

Oakridge Presbyterian Church

“Leading With Care” Policy and Procedure Volunteer Manual

2017



More information about our Policies and Procedures can be found in the OPC Policy and Procedures
Manual

Update May 2017

OPC Leading with Care Policy

The policy of The Presbyterian Church in Canada is that all persons, and in particular all children, youth and vulnerable adults, who participate in the church's programs/ministries and/or use the church's facilities will be cared for with Christian compassion and will be safe. In response to that, the policies of Oakridge Presbyterian Church are as follows:

OPC Leading with Care Procedures

Fire Safety and Prevention

1) Facilities

- * All Oakridge Presbyterian Church administered facilities are inspected monthly, as part of OPC's Health and Safety Policy. Monthly Inspection Reports are kept in a binder in the General Workroom.
- * All rooms at OPC are to be kept uncluttered at all times; all fire doors are to be kept closed at all times. If an approved door is propped open the prop must be removed when leaving the area. In the case of nursery rooms, they must be gated if doors are left open.
- * Fire Safety Plan is located in the workroom and should be reviewed on an annual basis to ensure all are up to date with any changes made.

2) First Aid Training

Through the auspices of an outside agency (fire department, St. John Ambulance or Canadian Red Cross) all teachers/leaders, elders, staff and general membership will be offered basic First Aid and CPR training annually. Each course participant will pay their own course fees. It is mandatory that certain key Church Personnel have First Aid and CPR training. Where training is mandatory, OPC will cover the costs of this training. The list of these trained Church Personnel is posted in the Narthex adjacent to the telephone.

3) First Aid Kits and Other Equipment

- * A fully stocked First Aid Kit will be maintained and located at the First Aid Station inside the Main Entrance off the parking lot and each kitchen. An additional First Aid Kit is kept in the Business Administrator's office to be used for offsite outings.
- * All First Aid kits are to be inspected monthly for supplies and restocked as necessary. This is the responsibility of the Church Business Administrator.
- * Each First Aid kit must have a list of stocked supplies taped to the inside of the lid and a log book of injuries and equipment used.
- * A stretcher is located on the wall of the First Aid Station, at the Main Entrance off the parking lot.
- * A Wheelchair is located at the main entrance off the parking lot. A second wheelchair is located in the Lower Level coat rack area.

4) Transportation

- * A teacher/leader/visitor that drives children/youth/vulnerable adults must have a valid driver's license and valid \$1 million liability insurance and one seatbelt and/or car seat per person in the vehicle.
- * All adults responsible for the transportation of children/youth/vulnerable adults should avoid driving them when alone.

- * If transporting children/youth/ vulnerable adults for church related activities on a regular basis (once a month or more) the driver should contact their insurance company about liability coverage.
- * If there is an accident or other unusual incident during church-related transportation, an Accident/Incident Report must be filed with the Church Business Administrator.

5) Teacher/Leader/Volunteer and Participant Ratios

While the rule of having two adults at all times in a group is encouraged, there are occasional times when only one leader is present. In this situation, the teacher/leader should, from the orientation session, know what to do if he/she is alone with a child (e.g. the teacher/leader might provide some colouring or reading activity for the child and the two of them rejoin the congregation, the teacher/leader may find another adult or youth from the congregation to join them in the Sunday School area, or the leader/teacher may arrange for the child to temporarily join another class for that week).

The suggested child/youth/vulnerable adult to teachers/leaders/volunteer ratios in a regular program are:

0 – 18 months:	2 adults to 6 children
18 mo. – 2 1/2 years:	2 adults to 10 children
2 1/2 – 4 years:	2 adults to 12 children
Ages 4 – 6:	2 adults to 15 children
Ages 6 – 12:	2 adults to 25 children
Ages 13 – 18	1 adult to 20 Youth
Vulnerable Adults:	2 adults 10 vulnerable adults

* Oakridge Presbyterian Church exceeds the child/adult ratio, as outlined in *The Child Care and Early Years Act, 2014*

Additional adults can be helpful if one adult needs to leave the program temporarily due to illness or another problem. When both genders are participating in an event, we recommend that there be an adult of each gender to supervise (see part 1 of “Overnight Activities”).

If there are not enough teachers/leaders and adult volunteers, the program/ministry, visitation or activity should not be held. Volunteer helpers who work under the supervision of a screened, trained volunteer are welcome additions. These volunteers should not be left solely in charge of program participants, and they cannot take the place of trained adults. These volunteers are in addition to the required minimum ratios.

6) Off-site Activities and Overnight Events

Special outings, day trips, service projects and weekend camps are an important part of children/youth/vulnerable adult ministry. The following policies must be adhered to with these activities/events and an activity waiver signed.

Day Excursions

- * A teacher/leader must assess the risk of the activity and submit their assessment in writing to the Church Business Administrator for approval at least two weeks prior to the activity. A copy of each form must be made and filed with the Church Business Administrator. These forms must be kept on file until after the excursion.
- * Parents/guardians/caregivers must be notified one week before the outing. A completed written Consent/Waiver/Medical Release Form is required for each participant before departure. One copy of these forms is to be filed with the Church Business Administrator. The original forms are to be taken on the excursion by one chosen leader.

- * One teacher/leader should have a cell phone in case of emergency. A church cell phone is available to be borrowed and must be signed out through the Office Administrator. This phone number must be made available to parents/guardians/caregivers such that they are able to contact the leader in case of emergency.
- * All daytime excursions must be supervised by a minimum of two teachers/leaders.
- * At least one teacher/leader on the excursion must have First Aid/CPR training.
- * Transportation policy must be adhered to. It is restated here:
 - a) A teacher/leader/visitor who drives children/youth/vulnerable adults must have a valid driver's license and valid insurance and one seatbelt and/or car seat per person in the vehicle.
 - b) All adults responsible for the transportation of children/youth/vulnerable adults should avoid driving them while alone.
 - c) If transporting children/youth/vulnerable adults for church related activities on a regular basis (once a month or more) the driver should contact their insurance company about liability coverage.
 - d) If there is an accident or other unusual incident during church related transportation, an Accident/Incident Report must be filed with the Church Business Administrator.

