

# Grace United Church

## Caledonia



## Procedures for Child & Youth Ministries And Volunteer Training Manual

"Let the children come to me, do not hinder them; for to such belongs the kingdom of God. Truly, I say to you, whoever does not receive the kingdom of God like a child shall not enter it." - Mark 10:13-16

This Manual is intended to provide guidelines for the implementation of the Vulnerable Sector Policy of Grace United Church (PPM- G5.1) and attached as Appendix 1 , as it pertains to the child and youth programs in our Church.



Each year, all child and youth volunteers and employees will review the Vulnerable Sector Policy and Procedures for Child & Youth Ministries and Volunteer Training Manual.

You will be asked to sign off that you have read and understood the Policy and procedures and will do your best to uphold them. (Appendix 1 - Church School and Nursery Volunteer Policy and Procedure Agreement)

# Section 1: The Church Nursery

Dear Nursery Volunteer:

You are IMPORTANT! Your service in the nursery is so greatly appreciated!

Without you, we would not be able to provide a safe, loving environment to children and allow parents to leave their children during worship services and other events.

The nursery is a very valuable ministry! Perhaps you have never thought of the nursery as a ministry, but it is! By serving in the nursery you have the opportunity to impact not only the children in your care, but parents as well. Nursery volunteers are often the first faces that parents of small children who are new to Grace United will see. It is our responsibility to show them a friendly, loving face and to provide them with greatest care for their children!

In order to have the nursery operate smoothly, we need only one thing - commitment! Your commitment! Every Volunteer must comply with the Vulnerable Sector Policy (PPM-5.1) of Grace United Church.

The following pages will set forth the guidelines that have been established for the nursery by the Christian Development Committee to assist you in implementing the policy.

## Nursery Volunteer Staffing Structure

### Nursery Coordinator

Usually one member of the Christian Development (CD) Committee assumes responsibility for oversight and assigning volunteers to the Nursery.

The Nursery Coordinator reports to the CD committee at its regular meetings.

#### **Position description:**

- Coordinate a monthly Nursery volunteer schedule. Email the schedule to volunteers and to the Church Office.
- Post the schedule on the door of the Nursery and submit a copy to the Church Office so that names can be added to the weekly announcements
- Recruit new volunteers and provide training for new recruits.
- Provide names of new Nursery volunteers to the Church Office and request a screening process be completed. Check with the Office to ensure the police check has been completed and on file in the Church office.
- Monitor the nursery room for cleanliness and safety hazards. Arrange for quarterly cleaning of the room and contents.
- Communicate with Nursery volunteers to ensure the nursery is running smoothly. Work with volunteers to solve issues or concerns.

# Nursery Volunteers

## Position description:

Each nursery volunteer has the responsibility to:

- Know and follow the policies and procedures pertaining to the nursery.
- Know and follow the fire safety & emergency evacuation plans for Grace United.
- Respond to emails or phone call to regarding the monthly schedule for the nursery.
- Know the dates on which they are to serve. Nursery schedules will be sent to you by email.
- Find a replacement if unable to serve on their scheduled date.
  - ❖ It is fine to switch weeks with other nursery volunteers - please just let the Nursery Coordinator and the Church Office know!
- Report to the nursery 10-15 minutes prior to the Church service.
- Sign in on the attendance sheet and put on Nursery Volunteer lanyard.
- Store any personal items out of reach of children
- Check the nursery to make sure the room is clean, tidy and safe for the children.
- Turn on video monitor. This will connect you with the Church School room and is to be used in situations where you require assistance from Church School leaders.
- Turn on the pager system. This is used to contact parents/cargivers when the Service is in progress.
- Wash hands in preparation to receive and care for the children.

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- Once in the sanctuary look for families with children that might use the nursery and introduce yourself.  
Some parents may wish to bring their child to the nursery at the beginning of the service. Other parents will have their child go to the nursery following the Children's time in the Church service.
- If the number of children attending on a Sunday is more than 3, or if a child requires special attention, you should request assistance from other nursery volunteers who may be in the Sanctuary or ask a parent to stay in the nursery to attend to their child.
- Make sure each child in attendance has a Registration Form completed. Children who regularly attend will have their Registration Form in a binder located in the Nursery. Parents must fill out the document if their child is attending for the first time.
- If you find it necessary you may use name tags on the children.
- Inform parents using the nursery for the first time of the Bathroom use/Diaper change policy.
- Supervise the playing and activities of children in the nursery.
- Lastly, please leave the nursery as you found it! Please consider the following:
  - ✓ Toys are returned to bins or neatly stored.
  - ✓ Broken or unsafe toys are removed from the room.
  - ✓ Ensure volunteer lanyard or child nametags are returned.
  - ✓ Table surfaces are wiped down.
  - ✓ Inform the Nursery Coordinator of any issues with the room, toys or supplies.
  - ✓ Turn off the Monitor and Pager system.

