

**NORTH YORK (CHINESE) BAPTIST  
CHURCH**

**CHILD, YOUTH & VULNERABLE PERSON PROTECTION  
POLICY**

**NORTH YORK (CHINESE) BAPTIST CHURCH CHILD,  
YOUTH & VULNERABLE PERSON PROTECTION POLICY**

<b>1. INTRODUCTION</b>	<b>3</b>
<b>RECRUITMENT PROCEDURES</b>	<b>4</b>
<b>2.1 SCREENING</b>	<b>4</b>
<b>2.2. APPROVAL PROCEDURES</b>	<b>4</b>
2.2.1 Ministry Personnel Form	4
2.2.2 Reference Checks	4
2.2.3. Interview	4
2.2.4 Police	4
Vulnerable Sector Checks (PVSC)	4
Approval	5
<b>3. PERSONAL SAFETY PROCEDURES</b>	<b>5</b>
<b>3.1 CLASSROOM RATIO</b>	

.....	6
<b>3.2 RECORD KEEPING</b>	
.....	6
<b>3.3 DIAPER CHANGING</b>	
.....	6
<b>3.4 RESTROOMS</b>	
.....	6
<b>3.5 SICKNESS / OTHER HEATH ISSUES</b> .....	
7	
<b>3.6 SIGN IN/SIGN OUT (for children Sunday classes)</b>	
.....	7
<b>3.7 CHILDREN ZONE</b>	
.....	8
<b>3.8 WORKER BEHAVIOUR</b>	
.....	8
<b>3.9 SPECIAL NEEDS</b>	
.....	9
<b>3.10 EMERGENCIES</b>	
.....	9
<b>3.11 PARTIES AND FIELD TRIPS</b>	
.....	9
<b>3.12 TRANSPORTATION</b>	
.....	10
<b>3.13 SUGGESTED BUILDING REQUIREMENTS</b> .....	10
<b>4. ABUSE: PREVENTION AND PROCEDURES</b>	
.....	10
<b>4.1 PROTECTION FROM LIABILITY &amp; OBLIGATION TO REPORT</b> .....	11
<b>4.2 WHO MUST REPORT</b> .....	
11	
<b>4.3 HOW TO REPORT</b>	
.....	11
<b>4.4 REPORT FOLLOW-UP</b> .....	11
<b>5.</b>	<b>TRAINING</b>
.....	12 6.

Page 2 December 2017

*NORTH YORK (CHINESE) BAPTIST CHURCH CHILD,  
YOUTH & VULNERABLE PERSON PROTECTION POLICY*

**1. INTRODUCTION**

Equipping volunteers for ministry is essential to a healthy, growing church. Scripture teaches that every believer has been equipped by God for ministry in, or through, His church (Ephesians 4: 16). Therefore, a healthy church utilizes a large number of volunteers in a variety of ways both within and outside the church.

Some scriptures to keep in mind as the following paper are read:

I Thessalonians 5:22 – “Avoid every kind of evil.”

Ephesians 5:3 – “But among you there must not be even a hint of sexual immorality...because these are improper for God’s holy people.”

Matthew 18:6 – “But if anyone causes one of these little ones who believe in me to sin, it would be better for him to have a large millstone hung around his neck and to be drowned in the depths of the sea.”

Matthew 18:15-17 – “If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses. If he refuses to listen to them, tell it to the church; and if he

refuses to listen even to the Church, treat him as you would a pagan or tax collector.”

We at North York (Chinese) Baptist Church (NYCBC) are concerned about the safety of the children and families, youth and vulnerable persons that we serve. At the same time, we are also concerned about the safety and reputation of the adults and teens who volunteer to make our ministries possible. NYCBC recognizes that we have a spiritual, moral and legal obligation to provide a secure environment for children, youth (hereby referring to any person(s) under the age of 18) and vulnerable persons participating in church programs that are under the support and authority of the church. We do not believe in and prohibit corporal punishment of any kind in our Church. Physical and emotional abuse and abuse of any kind is a violation of God’s moral law within the context of trusted relationships. Therefore we have developed the following procedure to reduce the possibility of abuse taking place.

