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Abuse Prevention Manual: Trinity Lutheran Church of Leader

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Trusting in God, Believing in His Grace, Obeying His Word, Leading Others to Know Him

The Trinity Lutheran Church of Leader Abuse Prevention Policy Manual has been adapted from the Lutheran Church-Canada, East District (275 Lawrence Ave., Kitchener, ON N2M 1Y3 (519-578-6500) Abuse Prevention Policy Manual with permission.

Abuse Prevention Policy Manual

Instructions for Using this Manual

- ❑ The Church Council should review the Abuse Prevention Policy and Manual first.
- ❑ If your congregation has not yet adopted the Abuse Prevention Policy then we suggest that your Church Council take action to adopt the policy and implement the actions required.
- ❑ Bible Study: You may want to review the Policy in conjunction with the Bible study. This might be used as part of the training for your youth and child workers. The Bible Study might also be used in your church as an introduction to the topic of abuse.
- ❑ Abuse Prevention and Facility Requirements: These sections can be used as an interactive training segment for your child, youth workers and church leadership. Segments are identified for discussion purposes. This segment covers abuse policy procedure and some ***dos and don'ts*** as well as introduces topics of discipline and classroom conduct that will help prevent abuse. The more discussion, the better your training will go.
- ❑ Complaints Procedure Guidelines and Aftercare: Complaint procedures and process are reviewed, along with aftercare.
- ❑ Resource Materials: Listed are some of the other resources that are available. Depending on the size of your congregation and the various opportunities that you have available to your members and community, you may want to explore what additional training and resources are available.
- ❑ The Manual has standardized forms, which can be personalized and used by your church. Ensure that personnel files are started for all who take the training or apply for a position of trust as youth or child worker. These files are to become a permanent file of your congregation. The forms may well be reduced as you develop your own method of tracking your annual trainings. We suggest following the manual if in doubt about what to do.

The aim in presenting this manual is to assist you in helping you to prevent abuse from happening to the brothers and sisters in Christ who are in your care.

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Introduction

Steps to Implementation of the Abuse Prevention Policy

STEP ONE:

Formally adopt the Abuse Prevention Policy through your Church Council or Voters Assembly.

STEP TWO:

Council read and review the Abuse Prevention Policy and Abuse Prevention Manual.

STEP THREE:

Assign responsibility to a council member and two additional members (one male, one female) for Abuse Prevention Team implementation. Provide each of them with the Abuse Prevention Policy and Abuse Prevention Manual and any other resources.

STEP FOUR:

Review Abuse Prevention Policy, insurance coverage, set up training events and system for managing applications / review of applications.

STEP FIVE:

Ensure that all present employees and volunteers have been trained and that this information is recorded as such in their personnel files. Ensure that all NEW member applicants have had the Abuse Prevention training and that all pertinent guidelines have been followed.

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Definitions

Abuse can take many forms. The Congregation's Council is committed to preventing all forms of abuse, including those specifically defined below.

Harassment

Harassment is a form of discrimination, and occurs when one person is subjected to unsolicited and unwelcome verbal or physical conduct based upon these personal characteristics: race, religious belief, colour, place of origin, gender sexual orientation, mental or physical disability, ancestry, marital status, family status, source of income, political belief, or age. Saskatchewan human rights laws prohibit harassment in the work place based on these characteristics.

Examples of harassment that will not be tolerated within the Congregation are: verbal or physical abuse, threatening or derogatory remarks, innuendo or taunts, the possession or display of pornographic, racist or offensive signs or images, the playing of practical jokes resulting in embarrassment or unwelcome invitations or requests, either implied or explicit, any of which is based upon any characteristic of any Congregation affiliate including:

- (a) employees;
- (b) volunteers;
- (c) congregation members;
- (d) students;
- (e) any person holding a position of authority or responsibility within the Congregation, including members of its Council or any other executive board set up within the Congregation, and Pastors (the "Congregation affiliates") while acting in any capacity on behalf of the Congregation or engaged in any business or activities related in any way to the Congregation.

Sexual Harassment

Sexual harassment is a particular form of harassment where the conduct, comments, gestures or contact are of a sexual nature, whether on a one-time basis or in a continuous series of incidents. Sexual harassment detrimentally affects the work environment, and leads to adverse job-related consequences for the victim. It can manifest itself in such blatant forms as leering, grabbing, or assault. However, sexual harassment can mean any conduct that:

- (a) Might reasonably be expected to cause offence, embarrassment or humiliation to an employee, volunteer, student or other person; or,
- (b) Might reasonably be expected to be perceived by the employee, volunteer, student or other person as placing a condition of a sexual nature on the

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employment or other relationship with the Congregation, or on any opportunity for training or advancement.

Criminal Harassment

Criminal harassment means to engage in conduct, either knowingly or recklessly, leading the harassed person to fear for their safety or the safety of someone known to them. Such conduct can consist of repeatedly following the harassed person, or someone else known to them, from place to place (or “stalking” them), or repeatedly communicating with the harassed person, either directly or indirectly, or someone known to them.

Assault

Assault is the intentional application of force to another person, either directly or indirectly. It also includes attempts or threats to apply such force to another person.

