

POLICY MANUAL



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K2K PRODUCTIONS PROTECTION POLICY

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INTRODUCTION

Introduction

K2K Productions is committed to creating a safe place for people to hear the message of Jesus. This includes safe spaces for students. We recognize that we are a reflection of God's love to those in our care and we take our responsibility to them seriously. This policy outlines safety precautions and procedures for the students in our care, as well as procedures and responsibilities for addressing child abuse.

K2K Productions is committed to providing a safe environment for all students and maintains a policy of zero-tolerance for abuse, harassment, or neglect. We consider all forms of abuse to be a serious matter. Child abuse can potentially leave scars that last a lifetime, and the effects of abuse are too often minimized or dismissed. The degree of damage that results from abuse depends upon several factors, including but not limited to: the intensity, duration, and frequency of the abuse, as well as the nature of the relationship of the perpetrator to the child. If the abuser is a known and trusted authority figure in the student's life, the degree of impact increases dramatically. We strive to prevent situations of abuse through rigorous screening and training of all volunteers and staff, to the best of our ability.

We are committed to fostering an environment in which all individuals are treated with respect and dignity. Every student of K2K Productions has a right to equal treatment with respect to the receipt of services and facilities without harassment based on the following grounds: race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, age, marital status, family status, or disability.

All staff and volunteers who teach, care for, have access to, or have positions of authority with students through K2K Productions are required to follow the guidelines and procedures set out by this document. This document is designed to prioritize the safety of students, volunteers and staff with the goal of making all programs and activities as safe as is reasonably possible.

DEFINITIONS

Definitions

For the purposes of this document the following definitions will apply:

STUDENT: between ages 5 to 19 years (or grade SK to grade 13)

STAFF: anyone on payroll with K2K Productions

CONTRACT STAFF: anyone who is screened & trained by K2K Productions for a specific role of expertise in program or production

VOLUNTEER: any individual participant who is screened & trained (student or adult) by K2K Productions and works with students

SPECIAL EVENT VOLUNTEER: any individual participant who is given permission to work alongside K2K Volunteers and Staff for a specific role in supporting students and/or production.

Abuse

K2K Productions takes all allegations of abuse seriously. The Public Health Agency of Canada categorizes abuse in four groups: physical, sexual, emotional, or neglect. The Ontario Association of Children's Aid Societies has defined these types of abuse as:

PHYSICAL ABUSE is any deliberate physical force or action, by a parent or caregiver, which results or could result in injury to a student. It can include bruising, cuts, punching, slapping, beating, shaking, burning, biting, or throwing a student. Using belts, sticks or other objects to punish a student can cause serious harm and is also considered abuse.

SEXUAL ABUSE occurs when a student is used for the sexual gratification of an adult or an older student. The student may co-operate because he or she wants to please the adult or out of fear. It includes sexual intercourse, exposing a student's private areas, indecent phone calls, fondling for sexual purposes, watching a student undress for sexual pleasure, and allowing/forcing a student to look at or perform in pornographic pictures or videos, or engage in prostitution.

EMOTIONAL ABUSE is a pattern of behaviour that attacks a student's emotional development and sense of self-worth. It includes excessive, aggressive or unreasonable demands that place expectations on a student beyond his or her capacity. Emotional abuse includes constantly criticizing, teasing, belittling, insulting, rejecting, ignoring or isolating the student. It may also include exposure to domestic violence.

NEGLECT occurs when a caregiver fails to provide basic needs such as adequate food, sleep, safety, education, clothing or medical treatment. It also includes leaving a student alone or failing to provide adequate supervision. If the caregiver is unable to provide the student with basic needs due to financial inability, it is not considered neglect, unless relief has been offered and refused."

DEFINITIONS

Harassment

Staff persons and volunteers have an obligation to students and others to ensure that they do not use their position to harass. Harassment will not be tolerated.

Harassment can be defined as physical, sexual, verbal, or visual against an individual or a group. Harassment may include, but is not limited to: name calling, threats, insults, comments that are unwelcome, verbal abuse, physical abuse, or display or electronic transmission of offensive materials. Sexual harassment may include, but is not limited to: demeaning comments, sexually explicit statements, slurs, sexually oriented jokes, leering, gestures, assault, touching, continued interest after being informed that interest is unwelcome, or suggestive or obscene letters, notes, or invitations.

Sexual Misconduct

K2K Productions may be liable for incidents of sexual misconduct that take place both on and off church property, and both during and outside of ministry or business hours, but are linked to the church and its ministry. Depending on its knowledge of and control over the situation and what corrective measures are available, incidents that are linked to K2K Productions could have legal implications.

Sexual misconduct is grounds for dismissal of a staff person or volunteer and is a serious offence. Sexual misconduct may include but is not limited to: sexual contact, exploitation, harassment, or abuse. The Ontario Human Rights Code outlines sexual misconduct as “comment or conduct that is known or ought to be reasonably known to be unwelcome.”

