

# CHILD PROTECTION POLICY (Summarized)

## In regards to Soccer Daily Vacation Bible School

**Forest Hills Fellowship Baptist Church** recognises in accordance with the Children and Family Services Act, S.N.S. 1990, that clergy and youth volunteers have a duty and obligation to report incidents of suspected child abuse or neglect. Workers often come in contact with children who may be physically, sexually, or emotionally abused.

**IF YOU SUSPECT ANY CHILD IS A VICTIM OF ABUSE, SPEAK TO JUDY PORTER OR PASTOR JONATHAN MCLEOD IMMEDIATELY.**

### **Qualifications and Requirements for Volunteers Working with Youth**

*A regular volunteer* is to be an active member or adherent of Forest Hills Fellowship Baptist Church who is accountable to a program leader.

*An ad-hoc volunteer* means a volunteer who is used on an irregular basis and is accountable to the program leader, but may not meet the requirements to be considered a “regular volunteer”. An ad-hoc volunteer must be supervised by a regular volunteer, and may be selected for use by the program leader as required on an event by event basis. Ad-hoc volunteers must comply with the rules of the Forest Hills Child Protection Policy as well.

### **Two-Person Rule**

Volunteers must observe the "two person" rule whenever possible. Adults should not be alone with a child or youth without an adult partner. The rule applies during the youth activity time, any supervision before or after the allotted youth activity and for all outings that may be associated with the group. The two-person rule is vital and **all** volunteers are to adhere to this policy. It is understood, however, that there may be occasions in which the Two-Person rule is impractical which would give rise to an exception to the rule.

### **Washroom Guidelines**

*Preschool Children* If a child must go to the washroom, (where we do not have two adults available to take children to the washroom) the adult will escort a group of children to the washroom. The adult volunteer should escort the child to the washroom and prop the outside doors open. The volunteer should then remain outside the washroom door and wait for the child before escorting him or her back to the classroom. The volunteer should call the child's name if they are taking longer than seems necessary.

Never be alone with a child in an unsupervised washroom and never go into a washroom cubicle with a child and shut the door.

When preschool children need assistance in the washroom, an adult may enter the washroom cubicle to assist only when a second adult is within visual contact.

If this is not possible, inform another adult when taking a child to the washroom and when returning.

A second adult must be within visual contact. If this is not possible, inform another adult when taking a child to the washroom and when returning. The staff member may also choose to go get the parent of the child who needs to use the washroom.

### **Washroom Guidelines Continued**

*Grades 1-6 and Youth* A child seven years of age and younger should not be sent to the washroom alone, but should be accompanied by an adult volunteer worker.

For children seven years of age and under, the adult volunteer should escort the child to the washroom, and prop the door open to make sure that everything is in order. The volunteer should then remain outside the washroom door and wait for the child before escorting him or her back to the classroom.

The volunteer should call the child's name if they are taking longer than seems necessary.

Never go into a washroom cubicle with a child/youth and shut the door.

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### **STATEMENT OF ACKNOWLEDGEMENT & ACCEPTANCE**

A copy of this statement is to be signed by applicant and kept on file at the church as a record that the individual applicant has reviewed this policy and is aware of the particulars within. All volunteers must be aware of this policy and its reporting procedures prior to signing.

#### **Child Protection Policy**

I \_\_\_\_\_, as an applicant for volunteer work with Forest Hills Fellowship Baptist Church Soccer Bible Camp, have read this policy, and agree to its conditions in full, and agree to conduct myself with respect to the policies outlined within it.

I understand that any breach of the rules or guidelines by me will be grounds for immediate removal from my volunteer position.

Signed by applicant \_\_\_\_\_ on this date \_\_\_\_\_.

Witnessed by \_\_\_\_\_ (required) \_\_\_\_\_ (date)

Witnessed by \_\_\_\_\_ (required) \_\_\_\_\_ (date)