

POLICY FOR PROTECTING VULNERABLE PERSONS

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Principles of this Policy

This policy was created to ensure that the practices of everyone at Calvary Chapel London comply with the certain legal and spiritual principles. Any changes to this policy should be made with these principles in mind. The principles governing this policy are:

Submission to Authorities:

Christians are to submit to governing authorities where doing so does not contradict the laws of God (Romans 13:1-5; 1 Peter 2:13-17). God has established these authorities to protect people from evil and therefore, Calvary Chapel London should ensure it is complying with all legal expectations.

Duty of Care:

God has a heart for the vulnerable (Psalm 82:3-4; Deuteronomy 10:18; Zechariah 7:10). This means Calvary Chapel London has both a legal and moral obligation to take reasonable measures to care for and to protect its congregation to an appropriate level or standard. Where members of the congregation are vulnerable (i.e. if they cannot protect, defend, or assert themselves, permanently or temporarily, because of age, disability, or circumstances), then this duty becomes greater and the standards of care required is higher.

Reputation of the Church:

Christians are supposed to live excellently so the world will notice the difference Christ makes (1 Peter 2:11-17; Proverbs 22:1; Matthew 5:16). Calvary Chapel London policies should be ones that, if made public, would bring honour to the church and name of Christ because they match the expectations people have for organizations that work with vulnerable persons.

Wisdom:

Christians are called to be wise in their decisions (Proverb 1:1-7; Philippians 1:9-11; James 1:5-8; James 3:17). This includes seeking advice on the best practices for managing church operations when outside expertise is required (Proverbs 12:15; 11:14; 19:20-21; 15:22). Calvary Chapel London should strive to follow the best practices of similar organizations, where possible.

Biblical Church Leadership:

The Christian Church is to be overseen by the Senior Pastor and Servant Team (see definition below) who God has given the role of serving, leading and teaching (Acts 20:28; Titus 1:5-9; 1 Peter 5:1-4). This is why the final decision making authority on any matter at Calvary Chapel London rests with the Senior Pastor, Servant Team and Oversight Board as per the Scriptures and Bylaws of Calvary Chapel London (1 Peter 5:5; Hebrews 13:17; 1 Thessalonians 5:12-13).

Definitions

Abuse:

Abuse includes but is not limited to any of the following:

Physical Abuse: Physical abuse is any deliberate physical force or action that results, or could result, in injury to a Vulnerable Person. It can include punching, slapping, beating, shaking, burning, biting or throwing a Vulnerable Person. It is different than what is considered reasonable discipline.

Sexual Abuse: Sexual abuse occurs when a Vulnerable Person is used for the sexual gratification of another person. This includes sexual intercourse, exposing a Vulnerable Person's private areas, forcing a Vulnerable Person to touch another person in a sexual way, telling a Vulnerable Person to touch himself or herself for a sexual purpose, indecent phone calls, fondling for sexual pleasure, and allowing a Vulnerable Person to look at or perform in pornographic pictures or videos. Sexual abuse of Vulnerable Person harms Vulnerable Persons by involving them in sexual behaviour for which they are unprepared, to which they cannot consent, and from which they are unable to protect themselves.

Emotional Abuse: Emotional abuse is a pattern of behaviour that attacks a Vulnerable Person's emotional development and sense of self worth. It includes excessive, aggressive, or unreasonable demands that place expectations on a Vulnerable Person beyond his or her capacity. Emotional abuse includes constant criticizing, teasing, belittling, insulting, rejecting, ignoring or isolating the Vulnerable Person. It also includes failure by the parent or caregiver to provide their Vulnerable Persons with love, emotional support and guidance.

Neglect: Neglect is the failure to meet a Vulnerable Person's basic need for food, clothing, shelter, sleep, medical attention, education and protection from harm. This can occur when a caregiver does not know about appropriate care for Vulnerable Persons, when they cannot adequately supervise their Vulnerable Persons or when they are unable to plan ahead.

Senior Abuse : Intentionally causing bodily harm; intentionally causing emotional harm, including, but not limited to, threatening or intimidating behaviour, humiliating, harassing, coercing or restricting from appropriate social contact; intentionally administering or prescribing medication for an inappropriate purpose; intentionally misappropriating or improperly or illegally converting money or other valuable possessions; or intentionally failing to provide adequate nutrition, adequate medical attention or other necessities of life.