1 Ontario Association of Children's Aid. 2019. "What is Abuse?" Retrieved from <http://www.oacas.org/childrens-aid-child-protection/what-is-abuse/> <http://www.oacas.org/childrens-aid-child-protection/what-is-abuse/>

2 Ontario Human Right Commission. 2020. "2. Identifying Sexual Harassment," Retrieved from: <http://www.ohrc.on.ca/en/policy-preventing-sexual-and-gender-based-harassment/2-identifying-sexual-harassment>

SCREENING

Screening and Procedures

All staff and volunteers must be screened prior to engaging with students. The following screening procedures will be adhered to.

Staff Screening

All staff and contract staff members are to complete a Criminal Record and Vulnerable Sector check upon hire. All records will be kept on file permanently with K2K Productions and must be renewed by the staff person every two (2) years. This is necessary to maintain the integrity of the organization and safety of those attending.

All staff members must complete the Plan to Protect Orientation (O-18 and Vulnerable Adults) or refresher course from Plan to Protect upon hire. The course completion certificate should be submitted to the appropriate staff person and kept on permanently on file. Staff will be required to renew their training every two (2) years.

If the staff member has already completed the appropriate Plan to Protect course at another organization or employer, a submission of their training certificate will be accepted if completed within the last two years. They will be required to renew their training every two (2) years (every year as of 2021)

Information obtained by K2K Productions through criminal records checks will be kept strictly confidential. Only appropriate staff persons and relevant leaders of the church will have access to the information. All documentation collected during the screening process will be kept on file.

Volunteer Screening

All program elements at K2K Productions and VISTO Camp are to be staffed by volunteers who have completed the following screening procedures:

- Criminal Records and Vulnerable Sector check (updated once every two years for those age 18+ years).
- Plan to Protect Training (completed every two years for all regular volunteers) and has submitted their Plan to Protect certificate of completion to the appropriate staff member.
- An interview with the appropriate staff member.
- Two references that fall into the following categories:
 - For adults: former pastor or ministry leader, current or previous employer, or another person who has known the applicant for at least five years.
 - For minors: former pastor or ministry leader, parents, teacher, or another person who has known the applicant for at least five years.

If there is a Criminal Record or information that raises concern, the staff member in charge of

SCREENING

the volunteer will meet to discuss the matter with a superior. After which, the staff member will meet with the individual to discuss the offence, if necessary. If the offence is other than student abuse or sexual abuse, the volunteer may proceed with volunteering provided the appropriate staff member has given approval. When evaluating the information, the following criteria will be considered:

- number and type of convictions,
- age and circumstances of the offender at the time of the offence(s),
- length of time between past criminal activity and present,
- conduct and circumstances of the individual since the offence(s).

Individuals who have been accused, or convicted, or are under the suspicion of crimes against students, or who have been convicted of violent crimes or other relevant crimes will not have any involvement in K2K Productions. A person who has been proven guilty of such crimes will be reasonably accommodated through encouragement to serve in other areas of K2K Productions (ex. Special Event Volunteer)

Information obtained by K2K Productions through criminal reference checks is strictly confidential. Only appropriate staff persons and relevant leaders will have access to the information. All documentation collected during the screening process will be kept on file.

Forms In Accordance with PIPEDA

In accordance with the Personal Information and Protection Electronic Data Act (PIPEDA), the names and addresses of students and their parents/guardians will be carefully maintained, updated, and kept permanently on file with K2K Productions.

K2K Productions will have a release and permission statement included on all waivers, releasing the organization from unforeseen and accidental damages along with contact information in the event of an emergency. A statement will be included on all waivers which stipulates the purpose and extent for collecting personal information of students.

All registration, consent, liability and release forms as well as attendance records will be filed and kept permanently.

GUIDELINES

Guidelines

K2K Productions considers the safety of our students during weekly programs, rehearsals and productions as one of our top priorities. Adherence to the following guidelines help ensure the safety of our students, volunteers, and staff. They are subject to change without notice. Incident reports are to be completed by the volunteer with appropriate staff member in charge for any and all accidents (see Appendix B).

K2K Team Staffing

The following staffing guidelines should be adhered to in order to maintain safety standards for K2K Productions:

TWO LEADERS: At least two leaders (unrelated recommended) must be present at all times while students are in attendance at K2K Productions, or through transportation. This helps reduce the risk of student abuse and the risk of false accusations made toward staff and/or volunteers.

AVOID ISOLATION: Staff persons, volunteers, and young leaders are never to be alone in a room with a student. It is the duty of staff members and volunteers to avoid isolation with minors in all circumstances.

OPEN DOOR: If it is necessary that only one volunteer be alone in a room with a student(s) the door must always remain open. Lines of view from outside of the room should remain clear and unobstructed. All rooms have windows that allow staff or other volunteers to monitor activities without interrupting.

ONE-ON-ONE: One-on-one meetings with a student must not take place out of sight or hearing of another adult. If necessary, meet in a public space, leave the door open, and avoid isolation.

Try to meet with students in the presence of another staff member, volunteer, or trusted adult.

AGE REQUIREMENTS: There must always be at least one volunteer, 18 years or older, who will be responsible for the general supervision of students in the building. Young leaders are not to supervise fellow students without an adult present in the building.