If an excursion includes any activity in, on or near water with a participant under the age of 18, a qualified lifeguard must be present.

Overnight Activities/Events

Follow all the requirements listed in the "day excursions" plus the following:

- * If the group is comprised of children/youth/vulnerable adults of both genders, teachers/leaders of both genders must be present.
- * Each leader should have an assigned group of children/youth/vulnerable adults for whom they are responsible during the overnight event.
- * All facilities in which an overnight function is housed must be equipped with smoke detectors and inside release doors. All members of the group should be made aware of fire exits and fire procedures as required by provincial/regional standards.
- * If camping in tents, no flammable or combustible materials may be kept in any tent where people are sleeping. A separate tent or storage area must be used for these materials.
- * A gathering area in case of fire must be pre-determined by the teachers/leaders and the location of that gathering spot communicated to all participants upon arrival at the overnight destination.
- * A properly stocked First Aid kit must be taken on the excursion by at least one teacher/leader.
- * No adult should be alone with a single child/youth/vulnerable adult at any time.
- * No overnight excursions or activities are allowed for those aged six years or under unless accompanied by their parent/guardian.

Day Excursion and Overnight Ratios

0 – 18 months:	2 adults to 6 children
18 mo. – 2 1/2 years:	2 adults to 10 children
2 1/2 – 4 years:	2 adults to 12 children
Ages 4 – 6:	2 adults to 15 children
Ages 6 – 12:	2 adults to 25 children
Ages 13 – 18	1 adult to 20 Youth
Vulnerable Adults:	2 adults 10 vulnerable adults

* Oakridge Presbyterian Church exceeds the child/adult ratio, as outlined in *The Child Care and Early Years Act, 2014*

7) Billeting Youth in Private Homes

- * Children under 14 years of age should not be billeted.
- * The people offering billeting must be known, trusted members of a Christian congregation, and have a Family Police Check done 2 weeks prior to billeting youth in their home.
- * Billet youth in groups of at least two.
- * The contact information (name, telephone number, address) of the individual with whom the youth will be billeted must be obtained by the group leader.

8) General Health Policies

Allergies

- * When children/youth/vulnerable adults register for a program, inquire about allergies.
- * Post allergy information where it will not be overlooked. If your program serves meals or snacks, post the menu so the parent/caretaker can see it.
- * Although we avoid serving all foods identified as serious allergens including peanut butter, nuts of any kind, red food dyes if possible, foods containing MSG (unless clearly labeled).

Injury

- * If a participant is injured while participating in a program/ministry or activity, the teacher/leader must be in contact with a certified First Aid attendant to arrange to get the person medical care. If necessary, call 911.
- * For all injuries, even if the person does not need medical attention, a leader must complete a general Accident/Incident Report AND report the incident to the injured person's parent/guardian/caretaker. All incident reports are to be kept by the Church Business Administrator in a locked file cabinet.
- * Out of Christian concern and compassion, all injured persons should be contacted by the teacher/leader and/or ministers within 48 hours.

Infectious Diseases

Teachers/leaders must ask parents/guardians to not let their children/youth attend church programs if they have symptoms and diseases which are known to be infectious, such as diarrhea, vomiting, fever, rash, open sores, skin or eye infection, scarlet fever, measles, mumps, chicken pox, whooping cough, head lice. Oakridge asks the child not return to the facilities until after 24 hours from when the symptoms are no longer evident.

Hand Washing

- * Teachers/leaders are required to wash their hands before and after activities and before and after all food is prepared and/or served.
- * Teachers/leaders are required to have all participants wash their hands before and after food is served.
- * Everyone must wash hands after visiting the washrooms

A) Recruitment of Teachers/Leaders

1) New Volunteers

A personal interview is recommended as a way to discover if the volunteer is a good fit with the requested ministry position. The interview will include going over the ministry position description with a realistic estimate of time required to do the task included and who you can contact with further questions. If required the volunteer will be given information on how to complete their Police Record Check. After the interview, the references **may** be called.

B) Police Vulnerable Sector Records Checks

1) General

Police Vulnerable Sector Record Checks (PVSC) have become a standard and accepted part of institutional and organizational procedures for those working with children, youth and vulnerable persons in schools, hospitals, communities and religious groups.

2) Who must have a PVSC

All Teachers/Leaders, Clergy, Elders, Church Connectors and paid staff who are involved in one-on-one counseling, visitation and/or activities in their ministry must have a PVSC. PVSC's are mandatory for all high risk ministries in The Presbyterian Church in Canada. Hosting families that billet visitors to OPC must have a PVSC completed for all adults in the home prior to the guests' arrival.

Volunteers requiring PVSC will include but are not limited to;

Adult Ministry

- * Session Members and Ruling Elders
- * Church Connectors – one-on-one
- * Collection Counters

Children's Ministry

- * Nursery Volunteers
- * Lead Teachers and those supervising children, as determined by the Ministry Leader
- * Field Trip/ offsite Volunteers
- * VBS/Events/Camps

Youth Ministry

- * Lead Teachers, as determined by the Ministry Leader
- * Field Trip/ offsite Volunteers

3) PVSC Waivers

In special circumstances where risk is known to be non-existent, and the person has been a member of our congregation for a substantial period of time, the prerequisite to the Leading with Care Policy (PVSC & Commitment to Care) may be waived by the Leading with Care Committee or Lead Minister, with a signed document to that effect.

4) Frequency of PVSCs

All active clergy must have a PVSC at the time of a new call or change of position and/or every five years. All other teachers/leaders must have a PVSC upon initial duty and one more 5 yrs. later. Additional PVSC's may be required if there is a concern.

5) Handling the Information

The Leading with Care Committee must handle PVSC information with great care and maintain confidence and consistently uphold all confidentiality policies.