Adult:

An Adult is a person over the age of eighteen (18) years old.

**Senior Pastor and
Servant Team:**

Senior Pastor, Assistant Pastor(s), Associate Pastor(s), Youth Pastor(s), Elder(s), and Deacons form the Senior Pastor and Servant Team as outlined in the Bylaws.

Oversight Board:	The recognized legal Church Board as outlined in the Bylaws.
Child/Children:	A Child is a person under the age of eighteen (18) years and includes a Youth, unless specifically stated otherwise.
Church:	The Church is specifically referring to Calvary Chapel London in London, Ontario.
Infant:	A Child under the age of one (1) year old.
Position of Trust:	Position of Trust or authority is when a volunteer's relationship with someone else in the Church has any of the following characteristics: Decision-making power, unsupervised access, closeness inherent in the relationship, or there is a personal nature inherent in the activity itself. It includes when a parent or guardian has entrusted a Vulnerable Person to another individual's or the Church's care.
Senior:	A Senior is a person age sixty five (65) and older.
Youth:	Youth is a person aged twelve (12) to eighteen (18), unless specifically stated otherwise.
Vulnerable Person:	A Vulnerable Person is someone who, because of his or her age, a disability, or other circumstances, whether temporary or permanent, is in a position of dependency on others or is otherwise at a greater risk of being harmed by someone in a Position of Trust or authority over them.

Volunteering with Vulnerable Persons

A. Volunteer Appointments

- (1) No one can volunteer in a role where they will have direct contact with a Vulnerable Person, especially a Child, until they have:
 - a. Submitted all the documentation required by Section F of the Church's *Policy for Volunteer Roles*.
 - b. Been approved by the Senior Pastor and Servant Team.
 - c. Read the *Policy for Protecting Vulnerable Persons* and signed the *Policy for Protecting Vulnerable Persons Acknowledgment*.
- (2) The Senior Pastor and Servant Team may temporarily approve a volunteer assisting with group activities aimed at Children or Youth while the volunteer is waiting to receive their *Child Record Check* or *Vulnerable Sector Check*, however, the volunteer is not to be alone with any Vulnerable Persons and must be supervised by a fully vetted volunteer at all times. This temporary appointment can only last for a maximum of three (3) months.
- (3) Individuals that have been charged with, or convicted of, or whom the Church has reason to believe may have committed any crime against a Vulnerable Person or who have been convicted of any other relevant crimes will not be placed in a role that has direct contact with Vulnerable Persons.
- (4) Individuals already volunteering in a role that has direct contact with Vulnerable Persons who have been charged with, or convicted of, or whom the Church has reason to believe may have committed any crime against a Vulnerable Person or who have been convicted of any other relevant crimes, will be suspended from their role until the Senior Pastor and Servant Team can review their volunteer appointment.
- (5) The Senior Pastor and Servant Team can, at any point and at their sole discretion, ask anyone volunteering in a role that has direct contact with Vulnerable Persons to re-submit a *Vulnerable Sector Check* obtained from the police agency where the volunteer currently resides, or a *Child Record Check* from the Government of Ontario.

B. Underage Volunteers

- (1) Volunteers between the ages of twelve (12) and eighteen (18) years old who will have direct contact with Vulnerable Persons must be supervised by a fully vetted Adult volunteer or staff member at all times.
- (2) Youth volunteers are not allowed to:
 - a. Drive any vehicles containing vulnerable persons.
 - b. Be left alone with any vulnerable persons.
 - c. Be in a position of trust with Children of similar age to them.
- (3) Children under the age of twelve (12) years old are not permitted to volunteer in roles where they're responsible for vulnerable persons.

Nursery Procedures

C. Registration Process

- (1) The nursery must have a registration process to account for the children being supervised.
- (2) At a minimum, the registration must document:
 - a. The signing in and signing out of children by their parent or guardian.
 - b. An accurate list of children in the nursery at any given time for the purposes of minimum supervision levels and to account for all children in emergency situations.

D. Minimum Supervision Levels

- (1) There must always be at least two unrelated volunteers in the nursery when Children are present and the ratio of Children to volunteers should not exceed 5:1.

E. Diapering

- (1) Diapering is only to be done by parents or guardians. If a diaper needs to be changed, the parents or guardians are to be notified immediately.