Ratios

Ratios of students to volunteers should be adhered to in accordance with the chart below, to the best of our ability. Although K2K Productions goal is to have 2:5 ratio during weekly program and for the purpose of their work, volunteers and staff will ensure the following ratio is adhered to through all aspects of production and rehearsals too.

Classroom/Age Category Ratio (Leaders: # of Students)		Off Site Events
Grades SK-5	2:20	2:20, and 2 male/2 female leaders
Grade 6-9	2:16	2:20, and 2 male/2 female leaders
Grade 10-12	2:20	2:20, and 2 male/2 female leaders

*Note: These ratios are the minimum requirements for security purposes. These are not K2K Productions standards for small groups.

GUIDELINES

Supervision

Program, rehearsals, and production activities must always include adequate supervision. Supervision and ratio requirements should be maintained before and after the event until all students are in the custody of their parents, legal guardians, or those who have expressed written permission from either of the aforementioned parties. Students (grades 2-8) are not permitted to leave the premises on their own after a program concludes. It is the responsibility of the parent/legal guardian to ensure their student has been picked up at the end of every K2K Production activity. Staff and volunteers will ensure students are being picked up by authorized parent or alternate pick up person. This information is provided upon registration and will be maintained for the current K2K season.

Sign-In

These procedures will be in effect for all K2K students in Grades 2-12:

1. No student will be allowed to enter a classroom or attend an event without being properly signed in. This ensures accurate attendance records for legal purposes and safety. This will be kept on file permanently at K2K Productions. Attendance records will fall within PIPEDA guidelines.
2. No student will be allowed to be dropped off without a security cleared volunteer or staff person present. If only one volunteer is present, the door must be left open until additional volunteers arrive.
3. Program space is to be supervised so that students are not able to exit alone and/or a parent/guardian cannot take students from the room without the worker's knowledge.
4. All volunteers working with students must wear a K2K Productions nametag / lanyard and be easily identifiable.

Sign Out

These procedures will be in effect for K2K students in Grades 2-8:

1. Students will only be released to a parent/guardian/representative with a signature and acknowledgement that they are the authorized individual to pick up the student that day
2. If a volunteer is unsure of the adult picking up the student, confirmation needs to be received from the staff person before releasing the student into this person's care. This will ONLY be done at the discretion of a staff member, and if the student is old enough, consultation with that student to identify who should be picking them up.
3. Parents/guardians are not to enter the program area until requested to do so. This enables staff/volunteers to maintain order and provide appropriate security.

These procedures for Sign-Out are not required for those in Grades 9-12. K2K Productions team members will observe the departure of these students from program and productions to ensure they are feeling safe and making wise choices.

GUIDELINES

Washroom Guidelines

Students are encouraged to use the washroom prior to participation in K2K activities. This recommendation is to be communicated to parents during Parent Orientation.

Staff, volunteers, and young leaders are encouraged to use the single stall family washroom in the lobby during K2K Productions activities. This helps reduce risk of unintentional isolation with students.

Students are to use the washrooms in the Lobby Area during program and rehearsals. They are not permitted to use these washrooms during production events.

Students in Grades 2-5 (ages 7-11 years)

- Students in grades 2-5 should not be sent to the washroom alone, but should be accompanied by a staff, volunteer, young leader or student helper.
- The student should be escorted to the washrooms located in the Lobby (during program and rehearsals) or the Washroom at end of Kids Hall (during productions). Students are not to use the lobby washrooms during productions or Intermission.
- Volunteers should remain outside of the washroom door and wait for the student before escorting them back to their program area.
- If it seems the student is taking longer than necessary, the volunteer/young leader should call the student's name and verify that everything is okay.
- For the protection of our male staff and volunteers it is strongly recommended that women assist students in the washroom. Men are not to accompany female students to the washroom.

Discipline Strategy

K2K Productions strives to create the safest environment(s) for our students as possible. These guidelines allow staff and volunteers to reinforce appropriate behaviour and redirect inappropriate behaviour. Proper discipline includes preventative and corrective action, both of which should be demonstrated in a positive and loving manner.

Preventative Discipline

- Create a loving, caring atmosphere.
- To gain respect you must grant respect.
- Model self-discipline and structure in your own life.
- Prepare exciting and interesting classes with short transitions between activities.
- Arrange your environment for student and for learning.
- Establish and communicate realistic expectations of the student.
- Be sure activities provided are meaningful and age appropriate.
- Be fair and consistent with all students
- Be sure you focus on positive actions and reward positive behaviour.
- Be aware of students with special needs and address them appropriately.

DISCIPLINE

Remedial Discipline

- Every effort should be made to deal with issues individually.
- Every effort should be made to explain to the student why the behaviour is unacceptable and instruct them in how to do it correctly.
- Every effort should be made to redirect the student to positive behaviour.
- Every effort should be made to explain the consequences of unacceptable behaviour by defining the correct way to behave, as well as the result of the wrong behaviour.
- Every effort should be made to offer choices that are acceptable to both you, and the student.

