



**Introduction:**

The Meeting Place Inc. (operating as Christ Central Church, herein referred to as "Church") seeks to honour God's love for children and to protect their well being, and to prevent any form of abuse, harassment, or neglect in the course of its ministries. We base our concern on the teachings of Jesus Christ.

Our goal in response to Jesus' teaching is to provide a safe, secure, and loving place for the development of children in the care of teachers and leaders who minister appropriately to their needs.

The Church is committed to providing:

- a. A safe environment designed to prevent harm to those in our care,
- b. Protection of our children's and youth ministry workers from false allegations, and
- c. Zero tolerance for abuse, harassment, or neglect.

The Church Child Protection Standard is defined in the following Articles. As a supplement to these Articles, it is recommended that the principles and practices presented in "Child Protection Information and Best Practices" (Appendix G) be followed.

**Articles:**

**A. WORKING WITH CHILDREN AND YOUTH**

1. Regular attendance at the Church for at least 6 months shall be a requirement prior to service in children and youth ministries, including working in the nursery, except by written permission of the Lead Elder based on previous knowledge of the individual.
2. There shall always be at least two workers scheduled to facilitate in the nursery and to work with the children or youth. The Church aims to meet or exceed the child-worker ratios established by the province. At least one worker will be an adult (18 years or older). When possible, not all workers in one class will be related. For mixed sex groups of children toddler to grade 5, at least one worker of each sex will be scheduled.
3. Overnight events shall have at least one leader of each sex if the children or youth are a mixed sex group. On wilderness or other outings, multiple leaders are required. Workers shall not share sleeping accommodations with children of the opposite sex. A worker shall not sleep alone with any child (same sex or opposite sex), except for a parent-child pairing.
4. Except in an emergency situation, any individual (other than the child's or youth's parent or guardian) working with children or youth on behalf of the Church shall not accompany or transport a child or youth alone. An exception may be made if the individual is a friend of the family of the child or youth where prior written permission has been obtained from the child's parent or guardian to have the individual accompany or transport the child or youth to or from a location alone.



5. Signed permission slips shall be required for outings involving motor vehicle travel. Outdoor play shall be at the discretion of the children's or youth leaders.

6. Care shall be taken to release children or youth to their parents, guardians, or other prearranged individuals.

When parents drop the children off at a program: for children in the nursery up to the grade 5 class, this shall include a sign in/out sheet. In addition, a card shall be given to the person who drops the child off at these classes. The child shall be released from these classes upon presentation of the card.

When workers collect children for a program: parents or guardians sign a permission form, granting permission for their child to participate in the program including transportation to and from the program site. Workers collect the children, and at the end return children to their parents, guardians, or other prearranged individual. For multi-day/week programs, the permission form is signed once per term.

7. Individuals working with children or youth on behalf of the Church shall not use physical discipline with them.

8. Individuals working with children or youth on behalf of the Church shall not participate in inappropriate touching, affection or discipline.

9. Nursery workers shall only change diapers if it has been agreed upon with the parent.

10. Should an injury or other unusual event occur while a child or youth is in the care of the Church, the group leader shall document the event using the Incident Report form (see Appendix H). The parent or guardian, the ministry leader, and the CPP Officer shall be informed, and any actions taken shall be noted.

#### **B. STAFF ORIENTATION AND SCREENING**

1. Criminal record checks shall be conducted on any individual (age 18 and up) who works with children or youth on behalf of the Church. Criminal record checks shall be refreshed within 3 years on an ongoing basis.

2. A committee comprised of the Church Child Protection Officer and at least one other individual holding a leadership position within the Church shall interview individuals who would like to work with children or youth. The applicant shall supply the names of references, and shall complete a Children's/Youth Ministry Application Form (Appendix B) that:

i. Indicates they have read and understood the CPP and CPS of the Church and intend to follow them, and;

ii. Indicates if they have ever committed physical or sexual abuse of a child or youth.

3. Children's leaders and youth leaders shall conduct orientation meetings describing the CPP and CPS with each individual who will be working with



children and youth. The orientation shall consist of providing a copy of the CPP and CPS and requesting completion of the Children's/Youth Ministry Application Form and police background check (Appendix C, D, and E). The orientation shall make clear that the CPP and CPS are intended to protect both children and adults. The orientation shall include education about possible symptoms of abuse and neglect, and of what behaviours are not appropriate.