Follow the proceeding steps:

1. The person seeking to be a volunteer may apply for a PVSC in one of two ways if they live in London:
 - a) By personal appearance at the London Police Services – Complete the current application form for PVSC and take it along with a letter from the Church Business Administrator to the London Police Services.
 - b) On-line – Complete the on-line application process.
2. Persons living outside the City of London must personally make an application at their local OPP office.
3. OPC reimburses applicants for the cost of their PVSC upon submission of receipt.
4. PVSC's become the property of OPC and must be kept in a locked file in case of a police audit. The locked file is under the control of the Church Business Administrator.
5. If the PVSC contains any adverse information, Oakridge Presbyterian Church Lead Minister will contact the individual to discuss the information. The PVSC will be kept on file in a locked file cabinet under the control of the Church Business Administrator.
6. In the years between PVSCs, Volunteer Leaders must fill out an Declaration Agreement Form on an annual basis. This must also be stored in a secure environment.
NOTE: The Criminal Code of Canada does not permit Oakridge Presbyterian Church to copy PVSC's completed for our church volunteers nor is it permitted to accept PVSC's completed for other volunteer purposes/organizations.

D) Supervision of and Support for Teachers/Leaders

1) Purpose

After orientation and training, supervision/support will be provided for the purposes of:

- a) ensuring a standard level of practice
- b) an opportunity for new teachers/leaders to reflect on what they have learned so they can improve their ministry
- c) encouragement and personal growth of the volunteer
- d) protection for all participants from unsafe practices
- e) protection for teachers/leaders against false allegations of wrongdoing

The ministry position description is used as a reference point.

2) Frequency

The level of risk of the program/ministry or event determines the amount and frequency of supervision/support. The higher the risk is in the program, the more frequent and intense the support and supervision.

3) Feedback

Comments and feedback from participants and their families/caregivers are helpful for a new teacher/leader. Supervisors need to ask new teachers/leaders to maintain open, frequent communication with program/ministry participants and their families/caregivers. Supervisors may assure new teachers/leaders that, if negative feedback is received, the supervisor will honour confidentiality but will work with the teacher/leader to make any necessary changes.

Oakridge Presbyterian Church

PROCESSES FOR IMPLEMENTING LEADING WITH CARE

Process for **all volunteers**:

POLICE CHECK MUST BE COMPLETED BY EACH OF THESE INDIVIDUALS, AT THE START OF THEIR VOLUNTEER TIME AND EVERY 5 YEARS FOLLOWING.

Process for Children's & Family Ministries:

New teachers/leaders:

- 1) Personal interview by Children's & Family Ministries Coordinator.
During Interview:
 - Discuss Leading with Care Policy in overall terms
 - Fill out Annual Volunteer Information Form
- 2) Check out references using form provided.
- 3) Invite applicant to Orientation Meeting
At Orientation Meeting include:
 - LWC Policy Review by LWC person
 - Commitment to Care Form
 - PVSC Application
- 4) Final Acceptance of Applicant (after PVSC returned)
- 5) Program Training Session
- 6) Continued Supervision and Support by Ministry Leader.

Experienced teachers/leaders:

- 1) Must attend Orientation Meeting annually
 - 2) Police Checks done every 5 years or if ministry position changes.
 - 3) A Declaration Agreement must be completed annually.
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Process for Youth Ministries:

New teachers/leaders:

- 1) Personal interview with Youth Ministries Coordinator
During interview:
 - Discuss Leading with Care Policy in overall terms
 - Fill out Annual Volunteer Information FormCheck out references using form provided.
- 2) Invite applicant to Orientation Meeting (could be jointly held with Children/Jr. High Ministries)
At Orientation Meeting include:
 - LWC Policy Review by LWC person
 - Commitment to Care Form
 - PVSC Application Form
- 3) Final Acceptance of Applicant (after PVSC returned)
- 4) Program Training Session
- 5) Continued Supervision and Support by main person in charge of this ministry.

Experienced teachers/leaders:

- 1) Must attend Orientation Meeting annually
- 2) PVSC is completed every 5 years or if ministry position changes.
- 3) A Declaration Agreement must be completed annually.

Process for Adult Ministries:

New teachers/leaders:

- 1) Personal Interview with Church Connectors and Adult Ministries Volunteer Coordinator
During interview:
 - Discuss Leading with Care policy in overall terms
 - Fill out Annual Volunteer Information Form
- 2) Check out references using form provided.
- 3) Invite applicant to Orientation
At Orientation Meeting include:
 - LWC Policy Review by LWC person
 - Commitment to Care Form
 - PVSC Application
- 4) Final acceptance of applicant (after PVSC returned)
- 5) Program Training Session
- 6) Continued Supervision and Support by main person in charge of this ministry.

Experienced teachers/leaders:

- 1) Must attend Orientation Meeting annually
 - 2) PVSC is completed every 5 years or if ministry position changes.
 - 3) A Declaration Agreement must be completed annually.
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Process for Church Connectors, and Collection Counters:

New volunteers:

- 1) Personal interview with Ministry Leader or designated Session representative
During interview:
 - Discuss Leading with Care policy in overall terms
 - Fill out Annual Volunteer Information Form
 - 2) Check out references using form provided
 - 3) Invite applicant to Orientation Meeting
At Orientation Meeting include:
 - LWC Policy Review by LWC person
 - Commitment to Care Form
 - PVSC Application
 - 4) Final acceptance of applicant (after PVSC returned)
 - 5) Training Session
 - 6) Continued Supervision and Support by main persons in charge of these ministries.
 - 7) A Declaration Agreement must be completed annually.
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Process for Special Events/VBS/Camps:

New Teachers/Leaders:

- 1) Personal interview by Children & Family Ministry Coordinator. During Interview:
 - Discuss Leading With Care Policy in overall terms
 - Fill out Annual Volunteer Information Form
- 2) Check out references using form provided.
- 3) Invite applicant to Orientation Meeting
 - At Orientation Meeting include:
 - LWC Policy Review by LWC person
 - Commitment to Care Form
 - PVSC Application
- 4) Final Acceptance of Applicant (after PVSC returned)
- 5) Continued Supervision and Support by main person in charge of this ministry

Experienced teachers/leaders:

- 1) Must Complete an Declaration Agreement.
- 2) A PVSC is completed every 5 years or if ministry position changes.

