

CHILD, YOUTH, AND VULNERABLE PERSONS PROTECTION POLICY

**Living Word Episcopal Church,
Courtenay, British Columbia**

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CHILD, YOUTH, AND VULNERABLE PERSONS PROTECTION POLICY

Part 1 — Preamble

The children and youth and vulnerable persons in the care of Living Word Episcopal Church of Courtenay, B.C. (hereinafter called “the Church”) are a trust from God. The Church’s responsibility is to nurture and to protect them, enabling them to grow in knowledge of and faith in the Triune God. To accomplish this, the Church has the responsibility to provide a safe environment for them to learn, explore, question and seek truth.

Whoever receives one such child in my name receives me, but whoever causes one of these little ones who believe in me to sin, it would be better for him to have a great millstone fastened around his neck and to be drowned in the depth of the sea. (Matthew 18:5-6 ESV)

This Policy is intended to be a resource for all leaders within Living Word Episcopal Church’s ministries and programs, but is not intended to take the place of good judgment and common sense. It is intended to encourage responsible and compassionate practices, exercised with love and respect for all ministry/program participants and leaders.

The Church, recognising that even within a church setting the potential for abuse exists, has created this Policy to enable its workers to prevent, recognize, stop and report abuse against children, youth and vulnerable persons within its ministries.

The Church recognizes a moral and legal obligation to respect and protect individuals of all ages in our ministries and programs and will tolerate no abuse. The Church will take any allegations of abuse seriously and will cooperate fully with the appropriate authorities to investigate any cases of alleged abuse. Abuse of children, youth or vulnerable persons is grounds for immediate dismissal from ministry/program leadership and/or participation, implementation of church discipline and possible criminal charges.

This Policy has been implemented to:

1. provide a safe and secure environment for all participants in our ministries and programs, especially our children, youth and vulnerable persons,
2. provide standards for the planning and implementing of ministries and programs, to ensure that issues related to abuse and safety are recognised and considered,
3. provide guidelines for the recruitment and training of the staff and volunteers who will work with children, youth and vulnerable persons,
4. ensure all staff and volunteers undergo mandatory training on abuse and the legal responsibility to report,
5. protect our staff and volunteers from unfounded allegations of abuse, and
6. protect the credibility and integrity of the Church and the name of Jesus Christ.

Part 2 — Definitions

1. In this Policy, unless the context otherwise requires:

- 1.1. **“Vestry”** means the board of directors of the Church and **“vestry member”** means a member of the Vestry;;
- 1.2. **“Staff”** means paid employees of Living Word Episcopal Church;
- 1.3. **“Leader/Volunteer”** means a person who has completed the Children/Youth Ministries application form, completed a volunteer interview with the Rector or appropriate ministry leader, and based upon the review of the completed forms and interview, is placed in ministry;
- 1.4. **“Child”** means anyone under the age of 19, according to the *Child, Family and Community Service Act (CFCSA) of British Columbia*;
- 1.5. **“Youth”** means anyone who is 16 years of age or over but is under 19 years of age, according to the *Child, Family and Community Service Act (CFCSA) of British Columbia*.
- 1.6. **“Corporal Punishment”** means the infliction of pain or physical injury on someone as an attempt to correct bad behaviour.
- 1.7. **“Harassment”** means any objectionable conduct, comment or display by a leader that is directed at a child, youth or vulnerable person that demeans, belittles, compromises or causes personal humiliation or embarrassment or that serves to intimidate or threaten.
- 1.8. For definitions of **“abuse”** and **“neglect”**, see **Part 5, Section 2**.

Part 3 — Recruitment and Training of Staff and Volunteers

The pastoral staff and ministry leaders responsible for a program must ensure that recruiting, orientation and ongoing training and supervision of staff and volunteers is completed according to the following guidelines.

1. Screening of Staff and Volunteers

- 1.1 All staff and volunteers wishing to work in ministry with children, youth and vulnerable persons, will:
 - 1.1.1 be members of Living Word Church **for at least six (6) months** (A reduced period of time *may* be approved if the individual comes with adequate references from another church or Christian ministry.),
 - 1.1.2 submit a completed Ministry Volunteer Application form to the Rector, Wardens, or appropriate ministry leader,
 - 1.1.3 have completed a Criminal Record Check, including CPIC (Canadian Police Information Centre) and VSV (Vulnerable Sector Verification) (**re-check every 5 years**), and
 - 1.1.4 be interviewed by the Rector, Wardens, and/or appropriate ministry leader.
- 1.2 The Rector, Wardens or ministry leader will:
 - 1.2.1 ensure the Ministry Volunteer Application form is complete,
 - 1.2.2 contact references, using the Past Ministry Check and Reference Check forms,
 - 1.2.3 interview the applicant using the Ministry Volunteer Interview form,
 - 1.2.4 determine the suitability of the applicant on the basis of all information provided or collected,
 - 1.2.5 if approved, complete the Application Approval Form,
 - 1.2.6 advise the applicant if he or she is approved or not,
 - 1.2.7 if approved, advise the applicant to whom he or she will be responsible and accountable in ministry and the process of supervision and annual review of performance,
 - 1.2.8 file all information related to the application in a permanently maintained confidential file, and
 - 1.2.9 review with the applicant the “Child, Youth, and Vulnerable Persons Protection Policy”.

2. Training of Staff and Volunteers

- 2.1 Requirement to be Trained:
 - 2.1.1 All staff and volunteers who will work with children, youth and vulnerable persons will be required to attend an orientation session and read the “Child, Youth, and Vulnerable Protection Policy”.
 - 2.1.2 Exceptions: Parents or guardians, helpers and others who only periodically assist with children, youth and vulnerable persons ministries:
 - 2.1.2.a will not be required to submit an application or participate in the Ministry Orientation session,
 - 2.1.2.b will be members or regular attenders of Living Word Episcopal Church for at least six (6) months (A reduced period of time may be approved if the individual comes with adequate references from another church or Christian ministry), and
 - 2.1.2.c will be required to work in the presence of an approved ministry volunteer or staff.
- 2.2 Orientation. The Safe Ministries orientation session will include information about:
 - 2.2.1 Living Word Episcopal Church and its ministries,
 - 2.2.2 identification of staff and ministry leaders,

- 2.2.3 our obligation to protect our children, youth and vulnerable persons from abuse and harm,
 - 2.3.4 an understanding of child abuse, as a criminal act, and its impact on its victims,
 - 2.3.5 our “Child, Youth, and Vulnerable Persons Protection Policy” to prevent and respond to abuse in our ministries,
 - 2.3.6 the process for reporting allegations of abuse,
 - 2.3.7 what we can do to ensure a safe environment for children, youth and vulnerable persons,
 - 2.3.8 fire safety, evacuation and missing child procedures,
 - 2.3.9 use of safety equipment, and
 - 2.3.10 ongoing ministry monitoring and supervision.
- 2.3 Ongoing Training. Every two years, all staff, vestry members, and volunteers must:
- 2.3.1 Attend a refresher session on the Child, Youth, and Vulnerable Persons Protection Policy, or
 - 2.3.2 attend a diocesan-approved training workshop on the protection of children, youth, and vulnerable persons, or
 - 2.3.3 complete an online course on the protection of children, youth, and vulnerable persons approved by the Vestry or Diocese.
- 2.4 Records.
- 2.4.1 The parish shall maintain records of background checks and training/retraining of the staff, vestry, and volunteers.

