
PLAN TO PROTECT® Safe Congregations Policy:

A Protection Plan for Children & Youth At Neighbourhood Unitarian Universalist Congregation

Board Approval on the 16 day of June, 2016

This policy is to be reviewed annually. Policy is to be updated between June 2019 - August 2021.

IMPORTANT NOTE

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Plan to Protect[®] Policy for Neighbourhood Unitarian Universalist Congregation

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SECTION I

INTRODUCTION

1.01 Preamble

Children and youth are not only the congregants of the future; they are a valuable part of our congregation today. However, our children and youth are also sometimes at risk. Sadly, because they may lack strength, awareness, and knowledge, they are often taken advantage of and worse, become victims of abuse. Therefore, it is imperative as a congregation that we be proactive in protecting them and in providing safe environments.

We must, as well, protect those who serve our children and youth. Our staff and volunteers need the security of knowing that they are working in a setting where processes and procedures are in place to minimize any possibility of an erroneous accusation.

This Plan to Protect[®] Policy establishes the criteria for the provision of a safe environment for children and youth as well as our staff and volunteers.

1.02 Safe Congregations Committee Mandate

- Due to the confidential nature of this role members of the Safe Congregations Committee shall be selected or at least approved by the Board of Directors.
- It is recommended that this committee consist of a Plan to Protect certified congregant, a member of the Board, a member of the Lifespan learning Committee and a member of the congregation with experience or knowledge of such policies.
- Committee is to provide recommendations to the Board and congregation staff on all areas of this Safe Congregations Policy.
- Committee shall have responsibility for developing policies, trainings and procedures to deal with child abuse prevention and safety as outlined in this policy.
- The committee will meet to review this policy and ensure that its suggested procedures are implemented and being followed.
- Committee members will be involved in the screening of all potential volunteer applicants who are or may be placed in a position of trust and should be consulted prior to the hiring of any congregational staff who will or may be placed in a position of trust.

1.03 Definitions

In this Policy, the following terms shall have the following meanings:

Accused	Shall mean a person against whom a complaint of child abuse or sexual exploitation is made pursuant to the terms of this Policy
Act	Means the <i>Child and Family Services Act</i> , R.S.O.1990, c.C.11, s. 72 (the “Act”)

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Board	Means those congregants who are elected members of our Board of Directors.
Child / Youth	Child means a person under the age of 18 years; Youth specifically refers to those aged 12-18 years.
Complainant	Means a person who makes a complaint of child abuse or sexual exploitation under this policy.
Designated Screener(s)	An individual designated and trained to screen prospective staff and volunteers. Tasks include processing applications, reference checks, conducting interviews and ensuring staff and volunteers files include required documentation.
Floater	Staff or volunteers whose role is to walk hallways for surveillance and to randomly visit rooms where children are in programs and/or assist if needed.
Incident Report	This form is to be used to document all injuries, accidents or mishaps that take place on congregation property or during Neighbourhood endorsed events.
Staff and Volunteers	An individual who has successfully completed the recruitment and screening procedures of Plan to Protect® Policy and is now deemed to be a person who can be put in a position of trust with children and youth. Staff and volunteers include screened volunteers, full-time, short-term or contract staff whether or not they receive a salary.
Staff and Volunteer File	A file kept on each staff and volunteer which includes the application form, vulnerable sector screening police check, record of reference checks, and other documents related to the recruiting and supervision of staff and volunteers.
Occasional Observer	Individuals who visit, observe and assist staff and volunteers with congregational activities on an occasional basis. This term includes parents assisting their own children. Occasional observers do not need to be screened and trained, however, their access to minors will be limited and they will never be placed in a position of trust with children who are not their own. That means that they will not be asked to assume responsibility for children and they will not be allowed or asked to take children to the washroom.
Parent	The natural or adoptive parent(s) or legal guardian(s) of a child.
Position of trust	A role wherein parents and/or guardians have entrusted their children or youth to the care of staff and volunteers.

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1.04 Understanding the Congregation's Responsibility

We believe it is the responsibility of Neighbourhood Unitarian Universalist Congregation to provide a safe environment for children and youth who are in attendance at Neighbourhood facilities or who participate in Neighbourhood sanctioned activities and programs wherever they may be carried out.

We recognize that providing a safe place for children and youth is also a legal requirement. We have a legal responsibility to ensure that a plan for protecting children and youth is in place and is diligently followed.

Our legal responsibility includes being accountable for the actions of our employees and volunteers, in that we could be held vicariously liable for their actions.

1.05 Understanding Child Abuse

Definition of Abuse

It is critical for us to have a clear understanding of abuse and to be familiar with the definitions used when referring to it.

"Child abuse refers to an act committed by a parent, caregiver or person in a position of trust (even though he/she may not care for the child on a daily basis) which is not accidental and which harms or threatens to harm a child's physical or mental health, or a child's welfare." (Faith Trust Institute, 2006)

Abuse is categorized as being physical, sexual, or emotional, involving neglect, harassment, improper touching or improper discipline.

Abusers can be family members, friends, staff or individuals in Positions of Trust or authority.

Physical Abuse

"Physical abuse is any deliberate physical force or action that results, or could result, in injury to a child. It can include punching, slapping, beating, shaking, burning, biting or throwing a child. It is different than what is considered reasonable discipline." (The Children's Aid Society of London and Middlesex, 2007)

Sexual Abuse

"Sexual abuse occurs when a child is used for the sexual gratification of an adult or an older child. Coercion (physical, psychological or emotional) is intrinsic to sexual abuse. This is what distinguishes it from sexual exploration with peers.

It is against the law to touch a child for a sexual purpose; to encourage or force a child to touch another person in a sexual way; encourage or force a child to participate in any sexual activity; tell a child to touch him or herself for an adult's or older child's sexual purposes.

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Sexual abuse of children and youth can take many forms. This includes sexual intercourse, exposing private areas, indecent phone calls, fondling for sexual purposes, watching the individual undress for sexual pleasure, allowing a child to look at, or perform in pornographic pictures or videos, or engage in prostitution.” (The Children’s Aid Society of London and Middlesex, 2007)

Emotional Abuse

“Emotional abuse is a pattern of behaviour that attacks a child’s emotional development and sense of self-worth. It includes excessive, aggressive or unreasonable demands that place expectations on a child beyond his or her capacity. Emotional abuse includes constantly criticizing, teasing, belittling, insulting, rejecting, ignoring, or isolating the child. It also includes failure by a parent or caregiver to provide their children with love, emotional support, and guidance.” (The Children’s Aid Society of London and Middlesex, 2007)

Neglect

“Neglect is the failure to meet a child’s basic needs for food, clothing, shelter, sleep, medical attention, education, and protection from harm. This can occur when parents do not know about appropriate care for children, when they cannot adequately supervise their children or when they are unable to plan ahead.” (The Children’s Aid Society of London and Middlesex, 2007)

Harassment

Repeated subtle or overt action, particularly by a person in a position of trust which causes the recipient to feel attacked, demeaned, intimidated or manipulated.

Discrimination

Discrimination is differential treatment based on a personal characteristic which has an adverse impact on an individual or group. Examples of personal characteristics include race, ancestry, place of origin, colour, ethnic origin, citizenship, faith or creed, sex, sexual orientation, age, marital status, family status or handicap.

Discrimination robs people of their dignity and their ability to fulfill their capabilities. It is important to note that any person or group can discriminate and any person or group can be the target of discrimination.

1.06 General Guidelines and Principles for Reducing the Risk of Abuse

The following are general guidelines and principles reflected in this document:

1. Program Maintenance

Prior to the beginning of each program year (September), the Lifespan Learning Committee will put a strategy in place to ensure that recommended training, the updating of program and volunteer files, and the physical environment of the Neighbourhood premises used by children and youth, are compliant with this policy.