# Nursery Procedures

## General

1. Participants: The nursery is provided for infants and children up to the age of 4.
2. At least one adult (18 years or older) volunteer in the nursery must have a current, completed Grace United screening process as outlined in Policy PPM-G4.1. Names of all volunteers in attendance must be recorded on the attendance sheet.
3. A youth volunteer may assist in the nursery ONLY if an adult is also in attendance.
4. Video monitors and pagers will be available between the Nursery and Church School rooms during Sunday Services and **are to be used** if the location of the 2 areas inhibits direct visual and audio communication between the volunteers.
5. Nursery doors - bottom half can be closed and locked using the hook on the outside of the door. The top half is to remain open. At no time will the sight lines into the room be blocked.
6. **No** photos should be taken of the children in the nursery at any time without prior **written approval** of the child's parents. Consent to take pictures of the child are found on the Registration Form. Personal cell phones or other electronic devices should not be used to take or post photos of children in the nursery. Upon arriving at the Nursery, the parent/caregiver will be informed of the intent to take photographs that day and the reason for doing so. Parents/Caregivers can decline to have the child photographed on that occasion even if consent is on file.
7. On a quarterly basis the Nursery room and equipment should be inspected for health and safety issues and thoroughly cleaned.



## Registration Form (RF)

(also known as the Personal Information Documentation Form)

Each September, or upon the first visit of the child to the nursery the Registration Form must be completed by the parent/caregiver. If the child is already registered the parent/caregiver will be asked to review the information and sign off that it is still accurate or make the necessary changes. The original is given to the Church School coordinator and a photocopy safely stored in the Nursery Room binder.

The Registration Form covers:

- Bathroom capability
- authorization to leave nursery unattended
- allergies
- medical concerns or diagnosis of which the nursery volunteer must be aware
- medications that will or may need to be given to the child (by the parent/caregiver) while in the Nursery
- behavioural issues that may arise while the child is in the Nursery
- photograph and media permission

## Standards for building relationships and a safe environment

It is recognized that holding/carrying is basic to the care of small children. Also small children must sometimes be physically restrained from hurting themselves or others. However, when more than a brief restraint is needed, the parent should be brought into the situation.

Physical contact is a part of normal communications with infants and toddlers. Thus, for instance, a hug or placing a hand on an arm or shoulder is normally acceptable. However, any touching in the intimate areas is never acceptable, nor is any unwelcomed touching that makes the child uncomfortable.

Nursery activities might include:

- ☐ Holding, cuddling, rocking infant children
- ☐ Playing with toddlers
- ☐ Singing or playing music
- ☐ Showing or reading picture books

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Nursery volunteers are responsible for encouraging "safe" play among children (i.e., no kicking, throwing toys, rough-housing) and basic care of each child.

**Under no circumstances will a child be spanked, shaken or struck in any way by a Nursery volunteer or helper.**

## Nursery Sign in procedures

Child's first and last name is entered on the attendance sheet. Place a √ by the child's name on each Sunday he/she is in attendance.

Ensure there is a Registration Form in the binder for each child in attendance. Parents must complete this form before leaving their child in the nursery.

Select a pager and enter the number of the pager beside the child's name. Children who attend on a regular basis will have a permanent pager number assigned. Please be sure to use the correct pager. Demonstrate how the pager operates to the parent/caregiver. Remind the parent/caregiver to return the pager when picking up the child immediately following the service.

Issue name tags to children if you are not familiar with their names.

All volunteers and "other persons" in attendance in the nursery will also be noted on the attendance sheet.

## Sick Children Guidelines

Be respectful and proactive in enforcing the nursery sick children guidelines as children arrive.