Part 4 — Health and Safety Guidelines and Procedures

1. General Safety Guidelines

- 1.1 Each small group must be supervised by an approved ministry staff person or volunteer.
- 1.2 At least two screened and trained staff or volunteers will be present at all child- and youth-related activities. Supervision will increase in proportion to the risk of the activity. When only two staff members or volunteers are present, they may not be husband and wife.
- 1.3 Staff and/or volunteers may not be alone with a child, youth, or vulnerable person where other adults cannot easily observe them.
- 1.4 The Rector, Wardens, and ministry leaders will have open access to all areas where adults are working with children, youth and vulnerable persons.
- 1.5 Wherever it is possible, all church work areas will have doors with windows in them (or split doors where the top is left open) so supervision can occur without interrupting the group session.
- 1.6 At no time will doors be locked to prevent entrance to an area while a program is running.
- 1.7 There will be sufficient lighting in place, both inside and outside the building, while programs are running.
- 1.8 Parent(s) or guardian(s) are welcome to check on their children, youth and vulnerable persons at any time.

2. General Responsibilities

- 2.1 All team members will be responsible for the personal health and safety practices of their group,
- 2.2 follow safe operating procedures, standards of behaviour and modest dress,
- 2.3 refrain from the use of damaged furniture, equipment or fittings,
- 2.4 and give clear instructions and warnings as often as necessary.

3. Recording Attendance, Receiving and Releasing Children, Youth and Vulnerable Persons

- 3.1 All persons who are leading, helping, or participating in a program or event for children, youth and vulnerable persons are to be recorded in an Attendance Record maintained at a location at the first point of contact with the program venue. Attendance Records are to be kept in a permanent file in the Church Office.
- 3.2 On Sunday mornings, children will sit with their parents until dismissed to Sunday School. Attendance will be taken in the Sunday School room at the beginning of class. Children will return to their parents in the church at the Passing of the Peace or otherwise before the Lord's Supper.
- 3.3 For Sunday School, the Attendance Record will include the following:
 - 3.3.1 Full names of all staff and volunteers involved.
 - 3.3.2 Full name of each child, youth or vulnerable person.
- 3.4 For all other activities, the Attendance Record will *also* include:
 - 3.4.2 Name of the parent or guardian for each child, youth or vulnerable person.
 - 3.4.2 Signature of the parent or guardian and time that the child was dropped off.
 - 3.4.3 Signature of the parent or guardian and time that the child was picked up.
 - 3.4.4 Children in Grade 1 or above do not require parent or guardian signatures.
- 3.5 Parent(s) or guardian(s) are to be instructed that the following requirements apply to the dropping off and picking up of children under Grade 1.
 - 3.5.1 No child is to be dropped off at a ministry program venue or event unless an approved ministry staff person or volunteer is present.

- 3.5.2 No child will be released by the staff or volunteers to anyone other than their parent or guardian unless the parent or guardian has indicated beforehand that another named person will be picking them up.

4. Guidelines for Behaviour

- 4.1 Leaders are required to ensure that expectations and boundaries for behavior are clearly communicated to children, youth and vulnerable persons.
- 4.2 It is reasonable to expect that children, youth and vulnerable persons and adults will:
 - 4.2.1 “Do to others what you would have them do to you.” *Matthew 7:12*
 - 4.2.2 listen well and think about the impact of their personal behaviour on others,
 - 4.2.3 do their best,
 - 4.2.4 make wise choices,
 - 4.2.5 be responsible for themselves, for their feelings, actions and belongings, and
 - 4.2.6 handle conflicts as graciously as possible and inform the leader.
- 4.3 Leaders will not use corporal punishment or harassment as means of discipline.
- 4.4 Consequences for Inappropriate Behaviour:
 - 4.4.1 should be logical and proportionate, in relation to the prompting behaviour,
 - 4.4.2 may consist of non-verbal cues such as use of eye contact, headshake, moving nearer to the person,
 - 4.4.3 may consist of verbal cues – e.g. asking the child, youth or vulnerable person to correct his or her action. The child, youth or vulnerable person will be made aware of his or her actions by being asked, “What are you doing? What should you be doing? Please do it.”,
 - 4.4.4 may consist of “time out” – the child, youth or vulnerable person may be given the choice of following expectations or sitting out for a time. (A child, youth or vulnerable person will be asked to move to a designated area inside the program area, within full view of the leader, for a certain amount of time.)
 - 4.4.5 in the case of persistent non-compliance, the ministry supervisor will be informed and the child, youth or vulnerable person’s parent(s) or guardian(s) will be contacted. A suitable plan of action will be developed with the parent(s) or guardian(s).
 - 4.4.6 in the event of a serious incident and if there is a likelihood that a child, youth or vulnerable person could be a danger to themselves or to others, the ministry leader will be sent for.
- 4.5 God is a loving God as well as a God of order and discipline. Leaders will demonstrate this to children, youth and vulnerable persons by:
 - 4.5.1 being well prepared and forward thinking enough to be able to spot potential difficulties and intervene before they occur,
 - 4.5.2 being consistent in their attitudes and behaviour and in helping their group to uphold group rules,
 - 4.5.3 taking control and responsibility in a situation,
 - 4.5.4 being firm but loving,
 - 4.5.5 giving clear, understandable instructions,
 - 4.5.6 using a voice that is firm, that shows you expect to be obeyed. Leaders will not raise their voice to children, youth and vulnerable persons in irritation or anger, and
 - 4.5.7 will not attempt to grab or restrain a child, youth or vulnerable person physically.
- 4.6 Consequences for appropriate behavior include:
 - 4.6.1 smiles,
 - 4.6.2 verbal praise,
 - 4.6.3 handshake, thumbs up, pat on the back
 - 4.6.4 reward sticker
 - 4.6.5 written note of praise

- 4.6.6 phone call to or discussion with parents or guardians
- 4.6.7 opportunity to share and celebrate success with the group
- 4.6.8 and, opportunity to be a leader.