2. Architectural Precautions

Recognizing that there are many secluded areas within the congregation, elevated precautions will be taken to monitor these areas during programming time.

- a) Rooms that are not being used during programming time are to be kept locked.

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- b) All windows on doors in children's program areas are never to be covered in any way so as to keep clear sight lines into the room.

3. Risk increases as isolation increases.

- a) Avoid Isolation – Where possible, all meetings with children and youth are to be with a group or in pairs rather than one on one.
- b) It is preferable to have more than one screened adult present when working with children or youth. If another adult cannot be in the same room it is best to have someone acting in the role of a Floater.
- c) Your objective should be to meet in an open, public space rather than a closed, private space.
- d) When meeting, an open door is better than a closed door; a door with a window is better than a solid door.

4. Risk increases as accountability and adherence to policies decrease.

- a) Activities that could easily lead to allegations of abuse or harassment such as vehicle transportation by staff or volunteers alone with an unrelated child or youth, or improperly supervised sleepovers, are prohibited without express written permission of at least one parent/guardian of the child or youth and the Director of Lifespan Learning.

- b) All local Health and Safety Standards must be adhered to.

Key to demonstrating due diligence is retaining documentation.

- a) All registration forms, Letters of Informed Consent where parents give written permission for their children or youth to participate in off-site group activities, and attendance records will be gathered and kept on file indefinitely.
- b) The Lifespan Learning Director and/or selected LL Committee members will take responsibility for the collection of required documents. They along with administration staff will be responsible for the arranging of permanent secured storing.
- c) Incident reports, as needed, will be completed and signed by the staff, or volunteer(s) involved, and will be submitted to and signed by the Director of Lifespan Learning. This form is to be used to document all injuries, accidents or mishaps that take place on congregation property or during Neighbourhood endorsed activities. (Appendix 13)

SECTION II

POLICY ON PROTECTION PROCEDURES

Staff and Volunteer Recruitment and Screening Process

1. The Safe Congregations Committee will oversee the initial screening of all volunteers who will be in direct contact with children and/or youth of our congregation.
2. For staff, other than the Minister, a hiring committee will be struck to screen candidates and recommend hiring of staff. The hiring committee will consult with the Safe Congregations Committee if said staff is likely to be in a position of trust at any time.
3. Prospective staff and volunteers in Positions of Trust will submit and/or complete the following:
 - Staff and Volunteers Application Form including Confidentiality Agreement (Appendix 2 & 7)
 - Interview
 - Personal Reference checks
 - CPIC Criminal Record Clearance check and Vulnerable Sector Search
 - Safe Congregations (Plan to Protect) Training
4. Staff and volunteers must complete the recruitment and screening process prior to being placed in a Position of Trust. (Appendix 1)
5. Staff and volunteers who are placed in Positions of Trust must have a personnel file and their file is to be kept permanently.

Qualifications for Volunteers working with Children or Youth

1. Individuals wanting to work with children or youth must be members of Neighbourhood Unitarian Universalist Congregation or have regularly attended the congregation for at least six months.
2. Reference checks must be received from at least two individuals, (including one from their previous congregation if they have transferred). (Appendix 6)
3. An individual who has been accused, or convicted, or is under the suspicion of crimes against children and/or youth, or who has been convicted of violent crimes or other relevant crimes will not have any involvement in ministries or programs where children or youth participate.

Application Forms

1. Prospective staff and volunteers are to complete a Personnel Application Form (Appendix 2). Youth wanting to volunteer as leaders are to complete the Volunteers Application Form for Youth Working with Children (Appendix 4).
 - A verifiable witnessed signature is required for the protection of all parties
 - Individuals who transfer from another congregation must include contact information or a reference from a staff or Board member of their previous congregation

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- In accordance with the Personal Information Protection and Electronic Documents Act (PIPEDA) regulations, the Staff and Volunteers Application Form must include the reason for which the information is being collected.
2. Application Forms are to be kept confidential and available only to the designated screening personnel.
 3. Completed staff and volunteer application forms for successful candidates are to be kept on file permanently and in a secure and locked location.

Reference Checks

1. It is recommended that the Screening Committee or designated party will conduct at least two qualitative reference checks on all prospective staff and volunteers (Appendix 6)
2. Prospective staff and volunteers must sign a liability release before reference checks are conducted.
3. Reference checks may be conducted by telephone or in person to confirm the suitability and appointment of prospective staff and volunteers.

Interviews

Interviews will be conducted by the members of the selected hiring or screening committee and/or members of the Safe Congregations Committee. All those selected to be interviewers must be informed of our Safe Congregations Policy, Rules of Professional Conduct and the Ontario Human Rights Code as they relate to interviewing and hiring policies. (See Appendix 5)

Police Records Checks (Canadian Police Information Clearance)

1. Vulnerable Sector Scans must be conducted on all staff and volunteers serving children and youth. The official document will be kept on file permanently.
2. If a Vulnerable Sector Scan is returned "Not Clear", this means there may be another person with the same name. The prospective candidate may either:
 - a. submit to a Criminal Record Check with fingerprinting verification and to submit to disclosure and verification of the crimes that he/she has been convicted of; or
 - b. withdraw his or her application from serving in a position of leadership or a Position of Trust with children, youth or vulnerable persons.
4. Should there be any question or concern about an individual's police check, the Director of Lifespan Learning and the Safe Congregations Committee will confer and make a joint decision.

Training

1. Safe Congregations (Plan to Protect) education and training will be provided for all staff and volunteers serving with children and youth.
2. Training by designated trainers is to include a review of the Safe Congregations (Plan to Protect[®]) Policy and procedures. All staff and volunteers are to affirm that they have read the Safe Congregations (Plan to Protect[®]) Policy, that they understand it and the procedures that pertain to their area of service. Staff and volunteers will be educated

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about their legal obligation to report suspected abuse and to recognize and identify the symptoms of abuse and molestation.

3. All staff and volunteers, Ministers and designated screening personnel are required to attend a Plan to Protect Orientation Training as soon after hiring/selection as possible and the Refresher Training sessions at least once every 2 years after that.
4. Attendance is to be taken at training courses by the trainer, who will submit the information to the Director of Lifespan Learning, for placement in the individuals' personnel files.
5. All staff and volunteers must sign a Covenant of Care agreement (Appendix 7) confirming they have read, understood and are willing to comply with the Plan to Protect® policies and procedures.

Approval

1. Approval to hire staff or accept volunteers should not be granted until the screening process is complete and carefully reviewed.
 - Approval must be signed and dated by designated hiring/selection members.
 - Applicants who have not fully completed the recruitment and screening process will not be placed in a Position of Trust.
 - Access to children and youth will be limited until final approval is received.

Child Protection Procedures

Staff and Volunteers / Child Ratios

Room settings should comply with established ratios for staff and volunteers and children at all times. Established ratios are:

1. Two staff or volunteers for every 6 infants / toddlers (birth to 3 years old), if a nursery program is established.
2. Two staff or volunteers for every 10 pre-schoolers (3 to 5 years old)
3. Two staff or volunteers for every 6-20 children aged 6 year to 17 years of age.
4. Ratios for off-site trips should be two staff or volunteers for every 7 children, or half of the recommended classroom ratios stated above.

NOTE: To provide adequate supervision of children, one of the following must be in place:

- A minimum of two 2 (preferably unrelated) staff or volunteers are present for supervision, except in the event of an emergency OR
- One staff or volunteer is present with Floaters circulating periodically from room to room.