For the health and safety of all children, and nursery volunteers and the peace of mind of our children's parents, children that have had the following symptoms within the last 24 hours should not be brought to the nursery:

- ❑ Fever of 101 degrees F or 38 degrees C
- ❑ Sore throat
- ❑ Persistent hard cough or croup
- ❑ Constant runny nose with yellow/green tint (not allergy related)
- ❑ Diarrhea or vomiting
- ❑ Contagious eye infections
- ❑ Undiagnosed rashes
- ❑ Uncovered sores
- ❑ Lethargy or feeling unwell
- ❑ Any symptom of usual childhood disease such as mumps, measles, chicken pox, etc.

## Medications

Nursery volunteers are not adequately trained to dispense any type of medication. If a child requires medication, ask parents to come to the nursery at the appropriate time to administer it.

### **EPI Pens:**

It is the responsibility of the parent/cargiver to advise the nursery volunteers if the child has allergies that may require the use of an EpiPen. The administration of an EpiPen is the responsibility of the parent/caregiver who will notified **immediately** if the child appears to be in any physical distress.

## Diaper changes/Bathroom visits

**Diaper Changes** - Nursery services do not include diaper changes. Should a child require a diaper change, the parent/caregiver will be alerted by use of the pager or by the nursery volunteer.

**Bathroom visits-** Nursery services do not include toileting of children. If a child indicates the need to use the bathroom the parent/caregiver will be alerted by use of the pager.

## Infant Bottles/Food/Snacks

The nursery does not provide food or drink for the children. Parents may provide bottles for young infants and are asked to provide the nursery volunteers with all necessary instructions.

For allergy and hygienic safety reasons, snacks and drinks for toddlers are discouraged.

## Dismissal/transfer of responsibility

Each child will remain in the nursery until he/she is dismissed directly into the care of the parent/caregiver or person designated by the parent/caregiver.

Any untoward incidents occurring while the child was in the care of Nursery volunteers will be reported to the parent/caregiver when he or she arrives to pick up the child.

Parents are asked to pick up their children immediately following the service.

Pagers are to be returned by the parent/caregiver when they arrive at the Nursery. The Nursery volunteer will record that the equipment was returned on the attendant sheet.

## Accidents/Incidents

All accidents or incidents will be reported on the Incident Form found in the Nursery Manual.

Examples include but are not limited to -

- An accident/ injury/incident that:
  - \* requires first aid;
  - \* results in a mark, bump, bruise, or break in the skin;
  - \* causes significant distress of the child such that the child could not be settled quickly;
  - \* was inflicted by another child or person in the room;
  - \* requires that the parent/caregiver be notified immediately.
- Behavioral issue that was disruptive or difficult to manage or control.

Any untoward accidents incidents occurring while the child was in the care of Nursery volunteers will be reported to the parent/caregiver when he or she arrives to pick up the child.

**Incident Forms are located in the Nursery Manual.**

**Please notify the Nursery Coordinator that an Incident Form has been completed immediately following the service or by email or phone call if the Coordinator is not present. The Nursery Coordinator will then notify the Church School Coordinator.**

If you are unable to contact the Nursery or Church School Coordinator, the Chair of the Christian Development Committee will be notified.

The original Incident Form is sent to the Church School Coordinator and a copy is kept in the Nursery binder.

## Section 2: Church School

### Our Church School

The mission of Grace United Church School is to provide a strong foundation in Christian education by exposing students to the beauty of God's creation, developing in them a belief in God's presence in their lives and leading them to make a full commitment to following Christ's example.

Church School is provided for children and youth who are at least 4 years of age. Children should be accustomed to participating in a classroom environment and not in need of 1:1 supervision.

Each year, all Church School volunteers will review the Vulnerable Sector Policy PPM- G5.1 and Procedures for Child & Youth Ministries and Volunteer Training Manual PPM-G5.2

The Church School season follows the school calendar, from September to June. The Church School season typically ends with the church picnic.

### Church School Staffing Structure

#### Church School Coordinator

The Church School Coordinator acts as a liaison with the Christian Development Committee.

