

# Markham Baptist Church Plan to Protect (MBC P2P)

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## A Protection Plan for Children, Youth and Vulnerable Adults

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Board Approved May 1, 2023

### IMPORTANT NOTE

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# **Markham Baptist Church Plan to Protect Policy (MBC P2P)**

## **SECTION I**

### **PURPOSE AND OVERVIEW**

#### **Purpose of the MBC P2P Policy**

At Markham Baptist Church (MBC), through the Holy Spirit we seek to worship God, become fully devoted followers of Jesus Christ, and invite others to join us in this life-changing experience. With Christ as our model, our vision is to reach out to our community, care for individuals and families, offer Spirit-filled worship, and use our spiritual gifts.

We know that children, youth and vulnerable adults are important to God and so they are important to us. Not only are they the church of the future, they are a valuable part of our church today. Markham Baptist Church is committed to proactively protecting children, youth and vulnerable adults and to providing a safe environment so that the intimacy in their relationship with God remains secure. We believe that ensuring their safety is the responsibility of the entire congregation and in particular of the Pastors, Staff, Teachers, and Leaders. MBC is committed to dealing with all inappropriate behaviour toward children, youth and vulnerable adults and have zero tolerance for any form of abuse.

MBC acknowledges that abuse can occur within all segments of society including within our church. We are committed to the prevention of abuse and to respond to all suspected or actual cases of abuse that are brought to our attention. This will be done in a manner consistent with biblical principles and civil law.

Whether a policy or procedure of MBC has not been adhered to, inappropriate behaviour has been observed, or in more serious situations an allegation or suspicion of abuse has been made, MBC is committed to placing the highest priority on responding to the situation according to the MBC P2P Policy.

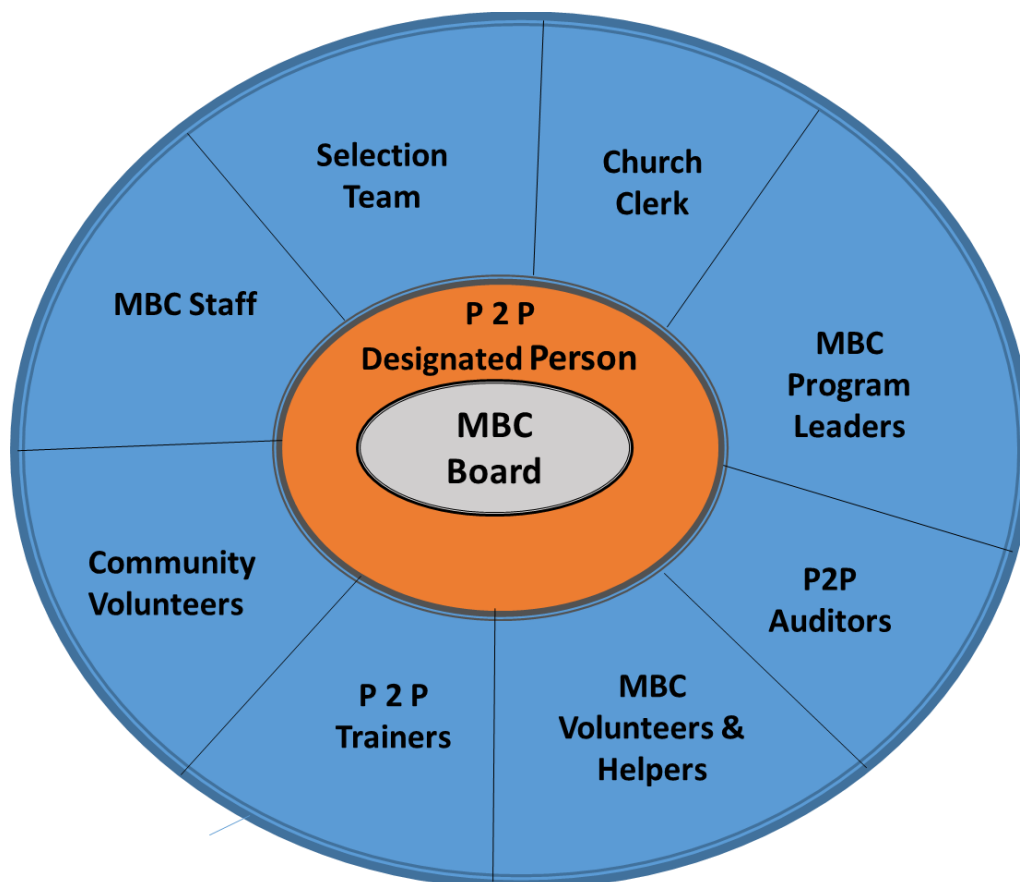
The MBC P2P Policy establishes a criteria to assist MBC in providing a safe environment for children, youth, vulnerable adults as well as the staff and volunteers who work with them. Equally, the policy strives to protect the volunteers and paid staff from false allegations. Staff and volunteers need the security of knowing there are processes and procedures in place to minimize any possibility of an erroneous accusation.

#### **Personal Acts of Kindness vs. Church Ministries**

These policies are for organized ministries and events of Markham Baptist Church. We are a caring community and demonstrate our care by doing random acts of kindness. These policies do not apply to personal acts that have not been organized by the church.

## MBC P2P Team

MBC Board of Directors (Board) are accountable for the MBC P2P Policy including the content, staffing, implementation, training, compliance, audits and updates as required. The Policy will be reviewed and audited annually and updated every three years by the Board to ensure procedures are clarified as needed and to reflect changes to applicable provincial child protection legislation.



The Board is responsible to staff the following key P2P roles;

- MBC P2P Designated Person (Policy Owner) and back-up. (Page 8)
- MBC P2P Trainers (min. of 2) who are responsible for all training.
- Church Clerk who is responsible to retain all required records.
- Selection Team: Deacons assigned (minimum of 2) who are responsible for screening all new applicants. (Page 9)
- Policy Auditor who is responsible to establish an annual audit plan to ensure ongoing compliance to the MBC P2P Policy. This audit must include verifying personnel records are in place, accurate records are retained for screening & training, attendance records are maintained, and that the physical environment is compliant. The audit plan and results of the audit are to be reviewed on an annual basis by the Board.

## MBC P2P Key Contact List

(Required to be updated at minimum on an annual basis)

It is understood that in the event a named individual is not able to meet their responsibilities under the MBC P2P Policy for any reason (example absence, illness, time constraints) a named designate will assume their responsibilities as outlined.

### External Contacts

Organization	Name	Phone Number	Website
York Region Children's Aid Society (YRCAS)	24 Hour Hotline: If you are concerned about a child or youth	(905) 895-2318 OR 1-800-718-3850	<a href="http://www.yorkcas.org">www.yorkcas.org</a>
P2P Organization Contacts	1) General Inquiries 2) TBD MBC Support 3) 24 Hour Incident Support	1) (905) 642-4695 2) TBD 3) TBD	<a href="http://www.plantoprotect.com">www.plantoprotect.com</a>

### MBC Contacts

Position	Name	Phone Number	Email
Board of Directors Chair	Pat McGee	(416) 301-6217	pamcgee@rogers.com
Designated Person	Niran Oyedemi Funke Oyedemi	(647) 906-5274	Niranoye@yahoo.co.uk Funcareoyedemi@gmail.com
Designated Person Back Up	Carolyn Hoover	(416) 432-2474	Choover905@gmail.com
Trainer	Kimberley Rowe	(647) 981-7693	Kimberly.rowe@dx.com
Trainer	Carolyn Hoover	(416) 432-2474	Choover905@gmail.com
Auditor	Andy Todd	(905) 294-1726	Toddandy547@gmail.com
Auditor	Ruth Currie	(416) 291-4885	ruthcurie@sympatico.ca
Church Clerk	Gihani DeSilva	(647) 201-9347	Gihanidesilva@hotmail.com
Selection Team 1	Paul Stevens Deacons Committee	(416) 564-4377	Chaplainpaul@rogers.com
Selection Team 2	Elisabeth Serio Deacons Committee	(647) 544-5044	elisabetdeserio@yahoo.com
Lead Pastor	Craig Rumble	(647) 466-0920	pastor@markhambaptist.org
Administrator	Alexandra Vega	(647) 270-7759	admin@markhambaptist.org
Program Leader:CE & O	Tony Serio	(647) 554-5044	antonioserio@icloud.com
Program Leader: Deacons	Paul Stevens	(416) 564-4377	Chaplainpaul@rogers.com
Program Leader: Management	John Riley	(647) 459-6135	john@rileyswindowcleaning.com
Program Leader: Youth	TBD		
Program Leader: Sunday School	Kimberly Rowe	(647) 981-7693	Kimberly.rowe@dx.com
Sunday School Hall Monitor Coordinator	Ruth Currie	(416) 291-4885	ruthcurie@sympatico.ca
Program Leader: Nursery	Marion Waldron	(905) 294-5181	TTTad@sympatico.ca

## Terms to Know

<b>Accused</b>	A person against whom a complaint of child abuse or sexual exploitation is made pursuant to the terms of this Policy
<b>Act</b>	The <i>Child, Youth, and Family Services Act (CYFSA)</i> , S.O.2017, (the “Act”)
<b>Adult</b>	A person 18 years or older
<b>Applicant</b>	Prospective Ministry Personnel, Community Volunteers or Helpers
<b>Board</b>	The MBC Board of Directors, the highest functioning authority of the church, as defined in the MBC Constitution.
<b>Child</b>	A person under the age of 12 years
<b>Community Volunteers:</b>	<b><u>Individuals 16 years of age or older who are not members or adherents of MBC</u></b> and have successfully completed the community volunteer screening process as identified in this policy and can be put in a position of trust with children, youth & vulnerable adults <b><u>alongside</u></b> screened adult Ministry Personnel.
<b>Complainant</b>	A person who makes a complaint of inappropriate behavior or abuse under this policy
<b>Designated Person</b>	The individual who is responsible to understand and oversee all aspects of the MBC P2P Policy; including the content, implementation, monitoring, incident management & ongoing guidance to the Board. They will receive support and guidance from the Plan to Protect Organization when expert advice and counsel are needed. The back-up Designated Person will be responsible in the event the Designated Person is not available.
<b>Helpers</b>	<b><u>Individuals between the ages of 12-15 years old</u></b> who have successfully completed the Helper screening process as identified in this policy and can be put in a position of trust with <b><u>children alongside</u></b> a screened adult Ministry Personnel
<b>MBC Leaders:</b>	MBC Volunteers and staff with the responsibility to oversee a program or activity at MBC. They direct the work of MBC Volunteers, Community Volunteers and Helpers for their area.
<b>MBC Volunteers</b>	<b><u>MBC members or adherents who are 16 years of age or older</u></b> who have successfully completed the MBC Volunteer screening process as identified in this policy and can be put in a position of trust with children, youth and vulnerable adults.



**MBC Ministry Personnel** Ministry Personnel include all MBC Volunteers, MBC Leaders and all MBC full-time, short-term, contract, intern and pastoral staff whether or not they receive a salary.

**Occasional Observer** Individuals who visit and observe Ministry Personnel during ministry activities on rare occasions. This term includes parents assisting their own children, youth or vulnerable adult. Occasional observers do not need to be screened and trained, however occasional observers must ONLY be placed in a position of trust with members of their own family.

**Parent** The natural or adoptive parent(s) or legal guardian(s) of a child, youth or vulnerable adult.

**Personnel File** The file for each prospective Ministry Personnel, Helper or Community Volunteer containing all documents required by this policy to be retained. The Church Clerk will maintain the files and all required documents must be given to the Church Clerk for secure retention.

**Position of Trust** A position of trust is any position that requires its holder to enjoy the trust of those who elected or chose the holder. It includes any role where parents and/or guardians have entrusted their children, youth or vulnerable adult family member to your care i.e. pastors, teachers, program leaders, assistants, directors, caregivers, sponsors, etc. Violation of a position of trust, in legal terms, refers to a situation where one person holds a position of authority over another person and uses that position to his or her advantage to commit a crime or to injure the victim in some way. Liability for abuse of this position is not limited to criminal prosecution, and in some cases, a civil lawsuit may be brought as well.

**Selection Team/Screeners** Deacons Committee members identified by the Board to screen applicants. Tasks include processing applications, verifying references, reviewing Vulnerable Sector Checks, conducting interviews and ensuring the required documentation is provided to the Church Clerk for retention. Individuals in this role will work in partnership with the various leaders to screen applicants for their program or activity. A minimum of 2 will be assigned, but the number will vary based on need.

**Vulnerable Adult** A person aged 18 years or older, who because of a disability or other circumstances, whether temporary or permanent, is in a position of dependence on others or is otherwise at a greater risk than the general population of being harmed by a person or persons in positions of trust or authority relative to them.

**Youth** A person aged 12 to 17 years

# Understanding Inappropriate Behaviour & Abuse

## **Inappropriate Behaviour**

Gentleness, respect and understanding should guide all our actions and words. Unfortunately, at times people may behave in a way that is not consistent with the spirit or guidelines of this policy. For the purposes of this policy, inappropriate behaviour is defined as actions that would not constitute abuse, but are serious enough to require action be taken to review the complaint. Some examples would include; refusing to complete required forms or documentation, holding the face of a child while disciplining and swearing, condescending or inappropriate language in front of a child or youth. Where inappropriate behaviour is reported, the Board Chair and Board Member responsible for the activities that the individual is involved in, with advice from the MBC P2P Designated Person where appropriate, are responsible to review and respond. Each situation is unique and will be examined in its own context and according to the surrounding circumstances as a whole. Where warranted, progressive discipline steps will be taken with the individual involved to address and correct the behaviour.

## **Abuse**

From Ontario Association of Children's Aid Societies (OACAS)  
[www.oacas.org/childrens-aid-child-protection/what-is-abuse](http://www.oacas.org/childrens-aid-child-protection/what-is-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. From the Ontario Association of Children's Aid Societies, "Child abuse" includes physical, emotional and sexual abuse and/or neglect. It also addresses a pattern of abuse and risk of harm.

### **Physical Abuse**

"Physical abuse is any deliberate physical force or action, by a parent or caregiver, which results, or could result, in injury to a child." It can include bruising, cuts, punching, slapping, beating, shaking, burning, biting, or throwing a child. Using belts, sticks or other objects to punish a child can cause serious harm and is also considered abuse. (OACAS 2019)

### **Sexual Abuse**

"Sexual abuse occurs when a child is used for the sexual gratification of an adult or an older child. The child may co-operate because he or she wants to please the adult or out of fear. It includes sexual intercourse, exposing a child's private areas, indecent phone calls, fondling for sexual purposes, watching a child undress for sexual pleasure, and allowing/forcing a child to look at or perform in pornographic pictures or videos, or engage in prostitution." (OACAS 2019)

### **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 their capacity. Emotional abuse includes constantly criticizing, teasing, belittling, insulting, rejecting, ignoring or isolating the child. It may also include exposure to domestic violence. (OACAS 2019)

### **Neglect**

"Neglect occurs when a caregiver fails to provide basic needs such as adequate food, sleep, safety, education, clothing or medical treatment. It also includes leaving a child alone or failing to provide adequate supervision. If the caregiver is unable to provide the child with basic needs due

to financial inability, it is not considered neglect, unless relief has been offered and refused.”  
(OACAS 2019)

### **Spiritual Abuse**

We believe in the gospel of Jesus Christ and affirm the importance of Christian evangelism. However, we do not believe that this justifies any means to fulfill that end. Spiritual abuse includes any coercive techniques or manipulative appeals that bypass a person’s critical faculties, play on psychological weaknesses, undermine relationship with family or religious institutions, or mask the true nature of Christian conversion.

We seek to proclaim Jesus Christ openly to all non-believers while respecting their integrity, intellect and academic freedom. As Christians, we will share the good news of Jesus Christ, revealing our identity and purpose, our theological positions, our sources of information, and will not demean or mislead others in the process.

### **Harassment and Discrimination**

In ensuring MBC provides a safe environment, it is also important to ensure that Children, Youth and Vulnerable Adults do not experience harassment or discrimination. Harassment and discrimination are general terms that define broader actions than abuse, but need to be understood and if observed, must be addressed using the guidelines outlined in the MBC P2P Policy.

#### **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 abilities to fulfill their full capabilities. It is important to note that any person or group can discriminate and any person or group can be the target of discrimination.

## **MBC Church Responsibilities**

We believe it is the responsibility of Markham Baptist Church to provide a safe environment for children, youth and vulnerable adults who are in attendance at Markham Baptist Church's facilities or who participate in Markham Baptist Church-sanctioned activities and programs wherever they may be carried out.

### **Spiritual Responsibility of MBC**

We recognize that we are a reflection of God's love to those in our care and we take our responsibility seriously.

Micah 6:8 presents this challenge, "He has shown all you people what is good. And what does the Lord require of you? To act justly and to love mercy and to walk humbly with your God." (TNIV)

Micah suggests that the Lord requires three things of us:

- **To act justly** – we must work for justice, seeking to promote the truth and speak out on behalf of the vulnerable.
- **To love mercy** – compassion needs to be the bedrock of all our work.
- **To walk humbly with our God** – every area of our lives need to be marked by humility and righteousness. We need to always act with integrity.

The Bible outlines our spiritual responsibility to children, youth and vulnerable adults:

"If anyone causes one of these little ones – those who believe in me – to stumble, it would be better for them if a large millstone were hung around their neck and they were drowned in the depths of the sea." (Matthew 18:6 TNIV)

"People were bringing little children to Jesus for him to place his hands on them, but the disciples rebuked them. When Jesus saw this, he was indignant. He said to them, 'Let the little children come to me, and do not hinder them, for the kingdom of God belongs to such as these. Truly I tell you, anyone who will not receive the kingdom of God like a little child will never enter it.' And he took the children in his arms, placed his hands on them and blessed them." (Mark 10:13-16 TNIV)

"For we are taking pains to do what is right, not only in the eyes of the Lord but also in the eyes of others." (2 Corinthians 8:21 TNIV)

### **Civil and Legal Responsibilities of MBC**

We recognize that providing a safe place for children, youth and vulnerable adults is also a legal requirement. We have a legal responsibility to ensure that a plan for protecting children, youth and vulnerable adults is in place and is diligently followed. Our legal responsibility includes being accountable for the actions of our employees and volunteers, and that as an organization we could be held vicariously liable for their actions.