Sexual Assault

Sexual assault means to assault a person in circumstances of a sexual nature.

Child Sexual Abuse

Child sexual abuse means to abuse, in any of the forms set out in this part, children or youths under the age of 18 years.

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Fact Sheet: For Study and Discussion

Abuse can happen any time in any setting, including churches. Churches generally are places of trust, where volunteer assistance with children and youth has traditionally been accepted and welcomed from anyone interested in working with this group. We hesitate to ask sensitive questions of those who are willing to donate time and energy to helping. These qualities can make a church especially vulnerable to abuse and molestation of children.

WHAT IS CHILD ABUSE?

Child abuse occurs when a parent, guardian or caregiver (which can include church workers, Sunday School teachers, youth workers, etc.) mistreats or neglects a child, resulting in

- Injury, or
- Significant emotional or psychological harm, or
- Serious risk of harm to the child.

It entails the betrayal of a caregiver's position of trust and authority over a child. It can take many different forms:

- Physical abuse (hitting, shaking, choking, biting, kicking, dangerous force or restraint, etc.)
- Sexual abuse (exposing a child to any sexual activity or behaviour)
- Neglect (not providing what is essential to a child's emotional, psychological and physical development)
- Emotional abuse (insulting, humiliating, rejecting, name calling, intimidating, threatening)

Abuse happens in any age group, social stratus or ethno-cultural group. **It is vital that guidelines be put in place to prevent abuse and protect children and vulnerable individuals.**

Abusers are usually well known to their victims, and are often family members. **The abuser initiates the abuse and is responsible no matter what the child does.** Offenders will use many tactics to ensure the victim's silence, especially if the abuse is sexual. Children are told (usually bribed or threatened) to keep what happened a secret. In some cases the offender will use physical force to keep the child from telling. They may be made to believe that the abuse is their fault. If the abuser is a family member, the child may be made to feel guilty about the abuse and fear that they will not be believed or fear the reaction of the person to whom they disclose.

When children are upset or have a problem, they may show it by acting out of character. The following symptoms may be present when a child is being abused or molested:

- Lacerations and bruises
- Painful urination, discomfort when sitting
- Withdrawal, isolating him/herself from others
- Reluctance to go to a particular place or with a particular person

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- Acting out sexual behaviour
- Using words about sex that a child is not likely to know, or describing sexual activity
- Exhibiting self-destructive behaviour such as running away, hurting self or others, taking drugs or alcohol
- Regressing to earlier behaviour such as wetting, thumb-sucking
- Trying to be ultra-good or perfect; overreacting to criticism
- Aggressive behaviour
- Fear of physical contact – shrinking back if touched.

If you have reason to suspect abuse:

- Talk to the child in a quiet place, allowing the child to tell what happened in his or her own words, without pressing for details. It is important not to “interview”, as this may frighten the child.
- Listen to the child and accept what they are telling you, even if it is difficult to believe. Comfort the child by letting them know that it is good that they told you.
- Remain calm and do not overreact. If you feel angry, make sure the child knows that you are not angry with them.
- Assure the child that what has happened is not their fault.
- Reassure the child and let them know that you will do something to help. Do not promise the child that you will not tell anyone.
- Call for assistance immediately. If the abuse is of a criminal or sexual nature, call police or a child protection agency immediately.

PREVALENCE OF ABUSE IN CANADA

It has always been difficult to determine the exact number of children or vulnerable adults who are being abused in any given year. Often children will not disclose the abuse or are too young or lack the verbal skills to talk about it.

Government statistics are based on cases that were (a) reported to social service agencies, (b) investigated by child protection workers, and (c) had sufficient evidence to determine that a legal definition of "abuse" or "neglect" was met. Over 135,000 child maltreatment investigations were conducted in Canada in 1998. In 2003, the number of investigations nearly doubled, with an estimate of 235,315. In 2008, the rate had not changed significantly, with an estimated 235,842 maltreatment related investigations conducted across Canada, representing a rate of 39.16 investigations per 1,000 children. Of the estimated 235,842 child maltreatment investigations conducted in Canada in 2008, 74% of investigations focused on a concern of abuse or neglect and 26% of investigations were concerns about risk of future maltreatment. (From Health Canada's Canadian Incidence Study of Reported Child Abuse and Neglect)

Developing a policy to prevent abuse of children and vulnerable adults is the first step in creating a safe environment and indicating a zero tolerance for abuse, neglect or maltreatment within your congregation. As we look at the policy for our church, you will see what further steps will help to put this important plan into practice.

Bible Study

“Love the Lord Your God with All Your Heart”

REASONS FOR CONCERN ABOUT PREVENTION OF ABUSE IN THE CHURCH

Our Love of God

1. Exodus 20:1-17
How do the Ten Commandments serve as a guide to the Christian life?
How does living a holy life relate to issues of abuse within the congregation?
Which commandments and meanings (Small Catechism) speak to the Christian responsibility to prevent abuse?
2. 1 John 4:11
What is our responsibility to each other according to John?
Matthew 25:37-40
1 Corinthians 6:13-20
What do these passages say about our relationship to our neighbours and the protection of his own God created body?
3. Galatians 6:10
As this passage relates to abuse against our neighbour what help should we provide especially for fellow believers? As it relates to the 8th Commandment and allegations of abuse?
4. Matthew 18:15-18
In what manner should this passage direct our conduct under this abuse policy?