F. Contact with Parents or Guardians

- (1) Volunteers will contact a Child's parents or legal guardian if:
 - a. The Child appears to be ill or in distress.
 - b. The Child's behaviour is posing a risk to the safety or wellbeing of other Children.
 - c. A child requires a diaper or clothing change.
- (2) Parents or guardians are welcome to use the nursery to supervise their own Child at any time.

Children's Ministry Procedures

G. Registration Process

- (1) Children's Ministry must have a registration process to account for the children being supervised.
- (2) At a minimum, the registration must document:
 - a. The signing in and signing out of children by their parent or guardian
 - b. An accurate list of children in Children's Ministry at any given time for the purposes of minimum supervision levels and to account for all children in emergency situations

H. Minimum Supervision Levels

- (1) There must always be at least two volunteers in each class when Children are present, and the ratio of Children to volunteers should not exceed 6:1 for Children not in grade school and 10:1 for Children in kindergarten and grade school.

I. Washroom Supervision

- (1) Parents and guardians are to be asked to take their Children to the washroom before dropping them off at Children's Ministry.
- (2) If a Child does need to go to the washroom, they must be escorted by an Adult volunteer, and there must always be at least three (3) individuals present. This can be accomplished by one (1) Adult volunteer taking a minimum of two (2) Children to the washroom at the same time, or by two (2) volunteers being in direct line of site of each other while taking one (1) Child to the washroom.
- (3) Volunteers escorting a Child or Children to the washroom are to do the following:
 - a. If a Child does not need help in the washroom, then the volunteer is to walk them to the washroom, check the washroom for other Adults and, once empty, wait outside the washroom for the Child to finish.
 - b. If a Child needs help in the washroom, the volunteer must prop open both doors to the washroom with door stops before entering the washroom with the Child.
- (4) At no point is a volunteer allowed to:
 - a. Be alone in a washroom with a Child when the doors are closed.
 - b. Change the diaper of Child or infant.
 - c. Enter the washroom alone with a Youth.
- (4) Any Child in Children's Ministry that needs a diaper change must be changed by their parent or guardian.

J. Occasional Observers

- (1) Adults or Youth who wish to observe Children's Ministry may do so to learn about the ministry.
- (2) Parents and guardians may stay with their Child for the initial Children's Ministry Worship portion of any service.
- (3) At no point is a parent, guardian or observer to be placed in a Position of Trust with any Child that is not their own.

K. Healthcare

- (1) Parents and guardians must advise volunteers each week if their Child has any allergies that pose a danger to them.
- (2) Volunteers will not administer medications to a Child, with the exception of emergency medications like an EpiPen or asthma inhaler, and then only with the prior consent and a demonstration of use by the parent or guardian.
- (3) In the event of an emergency, volunteers are to call 9-1-1 before trying to locate the parents or guardian of a Child. Parents or guardians should be notified as soon as is possible after emergency services are on route.

L. Discipline

- (1) All discipline and classroom management will be conducted in a loving and caring environment. All volunteers are prohibited from disciplining a Child using physical contact or emotional or psychological pressure, abuse or intimidation.

Youth Group Procedures

M. Minimum Supervision Levels

- (1) There must be at least one Adult volunteer at a Youth event and the ratio of Youth to Adults should not exceed 10:1.
- (2) At no point should a volunteer be alone in a private place with a youth, which includes the inside of a vehicle. Any one-on-one meetings must be done in a public setting, in view of other people. Parents or guardians of the youth must be notified of a one-on-one meeting prior to it occurring.
- (3) One-on-one meetings are only permitted when the Youth and a volunteer are the same gender. In the event that a volunteer needs to meet with a youth of a different gender, they must bring another Adult to the meeting with them.

N. Leaving Youth Events

- (1) Youth who attend Youth Group events are not permitted to leave until the event is over or they are picked up by their parent or guardian. If a youth close to the age of eighteen (18) years old unexpectedly leaves an event early, volunteers are to immediately notify their parent or guardian that the Youth has left.

O. Dating

- (1) Volunteers are not allowed to pursue or become involved in a dating or sexual relationship with any Youth they serve, regardless of the age difference between the volunteer and Youth.