"Duty of Care" is a legal principle that identifies the obligations of individuals and organizations to take reasonable measures to care for and protect their participants. MBC needs to understand that Canadian courts will uphold this responsibility with regard to "Duty of Care".

This policy and the guidelines contained within it are in place to guide us in meeting our spiritual and fulfilling our legal responsibilities.

## SECTION II

### Duty to Act and Respond

#### Duty to Act

Have you witnessed something that caused you to be concerned about the safety of a child, youth or vulnerable adult at MBC? Did you observe a situation that could be falsely misinterpreted as a wrong doing? Have you observed inappropriate behaviour that needs to be addressed or received a serious allegation or suspicion of abuse? You have a moral and legal duty to promptly act; but what should you do?

**Of utmost importance is to quickly determine the nature of the concern**

**Inappropriate Behaviour**

**or Abuse**

#### **Inappropriate Behavior**

**Abuse is not suspected or alleged**

Read MBC P2P Policy Section VII: Responding to allegations or suspicions of inappropriate behaviour.

#### Examples of inappropriate behavior

- Policy or procedures not followed
  - Leader to participant ratios not adhered to without permission
  - Refusal to complete required forms or documentation
- Tickling, physical horseplay
- Holding face of child when disciplining
- Swearing, condescending or inappropriate language
- Inappropriate online communications

Where inappropriate behaviour is believed to occur you have a duty to discuss it with your program leader or the MBC P2P Designated Person

- The MBC P2P Designated Person will provide advice and guidance and will act in accordance with the MBC P2P Policy.

**Promptly complete Incident Report  
See Appendix 7**

#### **Abuse**

**Abuse is suspected or alleged**

Where there are reasonable grounds that a child may be in need of protection there is a legal duty for you to report imposed by the Child, Youth and Family Services Act (CYFSA, 2017 Sec 125)

Read MBC P2P Policy Section VII: Responding to allegations or suspicions of abuse.

#### Examples of abuse

- Any situation where a person believes the child is in need of protection
- Any situation where a person suspects that a child has suffered abuse

In addition, we request

- The MBC P2P Designated Person, or their designate be informed as soon as possible and
- The MBC P2P Designated Person, or their designate will provide advice and guidance and will act in accordance with the MBC P2P Policy.

**Promptly complete MBC Suspected Abuse Report. See Appendix 8a**

## **Duty to Report**

Under Section 125 of the Child, Youth and Family Services Act every person who has reasonable grounds to suspect that a child is or may be in the need of protection must promptly report the suspicion and the information on which it is based to a Children's Aid Society. This duty applies whenever or wherever child abuse is suspected, not just at MBC.

If you have reason to believe that a child is in need of protection or is at risk of harm, you need to make the call. It is not necessary to be certain, "reasonable grounds " refers to the information that an average person, using normal and honest judgement, would need in order to report. The role of Children's Aid Societies is to determine if there is sufficient basis to warrant further assessment of the concerns.

## **How to Report**

### **Contact Information (as of Dec 2022)**

**Report Directly 24/7 to York Region Children Aid Society 1-800-718-3850 or 905-895-2318**

**If a child or youth is in immediate danger call 911**

## **Penalty for Failing to Report Child Abuse**

A person who has a duty to report child abuse or that a child is in need of protection and fails to make such a report, is guilty of an offence and, on conviction, is liable to a fine of not more than \$1,000 and/or imprisonment for up to one (1) year.

## **Protection of Person Reporting Child Abuse**

The CYFSA protects the person making the report from any action being taken against him or her when he or she had reasonable grounds to believe that the child in question has suffered abuse. The person making the report is not protected if they acted maliciously or without reasonable grounds for the belief or suspicion.

## SECTION III

### How to Join a MBC Ministry Team – Applicant Process

MBC welcomes and encourages people to join our Children, Youth or Vulnerable Adult ministries. The first step for prospective applicants is to complete our screening and training process for their category.

#### Applicant Categories

##### Ministry Personnel

- MBC volunteers who are members or adherents of MBC who are 16 years of age or older who will be put in a position of trust with children, youth and vulnerable adults.
- Full-time, short-term, contract, intern and pastoral staff whether or not they receive a salary.

##### Community Volunteers

- Individuals who are 16 years of age or older who are not members or adherents of MBC who will be put in a position of trust with children, youth and vulnerable adults alongside Ministry Personnel.

##### Helpers

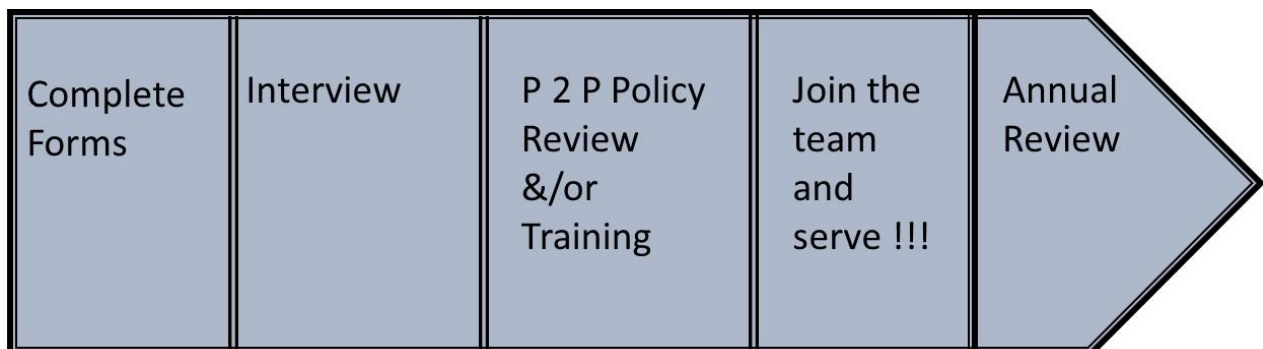
- Individuals who are between the ages of 12 – 15 years of age who will be put in a position of trust with children alongside Ministry Personnel.

#### Initial Screening

The objectives of the initial screening procedures are:

- to match prospective individuals to positions that are best suited to their interests, gifts and abilities
- to select individuals who will maintain a safe environment at MBC
- It is mandatory for all prospective Ministry Personnel, Helpers or Community Volunteers to complete the screening procedures prior to working with children, youth or vulnerable adults.
- Current Ministry Personnel and Community Volunteers who have been serving at MBC as of Sept 10,2018 have been grandfathered from the interview step of the screening process

#### Screening and Training Procedure



## **Step 1: Submit required forms**

The following forms should be completed and submitted to your program leader or the MBC P2P Designated Person:

### **1. Application Form**

- Prospective Ministry Personnel (youth & adults) **Appendix 1a**
- Prospective Community Volunteers - **Appendix 2a**
- Prospective Helpers - **Appendix 3a**

### **2. Code of Conduct Form – Appendix 1b or 2b**

- Submitted with application. This will be renewed annually

### **3. Reference Form Appendix 1c, 2c or 3b**

- Submitted with application
- Two completed reference forms required. MBC will contact references provided.
- If the applicant has transferred from another church, if possible, provide one reference from the pastor or a member of their previous church
- Where possible, applicants are asked to provide one reference from a member of MBC
- Current Ministry Personnel and Community Volunteers who have been serving at MBC as of Sept 10,2018 have been grandfathered from the Reference Check step of the screening process

### **4. Vulnerable Sector Check**

- Cost will be reimbursed by MBC
- How to obtain a Vulnerable Sector Check – see Appendix 4

The required forms will be forwarded to the Selection Team. Throughout the screening process, all information provided, including completed application forms will be treated as strictly confidential. All personal information will be restricted to those individuals directly involved in the screening process and all documentation other than what is retained in the individual's personnel file will be destroyed upon completion of the screening process.

## **Step 2: Interview**

- You will be contacted for a brief telephone or in-person interview depending on your position.
- Current Ministry Personnel and Community Volunteers who have been serving at MBC as of Sept 10,2018 have been grandfathered from the interview step of the screening process

## **Step 3: Notification**

A Screener from the Selection Team will notify the program leader and applicant of the outcome of the review as soon as possible.

## **Step 4: Training**

- Once approved by the Selection Team, new Ministry Personnel, Community Volunteers and Helpers are required to read the sections of the MBC P2P Policy relevant to their position as defined in Section IV.
- MBC P2P training is required for all new Ministry Personnel serving children, youth or vulnerable adults as well as Board Members, Church Clerk and the Selection Team. The training will be delivered by a MBC P2P trainer. The MBC P2P trainers will work directly with the new Ministry Personnel to arrange a date and time for the training. The training will include a review of the MBC P2P Policy, the legal obligation to report suspected abuse and



information on how to recognize and identify the symptoms of abuse. This training is encouraged, but optional for Community Volunteers and Helpers.

- In the event MBC P2P training is not available in a timely fashion, depending on the position, you may be directed by the Designated Person to complete a P2P Organization online or in-house training program.
- Attendance is to be taken at training courses and noted in the personnel file when attended.
- Prior to being placed in their role, Ministry Personnel must sign a Personnel Agreement and Covenant of Care Form (Appendix 5) confirming they have read, understood and are willing to comply with the MBC P2P policies and procedures that pertain to their area of ministry.

### **Step 5: Annual Review**

- Once every calendar year, all Ministry Personnel serving children, youth or vulnerable adults as well as Board Members, Church Clerk and the Selection Team are required to attend a MBC P2P update session. This training is encouraged, but optional for Community Volunteer and Helpers. The target is for these session to be held at least twice a year.

## SECTION IV

### MBC P2P Policy Reading Requirements

#### Reading Requirements by Position & Activity

##### MBC P2P Policy in its entirety

The following individuals are required to read the MBC P2P Policy in its entirety

- Staff (paid or unpaid),
- Board of Directors
- Christian Education & Outreach Committee
- P2P Designated Person & Back Up, Trainers, Auditors, Selection Team
- Church Clerk

##### Sections I, II, III & IV

All Ministry Personnel, Community Volunteers and Helpers working with children, youth or vulnerable adults are required to read Sections I – IV of the MBC P2P Policy.

##### Additional Reading by Position - Sections V-VIII

In addition to reading Sections I, II & III & IV, please read the position specific information as outlined in Table 1 – Required Reading by Position.

For any new positions not listed in Table 1, please contact the Designated Person.

##### Activities involving Children, Youth or Vulnerable Adults – Sections V-VIII

In addition please refer to Table 2 – Required Reading by Activity.

Prior to engaging in ANY of the activities listed in Table 2 where children, youth or vulnerable adults are involved, it is mandatory for you to read the guidelines and associated forms as outlined in Table 2 .

For any new events or activities not listed in Table 2, please contact the Designated Person. Some examples; participation in a Community Fair/Event or a new small group targeting youth.

**Table 1 – Required Reading by Position**

Please read pages 1-20, and in addition the position specific pages listed below.

POSITION	Section V	Section VI	Section VII	Section VIII
	Guidelines & Procedures	Screening and training	Post Incident Management	Forms Appendix #
Children’s Programs				
Program Leaders	√	√	√	√
Sunday School Teachers	page 21-29			6a,7,8,9
Nursery Volunteers	page 21-29			6a,7,8,9
Hall Monitors	page 21-33			7,8,9
Mid-week Program Volunteers	page 21-29			6a,7,8,9
Camp Ministry Volunteers	page 21-33			6a,7,8,9
Youth Programs				
Program Leaders	√	√	√	√
Sunday School Teachers	page 21-25,30-32			6b,7,8,9,10
Hall Monitors	page 21-32			7,8,9
Youth Group Volunteers	page 21-25,30-32			6b,7,8,9,10
Youth Event Volunteers (example basketball drop in)	page 21-25,30-32			7,8
Camp Ministry Volunteers	page 21-32			6a,7,8,9
Vulnerable Adult Programs				
Program Leaders	√	√	√	√
Support Volunteers	page 21-25,33			7,8,10
Other				
Board of Directors	√	√	√	√
Deacons	√	√	√	√
Management Committee	page 21-38			NA
Worship Team Leaders	page 21-33			NA
Mission Committee	page 21-25, 37			7,8,10

For any positions not listed in Table 1, please contact the Designated Person.

**Table 2 – Required Reading by Activity**

<b>Activity</b>	<b>Section V Guidelines &amp; Procedures</b>	<b>Section VIII Forms Appendix #</b>
Photography and Video Taping	page 34	6a,6b,9
Transportation	page 34-35	10
Off-Site Activities	page 35	9
Shower or Change Rooms Required	page 35	9
Retreats or Overnights	page 36	9
Overnight Housing including Conferences, Camps, Hotels	page 35-37	9
Billeting and Hosting	page 37	9
Mission Trips	page 37	9
Use of Computers & Internet	page 37	na
External Groups use of MBC Facility	page 38	na

For guidance on any activity or event not listed in Table 2, please contact the Designated Person.

# SECTION V

## PROTECTION GUIDELINES & PROCEDURES

### General Protection Guidelines & Procedures

#### Risk Avoidance

Following are guidelines and actions that should be taken by all volunteers and staff to protect the children, youth and vulnerable adults they serve from abuse and to protect themselves from false accusations;

**1. *RISK increases when there is an imbalance of power, authority, influence and control between a potential abuser and potential victim.***

- As potential risk for abuse increases, so should the level of supervision of Volunteers/Staff.
- Supervision of all Ministry Personnel is intentional and takes place through formal and informal visits to classrooms and programs by Program Leaders, Committee Chairs, Hall Monitors and/or Paid Staff.
- Ministry Personnel and Community Volunteers should make their Program Leader or Committee Chair aware of their activities and whereabouts when meeting with children, youth and vulnerable adults outside of their normal program boundaries.

**2. *RISK increases as isolation increases.***

- Avoid Isolation. Where possible, meetings with children, youth and vulnerable adults are to be in a group or in pairs, not one on one.
- It is recommended that two screened volunteers or staff are present when working with children, youth and vulnerable adults. If a second person cannot be present, it is required that;
  - A second screened volunteer or staff member who is aware of the program or meeting be close by in the same building and/or,
  - Hall Monitors be in place. Hall Monitors are Ministry Personnel whose role it is to walk hallways for surveillance and randomly visit rooms where children, youth and vulnerable adults are being supervised. They are to monitor the activities, provide assistance if required and protect volunteers against false allegations
- Your objective should be to meet in an open, public space rather than a closed, private space. A hallway is better than a secluded room. An office is better than a person's home. A public restaurant is better than a shopping mall.
- When meeting, an open door is better than a closed door; a door with a window is better than a solid door.

**3. *RISK increases as accountability and adherence to policies decrease.***

- The Board will appoint a MBC P2P Policy Auditor who will establish an annual audit plan to ensure ongoing compliance to the MBC P2P Policy. This audit must include verifying personnel records are in place, accurate records are retained for screening & training, attendance records are maintained, and that the physical environment is compliant. The audit plan and results of the audit are to be reviewed on an annual basis by the Board.
- The Board Chair (or their appointed designate), the MBC P2P Designated Person, and the leader of each children, youth or vulnerable adults program will meet to discuss the ongoing nature and actions of each specific ministry. Frequency of the meetings, no less than once a year, will be determined by the appropriate member of the Board.

4. Risk of litigation increases, when important records are not retained
  - Key to demonstrating due diligence by MBC is the accurate retention of important records. All documents and records required to be retained in this policy should be forwarded to the Church Clerk including;
    - Application forms, Reference Letters, Police Records Check, Release of Information forms (permanently retained)
    - Registration forms, Letters of Informed Consent wherein, Parents give written permission for their children or youth to participate in off-site group activities, and attendance records for formal MBC Programs (permanently retained )
    - Incident / Accident Reports (Appendix 7) for all accidents and injuries. (permanently retained)
    - Suspected Abuse Reports (Appendix 8)

## **Safe Building**

MBC Management Committee is responsible to ensure the building's physical safety & security;

1. Video surveillance of the premises.
2. Entry to the church is controlled with key lock
3. Signs are posted at all entrances to the building indicating that for safety purposes, there is video surveillance inside the building.
4. Fire Safety Plans are posted.
5. First Aid Kits' locations are posted and are well maintained.
6. All electrical outlets in children's program areas have safety covers
7. Lighting inside and outside the facility is adequate
8. Locks are installed on all storage closets and classroom doors
9. MBC Health and Safety Manual is read and adhered to by all Ministry Personnel and Program Leaders.

In the event any of the Safe Building Practices are not in place, or you are aware of anything in the facility that is unsafe, notification should be immediately sent to Management Board Chair.

BOD & Program Leaders are responsible to ensure the physical safety & security during church activities;

1. Entry to the church is controlled & monitored when entry doors are open during all events and services.
2. Exit from the church is controlled following Section V - Children's & Youth Ministries Guidelines and Procedures – Receiving and Releasing sections.

## **Program Supervision by Ministry Personnel &/or Hall Monitor Role**

When children, youth or vulnerable adult programs or activities are taking place, Ministry Personnel and/or Hall Monitors are responsible for the following;

1. Being aware of the many storage areas within the church, taking precaution to monitor these areas, ensuring storage closets and storage room doors are locked at all times except when in use.
2. All windows in doors in children's program areas are not covered or blocked in any way, keeping clear sight lines into rooms.
3. Turning on all external lights when needed, ensuring adequate lighting inside and outside the church.
4. All electrical outlets in children's program areas are kept covered when not in use.
5. Lockable doors to rooms that are not in use are locked
6. Walk the hallways for surveillance and randomly visit rooms where programs are underway
7. Provide assistance when required to Ministry Personnel

## **Anti-Bullying**

Bullying is defined as unwanted, aggressive behavior that involves a real or perceived power imbalance that occurs once, and is repeated or has the potential to be repeated. Bullying in any form will not be tolerated.

