, YOUTH AND VULNERABLE ADULTS ABUSE RESPONSE AND PREVENTION POLICY & PLAN), which I have read and understand.

I promise to use appropriate language.

I promise to show no bias based on gender, ethnic background, skin colour, intelligence, age, religion, sexual orientation, or socio-economic status.

I promise that I will not harass others.

I promise to respect confidentiality and privacy, unless a child, youth, or vulnerable adult is in danger, then I will report to Community Services or the police.

I have read and agree with the covenant of care.

Signature: _____ Date: _____

Witnessed by: _____ Date: _____
(Authorized person)

APPENDIX 2

Abuse Report Form

Springhill Baptist Church

CONFIDENTIAL

Report date: _____

Time of Report: _____

Full Name of child/youth/adult: _____

Age/Grade: _____

Date of Birth: _____

Gender: M F

Full Address: _____

Phone Number: _____

Name of Parent/Guardian (for child/youth) or caregiver (for adult): _____

Notified: Yes No If yes, date/time of notification: _____

Address: _____
(If different from above)

Phone number: _____ (if different from above)

Date/time and location of incident: _____

Internal Abuse Incident or Disclosure of External Abuse: _____

Description of incident: _____

Names/contact information of witnesses: _____

Descriptions of injuries sustained: _____

Description of action taken: _____

Additional information you think is relevant: _____

Direct quotes from child/youth/adult: (Note: Do not interview the child/youth/vulnerable adult but report only the comments they share with you.)

I hereby confirm that the information provided in this report is accurate to the best of my knowledge.

Name and position of person making report (please print) _____

Phone/Address: _____

Signature of Person making report: _____ Date: _____

Note: All Allegations of Abuse must be reported to a protection agency or police. (see section on reporting procedure.)