New Volunteers/Students

- 1) Must Complete an Declaration Agreement.
- 2) Personal interview by Children's & Family Ministry Coordinator to ensure suitability.
- 3) Must be accompanied by a Teacher/Leader during the event or camp.

Oakridge Presbyterian Church
GUIDELINES FOR ONE TO ONE LWC TRAINING

Before training: give the participants the LWC policy to read and to have all forms completed. If a PVSC is required please give each participant the information to complete the on-line application through the London Police Services website (www.londonpolice.ca) or in person at the police station. Be sure you have your ID available for either process. If you are outside the City of London please go directly to your local police detachment.

1. **Open with Prayer**
2. **Fire Routes (Exits)**-Give a situation and talk through what to do. Leave the building, check alarm panel on where the fire is located to inform the fire department and phone 911. Call the Business Administrator to inform him of the fire.
3. **Show:** Fire Extinguishers
 - Stretcher
 - Phones
 - Alarm Panel- in stairwell
 - Electrical Breaker Panels: Welcome Desk, Oakridge Hall Storage, Furnace Room in Daycare, Boiler Room, hall outside Room 4, Janitor's room below Oxford St. entrance,
 - First Aid Kits found in the First Aid Centre, in both kitchens and travel kit in Business Manager's office
 - Allan Key- stored in Welcome Desk
4. **Emergency Procedures**- What would you do in this situation?
5. **Incident Report Forms** – when to use them, icy fall, fall on steps, where they are found- in mail slot, who to give them to after completing.
6. **Forms completed:** Teacher/Leader/Volunteer Form, Commitment to Care Form and either Police Vulnerable Sector Check or Declaration Agreement Form (if PVSC has previously been received by OPC within 5 years), References.
7. **Questions and Answers:**

Follow Up Procedures:

1. **References** to be checked by Ministry personnel
2. **Inform Church Business Administrator** that person has had 1:1 training, noting date and who did the training.
3. **Record 1:1** training on record sheet, completed by Ministry Leader.

Oakridge Presbyterian Church
PROCESS FOR RISK ASSESSMENTS

Check Policy Manual and determine if a Risk Assessment is necessary because you are doing something unusual from regular activities and/or are going off OPC property for an activity.

Fill out Risk Assessment Form (photocopy from your policy manual or extras are available from the Church Business Administrator)

Submit Risk Assessment to the Church Business Administrator two weeks before event you are assessing.

The Church Business Administrator will assess and inform staff of any concerns; if low risk or medium risk, there should be no problem.

If HIGH RISK is indicated, the Church Business Administrator will work with staff to see if modification to plans can lower risk.

If still HIGH RISK, the Church Business Administrator will take assessment to LWC Team for judgment call.

This process must be completed before the event can proceed.

Oakridge Presbyterian Church
GUIDE FOR CHECKING REFERENCES

Following up on references

It is important to speak to at least two references provided by the applicant.

References are extremely helpful and must be requested with all new recruits and in all new ministries. Even if members of the *Leading with Care* committee know a person well, they may not have seen him/her interact with others at work, with children at play or in a teaching/leading capacity, or while visiting with an elderly, mentally ill or homeless person. Even when written references are provided, a follow up phone call may be made. Inform the reference of the nature of the ministry position. Ask his/her opinion about the person's suitability in this situation, e.g., "John may be co-leading a Junior High Group on Friday nights at our church. Would you be comfortable with John having this type of responsibility?" OR "Michelle has applied to be coordinator of our In From The Cold Program, which feeds and shelters homeless people during the winter. Would you tell me what you know about her abilities to volunteer and to relate to the overnight guests?" Listen to tone, attitude and hesitancy as well as to the words the reference uses. Contact at least two references.

Use **Reference Check Report Form** to document the reference checks performed.

The **Self-Administered Reference Check Report Form** (pg. 34) may be used for **volunteers** who are well known to the congregation. This form allows the volunteer to take the reference form directly to their references for completion, rather than having the Ministry Leader call for a reference, thus reducing staff time. As with any written reference, a follow up phone call may also be made.

SAFETY POLICY /PROCEDURE FOR OPC ACCIDENT/INCIDENT REPORTING & INVESTIGATING

PURPOSE:

This procedure is designed to put in place a system to record and investigate **all accidents and incidents:**

1. that occur on OPC property
 2. involving OPC staff who are performing their job functions away from OPC
 3. involving leaders/volunteers/program participants involved in OPC programs off site.
- In following this procedure the hazardous conditions that may have contributed to the accidents should become apparent, thus allowing for corrective measures to be put in place in order to prevent re-occurrence.

WHAT IS AN ACCIDENT/INCIDENT?

Both accidents and incidents are unplanned or undesired events that:

- a) may result in harm to an individual
- b) may cause property damage or
- c) may have the potential for significant human or dollar loss.

The words accident and incident can be interchanged, however for the purposes of this procedure accident will be used where an individual is involved, whereas the term incident will be used for events that did not involve an individual or cause harm, but had the potential of doing so – these events are also called: "near-misses".

WHAT SHOULD BE REPORTED AND WHY?

All accidents /incidents, even those of a minor nature, should be reported because it provides a record of the type of situations and hazardous conditions to be aware of, and help to identify corrective measures to prevent potentially more serious accidents. A review of this reported data over time may indicate where improvements can be made. Think of an accident as paying tuition fees, then consider what learning can be derived.

Although OPC is self-insured and has opted out of WSIB (Workers Safety & Insurance Board) legislated requirement for reporting accidents involving staff must be followed.

The test in determining what needs to be reported with volunteers centers around what is "reasonable", and whether measures can be taken to reduce or eliminate re-occurrence. For example it would be expected that youth who are skateboarding on OPC property will sustain cuts and bruises as this is inherent to the activity; therefore, there would be no value in reporting such accidents. If on the other hand OPC provided faulty equipment, such as a ramp with protruding nails and this is the cause of the injury then there would be merit in reporting and correcting the hazard. Once again the test is to "take reasonable care".