Overnight Events

P. Approval of Overnight Events

- (1) Overnight events involving vulnerable persons unaccompanied by their parents or guardians must be approved in advance by the Senior Pastor and Servant Team.
- (2) All Children or Youth participating in an overnight event must have signed consent forms from their parent or guardian before participating in the event.

Q. Sleeping Quarters

- (1) Female and male Children and volunteers must have separate sleeping quarters, and they are not permitted in each others' areas.

- (2) Female volunteers will be assigned to supervise the female sleeping quarters and male volunteers will be assigned to supervise the male sleeping quarters.
- (3) A volunteer should never share sleeping quarters alone with a Child or Youth, unless the Child or Youth is the volunteer's own Child.

R. Overnight Events Host in a House

- (1) When an overnight event is located in a house, all Adults in the house must be approved as a volunteer and have gone through the same application process as all other volunteers working with vulnerable persons.
- (2) Children sleeping at the house must have distinctly different sleeping quarters than the people who reside in the house.

Displays of Affection

S. Appropriate Displays of Affection

- (1) Displays of affection are appropriate in a ministry setting, however, they must be age appropriate. Appropriate affection includes:
 - a. Holding a nursery or preschool Child that is crying.
 - b. Holding a Children's Ministry Child's hand while walking them to an activity.
 - c. Gently holding a Child's shoulder or hand to keep their attention while redirecting the Child's behaviour.
 - d. Putting an arm around a Child or Youth when comforting is needed.
- (2) Displays of affection are not as appropriate when working with Youth. Volunteers should limit physical contact with Youth of the same gender as them and not have any physical contact with Youth of the opposite gender.

Transporting Vulnerable Persons

T. Qualifications to be a Volunteer Driver

- (1) In order to drive Vulnerable Persons, a volunteer must have:
 - a. A valid Class 4 or 5 Ontario Driver's Licence.
 - b. Held a full drivers licence for at least five (5) years.
 - c. Fewer than six (6) demerit points on their driving record.
 - d. Insurance coverage for at least \$1 million in personal liability.
 - e. Valid vehicle registration.
 - f. A properly maintained vehicle.
- (2) Drivers must prove they meet the qualifications in R(1) by providing the Church every five (5) years with a photo or photocopy of their:
 - a. Driver's licence.
 - b. Insurance policy showing liability coverage.

- c. Vehicle registration.
 - d. Driver's Abstract for the previous five (5) years.
- (3) Drivers must also submit a signed *Volunteer Driver Declaration*.
- (4) The Senior Pastor and Servant Team can request that any volunteer driver submit a Driver's Abstract from the Government of Ontario at any time to show their driving record and can deny any volunteer driving privileges, at their sole discretion.
- (5) No Vulnerable Person is to put in a vehicle driven by a minor, unless the Vulnerable Person originally arrived at the Church event with the minor (in which case parental consent is assumed). For example, if a youth drives their younger sibling to an event, they can continue to drive together during the event, however, no additional youth can ride in the same car.

U. Driving Vulnerable Persons

- (1) When driving vulnerable persons, volunteers must:
 - a. Ensure the follow all applicable laws.
 - b. Comply with the plan for the event.
 - c. Ensure everyone in the vehicle is wearing a seatbelt.
 - d. Ensure that Children are in the appropriate car seats and that no small Children are placed in a seat that has an airbag.
 - e. Have at least three (3) individuals in the vehicle at all times.
- (2) Volunteer drivers and employees can be in a vehicle alone with a Vulnerable Person only if prior verbal or written consent has been obtained from the Vulnerable Person's parent or legal guardian. Consent must be obtained for each time the Vulnerable Person and volunteer or employee are driving alone together.
- (3) Church events will have a drop off and picking meeting places for parents or guardians of Vulnerable Persons to meet the group. Volunteer drivers are only to drive people to and from these points. Volunteer drivers are not to drive any vulnerable person to a different location, including their home.

Allegations of Abuse

V. Duty to Report

- (1) Where there are reasonable and probable grounds to believe that a Child or other Vulnerable Person has been a victim of Abuse outside of the Church, by law, it must be reported immediately to the police or the Children's Aid Society of London & Middlesex. If the Vulnerable Person is a Senior, allegations of abuse must also be reported to the police.
- (2) Where there are reasonable and probable grounds to believe that a Child or other Vulnerable Person has been a victim of Abuse inside of the Church, the Senior Pastor and Servant Team will report it to the police and Oversight Board. The Oversight Board in cooperation with the Senior Pastor and Servant Team will determine how it will be addressed within the Church according to the Bylaws.