### **Types of Bullying:**

- Verbal Bullying
- Social Bullying
- Physical Bullying
- Cyber Bullying
- Racial Bullying
- Homophobic Bullying

### **Procedure for Dealing with Bullying:**

- All attempts will be made to work towards reconciliation and correction of the bullying behavior.
- All incidents, reports or suspicions of bullying must be reported immediately to the Program Leader and the P2P Designated Person
- Any incidents, reports or suspicions of bullying will be acknowledged, reviewed and dealt with appropriately and immediately by the Designated Person and the Program Leader.
- Appropriate action will take place based on careful review of the individual situation. The Designated Person, with the assistance of the Program Leader will determine what action may be required. Actions include, but are not limited to:
  - Completion of an Incident/Accident Report (Appendix 7) after each incident.
  - Notification to both sets of parents after each individual incident
  - Written notification to the parents reinforcing that bullying will not be tolerated
- If the bullying behavior persists, the Designated Person and Program Leader will consult with the Board Chair to determine further actions needed, including but not limited to:
  - Suspension of the person from the program for a defined period of time
  - If necessary/appropriate, contact and consultation with police.

## **General Program Guidelines & Procedures**

### **Registration Forms and Personal Information Protection**

Program Leaders are responsible to ensure that Children's Program Registration Forms (Appendix 6a) and Youth Program Registration Forms (Appendix 6b) are used for activities where children and/or youth are participating. A release and permission statement is included on all participation forms releasing Markham Baptist Church from unforeseen and accidental injuries along with contact information in case of an accident. A statement on all registration forms stipulates the purpose and extent for collecting personal information of children and our commitment to protect the personal information on the forms.

1. Program Leaders must forward completed registration forms to the Church Clerk where they will be kept permanently in a secure location. Copies of the forms should be retained by the Program Leaders for program purposes including emergency contact information and allergies.
2. A copy of the registration forms should be taken on all off-site events in case emergency medical assistance is required and the parent cannot be notified.
3. The registration form does not replace specific consent and authorization forms (Appendix 9) for activities that involve off-site, overnight and other activities deemed to be of high risk.
4. It is the responsibility of Ministry Personnel and their teams to ensure that forms are completed and submitted to the Church Clerk for all participants. Reasonable effort will be taken to keep registration information updated and current.

### **Attendance**

1. Attendance will to be taken each time a group or program is in session.
2. Attendance records must include the date, classroom, age/grade of students, child or youth's first and last name, full names of all Ministry Personnel and any Occasional Observer attending on that date.
3. Once a year, for all groups or programs they are responsible for, Program Leaders will collect all attendance records in their original form and send them to the Church Clerk for permanent and secure retention.



## **Exception Approval Process**

Situations may occur where the MBC P2P Policy cannot reasonably be followed. For example, a leader is sick at the last minute and not able to attend a planned event which would require the event be cancelled given staffing ratios would be too low for the number of attendees. A second example would be a nursery volunteer on their own who had a toddler with an emergency bathroom situation and the Hall Monitor or second adult was not in the immediate vicinity to assist.

In any situation where a guideline or procedure cannot be followed, two exception processes are in place;

### **1) Program Leader or Ministry Personnel in charge requests a one-time exception**

To request an exception the Program Leader or Ministry Personnel will;

- Contact P2P Designated Person, or alternate if not available and the Board Member or Committee Chair responsible for the program in writing (email/message/letter), explaining the situation and the exception request.

P2P Designate Person and/or the Board Member or Committee Chair will;

- Work with the requestor to rectify the situation so the exception is not required. If that is not possible;
- Review the impact and risk of the exception and if appropriate, grant one time exception to the policy.
- Ensure that parents are notified of the exception prior to the event.
- Work with the Program Leader to prevent the exception from being required in the future.

### **2) Program Leader or Ministry Personnel was not able to follow a guideline or procedure**

If an emergency required a guideline or procedure in the policy to not be followed, the Program Leader or Ministry Personnel will;

- Contact the P2P Designated Person, or alternate if not available and the Board Member or Committee Chair responsible for the program as soon as possible and explain the situation.
- Follow up in writing (EMAIL/message/Letter) with a brief explanation of the situation.

P2P Designate Person and/or the Board Member or Committee Chair will;

- Ensure that parents were notified of the exception
- Work with the Program Leader and Ministry Personnel to prevent the exception from being required in the future. If that is not possible;
- Determine changes that will need to be made to the program or/ & MBC P2P Policy.

## Children’s Ministries Guidelines and Procedures (to age 11)

The following procedures are in place for ministries including but not limited to: nursery, Sunday school, programs during Sunday services, mid-week programs, day camp programs or overnight camp programs, and all other children’s ministry programs designated for children birth to age 11.

### Ministry Personnel / Child Ratios

Supervision by two Ministry Personnel over the age of 16 are recommended for all children’s programs at all times. In the event only one Ministry Personnel can be present for supervision, the door, or top of half door, must be open with Hall Monitors circulating periodically from room to room. Helpers between the ages of 12 and 15 may assist if at least one of the Ministry Personnel are 18 years of age or older.

1. The number of Ministry Personnel required will increase as the number of children increases. Recognizing that not all programs will be exactly aligned with the ages listed, they should be used as a guideline when establishing the number of Ministry Personnel required to safely supervise groups of children.

<b>Age</b>	<b>Number of Ministry Personnel</b>	<b>Number of Children</b>
Birth to 5 years	2 (or 1 with Hall Monitor)	For every 6-8 children
6 – 8 years	2 (or 1 with Hall Monitor)	For every 10 children
9 – 11 years	2 (or 1 with Hall Monitor)	For every 20 children

2. For high-risk activities, such as overnight programs, off-site trips, or where showers or change rooms will be required, the ratios listed above should be **DOUBLED**.

### Occasional Observers

Occasional Observers who join a group of children will have their attendance recorded 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.

### Receiving and Releasing Children

#### Children ages birth to age 5:

1. The receiving and releasing children under the age of 6 will be closely monitored. A mandatory sign-in and sign-out form is to be used for all programs.
2. Children are not to be dropped off or left in a room without Ministry Personnel present.
3. Children will only be released into the care of the child’s parent or designate utilizing a signature and proper identification.

#### Children ages 6 to 8:

1. Children are to be received in the designated room by Ministry Personnel. Children are not to be dropped off or left in a room without Ministry Personnel present to receive them.
2. Children are to remain in the room until the parent or designate arrives to pick them up and the child demonstrates recognition of the parent or designate.

#### Children ages 9 to 11:

1. Children are received in the designated room by Ministry Personnel. Children are not to be dropped off or left in a room without Ministry Personnel present to receive them.
2. With prior approval, children may be released on their own or be picked up by a parent.

## **Washroom Guidelines**

Parents are to be encouraged to deal with their child's toileting needs prior to the start of each program or worship service and if needed can be called on to assist during the service

### **For Children in Diapers**

1. Diaper changing procedures are to be clearly posted in the nursery diapering station.
2. Diaper changing is to be done by parents/guardians. If the parent cannot be notified, then only designated Ministry Personnel may change the diaper, and it must be conducted within view of other Ministry Personnel.

### **For Toilet Trained Children under the age of 4:**

1. It is preferred the children have their washroom trips made with a parent/guardian.
2. If it is not practical to get the parent, please use the children's washroom located in the nursery. The top half of the door should remain open. When accompanying children to the washroom:
  - Two (2) Ministry Personnel escort the child to the washroom OR
  - One (1) Ministry Personnel escort the child to the washroom with one (1) Hall Monitor or (1) Peer teacher to assist with washroom and security duties.
3. Ministry Personnel 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 child needs assistance in a washroom, Ministry Personnel may only enter the washroom cubicle to assist following these guidelines:
  - The top half of the nursery washroom should be open, or if required to use the main washrooms, the door must be propped open and the adult Ministry Personnel must stand in the cubicle leaving the door open.
  - The second Ministry Personnel (or hall monitor) must be at the outside washroom door with line of sight on the Ministry Personnel offering assistance.
  - Ministry Personnel will take into consideration the privacy of the child.

### **For Children ages 4 to 11:**

1. Elementary boys and girls are not to be sent to the washroom alone but should be accompanied by a same sex buddy or a Ministry Personnel.
2. Ministry Personnel will escort the children to the washroom and prop the door open and remain outside the washroom door and wait for the children before escorting them back to the room.
3. Ministry Personnel are not to be alone with children in an unsupervised washroom and are never to enter into a cubicle with a child and shut the door.

## **Physical Contact**

Appropriate physical contact is important. Dr. Ungar, a Dalhousie University social work professor and author of *Too Safe For Their Own Good: How Risk and Responsibility Help Teens Thrive* writes “Do we really want a world where children are never touched in a friendly way, and therefore can’t distinguish good touches from bad touches?” A zero tolerance policy, Dr. Ungar argues, “is not keeping children safe, it’s endangering them” because it denies them opportunities for appropriate social development through contact. So what is appropriate and inappropriate physical contact?

### **Appropriate Physical Contact:**

1. Recognizing that children need appropriate displays of affection that reflect pure, genuine and positive displays of God’s love, appropriate touch of children will be age and developmentally appropriate. We encourage Ministry Personnel to:
  - Hold a young child who is crying.
  - Speak to a child at eye level and listen with your eyes as well as your ears.
  - Hold a child’s hand when speaking, listening or walking with him or her to an activity.
  - 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 Physical Contact:**

Recognizing that the innocence of children must be protected, certain physical contacts are deemed inappropriate and will not be permitted. This includes all contact that would meet the threshold of physical abuse defined on page 10. In addition Ministry Personnel Ministry Personnel must refrain from inappropriate touch at all times, such as:

- Kiss a child or coax a child to kiss you.
- Engage in extended hugging and tickling.
- Hold a child’s face when talking to or disciplining the child.
- Touch a child in any area that would be covered by a bathing suit (strictly prohibited except in cases of diapering and assisting preschoolers as outlined in washroom procedures).
- Carry older children or allow them to sit on your lap.
- Have prolonged physical contact with a child. This includes any physical contact that extends for a period longer than would be expected. Remember to always respect the integrity of the child. Allow him/her to back away from your well-intentioned affection if he/she wishes.

## **Discipline & Classroom Management**

1. The following form of punishment will not be permitted:
  - Corporal punishment of a child by a staff person, student or volunteer.
  - Deliberate harsh or degrading measures to be used on a child that would humiliate a child or undermine a child’s self-respect.
  - Deprivation of a child of 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. All attempts will be made to prevent discipline problems from arising and to avoid the need for remedial discipline. Recommended actions include;

Preventative Discipline:

- Create a loving, caring atmosphere.
- To gain respect, you must grant respect.
- Model self-discipline and structure in your class.
- Prepare exciting and interesting activities with short transitions in between.
- Arrange your environment for children and for learning.
- Establish and communicate realistic expectations for the 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 and bring their needs to the attention of the Program Leader.

Remedial Discipline:

- Deal with problems individually.
- Explain to the child why the behaviour is unacceptable and instruct them in how to do it correctly.
- Redirect the child to positive action.
- Explain the consequences of unacceptable behaviour by defining the correct way to behave as well as the result of the wrong behaviour.
- Offer choices that are acceptable to both you and the child.

3. Group rules will be established to clearly communicate the expectations required of children. Some suggested rules are:
  - One voice talking at a time, and always use inside voices.
  - Use good manners.
  - Respect each other.
  - Quiet hands get answered.
  - Obey directions the first time.
  - Keep your hands and feet to yourself,
  - Be friendly.

**Communication via Social Media, Email and Text Messaging**

1. Social Media, such as Instagram, Facebook, Twitter, Snap Chat, Tumblr, YouTube, Skype, as well as email and texting, is used to improve communication, to promote and advertise church activities and to arrange meetings. Ministry Personnel will refrain from using Social Media networks for relationship-building or counselling with children.
2. Ministry Personnel may only communicate with children via email with written parental permission (Appendix 6b), and copying parents/guardians, program leaders &/or co-worker.
3. All other communication with children 12 years of age and under is strictly prohibited.
4. Ministry Personnel will not initiate contact with children under the age of 12 using social media.

## Youth Ministries Guidelines and Procedures (ages 12 to 17)

The following procedures are in place for ministries including but not limited to: Sunday School, Junior Youth, Senior Youth, Worship Team when youth are present, Pizza Lunch Outreach, Drop in Basketball, and all youth ministry programs designated for youth 12 to 17 years in age.

### Ministry Personnel / Student Ratios

1. Programs for Youth should comply with the following staffing ratios,

Age	# of Ministry Personnel	# of Youth
12 – 14 years	2 (or 1 with Hall Monitor)	For every 10 youth or less
15 – 17 years	2 (or 1 with Hall Monitor)	For every 20 youth or less

2. For high-risk activities, such as overnight programs, off-site trips or where showers or change rooms are to be used ratios should be adjusted to two Ministry Personnel for every 5 youth regardless of age.
3. There must be at least two Ministry Personnel at all events. It is recommended that events with mixed genders be supervised by both male and female Ministry Personnel.
4. It is recommended there be at least a five year age difference between Ministry Personnel and the youth they supervise
5. Large Youth Events (example pizza lunch, drop in basketball) targeting more than 20 participants should review staffing levels with MBC Designated Person prior to first meeting AND should comply with the following MINIMUM staffing ratios, regardless of the number of participants. ;
  - Two Ministry Personnel while youth in the gym
  - One Hall Monitor, who should also greet youth at the door upon arrival and departure.
  - Two Ministry Personnel while youth are in main meeting room (could be same volunteers as in gym if same group of youth use both areas)
  - Optional - One paid staff member onsite as backup in the event of an emergency.

### Physical Contact

Appropriate physical contact is important. Dr. Ungar, a Dalhousie University social work professor and author of “Too Safe For Their Own Good: How Risk and Responsibility Help Teens Thrive” writes “Do we really want a world where children are never touched in a friendly way, and therefore can’t distinguish good touches from bad touches?” A zero tolerance policy, Dr. Ungar argues, “is not keeping children safe, it’s endangering them” because it denies them opportunities for appropriate social development through contact. So what is appropriate and inappropriate physical contact?

#### Appropriate Physical Contact:

Appropriate physical contact should reflect pure, genuine and positive displays of love. We encourage Ministry Personnel to demonstrate age and developmentally appropriate touch of youth. Examples include;

- One arm hugs
- Shoulder to shoulder hugs
- Touch on the back or shoulder

### **Inappropriate Physical Contact:**

Recognizing that the innocence of youth must be protected, certain physical contacts are deemed inappropriate and will not be permitted. This includes all contact that would meet the threshold of physical abuse defined on page 10. In addition Ministry Personnel must refrain from inappropriate touch at all times, such as:

- Chest-to-chest or extended hugging
- Over exuberant affection
- Lap sitting
- Kissing
- Touching of thighs, knees, back rubs or inappropriate spots of the body
- Have prolonged physical contact; this includes any physical contact that extends for a period longer than would be expected. Remember to always respect the integrity of the youth. Allow him/her to back away from any well-intentioned contact if he/she wishes.

Ministry Personnel must be cognizant of conduct that could be misinterpreted, such as:

- Horseplay
- Tickling
- Extended backrubs

### **Meetings with Youth**

1. Ministry Personnel are encouraged to meet with youth only during the parameters of ministry programming.
2. Ministry Personnel are to avoid any activity that would involve isolation and meet in group settings with a team member.
3. Planned one-on-one mentoring or counselling by any Ministry Personnel must be pre-approved by the P2P Designated Person and the Board member (or designate) responsible for the program and meet the following guidelines;
  - Meetings must be done in public settings
  - Program Leader be informed of the time and place of the meeting prior to the meeting,
  - Parental permission granted with written documentation,
  - Documentation be maintained and filed including written permission from parents and notification to Program Leader All documentation should be sent in confidence to the Church Clerk for filing.
4. One time emergency one-on-one counselling
  - Meetings must be done in public settings
  - Program Leader be informed of the time and place of the meeting prior to the meeting if possible or if not immediately following the meeting,
  - Notification to parents of the meeting, contact Designated Person if help needed
  - Documentation be maintained and filed including notification to parents, notification to Program Leader. All documentation should be sent in confidence to the Church Clerk for filing.

### **Open Door Policy**

Ministry Personnel working with youth must not have one-on-one or small group meetings behind closed doors. It is required that the door remains open or that the meeting take place in a room with an unobstructed window in the door.

## **Use of Electronic Communication and Social Media**

Social Media, such as Instagram, Facebook, Twitter, Snap Chat, Tumblr, YouTube, Skype, Zoom, TicToc, etc., as well as email and texting, can be used to improve communication, to promote and advertise church activities and to arrange face-to-face meetings. Ministry Personnel will refrain from using electronic communication or social media networks for relationship-building or counselling, particularly with children and youth.

Communication with youths 12 years of age and older via Social Media, telephone and texting is permitted under the following conditions:

1. Communication with a youth via email, text, Instagram, Facebook, Twitter, or other online social networks will be monitored closely and only used with written parental permission. (Appendix 6B)
2. Ministry Personnel may communicate with youth via email with written parental permission (Appendix 6B), agreeing to copy all communication to parents/guardians.
3. Ministry Personnel may contact youth aged 12-17 text or social media with written parental permission (Appendix 9) and copying another leader on the text, or using a public social media option (wall-to-wall, group pages).
4. Ministry Personnel will limit their online communication with youth via social media to daytime hours (8:00am-11:00pm).
5. Online communication will not involve video messaging (FaceTime, Skype, etc.) in any form, unless it is a training post or group conference call approved by the Board member responsible for the program or the P2P Designate person.
6. Ministry Personnel will ensure that all online communication with youth is done in view of other people (group pages, group texts, wall-to-wall) and/or copied to their parent/guardian. Communication should also be copied to your Program Leader or co-worker.
7. In the rare occasion that a conversation with a youth moves beyond communication of information, Ministry Personnel will notify their Program Leader immediately and submit a copy of the conversation to the Program Leader. Ministry Personnel will request the youth to continue the conversation in person with the Program Leader or his/her designate.
8. Youth Ministry personnel will agree to allow the Board member responsible for their program, or P2P Designated person, access to their Social Media networks in order to facilitate regular supervision.
9. Church members, adherents and Ministry Personnel are encouraged to demonstrate and model purity, integrity, transparency and accountability with all communications including those noted above.

## **Dating**

Ministry Personnel working with youth may not pursue a dating relationship with a youth in any of MBC youth programs.



## **Vulnerable Adult Ministries Guidelines and Procedures**

The following procedures are in place for ministries that are arranged by the church in support of vulnerable adults, including supervision and support.