4. Annual refresher seminars shall be provided to assist all children's and youth ministry workers in understanding the issue of abuse, abuse prevention, and the legal responsibility to report actual or alleged incidents.
5. The Church shall not knowingly permit an individual charged with or convicted of an offence related to assault, domestic violence, or child abuse to work with children or youth in a Church ministry.
6. The Church shall keep confidential screening information for all workers on file until such time as legal counsel advises their disposal is appropriate.

**C. CLASSROOM ACCESSIBILITY**

1. Meetings, rehearsals, or gatherings involving children and youth (those under age 18) shall be held in rooms with windows in the doors, or with open doors.
2. Any room where children or youth may be gathered may be entered at any time without prior notice by staff, leaders, workers, or parents.

**D. WHEN CHILD ABUSE IS SUSPECTED**

1. It is required by law that any person who suspects that a child under the age of 16 has been abused shall report his/her suspicions to the provincial Department of Family and Community Services (toll free telephone number 1 866 444 8838).
2. The reporting person shall immediately notify a Church Elder that such action has been taken.
3. Where the person suspecting abuse is less than 18 years of age, the proper course of action shall be to consult a supervising leader and/or Elder to ensure that his/her judgment is appropriate.
4. Apart from the obligations and recommendations made in this Article D, the person reporting abuse shall maintain confidentiality.
5. All procedures followed in handling the allegation shall be documented (see Appendix A). It is not the responsibility of the Church to conduct an investigation.
6. Until the matter is resolved, the alleged perpetrator shall be relieved of all duties at the Church, with pay where a paid position is held.
7. Without admitting liability or making public statements prior to obtaining legal counsel, a compassionate response shall be provided to the alleged victim and their family.



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8. For any alleged incident, the Church shall seek legal counsel and shall report the incident to its insurance company.
9. As is reasonably practicable, the Church shall maintain confidentiality for the alleged victim and the alleged perpetrator.

**E. INFORMING THE CONGREGATION**

1. Copies of the CPP and CPS can be found on the Church website at [www.christcentral.ca](http://www.christcentral.ca).
2. The congregation shall be informed of any changes to the CPP and CPS on an annual basis at a Members Meeting.
3. Copies of the CPP and CPS shall be made available upon request.

**F. PERIODIC REVIEW**

1. The CPP and CPS shall be reviewed and updated as needed by the Church.
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**Reference:**

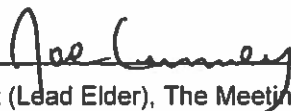
Policy POL-201  
Canadian Council of Christian Charities  
**APPENDICES**  
A. Suspected Child Abuse Reporting Form  
B. Children's/Youth Ministry Application  
C. Process to Obtain Your Criminal Record Check  
D. Sample Letter of Request for Criminal Record Check  
E. Sample Application Form for Clearance Letter or Conviction Sheet  
F. Permission Form To Leave Christ Central Church Property  
G. Child Protection Information and Best Practices  
H. Incident Report Form

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**Contact:**

Church Office  
487 Brunswick Street, Fredericton, NB, E3B 5L6  
(506) 474-1603  
[office@christcentral.ca](mailto:office@christcentral.ca)

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\_\_\_\_\_  
President (Lead Elder), The Meeting Place Inc.

  
\_\_\_\_\_  
Director, The Meeting Place Inc.



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**APPENDIX A**

**Suspected Child Abuse Reporting Form**

**CONFIDENTIAL**

**APPENDIX A**

**Suspected Child Abuse Reporting Form**

*Everyone has a duty to report child abuse. As soon as a child discloses abuse to you, contact your local police or your local child welfare agency.*

*Even if a child has not disclosed abuse to you but you have reasonable grounds to suspect abuse is taking place, report it immediately. Delaying to report could place a child at further risk. To make a report does not require absolute certainty. Anyone who has a reasonable suspicion that a child is or may be in need of protection is required by law to report the information. People who report suspected child abuse or neglect cannot be sued unless they did so maliciously or without reasonable grounds.*

*Source: RCMP <http://www.rcmp-grc.gc.ca/pubs/cccp3-spcca/chi-enf-eng.htm>, 2011-10-01*

