



**PLAN TO PROTECT**

**POLICY &**

**PROCEDURES**

# MILLARVILLE COMMUNITY CHURCH

## PLAN TO PROTECT

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# MILLARVILLE COMMUNITY CHURCH

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### Statement of Policy

The Millarville Community Church is committed to providing a safe environment for all and declares zero tolerance for harassment or neglect committed by any person while participating in church activities.

We understand the moral and legal obligation of preventing harm to the children, youth and vulnerable adults in our care as well as protecting our staff and volunteers from false or wrongful allegations.

It is a privilege to have the opportunity to serve in Christian ministry at Millarville Community Church. However, with this privilege comes responsibility. There is a responsibility of all who serve to embody the principles they teach (James 3:1). Therefore, it is imperative that the highest level of moral behavior be observed by all who serve in Christian ministry (Ephesians 3:7). It is with this in mind that the following guidelines are given. Our desire is to prevent any abusive behavior from occurring and to do all that is possible to avoid false allegations. This policy covers all those in a position of authority which involves leadership, counseling or instructing of other persons.

### These guidelines will be enforced by the Leadership Team:

1. An application form (pg.23) must be completed by all volunteers.
2. Abuse prevention declaration form (pg.14) must be signed by all volunteers.
3. Require volunteers to be associated with the church for at least six months before working with youth or children.
4. All volunteers wear nametags.
5. All staff and volunteers must sign-in while serving.
6. Classroom doors without interior windows will remain open at all times
7. Parents will be notified by the Welcome Host when a child requiring help needs to use the washroom facilities. Children capable of managing their needs will be escorted to and from the washroom by the Welcome Host who will wait outside the washroom doors.
8. Police and background checks will be kept on file for all youth and children's ministry personnel.
9. Church leaders may randomly visit classrooms and check all areas of the church.
10. All staff and volunteers will be trained initially in policies and procedures as well as recognizing signs of abuse. Training will be reviewed and updated annually.

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### 1. POLICY

- A. Millarville Community Church will not tolerate sexual, emotional or physical abuse. The elders board must be informed immediately of suspected offences. In support of the Alberta Human Rights Code, all staff, congregation, children, youth and guests at Millarville Community Church can expect to be free of suggestive language and comments made to them directly or indirectly. They can be reassured that their privacy will be protected and respected by all staff and clergy at all times. They can also be reassured that any person filing a complaint against any person who violates the policy will be supported. Any and all allegations will be treated confidentially and very seriously.
- B. We will ensure that a screening process is in place. All staff & volunteers must complete the attached application (pg.22-29) and provide references independent of family relatives. All applicants must have no known past record of abusive behavior, which would disqualify them from service.
- C. In situations where children 4 years and younger are in a class or nursery setting, there should be at least two workers present whenever possible. If only one is available, it must be an adult over 18 years of age.
- D. There will be at least two adults present for all overnight activities or any activities at off-site locations. There should always be a sufficient number of adults in attendance so that not only are the youth supervised but the adults are held accountable as well.
- E. When driving youth to, from or during activities, drivers should drop off Youth of the opposite sex first and same sex last, or drop off “singles” first, then siblings (more than one).
- F. Whenever possible teams from the same family (husband/wife, brother/sister) should not lead youth or children’s activities together without another unrelated adult present. This requirement may be waived if the parent(s) or guardian(s) of the young people involved have been made aware of the activity and have explicitly consented to their children’s participation.

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### 2. SCREENING GUIDELINES

All volunteers, staff & all members of the *Leadership Team* as defined by the constitution are subject to mandatory screening if their duties involve interaction with children, youth or vulnerable adults in the care of Millarville Community Church.

Effective screening for these individuals must include the following procedures:

- Targeted recruitment
- Employee and Volunteer applications including ministry agreements and release for background references and criminal record checks.
- Personal Interview
- Background reference checks
- Abuse Prevention Declaration form
- Criminal Records Checks for all new workers 18 and over, prior to eligibility including:
  - C.P.I.C. ~Name based criminal record check done through Canadian Police Information Center

AND

- V.S.V. ~ Vulnerable Sector Verification (Screening) including query of Local Police Indices and National Pardoned Sex Offenders database
- Criminal Records re-check for existing workers shall be completed every 5 yrs. or less. If a worker leaves the church and returns after two or more years of absence, a re-check will be required, regardless of the date of the previous check.