All provisions of this Policy relating to Volunteers apply equally to all paid staff. All protections in this Policy apply to children, youth and vulnerable persons (defined as people “who, because of their age, disability, or other circumstances, whether temporary or permanent, are (a) in a position of dependence on others or (b) are otherwise at a greater risk than the general population of being harmed by a person in a position or authority or trust relative to them.”).

Page 3 December 2017

*NORTH YORK (CHINESE) BAPTIST CHURCH CHILD,  
YOUTH & VULNERABLE PERSON PROTECTION POLICY*

## **2. RECRUITMENT PROCEDURES**

The Ministry Teams will recruit volunteers for the various parts of the ministries. The pastor(s)/Volunteer Coordinator that are in charge of the ministry or program in question will offer the final approval of the volunteer.

## **2.1 SCREENING**

Names of potential volunteers will be brought to the ministry pastor, member of Ministry Group or the Volunteer Coordinator. If any of these people know of reasons why a person might not be suitable for a volunteer position, further investigation will take place and a final approval, or denial, of the name will be made by the pastor or the Volunteer Coordinator overseeing the ministry.

## **2.2. APPROVAL PROCEDURES**

### **2.2.1 Volunteer Application Form**

When a volunteer intends to serve in an area where children, youth or vulnerable persons are to be supervised, a formal confidential Volunteer Application Form (see attached form) will be filled out by the volunteer before final approval is considered.

### **2.2.2 Reference Checks**

Two personal references are asked for on the Volunteer Application Form. These references should exclude relatives and include at least one reference from outside the church. The referees will be phoned and asked to verify the information supplied on the Volunteer Application Form and also whether the reference has any reservations about the applicant. Members of the overseeing Ministry/Fellowship Groups will conduct the reference checks.

### **2.2.3. Interview**

An interview with the overseeing pastor of the ministry/Volunteer Coordinator and one member of the relevant group is an opportunity to review items on the Volunteer Application Form. Follow up questions may be asked for clarification and to allow the volunteer to understand the scope of the

position to be filled and the time commitment required.

#### **2.2.4 Police Vulnerable Sector Checks (PVSC)**

As part of the approval process, all volunteers wishing to serve in positions involving Children, Youth or Vulnerable Persons need to provide a Police Vulnerable Sector

Page 4 December 2017  
*NORTH YORK (CHINESE) BAPTIST CHURCH CHILD,  
YOUTH & VULNERABLE PERSON PROTECTION POLICY*

Check (PVSC). Alongside with the application form, the applicants will be explained that a PVSC can ensure that some applicants may screen themselves out. Failure to provide a PVSC will result in a rejection of their application.

North York Chinese Baptist Church will bear the cost for all paid staff and volunteers who wish to serve in Church Ministries.

An applicant whose PVSC shows no prior conviction, pending upon approval of the recruitment process will be free to serve within Church Ministries. An applicant whose PVSC shows previous conviction whether having been arrested for, charged with, are on deferred adjudication or regular probation for, or have been convicted of sexually oriented or sex related crimes either, misdemeanor or felony, cannot serve in any area of the Children, Youth or Vulnerable Persons ministries.

The applicant who continues to serve in Church Ministries will need to conduct a PVSC once every 5 years. Within those subsequent 4 years, an Annual Offence Declaration is to be signed by this applicant aforementioned. The applicant is required to report to their supervisor any charges, arrests, or any accusations of any sexually oriented or sex related crimes.

If the applicant transfers out of North York (Chinese) Baptist Church, the applicant's PVSC becomes null and void. If the same applicant transfers its membership back into North York (Chinese) Baptist Church and wishes to

serve within Church Ministries, the applicant must reapply for an updated PVSC.

Regardless if the applicant has received a clean PVSC, if the applicant is convicted of a criminal offence after the PVSC, the applicant is responsible to notify NYCBC. Proper action will be taken after the notification.

### **2.2.5**

#### **Approval**

Approval to serve in the ministry that the volunteer has applied for will be documented by the relevant Ministry/Fellowship Group when all the above process has been completed.

All copies of the Volunteer Application Form and PVSC document will be forwarded to the Church Administration Office. They will be kept under lock and key in the Administration Office for a minimum of seven years. These records are considered confidential and will be accessible only by the Pastoral Staff and designated Administrative Staff.