K2K Productions Code of Conduct & Disciplinary Policy Agreement

The following information is provided to parents & students when registering. This agreement is required for students to register with K2K Productions.

Clear expectations and good discipline at K2K Productions is extremely important to us. Without expectations being followed, K2K cannot enable each and every child to explore and develop their abilities and values to their greatest potential. These expectations help ensure a safe, welcoming environment for everyone.

Expectations of each student:

Encourage one another

Demonstrate honesty

Participate, play and learn with courtesy, cooperation and kindness. Be respectful.

Be punctual (includes regular program throughout the year AND additional rehearsals). If late, student may be asked to wait to enter program at a transition time

Dress Code:

Please come in comfortable clothing suitable for sitting on the floor, dancing, moving, painting, etc. Comfortable shoes MUST be worn (running shoes) Please leave ALL boots under the coat racks at our program venues. Modest clothing is encouraged and clothing must adequately cover students body. Shirts that cover entire mid-section allows student to move comfortably.

Personal Belongings:

Cell phones are NOT to be used or seen during program and production times. Personal belongings should be left at home or in a backpack. Please label your students water bottle. No other drink or food is allowed in program or production, unless approved by staff in advance.

Lost and Found:

All items found will be placed in the facilities lost and found box.

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Drop Off and Pick Up:

All parents/guardians of students in grades 2-8 must come into the building to pick up their student – a signature is required. This is for safety reasons. Grade 9 students and above can sign themselves in and out of the building. Parking must be in designated areas only and not in front of entrance area.

Inappropriate or Unacceptable Behavior includes, but is not limited to:

disrespectful behavior or language to staff or students

damaging property

leaving facility without permission

going to areas designated “off limits”

violence or fighting

threats or intimidation, racial slurs

any form of harassment (mental, physical, emotional, social, religious or sexual)

K2K Progressive Discipline Policy

First Discipline Issue

Student will be given a warning (2 warnings only)

Parent/guardian notification

Second Discipline Issue

Student will be given a warning

Parent/guardian conference

Possible suspension from K2K (1 day)

Third Discipline Issue

Parent/guardian conference

Suspension and/or expulsion from K2K

All students in K2K are to follow the Rules of Conduct, as outlined above. Failure to follow these rules subjects the student to the Progressive Discipline Policy outlined above.

Displays of Affection

Appropriate Touch

Recognizing that students need appropriate displays of affection that reflect pure, positive, and genuine displays of God’s love, appropriate touch should be age and developmentally appropriate. All touch must be done in view of others and as outlined in this document.

Appropriate touch by volunteers and staff may include:

- Speaking to a student at eye-level and listening with your eyes as well as your ears
- Holding a student’s hand while speaking, listening, or walking them to an activity
- Gently holding the student’s shoulder or hand to keep his or her attention while you redirect the student’s behaviour
- Putting your arm around the shoulder of a student when comforting or quieting is needed
- Giving a student a high-five, fist-bump, or a pat on the head, hand, shoulder, or back to affirm him or her

AFFECTION

Inappropriate Touch

Recognizing that the necessity of protecting our students, staff and volunteers will be made aware that the following actions are deemed inappropriate or could be misconstrued and are not permitted:

- Chest-to-chest hugging
- Extended hugging
- Over exuberant affection
- Lap-sitting
- Kissing
- Touching of thighs, knees, or inappropriate places on the body
- Tickling
- Horseplay
- Extended back rubs

Inappropriate touch by volunteers and staff include:

- Do not engage in extended hugging or tickling
- Do not kiss a student or coax a student to kiss you
- Do not hold onto a student's face when talking to or disciplining the student
- Do not carry students or allow them to sit in your lap. Do not provide piggyback rides
- Avoid prolonged physical contact with any student

In Case of an Emergency

Evacuation Plan

Evacuation plans are posted in visible places in each program area stating the planned route of escape to the nearest exit(s).

In event of an evacuation, all students, volunteers, and staff will evacuate through the nearest exit. Volunteers and staff will ensure all students and leaders are present in the designated meeting spots. Through the exit found at the west end of the building, all individuals will meet at the white shed.

Through the exit found at the front doors of the building, all individuals will meet at the light post found in the parking lot.

Staff and volunteers are to remain calm. The Host Volunteers and screened / trained volunteers will check the hallway, washrooms, and kitchen for students and volunteers during program or rehearsals when the fire alarm sounds.

During productions, the Kid's Wing doors are to be closed and no individual adult or student is to enter this area who is not wearing a lanyard / nametag and fully screened by K2K Productions. Special Event Volunteers are not permitted in this area during productions unless given permission through staff. This permission will be communicated to the House Manager/ Host.

During a performance, all individuals exit through the marked doorways and K2K Productions

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gathers students and volunteers at the designated areas outside (white shed / light post) to ensure their safety. Special Event volunteers ensure patrons at a K2K show presentation are safely exited from the building and reassured their student is being supervised by K2K staff team. K2K Productions staff members will work in cooperation with the fire department upon their arrival.