**Position Description:** (refer to "Church School Coordinator" section of Constitution of Grace United Church, Caledonia 2015)

Responsibilities include:

- a. to organize meetings of the Church School leaders as necessary to confirm start/end dates, and coordinate schedules, week to week plans, and special activities;

- b. to consult annually with the Church School leaders to assess curriculum materials and Church School budget needs and make recommendations to Christian Development (CD);
- c. to ensure an order for curriculum is placed by June;
- d. to ensure supplies are reviewed and replaced as needed and according to budget;
- e. to liaise with CD and the minister as required to coordinate plans outside of regular weekly activities;
- f. to liaise with parents and families regarding feedback about Church School activities;
- g. to ensure sufficient registration information is confidentially maintained for Church School participants; and
- h. to coordinate with Worship and Music and the minister any child and youth involvement in congregational festivals of faith, intergenerational services, and the annual Gathering Day installation of teachers and recognition of Church School achievements.

The Church School Coordinator ensures:

- there is a "Registration Form" (RF) for each participating child
- there is an attendance table based on RF registrations
- Church School volunteers have read each Child's Registration Form; keeps a log of submitted RF; and a log of the Church School volunteers who have reviewed the RF
- all volunteer staff complete Child & Safety Policy and Procedures/Training annually

## Church School Leaders

### Position Description:

Each Church School volunteer has the responsibility to:

- Each year, review the policies and procedure pertaining to Church Church School, including the Vulnerable Sector Policy (PPM-G5.1) and the Procedures for Child & Youth Ministries and Volunteer Training Manual (PPM-G5.2)
- Review each submitted Registration Formation and sign off on log that you have read each form.
- Know and follow the policies and procedures pertaining to Church School.
- Know and follow the Fire and Safety & Emergency evacuation plan for Grace United Church.
- Respond to emails or phone calls from the Church School Coordinator regarding scheduling, curriculum review, policy and procedures, news etc.
- Know the dates on which you are to serve. Please find a replacement Church School leader if you are unable to attend.
- Notify the Church School Coordinator if you are unable to meet your scheduled commitment

On your "scheduled" Church School date:

Prior/Active service:

- ✓ Stop by the Church School Room to retrieve and wear Church School Staff lanyard; Set up and cleanup classroom: arrange seating and necessary supplies for lesson,
- ✓ Turn on video monitor This connects with the Nursery School Room and is to be used in situations where assistance is needed by the Nursery
- ✓ While on active duty, assist Nursery if/when warranted
- ✓ Request a pager from the Nursery room if you have a child that may require parent/caregiver assistance while in the attendance.
- ✓ Some parents/guardians may wish to attend Church School with their child to help acquaint them with Church School

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Dismissal:

- ✓ Return lanyard
- ✓ Clean up supplies, wipe tables and put chairs on the desk
- ✓ Turn off video monitor
- ✓ Report any unresolved Health or Safety issues to the Church School Coordinator or the Chair of Christian Development

## Church School Procedures

### General

1. Participants: Church School welcomes children from ages 4-12.
2. At least one adult (18 years or older) volunteer in the Church School must have a current, completed Grace United screening process as outlined in Policy PPM-G4.1 Names of volunteers in attendance must be recorded on the attendance sheet.
3. A youth volunteer may assist with Church School ONLY if an adult is also in attendance
4. Video Monitors and pagers will be available between the Nursery and Church School rooms during Sunday Services and are to be used if the location of the 2 areas inhibits directs visual and audio communication between the volunteers
5. Church School doors - bottom half is closed and top half is open during class. At no time will the sight lines into the room be blocked
6. No photos should be taken of the children at any time without prior written approval of the child's parents which should be noted on the Registration Form. Parents/caregivers will be notified if photos were taken during the Church school session.

## Registration Forms (RF)

(Also known as Personal Information Documentation form)

Each September, or upon the first visit of the child to Church School the RF form must be completed. If the child is already registered the parent/caregiver will be asked to review the information and sign off that it is still accurate or make the necessary changes. The original is safely stored in the Church School Room.

The Registration Form covers:

- Bathroom capability
- authorization to leave class unattended
- allergies
- medical concerns or diagnosis of which the Church School leaders must be aware
- medications that will or may need to be given to the child (by the parent/caregiver) while in Church School
- behavioural issues that may arise while the child is in Church school
- photograph and media permission

## Standards for building relationships and a safe environment

On occasion physical contact is a part of normal communications with children and youth. For instance, placing a hand on an arm or shoulder, "high fives," are normally acceptable.

However, any touching in the intimate areas is never acceptable, nor is any unwelcomed touching that makes the child uncomfortable.

Church School leaders are responsible for encouraging "safe" play and interactions among children (i.e. no harmful contact with another child)

## Church School Attendance

Child's first and last name is entered on the attendance sheet. Place a √ by the child's name on each Sunday he/she is in attendance.