### 3. OPERATIONAL PROCEDURES

- MCC encourages a team approach to children and youth ministry.
- Volunteers under 18 may assist only under qualified adult supervision. If the door to the classroom is left open, the supervision may be conducted from outside the room.
- Off-Premises contact during sponsored programs should be subject to signed parental permission (Form 8) and a two-adult rule at all times.
- Corporal punishment is prohibited.
- Addressing health, safety and sanitation issues for infants and toddlers in nursery programs, including protocol for illnesses, infections, and emergencies, cleanliness of change tables, washrooms and floor surfaces and safety of toys, cribs, etc.
- Avoiding activities that could easily lead to allegations of abuse or harassment, such as individual photography of children, unsupervised internet access, vehicle transportation by workers alone with unrelated youth. Sleepover, camping or other overnight events should only be allowed when **all** supervisors and volunteers are fully screened.

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- Having all workers sign the Abuse prevention declaration (pg. 13) confirming they have read, understood and are willing to comply with policies and procedures.
- Keeping documentation on file indefinitely for all workers.
- Obtaining signed parental consent and permission forms for off-premises or overnight events.
- Sufficient qualified supervision of children outside and in public places (e.g. parks, playgrounds, libraries, amusement parks, etc.) at all times.
- Incident reporting forms must be completed for all cases of injury or suspected abuse.
- Annual audit to the board to ensure prevention plan compliance.

## Operational Procedures for Children

Established Ratios: 1 Volunteer / 6 infants/ Toddlers (12-24 months)

1 volunteer / 14 elementary age children.

Wherever Possible There must be a minimum of 2 unrelated personnel or a minimum of 1 person with the door open.

Volunteers under the age of 18 should work under the supervision of a qualified adult. If the door to the classroom is left open, the supervision may be conducted from outside the room.

**Registration forms:** A registration form must be filled out for each child. The form will include guardian's name, address, phone information and any allergies or special instructions related to that child.

**Attendance sheets:** Must be maintained weekly for each class or room and will include children, volunteers and casual observers in attendance. Electronic Records are kept in Roll-Call.

**Washroom guidelines:** Elementary children are to go to the washroom accompanied by a volunteer who is to remain outside the washroom door.

## Operational Procedures for Occasional Observers

Parents are welcome to work with us as we minister to their children. There may also be occasions where people from other congregations want to come and observe.

1. Occasional observers who join a class will have their attendance recorded and kept with the classroom attendance.
2. We will communicate a welcome to them, but advise them, that they will not be put in a position of trust with children who are not their own.

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### Operational Procedures for Youth and Vulnerable Sector

Whether, then, you eat or drink or whatever you do, do all to the glory of God.

1 Corinthians 10:31

1. Leaders are encouraged to meet in groups.
2. One on one visits are to be in a public setting. Separate transportation is to be arranged.
3. Physical contact guidelines:  
Be aware that any physical contact may be misunderstood or unwelcome to some people.  
Verbal permission should be sought & given first.
  - **Some positive and appropriate forms of affection for youth are listed below:**
    - Brief hugs or side hugs • Pats on the shoulder or back • Handshakes, high-fives, hand slapping, fist bumps • Verbal praise • Touching hands, shoulders or arms of youth. • Arm around shoulders • Holding hands during group prayer
  - **The following forms of affection are considered inappropriate with youth in a ministry setting:** • Inappropriate or lengthy embraces • Kisses • Sitting on laps • Touching, other than noted above • Showing affection in isolated areas such as bedrooms, closets, or other private rooms • Occupying a bed with a youth • Wrestling or Tickling • Piggyback rides • Any type of massage given by a youth to an adult or adult to a youth • Any form of unwanted affection • Comments or compliments (spoken, written, or electronic) that relate to physique or body development. Examples: "You sure are developing," or "You look really hot in those jeans." • Snapping bras or giving wedgies or similar touch of underwear whether or not it is covered by other clothing • Giving gifts or money to individual youth • Private meals with individual youth
4. Electronic Contact Guidelines: Parents of youth must be notified of all communication. All non-public online communication or texting should be copied to the parents or a third party (staff or leadership). Facebook and other social media platforms are to be used in a public manner only. Private messages on approved media between leaders and youth must be on a platform that enables confidential records to be kept.
5. Leaders should focus on supporting a healthy use of social media amongst youth and vulnerable sector adults, encouraging use as a resource for church programs and a way to access Christian materials.
6. Volunteers are not permitted to take photos of any youth. Photos may be taken only by MCC Leadership or a designated Photographer with parental permission (Form 3)
7. Trips and travel forms for events such as YC or camping trips must be collected and kept on file.
8. Transportation: It is preferred that parents provide transportation for their own child to local youth events. Arranged transportation provided by staff or volunteers must comply with section 2 (pg. 4) and Driver Expectation Requirements (pg. 7) of MCC's Plan to Protect.
9. Incident reports are to be kept on hand. In case of injury staff, volunteer or leadership are to call 911, contact the injured youth's parents, stay with the youth until the parents arrive, complete incident report.