5. Guidelines for Proper Displays of Affection

- 5.1 Touch is an essential responsibility in nurturing lives. Team members need to be aware of and sensitive to the differences in sexual development, culture, family backgrounds, individual personalities and special needs. Physical contact with children, youth and vulnerable persons should be age and developmentally appropriate. The following guidelines are recommended as pure, genuine and positive displays of God's love.
- 5.2 Team members are *encouraged* to:
 - 5.2.1 bend down to the child, youth or vulnerable person's eye level and speak kindly,
 - 5.2.2 listen to him or her carefully,
 - 5.2.3 take a child, youth or vulnerable person's hand and lead him or her to an activity,
 - 5.2.4 put an arm around the shoulder of a child, youth or vulnerable person who needs comforting,
 - 5.2.5 take both of the child, youth or vulnerable person's hands as you say "You did such a good job!", etc.,
 - 5.2.6 pat a child, youth or vulnerable person on the head, hand, shoulder or back to affirm him or her,
 - 5.2.7 hold a child, youth or vulnerable person by the shoulders or hand to keep his or her attention while you redirect their behavior,
 - 5.2.8 gently hold a child, youth or vulnerable person's chin to help him or her focus on what you are saying (important for children, youth and vulnerable persons with ADD or ADHD).
- 5.3 Team members will *avoid*:
 - 5.3.1 kissing a child, youth or vulnerable person, coaxing him or her to kiss you, or engaging in extended hugging or tickling,
 - 5.3.2 touching a child, youth or vulnerable person in any area that would be covered by a bathing suit, or
 - 5.3.3 carrying an older child, youth or vulnerable person or having them sit on your lap.
- 5.4 If a child, youth or vulnerable person needs to have a private conversation with a leader, the two will separate themselves from the others, but stay in view of the group. In all things respect the integrity of the child, youth or vulnerable person. Use common sense and good judgment to guide you in protecting the personal space of the child, youth or vulnerable person in your care.

6. Social Networking and Internet Use Guidelines

- 6.1 The use of social networking and the Internet by staff, volunteers and participants in any program where children, youth and vulnerable persons are involved will be monitored by the leaders in order to ensure that there is no use or display of inappropriate content or materials.

7. Photography and Video Recording Guidelines

- 7.1 In all activities and programs involving children, youth or vulnerable persons, permission must be secured from the parent(s) or guardian(s) prior to photographing or video recording of participants. No photographs of children, youth or vulnerable persons will be taken without prior written approval.

- 7.2 No photographs of children, youth or vulnerable persons, will be posted on websites, the internet, Facebook, Instagram or any other online social networks, or posted in public places without written permission from their parents or guardians.
- 7.3 The name of any child, youth or vulnerable person who has been photographed or videoed may not be attached to the photo or video if posted by the Church in any public place, including bulletin boards, newsletters, websites, and/or church bulletins.
- 7.4 Only those photographs and video recordings of children, youth or vulnerable persons for which written parental or guardian permission has been obtained may be filed or archived for future use. Any filed or archived photos or video recordings that are filed must be cross-referenced with the written parental or guardian permission forms, which must be kept permanently on file.

8. Special Events and Activities Guidelines

- 8.1 Group activities and group outings outside regularly scheduled classes or childcare must be pre-approved by the Rector, Wardens, or leader of the ministry responsible for the respective program.

8.2 Field Trips

- 8.2.1 Generally, two volunteers or staff (unrelated) will be present at all times – including when driving a child, youth or vulnerable person home. When this is not possible or practical, the child, youth or vulnerable person's parent(s) or guardian(s) will be advised and his or her permission will be sought beforehand.
- 8.2.2 A Medical Release and Waiver Form will be completed by each participant's parent(s) or guardian(s) and returned to the staff member or volunteer responsible for the event. Failure to do so will prohibit the child, youth or vulnerable person from participation in the event.
- 8.2.3 All drivers will have a valid driver's license, not a Learner ("L") or Novice ("N") status.
- 8.2.4 All vehicles will have valid insurance and liability coverage.
- 8.2.5 The number of riders in a vehicle will not exceed the number of working seatbelts in the vehicle. The driver will ensure that all riders are wearing seatbelts while the vehicle is moving.

8.3 Overnight Events

All guidelines for Field Trips apply to Overnight Events, plus the following:

- 8.3.1 Leaders must be approved in accordance with the "Child, Youth, and Vulnerable Persons Protection Policy" or supervised by an approved leader of at least 18 years of age.
- 8.3.2 There must be a minimum of one leader for each ten (10) participants with a minimum of two leaders at the event.
- 8.3.3 Events with mixed sex participants must be supervised by both male and female staff and volunteers (unrelated).
- 8.3.4 Youth are to be billeted in groups of the same sex.

9. Hygiene Guidelines

- 9.1 Hand washing should be practiced by children, youth or vulnerable persons and team members before eating and handling of food, after going to the washroom or assisting in toileting or diapering, and after contact with body fluid (mucus, blood, vomit, etc.).
- 9.2 A disinfecting solution will be used for wiping up all spills, cleaning, cleaning play equipment and the cleaning of tabletops, chairs and play areas.

10. Washroom Guidelines

- 10.1 Only adults may assist children with washroom needs.

- 10.2 For children who require assistance, the adult attendant must assist the child with the washroom door ajar. For children who do not need assistance, a monitor will accompany them to the washroom and back to class.
- 10.3 Parents will encourage their children to use the washroom before Sunday school classes start.

11. Minor Incident Procedures

- 11.1 A First Aid Kit is located in the parish hall closet.
- 11.2 Children, youth or vulnerable persons or workers with symptoms of an infectious illness will not attend group activities as this exposes others to illness.
- 11.3 Care must be taken in the assessment of incidents that seem trivial, *e.g.* a knock on the head can produce serious consequences, as can an untreated cut.
- 11.4 For cuts and bruises, tap water on a piece of cotton or tissue is sufficient.
- 11.5 Treatment of any nature to a child, youth or vulnerable person must be recorded on an Incident Report Form and reported to the ministry leader. Parent(s) or guardian(s) shall be informed of the incident when the child, youth or vulnerable person is picked up.
- 11.6 A child, youth or vulnerable person who is unable to continue participation in an activity, due to illness or injury, should be returned to his or her parent(s) or guardian(s), if present. If the parent(s) or guardian(s) is not present, a leader will call to advise them of the circumstances and request that the child, youth or vulnerable person be picked up.