Ensure there is a Registration Form in the binder for each child in attendance.

All volunteers or "other persons" in attendance in the Church School will also be noted on the attendance sheet.

**Pagers:** If there is reason to believe that you may have to contact the parent/caregiver during the Service, contact the Nursery to ask that a pager be provided.

If you need to call the parent/caregiver use the video call button to inform the Nursery staff to page the parent/caregiver.

## Sick Children Guidelines

For the health and safety of all children, and Church School leaders and the peace of mind of our children's parents, children that have had the following symptoms within the last 24 hours should not be brought to Church School room:

- ☐ Fever of 101 degrees F or 38 degrees C
- ☐ Sore throat
- ☐ Persistent hard cough or croup
- ☐ Constant runny nose with yellow/green tint
- ☐ Diarrhea or vomiting
- ☐ Contagious eye infections
- ☐ Undiagnosed rashes
- ☐ Uncovered sores
- ☐ Lethargy or feeling unwell
- ☐ Any symptom of an usual childhood disease such as mumps, measles, chicken pox, etc.

## Medications

Church School volunteers are not adequately trained to dispense any type of medication. If a child requires medication, ask parents to come to the Church School room at the appropriate time to administer it.

### EPI Pens

It is the responsibility of the parent/caregiver to advise the Church School leaders if the child has allergies that may require the use of an EpiPen. The administration of an EpiPen is the responsibility of the parent/caregiver who will be will be **notified immediately** if the child appears to be in any physical distress.

## Bathroom visits

**Bathroom visits** - parents must indicate on the Registration Form that the child is permitted and able to use the bathroom independently.

**If the child is not permitted to attend independently:**

A Church School leader will contact their parent/caregiver who will toilet the child. If the parent/caregiver has a pager, call the Nursery using the video call button and ask that the parent/caregiver be paged.

**If the child is permitted to attend independently:**

The Church School leader will notify a co-worker that the child is using the bathroom.

The Church School leader will ensure the child's safety to and from the bathroom. The Church School leader should never be alone with a child in a bathroom with the door closed and never be in a closed bathroom stall with a child.

A Church Leader should stand in the Church Schoolroom door where he/she can see the bathroom door and supervise the child's going and returning from the bathroom. Children will be reminded to wash their hands.

## Food/Snacks:

Occasionally Church School class incorporates food as part of a lesson, or as a treat. It is the responsibility of the Church School leader to ask the children if they have any allergies to the food and check the Registration Form to ensure the child is not exposed to a known allergen.

## Dismissal/transfer of responsibility:

As indicated on a child's Registration Form, a child may or may not have parental consent to leave the class upon Church School dismissal.

**If the child is not permitted to leave unattended:** The parent/caregiver must come to the classroom to pick up the child directly after the Church Service has ended. If a pager has been given to the parent/caregiver please ensure that it is returned to the Nursery.

**If the child is authorized to leave unattended:** The Church School leader ensures the child has all his/her belongings and art work and the child is permitted to leave (upon dismissal) to meet their parents/caregiver.

**If the child wishes to leave the classroom during class (prior to dismissal):** He/she will be escorted back to the parents/caregiver.

## Accidents/Incidents

All accidents or incidents will be reported on the Incident Form found in the Church School classroom.

Examples include but are not limited to -

- An accident/incident that:
  - \* requires first aid;
  - \* results in a mark, bump, bruise, or break in the skin;
  - \* causes significant distress of the child such that the child could not be settled quickly;
  - \* was inflicted by another child or person in the room;
  - \* requires that the parent/caregiver be notified immediately.
- Behavioral issue that was disruptive or difficult to manage or control.

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Parents/caregivers will be informed on any untoward accidents/ incidents immediately upon dismissal of the class.

Please notify the Church School Coordinator that an Incident Form has been completed immediately following the service or by email or phone call if the Coordinator is not present.

If you are unable to contact the Church School Coordinator, the Chair of the Christian Development Committee will be notified.

The original Incident Form is given to the Church School Coordinator and a copy is kept in the Church School binder.