\* Section 3.1 to 3.7 pertain only to Children Ministry

### **3. PERSONAL SAFETY PROCEDURES**

Our church is especially concerned for the safety of the children and families we serve. At the same time, we are concerned about the safety and reputation of the adults and teens who volunteer to make this ministry possible. There will be, however, some who

Page 5 December 2017

*NORTH YORK (CHINESE) BAPTIST CHURCH CHILD,  
YOUTH & VULNERABLE PERSON PROTECTION POLICY*

may come in with impure motives. We have therefore developed these procedures to lessen the possibility of abuse occurring.

#### **3.1.CLASSROOM RATIO**

**3.1.1.** Our desire is to provide a safe, loving classroom where the child feels comfortable and where learning can take place. Therefore, the following guidelines shall apply: **3.1.2.** Ideally, there will be a minimum of two adults being teachers, volunteers or parent in any room with children, except in the event of an emergency situation such as a last-minute cancellation due to illness, weather or work, etc. **3.1.3.** This standard also provides volunteers with more encouragement, creativity and flexibility, as well as providing a gift-mix in each classroom that makes for a richer teaching environment. **3.1.4.** When only one adult teacher is in a room with children, the door of that room will remain slightly open or alternatively, a window within the door will allow anyone to look in occasionally without interrupting the teaching process. All rooms on the floors used for teaching/activity classrooms in the church are equipped with see-through windows in every door. **3.1.5.** Ideally, there will be a minimum of 1 adult worker for every 4-6 preschool children and 1 adult for every 8-10 children from Grades JK-6.

### **3.2. RECORD KEEPING**

**3.2.1.** The names and addresses of parents and children shall be carefully maintained by lock and key in a filing cabinet **3.2.2.** Nursery, Toddler, Sunday School and Jr. Worship will help collect the information. The Children Ministry Pastor will keep the related children's information.

### **3.3. DIAPER CHANGING**

Diaper changing should always take place in a place and in such a way that another nursery volunteer or parent can easily see the child being changed.

### **3.4. RESTROOMS**

**3.4.1.** Volunteers are not allowed to be in a restroom and/or stalls while

alone with a child or children. Instead, the accompanying volunteer will need to accompany the child and stand outside the washroom door

Page 6 December 2017

*NORTH YORK (CHINESE) BAPTIST CHURCH CHILD,  
YOUTH & VULNERABLE PERSON PROTECTION POLICY*

or be within hearing distance, periodically asking the child for status updates if necessary. **3.4.2.** A buddy system: this will be permitted for Gr 3 and above, where two students of the same gender are allowed to go to the washroom together so that children can keep watch of each other, but this will be used on situations where the teacher of the classroom does not have a volunteer to escort the child. The buddy system provides a witness in case anything happens. The buddy system is appointed by the teacher. The buddy will know instinctively if there is any danger to report. **3.4.3.** For toddlers (children from 2.5 to 4 yrs of age), the washroom doors

are open (current set up of the 685 Toddlers Room) but the child's privacy must be respected. Only trained adult female volunteers may accompany the child to the restroom.

**3.5. SICKNESS / OTHER HEALTH ISSUES**

**3.5.1.** A child who is not feeling well should not be received into the

classroom, exposing other children and workers to illness. Some signs of illness are unusual fatigue or irritability, coughing, sneezing, runny nose and eyes, fever, vomiting, diarrhea, inflamed mouth and throat. Children from 0-12 years with these or similar symptoms must be returned to their parent or guardian. The Teacher reserves the right of not receiving the unwell child. **3.5.2.** Head lice is a common problem in

schools or children community. The church is not an exception. If a child is found to have head lice infested in his/her hair, he/she will be taken out of the class immediately and the parent must be summoned to take the child home. Treatment is recommended. It is important that all lice and nits on the child are removed before returning to class. If all lice and nits are not removed, other children in the class, as well as the child in question will continue to be affected by the problem. **3.5.3.** All children should be discouraged from playing with and touching each other's hair.

### **3.6. SIGN IN/SIGN OUT** (for children Sunday classes)

**3.6.1.** The Children Ministry will keep records of all children attending children Sunday classes, together with their parents. All this data is fed into the ministry's check in system which will help keep track of all the ins and outs of each children class, and their attendance. The attendance records will be kept in the children ministry in encrypted files for at least 3 years. **3.6.2.** All the children classes need to adopt this check-in system to keep track of who has been put in the care of the church volunteers.