ACCIDENT REPORTING/INVESTIGATION FORM

The accident/incident reporting form should be completed by the person most knowledgeable about what happened. For an accident involving a staff member it is expected that the report would be completed by a staff person or someone designated by staff, such as an elder or someone else in a leadership role at OPC. It is important to encourage all staff to ensure that all accidents are reported, in the spirit of wanting to determine if there are measures that can be taken to reduce re-occurrence.

The investigation section of the form should be completed by a designated OPC staff member whose mandate it is to follow up on the accident/incident reports to ensure that corrective measures have been implemented in a timely manner.

The reporting and investigation form is one and the same and should cover the following information:

Accident/Incident Reporting Section (to be completed at the *time* of the event):

- a) **Identifying Information** – name of person involved, brief description of the nature of the injury – i.e. cut, slip, fall, etc., place of the event, time of the event, conditions, (i.e. wet or dry floor?)
- b) **Witness to the Accident:**
- c) **Describe how the event occurred.**
- d) **First Aid required. Was it accepted or refused?**
- e) **Cause Analysis** – immediately apparent causes, what substandard actions and conditions caused or could have caused the event as determined at the time of the accident?
- f) **Person completing the reporting section.**

Accident/Incident Investigation (to be completed as a *follow up* to the event):

- g) **Contributing Causes** – these are events or conditions that may have contributed to the cause of the accident, that came to light during further investigation
- h) **Corrective Action Plan** – what has and should be done to control the causes listed?
- i) **Follow-up and sign-off** – indicate the date the corrective measure was completed
- j) **Name of the person doing the follow-up investigation.**

PERIODIC REVIEW AND ANALYSIS OF ACCIDENT/INCIDENT TRENDS

It is recommended that the person responsible for investigating accidents/incidents and implementing corrective measures also prepare a periodic summary (probably on an annual basis) of accidents/incidents at OPC. The purpose of such a trend analysis is to determine if further corrective measures can be put in place to reduce the frequency and severity of accidents/ incidents. It would also be reasonable to have a Health & Safety item on the agenda for regular staff meetings, and discuss accidents and other H&S issues with a view to implement any corrective measures.

Oakridge Presbyterian Church
SEXUAL ABUSE POLICY re: CHILDREN AND YOUTH

Many, many children pass through the doors of Oakridge Presbyterian Church in any given week. It is the intention of the church that they find OPC a warm, safe and Christian environment. For any child to be abused here is unacceptable, as it is for any staff member or volunteer to be put into a vulnerable position. Therefore, it is necessary to have policy and procedures in place to prevent either circumstance occurring.

Most of our policy and procedures follow the national **Policy of The Presbyterian Church in Canada for dealing with Sexual Abuse and/or Harassment** published in 2010. Highlights are included here, but the entire document serves as the complete policy.

Our first and best outcome is that no child, teacher or volunteer be put in a position where abuse or the accusation of abuse occurs.

Sexual Abuse Policy re Children and Youth

When working with children, it is extremely important that we take all necessary steps to avoid any perception of child abuse.

1. Never be alone with any child in a room with a door closed. If your class consists of only one child, check with the Lead Minister to inform him/her of the situation.
2. Oakridge Presbyterian Church will endeavor to provide you with a room with glass in the door. If your walls consist of sliding dividers, please do not close them tightly. We would rather deal with the noise than any accusations of wrongdoing.
3. Whenever possible, allow children to toilet themselves. If that is impossible, try to have another person in the washroom with you, and leave the cubicle door open. If you are diapering, please leave the door open while you change the diaper.
4. Do not drive a child anywhere by yourself.
5. Report any suspicions of abuse by other people (parents, siblings, etc.) to the Business Administrator.
6. We do not discourage physical contact, but a good guideline is that there should be no touching on any area covered by a bathing suit.
7. Children should not be allowed to roam free during church hours. It is possible that they could be open to charges of abuse/harassment, as well.

It is our hope that these guidelines will serve to protect both our children and you.

Revised November 2016

Oakridge Presbyterian Church

DEFINITIONS

Child/Youth: a person under age 18

Event: An occasional or one-time event sanctioned by the church. Examples: a yearly concert or picnic.

High Risk Ministry: A ministry/program is automatically classified as high risk if any of the following conditions apply but are not limited to:

- Teacher/leader is alone with persons served.
 - Teacher/leaders have limited or no supervision in role.
 - The activities of teachers/leaders are in a place where activities are not observed or monitored.
 - Teacher/leader has access to personal property or money of the person served.
 - The ministry position involves touching persons served.
 - The activity involves potential danger to person served.
 - The ministry position involves transportation of persons served.
 - The activity exposes the person served to operation or handling of potentially dangerous equipment

Leading With Care Team: a group of persons responsible for ensuring that the policy is put in place and regularly monitored and assessed.

Ministry position: a leadership role in which there is expected to be direct interaction with children, youth or vulnerable adults. Examples: Sunday school Teacher; Youth Group Leader; Elder; Community Connector.

Program/ministry: a structured series of similar activities or events governed and sanctioned by the church which spans a period of weeks or months and in which the level of risk is expected to remain constant. Examples: weekly Sunday school; Session Visitor(s) visits; weekly youth meeting at the church; operation of the Sunday morning nursery.

Risk Assessment: the process by which programs/ministries are rated according to risk factors defined in the Leading With Care Policy of the Presbyterian Church in Canada. High risk ministries require special attention.

Teacher/leader: a lay person of at least 18 years of age who devotes significant portions of his/her time and energy in faithful church service and who has gone through a time of orientation and training, in order to hold a ministry position. Youth leaders between the ages of 12 and 18 are to be encouraged and supported. However, it should be noted that when leaders and teachers are mentioned in this policy, we are referring to people of at least 18 years of age. Nevertheless, leaders under the age of 18 are expected to follow the policy when acting as leaders or volunteer helpers.

Vulnerable adult: a person who, because of his/her age, 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 persons in positions of authority or trust relative to him/her.

Volunteer helper: a lay person who is involved peripherally in ministry with children, youth or vulnerable adults but has not chosen to become a teacher or leader. Example: someone who collects and distributes food bank items to families.