Missing Student

If a student has gone missing from K2K Program or Production, the Host Volunteer, House Manager and K2K staff person are to be contacted immediately. They are to search all classrooms, washrooms, hallways, stage areas and any other areas on-site. The parent/guardian will be contacted. If the student is not found inside, the volunteers and staff will do a perimeter search outside of the building. If the student is still not found, call 9-1-1.

Registration

K2K Productions Student Registration & Waiver Forms

In accordance with the Personal Information and Protection Electronic Data Act (PIPEDA), the names and addresses of students and their parents/guardians will be carefully maintained, updated, and kept permanently on file with K2K Productions. All registration forms and attendance records will be filed and kept permanently.

K2K Productions will have a release and permission statement included on all registrations, releasing the organization and K2K Productions from unforeseen and accidental damages along with contact information in case of accident. A statement will be included on all registration forms which stipulates the purpose and extent for collecting personal information of students/ participants. See Appendix.

Mentoring and Lifestyle

The staff and weekly volunteers involved in K2K Productions are viewed as mentors and role models. The team should be committed to avoiding activities that are illegal or morally questionable. Staff and volunteers may not pursue a dating relationship with a student. It is recommended that there be a 5-year age gap between ministry personnel and the students they serve.

Contacting Opportunities / Engaging with Students

Staff and volunteers should only meet with students for one-on-one mentoring sessions in a public space, where separate transportation has been arranged and parental permission has been granted. These are unique circumstances and should be discussed with staff in advance. Volunteers must let K2K Productions Directors / staff know the meeting location, date and time if they are meeting with students outside of regularly scheduled group activities. Meeting locations should always be in public spaces to avoid isolation if one-on-one appointments are necessary. One-on-one or small group meetings should always be conducted in rooms with open doors or

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unobstructed windows. Staff and volunteers are encouraged to meet with two or more students at a time. All meetings should have pre-approval from K2K Productions staff.

Off-Site Programs & Activities

A registration form and waiver form are required for each student attending an off-site or separate event from the regular student activities Ex. movie night, small group goes for dinner. Copies of the forms should be easily accessible by the volunteer and staff person in charge of the event throughout the duration of the event (whether by hard copy or online). Any medical information should be included with or attached to the forms for easy access.

All events should be supervised by a minimum of 2 unrelated adults who have completed training and screening, or as many as are needed to meet the appropriate ratios as listed previously in this document. Attendance should be taken for all students and adults, and should be kept permanently on file with K2K Productions. See Appendix.

Transportation

Students are not to be transported one-on-one or left alone in a vehicle by staff or volunteers. Drivers must have a second unrelated volunteer or staff person in the car with them at all times to avoid isolation with students.

All drivers must have a minimum of five years' driving experience and must submit a copy of their drivers license and insurance coverage to the staff member in charge and in advance of coordinating rides. This information is to be kept permanently on file with K2K Productions.

K2K Programs, Productions & Special Events

A safe environment should be ensured by staff and volunteers when planning and evaluating activities. Risky games for student programming should be avoided. Precautions as are reasonably necessary should be made known to students and their parents/guardians. Incident reports are to be completed and for any and all accidents. Injuries should be reported to K2K Productions staff the same day. See Appendix.

Dealing with Injuries

Follow the steps below in case of injury at K2K Productions:

- Do not move the student unless they can stand up and walk on their own. If they are able to move on their own, lead them out of the activity area. One or two witnesses and a volunteer should remain with the injured student for assistance, comfort, and to confirm the information on the Incident Report
- If the injury is severe:
 1. Immediately call 9-1-1 and request an ambulance to the location
 2. Contact the student's parent(s)/guardian(s) and make them aware of the situation,
 3. If the student is transported to the hospital, the staff member should accompany the student to the hospital
 4. When the parent(s)/guardian(s) arrive:



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- The staff member should introduce him/herself and his role in their student's life, Explain the situation and injury, being cautious not to admit fault on any part,
5. Return to the event unless there is a good reason to stay,
 6. Have the parent(s)/guardian(s) call K2K Productions Directors the following morning to address any questions or concerns,
 7. Complete an Incident Report. If necessary, K2K Productions staff will determine whether or not the insurance company needs to be contacted with the advice of the lead pastor.

Social Media and Online Contact

Social media, email, and texting may be used to communicate, promote activities, or arrange face-to-face meetings with students. Volunteers should refrain from using social media as a relationship building tool or for counselling students. Communication between students and volunteers or staff should be done in a group setting (IE: group chats, a public forum such as wall-to-wall or group pages, mass emails, etc).

Students under the age of 12 should have their parent(s)/guardian(s) copied into any online communication. Staff and volunteers should not initiate communication via text or social media with students under age 13. Any online communication should include a third party adult (another staff person or volunteer, the student's parent(s)/guardian(s), etc).

Online contact with students should be limited to daytime hours (8:00am - 11:00pm). Video messaging should be avoided unless it is within a group setting that includes at least two volunteers or staff persons, or includes the parent/guardian of the students for accountability purposes. All online communication should be done in view of other people, and/or copied to the parent/guardian.