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### Driver expectation requirements

(over 100kms or Overnight Travel)

#### **Drivers:**

- Driver is Responsible for adherence to all Policy expectations
- Signed Personal Certification of Driver Eligibility form and Proof of Insurance with \$2,000,000.00 in Liability.
- Proof of Consent to Travel from Parents or Legal Guardian
- Must be at least 21 years of age

#### **Vehicle:**

- Two adults are present and seated in the front seat of the vehicle and/or at least two youth are present in the vehicle
- Youth (10 and under) are seated in the back seats of the vehicle
- Permission for transporting will be received from the parent/guardian and kept in the vehicle for duration of the trip (Form 8)
- Attendance to be filled out by the driver and kept with vehicle for duration of the trip (Form 7)
- Every person has a seat and uses a seat belt when vehicle in motion
- As required by law, car seats will be used for younger children
- No doors are opened when the vehicle is moving
- No one leaves the vehicle when it is stopped in traffic or at a traffic signal
- No passenger distracts the driver while it is in motion
- Nothing is thrown out of the vehicle at any time

#### **Caravanning:**

- Specific written directions given to drivers
- Distress signal—flash headlights twice
- Discuss what driver to do if the vehicle becomes separated from the group
- Driver of lead vehicle thoughtful of caravan
- No competition between vehicles

#### **Breakdown:**

- Park vehicle in the safest spot away from the flow of traffic
- Keep students in vehicle unless imminent danger
- Look for problem and determine seriousness
- Discuss help you need and where you could obtain
- Return to vehicle and talk with passengers
- Exercise your best option



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### Operational procedures for Dealing with Injuries

In case of an injury at an event, the following steps must be taken:

The youth or child must not be moved unless they can stand up and walk on their own. A witness and a designated leader must stay with the youth or child and confirm information for the incident report.

#### **If the injury is severe:**

- a. Immediately call 911 for an ambulance
- b. Contact the injured youth or child's parent(s)
- c. If the youth or child is transported to the hospital, a designated leader should accompany the youth or child until the parent(s) arrive.
- d. If the parent(s) cannot be reached, follow the instructions given on the consent form.

\*\*Complete an incident report and advise the ministry lead of the incident.

### **4. PREMISES GUIDELINES**

- Windows in classroom doors and or open-door policy for Sunday School.
- Designated monitors circulating periodically from room to room for surveillance and to protect against false allegations.
- Controlled access entry/exit and signing children grade six and under in and out of sponsored activities.
- Adequate lighting inside and outside of building where children's activities take place.
- Appropriate design of washroom and shower facilities and / or appropriate supervision of washroom breaks.
- Locking rooms and closets when not in use during children's programs.
- Entrance will be locked when service starts.

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### 5. TRAINING

All staff members and volunteers who regularly work with children and youth to assist in the prevention of abuse through the following means:

- Initial formal training, including in-house presentations (or online training) and distribution of handbooks containing a summary of prevention policies and procedure for all workers for their reference.
- Educating workers about their legal obligations to report suspected abuse and to recognize and identify the signs and symptoms of abuse and molestation.
- Follow up with refresher courses or sessions that emphasize the Operation Procedures, Premises and Reporting requirements.
- Refresher training can be done at any time including during monthly staff, teacher or volunteer worker meetings.
- Reviewing the ongoing suitability of existing workers including updated criminal records checks.

### Understanding Child Abuse

“Canadian authorities estimated that the incidence of child abuse and neglect in Canada parallels that of the United States. At least one in three girls and one in seven boys are sexually abused by the time they reach the age of 18. In the vast majority of cases, sexual abusers are known to their victims. More than half of all sexual abuse occurs within the family. Offenders come from all economic, ethnic, racial and educational backgrounds and religious traditions. They may be respected members of the community, church or synagogue”

Critical to a clear understanding of abuse is becoming familiar with the definitions used.

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### Definitions according to our policy:

**Physical Abuse** – Deliberately hurting a child causing injuries such as bruises, broken bones, burns or cuts. Also includes violence such as being hit, kicked, poisoned, burned, slapped or having objects thrown at them. Shaking or hitting a baby and even giving children medication they do NOT need is considered a form of physical Abuse.

**Sexual Abuse** – unwanted sexual activity or inappropriate touching, with perpetrators using force, making threats or taking advantage of victims not able to give consent, OR an assault of a sexual nature that violates the sexual integrity of the victim.

**Emotional Abuse** – any kind of abuse that is emotional rather than physical in nature. It can include anything from verbal abuse and constant criticism to more subtle tactics, such as intimidation, manipulation, and refusal to ever be pleased. OR verbal abuse is to abuse without physical contact but rather using words to insult, hurt or degrade the victim.

**Child Neglect** – a type of maltreatments related to the failure to provide needed, age appropriate care, or an ongoing pattern of inadequate care.