Page 7 December 2017

### *NORTH YORK (CHINESE) BAPTIST CHURCH CHILD, YOUTH & VULNERABLE PERSON PROTECTION POLICY*

**3.6.3.** Nursery and Toddler Room: children put into the care of the Nursery

and Toddler ministries are recorded each Sunday (on sign-in sheets) and parents/guardians will not be able to pick them up without the presentation of valid check-in coded labels explained below **3.6.4.** Nursery and Toddler Room procedures: The child dropped off will

wear a name tag/label with a randomly generated code. The drop-off

parent or guardian will receive a label with the same code(s) of their child(ren)'s. When the pick-up parent or guardian is picking up their child(ren), they must identify their child's name and then present the label with a code that matches their child(ren). If the parent or guardian signing out their child(ren) is not the same parent or guardian picking up their child(ren), that drop-off parent or guardian must indicate who the designated pickup person will be. This information will be recorded in the sign-in sheet. **3.6.5.** JK – Gr 6 procedures: a similar process applies, but each child will be

checked-in by a parent who will be given a pick-up card with the child's information, while the child will wear a label with his/her name and grade and allergies to note. Both ends of the id have the same student number for matching during the check-out process. Upon pick up, the parent must present the pick-up card, and the child will be asked to identify the parent/guardian before he/she is released to the adult.

### **3.7. CHILDREN ZONE**

**3.7.1.** The areas where the babies and toddler will be placed, plus the

classroom area where the JK to Gr 6 children have Sunday classes, are designated as restricted zones. Only authorized people – screened volunteers who have gone through police vulnerable sector check, and are serving the children ministry on that Sunday, will be allowed to go in. **3.7.2.** Nursery and Toddlers Room: parents are allowed into these two rooms

only for settling down their kids, feeding and changing diapers (for Nursery only.) Volunteers on duty serving these 2 rooms should be vigilant to ensure no unauthorized people are staying in the room and handling infants and babies. **3.7.3.** JK – Gr 6 classrooms – they are all situated within the restricted

Children Zone. Only ministry volunteers as mentioned in 3.12.1 are allowed to go into the Zone. All children entering the Zone must be checked-in through the check-in system and will be checked-out with the same secured system mentioned in 3.11.5. **3.7.4.** Security cameras (CCTV) have been installed inside and outside the

Children Zone to offer 24-7 monitoring of the Zone. These

cameras do not cover the areas inside the classrooms.

Page 8 December 2017

*NORTH YORK (CHINESE) BAPTIST CHURCH CHILD,  
YOUTH & VULNERABLE PERSON PROTECTION POLICY*

### **3.8. WORKER BEHAVIOUR**

**3.8.1.** All volunteers working with children and youth should not be involved

in any of the following activities, especially with older (age 4 and above) children: extended hugging, kissing, sitting a child on the lap, piggyback, inappropriate touching or being alone with a child. **3.8.2.** If someone happens to see the abovementioned behavior happening with a volunteer and a child/youth, the person should appropriately remind the volunteer that such behavior is inappropriate; and the incident must be reported to the Children/Youth Ministry Pastor.

### **3.9. SPECIAL NEEDS**

Extra attention will be provided for those with special needs. Workers who have the privilege to work with children, youth or vulnerable persons with special needs should find opportunities to attend training classes held by the church or outside organizations as part of our continuous efforts to provide the most appropriate service/care.

### **3.10. EMERGENCIES**

**3.10.1.** If a child/youth/vulnerable person requires medication, it should only

be administered by their respective parent/caregiver. Volunteers are not to give or apply any medication, unless authorized by the parent/caregiver by written consent– with the exception of Epipens.