**Child's name:**

**Child's address:**

**Child's phone number:**

**Name of person filing report:**

**Names of all other witnesses:**

**Nature of suspected abuse (physical, sexual, emotional, neglect):**

**Indications of abuse (facts, physical signs, and/or course of events):**

**Description of incident and events preceding, if applicable:**



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**Allegations made, if applicable (NOTE: Avoid interpreting what the child has said, use the child's exact words):**

Elder has been informed (check any that apply)

Personally .....	Date _____
By telephone .....	Date _____
Email .....	Date _____
In writing .....	Date _____

Department of Family and Community Services has been informed (indicate any that apply)

Personally .....	Contact Person _____	Date _____
By telephone .....	Contact Person _____	Date _____
Email .....	Contact Person _____	Date _____
In writing .....	Contact Person _____	Date _____

Police been informed (indicate any that apply)

Personally .....	Contact Person _____	Date _____
By telephone .....	Contact Person _____	Date _____
Email .....	Contact Person _____	Date _____
In writing .....	Contact Person _____	Date _____

Signed: \_\_\_\_\_  
(Person filing report)

Date: \_\_\_\_\_



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**APPENDIX B**

**Children's/Youth Ministry Application**





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**APPENDIX B**

**Children's/Youth Ministry Application**

We appreciate and value your interest in serving at Christ Central Church (CCC). The following is an application that we ask all volunteers to complete. Although this application is lengthy, please be assured that all of these precautions are necessary. We believe that individuals at CCC deserve the safest environment we can provide.

Information contained in this application will be disclosed only to those who have a genuine need to know in order to carry out their responsibilities at CCC.

In processing this application, you are required to have a routine criminal record check completed. The instructions for this process are attached. The report you receive from the police department is to be attached to this application before you return it to us.

**GENERAL INFORMATION**

Full name \_\_\_\_\_

Maiden or former name \_\_\_\_\_

Spouse's name \_\_\_\_\_

Date of birth \_\_\_\_\_

Home phone number \_\_\_\_\_

Alternate phone number (if applicable) \_\_\_\_\_

Address \_\_\_\_\_

**EMPLOYMENT INFORMATION**

Employer \_\_\_\_\_

Occupation \_\_\_\_\_

Business phone number \_\_\_\_\_

**PERSONAL REFERENCES**

List two people who are not related to you and have known you for at least one year. They should have a definite knowledge of your character.

Name \_\_\_\_\_ Phone number \_\_\_\_\_

Name \_\_\_\_\_ Phone number \_\_\_\_\_



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**APPENDIX B**

**Children's/Youth Ministry Application**

**LET US GET TO KNOW YOU**

How did you sense God's call to be involved in this ministry at Christ Central Church?

Have you been attending Christ Central Church regularly for at least 6 months?

Have you been involved in other ministries at Christ Central Church? If so, please describe

**PERSONAL INFORMATION**

Have you ever committed an act of physical or sexual abuse of a child? If yes, please explain.

Do you have experience working with children? If yes, please describe your experience including dates.

My signature below indicates that:

- the information I have submitted on this application is true;
- I agree to the terms outlined in this application regarding disclosure of personal information;
- I have read and understand the Child Protection Policy and Procedures for Christ Central Church and I will follow them;
- I have attached a copy of my criminal record check.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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**APPENDIX C**

**Process to Obtain Your Criminal Record Check**

If you are a resident of Fredericton:

1. Complete an "Application for Clearance Letter or Criminal Conviction Sheet". There are two forms to complete. Samples can be found in APPENDIX E, however the actual form is located on the Fredericton Police website: <http://www.fredericton.ca/en/fredericton-police/criminal-record-checks>
2. Go to City Hall. Use the entrance at the back of the building on the ground floor. Go to the Service Centre. Please note that City Hall office hours are 8:15 a.m. to 4:30 p.m., Monday to Friday.
  - a. Indicate that you would like a Criminal Record Check completed. Give them the attached letter (APPENDIX D) which verifies the purpose of the Criminal Record Check is for a charitable organization. This reduces costs.
  - b. Take two forms of ID with you. One must be a photographic ID.
  - c. Do not sign the forms beforehand, you must do this in person at City Hall.
  - d. You will be required to pay a fee of \$11.50. Christ Central Church will reimburse you for this charge. Please supply the Church Office with your receipt.
3. 15 working days later, go to the Fredericton Police Department. They will have your report ready. You can call them beforehand to check on 460 2300, or check online at: <http://www.fredericton.ca/en/fredericton-police/criminal-record-checks/completed-criminal-records>. You must present the same two pieces of ID as above, in order to collect your check.
4. Attach your Criminal Record Check report to the Children's/Youth Ministry Application (APPENDIX B) and submit them to Christ Central Church Office.