### **Ministry Personnel / Vulnerable Adult Ratios**

1. Programs for vulnerable adults should comply with the following staffing ratios:

<b>Activity</b>	<b># of Ministry Personnel</b>	<b># of Vulnerable Adults</b>
Church Programs	Minimum of one	On-site : For every 10 or less Off-site: For every 5 or less
Visitation (home, hospitals, other facilities) on behalf of MBC.	Minimum of two, one if family or staff are present	For every 1 or more

2. For all visitation, including to a home, nursing centre or hospital, the door must remain open, in clear view of family members, nursing staff, or caregivers.
3. Events with mixed genders must be supervised by both male and female Ministry Personnel.
4. Caution and professional attitudes are to be observed in all interactions.
5. Pastoral ministry should be limited to the main sections of the church (staff offices, café, gym) or in a public place (example coffee shop).
6. When visiting vulnerable adults in private homes, hospitals and nursing centres, ensure that a family member or personal care giver is also present or, conduct visitation in teams of two adults. In hospitals and nursing centers visit in teams of two or leave the door open. Avoid scenarios where you are left alone with a vulnerable adult.

### **Personal Care**

1. Personal care should be the responsibility of caregivers and family members, not Ministry Personnel.
2. Caregivers and family members may look forward to the respite of Ministry Personnel coming to visit a vulnerable adult. It is at the Ministry Personnel's discretion if they wish to provide this extra level of care; however, at no time should Ministry Personnel be left alone in a home or behind closed doors with a vulnerable adult.

## **Activity Specific Guidelines & Procedures**

### **Photography and Video Taping**

With a desire to capture memorable moments at Markham Baptist Church, photography and videotaping will be closely monitored by Markham Baptist Church Leadership. All Ministry Personnel must abide by the following guidelines:

1. Photographing and videotaping of children, youth or vulnerable adults are restricted to Ministry Personnel trained specifically for this role by a MBC P2P Trainer and approved by the P2P Designated Person and Board Chair.
2. For general, public church activities including services where videotaping will be done in the sanctuary and with the church family together it is required that signage be posted notifying those in attendance that the service / activity will be captured on film. Individuals can either stay out of the line of the camera or, if necessary, opt out of the activity / service.
3. For all children and youth ministry activities and programs, parental permission must be secured prior to taking photographs of children and youth. Parental permission is secured on an annual basis on the registration forms.
4. No photographs of children or youth will be taken without prior written approval;
5. No photographs will be posted on Facebook, Instagram, or other online social networks without parental permission and only on sites monitored closely by Markham Baptist Church leadership.
6. Photographs of children or youth will only be posted on Markham Baptist Church's website with written parental permission and will not be named or tagged.
7. To easily identify children and youth that are not to have their picture taken, it is recommended that they be clearly identified with either a sticker on their nametag or with an arm band. All efforts should be made to adhere to the parent's request.
8. No photographs will be tagged or labeled with the name of a child or youth at any time, including but not limited to bulletin boards, newsletters, websites, and/or church bulletins.
9. When archiving and filing photographs and video shots of children and youth, only those with written parental permission can be kept for future use. Written permission forms must be kept permanently on file with the church clerk. Archived photos should be labeled and cross-referenced with parental permission form.

### **Transportation**

1. MBC is not responsible for transportation of children, youth or vulnerable adults for programs occurring at MBC.
2. When planning off-site activities, parents are to be encouraged to drop off and pick up their children, youth and vulnerable adults at the event location. Commercial school carriers are to be used whenever possible.
3. Our first concern in transportation is the safety of the participants. Drivers must obey all the rules of the road.
4. All Ministry Personnel drivers transporting children, youth or vulnerable adults during Markham Baptist Church activities must be approved by the program leader having met the following criteria prior to transporting any children, youth or vulnerable adults;
  - 25 years of age or older; **OR** a minimum of 5 years driving experience in good standing,
  - Submitted a copy of their valid class G driver's license to the church clerk
  - Submitted evidence of insurance (pink slip!)
  - Submitted either the One Time Driver Form (Appendix 10c) or the Annual Driver Form (Appendix 10d).

5. The number of occupants in vehicles transporting children, youth and vulnerable adults during Markham Baptist Church sponsored activities 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 while the vehicle is in operation.
6. At least two (2) Ministry Personnel must be in each vehicle transporting children during Markham Baptist Church sponsored activities. Children, youth and vulnerable adults must never be left alone in a vehicle. Exceptions to this policy should only happen when Program Directors and Parents are informed, and there is more than one child/youth in the vehicle, avoiding isolation.
7. A copy of the 'Trips and Off-site Travel Form' (Appendix 10a) will accompany the group with the original left in Markham Baptist Church's office and filed permanently consisting of:
  - Names and phone numbers of all participants
  - Location of event and phone number(s)
  - Drivers and vehicles involved

### **Off-Site Activities**

1. All off-site activities must be pre-approved by Board Member (or designate) responsible for the program, with parents being notified at least one (1) week prior to the outing utilizing the Letter of Informed Consent (Appendix 9).
2. Proper written consent and medical release forms are required for each child, youth or vulnerable adult participating in an off-site event. A copy of the forms must be kept in the Program Leader's possession during off-site activities with the original completed forms sent to the Church Clerk who will keep the form on file permanently. (Appendix 9)
3. All off-site activities involving children, youth or vulnerable adults are to be supervised by a minimum of two (2) adult Ministry Personnel. Off-site activities with mixed genders should be supervised by at least two (2) adult Ministry Personnel of opposite gender.

### **Shower and Change Rooms**

These guidelines are in place for any situation when you are required to shower or change with children, youth or vulnerable adults. Examples would include a pool party or overnight event. Two adult screened individuals must be present together in the dressing or locker room with children, youth or vulnerable adults while they are showering or changing. Screened personnel must not be alone with children, youth or vulnerable adults in this setting.

1. Out of respect for the participants, and to maintain a high standard of professionalism, screened personnel will announce their arrival prior to entering a dressing or locker room.
2. Screened personnel are not permitted to change or shower at the same time as children, youth or vulnerable adults.
3. Separate facilities should be designated for both genders or, if these are not available, separate showering or changing times will be arranged.
4. If the participant is too young or is unable to dress themselves, they should be aided by a parent, guardian or their designate.
  - a. Appropriate facilities should be provided where parents, guardians and / or attendants can assist participants in getting dressed.
  - b. If assistance in the dressing room is requested from someone other than a parent or guardian or attendant, they must only assist within sight of other personnel or parents and in a manner where only necessary physical contact occurs.
5. The use of photographic or video recording devices, including cell phones, is prohibited in dressing or locker rooms at all times.

## **Retreats and Overnights**

1. All retreats or overnight activities must be pre-approved by Board Member (or designate) responsible for the program.
2. Proper written consent and medical release forms utilizing the Letter of Informed Consent (Appendix 9) are required for each child or youth participating in overnight events. Copies of the forms must be kept in the Program Leader's possession during trips and events and the originals sent to the church clerk to be kept on file permanently.
3. All overnight activities with mixed genders must be supervised by at least two (2) adult Ministry Personnel of opposite gender. There must be a minimum ratio of two (2) Ministry Personnel for every ten children, youth or vulnerable adults. Ministry Personnel are to be assigned a specific group of participants for whom they are responsible to supervise. Female Ministry Personnel will be assigned responsibility for female participants and male Ministry Personnel will be assigned responsibility for male participants.
4. Any participant attending a retreat or overnight event will not be allowed to leave the event. Any exceptions must be added to the permission form signed by the parent or guardian.
5. Female and male youth are not allowed in each other's rooms or tents/cabins for any reason during retreats and overnight events and they are not permitted to sleep in mixed company.

## **Overnight Housing Including Conferences, Camps, Hotels**

For the protection of our children, youth and vulnerable adults, the following guidelines will be followed prior to all off-site trips where overnight accommodations must be secured:

1. A notice with an attached Informed Letter of Consent (Appendix 9) 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. Make sure to note that:
  - Precautions are being taken to minimize the risk and to raise the level of safety provided for their children, youth, and vulnerable adult.
  - Specific sleeping arrangements have been planned.
2. The parent or guardian must return the signed and witnessed Informed Letter of Consent.
3. Youth must always be housed in small groups of the same gender.
4. Prior to departure, Ministry Personnel travelling with children, youth or vulnerable adults must be trained on the travel process outlined in this policy by a P2P Trainer.
5. Any individuals travelling with the participants who are not Ministry Personnel should have separate sleeping arrangements.
6. When travel plans require overnight housing, it is strongly recommended that housing be arranged in the homes of screened and approved billets, or in a conference centre, camp, or church where participants can stay together, and where more than one screened personnel can be assigned to each common sleeping area. (Refer to policy on "Billeting and Hosting".) When this is not possible and it is necessary that the group stay in hotels or motels, plans need to be made so that children, youth and vulnerable adults have distinctly separate sleeping arrangements from other adults. In your plans, it is strongly encouraged that:
  - Hotel rooms be all together in one wing of the hotel or motel and
  - Parents be encouraged to accompany the team, assigning family members to hotel rooms or
  - Request the availability of suites with two or three bedrooms per suite and assign two children, youth or vulnerable adults to a separate room, set apart from the two adult screened Personnel or
  - Assign two adult screened workers to a hotel room with two or more children, youth or vulnerable adults or
  - In hotel or motel rooms with adjoining doors, assign one screened adult with two children, youth or vulnerable adults in each room. For accountability purposes, the door separating adjoining rooms must be kept ajar or open at all times.

7. Screened Personnel are never to be alone in a room with a child, youth or vulnerable adult.
8. Children should not be left alone in hotel rooms.
9. At no time should Ministry Personnel sleep in the same bed with a child, youth or vulnerable adult.
10. Curfews should be established and enforced.

### **Billeting and Hosting**

1. For the protection of our youth, the Board Member (or designate) responsible for any event requiring billeting or hosting should ensure that all adults residing in the home where billets are placed complete the following prior to hosting:
  - Recommendation from the organization leadership providing the billets (example staff member or coordinator)
  - Police records check
2. Information guidelines are to be distributed to host homes no less than one week in advance of the youth arriving at their home.
3. Any allergies and medications for youth should be communicated to the host home prior to arrival, with clear directions on how to manage allergies and/or medications.
4. Youth must always be billeted in teams or small groups of the same gender and not be required to share a room with billeting household members.
5. Curfews should be established and enforced when youth are being billeted.
7. All youth staying in host homes are informed of proper etiquette and curfew guidelines.

### **Mission Trips**

Due to the diverse nature of mission trips, a comprehensive set of policies to govern all trips is an impossibility. These are some general policies (non-comprehensive) that apply to mission trips at Markham Baptist Church:

1. Each potential mission trip, in its application package, will include the specific policies unique and appropriate to that trip, and will require potential applicants and their parents to give written agreement with those policies.
2. All mission trip leaders for a mission trip including children, youth or vulnerable adults must fulfill the application requirements set out in the MBC P2P Policy.
3. There will be a minimum of 2 parents' meetings scheduled for each proposed trip: one as an information meeting, scheduled before the application deadline, and one after the team has formed but before the team has departed, to address any further questions or concerns.
4. The minimum number of mission team leaders for mixed gender trips will be 2 Ministry Personnel; one male, one female. All attempts will be made to provide four leaders, two males and two females.
5. Unless accompanied by a parent, no child under the age of 16 will be permitted as a part of an overseas mission team.

### **Computer and Internet**

1. Computers at MBC that are made accessible for use by the general public will be placed in open areas where the screen is easily visible. Users will be held accountable through the use of a sign-in/sign-out sheets, and if the computer has network access, a user password.
2. An 'Acceptable computer Use Policy' will be developed and posted near any general public-accessed computer.
3. Internet filters will be installed on each computer to limit access to adult content.
4. The Board of Management will appoint an authorized computer systems individual who will periodically review the browser history as well as the documents downloaded for questionable material.

## **Use of MBC Facility**

In the case that outside users, members, adherents or renters are granted permission to use the facility for activities involving children, youth and vulnerable adults, that are not direct ministries and activities of the church, it is required that they provide a certificate of insurance, with no less than \$2,000,000 Commercial General Liability coverage and the church be named as additional insured. The user or renter is also required to demonstrate that they have a full child/youth protection policy and protocol in place. If they lack an Abuse Prevention Policy, Markham Baptist Church will refer them to Plan to Protect® to secure their own copy of the *Plan to Protect*® manual.

## **MBC Partnership Activities**

In the case, that Markham Baptist Church partners with other churches, agencies or community groups for the delivery of a joint activity or event with children and/or youth, the leadership of Markham Baptist Church, requires that our insurance company be notified during the planning stage, to determine the risks, insurance coverage and shared liability. Where required, the program leader is required to obtain written opinion from the insurance company acknowledging the status of insurance coverage for these joint activities.

# **SECTION VI**

## **SCREENING & TRAINING**

Following are detailed procedures for the screening and training of all MBC Ministry Personnel, Helpers and Community Volunteers.

Current Ministry Personnel and Community Volunteers who have been serving at Markham Baptist Church as of Sept 10, 2018 have been grandfathered from the interview and reference check steps of the screening process. They must adhere to all other requirements of this policy including having a current Vulnerable Sector Check on file.

### **Selection Team**

The Selection Team (Screeners) are to be members of the Deacons Committee and are appointed by the Board. Based on a solid understanding of the MBC P2P policy they are responsible to screen all potential MBC Ministry Personnel (Staff and MBC Volunteers), Helpers and Community Volunteers. The tasks of this team include processing applications, verifying references, conducting interviews, reviewing Vulnerable Section Check, and ensuring the required documentation is provided to the Church Clerk for retention. Individual Screeners will work in partnership with the various MBC leaders who are responsible to oversee the potential Ministry Personnel, Community Volunteer or Helper being considered. The number on the team will vary based on need. A minimum of two are recommended at all times.

### **Screening Process Overview**

1. Request for screening of a potential volunteer will be forwarded by a Board Member (or designate) to a Screener on the Selection Team.
2. The Board will assign a Screener to assist in the hiring of any potential staff member.
3. Committee Chairs (or designates) will work in partnership with a Screener to screen and select all prospective Ministry Personnel, Community Volunteers and Helpers for their areas of responsibility.

4. Ministry Personnel, Helpers and Community Volunteers who serve children, youth or vulnerable adults must have a personnel file kept permanently in a secure location by the Church Clerk.
5. Upon completion of the screening process, the Screener will sign and date the outcome of the screening process on the applicant's application form, indicating if the applicant is approved, has restricted approval (details documented) or is not approved to work with children, youth or vulnerable adults by MBC. This information will be immediately communicated to the Program Leader, Church Clerk and applicant.
6. Completed application forms, reference letters, signed code of conduct forms, and all other interview and screening documentation must be given to the Church Clerk to be placed in the applicants personnel file and will be retained indefinitely. All other copies should be destroyed.
7. In accordance with the Personal Information Protection and Electronic Documents Act (PIPEDA), application forms will include the reason for which the data is being collected.
8. The screening process should be completed as soon as possible, not exceeding 3 months from receipt of all required forms.
9. Applicants who have not fully completed the screening process will not be placed in a position of trust and access to children, youth and vulnerable adults until final approval is received.
10. Current Ministry Personnel and Community Volunteers who have been serving at Markham Baptist Church as of Sept 10, 2018 have been grandfathered from the interview and reference check steps of the screening process. They must adhere to all other requirements of this policy including having a current Vulnerable Sector Check on file.

## **The Screening Process by Position**

### **Paid Staff**

Under the direction of the Board Member (or designate) assigned to hire a staff member, subject to the additional requirements and approvals as set out by the MBC Constitution and the Search Committee assigned the screening process for paid staff includes:

- Completion of a Ministry Personnel Application Form (Appendix 1a).
- Completion of the Code of Conduct for Persons Interacting with children, youth & vulnerable adults (Appendix 1b).
- Submission and verification of two Reference Forms (Appendix 1c).
- Submission and verification of a Vulnerable Sector Check (Appendix 4).
- Documented Interview which incorporates the candidate's demonstrated understanding and ability to explain and implement this Policy as appropriate.
- Submission of a Ministry Agreement Form and Covenant of Care (Appendix 5).
- Completion of initial MBC Plan to Protect Policy training, or if not readily being offered, as directed by the Designated Person, completion of a P2P Organization's online or in-house training program.
- Outcome of the applicant's screen noted on their application form by Screener.
- Final approval based on the terms of the Search Committee mandate.
- Completion of MBC Plan to Protect Policy Training once every calendar year.

## **MBC Volunteers**

Under the direction of the appropriate Board Member (or designate) based on the volunteer position description, the screening process for MBC Volunteers includes:

- Completion of Ministry Personnel Application Form (Appendix 1a).
- Completion of Code of Conduct for Persons Interacting with children, youth & vulnerable adults (appendix 1b).
- Submission of a Ministry Agreement Form and Covenant of Care (Appendix 5).
- Submission of two References Forms, preferably one from a member of MBC (Appendix 1c).
- Documented Interview by appropriate Board member(or designate) and Screener
- Submission of Vulnerable Sector Check (Appendix 4).
- Outcome of the applicant's screen noted on their application form by Screener.
- Final approval by the appropriate Board Member (or designate).
- Completion of initial MBC Plan to Protect Policy training, or if not readily being offered, as directed by the Designated Person, completion of a P2P Organization's online or in-house training program.
- Completion of MBC Plan to Protect Policy Training once a calendar year when offered.

## **Helpers & Community Volunteers**

Under the direction of the appropriate Board Member (or designate) based on the Helper or Community Volunteer's position description, the screening process for Helpers and Community Volunteers includes:

- Completion of Community Volunteer or Helper Personnel Application Form (Appendix 2a, 3a).
- Completion of Community Volunteer Code of Conduct for Persons Interacting with children, youth & vulnerable adults (Appendix 2b). Not required for Volunteer Helpers.
- Submission of a Ministry Agreement Form and Covenant of Care (Appendix 5).
- Submission of two Reference Forms, preferably one from a member of MBC (Appendix 2c, 3b).
- Interview by appropriate Board Member (or designate) and Screener.
- Submission of a Vulnerable Sector Check if over 16 years of age (Appendix 4).
- Outcome of the applicant's screening will be noted on their application form by Screener.
- Optional Completion of annual MBC Plan to Protect Policy training.
- Final approval of the appropriate Board Member (or designate).