**3.10.2.** Regarding Epipens, a pair of Epipens (one junior, for kids 15-30 kgs or 33-66 lbs, one regular, for those weighing beyond 30 kgs or 66 lbs) are usually kept in the Children Ministry. They are used for

emergency situations where an individual exhibits life-threatening allergic reaction (anaphylaxis)/ symptoms. All people having anaphylaxis should carry their own Epipens. But in case their own Epipens are absent for any reason, volunteers, no matter they have received any training on using an Epipen or not, should try to use it (as prescribed on the package) on the individual showing severe allergic symptoms, while the EMS is notified to come. **3.10.3.** First Aid boxes are kept in all floors with children classrooms & in the

Church Office, a nurse, or a volunteer as informed by a nurse.

The contents and the location shall be reviewed quarterly by the Ministry Pastor(s) and the Church Administrative Office.

### **3.11. PARTIES AND FIELD TRIPS**

**3.11.1.** In the occasion where special activities occur outside of the church

premises, the following precautions need to be taken with these activities:

Page 9 December 2017

#### *NORTH YORK (CHINESE) BAPTIST CHURCH CHILD, YOUTH & VULNERABLE PERSON PROTECTION POLICY*

**3.11.2.** Always have another adult such as a recognized volunteer or a parent

of the child present at these activities. Parents helping with one-off activities do not need to fill out a Ministry Personnel Form **3.11.3.** Get a signed parental waiver from each parent for any outside church activities. The waivers are to be shredded and destroyed at the conclusion of the field trip because of the personal and health card information it contains. **3.11.4.** Administration should check the church's insurance policy to be sure

that liability coverage includes offsite activities.

### **3.12. TRANSPORTATION**

**3.12.1.** It is advisable to have at least two volunteers present when transporting children, youth or vulnerable persons.

### **3.13. SUGGESTED BUILDING REQUIREMENTS**

**3.13.1.** It is advisable to have windows in all classrooms and/or office doors so that all classes/groups can be visible even when doors need to be closed for safety or confidentiality reasons. **3.13.2.** All rooms should be supplied with an emergency exit plan near the door, both in directions and instructions. (Volunteers need to be familiar with these plans in case of emergency exit.)

## **4. ABUSE PREVENTION AND PROCEDURES**

North York (Chinese) Baptist church is committed to providing a harassment free environment. The Board of Deacons will take appropriate follow-up action against any employee and/or volunteer who subjects any child, youth or vulnerable person to any form of harassment, upon receiving a written report by the Senior Pastor or his designate or if the accused is the Senior Pastor, a report by the alleged victim(s) or the alleged victim(s)' parent(s)/guardian(s). The name of a reporter or circumstances related to the report will only be disclosed to the extent that it is necessary for the purpose of investigating the report or taking disciplinary measures.

Harassment includes:

- The engagement in a course of vexatious comment or conduct that is known or ought reasonably to be known to be unwelcome;
- Suggestive or unwelcome remarks of racial, ethnic, personal or similar nature;
- Sexual advances, solicitation or physical contact made by one person to another whether or not he or she is in a position to grant or deny a benefit to another, such as advances from a supervisor to an employee;
- An act or course of conduct that would be regarded as

harassment.

Page 10 December 2017

*NORTH YORK (CHINESE) BAPTIST CHURCH CHILD,  
YOUTH & VULNERABLE PERSON PROTECTION POLICY*

**4.1. PROTECTION FROM LIABILITY & OBLIGATION TO REPORT**

4.1.1. No person is liable for anything done or omitted in good faith in the exercise

or purported exercise of the powers conferred by this policy. 4.1.2. Church Policies - Any person who has reasonable grounds to believe that a child (or children), youth or vulnerable person(s) is in need of protection is required to report the matter immediately. Such reporting is not a breach of confidence between church personnel and the children, youth or vulnerable person(s) involved. As church leaders, we have a double accountability before God to be aware of the great responsibility we have in offending and protecting each child, youth or vulnerable person involved.

**4.2. WHO MUST REPORT**

4.2.1. A person is in need of protection if he or she is:

- a. abused or neglected so that the person's well-being is endangered,
- b. abandoned, (any child under the age of ten left unattended)
- c. deprived of necessary care through the death, absence or disability of his

parents or caregiver. d. deprived of necessary medical attention, or

4.2.2. When abuse or neglect can be reasonably anticipated, there are reasonable

grounds to believe a person is in need of protection, and the responsibility to report applies. 4.2.3. Historical abuse or neglect, that is abuse or neglect which occurred in the not-

very-recent past, must be reported wherever there are reasonable grounds to believe that a person may be in need of protection. If the alleged offender is in regular contact with the person being abused, irrespective of whether it is the same person abused in the past, there may well be grounds to believe

that the person is at risk based on the offender's past behaviour. Where the information is obtained from a victim, the victim should be told how to file a complaint with the police irrespective of whether there are any current protection concerns. 4.2.4. The only claim of confidentiality which overrides the legal duty to report is

solicitor-client privilege. Thus physicians, clergymen and others who consider their professional relationships confidential for certain purposes are not exempt from the duty to report abuse or neglect.