If you are not a resident of Fredericton: please visit the RCMP Oromocto detachment. Times and location are listed online: <http://www.rcmp-grc.gc.ca/detach/en/d/417>

In the event an initial search (based on birthdate and gender) produces a match in the pardoned sex offender database, you may be requested to submit fingerprints. This may cause a delay in the receipt of your check. This will involve an additional fee (\$25.00); please supply the Church Office with this receipt to be reimbursed.



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**APPENDIX D**

**Sample Letter of Request for Criminal Record Check**

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The Meeting Place Inc. Operating As Christ Central Church  
487 Brunswick Street, Fredericton, NB, E3B 5L6  
(506) 474-1603  
[office@christcentral.ca](mailto:office@christcentral.ca)  
[www.christcentral.ca](http://www.christcentral.ca)

***DATE HERE***

Fredericton Police Force  
311 Queen St  
Fredericton  
New Brunswick

To Whom It May Concern,

I write to confirm that the following individuals are applying for a **Criminal Conviction Clearance Letter/ Vulnerable Sector Check** in order to work with children and young people at Christ Central Church.

1. **NAME HERE**
2. **NAME HERE**

Yours Sincerely,

***NAME***

Administrative Secretary and Ministry Worker



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**APPENDIX E**

**Sample Application Form  
for Clearance Letter or Conviction Sheet**

ORIGINAL MUST BE USED AND MAY BE FOUND AT: <http://www.fredericton.ca/en/fredericton-police/criminal-record-checks>



**APPLICATION FOR CRIMINAL  
RECORD CHECK**

Last Name: \_\_\_\_\_ Previous Legal Name(s): \_\_\_\_\_

First Name: \_\_\_\_\_ Maiden Name: \_\_\_\_\_

Middle Name(s): \_\_\_\_\_ Date of Birth: Year \_\_\_\_\_ Month \_\_\_\_\_ Day \_\_\_\_\_

Male \_\_\_\_\_ Female \_\_\_\_\_ Place of Birth: \_\_\_\_\_

Address: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Previous addresses (if any) within the last 5 years: \_\_\_\_\_

Phone: Home: \_\_\_\_\_ Work: \_\_\_\_\_

Reason for application: \_\_\_\_\_

Organization: \_\_\_\_\_

Volunteer Position: Yes \_\_\_\_\_ No \_\_\_\_\_

Does your employment or volunteer work require you to be in a position of trust with vulnerable people? Yes \_\_\_\_\_ No \_\_\_\_\_

**NOTE:** Vulnerable people can include children, youth, senior citizens, people with physical, developmental, emotional, social or other disabilities, but will also include people who have been victims of crime or accident, those who are addicted or dependent on addictive substances, and those who are otherwise left with little or no defense against persons who would harm them. Vulnerable people are individuals who are at greater risk of being harmed than the general population, because of their age, disability or handicap, or circumstances, whether temporary or permanent.

**Consent:** I consent to a search being made of the CPIC Investigative, Intelligence and Identification Data Banks, PIP (Police Information Panel), Fredericton Police Force Records Management System, and the Provincial Justice Information System. I also consent to the release of any information held on me by any police agency.

Date of Request: \_\_\_\_\_

Signature of Applicant \_\_\_\_\_

Signature of Witness – Service Centre Staff \_\_\_\_\_

<b>For Office Use Only</b>	
Volunteer Documentation Supplied: Yes _____ No _____	
Receipt Number: _____	Initials: _____

**NOTE:** Prior to picking up your Criminal Record Check, confirm it is ready for pick-up by going to the following link <http://www.fredericton.ca/en/fredericton-police/criminal-record-checks/completed-criminal-records>. Your letter is ready if your unique identifier code, found on your receipt, appears on the posted list. Please allow fifteen (15) working days for response. Documents are to be picked up at the Fredericton Police Force, 311 Queen Street, Fredericton, New Brunswick between 8 a.m. and 5 p.m., Monday through Friday. The letter will be destroyed after three months if not picked up and the applicant must supply for Clearance Letter. All supporting documentation will be retained for 2 years in compliance with CPIC policy.