**Inappropriate Touching** - see definition for sexual abuse

**Improper Discipline** – when discipline becomes punishment, decisions are made in anger and the actions of those being improperly disciplined have been taken personally by the authority figure. OR overreaction in correspondence to the child's actions.

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### Discipline and Classroom Management

The most effective definition of discipline is found in Hebrews 12:7-11. Discipline is not something you do to a child; it is something you do for a child. Discipline does not mean punishment. It is a way to manage a child's behavior so as to shape their character so that they become disciples. All discipline and classroom management will be conducted in a caring and loving environment. All attempts will be made to prevent discipline problems from arising and to avoid the need for remedial discipline.

#### Preventative Discipline:

- Creative, loving and caring atmosphere
- Model self-discipline and structure
- Prepare interesting classes and short transitions between activities
- Establish and communicate realistic expectations for the children.
- Be sure the activities are meaningful and age appropriate.
- Be fair and consistent with all children.
- Focus on positive actions and reward positive behavior.
- Be aware of children with special needs and bring their needs to the attention of the ministry lead.

#### Remedial Discipline:

- Problems should be dealt with individually.
- Every effort will be made to explain to the child why the behavior is unacceptable and instruct them in how to do it correctly.
- Direct the child to positive action
- Explain the consequence of unacceptable behavior.
- Offer choices acceptable to both you and the child

**Classroom rules will be established to clearly communicate the expectations required of the children.**

Examples:

One voice talking at a time Quiet hands get answered

Use inside voice Obey directions

Use good manners Keep hands and feet to yourself

Respect each other be friendly

Visit the washroom before class

GOD IS GOOD

If classroom management cannot be regained within the structure of the above suggestions, the student is to be returned to the parent for the remainder of the class. After class, the teacher will explain the problem to the parents and reassure the child that he/she is welcome next time and report the actions to leadership.

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### 6. RESPONDING

All allegations or complaints of abuse will be addressed in an appropriate manner, including the appointment of individual(s) designated to respond to allegations which may include the following:

- Completing incident reporting forms for suspected abuse or injury.
- Satisfying statutory legal obligations by reporting all case of suspected abuse to police authorities and/or child protective agencies.
- Consulting a lawyer for advice.
- Without admitting legal liability, express Millarville Community Church's concern to the complainant and their families and assure them of our commitment in assisting the investigation.
- Assuring confidentially for the benefit of both the alleged victim and alleged perpetrator.
- Immediately suspending the alleged perpetrator from vulnerable sector ministry duties without presuming guilt, pending outcome of any police investigation
- Avoiding public statements to individuals, the media or from the pulpit, before obtaining legal counsel.
- Contacting Millarville Community Church's insurance agent or broker to report the incident in order to satisfy the statutory conditions of the Church's liability policy and to avoid jeopardizing its legal defense and coverage response.

Don't try to triage suspected abuse incidents. The responsibility to report suspected abuse is the law of Canada!

# MILLARVILLE COMMUNITY CHURCH

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Form 1

### **Abuse Prevention Declaration for Millarville Community Church**

I, \_\_\_\_\_ declare to have read, understood and will make every effort to comply with the Millarville Community Church "Plan to Protect" policies and procedures.

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

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

Reviewed with

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

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

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

# MILLARVILLE COMMUNITY CHURCH



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Form 2

### Christian Education Registration Form

Family Information \_\_\_\_\_  
Last Name Parent/Guardian Name(s)

Address \_\_\_\_\_  
\_\_\_\_\_

Phone \_\_\_\_\_  
Home Work Email

Child #1 _____ Age/Grade _____ Allergies _____ Special Needs _____
---

Child #2 _____ Age/Grade _____ Allergies _____ Special Needs _____
---

Child #3 _____ Age/Grade _____ Allergies _____ Special Needs _____
---

Child #4 _____ Age/Grade _____ Allergies _____ Special Needs _____
---

Additional care information _____ _____ _____ _____ _____ _____
---

\* Are you able to volunteer?  
occasional Sunday school teacher  
Emergency Back-up teacher  
YES / NO

\*All volunteers will be asked to  
Complete a Police Security Check  
Prior to working with children.  
Thank you for your Cooperation!

I/We \_\_\_\_\_ the parent(s) or guardian(s) of the  
Child/children of the above, release Millarville Community Church from unforeseen and  
accidental injury while participating in any church program.

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

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Millarville Community Church wishes to use photographs and/or video of your child/children in the MCC website, social media (Facebook, YouTube), printed materials of MCC, and in slideshows presented in the MCC building.

**Conditions of use:**

1. This form is valid for one year. We may apply to you to extend your permission after this time.
2. NO names will be used in audio or text.
3. NO other personal details will be used (personal details such as place of residence, school, telephone numbers or addresses) in any of our publications (digital/print).