12. Major Injury or Illness Procedures

- 12.1 Leaders are not to give or apply any medication. If a child, youth or vulnerable person needs medication, the parent(s) or guardian(s) must give it. No medication will be left in the program area or with a worker or child, youth or vulnerable person.
- 12.2 In extreme cases (*e.g.* peanut allergies, ventilators, etc.) the parent(s) or guardian(s) must make arrangements to handle the situation safely through written instructions for the leaders or the presence of a person qualified in dealing with the situation.
- 12.3 For more serious incidents, when the recipient of aid requires attention beyond first aid, the following procedure applies:
 - 12.3.1 Stop all group activity,
 - 12.3.2 make sure the area is safe,
 - 12.3.3 move the other participants away from the area,
 - 12.3.4 alert the program leader,
 - 12.3.5 summon an ambulance,
 - 12.3.6 and/or contact the parent(s) or guardian(s).
- 12.4 Make arrangement for the other children, youth or vulnerable persons to be properly supervised.
- 12.5 Complete an Injury or Illness Incident Report as soon as possible.

13. Procedures for Injuries Involving Blood

- 13.1 Put on latex gloves (available in the first aid kit).
- 13.2 Separate the injured person from the others.
- 13.3 Isolate the area where any blood may have dropped.
- 13.4 Send someone to inform the parent(s) or guardian(s) of the injured person.
- 13.5 Check to ensure that no other people had contact with any of the blood from the cut or injury.
- 13.6 Bandage the injury, avoiding contact with mouth, eyes, and ears.
- 13.7 Immediately clean up and disinfect any blood soiled surfaces.

- 13.8 Remove blood stained bandages, patches or cloths and discard in a sealed plastic bag into the garbage.
- 13.9 Remove and properly dispose of latex gloves.
- 13.10 Wash hands and any body parts that contacted the injured person or their blood carefully with sterilizing soap (available in the first aid kit).
- 13.11 Never delay emergency action.
- 13.12 Complete an Injury or Illness Incident Report as soon as possible.

14. Fire Procedures

- 14.1 Your first duty is to prevent injury or loss of life. Get people to safety before contemplating salvaging things. Be sure you are acquainted with the locations of fire extinguishers and escape routes from your ministry/program area and the assembly points to be used in the event of evacuation.
- 14.2 If you are the first to discover a fire:
 - 14.2.1 Ensure that everyone is removed from the immediate vicinity of the fire.
 - 14.2.2 Take reasonable steps, not causing undue risk to yourself or others, to put out the fire.
 - 14.2.3 Immediately advise the ministry director, Rector, or Wardens of the fire, its whereabouts, nature and risk. Then, proceed with evacuation. The ministry director, Rector or designate will call “911”, if necessary.
- 14.3 In the event of a fire:
 - 14.3.1 Take the Attendance Register with you.
 - 14.3.2 Escort all persons in your charge from the building by the nearest fire exit, without diversion, or collecting personal belongings.
 - 14.3.3 Group leaders are responsible for ensuring that their group remains calm and orderly. Running is absolutely not allowed.
 - 14.3.4 Close all doors, through which you pass, behind your group.
 - 14.3.5 Assemble your group in the designated “assembly area” outside the building.
 - 14.3.6 Check your register to ensure that all group members are present. Notify the ministry leader, Rector, or Wardens of any children, youth or vulnerable persons who should be with your group but are not.
 - 14.3.7 The ministry leader, Rector, or Warden is responsible for checking the toilet stalls on the way through the building and will ensure that all people are evacuated.
 - 14.3.8 All leaders and children, youth or vulnerable persons will remain in the designated “assembly area” until the ministry leader, Rector, or Warden gives direction to re-enter the building.

15. Missing Child, Youth or Vulnerable Person Procedures

- 15.1 If a child, youth or vulnerable person is reported to be missing during a ministry program at the church building, the following procedure is to be followed:
 - 15.1.1 The person leading the program is to be informed immediately.
 - 15.1.2 If a child, youth or vulnerable person is reported missing during a Sunday worship service, the lead sidesman is to be informed immediately.
 - 15.1.3 The lead sidesman or person leading the program will perform a lock down of the building. Reliable persons will be deployed to guard the doors to prevent any person from leaving the building.
 - 15.1.4 A thorough search of the building will be made by adults working in pairs.
 - 15.1.5 The lock down will not be lifted until the child, youth or vulnerable person is found or is determined to be safe at another location.

- 15.1.6 If the child, youth or vulnerable person is not found or determined to be safe elsewhere then the parent(s) or guardian(s) are to be notified and the RCMP contacted.
- 15.1.7 The lockdown will continue until RCMP members arrive and take control.

Part 5 — The Need for Protection

1. Social Context

- 1.1 The Church is accountable for the actions of its staff, volunteers and adherents in the context of its ministries to children, youth and vulnerable persons. Abuse, especially sexual abuse, can have horrific impact on the lives of victims. It violates the basic values of our Christian faith; it is a misuse and abuse of power by a person taking advantage of another in a relationship characterized by a power imbalance. Abuse of children, youth or vulnerable persons is a criminal act under Canada's Criminal Code and we have a moral and legal obligation to report suspicions of such behavior to legal authorities.

2. Definitions of Child Abuse and Neglect

The following definitions are taken from *Responding to Child Welfare Concerns*, published by the BC Ministry of Children and Family Development, March 2017.

- 2.1 **“Physical Abuse”** is any physical action by a person that harms, or could harm, a child or youth. It includes hitting, kicking, slapping, shaking, burning, pinching, biting, choking, throwing, shoving and whipping. It also includes using unreasonable force to punish children or youth or prevent them from harming themselves or others.
- 2.2 **“Emotional Harm”** is best described as a pattern of harmful behaviour. It includes any attitude or action by an adult that is likely to have serious, negative emotional effects on a child or youth. Emotional abuse can include a pattern of:
- Scapegoating;
 - Rejection;
 - Verbal attacks on the child or youth;
 - Threats;
 - Insults; or
 - Humiliation.
- Emotional harm can also happen to a child or youth who is living in a situation where there is domestic violence by or towards a person who lives with the child or youth. Domestic violence may involve physical abuse, threats, verbal insults or psychological abuse such as stalking.
- 2.3 **“Sexual Abuse”** happens when a person uses a child or youth for sexual purposes. It can include:
- Sexually touching a child or youth, or inviting a child or youth to touch;
 - Intercourse (vaginal, oral or anal);
 - Threatening sexual acts, obscene gestures or communications, or stalking;
 - Sexual references (words or gestures) to the child's or youth's body or behaviour;
 - Asking the child or youth to expose their body for sexual purposes;
 - Exposing the child or youth to sexual activity or material;
 - or Sexual aspects of organized or ritual abuse.
- 2.4 **“Sexual Exploitation”** happens when a child or youth becomes involved in sexual activity, usually through manipulation or coercion, in exchange for things like money, drugs, food or shelter. Sexual activities include:
- Sexual acts;
 - Sex for the purpose of entertainment;
 - Escort or massage parlour services; and
 - Appearing in pornographic images.
- 2.5 **“Neglect”** happens when a parent or guardian ignores or overlooks a child's or youth's basic needs – to the point where the child or youth is, or could be, harmed. Neglect includes failing to

provide a child or youth with food, shelter, basic health care, supervision, nurturing or protection from risks.