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## Appendix 1



### **Grace United Church, Caledonia Church School and Nursery Volunteer Policy and Procedure Agreement.**

I, \_\_\_\_\_, have read and understood the Grace United Vulnerable Sector Policy (PPM G 5.1) and the Procedures for Child & Youth Ministries and Volunteer Manual (PPM-5.2)

I understand and agree to the Policy and Procedure as presented in the documents.

I agree to follow these policies and procedures to the best of my ability.

Print Name: \_\_\_\_\_

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

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

<b>Policy Title</b>	<b>Vulnerable Sector Policy</b>	<b>Policy Number</b>	<b>PPM – G5.1</b>
<b>Date of Approval by Council</b>	October 17, 2018		
<b>Revision Dates</b>	New	<b>Date of next Review</b>	October 2021

## **SECTION I: Child & Youth Safety Policy**

### **PURPOSE:**

Grace United Church is committed to our children and we strive to provide fun and safe programs from Nursery through Youth that encourage our children to grow in Christ. We believe that the church must maintain the highest standards for both its programs and for the people who staff those programs. Accordingly, our goal is to protect the children and youth of our church from incidents of abuse, misconduct or inappropriate behavior. We also seek to protect our staff and volunteers from false accusations.

### **POLICY STATEMENT:**

#### **1. Scope**

This policy applies to all Child & Youth ministries of Grace United Church and all activities, sponsored and offered, by Grace United Church. Child & Youth are defined as persons under the age of 18. Sponsors/facility renters of non-Grace United Church events (example Girl Guides of Canada) using Grace United Church facilities are responsible for their own oversight of children's protection.

#### **2. Child & Youth Program Leader and Volunteer Screening process**

All adult Child & Youth program leaders and volunteers (hereafter referred to as Child & Youth workers) must complete the screening process outlined in the Screening Policy PPM-G4.1. Child & Youth workers include both employees and volunteers.

#### **3. Standards for Relationships**

**3.1** Child & Youth workers will normally seek to establish personal relationships with those whom they teach and lead. Physical contact is one part of normal communication in such relationships. Thus, for instance, a hug or the placing of a hand on one's arm or shoulder is normally acceptable. However, any touching in intimate areas is never acceptable, nor is any un-welcomed touching which makes the young person uncomfortable.

**3.2** It is recognized that holding/carrying is basic to the care of infants and small children. Also, infants and small children must sometimes be physically restrained from hurting themselves or others. However, when more than brief restraint is needed, the parent or guardian should be brought into the situation.

**3.3** Children of any age will not be spanked, shaken or struck in any way by a Child & Youth worker.



**3.4** Child & Youth workers are to readily share challenges incurred while supervising the child or youth with their parents or guardian.

#### **4. Two (2) Person Rule**

Whenever possible, Child & Youth workers shall observe the "two-person rule". The "two-person rule" requires that Child & Youth workers shall make every reasonable effort to avoid situations where a Child & Youth worker is alone with children without a partner. In the event the "two-person rule" cannot be met, the Child & Youth worker shall observe strict transparency as outlined in 6. Transparency/Open Door Policy (below) and the Procedures for Child & Youth Ministries and Volunteer Training Manual PPM-G5.2.

Additionally, one of the two Child & Youth workers must be at least 18 years old; and wherever possible the two Child & Youth workers should not be related.

Where occasional volunteers are assisting Child & Youth workers and in all circumstances, there must be at least one Child & Youth worker who has completed the screening process and has a current police check on file.

#### **5. One to One Interactions**

One to one interactions must only occur within a public visible setting occupied by other nearby adults.

One to one formal counseling may only occur with parental/guardian and Ministerial written concurrence. The parent/guardian must drop off and pickup the child or youth. The Transparency /Open Door policy will be observed and at no time will the door be locked. The session should be conducted at a time when others are nearby, even if they are not within listening distance.

#### **6. Transparency/Open Door Policy**

Child & Youth workers shall observe the "open door policy" at ALL times. The "open door policy" requires that rooms where children are located in the Sunday School Room or Nursery have the door or the top half door open at all times or that transparent glass be in the door ( such as the Fellowship Hall). In the event that the Child & Youth worker is alone with children in a room, the Child & Youth worker shall attempt to position himself or herself in the room such that other adults passing in the hallway can see the worker.

#### **7. Personal Information Documentation and Confidentiality**

For each child or youth, a Personal Information Documentation Form shall be submitted. This document outlines such aspects as, dismissal authorization, restroom authorization, allergies, significant medical information and/or behavioral issues that may arise while the person is participating in the program or event. These documents must be readily available to the supervising Child & Youth worker. The documents are stored in a safe and secure location and available on a need to know basis.