Oakridge Presbyterian Church

970 Oxford Street West, London, Ontario, N6H 1V4
www.oakridge.london.on.ca

FORMS

POLICE RECORD CHECK FORM – LONDON POLICE ONLY

Sample Only – Revised 2015

		London Police Service POLICE VULNERABLE SECTOR CHECK (This search is restricted to applicants working/volunteering with children or the vulnerable sector)		
		Applicants Information <i>Must Print Legibly Under Each Heading.</i>		Date of Request (yyyy/mm/dd)
Last Name		First Name	Middle Name	
Maiden Name or other (Sur)names used		Maiden Name or other (Sur)names used		
# and Street Name			Apt/Unit #	
City	Province	Postal Code	Date of Birth (yyyy/mm/dd)	Place of Birth
Gender				
Address: History - include all addresses where you have resided in the past 5 years.				
# and Street Name		Apt/Unit #	City	Province
Reason for Request (state below)		Self Declaration of Criminal Record		
Reason: (if other, please specify) <input type="checkbox"/> Volunteer <input type="checkbox"/> Employment <input type="checkbox"/> Other		<input type="checkbox"/> Attached <input type="checkbox"/> No Criminal Record		
What is the paid or volunteer position:		Name of the employer or organization		
Which of the vulnerable sector will you be working / volunteering with? (check all that apply)				
<input type="checkbox"/> Children <input type="checkbox"/> Elderly <input type="checkbox"/> Physically Disabled <input type="checkbox"/> Mentally Disabled <input type="checkbox"/> Infirm				
Details regarding the responsibilities towards the VULNERABLE SECTOR: [] Unsupervised Setting				
Identification – 2 pieces of Government Issued, one form MUST include the applicant's name, date of birth, signature and photo.				
Photo I.D. produced		ID number		
Secondary I.D. produced		Proof of London Address		
Contact Information – please indicate your preferred method of contact.				
Res. Phone	Cell Phone	Email Address		
The Police Vulnerable Sector Check will include the following information as it exists on the date of the search: <ul style="list-style-type: none"> • Criminal convictions from CPIC and/or local databases. • Summary convictions for 5 years when identified. • Findings of guilt under the Youth Criminal Justice Act within applicable disclosure period. • Outstanding entries, such as charges, judicial orders, Peace Bonds, Probation and Prohibition orders • Absolute and conditional discharges for 1 and 3 years respectively. • In very exceptional cases, only where it meets the Exceptional Disclosure Assessment, non-conviction dispositions including but not limited to Withdrawn and Dismissed. • Police Contact, in very exceptional circumstances, only where it meets the Exceptional Disclosure Assessment. • Not Criminally Responsible by Reason of Mental Disorder for 5 years when identified. • All record suspensions (pardons) as authorized for release by the Minister of Public Safety. 				
Consent				
1. I hereby authorize the Police Service to conduct a search based on the name(s), date of birth and declared criminal record history, to obtain the information required to complete the police record check. This includes a search of the London Police Service Records Management System (RMS) and the Canadian Police Information Centre (CPIC) database, maintained by the RCMP. This search of the CPIC database includes a search of the Identification Data Bank (known as the National Repository of Criminal Records), the Investigative Data Bank and the Police Information Portal (PIP).				
2. I hereby release and discharge the London Police Services Board and all members and employees of the London Police Service from any and all actions, claims and demands for damages, loss or injury howsoever arising which may hereafter be sustained by myself as a result of the disclosure of information by the London Police Service. I hereby authorize the London Police Service to inquire into and disclose the results of any police records to me including: criminal convictions (summary and indictable); absolute and conditional discharges; and cases of not criminally responsible by reason of mental disorder; outstanding entries, such as charges, judicial orders, peace bonds, probation and prohibition orders and to conduct a local police records search with any Police Service in Canada.				
3. I certify that the information provided by me in this application is true and correct to the best of my knowledge and belief. I have read this consent, understand it and agree to it in its entirety.				
4. For Applicants that are 18 years of age or older, I hereby consent to a search being made in the automated criminal records retrieval system maintained by the Royal Canadian Mounted Police to find out if I have been convicted of, and been granted a record suspension (pardon) for, any of the sexual offences that are listed in the schedule to the <i>Criminal Records Act</i> .				
I understand that, as a result of giving this consent, if I am suspected of being the person named in a criminal record for one of the sexual offences listed in the schedule to the <i>Criminal Records Act</i> in respect of which a record suspension was granted or issued, I will be requested to provide fingerprints to confirm that record and that record may be provided by the Commissioner of the Royal Canadian Mounted Police to the Minister of Public Safety, who may then disclose all or part of the information contained in that record to a police force or other authorized body. That police force or authorized body will then disclose that information to me. If I further consent in writing to disclosure of that information to the person or organization referred to above that requested the verification, that information will be disclosed to that person or organization.				
Applicant's Signature: _____				Date: _____