3. Indicators of Abuse

There are usually signs that a child, youth or vulnerable person is being abused or neglected. The signs may be physical which means it may be possible to see them. In other cases, the child, youth or vulnerable person's behavior may lead to concerns about abuse. Often, one sign is not enough to suggest abuse or neglect, but several signs or a pattern of signs make it more likely that abuse or neglect may exist.

3.1 Physical Abuse

3.1.1 Physical Indicators

- injuries (bruises, cuts, burns, bite marks, fractures, etc.) that are not consistent with explanation offered (*e.g.*, extensive bruising to one area)
- the presence of several injuries over a period of time
- any bruising on an infant
- facial injuries in preschool children (*e.g.*, cuts, bruises, sores, etc.)
- injuries inconsistent with the child, youth or vulnerable person's age and development

3.1.2 Behavioural Indicators

- cannot recall how injuries occurred, or offers an inconsistent explanation
- wary of adults or reluctant to go home, absences from school
- may cringe or flinch if touched unexpectedly
- may display a vacant stare or be extremely withdrawn
- wears long sleeves to hide injury
- extremely compliant and/or eager to please
- sad, cries frequently

3.2 Emotional Abuse:

3.2.1 Physical Indicators

- bedwetting and/or diarrhea which is non-medical in origin
- frequent psychosomatic complaints: headaches, nausea, abdominal pain
- child, youth or vulnerable person fails to thrive

3.2.2 Behavioural Indicators

- extreme withdrawal or aggressiveness, mood swings
- overly compliant; too well-mannered; too neat and clean
- extreme attention-seeking behaviors
- displays extreme inhibition in play
- poor peer relationships
- severe depression, often suicidal
- running away from home
- constantly apologizes

3.3 Sexual Abuse:

3.3.1 Physical Indicators

- unusual or excessive itching in the genital or anal area
- torn, stained or bloody underwear (observed if the child or vulnerable person requires bathroom assistance)
- pregnancy or sexually transmitted disease
- injuries to the vaginal or anal areas (*e.g.*, bruising, swelling or infection)

3.3.2 Behavioural Indicators

- age-inappropriate sexual play with toys, self, others (*e.g.*, replication of explicit sexual acts)

- age-inappropriate, sexually explicit drawings and/or descriptions
- bizarre, sophisticated or unusual sexual knowledge
- promiscuity
- prostitution
- seductive behaviors directed toward members of the opposite sex
- fear of home, excessive fear of men or women
- depression

3.4 Neglect:

3.4.1 Physical Indicators

- abandonment
- unattended medical or dental needs
- consistent lack of supervision
- consistent hunger, inappropriate dress, poor hygiene
- persistent conditions (*e.g.*, scabies, head lice, diaper rash or other skin disorder)
- developmental delays (*e.g.*, language, weight)

3.4.2 Behavioural Indicators

- regularly displays fatigue or listlessness, falls asleep in class
- steals food, begs from classmates
- reports that no caretaker is at home
- frequently absent or late
- self-destructive
- school drop-outs (adolescents)

Part 6 — Responding to Abuse

1. When a Child, Youth or Vulnerable Person Confides in You

Children and Youth group leaders often build close relationships with children, youth or vulnerable persons in their care. As the child, youth or vulnerable person begins to see their group leader as a trusted adult, he or she may choose to confide in them details about his or her life, friends, school and family. It is quite possible at some stage that a child, youth or vulnerable person may choose to disclose an experience of abuse in which he or she is or has been involved.

2. Reporting Procedures

2.1 When to Report

- 2.1.1 If you are suspicious at any time that a child, youth or vulnerable person may have been abused or neglected, or
- 2.1.2 if you think a child, youth or vulnerable person may be in danger and in need of protection, or
- 2.1.3 if a child, youth or vulnerable person has disclosed any information to you that you find worrying,
- 2.1.4 you **must** contact a Child Protection Social Worker at the Ministry of Children and Family Development or the local RCMP, or the First Nations Child Welfare Agency if the child, youth or vulnerable person is of First Nations descent, so that appropriate action can be taken.

2.2 How to Report

- 2.2.1 Reporting instructions may be found on the Ministry of Children and Family Development's website at: <https://www2.gov.bc.ca/gov/content/safety/public-safety/protecting-children/reporting-child-abuse>.
- 2.2.2 The suspected situation of abuse or neglect is also to be reported to the Rector or the Wardens.
- 2.2.3 If the accusation involves any staff member, the Bishop Ordinary shall be notified within twenty-four (24) hours of the accusation and provided with available information regarding the accusation. The Bishop shall be updated regularly. If the Bishop is involved as an accused, this report shall be made to the Chancellor of the Diocese and the other Bishop of the Diocese.

3. Confidentiality

- 3.1 All information about an alleged incident of abuse or neglect and the people involved will be treated in confidence on a "need to know" basis only by:
 - those who will assure the child, youth or vulnerable person's safety
 - those who will investigate to determine the present and future risk
 - those who will pursue founded allegations
- Due diligence will be exercised in all actions taken following an allegation of abuse or neglect.

4. Follow-up

- 4.1 The Rector, or Senior Warden in his absence, when informed about a suspected situation of abuse or neglect, will:
 - 4.1.1 take whatever steps are necessary to protect the child, youth or vulnerable person from further risk,

- 4.1.2 advise the parent(s) or guardian(s), if the reported abuse has not implicated them, and extend to the family whatever pastoral support may be appropriate,
 - 4.1.3 ensure that the allegation has been reported to a Child Protection Social Worker of the Ministry of Children, and Family Development or the RCMP,
 - 4.1.4 seek legal counsel for the Church as well as report the incident to the Church's insurance company,
 - 4.1.5 ensure completion, by the adult reporting the allegation, of the "Report of Suspected Child Abuse" form, and
 - 4.1.6 complete the "Follow Up Report of Suspected Child Abuse" form.
 - 4.1.7 take appropriate steps to provide ongoing pastoral care to both the alleged victim and alleged perpetrator and their families as appropriate and with the advice and supervision of the Bishop, if necessary.
- 4.2 Formal contact on behalf of the Church with investigators will be through the Rector or legal counsel for the Church.