All staff and volunteers are encouraged to demonstrate integrity, transparency and accountability with any and all communication between themselves and the students they are in contact with.

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Health and Safety

Pastoral Care and Counselling

Students and families should be made aware that staff and volunteers are not certified counsellors and should not act as such. Referrals to counsellors should be made if deemed necessary. Issues of pastoral care should be dealt with by the appropriate pastor(s).

In Case of Illness

A student or volunteer who is ill and could therefore expose other student/students and workers to illness will not be received into programming. Typical signs of illness may include, but are not limited to: unusual fatigue, irritability, coughing, sneezing, runny nose and eyes, fever, vomiting, diarrhea, or inflamed mouth and throat. Any student or volunteer with a known communicable disease should not be received into programming.

Medications

Staff persons and volunteers are not to give or apply any medication to students. If a student needs medication, the parent or guardian must give it, or permission be granted to K2K staff person. In cases where medications are needed for allergies or asthma (IE: epipens, inhalers, etc.) arrangements should be made with written instructions and the permission of the student or student's parent/guardian. No other medication(s) will be left with a staff member, volunteer, or student, except with specific written instructions from the parent(s)/guardian(s) and out of necessity during an event or production. Medical requests are to be written out, dated, signed, and filed permanently. If a student/student must bring medication with them, it is to be kept in the possession of a staff member or designated volunteer, and out of reach of students. The staff member will help the student find proper storage for medication during program, productions or an event, but will not administer medication unless specifically requested by their parent/guardian in written form.

Dealing with Cuts or Injuries Involving Blood

1. First Aid Kits are available on site. Band-aids are available from Host Volunteer. Off site (at other venues), ensure Host/Staff are aware of first aid supplies
2. Separate student(s) from the injured individual. The injured student should not be moved unless they can stand up and walk on their own.
3. Isolate the area or any toys where any blood may have fallen.
4. Staff and volunteers are to ensure that no other students come into contact with the blood from the cut or injury.
5. Use vinyl/non-latex gloves to apply first aid measures. Avoid contact with mouth, ears, and eyes.
6. Carefully wipe all blood and bloody bandages, and remove to a safe, secure waste removal container.
7. Any blood on the floor or toys must be washed away using a solution of one part bleach to ten parts water.
8. Remove and dispose of gloves in a secure waste removal container. Hands are to be washed carefully with soap afterwards.
9. Complete an Incident Report Form (See Appendix).

10. Contact the parent(s)/guardian(s).

Cleanliness

Props are to be regularly sanitized. Program spaces should be tidied, and floors should be swept between each experience.

Room Capacities

All rooms for student's activities will abide by maximum capacities that promote a healthy environment for students and their leaders. Room capacities are posted on the wall inside the door of each room.

Zero Tolerance

K2K Productions will not tolerate abuse, harassment, or neglect as defined in the definitions section of this document.

Reporting

K2K Productions is committed to the protection of our students. The following policies outline the recommended procedure for reporting suspected abuse cases. All actions must be documented and kept permanently on file. Student abuse does not have to have occurred for a student to be in need of protection. It is not necessary to wait until the student has been harmed to intervene.

Obligation to Report

The Child, Youth and Family Services Act (2017) requires that any person with reasonable grounds to believe a student (0-18 years) is in need of protection (IE: from student abuse, neglect, etc.,) to immediately report to either Children's Aid Society or to the police. A person who knowingly fails to report is in violation of the law and has committed an offence. They may be subject to a fine and/or imprisonment.

Filing a report is not a breach of confidence between staff persons/volunteers and the student or students involved. No person is personally liable for anything done or omitted in good faith in exercise of this responsibility. The Child, Youth and Family Services Act (2017) protects a person making a report unless it is made with malicious intent or without reasonable grounds.

If you have any doubt as to whether or not to report, always report and allow a professional to determine whether further investigation is necessary. Staff persons who receive reports should investigate and develop a plan to protect the student or students which may include the Children's Aid Society or the police.

REPORTING

Allegations or Suspicion of Abuse

If a student discloses that abuse has occurred, the allegations must be taken seriously. Upon hearing of potential abuse the staff person and volunteer should document all information on a Suspected Abuse Report Form (Appendix A). The victim should not be asked leading questions and the accused should not be contacted when documenting the information. All documentation must be kept permanently on file.

Staff must notify K2K Productions Directors that they will be making a report to Children's Aid or the police department. Reporting should be done in conjunction with K2K Productions Director

Reporting

The K2K Productions staff person who submits a report will notify the K2K's Executive Director that a report has been made. K2K Productions Director's may need to notify the board, insurance provider, and/or seek legal counsel pertaining to the suspected student abuse case. If the suspected abuse occurred in the context of K2K Productions work, the PAOC leadership and parent(s)/guardian(s) of the victim should also be notified.

K2K Productions will try not to handle information dissemination without legal assistance. When necessary, K2K Productions' designate will speak to the media regarding the matter using the predetermined statement found below.