UNIT 1. TO BE COMPLETED BY APPLICANT

London Police Service				
POLICE VULNERABLE SECTOR CHECK				
<i>(This search is restricted to applicants working / volunteering with children or the vulnerable sector)</i>				
UNIT 2. POLICE USE ONLY				
Application Verified by:				
_____			_____	
<i>(Print Name)</i>			<i>(Signature)</i>	
Applicant Information				
Last Name	First Name	Middle Name	Date of Birth	Gender
Request and Fee received by:		Fee:	Paid by:	
RESULTS FOR RCMP NATIONAL REPOSITORY CRIMINAL RECORD CHECK				
<input type="checkbox"/>	NEGATIVE <i>(not confirmed by prints)</i>	Based solely on the name(s) and date of birth provided and the criminal record information declared by the applicant, a search of the RCMP National Repository of Criminal Records, including pardoned sex offender records, did not identify any records with the name(s) and date of birth of the applicant. Positive identification that a criminal record does or does not exist at the RCMP National Repository of Criminal Records can only be confirmed by fingerprint comparison. Delays do exist between a conviction being rendered in court, and the details being accessible on the RCMP National Repository of Criminal Records. Not all offences are reported to the RCMP National Repository of Criminal Records.		
<input type="checkbox"/>	NEGATIVE <i>(confirmed by prints)</i>	Based on the fingerprints, name(s), and date of birth submitted by the applicant, this message certifies that a search of the RCMP National Repository of Criminal Records, including pardoned sex offender records, did not identify any records associated with the applicant that may be disclosed in accordance with federal laws. Delays do exist between a conviction being rendered in court, and the details being accessible on the RCMP National Repository of Criminal Records. Not all offences are reported to the RCMP National Repository of Criminal Records.		
<input type="checkbox"/>	CRIMINAL RECORD <i>(not confirmed by prints)</i>	Based solely on the name(s) and date of birth provided and the criminal record information declared by the applicant, a search of the RCMP National Repository of Criminal Records, including pardoned sex offender records, has resulted in a possible match to a registered criminal record, but not to a pardoned sex offender record. Positive identification that a criminal record does or does not exist at the RCMP National Repository of Criminal Records can only be confirmed by fingerprint comparison. As such, the criminal record information declared by the applicant does not constitute a Certified Criminal Record by the RCMP. Delays do exist between a conviction being rendered in court, and the details being accessible on the RCMP National Repository of Criminal Records. Not all offences are reported to the RCMP National Repository of Criminal Records.		
<input type="checkbox"/>	CRIMINAL RECORD <i>(confirmed by prints)</i>	Based on the fingerprints, name(s), and date of birth submitted by the applicant, this message certifies that a search of the RCMP National Repository of Criminal Records identified that the fingerprints submitted by the applicant were certified as identical to fingerprints registered under criminal FPS Number _____. The fingerprints submitted by the applicant did not match to a pardoned sex offender record. Delays do exist between a conviction being rendered in court, and the details being accessible on the RCMP National Repository of Criminal Records. Not all offences are reported to the RCMP National Repository of Criminal Records.		
RESULTS FOR VULNERABLE SECTOR SCREENING ONLY				
(Vulnerable Sector Screening is not conducted for applicants under 18 years of age)				
<input type="checkbox"/>	A search of sex offenders who were granted a record suspension was conducted. No information to release.			
<input type="checkbox"/>	A search of sex offenders who were granted a record suspension was conducted. Information authorized for release. See attached page(s).			
<input type="checkbox"/>	Unable to complete Vulnerable Sector Screening.			
RESULTS FOR: LOCAL CRIMINAL RECORD OR LOCAL POLICE INFORMATION				
<input type="checkbox"/>	NEGATIVE – No information was revealed that can be disclosed in accordance with federal laws and CPIC policies.			
<input type="checkbox"/>	POSITIVE – Criminal Record	<input type="checkbox"/>	POSITIVE – Outstanding Entries	<input type="checkbox"/>
NOT VALID UNLESS EMBOSSED BY LONDON POLICE SEAL				
Date of Search	Clerk #			

Form No. LP1007 2015/07/30

Response(s) have not been received from all police agencies in relation to previous addresses.

A police record check is current as of the date it is completed. It is your employer/prospective employer or organization's function to determine if the record check is current enough to be accepted for the position applied for. The London Police Services Board, its officers, agents and employees, shall have no responsibility or obligation to make such a determination.

Personal information contained on this form is collected pursuant to the Municipal Freedom of Information and Protection of Privacy Act, s.28(2), s.32(b) and the Police Services Act, s.41 for the purpose of processing this police record check. Questions concerning this collection should be directed to **London Police Service, Records Screening Unit, 601 Dundas St., London ON, N6B 1X1**

See ___ attached page(s)

ANY MODIFICATION TO THIS FORM IS A CRIMINAL OFFENCE AND IS PUNISHABLE IN ACCORDANCE WITH THE CRIMINAL CODE OF CANADA.

Current form only available through the London Police Service

Oakridge Presbyterian Church (OPC)

Annual Volunteer* Information Form

Full Name

Surname

Given Name

Middle Name

Complete the following IF any changes have occurred in the last year:

Address

City _____ Province _____ Postal Code _____ E-mail _____

Home Phone _____ Cell Phone _____ Work Phone _____

First Aid Qualifications: Y N

In which area(s) are you volunteering?

1. Collection Counters _____ 2. Infant & Children's Ministry _____ 3. Church Connectors _____
4. Ruling Elders _____ 5. Youth Ministry _____ 6. Other _____

References are required if you are a "first time" volunteer at Oakridge (over 18 – 2 required; under 18 – 1 required)

Are references completed for you? YES _____ NO _____ Date: _____

If NOT, please see a Staff Member or Ministry Leader responsible for the area in which you will be serving.

A **Police Vulnerable Sector Check (PVSC)** must be completed if you are 18 years of age or older.

Have you completed an OPC PVSC? YES _____ NO _____

If NOT, please see a Staff Member or Ministry Leader responsible for the area in which you will be serving.

Signature

Date

* The Volunteer Information form (VIF) must be completed each year, by the volunteer, who will potentially working alone with vulnerable people in our congregation **and** for those who process financial contributions to the church.

** PVSC's are required for select volunteers when you initially become involved in volunteering. A **SECOND** PVSC is required **5 years** later. In the interceding years an Declaration Agreement will need to be signed. When 2 PVSC are completed, volunteers will only be required to complete an Annual Declaration Agreement form.



Oakridge Presbyterian Church

COMMITMENT TO CARE

A) COVENANT AGREEMENT

The Covenant of Care is a promise to follow the safety standards set out in the Presbyterian Church in Canada’s Leading with Care Policy and the Oakridge Presbyterian Church’s Leading with Care Policy. Both policies are available from the church and speak to our commitment to commitment to the safety and well-being of all children/youth and vulnerable adults.

As a leader/teacher/volunteer to children/youth/vulnerable adults:

- I promise to use appropriate language;
- I promise to show no bias based on gender, ethnic background, skin colour, intelligence, age, religion, sexual orientation or socio-economic status;
- I promise that I will not harass others;
- I promise to respect confidentiality and privacy, unless a child, youth or vulnerable adult is in danger, then I will report to a child protection agency or the police.
- I have read and agree with this Covenant Agreement.
- I agree to willfully work within guidelines outlined by the policies and procedures guide.