**7 PIECES OF IDENTIFICATION MUST BE PRODUCED WHEN PICKING UP DOCUMENTS**  
(One must be government issued and include your name, date of birth, signature, and photo.)



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**Form 1 – CONSENT FOR A CRIMINAL RECORD CHECK FOR A SEXUAL OFFENCE FOR WHICH A PARDON HAS BEEN GRANTED OR ISSUED**

*(This form is to be used by a person applying for a position with a person or organization responsible for the well-being of one or more children or vulnerable persons, if the position is a position of authority or trust relative to those children or vulnerable persons and the applicant wishes to consent to a search being made in criminal conviction records to determine if the applicant has been convicted of a sexual offence listed in the schedule to the Criminal Records Act (see attached) and has been pardoned.)*

**IDENTIFICATION OF THE APPLICANT:**

Full Name: \_\_\_\_\_

Sex: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Place of Birth: \_\_\_\_\_

Address: \_\_\_\_\_

Previous address (if any) within the last 5 years: \_\_\_\_\_

**REASON FOR THE CONSENT:**

I am an applicant for a paid or volunteer position with a person or organization responsible for the well-being of one or more children or vulnerable persons.

Description of the paid or volunteer position: \_\_\_\_\_

The full name of the person or organization is: \_\_\_\_\_

Provide details regarding the children or vulnerable persons: \_\_\_\_\_

**CONSENT:**

I consent to a search being made in the integrated criminal records retrieval system maintained by the Royal Canadian Mounted Police to find out if I have been convicted of, and been granted a pardon for, any of the sexual offences that are listed in the schedule to the Criminal Records Act (see attached).

I understand that, as a result of giving this consent, if I am suspected of being the person named in a criminal record for one of the sexual offences listed in the schedule to the Criminal Records Act in respect of which a pardon was granted or issued, that record may be provided by the Commissioner of the Royal Canadian Mounted Police to the Solicitor General of Canada, who may then disclose all or part of the information contained in that record to a police force or other authorized body. That police force or authorized body will then disclose that information to me. If I further consent in writing to disclosure of that information to the person or organization referred to above that requested the verification that information will be disclosed to that person or organization.

Date of Request: \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Signature of Witness



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**APPENDIX F**

**Permission Form  
To Leave The Meeting Place Inc. Property**

**PERMISSION FORM TO LEAVE  
THE MEETING PLACE INC.  
OPERATING AS CHRIST CENTRAL CHURCH  
PROPERTY**

I, \_\_\_\_\_, give permission for  
\_\_\_\_\_, to attend events off the property of The  
Meeting Place Inc. I understand that I will be informed ahead of time about  
the location, supervisors and mode of transportation for the above named  
child. I am the parent or legal guardian of the said child.

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Dated



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## **APPENDIX G**

### **Child Protection Information and Best Practices**

Revision 1, September 20 2012, 7 pages

#### **DEFINITIONS**

*Abuse* is harm or threatened harm to a person's health or welfare that occurs through non-accidental physical or mental injury.

An *adult* is any person who has attained the age of 18 years.

A *child* is any person who has not yet attained the age of 18 years (according to the Criminal Code of Canada) or the age of 16 years (according to the Family Services Act).

*Child abuse* refers to any form of physical, psychological, social, emotional or sexual maltreatment of a child whereby the survival, safety, self-esteem, growth and development of the child are endangered. There are four main types of child abuse: neglect, emotional, physical and sexual.

*Corporal punishment* refers to any form of punishment that affects the body.

*Discipline* is the education of a person's character. It includes nurturing, training, instruction, correction, teaching and encouragement.

*Emotional abuse* is any attempt to control or harass another person's life through words, threats, fears, and/or deprivation in such a way that it impairs a person's God-given sense of self-worth.

*Neglect* is where adults fail to care for children and protect them from danger, seriously impairing health and development.