K2K Director Statement

If a statement needs to be made to the membership or the public, only the following should be stated:

"It is always tragic when individuals are abused or exploited. K2K Productions is aware of the ever-growing nature of abuse. We have taken careful precautions to protect the students, and those entrusted to our care. We are distressed by any accusation of student abuse. We will do everything in our power to address the needs of this situation and cooperate with authorities. For the welfare of those involved, that is all that can be said at present."

All inquiries should be directed to K2K Productions Executive Director when dealing with the media and the public in relation to a student abuse case.

Responding to the Victim

K2K Productions will treat victims of abuse with dignity and respect. The care and safety of the victim is the first priority, and showing support to the family to help prevent further hurt should

MONITORING

be prioritized. Negative responses to the situation from staff or volunteers may elicit legal action and impact future reconciliation.

When a student confides in a staff person or volunteer, it is important not to deny the problem but ensure the victim is listened to. Remind the student that it is not their fault and they were right to speak to someone about the issue. Do not attempt an in-depth investigation or ask leading questions. Listen to what the student is saying and record any pertinent information on a Suspected Abuse Report Form. Do not promise that you will not tell anyone the information. Confidentiality for the victim must be maintained and information should not be shared among K2K volunteer or student community.

Staff persons of K2K Productions should recommend professional counselling to the abuse victim and their family.

Responding to the Accused

The accused should be removed from their position until their name has been cleared by officials. Any restrictions for contact with minors and regarding the church premises that are deemed necessary by the authorities and/or church leadership should be clearly communicated.

The Director of K2K Productions or designate should maintain frequent communication and supportive relationships with those suspected or convicted of student abuse, as long as the person exhibits a willingness to maintain their relationship with Christ.

Investigation

K2K Productions will avoid interference when a report of abuse has been filed with the Children's Aid Society or the police department. The organizations should ask how to assist these organizations in supporting the investigation as well as the victim and their family. Legal counsel should be sought on behalf of the church.

The information related to a report will maintain confidentiality for the victim and the accused as far as reasonably possible. Information related to a report will be shared in the following circumstances:

- as required with the appropriate authorities, and,
- in order to decide an appropriate response to the reported misconduct.

The right of all subjects to obtain justice in an open and fair hearing will be respected. Legal assistance for K2K Productions in partnership should be sought immediately.

Policy Monitoring

This policy should be reviewed every year by volunteers and staff of K2K Productions. Policies within this document are subject to change without notice. Items listed in the Appendix are also subject to change.

MONITORING

All staff and volunteers will be required to complete Plan to Protect Orientation Training upon being hired or prior to volunteering. They will complete the Refresher Training course every two years thereafter. Record of course completion will be kept on file with K2K Productions. Special Event and parent Volunteers do not require Plan to Protect Orientation Training but may be required to submit a Criminal Reference Check.

APPENDIX

K2K STUDENT REGISTRATION

K2K REGISTRATION FORMS

one registration package per student

K2K 2020-2021

Student Name		Gender	
Grade		Birth Date /D /M /Y	School
Student Address			
City		Postal Code	
Cell Phone #		Email	
Family Doctor		Doctor's Phone	
Health Card #		Version (last 2 letters):	

Parent/Guardian(s) Name(s)			
Address			
City		Postal Code	
Phone #		Work #	
Email			

Other Parent/Guardian(s) Name(s)			
Address			
City		Postal Code	
Phone #		Work #	
Email			

**If email address for "Other Parent/Guardian is completed, we will use this for K2K communications*

EMERGENCY CONTACT PERSON (other than parents listed above):*

Name			
phone #		Relation to student	

APPENDIX

STUDENT SAFETY INFORMATION

K2K 2020-2021

Individuals Authorized to pick up my student in grade 2-8 (besides those listed previously):

Name			
phone #		Relation to student	
Name			
phone #		Relation to student	
Name			
phone #		Relation to student	

Students Special Interests and Hobbies:

Does your student have ALLERGIES?*

☐

Yes

☐

No

If so, please list here:

Does your student have FOOD SENSITIVITIES?*

☐

Yes

☐

No

If so, please list here:

Does your student carry or require medication during program?*

☐

Yes

☐

No

If so, please explain here:

Is there anything you would like us to know about your student (learning disabilities, fears, behaviours, concerns)? The more we understand about your student, the more effective we can be in meeting their needs and making sure they have the best experience possible.