NAME (First, Last)	CHILD NAME(S)	PLEASE CHECK THOSE YOU PERMIT:			SIGNATURE
		<input type="checkbox"/> MCC WEBSITE	<input type="checkbox"/> SOCIAL MEDIA		
		<input type="checkbox"/> PRINTED MATERIALS	<input type="checkbox"/> VIMEO/YOUTUBE	DATE:	
		<input type="checkbox"/> SLIDESHOWS IN MCC			
		<input type="checkbox"/> MCC WEBSITE	<input type="checkbox"/> SOCIAL MEDIA		
		<input type="checkbox"/> PRINTED MATERIALS	<input type="checkbox"/> VIMEO/YOUTUBE	DATE:	
		<input type="checkbox"/> SLIDESHOWS IN MCC			
		<input type="checkbox"/> MCC WEBSITE	<input type="checkbox"/> SOCIAL MEDIA		
		<input type="checkbox"/> PRINTED MATERIALS	<input type="checkbox"/> VIMEO/YOUTUBE	DATE:	
		<input type="checkbox"/> SLIDESHOWS IN MCC			
		<input type="checkbox"/> MCC WEBSITE	<input type="checkbox"/> SOCIAL MEDIA		
		<input type="checkbox"/> PRINTED MATERIALS	<input type="checkbox"/> VIMEO/YOUTUBE	DATE:	
		<input type="checkbox"/> SLIDESHOWS IN MCC			
		<input type="checkbox"/> MCC WEBSITE	<input type="checkbox"/> SOCIAL MEDIA		
		<input type="checkbox"/> PRINTED MATERIALS	<input type="checkbox"/> VIMEO/YOUTUBE	DATE:	
		<input type="checkbox"/> SLIDESHOWS IN MCC			
		<input type="checkbox"/> MCC WEBSITE	<input type="checkbox"/> SOCIAL MEDIA		
		<input type="checkbox"/> PRINTED MATERIALS	<input type="checkbox"/> VIMEO/YOUTUBE	DATE:	
		<input type="checkbox"/> SLIDESHOWS IN MCC			
		<input type="checkbox"/> MCC WEBSITE	<input type="checkbox"/> SOCIAL MEDIA		
		<input type="checkbox"/> PRINTED MATERIALS	<input type="checkbox"/> VIMEO/YOUTUBE	DATE:	
		<input type="checkbox"/> SLIDESHOWS IN MCC			



# MILLARVILLE COMMUNITY CHURCH

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Form 3

### Millarville Community Church Youth Permission Form

This form is designed so a parent or guardian of each member of the group has to complete only one form for their 3 years in the youth group. We recognise that circumstances change. Please inform the church in writing of these changes as soon as possible. This form covers both social events and Sunday morning events during the service.

#### Youth information

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

Address \_\_\_\_\_

Telephone \_\_\_\_\_ E-mail address \_\_\_\_\_

Date of Birth \_\_\_\_\_

School \_\_\_\_\_ Grade \_\_\_\_\_

While your child is in our care it would be helpful for us to know whether he or she suffers from any allergies or phobias, has any medical conditions or disabilities.

Details of any Medication (please ensure an adequate supply is brought to events, if it could be needed and given to one of the organisers)

Details of any dietary requirements \_\_\_\_\_

Parent or guardian's name and contact details during event (at least 2 numbers)

Phone Number \_\_\_\_\_ Mobile Number \_\_\_\_\_

If parent or guardian isn't available, please contact (at least 2 phone numbers)

Phone Number \_\_\_\_\_ Mobile Number \_\_\_\_\_

Family doctor's name, address and telephone number \_\_\_\_\_

Any other information you think the organisers should know \_\_\_\_\_

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### Consent

I give consent to my child joining and participating in the Millarville Community Church (MCC) Youth Group. I also give consent to my child taking part in group social events. This does not include high risk events, nights away, or trips over 100kms from MCC. For these events a separate parent consent form will be required.

I agree to photographs and short videos of activities including my child to be taken for use within the church community and for possible publication including newspaper or internet.

I agree to any emergency treatment to be given as considered necessary.

NB The medical profession takes the view that a parent's consent to medical treatment cannot be delegated. Medical consent forms have no legal status and a doctor has the right to insist parental consent before treating a child. We have found, however, that medical staff find this type of general consent helpful.

We recognise that circumstances/information changes and if it does it is my responsibility as a parent/guardian to make the organisers aware in writing so that changes can be made to the existing form or a new form can be completed.