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Youth Volunteers

Volunteers between the ages of 12 and 17 years may assist only under adult staff or volunteer supervision.

Occasional Observers

Occasional Observers who join a group involving children and/or youth will have their attendance recorded and kept on file with the group attendance for that day. Visitors will be clearly identified and if they have not been screened and approved, they will not be placed in a Position of Trust with children or youth.

Registration Forms and Personal Information Protection

Child / Youth Registration Forms will be available for activities where children and youth are participating.

A release and permission statement will be included on all participation forms releasing Neighbourhood Unitarian Universalist Congregation from unforeseen and accidental injuries along with contact information in case of an accident. A statement will be included on all registration forms which stipulates the purpose and extent for collecting personal information of children and our commitment to protect the personal information on the forms.

1. Forms are to be copied and the copies taken on all off-site events in case emergency medical assistance is required and the parent cannot be notified. Original forms are to be filed and kept permanently in a secure location.
2. The registration form will not replace specific consent and authorization forms for activities that involve an elevated level of risk including off-site activities.
3. It is the responsibility of staff and volunteers to ensure that forms are completed and submitted for all participants.
4. Registration forms must be kept permanently.

Receiving and Releasing Children

Attendance

1. Attendance of children and youth is to be taken each time a group or program is in session. These attendance records are to be kept on file permanently.
2. Attendance records must include the date, child's first and last name, full names of all staff and volunteers and any occasional observers present on that date.
3. Children under the age of 12 will only be released into the care of the child's parent or a designate previously approved and arranged for by the parent.
4. **For Youth aged 12 to 17:** Registration and permission forms must include a Dismissal Agreement stipulating that the youth may or may not leave the premises on their own and/or make their way home on their own.

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Washroom Guidelines

Parents are to be encouraged to deal with their child's toileting needs prior to the start of each program or service.

For Children aged 3 to 6 years:

1. Children aged 3 to 6 are not to go to the washroom alone.
2. When accompanying preschool children to the washroom never escort just one child to the bathroom. Always take 2 or more.
3. Staff and volunteers are never to be alone with a child in an unsupervised washroom and they are never to go into a cubicle with a child and shut the door.
4. When a preschool child needs assistance in a washroom, a staff or volunteer will locate their parent from the congregation to assist their own child with toileting.

For Children aged 7 to 12 years:

1. Children aged 7 to 12 years are not to be sent to the washroom alone unless the washroom is within the sightline of the program staff or volunteer.
2. Staff or volunteers are not to be alone with children in an unsupervised washroom and are never to enter into a cubicle with a child or shut the door.

Proper Displays of Affection

Appropriate Touch:

1. Recognizing that children need appropriate displays of affection that reflect pure, genuine and positive touch we encourage all staff and volunteers to:
 - Hold a child who is crying.
 - Speak to a child at eye level and listen with your eyes as well as your ears.
 - Gently hold the child's shoulder or hand to keep his or her attention while you redirect the child's behaviour.
 - Put your arm around the shoulder of a child when comforting or quieting is needed.
 - Pat a child on the hand, shoulder or back to affirm him or her.
2. All touch must be done in view of others.

Inappropriate Touch:

1. Staff and volunteers will be made aware that the following actions are deemed inappropriate and will not be permitted:
 - Do not kiss a child or coax a child to kiss or hug you.
 - Do not engage in extended hugging and tickling.
 - Do not hold a child's face when talking to or disciplining the child.

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- Do not touch a child in any area that would be covered by a bathing suit.
 - Do not carry older children and do not allow them to sit on your lap.
2. Staff and volunteers should make every effort not to be left alone with a child in a 1:1 situation.

Discipline and Classroom Management

1. The following forms of punishment will not be permitted:
 - Corporal punishment of a child by a staff person, student or volunteer.
 - Deliberate harsh or degrading measures used on a child that would humiliate a child or undermine a child's self-respect.
 - Deprivation of a child's basic needs.
 - Locking or confining a child in a room separate from other children or adults.
2. All discipline and group management will be conducted in a loving and caring environment.
3. All attempts will be made to prevent discipline problems from arising and to avoid the need for remedial discipline.
4. All attempts are to be taken to adhere to the following.

Preventive Discipline:

- Create a loving, caring atmosphere.
- To gain respect, you must grant respect.
- Model self-discipline and structure in your own actions.
- Prepare exciting and interesting activities with short transitions in between.
- Establish and communicate realistic expectations for children.
- Be sure the activities that you provide are meaningful and age-appropriate.
- Be fair and consistent with all children.
- Be sure your focus is on positive actions and reward positive behaviour.
- Be aware of children with special needs. Seek extra support or input as needed.

Remedial Discipline:

- Every effort will be made to deal with problems individually.
- Every effort will be made to explain to the child why the behaviour is not appropriate.
- Every effort will be made to redirect the child to positive action/choices.
- Every effort will be made to explain the consequences of unacceptable behaviour.
- Every effort will be made to offer choices that are acceptable to both you and the child.
- When deemed necessary a child's parent/guardian will be located and spoken to either during service/program or as soon as possible following service/program.

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5. Group rules or covenants will be established to clearly communicate the expectations required of children.
 - One voice talking at a time
 - Caring for each other
 - Respect each other
 - Take responsibility for the care of our shared space
 - Keep your hands and feet to yourself
 - Be friendly
 - Share

Youth Protection Procedures

The following policies and procedures are in place for the congregation including but not limited to youth groups and all youth programs designated for youth 12 – 18 years in age.

Contacting Opportunities

1. Staff and volunteers who do one-on-one or mentoring activities with youth must be pre-approved by the Director of Lifespan Learning and with the consent of the youth's parent or legal guardian.

Physical Contact

1. Staff and volunteers must be made aware of what constitutes appropriate touch and be aware of youths need for personal space.
2. Staff and volunteers should be cognizant of physical contact or conduct that could be misinterpreted:

Dating

Staff and volunteers working with youth may not pursue nor have a dating relationship with a youth.

Youth Programming

Staff and Volunteers / Student Ratios

1. Programs for youth should comply with established staffing ratios as follows:
 - “Jr. High” (gr. 6 to 8) – two staff or volunteers for every 16 youth
 - “Sr. High” (gr. 9 to 12) – two staff or volunteers for every 20 youth
2. For high-risk activities, ratios should be adjusted to two staff or volunteers for every 5 youth.
3. There must be at least two (preferably unrelated) staff or volunteers at all events. Events with mixed genders should ideally be supervised by both a male and female staff or volunteers.

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4. It is recommended there be at least a five year age difference between staff and volunteers and the youth they supervise.

Attendance

1. Attendance of youth is to be taken each time a group or program is in session. These attendance records are to be kept on file permanently.
2. Attendance records must include the date, age of students, first and last name of the youth, full names of all staff and volunteers and occasional observer attending on that date.

Planning for Safety

All staff and volunteers must ensure a safe environment in their planning and evaluating of all activities. Safety precautions are to be communicated to youth, preferably in writing, followed by a discussion at time of excursion or activity.

High Risk Activities: Off-Site Activities, Overnight Events and Transportation:

Off-Site Activities:

1. **All off-site activities must be pre-approved by the Director of Lifespan Learning. Outings or activities deemed high risk are to be approved in consultation with the Lifespan Learning Committee.**
2. Parents will be notified at least one week (preferably 2 weeks) prior to the outing utilizing the Letter of Informed Consent (Appendix 10).
3. Proper written consent and medical release forms are required for each child/youth participating in off-site events. Forms must be kept in the possession of designated staff or volunteer during off-site activities. The originals are to be kept on file permanently.
4. All off-site activities are to be supervised by a minimum of two (preferably unrelated) adult staff or volunteers.