Love for Neighbour

1. Exodus 20:12, Ephesians 6:4, John 15:12, 1 Peter 5:2,3 (Large Catechism, 4th Commandment).
What office is established by this Commandment?
What responsibility comes with this office?
What special injunctions are given to those who hold the office?
How are children to be viewed?
What view should these positions of trust take toward issues of abuse and self-gratification?
What should the pastor's office be in relation to those in his care?
2. Exodus 20:13, Proverbs 13:24, Matthew 5:21-22, Acts 10:34, Galatians 3:28
What does the 5th Commandment and meaning say regarding issues of protection against abuse?
What is the difference between physical discipline and abuse?

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How does God's view of people reflect in our actions toward others? Do threats, taunting, degradation or discrimination have a place among believers? Can church discipline be considered abusive?

3. Ephesians 5:3-5, Exodus 20:14
What does the Sixth Commandment and its meaning have to say about matters of sexual abuse?

Remember: No touching of any kind is appropriate if it is unwanted. How does this principle impact our responsibility as volunteers/employees?

4. Ephesians 4:25, Exodus 20:16
Under the 8th Commandment and its meaning, what positive steps are we enjoined to take toward allegations of abuse against a neighbour?
May we report issues of suspected abuse to authorities?

ABUSE PREVENTION

Screening of Called Church Workers / Volunteers / Employees Working with Children, Youth and Vulnerable Adults

1. Screening of Church Workers (Pastors, Interns)

The screening of church workers and candidates for ministry is the responsibility of the congregation. The process for screening Church Workers will be the same as that for screening volunteers and employees. All rostered church workers and candidates will be trained in the Abuse Prevention Policy and have the date, time and signature acknowledging attendance on Form #1.1 and included in their personnel file along with Form #1.2.

2. Screening of Present Volunteers/Employees

The screening of Volunteers, paid and unpaid staff, over the age of 16, working with children, youth and vulnerable adults is entrusted to the congregation's council and Abuse Prevention Team (APT). Current volunteers, paid and unpaid employees, all board members, elders, deacons, trustees, directors and officers shall be trained in the Abuse Prevention Policy and have the date, time and signature acknowledging attendance, on Form #1.1 and included in their personnel file along with Form #1.2. Police checks must be completed within three months of the congregation's acceptance of the Abuse Prevention Policy. [Note: This may change the terms of employment for current workers. Please consider the employment contracts / agreements that are already in place.] Re-checks must be done every five years or less. Police Check Forms can be found on the RCMP or local City Police websites or by visiting a detachment / department. Cost is nominal, or may be free with written request from the church.

3. Screening of NEW Member Applicants

The screening of NEW members wishing to serve as volunteers working with children, youth and vulnerable adults will be undertaken in accordance with the Abuse Prevention Policy adopted by Trinity Lutheran Church. The adoption of the above Abuse Prevention Policy obligates the congregation to the following actions.

The NEW member applicant:

3. Shall be given a copy of the Abuse Prevention Policy and sign an Acknowledgement Form (#1.3)
4. Shall sign a Release of Information Form given for authorization to collect information (Form #1.2) in a file
5. Shall wait six months to be known to the congregation before filling out an application (Form #1.6) to work in such areas as Sunday School, Youth Group, and

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- any groups dealing with vulnerable adults (any adult can be vulnerable by virtue of his/her emotional, financial, psychological inability and/or disability).
6. May, after six (6) months, file an application (Form #1.7) to volunteer/ be employed in such a position. (The congregation may make other requirements for employees such as resumes, curriculum vitae, etc.) The application may be filed with the local congregation, search or stewardship committee for review. Selected applicants may be forwarded to the local interview committee which shall be supervised by an elder or elders assigned to the Abuse Prevention Team.
 7. (Selected applicants) shall supply interviewers (pastor, elder, APT) with two (2) character references and a completed police check. References should be checked by the interviewer/s and recorded on Form #1.4. The police check shall be reviewed to ensure it is free of any charge or conviction with a relevant specified offence regarding children or vulnerable adults.
 8. The interview may be conducted using Form #1.5 as a guideline. Forms #1.4 and Form #1.6 should be in hand during the interview.
 9. Successful new applicants as well as present volunteers/employees may be placed in office publicly by the local congregation.
 10. All information pertinent to the interviewee candidate shall be kept in a confidential permanent personnel file and filed appropriately under the local direction of the local APT and supervised by the assigned elder(s).

4. What should a proper PERSONNEL file include?

- a) Form # 1.1 A coversheet such as an initial clearance checklist of what the file contains signed by the appropriate authority.
- b) Form # 1.2 A release of information form signed by the applicant with permission to collect the information.
- c) Form # 1.3 An signed acknowledgement form of having received the APP.
- d) Form # 1.4 Reference contact form.
- e) Form # 1.5 Interview Form signed and dated by interviewer and applicant.
- f) Form # 1.6 The application form.
- g) A copy of the Criminal Record check or the info recorded from the form to the file.
- h) Any resume submitted.