Signed \_\_\_\_\_

Date \_\_\_\_\_

*Issued October 2019*

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Form 4

**Authorization and Medical Consent Form**

Child or Youth's name \_\_\_\_\_ D.O.B. \_\_\_\_\_

Address \_\_\_\_\_

Cell Phone number \_\_\_\_\_ Parent's Work number \_\_\_\_\_

A.H.C. number \_\_\_\_\_ Parent's Home number \_\_\_\_\_

Family doctor \_\_\_\_\_ Phone number \_\_\_\_\_

Allergies \_\_\_\_\_

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

If yes, please explain in writing or talk to our staff \_\_\_\_\_

If your child is bringing any medication with him/her, please list: \_\_\_\_\_

Parents'/Guardian's name \_\_\_\_\_

In case of emergency, contact (name and number) \_\_\_\_\_

I/We, the parents or guardians of \_\_\_\_\_ authorize Millarville Community Church staff 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 above, agree to indemnify and hold blameless Millarville Community Church, its staff and representatives from and against any loss, damage or injury suffered by the participant as a result of being part of the activities of the Millarville Community Church, as well as any medical treatment authorized by the supervising individuals, representing the church. This consent and authorization is effective only when participating in or traveling to and from events of the Millarville Community Church. In the case of custody agreements, please include the proper form authorizing parental contacts. Information received is confidential unless required by first responders and/or medical professionals.

Parent/ Guardian's signature \_\_\_\_\_

Printed name \_\_\_\_\_ Date \_\_\_\_\_

# MILLARVILLE COMMUNITY CHURCH

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Form 5

### 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.

\*Attach additional pages if necessary\*

Name \_\_\_\_\_ Phone # \_\_\_\_\_

Address \_\_\_\_\_

Nature of Injury/Incident \_\_\_\_\_

\_\_\_\_\_

Incident date \_\_\_\_\_ Incident time \_\_\_\_\_

Incident location \_\_\_\_\_ Event title \_\_\_\_\_

All leaders present \_\_\_\_\_

What happened? \_\_\_\_\_

\_\_\_\_\_

Why did it happen? \_\_\_\_\_

\_\_\_\_\_

What action was taken? \_\_\_\_\_

\_\_\_\_\_

Contacted parents \_\_\_yes \_\_\_no \_\_\_n/a

Parent's response. (if applicable) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Leader's Name \_\_\_\_\_ Signature \_\_\_\_\_

Witness Name \_\_\_\_\_ Signature \_\_\_\_\_

MILLARVILLE COMMUNITY CHURCH

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Form 6

**Driver Eligibility Form**

Group \_\_\_\_\_

Destination \_\_\_\_\_ Contact # \_\_\_\_\_

Departure Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Return Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Time: \_\_\_\_\_ ETA: \_\_\_\_\_ Time: \_\_\_\_\_ ETA: \_\_\_\_\_

Driver's name	Vehicle Description/Plate Number
_____	_____
_____	_____

Driver's Insurance Provider	Insurance Provider Contact Information
_____	_____
_____	_____

I, \_\_\_\_\_ (Driver's Name) agree to follow the MCC Travel Policy set out in the above text and declare that I am able to meet all required Criteria.

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

# MILLARVILLE COMMUNITY CHURCH

## PLAN TO PROTECT



Form 7

### Attendance Form (Travel)

Driver's Name \_\_\_\_\_ Date \_\_\_\_\_

Student's name(s)	Contact Information.	Consent Received
1. _____	_____	Y / N
2. _____	_____	Y / N
3. _____	_____	Y / N
4. _____	_____	Y / N
5. _____	_____	Y / N
6. _____	_____	Y / N
7. _____	_____	Y / N
8. _____	_____	Y / N
9. _____	_____	Y / N
10. _____	_____	Y / N
11. _____	_____	Y / N
12. _____	_____	Y / N
13. _____	_____	Y / N

*To be filled out by driver for verification of consent and kept with vehicle for duration of trip*

MILLARVILLE COMMUNITY CHURCH

PLAN TO PROTECT



Form 8

**Parental / Legal Guardian Travel Consent Form**

Destination/ Event \_\_\_\_\_

Departure Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Return Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Time: \_\_\_\_\_

Time: \_\_\_\_\_

I/we, \_\_\_\_\_ the parent/ legal guardian gives

my/our Child/Youth, \_\_\_\_\_ Permission to

Attend \_\_\_\_\_ on this the \_\_\_\_ day of the month

\_\_\_\_\_, in the Year \_\_\_\_\_ with Millarville Community Church.

Does your Child have any allergies \_\_\_\_\_?

Does your Child take any medications Regularly? Y/ N

If YES, please list \_\_\_\_\_

I/we the parents release Millarville Community Church from responsibility

Of any unforeseen and accidental injury while the above child participates in the

event listed above.