Retreats and Overnight Events:

1. All retreats and overnight events must be pre-approved by the Lifespan Learning Director.
2. Proper written consent and medical release forms utilizing the Letter of Informed Consent (Appendix 10) are required for each child or youth participating in overnight events. Forms must be kept in the lead staff's or volunteer's possession during trips and events and a copy filed in a known location at the congregation or with Director of Lifespan Learning. The originals are to be kept on file permanently.
3. There must be a minimum ratio of two staff or volunteers for every ten children or youth.
4. Youth attending retreats and overnight events will not be allowed to leave the event. Any anticipated exceptions must be added to the permission form signed by the parent prior to the group's excursion.

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Overnight Housing Including Conferences, Camps, Hotels/ Motels or other UU Congregations:

1. For the protection of our children and youth, the following guidelines will be followed prior to all off-site trips where overnight accommodations must be secured:
 - A notice with an attached Informed Letter of Consent (Appendix 12) will be sent home to the family advising them that an overnight trip is being planned, which requires the team to stay in a conference centre/camp/hotel/motel or congregations.
Make sure to note:
 - a. that precautions are being taken to minimize the risk and to raise the level of safety provided for their children and youth, and,
 - b. that specific sleeping arrangements have been planned.
 - The Parent or guardian must return the signed and witnessed Informed Letter of Consent.
2. Any individuals travelling with the group who do not qualify as screened personnel should never be left alone with or solely responsible for the care or supervision of children or youth.

Transportation:

1. All staff and volunteer drivers transporting youth during Neighbourhood activities must, prior to the youth event,:
 - Be pre-approved by the Director of Lifespan Learning,
 - Provide a copy of their valid driver's license,
 - Provide a copy of their current automobile insurance policy, and,
 - Have a minimum of five (5) years driving experience in good standing.
2. The number of occupants in vehicles transporting children and youth must not exceed the number of seat belts and each child must be in age appropriate safety restraints. Seat belts must be worn by everyone and remain fastened at all times the vehicle is in operation.
3. Ideally, at least two staff or volunteers should be in each vehicle transporting children or youth during Neighbourhood sponsored activities.
4. Children and youth must never be left alone in a vehicle.
5. The Trips and Off-site Travel Form (Appendix 10 & 12) will accompany the group with the original left in the Neighbourhood office and filed permanently. The form shall list:
 - Names and phone numbers of all participants
 - Location of event and phone number(s)
 - Drivers and vehicles involved

Health and Safety Guidelines

Emergencies:

1. A **first aid kit** will be kept in an accessible location with staff and volunteers being educated on the kit's location and its contents. Each kit will contain disposable non-latex gloves, disinfectant towelette's, 4" x 4" gauze pads for blood absorption, small scissors and bandages.
2. A parent will be contacted when an injury, accident or medical emergency occurs. Incident Reports are to be completed for any and all accidents. Injuries are to be reported to the Director of Lifespan Learning.
3. A first aid kit will be carried on all off-site activities or outings.

Allergies:

1. Staff and volunteers must be informed of any individual(s) having severe allergies. The information will be posted in the children's and youth program meeting areas for easy access. Staff and volunteers who have the individual(s) in their care will be informed.

Medications:

1. Staff and volunteers are not to give or apply any medications. Parents are to be contacted and should administer all medications.
2. An exception will be made for full day program and overnight events as follows;
 - Only medications with a doctor's prescription on the bottle will be given / administered. In this case written parental permission is required and a log will be kept, signed and dated, of the medication that was distributed.
 - Personnel are not to give over-the-counter medication without written authorization from physician.
 - Parents must complete the medication forms prior to the event and sign the dosage instructions.
 - Medication will be given to designated personnel on duty.
 - The medication is to be returned to the parent or guardian and the medication forms will be signed by the parent/guardian at the time of return.
 - The original forms will be filed permanently.
3. In the extreme case where Epi-pens and puffers are needed for allergies or asthma, written instructions are to be provided by the parent or guardian to staff. Requests should be written, signed, dated and filed permanently.

2.07 Anti-Bullying and Zero Tolerance *(see Appendix 16)*

2.08 Communication via Social Media, Email and Text Messaging

Social Media, such as MSN Messenger, Facebook, Twitter, Myspace, Skype, etc., as well as email and texting, will be used to improve communication, to promote and advertise congregation activities and to arrange face-to-face meetings. Staff and volunteers will refrain from using Social Media networks for relationship-building or counselling, particularly with children and youth.

1. Communication via text messaging, internet or social media with children 12 years of age and under is prohibited with the exceptions as stated below.
 - a. Staff and volunteers may communicate with children via email with written parental permission (Appendix 7), and copying parents/guardians on all emails.
 - b. Staff and volunteers will not initiate contact with children or youth 12 years of age or under via text or using Social Media.
 - c. Communications should also be copied to Director of Lifespan Learning.
2. Communication with youths 13 years of age and older via social media, telephone and texting is permitted under the following conditions:
 - a. Communication with a youth via email, text, MSN, Facebook, or other online social networks will be monitored closely and only used with written parental permission. (Appendix 7)
 - b. Staff and volunteers will ensure that all email communications with children or youth are copied to parents/guardians and the Director of Lifespan Learning.
 - c. Staff and volunteers may contact youth aged 13-17 via text or Social Media with written parental permission (Appendix 7) and copying another leader on the text, or using a public Social Media option (wall-to-wall, closed group pages).
 - d. Online communication will not involve video messaging (Facetime, Skype, etc) in any form, unless it is a pre-approved training post or group conference call.
 - e. Staff and volunteers will agree to give access to their social media networks should any communication with a child or youth come into question.

Photography and Video Policy

Out of a sense of respect for the privacy of our members and guests we recommend the following practices regarding photography and videoing at worship, events and child or youth activities (on site and off site).

1. In September of each year parents or guardians of children and youth will be asked to complete a form that would either authorize or prohibit their child from being photographed or videoed at services, events or activities. (Appendix 8)
2. Staff and volunteers leading children and youth activities will be informed of the parent's or guardian's decision so that they can act on their direction when photographs or videos are being taken.
3. Parents are welcome to take photos and videos of their own children for family use.
4. Before an adult is photographed or videoed, their permission must be obtained by the photographer or videographer; and they must be told how it will be used. (For example, "I'm taking pictures for the annual report, do you mind if I include your picture?")
5. If videoing a performance or worship service (e.g. choir concert, Christmas pageant, etc.) permission must be obtained ahead of time by contacting the event organizer or the Sunday Service Committee chairs.

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6. Photographs will only be posted on site at Neighbourhood or in Neighbourhood reports or newsletters, brochures and our website.

SECTION III

POLICY ON REPORTING AND RESPONDING TO ALLEGATIONS AND SUSPICIONS OF ABUSE

Reporting Procedures

Hearing of an Allegation or Suspicion of Abuse Against a Child or Youth

The following policies outline the procedure and sequence for reporting suspected abuse cases.

1. For the protection of our children and youth, all allegations and/or suspicions of abuse against children and youth will be taken seriously.
2. Immediately upon hearing of potential abuse or allegations of abuse to a child or youth, the staff and volunteers involved at the time of disclosure must complete a **Suspected/Reported Child Abuse Report Form** documenting all pertinent information (Appendix 15). The victim should not be asked leading questions nor should the accused or any other parties be contacted at the point of completing the Suspected Abuse Report Form.
3. All forms must be kept permanently unless otherwise directed by legal counsel.
4. Staff and volunteers are requested to notify the Director of Lifespan Learning and/or the President of the Board that they will be making a report to Children's Aid.
5. Many child welfare agencies encourage that we not notify parents ourselves, especially if they or a family member are the alleged abuser.