*Physical abuse* is where children's bodies are hurt or injured.

*Sexual abuse* is any sexual experience forced on one person by another, which may or may not involve physical contact between people. Sexual abuse also includes any role-inappropriate sexual encounter, even if consensual at the time. Examples of non-contact sexual abuse are obscene phone calls or comments, display of pornographic materials, or exhibitionism.

*Organized abuse* may be defined as abuse involving one or more abuser and a number of related or non-related abused children. The abusers concerned may be acting in concert to abuse children, sometimes acting in isolation or may be using an institutional framework or position of authority to recruit children for abuse. Organized abuse may occur both as part of a network of abuse across a family or community, and within institutions such as residential homes or schools.





## FACTS ABOUT CHILD ABUSE

Child abuse usually reflects patterns of behaviour rather than an isolated incident.

Who abuses children:

- Very rarely a stranger;
- Often someone who knows the child personally, e.g., parent, guardian, baby-sitter, sibling, relative or friend of the family;
- Sometimes someone in authority, such as a teacher, youth leader, children's worker, or, very sadly, a church worker/leader ;
- Sometimes pedophiles and others who set out to join organizations (including churches) to obtain access to children.

Children rarely lie about abuse. They are more likely to deny abuse and take back truthful statements than to make false reports.

Child abuse knows no class boundaries.

## SYMPTOMS OF ABUSE AND NEGLECT

Indicators of possible physical abuse include:

- Frequent or large bruises (sometimes shaped like hands, fingers, or objects such as belts);
- Bone fractures;
- Head injuries;
- Burn marks (e.g., specific patterns of scalding seen when a conscious child is immersed in hot water, circular burns from an electric stove on a child's hands or buttocks or cigarette burns on exposed areas or the genitals);
- Any injuries not consistent with the explanation given for them, i.e. bruises, bites, burns, cutting, slashing, lash marks, choke marks around neck, circular marks around wrists or ankles due to twisting, drug abuse;
- Injuries which occur to the body in places which are not normally exposed to falls, rough games, etc.;
- Inconsistent/inadequate explanation for injuries or cannot remember;
- Numerous injuries in varying stages of recovery or healing;
- Presence of injuries over an extended period of time;
- Injuries inconsistent with the child's age and developmental phase;
- Instances where children are kept away from the group inappropriately;
- Reluctance to change for, or participate in, games or swimming;
- Unexplained changes in behaviour;
- Wary of adults;
- Frightened of parent;
- Afraid to go home;
- Flinch if touched unexpectedly;
- Extremely aggressive or extremely withdrawn;
- Feels deserving of punishment; and/or
- Apprehensive when others cry.



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### SYMPTOMS OF ABUSE AND NEGLECT (continued)

Indicators of possible neglect include:

- Unnatural quietness or timidity;
- Unnatural hyperactivity and aggressiveness;
- Fearful of adults;
- Overly affectionate towards strangers;
- Inappropriate acts or delinquent behaviour;
- Looking ill-cared for (e.g., dirty clothing, poor hygiene) and unhappy;
- Inappropriate clothing for the weather;
- Underweight, poor growth, failure to thrive;
- Constant hunger;
- Being withdrawn or aggressive;
- Having lingering injuries or health problems;
- Pale, listless, unkempt;
- Frequent absence from school;
- Abuse of alcohol/drugs;
- Begging/stealing food;
- Frequently tired;
- Mature for their age;
- Consistent lack of supervision; and/or
- Reports there is no caretaker.

Indicators of possible sexual abuse include:

- Sexual knowledge or play inappropriate to age;
- Sophisticated or unusual sexual knowledge;
- Prostitution;
- Poor peer relationships;
- Delinquent or runaway;
- Reports sexual assault by caretaker;
- Change in performance in school;
- Sleeping disorders;
- Aggressive behaviour;
- Self-abusive behaviours;
- Self mutilation;
- Unusual or excessive itching in the genital or anal area;
- Stained or bloody underwear;
- Pregnancy;
- Injuries to the vaginal or anal areas;
- Venereal disease;
- Difficulty in walking or sitting;
- Pain when urinating;
- Vaginal/penile discharge;
- Excessive masturbation; and/or
- Urinary tract infections.