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Instruction in the Abuse Prevention Policy

All called workers, volunteers and employees shall be instructed in this policy at least annually.

In public ministry settings THESE APPLY:

1. **Appropriate touching** (caveat – no touching of any kind is appropriate if it is unwanted)
 - a) Eye level conversation, kind speech, active listening
 - b) Leading by the hand to or from activities
 - c) An arm around the shoulder for comforting
 - d) Taking both hands as you reinforce good behaviour: “You did a great job!”
 - e) Holding a preschooler who cries.*

*A Sunday School teacher comforts a child left in her care by a parent.

Discuss the other examples and supply answers of your own. Note:

2. **Inappropriate Touching** (Remember the caveat-no touching of any kind is appropriate if it is unwanted)
 - a) kissing a child*
 - b) coaxing a kiss from a child
 - c) extended hugging or tickling
 - d) touching a child in an area that would be covered by a swimsuit (exception: toileting)
 - e) caressing a child needlessly
 - f) having a child sit on your lap
 - g) being left alone with a child
 - h) any prolonged physical contact
 - i) opposite sex close contact games
 - j) seductive or suggestive contact
 - k) contact of a pleasurable nature only to the caregiver
 - l) touching meant to assert power or control

* “Everyone must give teacher a kiss” or “No-one leaves until they give teacher a kiss”

Discuss the other examples and supply answers of your own.

3. **Discipline in class settings.**

How does Hebrews 12:7-11 define discipline? Is discipline done to or done for a child? Define training from the same passage! The aim of discipline is discipleship!
Note: Abuse is less likely to occur in areas where preventive discipline is practiced.

 - a) Prevention Discipline:
 - i. Loving, caring attitude
 - ii. Proper environment for child learning
 - iii. Repeat for each child

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- iv. Make known realistic expectations for the child/children.*
- v. Meaningful age specific activities
- vi. Fair and consistent treatment of children
- vii. A focus on positive actions
- viii. Awareness of special needs.
- ix. Proper student teacher ratios.

* “Today we will learn all 66 books of the Bible 1st Graders” - unrealistic

Discuss the other examples and supply answers of your own.

- b) Change Oriented Discipline
 - i. Deal with problems individually
 - ii. Explain clearly why certain behaviour is inappropriate
 - iii. Redirect the child to positive action
 - iv. Clearly explain the consequences and results in inappropriate behaviour and the correct way to behave.*
 - v. Offer choices acceptable to both child and teacher/caregiver

* “If you continue to fight with Johnny, Johnny will cry and I will have to phone your parents to take you home. Will you please tell Johnny you are sorry now and sit down quietly.”

Discuss the other examples and supply answers of your own.

- c) Clear Rules for Classes
 - i. One voice speaks at a time
 - ii. Quiet children get answered
 - iii. Inside voices/outside voices
 - iv. Obey directions right away
 - v. Good manners
 - vi. Keep your hands/feet to yourself
 - vii. Respect the other child/adult
 - viii. Be a friend!*
 - ix. Visit the bathroom before class
 - x. Remember – life is not fair

*Joan is a friend to a new student coming into the class helping her find a place in the Bible.

Discuss the other examples and supply answers of your own.

- d) Inappropriate discipline tools:
 - i. Corporal punishment
 - a. Yelling, screaming or voice tones that demean the child, not the behaviour
 - b. Words that elicit feelings of shame or condemnation; derisive comments.

Discuss the other examples and supply answers of your own.

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4. Appropriate Actions

- a) Washroom Assistance
 - ii. Limit the need for washroom assistance – remind parents to take their children to the washroom before class. Pre-Grade One children should only be taken to the washroom by their parents. If this is not possible, then the screened worker should do so in the presence of at least one other unrelated screened worker. Never enter a cubicle with a child and close the door.
 - iii. School age children requiring assistance should be accompanied to the door of the washroom by the worker. The worker should open the door to ensure no one is hanging around and then either prop the washroom door open or stand immediately outside to listen in case they are called for or hear anything suspicious.
 - iv. Older children may go on washroom breaks using the buddy system unaccompanied if you have a monitor regularly patrolling the hallways and washrooms (every 15 – 20 minutes).

Discuss the other examples and supply answers of your own.

- b) Church Sponsored Activities should be accompanied by the use of Form #2.1 or #2.2 as appropriate, clearly indicating the sponsorship, times, dates and those in charge of the event.
- c) Church sponsored events are events planned or known about by the church or its leaders. Volunteer/employees representing the church without the church's or leader's knowledge increase their risk of being accused of abuse. Events should be registered with the church by using Form # 2.1 or # 2.2*

* James is a volunteer youth worker with St. Anywhere Lutheran Church. He met up with four girls from the youth group and drove them to a theatre. The next day he was accused of abusing two of the girls. The church was named as a contributing party to the alleged abuse.

Discuss this example!