5. Responding to the Alleged Victim

5.1 DO...

- 5.1.1 take reports of abuse seriously, believe the alleged victim, and say, "I believe you and I believe something has happened to you",
- 5.1.2 find a quiet place in which to listen carefully to their account,
- 5.1.3 listen without interruption, assuring them that he/she can continue or stop at any time,
- 5.1.4 be calm and non-judgmental in any response to them,
- 5.1.5 acknowledge their feelings,
- 5.1.6 assure them that the incident(s) was not his or her fault,
- 5.1.7 say, "I'm glad you were able to tell me. I will help you as best I can",
- 5.1.8 record information as accurately as possible, recording their comments in his or her own words, and
- 5.1.9 keep all information confidential and secure.

5.2 DO NOT...

- 5.2.1 ask leading questions, provide opinions or judgments,
- 5.2.2 interrupt their account,
- 5.2.3 show horror or anger,
- 5.2.4 promise to keep disclosure confidential,
- 5.2.5 tell them what the next steps will be,
- 5.2.6 promise that things will get better, or
- 5.2.7 launch your own investigation.

6. Responding to the Alleged Perpetrator

- 6.1 Treat him/her with dignity and respect.
- 6.2 If it is a church volunteer worker, immediately relieve him or her of their ministry program duties,
- 6.3 If it is a paid staff member, suspend him or her from duties immediately.
- 6.4 Offer appropriate support.
- 6.5 Remember that he or she is still loved by God.

7. Media Relations

- 7.1 The Rector or designate will be the spokesperson for the church; in some cases the Senior Warden or legal counsel may be designated as the spokesperson. In any case, only one person will be the identified spokesperson and authorised to speak on behalf of the church and all attempted contacts by the media will be directed to that spokesperson. *No other person from the*

Church should attempt to contact the media regarding the case, or discuss the case with anyone else outside those who are immediately and necessarily involved in the case.

7.2 Position Statement

7.2.1 Do not admit liability.

7.2.2 Keep all information in strict confidence.

7.2.3 Speaking out on abuse is an opportunity to influence public opinion positively by emphasizing:

- an awareness of the problem of abuse – that we take the issue very seriously.
- a concern for victims and their families.
- the steps that have been taken at Living Word Episcopal Church to provide a safe environment for children, youth or vulnerable persons.
- that we have acted responsibly.
- that we have in place a Child, Youth, and Vulnerable Persons Protection Policy to ensure the safety of our children, youth or vulnerable persons.
- that we train our staff and volunteers to maintain a safe environment.

7.3 Suggested Wording for an Official Statement to the Media

“It is always tragic when children, youth or vulnerable persons are abused or exploited. Living Word Episcopal Church is aware of the ever-growing problem of abuse in society. We have taken careful precautions to protect the children, youth and vulnerable persons entrusted to our care. We are distressed by any accusations of abuse. We will do everything in our power to address any needs in this situation. For the welfare of those involved, all information has been directed to the appropriate authorities.”

Part 7 — Forms

Form letter to be used with Ministry Volunteer Application	Page 20
RCMP Criminal Records Check Volunteer Letter	Page 21
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Follow Up Report of Suspected Child Abuse or Neglect	Page 36
Injury or Illness Incident Report Form	Page 37
Medical Release Form	Page 39
Registration/Permission Form	Page 41

Dear

Thank you for your interest and desire to serve at Living Word Episcopal Church.

The church has a spiritual and moral obligation to provide a safe and secure environment for its program participants. To meet this obligation, we are required to screen those to whom we entrust the care and nurture of our children, youth, and vulnerable persons.

In order to fulfil this task, we need you to complete the attached Ministry Volunteer Application form. You will also need to complete a Criminal Records Check. This can be done in person at the local RCMP detachment or online via the BC government's eCRC service. When requesting a records check in person at the RCMP, please take the attached letter with you so that they know you will be working as a volunteer. There is no charge for volunteers.

If requesting the check online, go to the eCRC page at the following URL:

<https://justice.gov.bc.ca/eCRC/home.htm>

You will be asked for an "access code. Our code is **76WJD5GWSN**. If you've used the eCRC service in connection with another organisation and have a criminal records check on file, select the "Share results of a Completed Criminal Records Check" option, otherwise you will need to select the option to request a new criminal records check.

When asked for your position, be sure to note "Volunteer" or you will be charged for the check.

Please return the completed forms to

If you have any questions or concerns, please contact the person named above.

In Christ's service,

On behalf of the Vestry of Living Word Episcopal Church



LIVING WORD

REFORMED EPISCOPAL CHURCH

4778 Island Highway North, Courtenay, B.C. V9N 5Y7 (250) 334-9673
www.livingwordrec.ca

RCMP – British Columbia

Re: Criminal Record Check for Volunteering

_____ (name – please print)

will be an (unpaid) volunteer with Living Word Episcopal Church in Courtenay, BC.

He/she will require a Criminal Record Check including the Vulnerable Sector Check prior to volunteering for our church.

If you require further information, please do not hesitate to call me at 250-334-9673.

Thank you,

Fr. William Klock
Rector

MINISTRY VOLUNTEER APPLICATION FORM

Personal Information

Full Name: _____ Sex: Male ____ Female ____

Address: _____

Phone (Home): _____ Phone (Work/Mobile): _____

Email Address: _____

If your volunteer position will involve transporting children, youth, or vulnerable persons in connection with church activities:

Driver's Licence Number: _____ Expiry Date: _____

How long have you attended Living Word Episcopal Church? _____

Have you been formally received as a member? Yes ____ No ____

If "no", are you willing to be confirmed/received by the bishop? Yes ____ No ____

Do you regularly attend (at least three Sundays a month)? Yes ____ No ____

Briefly outline your Christian life and experience:

Ministry Information

In what area(s) of ministry would you like to serve?

List any formal or informal training you have for ministry and/or church work:

Other than Living Word Episcopal Church, list the churches you have attended in the last five years.

List any experience you have had working with children, youth, or vulnerable persons in the last five years. Include the name of the church or organisation, the dates you were involved in this work, any title you had and the nature of the work, and the names and phone numbers or email addresses for any supervisors.