Reporting an Allegation or Suspicion of Abuse

1. According to the Child and Family Services Act, any person with a reasonable suspicion of child abuse has a legal responsibility to immediately report the matter to child protection authorities (Children's Aid) or the police. Reporting must be done by telephone or in person promptly at the point of observing signs of abuse or receiving a report of abuse. **The reporting must be immediate, a direct report by witness, and an on-going report** (call again if new details or concerns emerge).
2. A person who knowingly fails to report in these circumstances is in violation of the law and may be found to have committed an offence.
3. Neighbourhood Unitarian Universalist Congregation requests that when a volunteer or staff person in the line of duty reports a suspicion of abuse or an allegation of abuse to authorities that they also notify the Director of Lifespan Learning and/or the President of

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the Board of Directors that a report has been made. It is understood that the report and all details of the disclosure is to be kept confidential.

4. The Director of Lifespan Learning or designate must notify the Neighbourhood's insurance provider and seek legal counsel upon hearing of a suspected child abuse case if it took place on Neighbourhood's property or during a Neighbourhood sponsored event or involved a Neighbourhood volunteer or staff member.
5. If the suspected abuse happened in the context of Neighbourhood Unitarian Universalist Congregation programming or services or was committed by a congregation member or attendee, the parents of the victim must be notified by the designated personnel.

Assessing and Investigating an Allegation or Suspicion of Abuse

1. No persons, including Ministers, staff and Board members, are to assume the function of assessing, substantiating or investigating the need for intervention or interpretation of suspected child abuse.
2. There must not be any undue interference when a report of child abuse has been filed with child protection authorities or the police. The Director of Lifespan Learning or designate should ask the child protection authorities how they can assist in helping and supporting the investigation and the hurting child or youth and their family.

Response to Allegations

Spiritual Response and Counsel for the Victim

1. For the protection of our children and youth, all allegations and/or suspicions of abuse will be taken seriously and handled with the utmost care. The suspected victims will be treated with dignity and respect.
2. Situations of abuse must be handled forthrightly with due respect for people's privacy and confidentiality. Discretion must be observed and details of the suspected abuse must not be shared among the congregation community.
3. Information should be shared on a need-to-know basis, expanding only as individuals are drawn into the response and investigation. Confidentiality for the victim must be protected.
4. Our Minister and or Lifespan Learning Director will seek opportunities to provide individual care and counsel both for the abuse victim and their family by referring them to appropriate community services.

Spiritual Response and Discipline for the Accused or Convicted

1. The accused is to be treated with dignity and respect. If the accused is a paid staff or a volunteer, that person will be relieved temporarily of his or her duties until the investigation is completed with arrangements made to either maintain or suspend his or her income until the allegations are cleared or substantiated.

Media Relations

1. It is the responsibility of the President of our Board or designate, our Minister or a lawyer to speak on behalf of Neighbourhood Unitarian Universalist Congregation to media and to the public in relation to a suspected child abuse case. All inquiries should be directed to this person and comment should not be made by other individuals unless given permission to do so.

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2. Public statements when required will be made with the assistance of legal counsel.

Ongoing Investigation

1. Full cooperation must be given by all parties to civil authorities under the guidelines of legal counsel.
2. At no time should Board members, Ministers or staff either engage in denial, minimization or blame, or admit responsibility which could prejudice the case or cause increased liability to Neighbourhood Unitarian Universalist Congregation.
3. A confidential follow-up report with conclusions and action taken must be documented the Director of Lifespan Learning in consultation with the Board of Directors following a report of abuse. (Appendix 15b)
4. It is critical to maintain confidentiality and strictly adhere to a need-to-know basis only.

SECTION IV

MISCELLANEOUS POLICIES

Other Users and Shared Activities

If Neighbourhood Unitarian Universalist Congregation partners with other congregations, agencies or community groups for the delivery of a joint activity or event with children and/or youth, the Board of Directors of Neighbourhood requires that our Insurance Agent be consulted during the planning stage to determine the risks, insurance coverage and shared liability. The Director of Lifespan learning or the Neighbourhood member acting as event organizer is required to obtain written opinion from the Insurance agent acknowledging the status of insurance coverage for these joint activities. Forms for this purpose are available through our office administrator.

Policy Review

The Policy is to be reviewed annually effective September 2016 and updated every three to five years by the Safe Congregations Committee in consultation with the Lifespan Learning Committee and the Board of Directors to ensure procedures are updated and/or clarified as needed and the policy maintains its relevance to applicable provincial child protection legislation.

This policy will be updated between August 2019 - August 2021.

SECTION V – APPENDICES

Screening Process for Volunteers or Staff at Neighbourhood Unitarian Universalist Congregation

This document is to inform staff, Board members and members of Neighbourhood of the screening process for staff, Board members and Lifespan Learning volunteers to protect children, youth and members of the adult vulnerable sector within the Neighbourhood congregation.

These screening procedures also help us to promote our financial stability, the security of our property and assets and are deemed to be good business practice. These screening procedures have been designed according to the requirements of Plan to Protect.

- When appropriate, volunteer and paid staff positions or vacancies will be posted both on our website, our Facebook page and announced during Sunday Service announcements.
- A **position description** will be created by committee members and made available. The position description will clearly specify position responsibilities and duty of care expectations, required training and screening protocols including vulnerable sector screening and reference checks.
- Interested members will be required to fill out our Volunteer Application form (appendix) or a Staff Application form and again be informed of the responsibilities, expectations, required training and screening requirements for the position.
- We will only accept applications for volunteer positions from individuals who have been members or adherents of the congregation for 6 months or more. (The only exception is when a member has come to us from another UU congregation and we have received a reference or letter of recommendation from a person holding a leadership position within that congregation).
- For a paid position the minimum age for applicants is to be 18 years and older.
- For volunteers we request that individuals working with children or youth be at least 5 years older than the population directly involved. (An exception to this would be for a curriculum program frequently used by our church called OWL- Our Whole Lives; where our national governing body requires that the facilitators be over 25 years of ages). For volunteers involved with adult vulnerable sector, we require that they have followed the application, screening and training process but there is no specific age restriction.
- Our formal applications for staff (appendix D) and volunteers will request individuals to share with us their reason for applying including experience, skills and interests. We will ensure that we are abiding by the Ontario Human Rights Code without discrimination for all of our application procedures. Any persons involved in the application and/or screening process will be made aware of these expectations.
- During the interview, we must abide by the questions and interview format provided by Plan to Protect. Interviewers must avoid questions that refer to ethnicity, marital status or sexual orientation. (Appendix 5)
- Members of the hiring committee will be responsible for reference checks. References will be contacted by phone for paid staff and volunteers with a minimum of 2 references

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required. We must ask the questions approved and recommended by Plan to Protect. (appendix F)

- A Position of trust check will be submitted for appropriate screening for all staff positions and board members and volunteers who will be interacting with children, youth or vulnerable adults. Only the Lifespan Learning Director and the certified Plan to Protect Administrator will have access to the outcomes for volunteers. Only they will consult on and address record checks that come back with issues or concerns.
- The final hiring decision for a paid staff member will be approved or denied by our Board of Directors and members of the approved Hiring Committee. A Hiring Committee for Lifespan Learning roles will include the Director of Lifespan Learning, the Certified Plan to Protect Administrator, and a member of the Board (optional a member at large).
- The final decision for accepting a volunteer working with children and youth will be the Director of Lifespan Learning with the approval of the Lifespan Learning Committee.
- All new volunteers and staff (regardless of any prior training or professional certifications) are required to attend a Plan to Protect orientation training (estimated 2 hours) which will be facilitated by the certified Plan to Protect Administrator at Neighbourhood.
- Refresher courses must also be attended.
- A contract including a Confidentiality Agreement and a Covenant of Care is provided and signed by all required parties. (Appendix 7)
- Supervision and evaluation of Lifespan Learning volunteers will occur on a regular basis by the Director of Lifespan Learning. Support and information sharing will also occur by attendance at Life Span Learning Committee meetings held monthly.
- ALL documents including job description, completed applications, original copy of Position of trust check and reference check notes MUST be kept in a locked and secured setting indefinitely.