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Facility Requirements

The congregation is not required to incur the expense of major renovations to the facilities to comply with the policy, but the existing facilities should be reviewed and consideration given to what may be done to make the facilities less likely to foster allegations of abuse. For example:

- If there are no windows on classroom doors, the doors should remain open
- An adult should monitor activities within and between the rooms, including washrooms
- Unused rooms and storage rooms / closets should be locked when not being used by the children's programs.

Review current facilities and discuss how they can be made more visible

Consider whether there are other alternative areas where activities may take place

Procedures and Guidelines

Complaint Procedures Guidelines

If you have been abused, or suspect that someone in your congregation is being abused, it is essential that this be reported. Abuse thrives when it goes unnoticed or unreported. It will not stop on its own. *Remember that the goal for reporting abuse is four-fold:*

1. *to stop the abuse and prevent further incidents;*
2. *to begin the healing process for the victim;*
3. *to allow the perpetrator (if the allegations are true) to be brought to repentance and reconciliation;*
4. *to allow for the process of justice if the charges are of a criminal nature.*

If the Complainant is an Adult

Step 1

Any Congregation Affiliate who believes that he/she or another adult has been the subject of abuse is encouraged to speak to or make a written complaint to any of the members of the Council or to the Abuse Prevention Team. If desired, the complainant may have the Pastor or a trusted friend assist with this step.

Step 2

The Council or the Abuse Prevention Team may attempt to informally resolve the situation without the need for a formal investigation. The Council or Abuse Prevention Team shall report the incident in question to Legal Counsel for the Congregation the insurer and the Association Office.

Step 3

Should the Council or Abuse Prevention Team determine that an investigation is required they shall request that the complainant produce any record of incidents of abuse, possible witnesses, and details of the abuse.

Step 4

The Council or Abuse Prevention Team will:

- a) Conduct an investigation in as timely and confidential a manner as possible and in accordance with this policy.
- b) Request a written response from the alleged abuser, and make such written response available to the complainant;
- c) Interview the complainant as well as any witnesses
- d) Interview the alleged abuser;

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- e) Keep the parties to the complaint informed of the steps being taken during the investigative process;
- f) If it deems it necessary, prepare a written report outlining the allegations of the complainant, the evidence of any witnesses interviewed, and the conclusions reached;
- g) If necessary, and with the complainant's knowledge, report anything of a criminal nature to police.
- h) Arrive at an appropriate recommended corrective or disciplinary action, as required;
- i) Provide to the Board of Directors: a written report, including the conclusions reached, and recommendations as to corrective / disciplinary action.

It is the obligation of every congregation affiliate to cooperate fully with the Council (or APT) in the investigations of any alleged complaints of abuse.

If Complainant is a Child (Minor):

Verbal Abuse

Any congregational affiliate who believes that a child has been the subject of verbal abuse is encouraged to find a way, where possible, to make it clear to the alleged abuser that such behaviour is unwelcome, and should ask that the abuse stop. If the abuse is in the form of inappropriate discipline such as harsh words or voice tones that demean the child or elicit feelings of shame or condemnation, it is advisable to discuss the problem either with the person (i.e. teacher) involved or the supervisor of the program in an effort to stop the behaviour. If no resolution is reached, the process of informal or formal investigation (as outlined above) may be followed.

Physical or Sexual Abuse

Any Congregation affiliate who believes, on reasonable grounds, that a minor child has been the subject of sexual or physical abuse, shall:

1. Where the minor child's safety is in immediate danger immediately contact the Police, RCMP or other applicable law enforcement agency and take all reasonable steps to remove the minor child from the situation and ensure the minor child has no further contact with the alleged abuser.
2. In all other circumstances, immediately report such abuse to:
 - a) The Abuse Prevention Team
 - b) The Council
 - c) The Police, RCMP or other applicable law enforcement agency.

When calling you should be prepared to provide the following information:

- Give your name and location, or you may remain anonymous

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- State that you are making a report of a child in need of protection or that you wish to consult
- State your relationship to the child and family
- Indicate what you heard from the child and/or what you observed (you may want to keep some written notes)
- Offer any facts such as dates, descriptions of the child and identifying information about the family
- Share knowledge of other agency or community involvement if known
- Provide any relevant background information

Gather the following information if you can before calling:

- If you are a professional working with children, know the full name of the child, date of birth, parent(s) name, sibling(s) name and date of birth, address, telephone number, work number of parent(s), etc.
- Be prepared to describe in detail any visible injuries (e.g. bruises—location size, and colour?)
- Keep notes on what you saw and heard
- Share relevant background information such as language, culture, etc.
- ***DO NOT inform the alleged abusive parent or alleged offender about the report***

When speaking with the Police, RCMP, Child Protection Agency:

- Record the first and last name of the individual(s) you speak to
- Ask if there are any steps you should take at this time (who will contact the parents?)
- Ask if you should inform the child of any plan at this time
- Ask if it is safe to send the child home at lunch or the end of the day
- Police are contacted when sexual/physical abuse is being investigated

3. Allegations should be reported to congregational legal counsel, insurer and to the Association Office immediately. All allegations/reports are to be taken seriously. Situations must be handled directly with respect for people's privacy and confidentiality.

Adequate care must be shown for the well-being of victims. In no way should the victim be made to feel that they are to blame for the abuse.