Parent or Legal Guardian Name (please Print) \_\_\_\_\_

Parent or Legal Guardian Signature \_\_\_\_\_

Parent or Legal Guardian Contact info \_\_\_\_\_

Date Signed \_\_\_\_\_

MILLARVILLE COMMUNITY CHURCH

PLAN TO PROTECT



Form 9

**Confidential Volunteer Ministry Application Form**  
**for Youth (age 12-18yrs)**

**PERSONAL INFORMATION**

Full Name: \_\_\_\_\_ Male \_\_\_\_ Female \_\_\_\_

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

Phone: (H) \_\_\_\_\_ (M) \_\_\_\_\_

E-mail: \_\_\_\_\_

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

Training or experience: e.g. babysitting course, first aid, camps

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you have any health-related or physical condition that would prevent you from performing certain types of activities (lifting children, playing sports)? If so, please explain:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



# MILLARVILLE COMMUNITY CHURCH

## PLAN TO PROTECT



Form 10

### **APPLICATION FORM** **Minister, Volunteer, and Employee**

This application is to be completed by all volunteer applicants for any position involving the supervision or care of children and youth of Millarville Community Church. To help ensure the safety and protection of all children, youth and adults who participate in our programs and use our facilities Millarville Community Church will screen all persons for these positions. Millarville Community Church requires that all prospective volunteers complete the following:

- RCMP Criminal Record Check including vulnerable sector screening
- Volunteer Ministry Application Form
- Provision of two personal references
- Face to face interview

Failure or refusal to provide this completed Application Form will make your application unacceptable.

All information is held strictly confidential. Any questions or concerns of a sensitive, personal nature may be discussed with the Pastor in advance of completing this application form.

The information obtained may not necessarily exclude you from volunteering at Millarville Community Church.

Upon completion, submit this form to the Ministry lead or Pastor.

To start the process, take the letter provided by MCC to the RCMP or police station that has jurisdiction over your place of residence and tell them that you need a Criminal Record Check done because you're a volunteer who works with minors at Millarville Community Church.

Return the completed CRC to the ministry lead or Pastor, together with the completed form set out in the following page if not already completed and submitted.

# MILLARVILLE COMMUNITY CHURCH

## PLAN TO PROTECT



Form 10

### CONFIDENTIAL PERSONAL INFORMATION

Full Name: \_\_\_\_\_ Male \_\_\_\_ Female \_\_\_\_

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

Phone: (H) \_\_\_\_\_ (W) \_\_\_\_\_

(C) \_\_\_\_\_ E-mail: \_\_\_\_\_

Birth Date: \_\_\_\_\_ Driver's License: \_\_\_\_\_

*(Identity must be confirmed with a valid driver's license or 2 pieces of photographic identification.)*

Occupation: \_\_\_\_\_

Name of Employer: \_\_\_\_\_

Address of employer: \_\_\_\_\_

Do you have any health-related or physical condition that would prevent you from performing certain types of activities (lifting children, playing sports)?

Yes/No

If so, please explain:

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# MILLARVILLE COMMUNITY CHURCH

## PLAN TO PROTECT



Form 10

### CHURCH AND MINISTRY HISTORY

Applicants are required to have attended Millarville Community Church for a minimum of six months before applying for volunteer positions. (or less with proof of prior screening and references)

When did you start attending Millarville Community Church? \_\_\_\_\_

Please list other churches you have attended regularly during the past 5 years:

1. Name of Church: \_\_\_\_\_

Town or City: \_\_\_\_\_ Phone Number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Dates Attended: \_\_\_\_\_

Pastor: \_\_\_\_\_

2. Name of Church: \_\_\_\_\_

Town or City: \_\_\_\_\_ Phone Number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Dates Attended: \_\_\_\_\_

Pastor: \_\_\_\_\_

Please list all present and previous ministry experience involving children/youth:

1. Name of Church/Organization: \_\_\_\_\_

\_\_\_\_\_

Dates & Description of Ministry: \_\_\_\_\_

\_\_\_\_\_

Pastor or Supervisor: \_\_\_\_\_

# MILLARVILLE COMMUNITY CHURCH

## PLAN TO PROTECT



Form 10

2. Name of Church/Organization: \_\_\_\_\_

\_\_\_\_\_

Dates & Description of Ministry: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Pastor or Supervisor: \_\_\_\_\_

What preparation have you done, and what training or courses received that would equip you for Children's or Youth Ministry?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# MILLARVILLE COMMUNITY CHURCH

## PLAN TO PROTECT



Form 10

### CONFIDENTIAL INFORMATION

In order to provide a safe and secure environment for our children, youth and adults, we believe it is necessary to include the following questions as part of our application process. All information on this page will be kept strictly confidential by the Pastoral staff. (Police may access this information, under warrant, if requested). Please be advised that answering yes to any of the questions may not necessarily preclude your involvement in ministry.