## **Personal Qualifications**

- It is recommended that prospective MBC Volunteers wanting to work with children, youth & vulnerable adults be members or adherents of Markham Baptist Church who have regularly attended the church (worship services and/or participated in a Ministry Team) for at least six months. If this qualification is waived by the Selection team, a 3<sup>rd</sup> reference may be requested. This qualification does not apply to Staff or Community Volunteers.
- All Ministry Personnel, Helpers & Community Volunteers serving with children, youth & vulnerable adults must support the vision and values of MBC. Community Volunteers serving with children, youth & vulnerable adults understand that though they may not have a personal faith in Christ, they will support the MBC vision & values while volunteering.
- Ministry Personnel are to be role models of integrity at all times. They are to refrain from activities that are illegal or could be considered morally and biblically questionable.
- Individuals who have been convicted, or are under the suspicion of crimes against children and/or youth, or who have been convicted of violent crimes or other relevant crimes will not have any involvement in ministries or programs where children, youth & vulnerable adults participate.



## **Reference Checks**

- The Screening Team will conduct at least two qualitative reference checks on all applicants (Appendix 1c, 2c, 3b).
- Where possible, applicants who transfer from another church will be asked to provide a reference from a member of their previous church.
- Where possible, applicants will be asked to provide one reference from a member of MBC.
- Applicants must sign a liability release before reference checks are conducted.
- Reference checks may be conducted by telephone or in person to confirm the suitability of the applicant to the position.

## **Interview**

Interviews will be conducted by a minimum of two people, including a Screener and the Board Member (Volunteer or Staff) or designate who is responsible for the specific ministry area.

Interview Guidelines will be provided by the Screening Team to all individuals participating in the interview process.

## **Vulnerable Sector Check (Canadian Police Information Clearance- CPIC)**

Vulnerable Sector Checks (aka Police Record Checks) provides screening of individuals who intend to work or volunteer with children, youth or vulnerable adults. A Vulnerable Sector Check must be submitted to the attention of “MBC Screening Team” by all Ministry Personnel & Community Volunteers over the age of 16 who serve children, youth or vulnerable adults at MBC.

Please refer to Appendix 4 “Vulnerable Sector Check Process” for more information on how to apply and the process for reviewing and retaining Vulnerable Sector Checks submitted.

## SECTION VII

### POST INCIDENT MANAGEMENT GUIDELINES & PROCEDURES

#### Responding to an Allegation or Suspicion of Inappropriate Behaviour

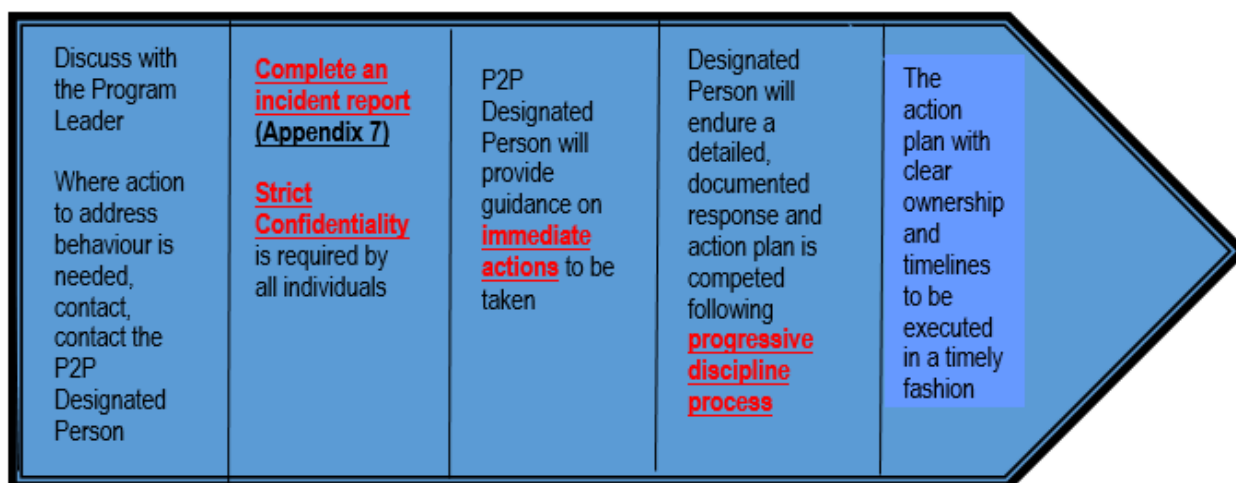
For situations involving abuse of children or youth, refer to “Responding to an Allegation or Suspicion of ABUSE toward Children and Youth” on page 47.

All allegations or suspicions of inappropriate behavior toward children, youth or vulnerable adults will be taken seriously and should be discussed with the Program Leader and where warranted the P2P Designated Person.

#### Strict Confidentiality

Strict confidentiality is required of all individuals involved in a complaint investigation process. For serious complaints, a confidentiality agreement is required. Hardcopies of all documentation, including incident reports and formal communication (written or online) must be sent in a sealed envelope, marked restricted confidential, to the church clerk for secure retention in the individuals personnel file. All other documentation not sent to clerk must be destroyed.

#### Complaint Investigation Process Overview



#### Complaint Investigation Process Detail

When anyone is concerned that a guideline or procedure of Markham Baptist Church has not been adhered to (i.e. refusal to attend refresher training, not completing Incident/Accident Reports, being alone with a child), or that an individual has demonstrated inappropriate behaviour toward a child, youth or vulnerable adult, they are required to discuss this as soon as possible with their Program Leader &/or the P2P Designated Person

1. In situations where action to address the behavior is needed, the P2P Designated Person should be contacted.

2. The complainant should complete an incident report immediately and submit it to the P2P Designated Person or leave it with the church administrator in a sealed envelope with the request that it is delivered to the P2P Designated Person as soon as possible. (Appendix 7).
3. The P2P Designated Person, with input from the Board member who is responsible for the individual involved will assess the situation and recommend to the Board Chair the appropriate actions to take in response.
4. The Designated Person and the Board member who is responsible for the individual involved will meet with the complainant, accused and others as required to discuss the complaint. They will determine one of two outcomes to the complaint;

**1) Complaint Not Valid**

If the complaint of inappropriate behavior is found to have no merit, feedback will be provided to both the complainant and the accused. In the event the complainant is not satisfied with the outcome, they are to escalate to the Board Chair.

**2) Complaint Valid**

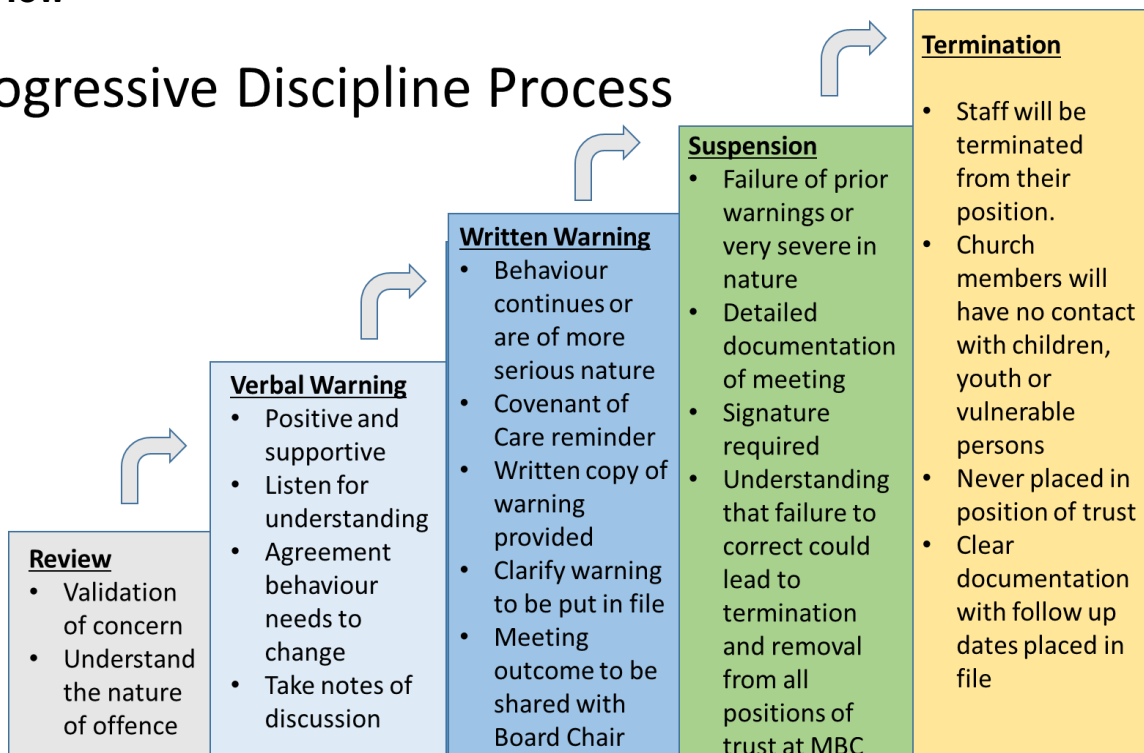
If the complaint is found to be valid, the P2P Designated Person and the Board person responsible for the individual involved are responsible to ensure a documented plan, with specific actions, ownership and timelines to correct the behavior are in place following the Progressive Discipline process as outlined below. The Board Chair is responsible to ensure that the plan is executed within the timeframes committed.

**Progressive Discipline Process**

When a complaint of inappropriate behaviour is found to be valid, with consideration to the nature of the offence, a plan will be established to correct the inappropriate behavior in a positive and supportive way using progressive discipline guidelines.

**Overview**

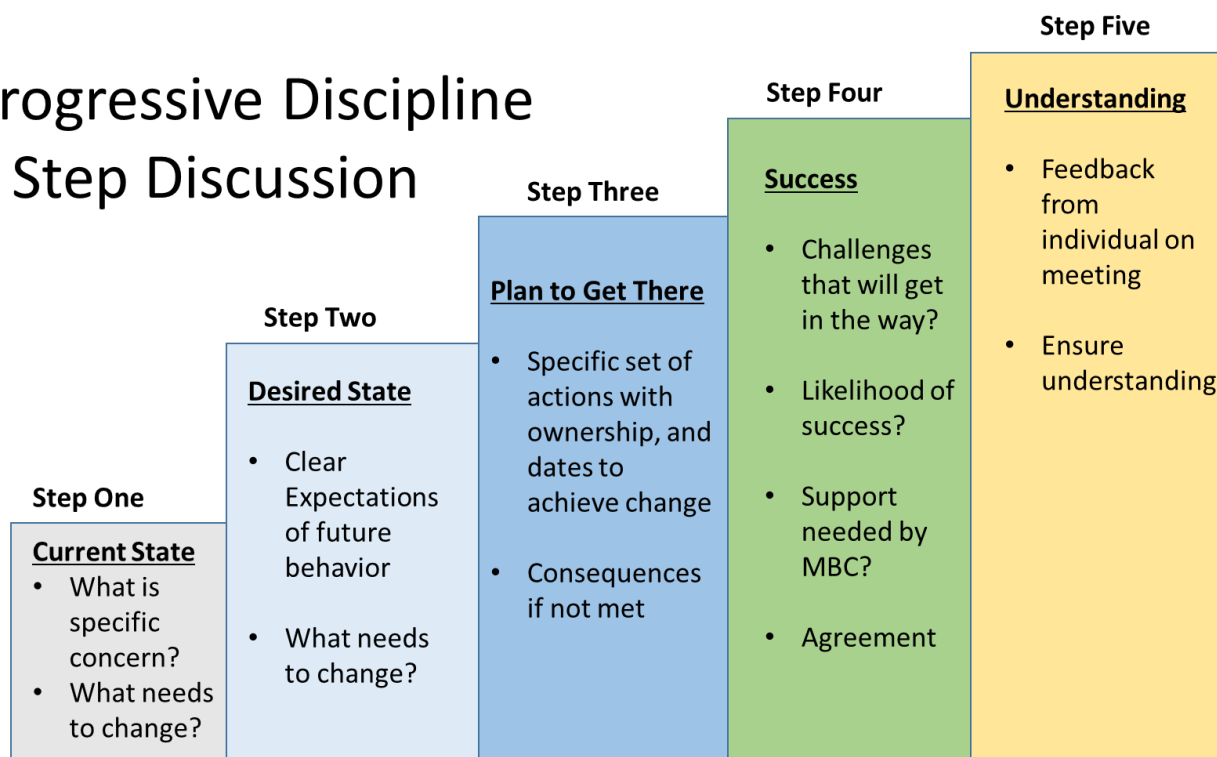
**Progressive Discipline Process**



During each step in the process, it is recommended that you follow the 5-Step Discussion process outlined below.

# Progressive Discipline

## 5 Step Discussion



The P2P Designated Person or alternate will provide guidance on the “Progressive Discipline Process” and the “5 Step Discussion” in any situations where this is required to be followed.

### **Progressive Discipline Steps**

#### **1. VERBAL WARNING**

Some examples of reasons for verbal warnings would include: Not completing an Incident / Accident Report (Appendix 7), tickling a child, being alone in a classroom with a child with the door shut, holding the face of a child when disciplining, swearing at a child.

An individual will be given a verbal warning regarding their unacceptable behaviour or action. In some cases depending on the severity of the action, a verbal and written warning may be combined.

1. Individual will be given an explanation of when and how the undesirable behaviour or action took place. This will include the reason as to why the behaviour or action was found to be unacceptable.
2. Individual will be given a description of the desirable and/or acceptable behaviour or actions and reminded that their behaviour goes against a policy and/or the training received.
3. Individual will be given an opportunity to share their perspective on the feedback and provide input on how the church could assist them going forward.
4. Individual will be reminded that they signed a Covenant of Care affirming they would abide by the Policy and Procedures of Markham Baptist Church. Depending on the nature of the offence, a copy of this should be provided.

5. Depending on the nature of the offence, the individual will be informed that further disciplinary action will follow if unacceptable behaviour continues.
6. Individuals will be notified that the incident will not go into their file, but that it will be taken note of in order to follow up on possible further disciplinary incidents.

## **2. WRITTEN WARNING**

Some examples of reasons for written warnings are: Inappropriate, crude, foul or rude interaction with youth or a parent, belittling or insulting a minor, prolonged hugging or touching, or driving alone in a vehicle with a youth without parental written permission.

An individual will be given a written warning regarding their unacceptable behaviour if they failed to follow recommendations from a previous verbal warning or if their behaviour or action was considered severe in nature.

1. Individual will be given an explanation of when and how the undesirable behaviour or action took place. This will include the reason why the behaviour or action was deemed unacceptable.
2. Individual will be given a description of the desirable and/or acceptable behaviour or actions.
3. Individual will be provided a copy of the written warning and another will be placed in their personnel file and shared with the Board and any leaders they take direction from.
4. Individual will be reminded that they signed a Covenant of Care affirming they would abide by the Policy and Procedures of Markham Baptist Church. A copy of this should be provided to them.
5. Individual will sign the document as proof that they received it.
6. Individual will be notified that future disciplinary problems will be addressed with further progressive disciplinary actions up to and including termination.

At this point it is recommended that the individual take additional professional development training in the area of the infraction (e.g. Social Media) or attend Plan to Protect® Orientation or Refresher Training again. See [www.plantoprotectschool.com](http://www.plantoprotectschool.com).

## **3. SUSPENSION / REMOVAL FROM POSITION**

When dealing with suspension situations, each one is unique and legal advice may need to be sought out prior to any action being taken. Some examples of reasons for suspensions are: unsuccessful disciplinary actions, misuse of church assets or falsification of records. For situations specifically involving abuse of children or youth, please refer to “Responding to an Allegation or Suspicion of ABUSE toward Children and Youth” on page 44.

1. Individual will be given written documentation regarding the suspension in relation to the unacceptable behaviour or action, in the event that the behaviour or action had either been discussed in a previous verbal or written warning, or the behaviour or action was considered severe in nature.
2. The documentation will include information on the offence and the length of the term of suspension and why the individual has been suspended.
3. Individual will be given an explanation of when and how the undesirable behaviour or action took place. This will include the reason why the behaviour or action was unacceptable.
4. Individual will be given a description of the desirable and/or acceptable behaviour or actions.
5. Individual will be provided a copy of the suspension and another copy will be placed in their Personnel file.
6. Individual will sign the document as proof that he/she has received it.

7. Individual will be notified that future disciplinary problems will be addressed with further progressive disciplinary actions up to and including termination.
8. The Board and Leadership who provide direction to the individual should be notified that the individual has been suspended.
9. During the suspension, the individual should be required to take additional professional development training in the area of the infraction (e.g. Social Media) and re-attend Plan to Protect® Orientation or Refresher Training again. See [www.plantoprotectschool.com](http://www.plantoprotectschool.com).

#### **4. TERMINATION OF PAID STAFF**

When dealing with situations requiring termination, each situation is unique and legal advice will be sought out prior to any action being taken. Some examples of situations that may lead to termination are: theft, repeated unsuccessful disciplinary attempts, falsification of records and court convictions of a serious nature. For situations specifically involving abuse of children or youth, please refer to “Responding to an Allegation or Suspicion of ABUSE toward Children and Youth” on page 47.

1. Legal advice should be sought out when terminations are being considered.
2. The Board should be consulted and notified when individuals will be terminated.
3. Individual will be given written documentation regarding their termination and the undesirable behaviour or action leading to and justifying the termination.
4. Documentation should include information on the offence and previous disciplinary communications with the Individual.
5. Individual will be given a description of when and how the unacceptable behaviour or action took place. This will include the reason why the behaviour or action was unacceptable.
6. Individual will be given a description of the desirable and/or acceptable behaviour or actions.
7. Individuals will be provided with a copy of the termination notice and another copy will be placed in the Personnel’s file. Personnel file documentation is to be kept permanently, even after termination.
8. Individuals will be escorted from the location maintaining the dignity of the terminated individual by not making obvious to other individuals that he or she has been terminated and for what reasons.
9. At leadership discretion, the individual may be encouraged to attend services, bring their children to programs, and participate in community events held at the church.