Pending the investigation, the alleged abuser should have no contact with the complainant / victim.

If an adult complainant/victim has a developmental disability, the following steps should be taken:

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If he/she is living in an agency and the abuse stems from the living situation, the agency should be contacted first and told of the concerns. If it is felt that these concerns are not addressed, a report should be made to the funder (i.e. Alberta Department of Social Services or provincial ministry responsible for Mental Health)

If he/she is living with family or friends, it is more difficult to decide on a course of action. If the abuse is of a criminal nature, the police should be contacted, preferably with the knowledge and consent of the victim.

In the case of abuse at the hands of a church worker or volunteer, the above would apply, with actions of a criminal nature being reported to police. Other types of abuse (verbal, emotional) could be dealt with within the context of the congregation's abuse prevention policies, specifically Steps 4 & 5 of the Complaints Procedure.

Aftercare

AFTERCARE

When an incident of abuse has occurred, there are many factors to consider beginning healing in the church.

The victim and their family require a great amount of care and support.

They should be made aware that the congregation does not blame them for what has happened and that their church family will assist them in bearing the burdens created.

In the case of a child, a great deal of counseling and support can be provided through the local child protection agency. They will also have other resources for the family to access counseling and any other assistance needed. Often a person's health insurance carrier will have psychological and emotional counsel available.

For adults, the church, community information centre or hospital may have a directory of local counseling agencies. Many Christian agencies (including Catholic Family Services in many areas) provide counseling services on an "ability to pay" basis. It is important to encourage the victim and their family to talk about what happened with a trusted professional so they can begin the healing process.

Within the congregation, information should be given honestly and shared on a need to know basis.

There will be a great deal of shock, denial and anger, which must be dealt with in a loving and understanding manner. Professional assistance may be required to assist the members to understand and accept what has happened, to care for the victim and even to acknowledge the sin and work towards the repentance and forgiveness of the abuser.

If the abuse has been of a criminal nature, the abuser will be dealt with first by legal authorities. No matter what the charge, it is important to remember that the goal within the church should be to bring the perpetrator to repentance. The abuser should not be abandoned by his or her Christian family, (even as God does not abandon them) even if they can no longer attend the church.

The health and well-being of the congregation will depend a great deal on the handling of the situation. Prayer for God's guidance, loving concern from the staff and leaders of the church, and professional assistance will help facilitate this healing process.

FORMS



Trinity Lutheran Church of Leader

400 5th St. W.
Box 477 Leader, SK S0N 1H0
(306) 628-4320
trinitylutheranleader@gmail.com
www.trinityleader.ca

Form 1.1

Employee/Volunteer Initial Clearance Checklist

Permission and Release of Information (form #1.2)
Acknowledgement Form (form #1.3)
Application for Ministries to Children & Youth completed and signed
Application/instructions / letter for Criminal Record Check given to applicant
Reference Contact Form completed and signed; file copy for all contacts (form #1.4)
Criminal Records Report completed, received from authorities and reviewed
Interview Form completed and signed (form #1.5)
Driver's Record Check (if required) received
All of the above in order, reviewed and cleared for applicant to serve in the Children's and Youth Ministries at Trinity Lutheran Church

Signature of Pastor or Authorized Person: _____

Date: _____

If this cannot be signed at this time because of an unsatisfactory response in any of the above categories, it must be referred to the Pastor or Elder in Charge before any further discussion with the application.

I acknowledge receipt of the Abuse Prevention Policy

Signature: _____ Date: _____

Training on Abuse Prevention Policy completed Date _____



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Form #1.2

Permission To Collect Personal Information

Information received is strictly confidential.

I hereby give permission for the collection of personal information at Trinity Lutheran Church of Leader as part of our congregation's ongoing efforts to show our care and concern for those who could be victims of the sinful actions of another. May God bless our congregation in its continued ministry to one another! This will be maintained in a permanent personnel file in our office.

Full Legal Name: *(Print)* _____

Signed: _____ Date: _____

Witnessed: _____ Date: _____



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FORM #1.3

Acknowledgement Form

Information Received is strictly confidential

This is to acknowledge that a copy of the Abuse Prevention Policy was provided to me. I have read, understand and agree to this Abuse Prevention Policy. May God bless our congregation in its continued ministry to one another! This will be maintained in a permanent personnel file in our office.

Full Legal Name: *(Print)* _____

Signed: _____ Date: _____

Witnessed: _____ Date: _____



Form #1.4

**Record of Church Contact with a Reference or Church
Identified by an Applicant for Children's Work**

Name of Applicant: _____

Reference or Church Contacted	Date of Contact	Person Contacting the Reference or Church	Method of Contact (phone, letter, in person)	Summary of Contact

Confidential



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Form #1.5

MINISTRY VOLUNTEER INTERVIEW FORM

Name of Applicant: _____

A Completed Ministry Volunteer Application Form for Ministries to Children must be completed and in hand to allow for reference checks and reviews prior to the interview.

Has anyone explained the types of children's ministries which we provide as a church and which might provide you with an opportunity for volunteer service? YES ___ NO ___

What prompted you to be interested in the ministry which you identified on your Ministry Volunteer Form?