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**SYMPTOMS OF ABUSE AND NEGLECT (continued)**

Indicators of possible emotional abuse include:

- Delays in physical, mental and emotional development;
- Sudden speech disorders;
- Continual expressions of low self-esteem;
- Overreaction to mistakes;
- Unusual fearfulness & phobias;
- Extreme fear of any new situation;
- Inappropriate response to pain;
- Extremes of passivity or aggression;
- Changes or regression in mood and behaviour, particularly where a child withdraws or becomes clinging. Also depression/aggression;
- Nervousness/frozen watchfulness;
- Sudden under-achievement or lack of concentration;
- Inappropriate relationships with peers and/or adults;
- Attention-seeking behaviour;
- Persistent tiredness;
- Running away, stealing, lying;
- Overly compliant;
- Too neat and clean;
- Obsessive-compulsive behaviour;
- Habit disorders (sucking, biting, rocking, etc.);
- Sleep disorders;
- Extreme behaviour;
- Suicide attempts;
- Bed-wetting;
- Headaches;
- Nausea; and/or
- Disruptive behaviour.

**PREVENTATIVE MEASURES**

Where possible, there should be no time when one leader is alone with one child. Examples include:

- Washroom trips could involve a number of children being taken or two leaders taking a child;
- As children are coming to or leaving a class, the door should be left open when there is only one leader and one child present; and,
- If only one child attends a class or event, the leader should combine the class or event with another.

In a counselling situation with a child, where privacy and confidentiality are important, another adult should be in the building, and the child should be made aware the other adult or adults are present.

Any room where children may be gathered may be entered at any time without prior notice by staff, leaders, workers or parents.



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**PREVENTATIVE MEASURES (continued)**

Workers should not invite a child alone into their home without obtaining the prior consent of the child's parent or guardian.

Nursery workers should only change diapers if it has been agreed upon with the parent(s).

If a leader is aware of inappropriate contact or feelings on the part of the child, the leader should end the meeting or class immediately or ensure that another leader is present; if a leader is aware of inappropriate feelings on his/her part, the leader should end the meeting or class immediately or ensure that another leader is present.

Workers should treat all children with respect and dignity befitting their age: watch language, tone of voice and where you put your body.

Workers should not engage in rough physical or sexually provocative games.

Workers should not make sexually suggestive comments about or to a child, even in "fun".

Workers should not engage in any scape-goating, ridiculing or rejecting a child.

Workers should not engage in any inappropriate and intrusive touch in any form. Some children may or may not want physical contact. Leaders should allow children to take the lead in matters of affectionate physical contact. Be very careful that an outsider looking on could not easily misinterpret the level and frequency of contact.

Workers should not let children involve them in excessive attention-seeking behaviour that is overtly sexual or physical in nature.

If you see another leader acting in ways which might be misconstrued, be prepared to speak to him/her about your concerns. Leaders should encourage an atmosphere of mutual support and care which allows all workers to be comfortable enough to discuss inappropriate attitudes of behaviour.

**DISCIPLINE**

Lay down ground rules, e.g. no swearing, racism or calling each other names, and respect for property. Keep ground rules simple and clear, and make sure the children understand what procedure will be taken if they are not kept. Encourage good behaviour.

Never reject a child, just the behaviour. Encourage the child that you want him/her to be able to participate or continue to participate in the activity, but communicate that you are not willing to accept the behaviour.

Abusive verbal punishment (insults, yelling) is not permitted.



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### DISCIPLINE (continued)

If a child misbehaves, leaders should try to:

- Distract the child with another activity;
- Help the child focus on another more acceptable behaviour; and/or
- Isolate the child from others (time-outs).

If a child continues to misbehave, his/her parents should be contacted for assistance or notified that behavioural problems have occurred.

Talk to a child away from the group, not publicly. Explain what s/he has done wrong, encourage remorse. Leave him/her on a positive note.

Each child is unique, special and individual, and each child needs a different method of being dealt with. We, therefore, need to:

- Ask ourselves, "Why is this child behaving like that?";
- Then ask, "What is the best method for discipline and encouraging the child?";
- Work on each individual child's strengths. Do not compare them to each other, but encourage and build them up;
- Work on relationships;
- Be a good role model and set a good example;
- Take care to give quieter and well-behaved children attention and don't allow some children to take all your time and energy; and
- Be consistent in what you say and ensure that other team members know what you have said. This avoids manipulation.