## 8. Bathroom Use/Diaper Changes

For the protection of all, Child & Youth workers must never be alone with a child in a bathroom with the door closed and never be in a closed bathroom stall with a child.

**Sunday School/Nursery:** During Sunday School/Nursery hours, those children who are noted as able to use the restroom unattended are permitted to do so (see Personal Information Documentation). A Child & Youth worker is to ensure the child's safety to and from the restroom.

Should any child, who requires assistance, need to use the restroom or a child in the nursery need a diaper change, parents/guardians will be alerted either in person by the Nursery staff if able, or an active duty Sunday School leader.

## 9. Transportation

Transportation of children and youth to and from church events will be the responsibility of the parent / guardians and is not subject to the control of the Church and thus not covered in this policy. Child & Youth workers supervising or directly and actively participating in the event may not transport children or youth in the worker's vehicle or any other vehicle.

## 10. Off-Site Trips and Events

Parent/Guardian Permission Forms and the Personal Information Document must be completed prior to all trips. The two-person rule must be followed throughout the trip with any foreseeable exceptions clearly stated and approved in advance by the parent or guardian. The total number of adults on each trip will be adjusted according to the requirements of the planned activities. Under no circumstances may one adult alone take or accompany minors on an overnight outing.

## 11. Fire Safety and Emergency Evacuation

Child & Youth workers shall be aware of all fire safety policies and ensure they are able to carry out the directions given in the policy, expected to be in place by January 1, 2019.

## 12. Incident Management

In the event of any questionable or inappropriate activity involving a child or youth it is our policy to deal with that situation immediately and forthrightly following the Violence and Harassment Policy PPM-E4.1.

**Cross Reference for all PROCEDURES relating to Section 1:** Refer to PPM-G 5.2 *Grace United Church Procedures for Child & Youth Ministries and Volunteer Training Manual*

## **SECTION 2: Other Vulnerable Persons**

### **PURPOSE:**

Grace United Church is committed to a continuing relationship with its members, even though they may not be physically able to attend services. The intent is to connect through visitation by members of the Pastoral Care Committee, offering a positive and uplifting experience, and where appropriate, relay any concerns back to the committee as whole or to the Minister.

**DEFINITION: “Vulnerable person”** means a person who, because of their age, a 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 of authority or trust relative to them, pursuant to the Criminal Records Act.

### **POLICY:**

#### **1. Scope**

This policy applies to all activities where members of Grace (whether a member of the Pastoral Care Committee or not) and acting on behalf of the Church, interact with vulnerable persons.

#### **2. Volunteer Screening Process**

All members of Grace acting on behalf of the Church and interacting with a vulnerable person must complete the screening process outlined in the Screening Policy PPM-G4.1.

#### **3. Standards For Relationships**

Visitation or other interaction with the vulnerable person may lead to developing certain bonds and elevated levels of trust. This may lead to requests by the vulnerable person for advice or support beyond simple conversation. Should a vulnerable person require additional support in the form of banking advice, help with the washroom, etc., then the visiting adult is to speak to the Pastoral Care Committee as a whole to arrange further assistance. A visiting adult should not complete any tasks alone such as help with the washroom, banking, or physically demanding tasks that might put them or the Church at risk.

If the vulnerable person lives alone, consideration should be made to visit when another family member is present, or to have a second independent adult attend.

#### **4. Documentation**

Visitors will keep a log of their visits and note anything unusual.

## **5. Incident Management**

In the event of any questionable or inappropriate behavior involving the vulnerable person it is our policy to deal with that situation immediately and forthrightly following the Violence and Harassment Policy PPM-E4.1.

### **POLICY REVIEW (applicable to Sections 1 and 2)**

Time Frame: Every three years

Committee Responsible: Ministry and Personnel

Revisions to the Policy require Council approval.

### **CROSS REFERENCES (applicable to Sections 1 and 2)**

Screening Policy PPM-G4.1

Violence and Harassment Policy PPM-E4.1

The United Church of Canada Workplace and Harassment Policy July 2017

Ontario Ministry of Community Safety and correctional Services/ Ontario Provincial Police (definition of vulnerable person)

### **PPM-G5.1 Vulnerable Sector Policy**