Would you be willing to attend the training session associated with that Ministry?

YES ___ NO ___

Has the potential volunteer reviewed their spiritual journey and compare responses with those indicated on the Spiritual History of the Ministry Volunteer Application Form. Note any omissions or questions which arise.

Review the items listed under Confidential Information on the Ministry Volunteer Application Form and note any significant omissions or questions which arise:

Ask the potential volunteer about their relationship with each reference listed on the Ministry Volunteer Application Form.

On what date would you be available? _____

What is the minimum length of your commitment? _____

Interview Completed: _____ Date: _____



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Form # 1.6

Ministry Leadership Volunteer Application Form for Ministries to Children and Youth

(INFORMATION RECEIVED IS STRICTLY CONFIDENTIAL)

In our desire to reduce the risk of abuse within our church ministries, we believe this information is necessary to protect our children and to protect our volunteers. Thank you in advance for your understanding.

Personal Information

Full Name: _____ Male _____ Female _____

Phone Number (Res.) _____ (Cel.) _____

Address: _____

_____ Email _____

Single Married Engaged Separated Divorced Remarried
 Widow/Widower

Date of Birth: _____

Spouse's Name: _____

Occupation and/or Employer: _____

Hobbies, Interests or Skills: _____

Spiritual History

Member of *(name of your congregation)*? Yes No How Long? _____

Baptized Member? Yes No Confirmed Member? Yes No

Voting Member? Yes No Council Member? Yes No

Church Attendance Background (List churches attended in the past 5 years)

Church Name: _____ Phone: _____

Address: _____

Dates Attended: _____ Member: Yes ___ No ___

Church Name: _____ Phone: _____

Address: _____

Dates Attended: _____ Member: Yes ___ No ___

Present & Previous Ministry Experience

Church Name: _____ Phone: _____

Dates & Description of Ministry _____

Pastor or Ministry Supervisor _____

Church Name: _____ Phone: _____

Dates & Description of Ministry _____

Pastor or Ministry Supervisor _____

Church Name: _____ Phone: _____

Dates & Description of Ministry _____

Pastor or Ministry Supervisor _____

Lifestyle

In order to provide a safe and secure environment for our children, we believe it is necessary to include the following questions as part of our process. All information will be kept strictly confidential. (Police may access this information under warrant, if requested.) Answering 'yes' to any of the questions may not necessarily preclude your involvement in ministry. **A meeting will be arranged with the Pastor so that you may discuss the circumstances.** Thank you in advance for your understanding.

If any of the following circumstances apply to you, please check here _____

- Have been convicted of a criminal offense involving children
- Have been convicted of a sexually related crime
- Have been convicted of an abuse related crime
- Have been hospitalized or treated for alcohol or substance abuse
- Have any communicable disease
- In treatment for any form of mental illness

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

Ministry Profile

In answering the following, please don't be too humble as the purpose of this section is for you to declare your strengths so that your gifts will be put to the best use possible.

Mark the areas in which you desire to: **Oversee** (put an 'O' in the box) **Assist** (put an 'A' in the box) **Receive Training** (put a 'T' in the box)

<input type="checkbox"/>	Nursery	<input type="checkbox"/>	Ladies Group
<input type="checkbox"/>	Sunday School	<input type="checkbox"/>	Prayer
<input type="checkbox"/>	Youth	<input type="checkbox"/>	Stewardship
<input type="checkbox"/>	Church Council	<input type="checkbox"/>	Fellowship
<input type="checkbox"/>	Choir	<input type="checkbox"/>	Fund Raising Activities
<input type="checkbox"/>	Vacation Bible School	<input type="checkbox"/>	Drama/Puppets
<input type="checkbox"/>	Bible Studies	<input type="checkbox"/>	Crafts
<input type="checkbox"/>	Office/Administration	<input type="checkbox"/>	Other, please specify:
<input type="checkbox"/>	Altar Guild	<input type="checkbox"/>	

References

Please provide the names of three individuals, excluding relatives, who could provide a reference for you. If you are a minor, you may use the name of a parent and/or teacher. If possible, include at least one reference from inside the church.

Name: _____ Phone: _____

Address: _____

Name: _____ Phone: _____

Address: _____

Name: _____ Phone: _____

Address: _____

Applicant's Statement

I hereby acknowledge that the information contained in this application for ministry is correct to the best of my knowledge. I authorize any references or churches listed in this application to give you any information they may have regarding my character and fitness for children's ministry, and I release all such references from liability for any damage that may result from furnishing such evaluation to you. I also grant my permission to Trinity Lutheran Church of Leader to perform a personal Criminal Record Check for the purpose 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 extreme confidentiality. I further agree to adhere to the Trinity Lutheran Church of Leader Abuse Prevention Policy.

Applicant's Name: (please print) _____

Signature: _____

Date: _____

Witnesses Signature: _____

Date: _____

The personal information that you provide to Trinity Lutheran Church of Leader is collected in accordance with the Privacy Information Protection Act (PIPA) of the Province of Saskatchewan and can be reviewed upon request. The information will be used for the purpose of screening applicants for volunteering with children's activities. The complete Privacy Policy can be reviewed at the church. If you have any questions regarding the collection, use or disclosure of this information, contact the church office at (306) 628-4320.