Discipline should always be carried out in a way that supports parents and does not undermine or remove their responsibility for their children.

### DISCLOSURE

If you suspect a child has been abused, or he/she has disclosed information that might cause suspicions of abuse, or you suspect a person is an abuser, on no account shall there be discussion on such matters except with an Elder – confidentiality is essential.

**NOTE:** The eldership may have a significant role of pastoral care for the abuser, and those close to him or her, as well as support for the leader/person who has disclosed the abuse. However, the primary concern is ALWAYS the safety of the child. All types of abuse are criminal activity and MUST BE REPORTED TO DEPARTMENT OF FAMILY AND COMMUNITY SERVICES OR YOUR LOCAL POLICE.

Do not panic. Over-reaction can be extremely harmful to the child, the accused, the group, the authorities and yourself.

Do not delay.

Do not start to investigate. In most scenarios, just collect a small piece of information. It will be for others with more training and experience to evaluate this information.



**DISCLOSURE (continued)**

Look at the child directly.

Even when a child has broken a rule, they are not to blame for the abuse.

Be aware that the child may have been threatened.

Watch your body language. Try not to look shocked or move away from the child.

Helpful things to say or show:

- Show acceptance of the child.
- "Thank you for telling me."
- "I will help you."

Avoid saying:

- "Why didn't you tell anyone before?"
- "I can't believe it!"
- "Are you sure this is true?"
- "Why? How? When? Who? Where?"
- Never make false promises.
- Never make statements such as, "I am shocked - don't tell anyone else."

Again, reassure the child that he/she was right to tell you.

Let the child know what you are going to do next, and that you will let them know what happens.

Write down the facts:

- Record all the facts the child has disclosed to you; and
- Avoid interpreting what the child has said, use the child's exact words.

**DOCUMENTATION**

Following the correct procedure can be vital to the child's best interests. Any significant incident shall result in the following information being recorded as soon as possible – preferably within an hour of the interview and using Christ Central Church's form entitled "Suspected Child Abuse Reporting Form".



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**APPENDIX H**  
**Incident Report Form**

APPENDIX H

**Incident Report Form – For Child and Youth Ministries**

**Name and contact information**  
(phone, email) of person completing  
this form

**Position held by person completing**  
this form

**Date of Incident (month, day, year)**

**Time of Incident**

**Location of Incident**

**Name of child(ren) involved**

**Names and contact information**  
(phone, email) of any adult  
witnesses

**Description of Incident** (describe in  
detail how the event occurred, nature of  
any injuries incurred, whether the child lost  
consciousness, had difficulty breathing,  
etc.)

**Action taken** (describe in detail how  
workers responded to the incident  
including any comfort measures taken,  
first-aid, contacting parents, contacting  
emergency medical services, administering  
medication, etc )

**Outcome** (describe in detail how the child  
responded to action taken – e.g., child was  
ok, taken to hospital, removed by parent,  
etc.)

**Additional notes** (include any other  
information deemed relevant)

**Signature of person completing this**  
form

**Signature of parent(s) of child(ren)**  
involved



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Revision Number	Revised Section(s)	Revision Summary	Revised By:	Effective Date:	Review Cycle
2	All	Supersedes "Child Protection Policy and Procedures For The Meeting Place Inc. Church" Dec. 12, 2006. Revised Article A.3. and B.2. Reformatted document.	K. Calhoun	2009.10.01	2 Years
3	Yes	Review cycle. Added new logo. Added Article A 10. Updated contact telephone number Article D 1. Revised Appendix A, C, D, E, F. Inserted Appendix H.	K. Calhoun	2011.10.01	2 Years
4	YES	Added new logo. Articles A6 and E1 amended. Changed The Meeting Place Church to Christ Central Church (CCC) throughout.	K. Calhoun	2012.09.20	2 Years
5	All	Minor revisions to Introduction; terminology change from CCC to Church.	K. Calhoun	2014.12.05	2 Years
6	Article A, App. C and E	Reflect Kids' Club, changes to process for obtaining a criminal record check, and best practice.	J. Norman	2019.05.31	2 Years