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Neighbourhood Unitarian Universalist Congregation
Application Form (Adults)
for those working with children and youth

Position Applying For: _____

Personal Information

Full Name _____

Address _____

Email _____

Phone Number (H) _____ (Cell) _____

Personal History

Occupation and/or Employer(s) (Please include a resume)

Hobbies, Interests or Skills

Spiritual History

How long have you attended Neighbourhood Unitarian Universalist Congregation? _____

Do you regularly attend Neighbourhood (2 or more services a month)? Yes No

Are you a member of the Neighbourhood Unitarian Universalist Congregation? Yes No

Congregations I attended in the last five years are as follows:

Name of Congregation _____ **Dates** _____

Address _____

Volunteer or Staff Roles: _____

Name of Congregation _____ **Dates** _____

Address _____

Volunteer or Staff Roles: _____

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Confidential Information

In order to provide a safe and secure environment for our children and youth, we believe it is necessary to include the following questions as part of our application process.

All information will be kept confidential by congregation leadership and the Safe Congregations Committee. (Police may access this information, under warrant, if requested.) Answering yes to any of the questions may not necessarily preclude you applying. Thank you in advance for your understanding.

1. Are there any circumstances involving your lifestyle or background that might call into question your ability to work with children, youth and vulnerable adults? (ie. assault convictions) Yes No
2. Have you ever been convicted or found guilty of a criminal offense for which a pardon has not been granted (excluding minor traffic violations)? Yes No

If yes, please list offence(s) and the date(s) of conviction:

3. Have you ever been expelled from or had your employment terminated by any employer for assault, violence or impropriety against a child, youth or vulnerable person (e.g. senior citizen or person with disabilities)? Yes No
4. Have you ever been investigated by a Child Welfare Agency for suspected child abuse? Yes No
5. Have you ever been a defendant or respondent in a civil lawsuit or human rights complaint or other legal proceeding in which you were alleged to have abused or engaged in violence, harassment or other immoral or illegal behaviour or conduct involving children, youth or vulnerable adults? Yes No
6. Do you have any health concerns which could impact your ability to perform the functions of the position for which you are applying? (Please note such health concerns may not prevent you from holding the position for which you have applied) Yes No
7. Do you have any contagious diseases or conditions of which we should be aware, and which we may need to take steps to protect against transmission should you volunteer at Neighbourhood Unitarian Universalist Congregation? Yes No

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

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References

Please provide the names of two individuals, excluding relatives, who could provide a reference for you. Include at least one reference from outside the congregation.

Name of Reference _____ Phone Number _____

Address _____

Nature of Relationship _____

Name of Reference _____ Phone Number _____

Address _____

Nature of Relationship _____

3rd Reference should one of the above not be available:

Name of Reference _____ Phone Number _____

Address _____

Nature of Relationship _____

Release of Information and Declaration of Intent

I hereby give Neighbourhood Unitarian Universalist Congregation permission to contact the persons named as references to ascertain my suitability for volunteer ministry. I release all such references from liability for any damage that may result from furnishing such evaluations to you.

I give Neighbourhood Unitarian Universalist Congregation consent to verify the information provided herein and to contact the references listed. I waive any right to confidentiality and of any right to pursue damages against Neighbourhood Unitarian Universalist Congregation for losses caused by the reference's response.

I also grant permission for Neighbourhood Unitarian Universalist Congregation to perform a police records check for purposes of my protection against any false allegations and for the protection of those I serve. I consent to such an investigation with the understanding that the results will be kept in strict confidence. I agree to adhere to the protection policies as adopted by the Neighbourhood Unitarian Universalist Congregation.

I understand that if my character or morals are deemed by Neighbourhood Unitarian Universalist Congregation leadership to be inappropriate and/or criminal at any time during my service Neighbourhood Unitarian Universalist Congregation will be entitled to terminate my involvement without express cause or prior notice regardless of any other oral or written statement by Neighbourhood Unitarian Universalist Congregation prior to, at, or following the date of volunteer service.

I understand that Neighbourhood Unitarian Universalist Congregation is responsible for the welfare of any person or persons entrusted to my care. I will cooperate fully with the staff in the fulfillment of my duties and will keep all information I encounter, in my role as a volunteer, confidential. If at any time I find that I am unable to support the policies, procedures or doctrine of Neighbourhood Unitarian Universalist Congregation, I will gracefully and quietly resign my position. If my supervisors find that I am in conflict with any of the policies or procedures and we are not able to resolve the issue, I will agree to resign my position.

I hereby acknowledge that, to the best of my knowledge, the information contained in this application is true and correct. I accept and agree to adhere to the Seven Principles and to the principles of Neighbourhood Unitarian Universalist Congregation.

Signature of Applicant _____

Printed Name _____ Date _____

Signature of Witness _____

Printed Name _____ Date _____

Note: Information received is confidential and is being gathered for the purposes of screening program personnel. The information gathered here will be used for the purposes of supporting the programming and growth at Neighbourhood Unitarian Universalist Congregation.

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Neighbourhood Unitarian Universalist Congregation

Volunteer Application Form for Youth Working with Children

Personal Information

Full Name _____ Grade _____

Address _____

Postal Code _____ Email _____

Phone Number (H) _____ Cell: _____

Name of Parents _____ Phone Number _____

Are your parents supportive of your involvement? Yes No

If no, please explain: _____

Hobbies, Interests or Skills

Volunteer Experience and Part-time Jobs

Spiritual History

How long have you attended Neighbourhood Unitarian Universalist Congregation? _____

Do you regularly attend (2 or more times a month)? Yes No

In a brief paragraph, please describe what your being a Unitarian Universalist means to you.

Describe why you would like to be part of our Lifespan Learning Team.

What strengths or assets would you bring to our Lifespan Learning Program?

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References

List two adults that you've known for at least one year and who know of your character and ability to work with children. You may include one reference from a relative, but must also include references from an employer or teacher or program leader.

Name of Reference _____ Phone Number _____

Address _____

Nature of Relationship _____

Name of Reference _____ Phone Number _____

Address _____

Nature of Relationship _____

Signature of Applicant _____

Printed Name _____ Date _____

Witness Signature: _____ Printed name: _____

Signature of Parent/Guardian _____

Printed Name _____ Date _____

Information received is confidential and is being gathered for the purposes of screening Staff and volunteers and placing them into ministry with Children. The information gathered here will be used for the purposes of supporting the ministries at Neighbourhood Unitarian Universalist Congregation.

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Interview Questions for Individuals Applying to Work with Vulnerable Sectors

Introduction Questions:

1. Tell us a bit about yourself? (try to hold your response to 2 minutes)
2. What do you know about the programs that are held at Neighbourhood UUC?
3. Why do you believe you are a strong candidate for this role?
4. What skills and qualifications are essential for success in the position of _____?
5. How would your co-workers/peers describe you?
6. How would a past supervisor describe you?
7. Why do you want to work/volunteer at our organization?
8. Why have you chosen to work with children/youth?