## Responding to an Allegation or Suspicion of Abuse toward Children and Youth

Under Section 125 of the Child, Youth and Family Services Act, if a person has reasonable grounds to suspect a child is or may be in the need of protection they must promptly report the suspicion and the information on which it is based to a Children's Aid Society. **See Section 2: Duty to Act.**

If you are not sure whether an incident is an allegation or suspicion of abuse requiring reporting and need more information or clarification on this policy, immediately contact the P2P Designated Person or backup, P2P Organization &/or a Board Member for assistance.

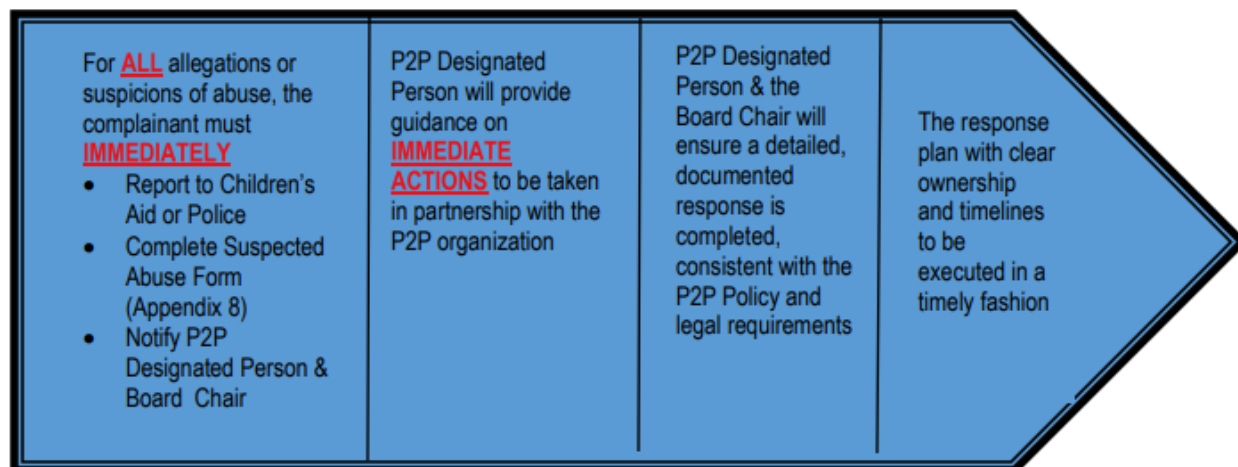
For the protection of our children & youth, all allegations and/or suspicions of abuse will be taken seriously.

It is understood that in the event a named individual is not able to meet their responsibilities under the MBC P2P Policy for any reason (example absence, illness, and time limitations) their named alternate will assume their responsibilities as outlined.

### Confidentiality

Strict confidentiality is required of all individuals involved in a complaint investigation process. A signed confidentiality agreement will be required by all participants involved in the investigation process.

### MBC Overview



### MBC Response Procedure

Following is MBC's response to being informed of an allegation or suspicion of abuse of a child or youth:

1. According to The Child, Youth and Family Services Act, any person with a reasonable suspicion of child abuse has a legal responsibility to **promptly** report the matter to Children's Aid Society. If the report has not already been submitted, The Chair must first ensure this is done. The report may be done in conjunction with the Designated Person and the Chairman of the Board.

- a. It is important to note that occasions may arise when an individual suspects abuse but the child or youth has not actually disclosed any abuse. If this occurs, Children's Aid may be contacted anonymously to ask if a report is recommended.
  - b. If the person who suspects abuse or is told of an alleged incident of abuse, is a Helper (i.e. a minor), the Helper must inform the Leader they are working with who will help them make the report.
  - c. 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 by the police and may also be subject to disciplinary action by Markham Baptist Church.
2. **Immediately** following notification of potential abuse or allegations of abuse to a child or youth, if not already submitted, the Designated Person or Chair will require the complainant complete a "Suspected Abuse Report Form – Part One" , documenting all pertinent information (Appendix 8a). The victim will not be asked leading questions nor will the accused or any other parties be contacted at the point of completing the Suspected Abuse Report Form. A copy of the Suspected Abuse Report should be provided to the Designated Person and Board Chair.
3. All documentation control and retention is the responsibility of the Designated Person. It is understood that all reports, notes, documentation must be kept strictly confidential.
4. The Designated Person will contact the Plan to Protect Organization for assistance and guidance on how to respond to the report.
5. The Designated Person and the Board Chair, with assistance from the P2P Organization, are responsible to ensure a clear documented plan with specific actions, ownership and timelines is drafted as soon as possible, not to exceed 3 days. Amendments to the plan as the process unfolds is the responsibility of the Designated Person. The Board Chair is responsible to ensure that the plan is implemented as outlined.
6. The Designated Person and the Board Chair are required to complete "MBC Suspected Abuse Report Form Part 2", including a copy of the documented plan from 5. (Appendix 8b)
7. The Board Chair must notify Markham Baptist Church's insurance provider and seek legal counsel upon hearing of a suspected child abuse case.
8. Full cooperation must be given by all parties to police or other civil authorities under the guidance of the P2P Organization and legal counsel.
9. At no time should anyone including Board Members or Pastors either engage in denial, minimization or blame, or admit responsibility which could prejudice the case or cause increased liability to Markham Baptist Church.
10. Unless otherwise directed by legal counsel, the Designated Person will ensure that all forms and supporting documentation related to the allegation are sent in sealed envelope to the Church Clerk to be kept permanently on file, locked and restricted confidential. All participant copies of information and notes not sent to Clerk should be confidentially disposed of.
11. If the suspected abuse happened in the context of Markham Baptist Church ministries or was committed by a church member or attendee, the Parents of the victim must be notified by the Designated Person or Board Chair. The name of the accused must not be shared.
12. If the incident involves the Clergy, CBOQ is to be contacted (MBC Executive Minister) directly by the Designated Person or Board Chair.
13. No persons, including Pastors, Board members, Committee Members, or Deacons, are to assume the function of assessing, substantiating or investigating the need for intervention or interpretation of suspected child abuse.
14. There must not be any undue interference by anyone involved from MBC when a report of child abuse has been filed with child protection authorities or the police.
15. It is the responsibility of the Chairman of the Board, or their designate, to be the spokesperson for Markham Baptist Church 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.



16. Public statements must be well prepared and presented under the guidance of legal counsel.
17. The Pastor's role, with input from child protection authorities and the P2P Organization, is to provide prayers and support to the child or youth involved, their family and the accused. Where possible, the Pastor and Chair of Deacons are to remain independent of the decision making process and the specific details of the investigation to allow them to maintain frequent communication and supportive relationships with all individuals directly involved in the complaint. The pastor will also encourage any of the individuals involved to seek out professional counselling to assist them when needed.

## **Responding to an Allegation or Suspicion of ABUSE toward Vulnerable Adults**

The following policies outline the procedure and sequence for reporting suspected abuse towards a vulnerable adult. It is recognized that Ministry Personnel will gain a relationship of trust with the vulnerable adults they interact with. This will provide an opportunity for them to express concerns.

For the protection of vulnerable adults, all allegations and/or suspicions of abuse against will be taken seriously.

### **Confidentiality**

Strict confidentiality is required of all individuals involved in a complaint investigation process. A signed confidentiality agreement will be required by all participants involved in the investigation process.

### **MBC Response Procedure**

1. If the situation is an emergency and a crime is about to be committed, immediately call 911 and report it to the police.
2. If there is no imminent threat, but the person does not have cognitive capacity, make the report to the police on their behalf.
3. If there is no imminent threat, the person has cognitive capacity, and is willing to make the report themselves, support the vulnerable adult as they make the report,
4. If there is no imminent threat, and the person has cognitive capacity, but is unwilling to make the report, you can:
  - Provide encouragement to them to make a report and express your concerns for their well-being.
  - Provide the phone number to make the report in the future.
  - Offer to be with them when they report it.
  - Inform them about abuse and that they are not alone.
  - Provide encouragement for them to consider what to do next time.
  - Arrange for a follow-up.
  - Develop a safety plan.
  - Complete an Incident Report (Appendix 7) and submit it to your Program Leader.

### **Pastoral & Leadership Response and Counsel for the Victim**

1. For the protection of our children, youth & vulnerable adults, all allegations and/or suspicions of abuse will be handled with the utmost care. The suspected victims will be treated with dignity and respect.
2. During the process of reporting and response, all Ministry Personnel directly involved will be committed to prayer and strive to remain calm and hopeful.

3. 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 church community. Confidentiality Agreement Forms will be required, and information may only be shared on a need-to-know basis, as directed by the Designated Person, expanding only as individuals are required to be drawn into the response and investigation. Confidentiality for the victim and the accused must be protected.
4. Pastors will seek opportunities to provide individual care and counsel both for the abuse victim and their family. Pastors will determine the need for professional assistance and evaluate and designate resources as needed and able.

### **Pastoral & Leadership 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 Ministry Personnel, 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.
2. It is the responsibility and right of Pastors and the Board to exercise and practice church discipline as outlined in Matthew 18 and as stipulated in the MBC P2P Policy.
3. Pastors will seek opportunity to provide individual care and counsel both for the accused and their family. Pastors and the Board will determine the need for professional assistance and evaluate and designate resources as needed and able.
4. Anyone accused of abuse to children, youth or vulnerable adults will be prohibited from having access to children, youth or vulnerable adults until they are cleared of any and all charges. Clear written guidelines will be provided to the individual with restricted activities and areas of the church property that they are not permitted to use or be in.
5. Anyone convicted of child abuse will be prohibited from having access to children, youth or vulnerable adults. The Board may designate an individual to be responsible to be informed whenever the convicted person attends church activities and to accompany the convicted person while on church property. Clear written guidelines will be provided to the individual listing restricted areas and access points on the church property.

## **SECTION VIII – FORMS**

- Appendix 1 Ministry Personnel Forms
- Appendix 2 Community Volunteer Forms
- Appendix 3 Volunteer Helper Forms
- Appendix 4 How to obtain a Vulnerable Sector Check
- Appendix 5 Covenant of Care
- Appendix 6 Program Registration Forms
- Appendix 7 Incident Report
- Appendix 8 Suspected Abuse Reports
- Appendix 9 Letter of Informed Consent
- Appendix 10 Transportation Forms



## Markham Baptist Church

### Ministry Personnel Application Form Children, Youth and Vulnerable Adult Programs

In our desire to reduce the risk of abuse within our church ministries, the information requested in this form is necessary to assist us as we protect our children, youth, vulnerable adults as well as our staff and volunteers. This information will also assist us to effectively place individuals in ministry positions at MBC. Thank you in advance for your partnership.

#### Personal Information

Full Name

\_\_\_\_\_

Address \_\_\_\_\_

Postal Code \_\_\_\_\_ Email \_\_\_\_\_

Phone Number (H) \_\_\_\_\_ (W) \_\_\_\_\_

#### What Ministry area are you interested in applying for:

- |   |   |
|---|---|
| <input type="checkbox"/> Mid-week Program | <input type="checkbox"/> Sunday School                  |
| <input type="checkbox"/> Youth Group      | <input type="checkbox"/> Programs during Sunday Service |
| <input type="checkbox"/> Pizza Lunch      | <input type="checkbox"/> Nursery                        |
| <input type="checkbox"/> Summer Camp      | <input type="checkbox"/> Other (Please specify)         |

\_\_\_\_\_

#### Personal History

Occupation and/or Employer

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

Explain any work you have done with children, youth (12-17) or vulnerable adults either paid or voluntary.

1. Name of Organization \_\_\_\_\_

Dates and Description of Ministry \_\_\_\_\_

Supervisor \_\_\_\_\_ Phone # \_\_\_\_\_

2. Name of Organization \_\_\_\_\_

Dates and Description of Ministry \_\_\_\_\_

Supervisor \_\_\_\_\_

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

3. Other

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**Spiritual History**

Do you attend Markham Baptist Church?

Yes  No

If yes, do you attend 2 or more services a month?

Yes  No

Are you a member of Markham Baptist Church?

Yes  No

When and how did you become a Christian?

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How is God influencing your life today?

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List any gifts, training, education or other qualifications that have prepared you to minister with children, youth or vulnerable adults.

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**Prior Church Information**

If applicable, list any other churches you have attended in the last five years:

Name of Church	Address	Phone #	Dates Attended	Member Y or N

**Confidential Information**

All information will be kept confidential to those directly involved in the screening process. (Police may access this information, under warrant, if requested.) Answering yes to any of the questions may not necessarily preclude your involvement in ministry

1. Are there any circumstances involving your lifestyle or background that would call into question your ability to work with children, youth and vulnerable adults? (e.g. use of illegal substances, etc.)  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 organization or employer for assault, violence or impropriety against a child, youth or vulnerable adult (e.g. senior citizen or person with disabilities)?  Yes  No
4. Have you ever been investigated by the Children’s Aid or any other organization 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 accept a position at Markham Baptist Church?  Yes  No

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

\_\_\_\_\_

**References**

Please provide the names of two individuals, excluding relatives, who could provide a reference for you. If possible, please include at least one reference from a member or adherent of Markham Baptist Church and one reference from outside the church.

1. Name of Reference \_\_\_\_\_ Phone Number \_\_\_\_\_

Address \_\_\_\_\_

Nature of Relationship \_\_\_\_\_ EMAIL \_\_\_\_\_

2. Name of Reference \_\_\_\_\_ Phone Number \_\_\_\_\_

Address \_\_\_\_\_

Nature of Relationship \_\_\_\_\_ EMAIL \_\_\_\_\_

**Release of Information and Declaration of Intent**

- I hereby give Markham Baptist Church permission to contact the persons named as references to ascertain my suitability for the position. I give MBC consent to verify the information provided and to contact the references listed. I waive any right to confidentiality and of any right to pursue damages against MBC for losses caused by the references' responses.
- I also grant permission for Markham Baptist Church to review the Police Records Check provided 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 Plan to Protect policies as adopted by this organization.
- I understand, that as a volunteer/staff at Markham Baptist Church, I would be under the authority of and will respect those in leadership positions.
- I understand the importance of being a role model and the necessity of contributing to the good reputation of MBC in the church and community.
- I understand that by accepting a position at Markham Baptist Church, that my behaviour and attitude will be evaluated in terms of modelling and ministry to others, and that if my character or morals are deemed by MBC leadership to be inappropriate and/or criminal at any time during my service, MBC will be entitled to terminate my assistance without express cause or prior notice regardless of any other oral or written statement by MBC prior to, at, or following the date of service.
- I understand that Markham Baptist Church 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 position confidential. If at any time I find that for any reason I am unable to support the policies, procedures or doctrine of MBC, I will gracefully and quietly resign my position. If my supervisors find that I am in conflict with any of the policies, procedures or doctrines and we are not able to resolve the issue, I will gracefully and quietly agree to resign my position.

**Appendix 1a**

- 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 Code of Conduct of Markham Baptist Church.

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

Printed Name \_\_\_\_\_ Date \_\_\_\_\_

Signature of Parent/Guardian for Applicants under 18 \_\_\_\_\_

Printed Name \_\_\_\_\_ Date \_\_\_\_\_

Signature of Witness \_\_\_\_\_

Printed Name \_\_\_\_\_ Date \_\_\_\_\_





## Markham Baptist Church Code of Conduct - Ministry Personnel Interacting with Children, Youth or Vulnerable Adults

The following “Code of Conduct” is to be signed by all Ministry Personnel working with children, youth or vulnerable adults.

Ministry Personnel at MBC play a key role in fostering the spiritual development of the individuals they serve in the church and in the community. It is especially important that individuals working with children, youth and vulnerable adults be well qualified to provide the special nurture, care, and support that will enable them to develop and grow in their spiritual lives and develop a close walk with God. The relationship between Ministry Personnel and the individuals they serve must be one of mutual respect if the positive potential of their relationship is to be realized.

It is important for a child, youth or vulnerable adults to know that they are children of God and as such have value and worth. It is critical that they develop a healthy identity as a spiritual, emotional, physical and sexual being. Wisdom dictates that children, youth, and vulnerable adults suffer damaging effects when they become sexually involved with persons in a position of trust. Therefore, all Ministry Personnel must refrain from engaging in sexual suggestive or abusive behaviour with children. Neither shall they harass or engage in behaviour with children, youth or vulnerable adults that constitutes verbal, emotional, or physical abuse and improper touch or discipline as set out in MBC’s Plan to Protect® Policy for children, youth and vulnerable adults.

Ministry Personnel (Volunteers and Staff) shall be informed of the Code of Conduct and must agree to it before assuming their roles. In cases of violation of this code, appropriate action will be taken.

I, the undersigned, have read and understand this code and elements of MBC’s Plan to Protect® Policy for children, youth and vulnerable adults relevant to the role(s) I will be performing.

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

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

**Please return completed Application, Release of Information & Declaration of Intent, and Code of Conduct forms to your Program Leader who will forward to the Church Clerk for Retention**

## Markham Baptist Church

### Ministry Personnel Confidential Reference Form

Reference cannot be filled out by a relative

(Name of applicant) \_\_\_\_\_ has applied for a position within our children, youth or vulnerable adults programs and has indicated on their application that you might be willing to act as a personal reference. We have a program in our church called *Plan to Protect*<sup>®</sup> which is designed to protect our children, youth and vulnerable adults as well as our volunteers. We do a reference check on all our volunteers working in our ministries. Please answer the following to the best of your knowledge of the applicant. Your response will remain confidential. Thank you for your cooperation.

When you have completed this form, please put it in a **sealed envelope** and return it to the applicant.

1. How long have you known this person?

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2. In what capacity have you known this person?

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3. Do you feel the applicant has a relationship with Jesus Christ? Please comment.

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4. Please write an estimate of the applicant's character and ability to work with children, youth or vulnerable adults. Please consider work done under your supervision, special abilities, attitudes of cooperation, teamwork, qualities of leadership and initiative, work ethic, personality, dependability, concern for others and spiritual maturity.

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5. What are the applicant's greatest strengths?