#### **4.3. HOW TO REPORT**

All church personnel, paid and volunteer, must immediately report any instance of abuse they have reasonable grounds to believe occurred. These reports can be made by email, phone call, or in person to the Board of Deacons and/or Pastoral Staff **IMMEDIATELY**, who, once affirmed and agreed the grounds of believing there is abuse, must **IMMEDIATELY** make a report to the authorities – the Toronto Police or the Children's Aid Society as appropriate.

#### **4.4. REPORT FOLLOW-UP**

Page 11 December 2017

*NORTH YORK (CHINESE) BAPTIST CHURCH CHILD,  
YOUTH & VULNERABLE PERSON PROTECTION POLICY*

4.4.1. In cases where the person suspected of abuse is neither a church staff nor a

volunteer, the designated church personnel will report to the appropriate authorities as above. Upon the completion of an investigation by the Toronto Police or Toronto Social Services Department, parents or caregivers will be notified by either the Toronto Police or Toronto Social Services Department the course of the investigation. Procedures to maintain strict confidentiality will be followed. A follow-up call will then be made by the designated church personnel.

4.4.2. In cases where the person suspected of abuse is a church staff or volunteer,

then a team composed of a Pastor, a representing Deacon and the person with reasonable grounds shall interview the person suspected of child abuse. The church's lawyer will then be contacted by the Board of Deacons; he or she will then contact the police. Immediate suspension shall result when a

staff member is suspected of abuse and reasonable evidence exists as to his or her alleged involvement. This suspension will remain in effect until a complete investigation and a final decision has been made. 4.4.3. A confidential written report with conclusions, action taken, and

recommendations for follow-up action if appropriate shall always be made by the appropriate pastor following an abuse interview. These reports shall be kept in the church office. The Senior Pastor or in the absence of Senior Pastor, his designate shall report all incidents of abuse to the Board of Deacons.

## **5. TRAINING**

5.1. Volunteers will be given a clear job description. 5.2. All volunteers will receive a copy of the NYCBC Child, Youth & Vulnerable Person Protection Policy for their review upon their acceptance. All accepted volunteers will be given training regarding abuse prevention, harassment and first aid that adheres to the policy stated above before their inception of service. The date of such training will be recorded in their Volunteer Application Form. All volunteers must acknowledge receipt and sign the Policy after receiving training. 5.3. If a volunteer does not fit the position, the supervisor will deal with the issue

appropriately without delay. If the issue cannot be dealt, care will be given to the volunteer with a possible suggestion of alternative service ministry without devaluing the volunteer. 5.4. Volunteers are encouraged to demonstrate professionalism. Their place of work

will be either well-lighted, or is comfortably cooled or heated, and includes all necessary equipment that requires to get the job done. 5.5. Periodic checks on volunteers are given to assess their needs, progress, and the quality of their work. Assistance will be given if volunteers require help.

## **6. POLICY REVIEW AND AMENDMENT GUIDELINES**

6.1. Not less than once every five years, the existing Children Ministry, Youth

Ministry and the Church Administration office shall review this Child, Youth & Vulnerable Person Protection Policy and to consider possible revision. The

Page 12 December 2017

*NORTH YORK (CHINESE) BAPTIST CHURCH CHILD,  
YOUTH & VULNERABLE PERSON PROTECTION POLICY*

proposed revised policy will be presented to the Pastoral Team for its review, comment and, if appropriate, approval. 6.2. The Pastoral Team will forward the recommendations to the Board of Deacons for consideration and approval, if appropriate. 6.3. The Board of Deacons may approve the changes, or in the case of major changes to this Policy, will present the changes for approval at a Business Meeting of Members.