B) OFFENCE DECLARATION AGREEMENT (IF 18 OR OLDER AND SUBSEQUENT TO PVSC)

I have read the information below collected by Oakridge Presbyterian Church, 970 Oxford St. W., London ON N6H 1V4 or **since the last Offence Declaration Agreement given by me to Oakridge Presbyterian Church**, is correct and valid:

- I have **NO** convictions under the *Criminal Code of Canada* up to and including the date of this declaration, for which a pardon has not been issued or granted under the *Criminal Records Act (Canada)*.
- OR**
- I have the following convictions or offences under the *Criminal Code of Canada* for which a pardon under the *Criminal Records Act (Canada)* has not been issued or granted.

I have read and agree to the Covenant Agreement and if applicable, the Offence Declaration Agreement;

Signature: _____ Date: _____

Print Name: _____

Witnessed by: _____ Date: _____
(Minister/Clerk of Session or authorized person)

To be completed annually

Oakridge Presbyterian Church RISK ASSESSMENT FORM

Name of person completing form: _____

Signature: _____

Name of group: _____

Location of event/study: _____

Brief description of event/study: _____

Date(s) of event/study: _____ Date form completed: _____

Risk Category	Risk Factor	Yes	No
Degree of Isolation	Teacher/leader may be alone with person served.		
Degree of Supervision	Teachers/leaders have limited or no supervision in role.		
	The activities of teachers/leaders are in a place where activities are not observed or monitored.		
Access to Property	Teacher/leader has access to personal property or money of persons served.		
	Teacher/leader has access to confidential information related to the person served.		
Degree of Physical Contact	The ministry job description includes touching persons served.		
Vulnerability of Persons Served	Persons served have language or literacy barriers.		
	Persons served are immobile.		
	Persons served have challenges that contribute to their vulnerability (e.g. physical, psychological, situational).		
Degree of Physical Demands	The activity involves potential danger to person served (e.g. rock climbing, using a stove).		
	Activity involves potential stress (e.g. children upset by visit to nursing homes, support group activities).		
Degree of Trust	The teacher/leader develops close, personal relationships with persons served.		
	The ministry position involves transportation of persons served.		
	The teacher/leader contributes to making career or other important decisions of persons served.		
Degree of Inherent Risk	The activity heightens potential for the teacher/leader to be in contact with bodily fluids or disease of the person served.		
	The activity exposes the person served to operation or handling of potentially dangerous equipment (e.g. lawnmower).		
	The activity exposes the person served to handling toxic substances or results in exposure to poor air quality, noise, etc. (e.g. demolition work in an inner city mission).		

Form revised: August 2010

- | | |
|-------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Copy given to Business Administrator
<input type="checkbox"/> Copy given to Ministry Leader | <input type="checkbox"/> Approval given by LWC or Session
<input type="checkbox"/> Approval given by ML |
|-------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|

Oakridge Presbyterian Church
REFERENCE CHECK REPORT FORM

(2 per Adult, 1 per Youth under 18years of age)

Personal Reference for: _____

Person Contacted: _____ Phone #: _____

Date: _____ Contacted by: _____

Introduce yourself and state the purpose for your call. Ask them if they have 10-15 minutes to complete this questionnaire.

1. How long have you known this applicant? _____
2. In what capacity do you know him/her? _____
3. How well do you know the applicant? _____
4. Could you briefly describe the character and personality of this individual?

5. Have you ever been in a position to observe this individual working with (specific area of ministry they are applying to)? If yes, what was your impression?

6. What gifts, talents or abilities would this individual offer to Oakridge Presbyterian Church ministry?

7. Are you aware of any facts or circumstances involving this individual that would call into question him or her being entrusted with (leadership in specific are they are applying to e.g. the supervision, guidance and care of children or youth)?

8. Would you, without reservation, recommend this individual as a leader in the (name) _____ ministry?

Additional Information

Thank you very much for taking the time to answer these questions for us. You are ensuring that we provide a safe haven for all who participate and who offer leadership to them.

Staff Please fill out and attach to the Volunteer Information Form

Oakridge Presbyterian Church
CONSENT / WAIVER / MEDICAL RELEASE FORM

Program: _____ **Date:** _____

Name: _____

Address: _____

Home Phone #: _____ Cell : _____

Two Emergency Contacts:

1. Name: _____ Phone: _____

2. Name: _____ Phone: _____

Family Physician: Name: _____ Phone: _____

Allergies: _____

Medical Information: _____

Special Needs: _____

I _____ hereby release and hold harmless, Oakridge Presbyterian Church, its officers, employees, volunteers and members of Session from all claims and causes of action by reason of any injury which may be sustained as a result of this activity, whether on Church premises or on the way to or from, or while at the event.

In the event of a medical emergency, if I am unable to respond and my two emergency contacts cannot be reached, I give Oakridge Presbyterian Church staff and/or volunteers permission to seek medical attention for me. If the above designated physician is not available or the situation warrants, I give permission to the physician, paramedic, nurse, or dentist selected by OPC to provide medical or dental aid for illness or injury including transportation to and from facilities. I agree to bear all costs associated with care and transportation.

Signature _____ Date: _____

Witnessed by: _____ Date: _____

Note: Completed forms are to be copied. One copy stays on file with the Church Business Administrator.
Original copy goes with leader on outing

Oakridge Presbyterian Church
ACCIDENT/INCIDENT REPORT FORM

To be used to record and investigate **all accidents and incidents**:

1. that occur on OPC property
2. involving OPC staff who are performing their job functions away from OPC
3. involving leaders/volunteers/program participants involved in OPC programs off site.

Date: _____ Time: _____

Name of Person reporting the accident/incident: _____

Accident/incident occurred to: _____

Witnesses: _____

Description of accident/incident:

Cause of accident :

First Aid accepted refused

Signature of Staff completing accident form: _____

Corrective Action Taken:

Follow-up action taken:

Follow-up completed: Date _____ Signature of Staff: _____

Note: To be completed and filed directly with the Church Business Administrator.
If off site, to be completed directly and filed with the Church Business Administrator upon return.