W. Recording and Reporting Allegations or Suspicion of Abuse

- (1) Upon hearing allegations of or having reasonable grounds to suspect potential Abuse towards a Vulnerable Person, volunteers must document all relevant information. This includes, but is not limited to:
 - a. The name and age of the alleged victim.
 - b. Where alleged abuse occurred or is occurring.
 - c. Who the volunteer believes may be responsible for the Abuse.
 - d. Any evidence of Abuse noticed (including physical injuries).
 - e. What the alleged victim said about the Abuse.
 - f. If witnessed, what was witnessed.
- (2) The allegations must immediately be reported to the Senior Pastor and Servant Team so they can report it to the proper authorities.
- (3) The Senior Pastor and Servant Team will document what they were told by witnesses and how they responded to the allegations, but they will not speak to the victim about the abuse until police have first spoken to the victim.
- (4) All documentation of the Senior Pastor and Servant Team and volunteers will be kept on file with the Church permanently.

X. Internal Investigation of Abuse Inside the Church

- (1) Volunteers who are the subject of Abuse allegations will be immediately suspended from their role until the police investigation is complete and the Senior Pastor and Servant Team determines if any internal consequences are appropriate.
- (2) The Church will cooperate fully with the police investigation into an alleged Abuse and wait for it to conclude before launching its own internal investigation.
- (3) Regardless of whether criminal charges result from a police investigation, the Senior Pastor and Servant Team will still evaluate whether a breach of Church policy occurred or whether there is an outstanding risk to the congregation that needs to be addressed.
- (4) The Senior Pastor and Servant Team, at their sole discretion, will determine what actions the Church should take to address the situation created after Abuse allegations.

Changing this Policy

Y. Amending the Policy for Protecting Vulnerable Persons

- (1) This policy can only be amended by a decision of the Senior Pastor and Servant Team in cooperation with the Oversight Board following the Bylaws.
- (2) If there are changes to either the qualifications for a volunteer role change or the background checks required, volunteers in the affected roles will be given three (3) months to meet the new standards.

- (3) Existing volunteers who are unable to meet any new qualifications or background check requirements that result from a change to this policy will be reassigned to a different volunteer role within the Church, where possible.

Appendix I – Policy Acknowledgement

Policy for Protecting Vulnerable Persons Acknowledgement

I, _____, have read and understand Calvary Chapel London's *Policy for Protecting Vulnerable Persons*.

I recognize that I will have direct contact with Vulnerable Persons in my volunteer role with Calvary Chapel London and understand that I am required to follow the procedures outlined in the policy.

I further understand that I am legally obligated to report any allegations of Abuse I encounter during my volunteering to the Senior Pastor and Servant Team or, if appropriate, to the police or Children's Aid Society of London & Middlesex.

Signed this the ____ day of _____ in the year ____.

Signature

Witness

Printed Name of Witness

Appendix II – Volunteer Driver Declaration

Volunteer Driver Declaration

I, _____, confirm that I am willing to drive Vulnerable Persons in my personal vehicle to support events at Calvary Chapel London.

I also confirm that I (please check):

- Have a valid Class 4 or 5 Ontario Driver's Licence
- Have had a full driver's licence for at least five (5) years
- Have fewer than six (6) demerit points on my driving record
- Have at least \$1 million in liability coverage on my vehicle's insurance
- Have a valid vehicle registration
- Have a properly maintained vehicle

I understand that my personal insurance will be the primary insurance should there be an incident while I am transporting Vulnerable Persons for a Calvary Chapel London event. I also understand that I am further covered by the Church's liability insurance should my liability exceed the limits of my personal insurance.

Furthermore, I commit to:

- Follow all applicable laws while driving for Calvary Chapel London Comply with the Church's event plan and instruction
- Ensure everyone in my vehicle is wearing a seatbelt
- Ensure that any small Children have the appropriate car seats and are not sitting in a seat that has an airbag
- Only drive Vulnerable Persons to and from the designated meeting places and not to other locations, including their own home

Signed this the ____ day of _____ in the year ____.

Signature

Witness

Printed Name of Witness