Behavioural and Judgement Questions: (With young people, if the candidate does not have an incident or story, consider restating the question as a scenario question. This may call for you to re-state the question in different words. Behavioural and Scenario questions demonstrate the ability to make judgement decisions on the spot).

9. In your previous experience working with children/youth, tell us about a time that you helped resolve a particularly difficult parent or youth conflict?
10. Tell us about a time when you cared for children/youth and had to handle a behavioral problem?
11. Describe a time when you felt the children/youth in your care were unsafe. What did you do?
12. Describe what Teamwork means to you.
13. What did you do in your last job/volunteer position to contribute toward a teamwork environment?
14. What are your top three strengths?
15. What is one area that you anticipate might be difficult for you working with children/youth?
16. Give an example of how you have provided leadership to a child/youth and encouraged them to make good decisions?
17. One of the values of this organization is respect of diversity and inclusion. How do you see yourself contributing to this happening?
18. Tell me about a time when you had a conflict with a friend or an employer or an authority of some kind (teacher, parent, coach).
19. If you were hired, what ideas/talents could you contribute to the programs and the team?
20. Describe a time when you decided on your own that something needed to be done and you took on the task to get it done.
21. Describe a situation in which you had to be creative. What did you find challenging and/or exciting about this?
22. List three things former co-workers would say about you.
23. Do you have any questions for me?

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Neighbourhood Unitarian Universalist Congregation

Staff and Volunteers Reference Form

INTERVIEWER _____ **DATE:** _____

Script: My name is _____ and I am calling you because _____ (Name of Volunteer) has applied to be a volunteer within our Lifespan Learning program and has indicated on their application that you might be willing to act as a personal reference.

We have a program in our congregation called *Plan to Protect*[®] which is designed to protect our children and youth as well as our volunteers. We do a reference check on all our volunteers working with children or youth in our congregation. Your response will remain confidential. Thank you for your cooperation.

References Name _____ Phone Number _____

Please describe your relationship with _____

How long have you known _____ years/months

For the next question please use the following scale to respond to the following:

1 – low 2 – below average 3 – average 4 – very good 5 – excellent

How would you rate this individual in the following areas?

- | | |
|---|-------------------|
| a. Ability to work with other volunteers | 1 2 3 4 5 |
| b. Ability to follow through on commitments | 1 2 3 4 5 |
| c. Ability to relate to children or youth | 1 2 3 4 5 |

What are the applicant's greatest strengths? _____

Would you entrust the care of your children to the applicant without any concern, reservation or hesitation? _____

Do you have concerns regarding this person working with children and youth? If so, please explain.

That concludes our questions. Thank you for taking the time to assist us.

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Neighbourhood Unitarian Universalist Congregation

Confidentiality Agreement

I understand that I will obtain or have access to sensitive and confidential information in my role as an [employee / volunteer] with Neighbourhood Unitarian Universalist Congregation. That confidential information may include, without restriction, personal information regarding employees, volunteers, members, attendees, supporters or persons assisted by Neighbourhood Unitarian Universalist Congregation including information in relation to donations, personal or family matters, or obtained from background screening of prospective employees or volunteers. I agree to maintain strict confidentiality of all such confidential information and I will not disclose such information to anyone (including to employees, volunteers, members, attendees, supporters, persons assisted, or my spouse or family members) except authorized representatives of Neighbourhood Unitarian Universalist Congregation who need to know such information or as required by law. I understand and agree that confidentiality is very important in my role and critical to the effective functioning of Neighbourhood Unitarian Universalist Congregation.

Covenant of Care

I, _____, have read, understand and agree to comply with all the *Plan to Protect® Safe Congregations* policies and procedures of Neighbourhood Unitarian Universalist Congregation to protect the health and safety of children and youth at all times.

I also acknowledge the paramount importance of:

- Informing myself of and following all of the directives of the policies;
- Complying with the information and instructions given in my training orientation;
- Using appropriate language;
- Showing no bias on account of gender, ethnic background, skin colour, intelligence, age, religion, socio-economic status; and
- Respecting confidentiality and privacy, unless a child, youth, or vulnerable adult is in danger, in which case I will notify the police or other appropriate civil authority.

Dated this _____ day of _____, 20____

Name _____ Signature _____

Witness Name _____ Signature _____

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Neighbourhood Unitarian Universalist Congregation

Annual Police Check Update

Neighbourhood Unitarian Universalist Congregation

Lifespan Learning Registration and Consent Form

Information received is confidential and is being gathered for the purposes of serving your Child while in the care of Neighbourhood Unitarian Universalist Congregation. Any medical information collected here serves to authorize Neighbourhood Unitarian Universalist Congregation, and its staff and volunteers, to obtain medical assistance in emergencies.

For the program year 20 ___ / **20** ___

This form is effective from: _____ to _____

Purposes and Extent

Neighbourhood Unitarian Universalist Congregation is collecting and retaining this personal information for the purpose of enrolling your child in our programs, to assign the student to the appropriate classes, to develop and nurture ongoing relationships with you and your child, and to inform you of program updates and upcoming opportunities at our Neighbourhood Unitarian Universalist Congregation. This information will be maintained indefinitely as it is a requirement of our insurance company and legal counsel.

Child's Name _____ Date of Birth _____

Address _____

** Parents' Home and Cell Numbers _____

In the case of custody agreements, please include the proper form authorizing parental contacts.

Child/youth Cell Number: _____

Health Card Number _____

Family Doctor _____ Phone No: _____

Allergies _____

In case of an emergency, contact _____

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

If yes, please explain:

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I/we, the parents or guardians named below, authorize Neighbourhood Unitarian Universalist Congregation program personnel to sign consent for medical treatment and to authorize any physician or hospital to provide medical assessment, treatment or procedures for the participant named above in our absence.

I/we, the parents/guardian named below, undertake and agree to indemnify and hold harmless Program Personnel, Neighbourhood Unitarian Universalist Congregation and its volunteers from and against any loss, damage or injury suffered by the participant as a result of being part of the activities of Neighbourhood Unitarian Universalist Congregation, as well as of any medical treatment authorized by the supervising individuals representing Neighbourhood Unitarian Universalist Congregation. This consent and authorization is effective only when participating in or traveling to events sponsored by Neighbourhood Unitarian Universalist Congregation.

Photos

Please sign below to grant permission for the reasonable use of pictures containing your Child in any or all of the following ways:

- | | |
|---|---------------------------------------|
| <input type="checkbox"/> Brochures/Promotional material | <input type="checkbox"/> Congregation |
| <input type="checkbox"/> Website | <input type="checkbox"/> Newsletters |
| <input type="checkbox"/> Videotaping | |

I/we have read, understood and agree with the above.

Parent Signature _____ Printed Name: _____

Parent Signature _____ Printed Name _____

Date _____

Illness:

1. An individual who is ill and could therefore expose others to illness is not to be received into the nursery or classroom. Factors and symptoms to consider are:
 - Fever, unusual fatigue, irritability, coughing, sneezing, runny nose and eyes, vomiting, diarrhea, inflamed mouth and throat.
 - Individual(s) with a known communicable disease.

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Neighbourhood Unitarian Universalist Congregation

Trips & Off-Site Activity Form

To be used for all off-site trips and activities

Student Name(s): _____

Activity: _____

Date of Activity: _____

INSERT Details of the Activity: *(include location, time, sleeping arrangement, mode of transportation, driver, activities upon arrival, ratios of Child/Youth to staff, explanation of any and all risk which the students will be participating in i.e. rock climbing/hiking/canoeing/water skiing)*

Dear Parent:

We are planning an activity as part of our programming that requires your permission prior to participation. We have provided you the details of the activity and request that you complete and sign the permission form. The safety of your child is our primary concern. Precautions will be taken for their wellbeing and protection.