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6. Would you entrust the care of your children, youth or vulnerable adults to the applicant without any concern, reservation or hesitation? Please explain;

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

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I would \_\_\_\_\_ this person as volunteer working with children, youth or vulnerable adults. (check one)

- STRONGLY RECOMMEND
- RECOMMEND
- RECOMMEND WITH SOME RESERVATION
- NOT RECOMMEND

I expect the applicant's work to be: (check one)

- SUPERIOR
- GOOD
- AVERAGE
- POOR

May we call if more information is required?  Yes  No

Your Name \_\_\_\_\_ Phone Number \_\_\_\_\_  
Address \_\_\_\_\_  
Email \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

**Thank you for completing this form.**

**Markham Baptist Church**  
**Community Volunteer Application Form**  
**Children, Youth and Vulnerable Adult Programs**

In our desire to reduce the risk of abuse within our church ministries, the information requested in this form is necessary to assist us as we protect our children, youth, vulnerable adults as well as our staff and volunteers. This information will also assist us to effectively place individuals in volunteer positions at MBC. Thank you in advance for your partnership.

**Personal Information**

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

Address \_\_\_\_\_

Postal Code \_\_\_\_\_ Email \_\_\_\_\_

Phone Number (H) \_\_\_\_\_ (W) \_\_\_\_\_

**What area are you interested in volunteering for:**

Mid-Week Program

Sunday School

Youth Group

Programs during Sunday Service

Pizza Lunch

Nursery

Summer Camp

Other (Please specify)

\_\_\_\_\_

**Personal History**

Occupation and/or Employer

\_\_\_\_\_

\_\_\_\_\_

Explain any work you have done with children (birth to age 11), youth (age 12-17) or vulnerable adults either paid or voluntary.

1. Name of Organization \_\_\_\_\_

Dates and Description of Work \_\_\_\_\_

\_\_\_\_\_

Supervisor \_\_\_\_\_

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

2. Name of Organization \_\_\_\_\_

Dates and Description of Work \_\_\_\_\_

Supervisor \_\_\_\_\_ Phone # \_\_\_\_\_

3. Why you would like to be a volunteer at MBC?

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

4. List any gifts, training, education or other qualifications that have prepared you to volunteer with children, youth or vulnerable adults.

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

**Spiritual History**

Briefly describe your personal faith.

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

How is God influencing your life today?

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

**Prior Church Information**

If applicable, list any other churches you have attended in the last five years:

Name of Church	Address	Phone #	Dates Attended	Member Y or N

**Confidential Information**

All information will be kept confidential to those directly involved in the screening process. (Police may access this information, under warrant, if requested.) Answering yes to any of the questions may not necessarily preclude your involvement in ministry

- 1. Are there any circumstances involving your lifestyle or background that would call into question your ability to work with children, youth and vulnerable adults? (e.g. use of illegal substances, etc.)  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 organization or employer for assault, violence or impropriety against a child, youth or vulnerable adult (e.g. senior citizen or person with disabilities)?  Yes  No
- 4. Have you ever been investigated by the Child Welfare Agency or any other organization 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 accept a position at Markham Baptist Church?  Yes  No

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

**References**

Please provide the names of two individuals, excluding relatives, who could provide a reference for you. If possible, please include at least one reference from a member or adherent of Markham Baptist Church and one reference from outside the church.

1. Name of Reference \_\_\_\_\_ Phone Number \_\_\_\_\_  
 Address \_\_\_\_\_  
 Nature of Relationship \_\_\_\_\_

2. Name of Reference \_\_\_\_\_ Phone Number \_\_\_\_\_

Address \_\_\_\_\_

Nature of Relationship \_\_\_\_\_

### Release of Information and Declaration of Intent

- I hereby give Markham Baptist Church permission to contact the persons named as references to ascertain my suitability for the position and to contact the references listed. I waive any right to confidentiality and of any right to pursue damages against MBC for losses caused by the references responses.
- I also grant permission for Markham Baptist Church to review the Police Records Check provided 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 Plan to Protect policies as adopted by Markham Baptist Church.
- I understand, that as a volunteer at Markham Baptist Church, I would be under the authority of and will respect those in leadership positions.
- I understand the importance of being a role model and the necessity of contributing to the good reputation of MBC in the church and community.
- I understand that by accepting a position at Markham Baptist Church, that my behaviour and attitude will be evaluated in terms of modelling and ministry to others, and that if my character or morals are deemed by MBC leadership to be inappropriate and/or criminal at any time during my service, MBC will be entitled to terminate my assistance without express cause or prior notice regardless of any other oral or written statement by MBC prior to, at, or following the date of service.
- I understand that Markham Baptist Church 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 position confidential. If at any time I find that for any reason I am unable to support the policies, procedures or doctrine of MBC, I will gracefully and quietly resign my position. If my supervisors find that I am in conflict with any of the policies, procedures or doctrines and we are not able to resolve the issue, I will gracefully and quietly 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 Code of Conduct of Markham Baptist Church.

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

Printed Name \_\_\_\_\_ Date \_\_\_\_\_

Signature of Witness \_\_\_\_\_

Printed Name \_\_\_\_\_ Date \_\_\_\_\_

## Markham Baptist Church Community Volunteer Code of Conduct

The following “Code of Conduct” is to be signed by all Community Volunteers working with children, youth or vulnerable adults.

Community Volunteers at MBC play a key role in assisting Ministry Personnel in a host of programs at MBC. It is especially important that all individuals working with children, youth and vulnerable adults be well qualified to nurture, care, and support the people they serve. The relationship between Community Volunteers and the individuals they serve must be one of mutual respect.

At MBC we believe children, youth and vulnerable adults are children of God and as such have value and worth. It is critical to us that they develop a healthy identity as a spiritual, emotional, physical and sexual being. As a Community Volunteer you agree to not undermine the mission, vision and values of our organization. In addition, wisdom dictates that children, youth, and vulnerable adults suffer damaging effects when they become sexually involved with persons in a position of trust. Therefore, all Community Volunteers must refrain from engaging in sexual suggestive or abusive behaviour with children, youth or vulnerable adults. Neither shall they harass or engage in behaviour with children, youth or vulnerable adults that constitutes verbal, emotional, or physical abuse and improper touch or discipline as set out in MBC’s Plan to Protect® Policy.

Community Volunteers shall be informed of the Code of Conduct and agree to it before assuming their role. In cases of violation of this code, appropriate action will be taken.

I, the undersigned, have read and understand this code and elements of MBC’s Plan to Protect Policy relevant to the role(s) I will be performing.

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

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

**Please return completed Application, Release of Information & Declaration of Intent, and Code of Conduct forms to your Program Leader who will forward to the Church Clerk for Retention**



# Markham Baptist Church Community Volunteer Confidential Reference Form

Reference cannot be filled out by a relative

(Name of applicant) \_\_\_\_\_ has volunteered for a position within our children, youth and vulnerable adults programs and has indicated on their application that you might be willing to act as a personal reference. We have a program in our church called *Plan to Protect*<sup>®</sup> which is designed to protect our children, youth and vulnerable adults as well as our volunteers. We do a reference check on all our volunteers working in our ministries. Please answer the following to the best of your knowledge of the applicant. Your response will remain confidential. Thank you for your cooperation.

When you have completed this form, please put it in a **sealed envelope** and return it to the applicant.

1. How long have you known this person?

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2. In what capacity have you known this person?

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3. Please write an estimate of the applicant's character and ability to work with children, youth or vulnerable adults. Please consider work done under your supervision, special abilities, attitudes of cooperation, teamwork, qualities of leadership and initiative, work ethic, personality, dependability, concern for others and spiritual maturity.

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4. What are the applicant's greatest strengths?

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5. Would you entrust the care of your children, youth or vulnerable adults to the applicant without any concern, reservation or hesitation? Please explain.

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

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I would \_\_\_\_\_ this person as volunteer working with children, youth or vulnerable adults. *(check one)*

- STRONGLY RECOMMEND                       RECOMMEND  
 RECOMMEND WITH SOME RESERVATION    NOT RECOMMEND

I expect the applicant's work to be \_\_\_\_\_: *(check one)*

- SUPERIOR               GOOD               AVERAGE               POOR

May we call if more information is required?       Yes    No

Your Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_

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

***Thank you for completing this form.***

## Markham Baptist Church Volunteer Helper (ages 11-15) Application Form

### Personal Information

Full Name \_\_\_\_\_ Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_

Address \_\_\_\_\_

Postal Code \_\_\_\_\_ Email \_\_\_\_\_

Phone Number (H) \_\_\_\_\_ (C) \_\_\_\_\_

Name of Parents \_\_\_\_\_ Phone Number \_\_\_\_\_

Are your parents supportive of your ministry involvement?  Yes  No

If no, please explain

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

What position are you applying for:

Mid-week programs

Nursery

Camp

Other (Please specify)

Programs during Sunday Service

\_\_\_\_\_

How long have you attended Markham Baptist Church? \_\_\_\_\_

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

What are your Hobbies, interests or skills?

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

Explain any work you have done with children.

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

Provide a brief description of your relationship with God.

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Describe why you would like to be a Volunteer Helper at MBC.

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What strengths will you bring to your Volunteer Helper position?

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Do you have any concerns about being a Volunteer Helper?

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**References**

List two adults that you've known for at least one year and who have a definite knowledge of your character and ability to work with children. You may include one reference from a relative, but must also include one reference who is not a relative, if possible a member of MBC.

1. Name of Reference \_\_\_\_\_ Phone Number \_\_\_\_\_  
Address \_\_\_\_\_  
Nature of Relationship \_\_\_\_\_ EMAIL \_\_\_\_\_

2. Name of Reference \_\_\_\_\_ Phone Number \_\_\_\_\_  
Address \_\_\_\_\_  
Nature of Relationship \_\_\_\_\_ EMAIL \_\_\_\_\_

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

Printed Name \_\_\_\_\_ Date \_\_\_\_\_

Signature of Parent/Guardian \_\_\_\_\_

Printed Name \_\_\_\_\_ Date \_\_\_\_\_

# Markham Baptist Church Volunteer Helper – Confidential Reference Form

Reference cannot be filled out by a relative

(Name of applicant) \_\_\_\_\_ has applied to be a Volunteer Helper within our children’s programs and has indicated on their application that you might be willing to act as a personal reference. We have a program in our church called *Plan to Protect*® which is designed to protect our children, youth and vulnerable adults as well as our volunteers. We do a reference check on all our volunteers working in our ministries. Please answer the following to the best of your knowledge of the applicant. Your response will remain confidential. Thank you for your cooperation.

When you have completed this form, please put it in a **sealed envelope** and return it to the applicant.

1. How long have you know this person?

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2. In what capacity have you known this person?

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3. Do you feel the applicant has a relationship with Jesus Christ? Please comment.

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4. Please write an estimate of the applicant’s character and ability to work with children. Please consider work done under your supervision, special abilities, attitudes of cooperation, teamwork, qualities of leadership and initiative, work ethic, personality, dependability, concern for others and spiritual maturity.

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5. What are the applicant's greatest strengths?

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

6. Would you entrust the care of your children to the applicant without any concern, reservation or hesitation? Please explain.

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

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

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

I would \_\_\_\_\_ this person as a volunteer working with children . (check one)

- STRONGLY RECOMMEND                       RECOMMEND
- RECOMMEND WITH SOME RESERVATION     NOT RECOMMEND

I expect the applicant's work to be \_\_\_\_\_: (check one)

- SUPERIOR       GOOD       AVERAGE       POOR

May we call if more information is required?       Yes     No

Your Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_

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

**Thank you for completing this form.**

## Vulnerable Sector Check (VSC) Process

Our Leadership Policy requires that all volunteers working with children, youth or vulnerable adults complete a Vulnerable Sector Check every five years, except for overnight Camp and short-term mission Staff where renewal is required annually. VSCs must be requested through the Police Services in the region you reside. MBC will cover the cost of the check. Simply keep your receipt and give it to your leader who will submit for payment.

### 1. How to Apply for a Vulnerable Sector Check

Request a VSC Letter from the MBC Church Clerk. For residents of York Region, this will be needed when you PICK UP your VSC.

Excellent information on VSCs and the application process for people who live in York Region can be found at: [www.yrp.ca/en/services/vulnerable-sector-check.asp](http://www.yrp.ca/en/services/vulnerable-sector-check.asp)

#### Online Application

For applicants who live in York region, as of Jan 2023, the easiest way is to apply online

- Go to [www.yrp.ca/en/services/vulnerable-sector-check.asp](http://www.yrp.ca/en/services/vulnerable-sector-check.asp)
- Click the blue **Apply for an online record check now** box
- Select Vulnerable Sector Check (VSC) (first option)
- You are a VOLUNTEER, fee is \$32 as of Jan 1 2023
- Click [Apply for a Vulnerable Sector Check](#) at the bottom of the screen
- Complete and submit the form
  - Reason for the request is “Volunteer”
  - Name of the Organization is “Markham Baptist Church”

#### In Person Application

- If you are not able to apply online contact 1-866-823-3334 ext. 7655 for information and to schedule an in person appointment.

#### Community Resource Centre

10720 Yonge Street  
Richmond Hill, ON  
1-866-876-5423 ext. 7655

Open by appointment only  
Monday, Tuesday and Friday: 8 a.m. to 4 p.m.  
Wednesday, Thursday: 10 a.m. to 6 p.m.  
Saturday, Sunday: Closed

## **2. Submit VSC to MBC**

When you receive your VSC please submit it to Church Administrator to the Attention of Deacons / Screener.

## **3. Use of VSC by MBC**

The Screener will be responsible to review the VSC results and notify you of the outcome. VSCs and all associated documentation are considered restricted confidential and will be forwarded to the Church Clerk who will keep in on file permanently in a secure, restricted access location.

If required, the Screener will convene a meeting with the Board Chair and the Board member responsible for the volunteer position to evaluate the situation.

- Without verification of convictions and without a clear Vulnerable Sector Check individuals cannot be placed in a Position of Trust with children, youth & vulnerable adults.
- If the Vulnerable Sector Checks is "NOT CLEAR", the prospective candidate will be asked to either submit to a Criminal Record Check with fingerprinting verification and submit to disclosure and verification of the crimes committed that he/she has been convicted of; or to withdraw their application.

The following are unacceptable results from a Vulnerable Sector Checks;

- Sexual related offences including not limited to abuse, rape, indecent assault, sexual interference, child pornography, luring and exploitation or similar offences.
- Any physical abuse, murder, violence or weapons offences.

Under the advice of the Screener, other results occurring within the last three (3) years will likely require follow up during the interview. Ministry involvement may be limited depending on the offense. Examples of other results might be:

- Driving under the influence of alcohol.
- Any drug offence.
- Assault.



**Markham Baptist Church**  
**Ministry Agreement Form and Covenant of Care**

I (Name of Individual) \_\_\_\_\_ have read, understood and agree to comply with all the Markham Baptist Church *Plan to Protect*<sup>®</sup> policies and procedures for my role to protect myself and the health and safety of children, youth and vulnerable adults at all times.

I also acknowledge the paramount importance of safeguarding in all respects all of those to whom we minister especially children, youth and vulnerable adults by:

- Following all of the directives of the policies;
- Complying with the information 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.

Signature \_\_\_\_\_

Printed Name \_\_\_\_\_ Date \_\_\_\_\_

## Markham Baptist Church Children's Programs Registration and Consent Form

Information received is confidential and is being gathered for the purposes of serving children while in the care of Markham Baptist Church. Any medical information collected here serves to authorize Markham Baptist Church, and its staff and volunteers, to obtain medical assistance in emergencies.

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

Participant's Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Address \_\_\_\_\_ Home Phone # \_\_\_\_\_

Parents' Name \_\_\_\_\_ Home # \_\_\_\_\_ Cell # \_\_\_\_\_

Parents' Name \_\_\_\_\_ Home # \_\_\_\_\_ Cell # \_\_\_\_\_

Health Card Number \_\_\_\_\_

Family Doctor \_\_\_\_\_ Phone Number \_\_\_\_\_

Allergies \_\_\_\_\_

Release at end of program:    Age Birth - 8    Released to parent or designate only  
   Age 9-11    Consent to release on their own     Yes     No

**In case of an emergency, contact** \_\_\_\_\_

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

If yes, please explain:

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

Is the participant bringing any medication with him/her?     Yes     No

If yes, please list.

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

The safety of all participants is our primary concern. Precautions will be taken for their well-being and protection.

I/we, the Parents or guardians named below, authorize [program leader] or one of Markham Baptist Church Program Personnel to sign a consent for medical treatment and to authorize any physician or hospital to provide medical assessment, treatment or procedures for the participant named above.

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

**Photos**

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

- Brochures/Promotional material
- Website
- Videotaping
- Church
- Newsletters

**Purposes and Extent**

Markham Baptist Church is collecting and retaining this personal information for the purpose of enrolling the participant in our programs, to assist us as we develop and nurture ongoing relationships with you and your child and to inform you of program updates and upcoming opportunities at our organization. This information will be maintained indefinitely as it is a requirement of our insurance company and legal counsel. If you wish Markham Baptist Church to limit the information collected, or to view your child's information, please contact us.

I have read, understood and agree with the above.

Parent (s) Signature \_\_\_\_\_

Printed Name \_\_\_\_\_ Date \_\_\_\_\_

This permission form is effective: DATE \_\_\_\_\_ to \_\_\_\_\_

**Markham Baptist Church**  
**Youth Program's Registration and Consent Form**

Information received is confidential and is being gathered for the purposes of serving your youth while in the care of Markham Baptist Church. Any medical information collected here serves to authorize Markham Baptist Church, and its Staff and Volunteers, to obtain medical assistance in emergencies. This form should be completed annually by the Parent / Care Giver.

Participant's Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Address \_\_\_\_\_ Home Phone # \_\_\_\_\_

Parents' Name \_\_\_\_\_ Home # \_\_\_\_\_ Cell # \_\_\_\_\_

Parents' Name \_\_\_\_\_ Home # \_\_\_\_\_ Cell # \_\_\_\_\_

Health Card Number \_\_\_\_\_

Family Doctor \_\_\_\_\_ Phone Number \_\_\_\_\_

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:

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

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

If yes, please list.

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

The safety of participants is our primary concern. Precautions will be taken for their well-being and protection. (Please turn over...)

I/we, the Parents or guardians named below, authorize [program leader] or one of Markham Baptist Church Youth Ministry Personnel to sign a consent for medical treatment and to authorize any physician or hospital to provide medical assessment, treatment or procedures for the participant named above.