Check the ministry positions below in which you have previous experience and **circle** those that are of interest you (no experience necessary).

Teaching

Helping

Other

 Preschool

_____ Baby-sitting

____ Music (Instrumental)

_____ Grade 1-3

____Nursery

_____Music (Vocal)

Grade 4-6

_____ Preschooler

____ Storytelling

 Youth

 Children

_____ Crafts

Adult

Youth Worker

Games

Other (specify): _____

Do you have a criminal record or have you ever been convicted of a criminal offence involving children, youth, or vulnerable persons or assaults? Yes _____ No _____

Have you ever been convicted for the use or sale of drugs? Yes _____ No _____

Have you ever been accused, arrested, or convicted for any sexually related OR OTHER crimes?
Yes _____ No _____

Do you have any physical conditions that would limit your activity or work with children, youth, or vulnerable persons, *e. g.*, lifting, playing sports, or verbal interaction? Yes _____ No _____

If you have answered yes to any of the above questions, please explain below.

[illegible]

References

Please provide the names of three individuals, excluding relatives, who can provide a reference for you. Include at least one person from outside the church.

1. Name of Reference: _____

Address: _____

Phone Number: _____ Email: _____

Relationship to you: _____

2. Name of Reference: _____

Address: _____

Phone Number: _____ Email: _____

Relationship to you: _____

3. Name of Reference: _____

Address: _____

Phone Number: _____ Email: _____

Relationship to you: _____

Release of Information and Declaration of Intent

I hereby give Living Word Episcopal Church of Courtenay, BC permission to contact persons named as references to ascertain my suitability for volunteer ministry. I AUTHORISE ANY REFERENCE OR CHURCHES LISTED IN THIS APPLICATION TO GIVE YOU ANY INFORMATION THEY MAY HAVE REGARDING MY CHARACTER AND FITNESS FOR MINISTRY WITH CHILDREN, YOUTH OR VULNERABLE PERSONS. I release all such references from liability for any damage that may result from furnishing such evaluations to you.

I will provide to Living Word Episcopal Church a personal criminal records check.

I understand that if my character or morals should be inappropriate and/or criminal at any time during my volunteer service, Living Word Episcopal Church will be entitled to terminate my assistance without expressed cause or prior notice regardless of any other oral or written statements by Living Word Episcopal Church prior to, at, or following the date of volunteer service.

I understand that Living Word Episcopal Church is responsible for the welfare of any person or persons entrusted to my care, and thus I will cooperate fully with the staff in the fulfillment of my duties. If at any time I find that for any reason I am unable to support the policies, procedures or doctrine of Living Word Episcopal Church, I will respectfully resign my volunteer position. If my supervisors find that I am in conflict with any of the policies, procedures or doctrines, and we are not able to resolve the issue, I will respectfully resign my volunteer position.

I agree to abide by the Child, Youth, and Vulnerable Persons Protection Policy of Living Word Episcopal Church.

I hereby acknowledge that the information contained in this application for volunteer ministry is correct to the best of my knowledge. If it is discovered at a later date that the information I have provided was false in any way, I may be dismissed from working with children, youth or vulnerable persons at Living Word Episcopal Church.

Applicant's Name

Applicant's Signature

Date

MINISTRY VOLUNTEER INTERVIEW FORM

Name of Applicant: _____ Position Applied for _____

Have you completed the Ministry Volunteer Application Form? Yes ____ No ____

Why are you interested in the ministry you identified on your application form?

Are you able to attend applicable training sessions, including “Safe Ministry”? Yes ____ No ____

Review the applicant’s Christian life and experience. Compare responses with those given on the application. Note any problems or questions that arise.

If any questions regarding references have arisen, address them with the applicant and note any important details.

If any of the applicants responses on the application are unclear or need to be further pursued, ask the applicant for clarification and/or explanation and note any important details.

On what date is the applicant available? _____

For how long is the applicant able/willing to commit? _____

Name of interviewer: _____

Signature: _____ Date: _____

MINISTRY VOLUNTEER APPLICATION APPROVAL FORM

Name of Applicant: _____

1. Ministry Volunteer Application Form

Date Received: _____ Reviewed By: _____ Date Reviewed: _____

2. Interview By: _____ Date: _____

Interviewer's Comments:

References Contacted By: _____ Date: _____

Interviewer's Comments:

Criminal Record Check Received: _____ Date: _____

Completed Safe Ministry training: _____ Date: _____

The Ministry Volunteer Applicant, _____, has been approved for ministry based on the information provided by the applicant, his/her references, and a current criminal records check. If it is discovered at a later date that the information provided was false in any way, the applicant may be dismissed from his/her position at Living Word Episcopal Church.

Signature: _____ Date: _____

PAST MINISTRIES CHECK FORM

Name of Applicant: _____ Position Applied for _____

NOTE: If the person who first answers your call does not know the applicant, please try to get the name and number of someone who can help you.

“Hello, this is _____. I represent/am on the vestry of/teach Sunday School at Living Word Church in Courtenay, BC. Like many churches today, we have a screening policy for all of the people who volunteer to work with our children, youth, or vulnerable persons. I am calling your church/organisation because (Name of Applicant):

1. ...indicated on his/her application form that he/she attended your church and that he/she was involved in _____. Can you verify this information? Yes ____ No ____ If not, why?

2. How long have you known him/her? _____

3. Have you ever worked together with him/her in ministry? Yes ____ No ____ Comments:

4. Would you welcome him/her back to work with you? Yes ____ No ____ Comments:

5. What are his/her strengths and abilities as related to this position?

6. Would you have any reservations about this person working with children, youth, or vulnerable persons? Yes ____ No ____ Comments:

7. Additional comments regarding suitability for ministry?

8. Do you affirm him/her for ministry with children, youth, or vulnerable persons? Yes ____ No ____

Thank you very much for your help.

Checked By: _____ Date: _____

REFERENCE CHECK FORM

Name of Applicant: _____ Position Applied for _____

Reference Name: _____

Phone Number: _____ Email: _____

My name is _____. I am calling on behalf of Living Word Episcopal Church in Courtenay, BC to obtain a reference check for (applicant's name), who has expressed an interest in the volunteer position of (position name/title) at Living Word Church. He/she has given us your name as someone who is familiar with his/her character and qualifications for this position.

1. What is your relationship to this person? _____

2. How long have you known him/her? _____

3. Have you worked together with him/her in ministry? Yes ____ No ____ Comments:

4. What are his/her strengths and abilities as related to this position?

5. Do you have any concerns relating to his/her being in this ministry?

6. Additional comments regarding applicants character and/or suitability for ministry.

7. Do you affirm this person for ministry? Yes ____ No ____

Thank you very much for your help.