Permission Form and Consent:

Student's Name _____ Date of Birth _____

Address _____

Phone Number _____ Parents' Work Number _____

Health Card Number _____

Family Doctor _____ Phone Number _____

In case of an emergency, contact _____

While every precaution is taken for the safety and good health, some sports and activities carry with them the inherent risk of personal injury beyond the risks associated with many of the recreational activities at Neighbourhood Unitarian Universalist Congregation. I/we understand and accept these risks and agree that by allowing my Child to participate in those activities, he/she may be taking part in a recreational activity that presents the potential for personal injury.

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I/we, the parents or guardians named below, authorize one of Neighbourhood Unitarian Universalist Congregation personnel to sign consent for medical treatment and to authorize any physician or hospital to provide medical assessment, treatment or procedures for the participant named above.

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

I hereby consent to the participation of my/our child in this supervised activity.

I have read, understood and agree with above.

Parent / Guardian Signature _____

Printed Name _____ Date _____

Parent / Guardian Signature _____

Printed Name _____ Date _____

Neighbourhood Unitarian Universalist Congregation Authorization for Volunteer Drivers

This will authorize

(Name of primary or secondary driver)

to transport children and/or youth participating in the following NEIGHBOURHOOD activity:

Date(s) : _____ until _____

Vehicle information:

Make: _____ Year: _____ Licence #: _____

Signature of Authorization

Date

(* typically Director of Lifespan Learning)

NOTE- ALL VOLUNTEER DRIVERS MUST:

- (a) Use an appropriately licensed automobile which carries valid automobile Third Party Liability Insurance as required under Ontario legislation;
- (b) Provide prompt written notice, with particulars, of any accident arising out of the use of a licensed automobile during a trip on Neighbourhood Unitarian Universalist Congregation related business; I Be aware that any damage to the volunteer's vehicle and the cost of any insurance deductible or premium adjustment as the result of an accident while the vehicle is being used on Neighbourhood-related business is NOT covered by Neighbourhood Unitarian Universalist Congregation.
- (d) Seat belts must be in working condition and used by all passengers and the driver is responsible to ensure that children from the age of 5 to 16 years of age are buckled up.
€Children under the age of twelve (12) should be placed in the back seat of the vehicle and provided with the appropriate seat belt/restraint system.

DECLARATION TO BE SIGNED BY DRIVER

I declare that I hold a valid driver's license (Class G if carrying passengers other than immediate family) and am authorized to drive in Ontario, my vehicle is insured by a valid automobile liability insurance policy as required by Ontario law, and a minimum of \$1,000,000 automobile Third Party Liability insurance is in effect. I declare that the vehicle described above is mechanically fit and that there are seat belts in working condition for all passengers.

Signature

Date

Note: Under the standard Ontario Automobile Policy (OAP 1) Volunteer driving is covered under OAP 1. Volunteer driving should not be considered as a situation involving paying passengers. Therefore, no

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additional coverage is required (that is the OPCF 6A is not required) and no additional premium should be charged to volunteer drivers.

Neighbourhood Unitarian Universalist Congregation

Trips and Off-Site Travel Form (If Driving)

Destination _____

Departure	
Date	
Time	
ETA	

Return	
Date	
Time	
ETA	

Driver's Names	Vehicle

Staff / Volunteers Name	Phone Number

Emergency Contacts	Phone Number

Participants Name	Phone Number / Parents Phone Number

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Neighbourhood Unitarian Universalist Congregation

Incident Report

The incident report should be completed as soon as possible after the incident occurs and should include as detailed a description of the situation as possible. Incident includes any event where an injury has occurred or where medical attention was required.

Child/Youth Name _____ **Age:** _____

Parents Name:: _____ **Phone Number** _____

Nature of Injury/Incident

Incident Date _____ **Incident Time** _____

Incident Location _____ **Event** _____

All NEIGHBOURHOOD Personnel Present

What happened?

What action was taken?

Contacted Parents Yes No

Parents' Response:

Leader's Name _____ **Signature** _____

Witness Name _____ **Signature** _____

Director of Lifespan Learning Signature: _____ **Date:** _____

Follow Up Notes: _____

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Neighbourhood Unitarian Universalist Congregation

Suspected /Reported Child Abuse Form

Date _____

Name of Person Filing Report _____ Your Phone No.: _____

Name of Child/Youth _____

Age _____ Grade _____ Birthdate _____

Address _____

Postal Code _____ Phone Number _____

Parents' Names _____

Name of alleged perpetrator _____ M F

Contact Information if known: _____

Relationship between suspected victim and alleged perpetrator _____

Nature of suspected abuse: physical sexual emotional neglect

Indications of suspected abuse (including facts, physical signs and course of events)

Your observations - OR - If a child/youth is reporting: What did they say?(Give quotes if possible.) _____

Action taken (including date and time)

Name of Child Welfare agency and person reported to:

Agency: _____ Workers Name: _____

Signature of Staff/Volunteer: _____

Printed Name _____ Date _____

The above information will serve as a guide and will be necessary if a formal report is filed with the police or appropriate government agency. All information received is to be kept STRICTLY CONFIDENTIAL and not shared with anyone or influenced by anyone. This document should be sealed and labelled and stored under lock and key.

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To Be Completed by Director of Lifespan Learning (separately from Appendix 15)

Date of Suspected/Reported Child Abuse Form (Appendix 13) being addressed:

Name of Child/Youth _____

Age _____ Grade _____ Birthdate _____

Address _____

Postal Code _____ Phone Number _____

Details as reported to you: _____

Action taken (including dates and times):

Director of Lifespan Learning Signature _____

Printed Name _____ Date _____

FOLLOW UP: _____

Was Board of Directors notified? _____ **Date;** _____

The above information will serve as a guide and will be necessary if a formal report is filed with the police or appropriate government agency. All information received is to be kept **STRICTLY CONFIDENTIAL** and not shared with anyone or influenced by anyone.

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Anti-Bullying and Zero Tolerance

Our children and youth have a right to a caring, respectful and safe congregation environment. Our Harassment Policy will therefore be in effect at all times and will be clearly communicated and enforced among the children and youth as well as all staff and volunteers. All Program Personnel will take action to prevent bullying, teach against it, and to assist and support children and youth who are being bullied.

Bullying in any form will not be tolerated.

Bullying will be defined as unwanted and aggressive behavior that involves a real or perceived power imbalance, intimidation or threat and that is repeated or has the potential to be repeated.

Types of Bullying:

- Verbal Bullying
- Social Bullying
- Physical Bullying
- Cyber/Internet Bullying
- Racial Bullying
- Homophobic Bullying
- Sexual Harassment

Procedure for Dealing with Bullying:

- Bullying of any kind will not be accepted or tolerated.
- Any incidents, reports or suspicions of bullying will be acknowledged, reviewed and dealt with appropriately and immediately.
- All incidents, reports or suspicions will be reported immediately to appropriate personnel.
- Appropriate action will take place based on the situation. Possible action may include, but is not limited to:
 1. Complete incident report after each incident
 2. Notify both sets of parents after each individual incident.
 3. Provide a warning that bullying will not be tolerated
 4. Suspension for one day/event if bullying persists
 5. Suspension for three days/events after next incident
 6. Expel the student if the bullying does not stop.
 7. If necessary/appropriate, contact and consult with police.
- All attempts will be made to work towards reconciliation and change of behavior with the bully or bullies.
- Counseling and support will be recommended for the victim of bullying. The victim may also be offered a reconciliation meeting with the offender only if the victim desires.

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