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

**Communication:**

A policy is in effect that communication is to be used solely for the dissemination of information. Please sign below to grant permission for Youth Ministry Personnel (staff and volunteers) to communicate with your child via telephone, email, social media and text:

- Telephone (home / work / cell)
- Email

- Social Media Networks
- Text messages

**Photos**

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

- Brochures/Promotional material
- Website
- Videotaping

- Organization
- Newsletters

**Purposes and Extent**

Markham Baptist Church 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 organization. This information will be maintained indefinitely as it is a requirement of our insurance company and legal counsel. If you wish Markham Baptist Church to limit the information collected, or to view your child's information, please contact us.

**Parent / Guardian Options**

I have read, understood and agree with above and sign it to cover all Youth Ministry activities for the program year effective as stated below. A separate Informed Letter of Consent will be sent home for off-site activities and activities of elevated risk.

Parents'/Guardian Signature \_\_\_\_\_

Printed Name \_\_\_\_\_ Date \_\_\_\_\_

This permission form is effective: Date \_\_\_\_\_ to \_\_\_\_\_

# Markham Baptist Church

## Incident/Accident Report

Appendix 7

This form is to be used for recording an event where an individual is injured or potentially injured, bullied or an incident occurs that may lead to potential legal proceedings including; the use of illegal substances, vandalism, harassment, or physical damage to property. This form applies to all incidents that occur within the building; MBC events, rental groups or private functions. This form also applies to all incidents that occur at an event not in the MBC building if attended by an MBC representative or group.

**Confidential when completed. Incident report should be completed immediately following the incident and submitted as soon as possible to the church office to the attention of the Designated Person. Person submitting the report should keep a copy for their records.**

**MBC OFFICE: Date & Time Form Received:** \_\_\_\_\_

Date of Incident: \_\_\_\_\_ Time of Incident: \_\_\_\_\_  AM  PM

Activity Type:

MBC Program      Program Name \_\_\_\_\_

Rental Group      Rental Group Name \_\_\_\_\_

Private Activity      Supervisor Name \_\_\_\_\_

Other      Description \_\_\_\_\_

**Location of Incident** \_\_\_\_\_

1)  Indoors    or     Outdoors

2)  Parking Lot     Stairs       Classroom       Gym       Sanctuary       Office

Loft       Washroom     Other: \_\_\_\_\_

Describe conditions in detail (including lighting, surface footing, substance on floor, etc.)

\_\_\_\_\_

MBC Activities Only:  
If Incident / Accident did not occur at MBC, please provide details as to site, including full address:

\_\_\_\_\_

**Supervisory Individual**

Name: \_\_\_\_\_ Telephone # \_\_\_\_\_ Position: \_\_\_\_\_

**Details of Injured Person**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Please Print Please Print

Date of Birth: \_\_\_\_\_ Home Telephone #: \_\_\_\_\_

Home Address: \_\_\_\_\_

If individual under age of 18 was Parent or Guardian contacted:  Yes  No  Not Required

Who was contacted? \_\_\_\_\_

Describe activity at time of incident or injury, description of incident or injury, and all other relevant details:

**Person Giving Treatment (if applicable)**

Name: \_\_\_\_\_ Telephone # \_\_\_\_\_ Position: \_\_\_\_\_

Home Address: \_\_\_\_\_

Relevant Qualifications:  First Aid  CPR  Other \_\_\_\_\_

Description of Treatment:

Were Emergency Services [911] Called:  No  Yes

Was further treatment advised:  Not Required  No  Yes; By Whom: \_\_\_\_\_

If yes, describe treatment \_\_\_\_\_

Signature (Person giving treatment) \_\_\_\_\_ Date: \_\_\_\_\_

**Nature of Incident**

Please provide details for incidents such as harassment, vandalism, bullying, physical property damage and, theft

Were pictures taken of damage, vandalism or injury?  No  Yes – Please provide

**Persons Directly Involved**

Name	Address	Telephone #

**Witnesses to Incident**

Name	Address	Telephone #

**Please provide any further information, details or comments: (attach additional sheets if required)**

Individual completing Report: \_\_\_\_\_

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

**Confidential when Completed**

## Markham Baptist Church Suspected Abuse Report Form – Part 1

Date \_\_\_\_\_

Name of Child/Youth/Vulnerable Adult \_\_\_\_\_

Age of Child or Youth \_\_\_\_\_ Birthdate \_\_\_\_\_

Address \_\_\_\_\_

Postal Code \_\_\_\_\_ Phone Number \_\_\_\_\_

Parents' / Guardians' Names \_\_\_\_\_

Siblings' Names (optional) \_\_\_\_\_

Name of Person Filing Report \_\_\_\_\_

Name of Social Worker (optional) \_\_\_\_\_ Phone Number \_\_\_\_\_

Name of alleged perpetrator \_\_\_\_\_  M  F

Relationship between suspected victim and alleged perpetrator \_\_\_\_\_

Nature of suspected abuse:  physical  sexual  emotional  neglect

**Attach additional documentation and detail as required.**

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

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

If a child, youth or vulnerable adult is reporting:  
What did the child, youth or vulnerable adult say? (Give quotes where possible.)

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



Action taken (including date and time)

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What was your response?

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Signature \_\_\_\_\_

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 report is to be returned to the P2P Designated Person who will inform the Board Chair. This document should be sealed and labelled confidential and stored under lock and key by the MBC Church Clerk.

## Markham Baptist Church Suspected Abuse Report Form Part 2

To be completed separately from the Initial Suspected Abuse Form by the P2P Designated Person and the Board Member responsible for the program.

**Attach additional documentation and detail as required.**

Date \_\_\_\_\_

Date of Suspected Abuse Form (Appendix 8a) being addressed \_\_\_\_\_

Name of Child/Youth/Vulnerable Adult \_\_\_\_\_

Age of Child or Youth \_\_\_\_\_ Birthdate \_\_\_\_\_

Address \_\_\_\_\_

Postal Code \_\_\_\_\_ Phone Number \_\_\_\_\_

Plan to Protect Organization contacted?  yes  no If yes Date/Time \_\_\_\_\_

**Details as reported to you:**

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

**Conclusions:**

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

**Action taken (including dates and times):**

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

Signature \_\_\_\_\_

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. When completed, this document should be sealed and labelled Confidential and stored under lock and key by the MBC Church Clerk.

## Markham Baptist Church Letter of Informed Consent

To be completed for children, youth or vulnerable adults activities which; are off MBC property, are overnight in duration, required the use of shower or change room facilities, require the transportation of children, youth or vulnerable adults or any other activities deemed to be of elevated risk by the Program Leaders.

Student Name(s): \_\_\_\_\_

Activity: \_\_\_\_\_

Date(s) of Activity: \_\_\_\_\_

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/bungee jumping/white water canoeing/water skiing)*

Special Information: *(recommended clothing, such as a hat; required supplies, like sunscreen, bag lunch, etc.)*

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. Please note that all physical activities have risks. The safety of your child is our primary concern. Precautions will be taken for their wellbeing and protection.

The risks associated with the activity include but are not limited to: *(list risks associated with these activities)*

### Permission Form and Consent:

Child/Youth Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Parents' Work Number \_\_\_\_\_

Health Card Number \_\_\_\_\_ ( provide a photocopy of Health Card)

Family Doctor \_\_\_\_\_ Phone Number \_\_\_\_\_

**In case of an emergency, contact** \_\_\_\_\_

I voluntarily agree and consent to the participation of my/our child(ren) in this supervised activity.

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 Markham Baptist Church. I/we understand that I am exposing my child to inherent risks and hazards. I accept all these risks and hazards and agree that by allowing my child to participate in those activities, and acknowledge that I will be responsible for any injury or other loss which may occur during my child's participation of these activities.

I/we, the Parents or guardians named below, authorize Markham Baptist Church Personnel and Leaders 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 Markham Baptist Church, its Personnel, its leaders and Board from and against any loss, damage or injury suffered by the participant as a result of being part of the activities of Markham Baptist Church, as well as of any medical treatment authorized by the supervising individuals representing Markham Baptist Church. This consent and authorization is effective only when participating in or traveling to events of Markham Baptist Church.

I have read, understood and agree with the above.

Activity: \_\_\_\_\_

Parent / Guardian Signature \_\_\_\_\_

Printed Name \_\_\_\_\_ Date \_\_\_\_\_

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

Witness Printed Name \_\_\_\_\_ Date \_\_\_\_\_

## Markham Baptist Church Group Trips and Off-Site Travel Form

Program / Group \_\_\_\_\_

Destination \_\_\_\_\_ Contact Number \_\_\_\_\_

Destination Address \_\_\_\_\_

Departure	
Date	
Time	
ETA	

Return	
Date	
Time	
ETA	

Drivers' Name(s)	Vehicle(s) & License Plate #

Leaders' Name(s)	Phone Number(s)

Participants' Name(s)	Phone Number(s)

<b>Participants' Names</b>	<b>Phone Number(s)</b>

## Markham Baptist Church

### One Time Letter of Consent for Transportation and Release of Liability Agreement

This form is to be used for recording permission to transport for all activities related to Markham Baptist Church [completed copy to be kept by user group and original to be sent to MBC Church Office] The original will be kept permanently in your file by the Church Clerk..

#### **Event Information:**

MBC Group: \_\_\_\_\_ MBC Contact: \_\_\_\_\_

Name of Event/Activity: \_\_\_\_\_ Date(s) of Event: \_\_\_\_\_

Departure Time \_\_\_\_\_ Approximate Return Time: \_\_\_\_\_

Location of Event/Activity: \_\_\_\_\_ Mode of Transportation: \_\_\_\_\_

Description Event/Activity: \_\_\_\_\_

Approved Driver(s): \_\_\_\_\_

#### **Participant Information:**

Participant's Name (Please Print): \_\_\_\_\_

Health Card #: \_\_\_\_\_ Family Doctor: \_\_\_\_\_

Parent or Guardian Name (Please Print): \_\_\_\_\_

In the event of an emergency I can be reached at: \_\_\_\_\_

#### **Permission and Release:**

I/We consent to allow any of the individuals identified above to transport the participant to and/or from the above event/activity. I understand that my child is expected to follow all applicable laws regarding riding in a motor vehicle and is expected to follow the directions provided by the driver and/or other adult volunteers. I recognize that by participating in this activity, as with any activity involving motor vehicle transportation, my child may risk personal injury or permanent loss. I hereby attest and verify that I have been advised of the potential risks, that I have full knowledge of the risks involved in this activity, and that I assume any expenses that may be incurred in the event of an accident, illness, or other incapacity, regardless of whether I have authorized such expenses.

We further release and hold harmless Markham Baptist Church (MBC), and every employee, officers or Directors, Leaders, or Volunteers of MBC from any liability or claim of liability for any personal injury, including death (and especially including but not limited to, bodily injury or death from any motor vehicle accident) and for other damages (including actual, compensatory, consequential or incidental) arising from or relating to activities which take place during the above activity/event or in the travel to and/or from said event except as a result of negligence of MBC, or its employees, officers or directors, Leaders, or Volunteers.

I/We also consent to the Director or one of MBC's Personnel to sign consent for emergency medical attention and authorize any physician or hospital to provide medical assessment, treatment or procedures, in the event that we are unable to be reached.

Parent Name (Please Print): \_\_\_\_\_

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

## Markham Baptist Church

### One-Time Driver Form – Authorization to Transport on Behalf of MBC

This form is to be used for recording Volunteer Driver and vehicle information for all activities related to Markham Baptist Church [completed copy to be kept by user group and original to be sent to MBC Church Office] The original will be kept permanently in your file by the Church Clerk..

#### Part A

This will authorize \_\_\_\_\_  
(Name of volunteer driver – Please Print)

to transport individuals participating in the following MBC related event:

\_\_\_\_\_

Vehicle Information:

Make: \_\_\_\_\_ Year: \_\_\_\_\_ License #: \_\_\_\_\_

Insurance Co: \_\_\_\_\_ Policy #: \_\_\_\_\_ Limit: \$ \_\_\_\_\_

**NOTE: ALL VOLUNTEER DRIVERS ARE ADVISED THAT, IN ORDER TO BRING INTO EFFECT MARKHAM BAPTIST'S NON-OWNED AUTOMOBILE INSURANCE, THEY MUST:**

- (A) Use a licensed vehicle which carries valid automobile Third Party Liability insurance as required under Ontario Legislation.
- (B) Provide MBC with a prompt written notice, with particulars, of any accident arising out of the use of licensed vehicle during a MBC related activity.
- (C) Be aware that the MBC Non-owned Automobile Insurance comes into effect only after the vehicle owner's primary Third Party Liability insurance has been exhausted and MBC is named in the law suit.
- (D) Be aware that any damage to the volunteer's vehicle, the cost of any insurance deductible or premium adjustment as the result of an accident while the vehicle is being used to transport on behalf of MBC is NOT covered by the MBC non-owned automobile coverage.
- (E) Be aware that if the vehicle is equipped with passenger side air bags, children under 12 years should not be permitted to ride in the front seat. (See vehicle manufacturer's recommendations).

Note: A Volunteer Driver is defined as any person authorized by MBC who has agreed to be a driver for a certain trip while they are driving their own or another licensed vehicle. This includes, but is not limited to MBC staff, leader or volunteers or others.

**DECLARATION TO BE SIGNED BY DRIVER**

- I declare that I hold an unrestricted driver's license and am authorized to drive in Ontario, and my vehicle is insured by a valid automobile liability policy as required by Ontario law.
- I declare that the vehicle described above is mechanically fit and that there are seat belts in working condition for all passengers.
- I declare I have no more than 3 demerit points on my driving record.
- I am at least 25 years old or have a minimum of 5 years of driving experience with good standing.

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



**DECLARATION TO BE SIGNED BY OWNER (IF DRIVER DOES NOT OWN THE VEHICLE)**

- I declare that I have authorized \_\_\_\_\_ to drive my vehicle to transport individuals  
(Driver Name)  
participating in the event listed on this form.
- I declare the vehicle described above is mechanically fit and that there are seat belts in working condition for all passengers.

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

**Part B Summary of Insurance**

(1) Volunteers on MBC Activities

The MBC Liability insurance policy protects both staff and volunteers who are acting within the scope of their duties for MBC. The coverage responds to law suits that are brought against staff and volunteers who are supervising MBC events or activities and provides up to \$5 million for each occurrence.

(2) Volunteer Drivers for MBC Activities

Ontario legislation makes automobile insurance compulsory in the Province of Ontario. The same legislation makes the vehicle owner's insurance policy primary coverage in the event of an accident – in other words, the insurance carried on the vehicle responds first.

If a vehicle which is not owned by MBC is being operated by a volunteer or any MBC employee for approved MBC activities, the MBC Non-owned Automobile Insurance endorsement will respond to Third Party Liability claims in **excess** of the owner's insurance limit up to a total combined limit as stated in the Non-owned policy provided Markham Baptist Church is named in the claim.

There is no coverage provided by MBC's insurance for damage to volunteer's or employee vehicles while they are being operated for MBC activities.

According to Provincial legislation, passengers who are injured would recover Accident Benefits coverage from their own [parents if not a licensed driver] automobile insurance policy. In the absence of a personal or family automobile policy, the passenger would then be eligible to recover benefits from the insurance policy covering the vehicle in which they were a passenger.

(3) Personal Automobile Insurance Coverage

For personal protection of volunteer drivers and staff, it is recommended that drivers carry a minimum of \$1,000,000 of Third Party Automobile Liability insurance.

For all policies renewed after June 1, 2016 the Statutory Accident Benefits for non-catastrophic injuries have been reduced in half. Optional coverage is available. You may wish to contact your insurance broker or insurance company to discuss your needs.

## Markham Baptist Church

### Annual Driver Form – Annual Authorization to Transport on Behalf of MBC

This form is to be used for recording Volunteer Driver and vehicle information for all activities related to Markham Baptist Church [completed copy to be kept by user group and original to be sent to MBC Church Office] The original should be kept permanently.

#### Part A

This will authorize \_\_\_\_\_  
(Name of volunteer driver – Please Print)

to transport individuals from \_\_\_\_\_ to \_\_\_\_\_ for MBC related event:

Vehicle Information:

Make: \_\_\_\_\_ Year: \_\_\_\_\_ License #: \_\_\_\_\_

Insurance Co: \_\_\_\_\_ Policy #: \_\_\_\_\_ Limit: \$ \_\_\_\_\_

**NOTE: ALL VOLUNTEER DRIVERS ARE ADVISED THAT, IN ORDER TO BRING INTO EFFECT MARKHAM BAPTIST'S NON-OWNED AUTOMOBILE INSURANCE, THEY MUST:**

- (A) Use a licensed vehicle which carries valid automobile Third Party Liability insurance as required under Ontario Legislation.
- (B) Provide MBC with a prompt written notice, with particulars, of any accident arising out of the use of licensed vehicle during a MBC related activity.
- (C) Be aware that the MBC Non-owned Automobile Insurance comes into effect only after the vehicle owner's primary Third Party Liability insurance has been exhausted and MBC is named in the law suit.
- (D) Be aware that any damage to the volunteer's vehicle, the cost of any insurance deductible or premium adjustment as the result of an accident while the vehicle is being used to transport on behalf of MBC is NOT covered by the MBC non-owned automobile coverage.
- (E) Be aware that if the vehicle is equipped with passenger side air bags, children under 12 years should not be permitted to ride in the front seat. (See vehicle manufacturer's recommendations).

Note: A Volunteer Driver is defined as any person authorized by MBC who has agreed to be a driver for a certain trip while they are driving their own or another licensed vehicle. This includes, but is not limited to MBC staff, leader or volunteers or others.

**DECLARATION TO BE SIGNED BY DRIVER**

- I declare that I hold an unrestricted driver's license and am authorized to drive in Ontario, and my vehicle is insured by a valid automobile liability policy as required by Ontario law.
- I declare that the vehicle described above is mechanically fit and that there are seat belts in working condition for all passengers.
- I declare I have no more than 3 demerit points on my driving record.
- I am at least 25 years old or have a minimum of 5 years of driving experience with good standing.

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

**DECLARATION TO BE SIGNED BY OWNER (IF DRIVER DOES NOT OWN THE VEHICLE)**

- I declare that I have authorized \_\_\_\_\_ to drive my vehicle to transport individuals  
(Driver Name)  
participating in the event listed on this form.
- I declare the vehicle described above is mechanically fit and that there are seat belts in working condition for all passengers.

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

**Part B Summary of Insurance**

(1) Volunteers on MBC Activities

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