Checked By: _____ Date: _____

REPORT OF SUSPECTED CHILD ABUSE OR NEGLECT

Name of child: _____ Date: _____

Child's address: _____

Child's phone number: _____

Child's relation to the church, if any: _____

Name(s) of suspected abuser(s): _____

Address: _____

Phone number: _____

Relation to the church, if any: _____

Name of Person Filing Report: _____

Position of Person Filing Report: _____

Nature of suspect abuse:

Indicators of suspect abuse:

Action(s) taken (including date and time):

List any witnesses to the suspected abuse and describe how they viewed the abuse/indicators:

Any staff or volunteer worker who has reasonable grounds to believe that a child is in need of protection shall immediately report the matter to a Child Protection Social Worker at the Ministry of Children and Family Development, the local RCMP, or the First Nations Child Welfare Agency (if the child is Indigenous), and to the Rector or to the Senior Warden in the Rector's absence.

All information about an alleged incident of abuse or neglect and the people involved is to be treated in strict confidence on a "need to know" basis only by:

1. those who will assure the child's safety,
2. those who will investigate to determine the present and future risk, and
3. those who will pursue founded allegations.

Signature: _____ Date: _____

FOLLOW UP REPORT OF SUSPECTED CHILD ABUSE OR NEGLECT

Name of child: _____ Date of incident: _____

Address: _____ Phone No.: _____

Name of reporter: _____ Date: _____

Checklist: the church has taken the following action(s):

_____ Protect the child from further risk.

_____ Advised the parent(s) or guardian(s), if the reported abuse has not implicated them, and extended to the family whatever pastoral support resources are appropriate.

_____ Ensured that the allegation has been reported to a Child Protection Social Worker of the Ministry of Children and Family Development or to the RCMP.

_____ Sought legal counsel for the church.

_____ Reported the incident to the church's insurance company.

_____ Ensured completion by the adult reporting the allegation of the "Report of Suspected Child Abuse" form.

Other actions taken, including dates and times:

All information about an alleged incident of abuse or neglect and the people involved is to be treated in strict confidence on a "need to know" basis only by:

1. those who will assure the child's safety,
2. those who will investigate to determine the present and future risk, and
3. those who will pursue founded allegations.

Signature (Rector or Senior Warden): _____ Date: _____

INJURY OR ILLNESS INCIDENT REPORT FORM

Name of child: _____ Date: _____

Names of additional children, if more than one: _____

Name of person filing report: _____ Position: _____

Nature of the incident:

Injuries incurred, if any:

Actions taken, including date and time:

Parent(s) or guardian(s) informed: Yes ____ No ____

Signature: _____ Date: _____

MEDICAL RELEASE FORM
Day or Overnight Events

Event: _____

Date(s): _____

Name of child: _____

Sex: _____ Age: _____

Primary contact (Parent/Guardian): _____

Address: _____

Phone number: _____ Email: _____

Alternate Contact #1: _____ Phone: _____

Alternate Contact #2: _____ Phone: _____

Does your child have any allergies? (Bee stings, food, medications, etc.) Yes ____ No ____

Please Explain:

Does your child have any severe or life-threatening allergies? Yes ____ No ____

Please Explain:

Is your child bringing any medication with him/her? Yes ____ No ____

Please explain any instructions for staff regarding these medications. **Please note:** THE CHURCH AND ITS WORKERS AND VOLUNTEERS ARE NOT RESPONSIBLE AND DO NOT ASSUME ANY RESPONSIBILITY FOR MONITORING AND ENSURING THAT A CHILD PROPERLY TAKES HIS/HER MEDICATION.

Does your child have any physical, emotional, mental, or behavioural concerns or limitations that our staff should be aware of? Yes _____ No _____

Please Explain:

Check if your child currently, or within the last three months, has had any of the following:

_____ Appendicitis	_____ Ear Infection	_____ Hay Fever
_____ Asthma	_____ Epilepsy	_____ Hepatitis
_____ Mumps	_____ Severe Stomach Ache	_____ Bedwetting
_____ Diabetes	_____ Measles	_____ Measles (German)
_____ Sinusitis	_____ Chickenpox	_____ Fainting
_____ Tonsillitis	Other: _____	

Date of last Tetanus shot: _____

Child's Care Card Number: _____

Name of physician: _____ Phone: _____

In the event that your child requires special medication, diagnostic imaging, or treatment, the parent(s) or guardian(s) will be notified immediately.

Permission:

I/We hereby give permission for our child, _____, to participate in the _____ as planned and carried out by the staff and volunteers of Living Word Episcopal Church.

In case of surgical emergency, I/We hereby give permission to the physician selected by Living Word Episcopal Church to hospitalise, secure proper treatment for, and to order injections, anesthesia, or surgery for my/our child as named above.

Your child will be cared for as if he/she were our child. Every precaution will be taken for the safety and good health of your child, but in the event of accident or sickness, Living Word Episcopal Church, it's staff, and its volunteers are hereby released from any liability.

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

REGISTRATION/PERMISSION FORM

Program: _____

Date Enrolled: _____

Name of Child: _____

Age: _____ Sex: _____

Primary Contact (Parent/Guardian): _____

Address: _____

Phone number: _____ Email: _____

Alternate Contact #1: _____ Phone: _____

Alternate Contact #2: _____ Phone: _____

Does your child have any allergies? (Bee stings, food, medications, etc.) Yes ____ No ____

Please Explain:

Does your child have any severe or life-threatening allergies? Yes ____ No ____

Please Explain:

Please note: THE CHURCH AND ITS WORKERS AND VOLUNTEERS ARE NOT RESPONSIBLE AND DO NOT ASSUME ANY RESPONSIBILITY FOR MONITORING AND ENSURING THAT A CHILD PROPERLY TAKES HIS/HER MEDICATION.

Does your child have any physical, emotional, mental, or behavioural concerns or limitations that our staff should be aware of? Yes ____ No ____

Please Explain:

Permission:

I/We hereby give permission for our child, _____, to participate in the _____ as planned and carried out by the staff and volunteers of Living Word Episcopal Church.

Your child will be cared for as if he/she were our child. Every precaution will be taken for the safety and good health of your child, but in the event of accident or sickness, Living Word Episcopal Church, it's staff, and its volunteers are hereby released from any liability.

_____ I/We hereby give permission for our child, _____, to be photographed or video recorded within the normal conditions of the program and to be posted within the church community.

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____