1. Have you ever:

- |  |        |
|--|--------|
| Been convicted for the use or sale of drugs?                               | Yes/No |
| Been hospitalized or treated for alcohol or substance abuse?               | Yes/No |
| Been convicted of a criminal offense (excluding minor traffic violations)? | Yes/No |
| Been accused, arrested or convicted for any sexually related crimes?       | Yes/No |
| Been accused, arrested or convicted for any abuse related crimes?          | Yes/No |

Are there circumstances involving your lifestyle or background that would call into question your ability to work with children, youth or vulnerable adults? Yes/No

If you have answered "Yes" to any of the above questions, please explain:

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2. Please describe any existing health conditions (medical or psychiatric):

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# MILLARVILLE COMMUNITY CHURCH

## PLAN TO PROTECT



Form 10

### REFERENCES

Please provide the names of two individuals, excluding relatives, who could provide a reference for you.

Include at least one person from outside the church. And as a courtesy please obtain their permission before using them as a reference. If it does not prove possible to contact those listed; then replacement references will be required.

1. Name of Reference: \_\_\_\_\_

Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

E-mail address: \_\_\_\_\_

2. Name of Reference: \_\_\_\_\_

Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

E-mail address: \_\_\_\_\_

### Office Use Only

	Completed By	Date
Application Screening		
V.S.C. and C.P.I.C		
Reference Check		
Interview		

Application status:

Accepted

Rejected



Form 10

# MILLARVILLE COMMUNITY CHURCH

## PLAN TO PROTECT

### RELEASE OF INFORMATION AND DECLARATION OF INTENT

I hereby give Millarville Community Church permission to contact the above-mentioned 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 and I waive any right that I may have to inspect any information provided about me by any person or organization identified by me in this application.

I will also share with Millarville Community Church the results of a personal criminal records check for purposes of my protection against any false allegations and for the protection of those I serve. I agree to adhere to the child protection guidelines as adopted by this church.

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

I will cooperate fully with the staff of Millarville Community Church in the fulfillment of my duties and will keep confidential all information I encounter in my role as a volunteer. If at any time I find that for any reason I am unable to support; or if my supervisors find that I am in conflict with, the policies, procedures or doctrine of Millarville Community Church, I will quietly resign my volunteer position.

I hereby acknowledge that the information contained in this application form for volunteer ministry is correct and true to the best of my knowledge. I further state that I HAVE CAREFULLY READ THE FOREGOING RELEASE AND KNOW THE CONTENTS THEREOF AND SIGN THIS RELEASE AS MY OWN FREE ACT.

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

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

# MILLARVILLE COMMUNITY CHURCH

## PLAN TO PROTECT



Form 11

To Whom It May Concern: Re: Criminal Record Check

On behalf of Millarville Community Church, \_\_\_\_\_ has requested to have volunteer involvement with our children, youth, or vulnerable adults in our ministry program(s). \_\_\_\_\_ needs to obtain a police check, including vulnerable sector check.

As part of our on-going record keeping for Plan to Protect and abuse prevention, we require a standard criminal check, including vulnerable sector check.

Thank you for your assistance. Please feel free to contact me if you have any questions.

Sincerely, \_\_\_\_\_

Millarville Community Church  
Box 32 Millarville,  
AB TOL1KO  
W - 403 931-1618



**MILLARVILLE COMMUNITY CHURCH**

**PLAN TO PROTECT**

**Document Approval**

Glenn Chambers: \_\_\_\_\_ Date: \_\_\_\_\_

Bill Cutress: \_\_\_\_\_ Date: \_\_\_\_\_

Beth Schmidt: \_\_\_\_\_ Date: \_\_\_\_\_

Janice Wakeham: \_\_\_\_\_ Date: \_\_\_\_\_

John Wiuff: \_\_\_\_\_ Date: \_\_\_\_\_

Document Review: 12/01/2025

# MILLARVILLE COMMUNITY CHURCH

## PLAN TO PROTECT

### Needs Assessment Checklist

- \_\_\_\_ We screen (police check including vulnerable sector screen) all paid employees, including clergy, who work with children or youth.
- \_\_\_\_ We screen (as above) all volunteer workers involved with children or youth.
- \_\_\_\_ We do a reference check on all paid staff, Ministry Leaders and volunteers who work with children or youth.
- \_\_\_\_ We train paid staff, Ministry Leaders and volunteers to understand the nature of sexual abuse.
- \_\_\_\_ We train paid staff, Ministry Leaders and volunteers how to carry out our policies to prevent sexual abuse.
- \_\_\_\_ Our workers understand provincial laws concerning child abuse reporting obligations.
- \_\_\_\_ We have a clearly defined reporting procedure for a suspected incident of abuse.
- \_\_\_\_ We have a specific response strategy to use if an allegation of sexual abuse is made at our Church.
- \_\_\_\_ We have proper and adequate insurance coverage if a claim should occur.