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Form #1.7

Suggested ‘Script’ For Telephone Follow – up when Screening Applications

“Hello, this is ----- . I serve on the Children’s Ministries Committee of *(name of your congregation)*. Like many churched today, we have a screening policy for all of the people who volunteer to work with our children in Sunday School and other programs. I am calling your church because *(applicant’s name)*...

1. Indicated on his/her application form that:
He/she attended your church/taught in your Sunday School in-----
(time/date)-----
(age level)-----

Can you verify this information?

Would you have any reservations about *(applicant)* working with children?
(If there are reservations, note them on the form)

OR

2. *(Applicant)* listed you as a personal reference. How long have you known him/her?

Would you have any reservations about *(applicant)* working with children?

Thank you very much for your help.”

Record all information on the follow-up form and return to _____

Telephone Follow-up Completed by _____ Date: _____

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



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Form #2.1

Waiver & Medical Release Form Overnight Events

Activity: _____ Date: _____

Chaperones: _____

Name of Child: _____ Age: _____

Address: _____

Postal Code: _____ Phone: _____

School: _____

Does your child have any severe allergies? (Bee stings, food, penicillin, other drugs) Yes ___ No ___

If yes, please explain: _____

Does your child have any life-threatening allergies? Yes ___ No ___

If yes, please explain: _____

Is your child bringing any medication with him/her? (Antibiotics, ventilator, Ritalin) Yes ___ No ___

If yes, please explain: _____

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

If yes, please explain: _____

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

Appendicitis Ear Infection Hay Fever Mumps Tonsillitis Asthma
 Hepatitis Bedwetting Diabetes Measles (red) Sinusitis Chicken Pox
 Fainting Measles (German) Severe Stomach Ache Other
Date of Last Tetanus Shot _____

Precautions are taken for the safety and health of your child, but in the event of accident or sickness, Trinity Lutheran Church of Leader, its staff, and its volunteers are hereby released from any liability. **In the event that your child requires special medication, x-rays or treatment, the parents/guardians will be notified immediately.** In case of surgical emergency, I hereby give permission to the physician selected by Trinity Lutheran Church of Leader to hospitalize, secure proper treatment for, and to order injection, anesthesia or surgery for my child as named above.

Provincial Health Insurance Number: _____

(Your child must be covered by Provincial Health Insurance or equivalent medical insurance.)

Name of Physician: _____ Physician's Phone Number: _____

Parent / Guardian Signature: _____ Date: _____



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Form #2.2

Waiver & Medical Release Form Field Trip and Special Events

Activity: _____ Date: _____

Chaperones: _____

Name of Child: _____ Age: _____

Address: _____

Postal Code: _____

Phone: (H): _____ (C:) _____ (Other:) _____

School: _____

Does your child have any severe allergies? (Bee stings, food, penicillin, other drugs) Yes ___ No ___

If yes, please explain: _____

Does your child have any life-threatening allergies? Yes ___ No ___

If yes, please explain: _____

Is your child bringing any medication with him/her? (Antibiotics, ventilator, Ritalin) Yes ___ No ___

If yes, please explain: _____

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

If yes, please explain: _____

Precautions are taken for the safety and health of your child, but in the event of accident or sickness, Trinity Lutheran Church of Leader and its volunteers are hereby released from any liability. **In the event that your child requires special medication, x-rays or treatment, the parents/guardians will be notified immediately.**

Provincial Health Insurance Number: _____

(Your child must be covered by Provincial Health Insurance or equivalent medical insurance.)

Name of Physician: _____

Physician's Phone Number: _____

Parent/Guardian Signature: _____ Date: _____

Resource Materials



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Resources

- 1. Sexual Misconduct in our churches: Learn to Spot it Learn to Stop it**
The Anglican Church of Canada, Video VHS 28 min.
ABC Publishing Anglican Book Centre
80 Hayden Street
Toronto ON M4Y 3G2
- 2. Winning Kids Inc., Plan to Protect**
117 Ringwood Dr, Unit #11
Stouffville, ON L3A 8C1
Phone: 1-877-455-3555
www.winningkidsinc.ca
- 3. Plan to Protect Children, Youth and Leaders**
Pentecostal Assemblies of Canada
Canadian Ministries Department
2450 Milltower Court
Mississauga ON L5N 5Z6
- 4. Volunteer Guidebook; Volunteer Administration Manual; Policies LC-06-04.01; LC-03-12.01; LC-06-03; LC-06-01; LC-06-02.01; LC-02-02.01;**
Lutheran Community Care Centre
245-B Bay Street
Thunder Bay ON P7B 6P2
- 5. Serious Occurrence Reporting Procedures for Service Providers**
Ministry of Community, Family and Children's Services 2002
- 6. Responding to Child Abuse: A Handbook**
Government of Alberta, October 2005
- 7. Abuse Prevention: A Newsletter for Churches and Christian Organizations**
Robertson Hall Insurance Inc.
300 - 431 Richmond Street
London, ON N6A 6E2
Phone: 1-800-640-0933
www.robertsonhall.com