APPENDIX

REGISTRATION AGREEMENTS

K2K 2020-2021

- ☐ My student and I have read the K2K Rules of Conduct & Disciplinary Policy as attached. We both understand and agree to abide by this policy.
- ☐ I acknowledge that I have read and understood the Authorization & Release of Liability and/or Release of Material for Promotional Use (Photos).
- ☐ I acknowledge that communication about program & rehearsal information will be made through K2K portal and emails (syncing your student schedules to your smart devices is recommended). I will support my student by sharing this information or helping them gain access, where appropriate.
- ☐ A policy is in effect that communication is to be used solely for the dissemination of information. I/We agree to permit K2K staff to communicate with student via telephone, email, social media or text during their season of participation.
- ☐ I/We agree to permit reasonable use of photos, videos, written materials or other pictures of applicable student in promoting K2K Productions and their activities and programs. A policy is in effect to protect personal information; images count as personal data under PIPEDA (Personal Information Protection and Electronic Documents Act). The policy applies to all images and audio content be it still photographs, film or audio clips.
- ☐ I/We the undersigned have legal custody of the minor named above and have given our consent for them to attend the above noted program organized by K2K Productions, in partnership with Movement Church. I/We understand that there are inherent risks involved in activity and productions, and I/we hereby release K2K Productions and Movement Church, its staff, pastors, employees, agents, and volunteer workers from any and all liability for an injury, loss or damage to person or property that may occur during the course of the program or event. In the event treatment is required from a physician and/or hospital personnel designated by the Church, I/we agree to hold such person and/or the church free and harmless of any claims, demands, or suits for damages arising from the giving of such consent. I/We also acknowledge that I/we will be ultimately responsible for the cost of any medical care should the cost of the medical care not be reimbursed by the health insurance provider. I/We also agree to bring my/our child home at my/our expense should they become ill or if deemed necessary by the student ministries staff member.

I choose the following date for Parent Orientation Online:

- ☐ Wednesday September 16 @ 7pm OR
- ☐ Thursday September 17 @ 7pm

My student & I are in agreement to those indicated above. Name & submission of form indicates agreements as indicated above.

Student Name Date

Student Signature

Parent/Guardian Name Date

Parent/Guardian Signature

APPENDIX

INCIDENT REPORT

K2K PRODUCTIONS

INCIDENT REPORT FORM

Date of Incident:

Time of Incident: Location of Incident:

Leaders Present During Incident:

Name of Student(s) involved (First & Last Name):

Nature of Injury / Incident:

What happened?

Why did it happen?

What action was taken?

Were parent(s)/guardian(s) notified? Yes/No

Parent(s)/guardian(s) response:

Name of Leader/Volunteer

Signature:

Name of Staff:

APPENDIX

SUSPECTED ABUSE

K2K PRODUCTIONS

SUSPECTED ABUSE REPORT FORM

Date: Location:

Name of Student:

Age: Grade: Birthdate:

Address:

Postal Code: Phone:

Parent(s) / Guardian Name(s):

Name of Person Filing Report:

Name of K2K Staff and Movement Pastor Receiving Report:

Name of Alleged Perpetrator:

Relationship between suspected victim and alleged perpetrator:

Nature of Suspected Abuse:

Indications of Suspected Abuse (include facts, physical signs, and course of events:

Action Taken (including date and time):

If a student is reporting, what did the student say? Give quotes where possible.

What was your response:

Name (printed): Date:

Signature:

Director Name (printed): Date:

Signature:

APPENDIX

CONSENT FOR OFF-SITE ACTIVITY

K2K PRODUCTIONS

CONSENT FOR OFF-SITE ACTIVITY

Student's Name:

Activity:

Date of Activity: Location:

Time (drop off & pick up):

Dear Parent, We are planning an activity as part of our programming that requires your permission prior to participation. We have provided you the details of the activity and request that you complete and sign the permission form. The safety of your child is our primary concern. Precautions will be taken for their wellbeing and protection. K2K Productions in partnership with Movement Church are collecting and retaining this personal information for the purpose of enrolling your student in this activity. This information will be maintained indefinitely as it is requirement of our insurance company and legal counsel.

PERMISSION FORM AND CONSENT:

Student's Name: DOB:

Address:

Phone Number: Parent's Number:

Health Card #: Family Doctor:

Emergency Contact Name:

Emergency Contact Phone:

Is your student bringing medication with him/her? If so, please list:

Allergies:

I/we hereby consent to the participation of my/our student in this supervised activity. While every precaution is taken for their safety and good health, some sports and activities carry with them the inherent risk of personal injury beyond the risks associated with many of the recreational activities at K2K Productions. I/we understand and accept these risks and agree that by allowing my/our student to participate in these activities, he/she may be taking part in a recreational activity that presents the potential for personal injury.

Photos: A policy is in effect to protect personal information; images count as personal data under the PIPEDA (Personal Information Protection and Electronic Documents Act). The policy applies to all images and audio content be it still photographs, films or audio clips. I/we agree to permit reasonable use of photos, videos, written materials or other pictures of applicant student in promoting K2K Productions and their activities and programs. I/we, the parents or guardians named below, authorize K2K Productions staff member to sign consent for medical treatment and to authorize any physician or hospital to provide medical assessment, treatment or procedures for the participant named above.

I/we, named below undertake and agree to indemnify and hold harmless K2K Productions, its personnel, its Directors and Board from and against any loss, damage or injury suffered by the participant as a result of being part of the activities of K2K Productions, as well as of any medical treatment authorized by the supervising individuals representing K2K Productions. This consent and authorization is effective only when participating in or traveling to events of K2K Productions.

☐ I have read, understood and agree with above. Activity:

Parent / Guardian Signature: