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The following questions arise frequently. We trust you will find answer to your questions in this section of Plan to ProtectTM. Check our website (www.plantoprotect.com) for updates to FAQs. Don’t hesitate to email us at [info@plantoprotect.com](mailto:info@plantoprotect.com) if you have suggestions for additional FAQs.

1. **Where do I even begin to start with Plan to Protect™?**

We recognize that implementing an abuse prevention plan is an overwhelming task. Don’t be tempted to take any short cuts. It will be manageable if you break it up into short sections.

Follow the Implementation Strategy on pages 29 - 30, and let the manual guide you step by step.

1. **Have you sought legal counsel for Plan to Protect™?**

Prior to publishing Plan to ProtectTM, we secured input from both our legal team and an insurance company that specializes in protecting nonprofit organizations. Both parties reviewed the manuscript, and adjustments were made following their recommendations. We are confident that we are providing you with the best, most reliable research available at the time of publication.

1. **We talked to our police department, lawyer, and insurance company. They have told us something different than the information in Plan to Protect™. Who do we believe?**

We encourage you to seek legal advice from your organization’s lawyer. We discovered in our research that if you ask ten people, even experts, for advice, you may receive ten different answers. Prior to publishing Plan to ProtectTM*,* we secured input both from our legal team and an insurance agency that specializes in protecting nonprofit organizations. Both parties reviewed the document, and adjustments were made following their recommendations. We are confident that we are providing you with the best, most reliable research available at the time of publication.

1. **How do we work with our leaders if they do not feel the issue of abuse prevention is important, or that we are blowing it out of proportion?**

The tools and material you will need to present the topic to your board are found in “Protect Through Awareness” (pg. 17), along with the board presentation supplied in “Protect Through Implementation and Training” (pg. 29). As a program leader, you can implement day-to-day decisions which will begin to provide an environment of protection for children and young people. Work within the parameters given to you. Building awareness is your best vehicle for moving abuse prevention forward. However, we suggest that you present your recommendations to the board as a whole.

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1. **Should the Board or Director be placing staff and volunteers into positions of responsibility without going through the recruitment and screening process?**

Once policies have been developed and approved by the board, no one person should make the decisions not to observe these policies. Once policies are approved by the board, everyone is responsible to submit to these policies, because they provide the parameters which will offer protection for the children, young people, personnel, and the organization. If the board unanimously decides to override a policy, that is their prerogative. However, we would recommend that they document this decision and exception along with the due diligence they have taken, and include this as part of their minutes.

1. **We don’t have paid staff for children’s or youth programs. How do volunteers implement this program?**

It does require a lot of hard work and commitment on behalf of volunteers to implement Plan to ProtectTM. Identify individuals who have a burden for the protection of children and young people, and empower them to implement the plan. An individual with strong administrative gifts is also key to the success of the program. Some organizations have hired someone on a short-term contract basis to assist with the initial implementation of Plan to ProtectTM*.* Others network to find the tools and help that is needed.

1. **Some of our seniors have volunteered for years. Is it really necessary to have them go through the recruiting and screening process?**

Generally, we recommend that you have a no-exception rule for recruitment and screening. A no-exception rule will take the responsibility off of your shoulders to determine who you will require it from and who is exempt. It also allows you to ensure that all of your volunteers are on a level playing field, you know that everyone fully screened. However, if your board together decide to allow exceptions for volunteers who have been with your organization for years, there are a number of things we would recommend. Your board should decide how many years a volunteer has to have been working with the organization in order to qualify for screening exemptions. Once that is decided, we recommend that the only steps of the screening that can be not done are the interview, and reference checks. We would recommend that you still require these volunteers to complet an applicaiton, have a criminal background check done, and to still go through Orientation training and annual Refresher training. Any exemptions should be noted in that volunteer’s personnel file, as board approved.

1. **If we can’t do everything, what are the basic requirements we must meet?**

Though it has been said that criminal background checks and a six-month waiting period are crucial, we are hesitant to suggest that you take shortcuts with Plan to Protect*TM.* Many insurance companies (see Appendix

34) are now saying the policies as outlined in Plan to Protect*TM* are basic requirements for insurance coverage. These guidelines will also ensure due diligence if your organization is named in a lawsuit. We encourage you not to cut corners. Take every precaution to protect the children and young people entrusted to you.

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1. **Do we need to do criminal background checks? If so, how often do we need to do them?**

We recommend that for a complete profile on prospective personnel, criminal background checks be pursued every three (3) years for those age sixteen and older serving in positions of trust. Secure permission to pursue child welfare checks if necessary. Criminal background checks should be conducted for all paid

staff, board members, and personnel serving in positions of trust. All positions that involve contact with the vulnerable sector, or where the individual is deemed by the individual to be in a position of trust, must be screened.

1. **It is too costly for our organization to do criminal background checks on all of our volunteers. What do you suggest?**

Yes, it is costly to have all your personnel complete criminal background checks at the same time, or when you first begin the process. Some jurisdictions waive the cost if the personnel is a volunteer, and the organization is registered with law enforcement. If your organization cannot afford to include criminal background checks for all personnel in their budget, we recommend asking individuals to cover the cost themselves or to donate to this project. You may also find individuals in your community who are willing to subsidize the cost for those that cannot afford to pay. Remember, this is a small price to pay compared to the hundreds of thousands or millions that the organization may have to pay out in a lawsuit if you are found guilty of not providing a safe environment and doing due diligence in abuse prevention.

1. **We find it difficult to collect all the forms back from our people. Any suggestions?**

This is a common challenge that many organizations face. Encourage prospective personnel to complete their forms prior to training sessions. If that doesn’t work, set aside time during the sessions for the forms to be filled out and submitted. Law enforcement jurisdictions vary in their requirements for submitting forms and collecting results. If law enforcement permits you to submit all the criminal background checks at one time, have the results sent directly to the organization. This will minimize the turnaround time and avoid your having to wait for individuals to bring them back. We do have partnerships in place with third party providers of criminal background checks.

1. **Can we simply distribute our policies instead of conducting training?**

Distribution of policies is important for your personnel to get a head start on your organization’s specific requirements for abuse prevention. However, the policies do not replace discussions taking place during the training session, the video clips, and the illustrations that help put the policies in perspective. Many insurance companies now require annual training for all personnel. We have provided you with recommended training schedules, templates, and contact information for securing needed resources.

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1. **Can we send a video/DVD home for training instead of holding a training program?**

The best training option is to hold on-site, personal training in a group setting where there is opportunity for interaction, discussion, and a walk-through of your facilities. We encourage you to pursue the highest level of training for your personnel, avoiding shortcuts. We have Plan to Potect*TM* training available on-line at [http://plantoprotect.schoolkeep.com](http://plantoprotect.schoolkeep.com/) 24/7, as well as via live webinar once a month, when individuals cannot attend your scheduled group training sessions. We do not recommend video/DVD training, as it is difficult to ensure that the training is watched in its entirety. If there is a rare occasion when a video/DVD is used for training, we encourage the program lead to meet individually with the prospective personnel, and supervise the watching of the training video/DVD. Certified Plan to ProtectTM trainers cannot distribute our copyright materials including PowerPoints and training.

1. **As a smaller organization, we know everyone who attends our programs. Is all of Plan to ProtectTM really necessary?**

This issue of abuse is not limited in its scope. It affects organizations regardless of size, function, or geography. We only need to read the newspapers and listen to the news to learn tha abuse has occurred in organizations of all sized and demographics. In the vast majority of child abuse cases, the abuser is someone well known to the victim. Do not cut corners in your abuse prevention program.

1. **We are a small satellite program in a school. How can we implement Plan to ProtectTM?**

When you first launch a program/center, that is the perfect time to establish good habits, strong practices, and disciplines which you will carry forward as your program grows. When securing a location for a center, observe the environment and structural settings. Find a location that has windows in doors and an absence of dangerous and hazardous materials. Communicate with the on-site maintenance provider. In the rental agreement, limit access to the building. Because many small program and centers have limited personnel, recruitment and screening, and a hall monitor to walk through the facility during the program

times will enable you to provide programs with the minimal requirement of personnel. This is very important, considering schools are public settings, where visitors can easily come in unnoticed.

1. **How does Plan to ProtectTM affect small-group settings that meet in homes or away from the organization’s property?**

Precautions should be taken for all organization-run meetings, even if they are small-group events that take place in a home setting. Attempt to screen all individuals who will be caring for children as part of your programs. Strive to create an atmosphere of accountability through compliance to policies. It is wise to remember that these are likely settings for abuse.

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1. **If children are new to a program, may their parents sit in the class with their children without being screened?**

Occasional observers, including parents, may visit a classroom and sit with their own children with the understanding that they are not placed in a position of trust with any other child. It is important to limit this attendance as the children may begin to consider these adult as teachers/leaders. Individuals who become regular participants in a classroom or program must submit to the recruitment and screening process. Those who have not yet completed the recruitment and screening process must submit and complete all requirements within a three-month period of time. In the meantime, their access to children will be limited and they are not to be placed in a position of trust. If their service is required, they will be placed in program settings with approved personnel. Only approved personnel will accompany children to the bathroom and assume the responsibility for their care.

1. **Can the insurance company withhold coverage if we do not comply with everything or if we do not comply with portions of the program?**

Yes, there have been many incidents when insurance coverage has been withheld or put on hold if the organization does not comply with requirements deemed as due diligence, as outlined by the insurance company. Appendix 34 provides a copy of a Declaration of Abuse Prevention that is sent out by insurance companies annually prior to insurance renewal.

1. **We are concerned about putting policies in place. If we do, then we have to make sure we comply with them and we don’t know how we can do this; it’s a lot of work. We think it is better to not put the policies in place, than to have them and not comply with them. Isn’t that right?**

From a general organization perspective, it is true that creating policies means that your organization must comply with the policies. However, there is a significant difference between creating an administrative risk or burden, by adopting an employee fringe benefit program that is not required by law, and creating a risk by not implementing policies and procedures that help insure compliance to existing laws and other

government regulations. Vulnerable sector protection is a matter that the federal and state governments take very seriously and one that no organization can afford to ignore. The costs of either dealing with an incident if policies are not in place, or the costs of non-compliance to a policy that is in place, can far exceed the nuisance and cost of compliance. Therefore, we always recommend that policies but put in place, and that time be taken to ensure that the policies put in place make sense for the context of your organization.

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1. **What is the best way to permanently keep forms and personnel files?**

An efficient filing system is critical to maintain attendance records and personnel forms. Attendance records can be retained electronically however, ensure a procedure is in place to back-up these electronic files on a regular basis. Originals should be maintained of criminal background checks and signed application forms. Scanning and electronically filing documentation of interviews, reference checks, and attendance at training seminars can also minimize paper files.

1. **How do I determine reasonable grounds for reporting suspected abuse to the Department of Social Services?**

Reasonable grounds are what an average person, given his or her training, background, and experience, exercising normal and honest judgement would assume to be an action that needs attention. (See Appendix 28 for a complete list of characteristics to watch for in helping you determine reasonable grounds.) One sign alone does not constitute abuse and could simply be indicative of other issues. Here is where you need to watch for patterns, or a combination of these warning signs. No action would be taken against a person filing a report unless it is made maliciously or without reasonable grounds for the belief.

1. **Is my organization liable for events that happen offsite?**

A court could consider an organization vicariously liable for abuse taking place offsite and/or outside sponsored activities and caused by personnel if the child or young person was introduced to that individual as a person placed in a position of trust (nursery worker, teacher, club leader, youth leader) by the organization. This is one reason that evidence of the organization’s due diligence in pursuing child safety laws is so important.

1. **If abuse occurs under the watch of someone who is renting our facility, who is responsible?**

A charity may decide to allow the rental or use of their facilities by an outside group, organization, or individual. If so, it is extremely important to transfer the responsibility for legal liability to the tenant. Verify that the tenant has the resources to back up the legal responsibility for their potential negligence in the supervision and operations of their activities on the host organization’s premises. This transfer of risk fulfills the stewardship responsibilities of the host organization’s board members in the preservation and efficient use of the organization’s property and resources. It avoids unnecessarily placing the host organization in a position of sole legal responsibility for negligence of the tenant organization’s leaders and volunteers. It also satisfies the principle of accountability. Leaders should assume responsibility only when they also exert full authority and control. All organizations should have guidelines for formal property use and require a waiver of legal liability and furnished Certificate of Liability from the tenant or user group. This should include a minimum of

$2,000,000 in General and Tenants Liability Coverage naming the host organization as additional insured. This documentation should be provided to the host organization prior to use of the facilities.

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1. **If we begin to implement Plan to ProtectTM and fall behind, how do we get back on track?**

Plan to ProtectTM involves both an extensive implementation stage and a commitment to maintaining the program through process management. Many of the organizations we surveyed acknowledged that they do a few of the steps in Plan to Protect™, but not all of them. It is not necessary to start over, but rather pick up where you left off. Take time to become acquainted with this edition of Plan to Protect™ and assess where you are and what needs to be done. Continue to raise high standards and expectations on abuse prevention, and set S.M.A.R.T. goals until you are one hundred percent compliant.

S.M.A.R.T. goals are:

**S –** Specific

**M –** Measurable **A –** Attainable **R –** Realistic

**T –** Time-oriented

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**PLAN TO PROTECTTM COMPILED POLICIES**

**PROTECT THROUGH IMPLEMENTATION AND TRAINING: RECRUITMENT AND SCREENING**

1. **Recruitment and Screening Process**

Appendix 2

* 1. Organizational leaders and/or the program lead determine if an individual is a suitable, prospective candidate for children’s or youth programs.
  2. Prospective personnel are to submit to the recruitment and screening process managed by the program lead.Individuals will complete the following:
     + Application Form (Appendix 3) • Training
     + Sx-month waiting period • Reference checks
     + Signed Code of Conduct • Face to face interview
     + Criminal background checks • Final approval from organizational leaders
  3. Prospective personnel must complete the recruitment and screening process prior to being placed in a position of trust.
  4. Personnel who serve children and young people must have a personnel file kept with organization records. These files are to be kept permanently.

1. **Qualifications for Working with Children and Young People**
2. A minimum six-month waiting period prior to working/volunteering is required for individuals wanting to work in children or youth programs. All prospective personnel will have been known to the organization for the previous six months.
   * Exceptions can be made when the personnel have transferred from another partner organization. However, they must have been long-time members/workers/volunteers in good standing. Reference checks must be received from at least three individuals, including one from their previous supervisor.
3. Screened personnel serving in children’s and youth programs are members or adherents in good standing who support the mission, values and bylaws of the organization.
4. Individuals who have been accused, convicted, or are under the suspicion of crimes against children and/or young people, or who have been convicted of violent crimes or other relevant crimes will not have any involvement in programs where children or young people participate.
5. **Personnel Application Form**
6. Prospective personnel are to complete a Personnel Application Form (Appendix 3). Student leaders are to complete the Personnel Application Form for Young People Working with Children (Appendix 4).
   * A witnessed signature is required for the protection of all parties.
   * Some individuals may transfer from an organization unknown to the organizational leaders. They must include contact information or a reference from a staff member of their previous organization.
   * To comply with privacy laws and regulations, the Personnel Application Forms must state the reason for which the information is being collected.
7. Personnel Application Forms are to be kept confidential and available only to the program lead, organization leaders, and/or the Plan to Protect™team.
   * Personnel Application Forms are to be kept in a secure location.
   * Personnel Application Forms are to be kept on file permanently.
8. **Reference Checks**
   1. Designated screening personnel will conduct reference checks on all prospective personnel (Appendix 6 & 7).
      * Prospective personnel must sign a liability release before reference checks are conducted.
      * Be sure that the references provided fit within the acceptable categories for adults and for young people who work with children.
      * Reference checks are conducted by telephone to confirm the suitability and appointment of prospective personnel.

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1. **Interview**

1. Personal interviews will be conducted by the program lead or an individual approved by organization leaders. (Appendix 8).

1. **Criminal Background Checks**
2. The program lead must identify state and local criminal background check procedures.
3. Criminal background checks must be conducted on all personnel serving children or young people.
   * Criminal background checks are to be renewed every three years.
   * Criminal background checks must be conducted on all personnel sixteen years of age and older. They should be kept permanently on file.
4. If prospective personnel have had a history with the a child welfare agency, organization leaders may request signed consent for a child welfare records check.
5. **Plan to Protect™ Training**
   1. Abuse prevention education and training is required for all personnel serving with children and young people and must be completed prior to program placement.
   2. Training by designated, qualified trainers is to include a review of the Plan to ProtectTM Policy and procedures. Personnel will be educated about their obligation to report sspected abuse and to recognize and identify the symptoms of abuse and molestation.
   3. All Personnel, Directors, Leads and Desgnated Screening Personnel are required to attend Orientation training prior to placement and Refresher training sessions at least once a year after that.
   4. Attendance should be taken at training courses and noted in the personnel file for each individual. All workers must sign an agreement form (Appendix 5) confiming they have read, understood and are willing to comply with the Plan to ProtectTM policies and procedures.
6. **Approval Process**
   1. All personnel are to be approved by organization leaders upon completion of recruitment and screening process.
      * Approval must be signed and dated.
   2. The recruitment and screening process must be completed within a three-month period of time.
      * Workers who have not completed the recruitment and screening process will not be placed in a position of trust.

**PROTECT THROUGH PROGRAM DEVELOPMENT: CHILD PROTECTION PROCEDURES**

1. **Supervision of Personnel**
   1. For the protection of our children, supervision of personnel will be intentional. It will take place through for- mal and informal visits to classrooms and programs.
2. **Plan to Protect™ Program Maintenance**

1. A strategy for program maintenance will be developed and reviewed at the beginning of each year. This ensures that training, the updating of files, and the physical environment are compliant with policy.

1. **Teacher / Student Ratios**
2. Classroom settings must comply with established ratios for adults and children at all times. This includes offsite activities and trips. Established ratios are:
   * Two screened personnel for every six infants (birth–18 months)
   * Two screened personnel for every eight to ten toddlers or preschoolers
   * Two screened personnel for every fourteen to twenty elementary-age children

These ratios do not preclude the need to have two leaders present in a classroom at all times.

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Note: The Administration for Children and Families - U.S. Department of Health and Human Services provides the following guidelines for licensed Child Care Centers:

* One staff for every four infants, birth-23 months
* One staff for ever four-six toddlers, 24-35 months
* One staff for every nine children, 3 years old
* One staff for every ten preschoolers, 4-5 years old

1. **Classroom Staffing**
   1. To comply with insurance requirements and to provide adequate supervision for children, one of the following must be in place:
      * A minimum of two unrelated personnel are present for supervision, except in the event of an emergency, or
      * One worker is present with windows having clear lines of visibility in place or the door open. Designated hall monitors will be circulating periodically from room to room.
   2. Personnel between the ages of twelve and sixteen must be assigned to work alongside another worker over the age of sixteen. Personnel must be seventeen years of age or older to work alone in a classroom. In both situations, the door must remain open with designated hall monitors circulating periodically from room to room. It is recommended that there be at least a fiveyear gap between personnel and the children they work with.
2. **Occasional Observers**

1. Occasional observers who join a class will have their attendance recorded and kept on file with the classroom attendance for that day. Visitors will be clearly identified. If they have not been screened and approved, they will not be placed in a position of trust with children who are not their own.

1. **Personnel Identification**

1. Personnel wear visible name tags or approved clothing, identifying them to parents, children and newcomers.

1. **Child Registration and Release Statements**
   1. The names and addresses of children and their parents or guardians will be carefully maintained. They will be updated annually and kept permanently in a central file.
   2. A release and permission statement will be included on all registration forms. This protects the organization

from unforeseen and accidental damages and provides contact information in case of an accident.

I/We, the parents or guardians named above, authorize the staff of (name of organization) to sign a consent for medical treatment and to authorize any physician or hospital to provide medical assessment, treatment, or procedures for the participant named above.

I/We, named above, undertake and agree to indemnify and hold blameless the staff, (name of organization), its leader(s) and Board of Directors from and against any loss, damage or injury suffered by the participant as a result of being part of the activities of the (name of organization), as well as of any medical treatment authorized by the supervising individuals representing the organization. This consent and authorization is effective only when participating in or traveling to and from events of the (name of organization).

* 1. The inclusion of “liability shields” on permission forms will be used for activities that involve a higher level of risk

(Appendix 16).

* 1. A statement will be included on all registration forms which stipulates the purpose and intent for collecting personal information of children and young people.

Purposes and Intent:

(name of organization) is collecting and retaining this personal information for the purpose of enrolling your child in our programs, to assign the student to the appropriate classes, to develop and nurture ongoing relationships with you and your child, and to inform you of program updates and upcoming opportunities at our organization.

This information will be maintained permanently as required by our insurance company and legal counsel. If you wish (name of organization to limit the information collected, or if you wish to view your child’s information, please contact us.

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* 1. Registration forms will be available for all programs. It is the responsibility of the program lead or personnel to ensure that forms are completed and submitted for all participants. In the case of a visiting child, the parent bringing the child will be considered the guardian for the evening. The registration form must be sent home at the conclusion of the first program. Diligent effort must be made to keep registration forms updated and current. Registration forms are to be filed and kept permanently.

1. **Receiving and Releasing Children**

**For Babies to Kindergarten Children:**

* 1. Receiving and releasing children under the age of six is strongly monitored. A mandatory sign-in and sign-out form is to be used in all children’s programming (Appendix 26).
  2. Children are not to be dropped off in a classroom without personnel present.
  3. Babies and preschool children will only be released into the care of the child’s parent or someone designated by the parent, with a signature, security number, or identification card.
  4. Parents and visitors are not to enter the nursery or preschool classroom when picking up their child unless requested to

do so.

**For Elementary Students:**

1. Younger elementary students and newcomers should remain in the classroom until the parent or the parent’s designate comes to pick them up and the student demonstrates recognition.
2. Consideration must be given to security, organization facilities, and location when determining the age of release of

older elementary children. Personnel are to ask on an informal basis whether the child knows where to find his or her parent. If the child demonstrates uncertainty, personnel will keep the child with them in the classroom until the parent or designate picks up the child.

1. **Attendance**
2. Attendance of children is taken each time a classroom or program is in session. These attendance records are kept on file permanently.
3. A record is kept of personnel on duty in each classroom or program. This record is maintained with the attendance

records and is kept on file permanently.

1. **Bathroom Guidelines**

Program personnel are to encourage parents to deal with their baby’s toileting needs and to take their children to the bathroom prior to each class or program.

**Nursery:**

1. Diaper changing procedures are clearly posted in the nursery diaper changing area (Appendix 10).
2. If at all possible, it is strongly encouraged that diaper changing be done by the child’s parent.
3. Diaper changing is to be done only by designated adult personnel. It must be conducted within view of other personnel.

**Preschool Children:**

1. Preschool children are not to go to the bathroom alone.
2. One of the following will be adhered to when accompanying preschool children to the bathroom:
   * Two personnel will escort a group of children to the bathroom, or,
   * One worker will escort a group of children to the bathroom with one hall monitor appointed to assist with bathroom and security duties.
3. No personnel will ever be alone with a child in an unsupervised bathroom. They are never to go into the stall with a child and shut the door.
4. When a preschool child needs assistance in the bathroom, personnel may enter the bathroom stall to assist, under the following guidelines:

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* + The outside bathroom door must be propped open, and the adult must stand in an open stall doorway,
  + Personnel will take the privacy of the child into consideration.

**Elementary Children:**

1. Elementary boys and girls are not to be sent to the bathroom alone. They should be accompanied by a buddy in the same gender and age group.
2. Personnel will escort the children to the bathroom and prop the door open to make sure that everything is in order. Personnel should then remain outside the bathroom door and wait for the children before escorting them back to the classroom.
3. Personnel are not to be alone with children in an unsupervised bathroom. They should never enter into the stall with a child and shut the door.
4. **Architectural Precautions**

When organizations plan to renovate or build, it is recommended that they keep the following suggestions in mind as they design children’s classrooms.

**Doors and Windows:**

* 1. Install door and interior windows with clear sight lines in classrooms where programs for children and young people are held.
  2. Install half doors in rooms for babies, toddlers and preschoolers.

**Bathrooms and Washing Facilities:**

1. Build bathroom facilities in preschool rooms with windows in the bathroom door.
2. Consider installing child-sized toilets in preschool rooms.
3. Designate bathroom facilities for the sole use of children.
4. Plan to install sinks in classrooms.

**Nursery Facilities:**

1. Have nursery doors secured from the inside.
2. Have windows in the doors to nursery sleeping rooms, and a radio transmitter (baby monitor) in the adjoining room.
3. Cover all electrical outlets with outlet plug covers.

**Outdoor Spaces:**

1. Landscape outdoor playgrounds and areas to ensure open visible spaces with no possible concealment.
2. Outdoor play areas should be enclosed with a fence, that does not prevent caregivers/teachers from being able to see into the play area. There should be a minimum of two exits, with at least one exit away from the buildings. The gates at exits should be self-closing and self-latching.
3. **Health & Safety Guidelines**
4. Individuals are encouraged to become certified and trained in First Aid and CPR.
5. The names and contact information of individuals that have been certified in First Aid and CPR are posted in the children’s and youth departments for easy access.
6. Program personnel will be notified, on the registration forms, regarding children and young people with severe allergies. The information will be posted in the children’s and youth departments for easy access. Progam personnel who care for these children will be informed.
7. The cleaning and sanitation of toys and table surfaces is done every time they are used.

**Illness:**

1. A child who is ill and could therefore expose others to illness is not to be received into the nursery or classroom. Factors and symptoms to consider are:
   * Fever, unusual fatigue, irritability, coughing, sneezing, runny nose and eyes, vomiting, diarrhea, inflamed mouth and throat

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* Children with a known communicable disease

1. Conditions for returning to the program:
   * Children with a contagious illness must not return to the program without a doctor’s note
   * Any child placed on medication by a doctor should be kept at home for 24 hours, except when the doctor states in writing that:
2. the child is not contagious,
3. the child will suffer no side effects, and
4. the child can cope with the time away from home.

**Medications:**

1. Personnel are not to give or apply any medications. Parents are to be contacted and should administer all medications.
2. Any prescription medication must be brought in the original container with the doctor’s prescription, dosage and date clearly printed on the label. Parents must fill out the medication form and sign dosage instructions. Medication should be presented to the program lead or designate on duty in the child’s room and handed over at sign-in. (Appendices 17 and 18)
3. Medication is not to be left in a classroom. When a child brings medication, the medication is to be kept locked away, to be accessed only by the program lead or designate.
4. Dosage times must be recorded in the daily journal or attendance form for all staff to see.
5. At dosage time, the program lead or supervisory staff must double check the medication form for insturctions, dispense medication to the child, and sign the form noting the amount and time medication was given.
6. For extreme cases in which Epi-pens or puffers are needed for allergies or asthma, written instructions are to be provided by the parent or guardian to the program lead. Requests should be written, signed, dated and filed permanently. Only those who have been trained should administer the Epi-pen or puffer.
7. Topical medications for diaper changing purposes are to be used only when instructed and provided by the parent or guardian.

**Dealing with Cuts or Injuries Involving Blood:**

1. Blood pathogen policies will be posted in the children’s departments.
2. When a child or young person is injured, the individual is to be separated from others. The area where the injury occurred or where any blood may have dropped on the floor or toys is also to be isolated.
3. Personnel need to ensure that no other children have contact with any of the blood from the cut or injury.
4. Non-latex gloves are to be used when bandaging the injury, avoiding contact with mouth, ears, and eyes.
5. Extreme care will be taken in cleaning up all blood and bloody bandages. It must also be taken with the safe, secure removal of waste and disposal of gloves to a secure waste removal container.
6. Hands are to be washed thoroughly with antibacterial soap available in first aid kit.
7. When working with children with HIV or AIDS, specific guidelines for the education and care of these children will be developed and followed (Appendix 13).

**Emergencies:**

1. Emergency evacuation procedures will be reviewed semi-annually as required by your organization and/or insurance company. These procedures are to be posted in a visible place in each classroom, showing the planned route of escape to the nearest exit.
2. Organizational leaders, in cooperation with the program lead, will arrange for annual fire and evacuation drills.
3. A first aid kit will be kept in each classroom with personnel educated on the kit’s contents. Each kit will contain a pair of disposable non-latex gloves, disinfectant wipes, two or three 4” x 4” gauze pads for blood absorption, small scissors, and adhesive bandages.
4. In addition to the first aid kits in each classroom, a master first aid kit will be available in the organization’s building and in any company-owned vehicle. These kits should include a microshield CPR mask, instant ice packs, sterilizing soap, tweezers, thermometer, an emergency instruction manual, and additional quantities of the items in the classroom first aid kits.
5. A parent will be contacted when an injury, accident, or medical emergency occurs. For further detailson dealing with injuries, see “Youth Protection Procedures” section.

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1. Incident reports are to be completed for any and all accidents. Injuries are to be reported to the program lead (Appendix 17).
2. **Special Events & Overnight Policies**

**Field Trips and Special Events:**

* 1. All off-campus activities will be pre-approved by the program lead. Parents will be notified at least one week prior to the outing.
  2. Proper written consent and medical release forms are required for each child participating in field trips and special events. Photocopies of the forms must be kept in the program lead’s possession during trips and events, with the originals filed in the organization’s administrative office. The originals are to be kept on file permanently (Appendix

14) .

* 1. All trips and outings will be supervised by a minimum of two approved, unrelated adult personnel, preferably male and female.
  2. When planning local special events, it is preferred that parents drop off and pick up their children at the event location. For out-of-town events, it is preferred that a commercial transportation be employed.
  3. Children and young people may not be transported one-on-one. Mentoring relationships should be conducted in teams and in public places. Parents are encouraged to drop-off and pick-up their children or young people.
  4. All personnel drivers transporting children during organization-run activities must be pre-approved by the program lead. They must provide a copy of their valid driver’s license and current car insurance coverage in accordance with the organization’s insurance policy. They must have a minimum of five years of driving experience.
  5. Organization-owned vehicles are to be driven by personnel that have been pre-approved by organizational leaders. These drivers will be insured under the organization’s automobile insurance policy.
  6. The number of occupants in the vehicle will not exceed the number of seat belts. Each child will be in ageappropriate safety restraints. Seat belts must be worn by everyone and remain fastened at all times the vehicle is in motion.
  7. Children will not be left unattended in a vehicle.

**Overnight Events:**

1. All overnight activities will be pre-approved by organizational leaders.
2. Proper written consent and medical release forms are required for each child or young people participating in overnight events. Forms must be kept in the program lead’s possession during trips and events and a photocopy filed in the organization’s administrative office. The originals are to be kept on file permanently (Appendix 14).
3. All overnight activities must have a minimum ratio of two personnel for every ten children or young people. Personnel will be assigned a specific group of children or young people for whom they are responsible. Female personnel will be assigned to female children, make personnel will be assigned to male children.
4. All trips and outings must be supervised by a minimum of two approved, unrelated adult personnel.
5. **Proper Display of Affection**

Appropriate Touch:

* 1. Recognizing that children need displays of appropriate affection that reflect pure, genuine, and positive displays of love, touching children will be age and developmentally appropriate.

We encourage program leaders to:

* + - Hold a preschool child who is crying,
    - Speak to a child at eye level and listen with your eyes as well as your ears,
    - Hold a child’s hands when speaking, listening, or walking him or her to an activity,
    - Gently hold the child’s shoulder or hand to keep his or her attention while you redirect the child’s behavior,
    - Put an arm around the shoulder of a child when comforting or quieting is needed,
    - Pat a child on the head, hand, shoulder, or back to affirm him or her.
  1. All touch must be done in view of others.

**Inappropriate Touch:**

1. Recognizing that the innocence of children must be protected, program leaders will be made aware that certain

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actions are deemed inappropriate and will not be permitted. Personnel are not to:

* Kiss a child or coax a child to kiss you,
* Engage in tickling or extended hugging,
* Hold a child’s head or face when talking to or disciplining the child,
* Touch a child in any area that would be covered by a bathing suit (strictly prohibited except in cases of diapering and assisting preschoolers as outlined in bathroom policies),
* Carry older children or allow them to sit on your lap,
* Have prolonged physical contact with any child or young person.

1. Personnel are not to be left alone with a child or young person.
2. **Discipline & Classroom Management**
   1. Personnel are strictly prohibited from administering corporal punishment of any kind.
   2. All discipline and classroom management will be conducted in a loving and caring environment. All attempts will be made to prevent discipline problems from arising and to avoid the need for remedial discipline. All attempts are to be taken to adhere to the following:

**Preventative Discipline:**

* + - Create a loving, caring atmosphere,
    - To gain respect, you must grant respect,
    - Model self-discipline and structure in your own life,
    - Prepare exciting and interesting classes with short transitions between activities,
    - Arrange your environment for children and for learning,
    - Establish and communicate realistic expectations for the children,
    - Be sure the activities that you provide are meaningful and age-appropriate,
    - Be fair and consistent with all children,
    - Be sure your focus is on positive actions and reward positive behavior,
    - Be aware of children with special needs, and bring their needs to the attention of the program lead.

**Remedial Discipline:**

Every effort will be made to:

* + - Deal with problems individually,
    - Explain to the child why a behavior is unacceptable, and instruct them in how to behave correctly,
    - Redirect the child to positive action,
    - Explain the consequences of unacceptable behavior by defining the correct way to behave as well as the result of the wrong behavior,
    - Offer choices that are acceptable to both the program worker and the child.
  1. Classroom rules will be established to clearly communicate the expectations required of children. Some suggested rules are:
     + One voice talking at a time, • Quiet hands get answered,
     + Use inside voices, • Obey directions the first time,
     + Use good manners, • Keep your hands and feet to yourself,
     + Respect each other, • Be friendly
     + Visit the bathroom before class begins,

1. **Bullying Among Peers**

Our children and young people have a right to a caring, respectful, and safe environment where they can grow and learn to express themselves. An anti-bullying policy will therefore be in effect at all times. It will be clearly communicated and enforced among the children and young people. All personnel will take action to prevent bullying, teach against it, and assist and support children and young people who are being bullied. Bullying in any form will not be tolerated.

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Bullying will be defined as unwanted, aggressive behavior that involves a real or perceived power imbalance, and is repeated or has the potential to be repeated.

**Types of Bullying:**

* Verbal Bulling • Social Bullying
* Physical Bullying • Cyber Bullying
* Racial Bullying • Homophobic Bullying
* Sexual Harassment

**Dealing with Bullying:**

1. Bullying, of any kind, will not be accepted or tolerated.
2. Any incidents, reports or suspicions of bullying will be acknowledged, reviewed, and dealt with appropriately and immediately.
3. All incidents, reports, or suspicions will be reported immediately to the supervisor.
4. Appropriate action will take place based on the situation. Possible action may include, but is not limited to:
   * Complete incident report after each incident
   * Notify both sets of parents after each individual incident
   * Provide a warning that bullying will not be tolerated
   * Suspension for one day/one event if bullying persists
   * Suspension for three days/three events after the next incident
   * Removal from the program in the hullying does not stop
   * If necessary/appropriate, contact and consult with law enforcement

All attempts will be made to work towards reconciliation and change of behavior with the person accused of bullying and the one being bullied. Counseling and support will be recommended and if at all possible provided for the one being bullied.

1. **Harassment and Discrimination**
   1. Our organization is committed to fostering an environment that is free of discrimination and harassment, one in which all individuals are treated with respect and dignity. Every member of our organization community has a right to equal treatment with respect to placement and with respect to the receipt of services and facilities. This should be without discrimination or harassment based on the following prohibited grounds: race, ancestry, place of origin, color, ethnic origin, citizenship, creed, sex, age, gender identity, marital status, family status, or disability.
   2. A right to freedom from discrimination and harassment also applies where someone is treated unequally because she/he is in

a relationship, association, or dealing with a person or persons identified by one of the prohibited grounds of discrimination.

* 1. Every member of our organization’s community, especially screened personnel, is responsible for creating an environment which is free of discrimination and harassment. Those found to have engaged in such conduct will be subject to discipline.

1. **Severe Allergies**
2. Parents and caregivers are responsible for notifying the organization of any known allergies that their children have. This information is to be noted on their registration form.
3. The notification of severe allergies will be posted for high visibility in the child’s classroom, including a picture of the child, a

list of his or her allergies, and typical signs of reaction. Personnel assigned to care for the child must be made aware of the allergy and the treatment required if a reaction occurs.

1. In recognition of individuals with severe peanut allergies, we recommend that organizations consider the value of establishing

a peanut-free policy for their facility.

1. **Computer Use, Internet and Social Media**
   1. For the protection of children and young people using computers in our programs, the computers will be placed in open areas where screens are easily visible and can be closely monitored. Users will be held accountable through the use of sign-in/sign-out sheets, and/or a user password.
   2. Internet filters will be installed on each computer to limit access to certain types of content.

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* 1. Organizational leaders will appoint an authorized computer systems technician who will periodically review browser histories. They will also review documents and software downloaded onto the computers.
  2. An “Acceptable Computer Use Policy” will be developed and posted in the computer center (Appendix 24).
  3. Communication with Children 12 years of age and under is prohibited with the exceptions as stated below.

1. Personnel may communicate with Children via email with written parental permission (Appendix 14), and copying parents/guardians on all emails.
2. Personnel will not initiate contact with Children under the age of 13 via text or using Social Media.
3. Communication should also be copied to your Leader or co-worker.
4. **Lockdown Guidelines**

These guidelines should be put into action in the event of a lockdown or during a lockdown drill. Although each school or organization should draft their own lockdown policy with details pertaining to their specific needs and facilities, this policy will help give organizational leaders a place to start.

1. Identify green zones and red zones within the facility.

Green Zones: more secure - rooms that have doors that lock from the inside. Red Zones: open areas, including gymnasiums and auditoriums.

1. As soon as the facility is put on “Lockdown Alert”, the designated person in charge will announce “Code Red” to all classrooms and staff: “Announcement: ‘Emergency Code Red, the facility is going into lockdown, repeat, Emergency Code Red, the facility is going into lockdown.’”
2. Immediately following this announcement, all present will be instructed to turn off cell phones.
3. All present must clear away from red zones as quickly as possible. They will go to the nearest green zone, or if an outside door is closer, they will evacuate the building.
4. Prior to locking doors, those in charge of classrooms should ensure that any individuals walking the halls within their classroom’s proximity be ushered quickly into the room. The door should then be closed and locked. If the classroom door has a window, personnel should cover it and turn off the lights.
5. Those in charge of classrooms will assist students in turning tables on their sides, positioning them away from the door and windows. The students should then take refuge behind them.
6. Attendance will be taken, including a list of all missing and extra students in the room. This list will be emailed to the office. The teacher should take the list with them if directed to leave the classroom.
7. Custodians and/or hall monitors will check all bathrooms in the facility, remove any individuals who may be inside, and lock the bathrooms from the outside.
8. Everyone is prohibited from leaving green zones until they are instructed to do so by the designated person in charge or a police officer. Those in charge of classrooms are to remain in the rooms, maintain silence, and keep the students calm. Do not contact the organization’s office, the office will contact you when it is safe.
9. When instructed to evacuate the building, do so quickly and silently.
10. Once law enforcement arrives on the scene, they have the ultimate command of the situation. Their instructions will be followed without protest.
11. At least twice during a calendar year, the school or organization will perform a lockdown drill. Organizational leaders will notify the school/organization community of a lockdown drill a week prior and also a day prior to the drill.
12. Circumstances and details of the drill will be recorded and kept on file. It is strongly recommended to have a debriefing with participants. Keep notes of these debriefings on file.
13. **Shower Room and Locker Room Guidelines**
    1. Two adult screened personnel must be present together in the dressing or locker room with children while they are showering or changing; screened personnel must not be alone with children in this setting.
    2. Out of respect for the children/young people, and to maintain a high standard of professionalism, screened personnel will announce their arrival prior to entering a dressing or locker room.
    3. Screened personnel are not permitted to change or shower at the same time as children/young people.
    4. Separate facilities should be designated for both genders or, if these are not available, separate showering/

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changing times will be arranged.

* 1. If a child is unable to dress him/herself, he/she should be aided by a parent/guardian or their designate.
     + Appropriate facilities should be provided where parents, guardians and/or attendants can assist children in getting dressed.
     + If assistance in the dressing room is requested from someone other than a parent/guardian, attendant or child, they must only assist within sight of other personnel or parents, and in a manner where only necessary physical contact occurs.
  2. The use of photographic or video recording devices, including cell phones, is prohibited in dressing or locker rooms at all times.

1. **Overnight Housing including: Conferences, Camps, Hotels, Motels**
   1. 1. For the protection of our children and young people, the following guidelines will be followed prior to all offsite trips where overnight accommodations must be secured:
      * A notice with an attached Informed Letter of Consent will be sent home to the family, advising them that an overnight trip is being planned, which requires the team to stay in a conference center/camp/hotel/motel. Make sure to note:
2. that precautions are being taken to minimize the risk and to raise the level of safety provided for their children and young people,
3. the specific sleeping arrangements that have been planned.
   * + The parent or guardian must return the signed and witnessed Informed Letter of Consent, which includes the equired liability shields.
   1. Young people must always be housed in small groups of the same gender.
   2. All personnel travelling with children and young people must complete the screening and training process outlined in this manual prior to departure. Screened and trained personnel who are placed in a position of trust with children and young people must be known by the organization for at least six months prior to the event.
   3. Any individuals traveling with the team who do not qualify as screened personnel should have separate sleeping arrangements.
   4. When travel plans require overnight housing, it is strongly recommended that housing be arranged in the homes of screened and approved hosts or in a conference center, camp, or organization where children and/or young people can stay together, and where more than one screened worker can be assigned to each common sleeping area. (Refer to policy on “Billeting”.) When this is not possible, and it is necessary that the group stay in hotels or motels, plans need to be made so that children and young people have distinctly separate sleeping arrangements from other adults. In your plans, it is strongly encouraged that:
      * Hotel rooms be all together on one wing of the hotel or motel; and
      * Parents be encouraged to accompany the team, assigning family members to hotel rooms; or,
      * Request the availability of suites with two or three bedrooms per suite. Assign two students to a separate room, set apart from the two adult screened personnel; or,
      * Assign two unrelated, adult screened workers to a hotel room with two or more students; or,
      * In hotel or motel rooms with adjoining doors, assign one screened adult with two students in each room. For accountability purposes, the door separating adjoining rooms must be kept ajar or open at all times. Children and young people should have distinctly separate sleeping arrangements from other adults.
   5. Screened personnel are never to be alone in a room with a child or young people.
   6. Children should not be left alone in hotel rooms.
   7. At no time should personnel sleep in the same bed with a child, young person or vulnerable person.
   8. Curfews for children and/or young people are established and enforced when they are traveling overnight.
4. **Photography and Video Taping Policy**

With a desire to capture on film memorable moments, photography and videotaping will be closely monitored by organizational leadership.

* 1. Personnel must abide by the following guidelines:

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* Photography and videotaping will be done by designated Personnel who have been screened and trained in the protection or children and young people;
* For all children and youth activities and programs, parental permission must be secured prior to taking photographs of children and young people. Parental permission willbe secured on an annual basis on the registration forms;
* No photographs of children or young people will be taken without prior written approval;
* No photographs will be posted on Facebook, Instagram, or other online social networks without parental permission and only on sites monitored closely by organizational leadership;
* Photographs of children/young people will only be posted on the organization’s website with written parental permission and will not be named or tagged
* Provide a means for parents to withdraw permission for the photography of their children
* To easily identify children and young people that are not to have their picture taken, it is recommended that they be clearly identified with either a sticker on their nametag or with an arm band. All effort should be made to adhere to the Parent’s request.

**PROTECT THROUGH PROGRAM DEVELOPMENT: YOUTH PROTECTION PROCEDURES**

1. **Youth Personnel Standards**
2. **Lifestyle**
   1. For the protection of our young people, personnel are to be committed to maintaining a healthy lifestyle that young people will want to model.
   2. Personnel are to be role models of integrity at all times. Personnel are to refrain from activities that are illegal or could be considered questionable.
3. **Contacting Opportunities**
4. Personnel are encouraged to meet with young people in small group settings and in teams.
5. The program lead must pre-approve the conducting of any one-on-one mentoring, with the information being documented and filed.
6. One-on-one mentoring must be done in public, stationary, settings and only under the following conditions:
   * The program lead is informed of the time and place of the meeting prior to the meeting,
   * Parental permission is granted,
   * Separate transportation is arranged,
   * Avoid meeting in a home alone.
7. **Open Door Policy**

1. Personnel working with young peopl will not have a one-on-one or a small group meeting behind closed doors. It is required that the door remain open or that the meeting take place in a room with an unobstructed window in the door.

1. **Physical Contact**
   1. “Physical Contact Guidelines” are to be posted in the youth department.
   2. Personnel are aware of what constitutes appropriate touch:
      * one-arm hugs
      * shoulder-to-shoulder hugs
      * touch on the back or shoulder
   3. Personnel must refrain from inappropriate touch at all times:
      * chest-to-chest hugging
      * extended hugging
      * overexuberant affection

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* sitting on laps
* kissing
* touching of thighs, knees, or inappropriate parts of the body
  1. Personnel must be cognizant of conduct that could be misinterpreted:
     + horseplay
     + tickling
     + extended back rubs

1. **Dating**
2. Personnel working with young people may not pursue a dating relationship with a student.
3. Personnel should immediately notify leadership of any and all breaches of this policy. Non-compliance with this policy may lead to immediate dismissal.
4. **Harassment & Discrimination**
5. Our organization is committed to fostering an environment that is free of harassment and one in which all individuals are treated with respect and dignity. Every member of our organization’s community has a right to equal treatment with respect to employment and with respect to the receipt of services and facilities without harassment based on the following prohibited grounds: race, ancestry, place of origin, color, ethnic origin, citizenship, creed, sex, age, gender identity, marital status, family status, or disability.
6. Unequal treatment of a member of our organization’s community, because of someone they are in a relationship with or

associated with, based on any of the prohibited grounds listed above, is also a violation of that person’s right to freedom from harassment.

1. Harassing behaviors are offensive, degrading, and illegal. Every member of our organization’s community, especially

screened personnel, is responsible for creating an environment which is free of harassment. Those found to have engaged in such conduct will be subject to discipline.

1. **Youth Programming**
2. **Plan to ProtectTM Program Maintenance**
   1. A strategy for program maintenance will be developed and reviewed at the beginning of each program year to ensure training, the updating of files and the physical environment are compliant with policy.
3. **Personnel Staffing Ratios**
4. Programs for young people must comply with established staffing ratios as follows:
   * Middle school events – Two personnel for every sixteen students
   * High school events – Two personnel for every twenty students
   * Overnight/Offsite events – Two personnel forevery sixteen students
5. To comply with insurance standards, there must be at least two unrelated personnel at all events.
6. Overnight events with mixed genders must be accompanied by both male and female personnel.
7. It is recommended that there be a five-year age gap between personnel and the young people they serve.
8. **Supervision of Personnel**

1. The supervision of personnel will be intentional. It will take place through formal and informal visits to classrooms and programs.

1. **Authorization and Consent Forms**
   1. At the beginning of every year, all young people should submit completed Authorization and Consent Forms (Appendix 14), signed by their parents or guardians. These forms are to be photocopied, and originals maintained

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and filed permanently. Copies should be taken on all offsite trips and outings in case emergency medical assistance is required and the parent cannot be notified.

* 1. The Authorization will not replace specific consent and authorization forms for activities that involve an elevated risk

or for overnight trips.

* 1. The inclusion of “liability shields” on permission forms has been considered for activities that involve a level of risk (Appendix 16).
  2. A release and permission statement will be included on all registration forms releasing the organization from

unforeseen and accidental damages.

I/We, the parents or guardians named above, authorize the staff of [name of organization] to sign a consent

for medical treatment and to authorize any physician or hospital to provide medical assessment, treatment, or procedures for the participant named above.

I/We, named above, undertake and agree to indemnify and hold blameless the staff, [name of organization], its

leaders, and board of directors from and against any loss, damage, or injury suffered by the participant as a result of being part of the activities of the [name of organization] as well as of any medical treatment authorized by the supervising individuals representing the organization. This consent and authorization is effective only when participating in or traveling to events of the [name of organization].

* 1. A statement will be included on all registration forms which stipulates the purpose and extent for collecting personal information of young people.

Purposes and Extent:

[name of organization] is collecting and retaining this personal information for the purpose of enrolling your child in our programs, to assign the student to the appropriate classes, to develop and nurture ongoing relationships with you and your child, and to inform you of program updates and upcoming opportunities at our organization. This information will be maintained permanently as it is a requirement of our insurance company and legal counsel. If you wish

[name of organization] to limit the information collected, or to view your child’s information, please contact us.

1. **Planning for Safety**
2. All personnel must ensure a safe environment in their planning and evaluating of activities.
3. Safety precautions should be posted and highly visible for students.
4. **Dealing with Injuries**
5. In case of an injury at a youth event, the following steps must be followed:
   * The young person must not be moved, unless they can stand and walk on their own. If they can move on their own, lead them out of the activity area. One or two witnesses, as well as the personnel, must remain with the injured young person for assistance, comfort, and to confirm information for the incident report.
   * If the injury is severe and time is of the essence:
6. Immediately call 911 and request an ambulance;
7. Contact the injured young person’s parents and make them aware of the situation;
8. If the decision is made to transport the young person to theinjured young person to the hospital;
9. When the parents arrive at the hospital, the program leader should:
   1. *Introduce himself/herself and identify his/her role in the young person’s life,*
   2. *Explain the situation and the injury, and consult with a lawyer prior to admitting fault,*
   3. *Return to the event unless there is a good reason to stay,*
   4. *Have the parents call the youth director or program lead at the organization in the morning if they have any questions or concerns.*
10. If the parents cannot be reached, follow the instructions given on the consent form.
    * Complete an Incident Report. Advise the youth director or program lead of the incident, and determine whether the organization’s insurance company needs to be notified.
11. **Offsite Event Planning**
    1. All offsite trips must be preapproved by the lead.

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* 1. Written communication regarding offsite trips should be available to families no less than one week prior to the event. Include the exact location of the event, emergency phone numbers, and a list of adult personnel attending the event. If there is travel involved, or any element of risk in the activity, parents must be asked for further signed authorization.
  2. Sufficient supervision by two adult personnel is required to ensure protection and safety for all involved.
  3. Copies of the Authorization and Consent Form for each student must be kept on hand at each event (Appendix 14).
  4. Attendance of all personnel and young people must be recorded on the Trip and Offsite Travel Forms (Appendix 20). The travel form must be maintained and filed in the organization’s administrative office. Forms will be kept on file permanently.

1. **Retreats and Overnight Events**
   1. All retreats and overnight events must be preapproved by the organizational leaders.
   2. Written communication regarding retreats and overnight events should be available to families no less than one week prior to the event. Include the exact location of the event, emergency phone numbers, and a list of adult personnel attending the event. If there is travel involved, or any element of risk in the activity, parents must be asked for further signed authorization.
   3. Authorization and Consent Forms are required for each student participating in overnight events. Copies of the forms

must be kept in the program lead’s possession during trips and events, with the originals filed in the organization office. The originals are to be kept on file permanently.

* 1. Policies for personnel staffing will be followed. Female personnel will be assigned responsibility for female young

people and male personnel will be assigned responsibility for male young people.

* 1. Young people attending retreats and overnight events will not be allowed to leave the event. Any exceptions must be added to the permission form signed by the parent.
  2. Female and male young people are not allowed in each other’s rooms or tents for any reason during retreats and

overnight events. They are not permitted to sleep in mixed company.

1. **Housing and Hosting**
2. For the protection of our young people, it is required that all adults residing in the home where housing is provided must complete the following screening process prior to hosting. Screening includes:
   * Recommendation from a director, and,
   * Criminal background check
3. Information guidelines should be distributed to host homes no less than one week in advance of the young people arriving at their home.
4. Any allergies and medications for young people should be communicated to the host home prior to arrival, with clear

directions on managing allergies and/or medications.

1. Young people must always be housed in teams or small groups of the same gender.
2. Young people should have distinctly separate sleeping arrangements from the other household members and should not be left alone.
3. Curfews of 11:00 p.m. should be enforced when young people are being hosted.
4. All young people staying in host homes are informed of proper etiquette and curfew guidelines (Appendix 35).
5. **Transportation**
6. Our first concern in transportation is the safety of our youth. Drivers must obey all the rules of the road, including the speed limits. Reckless or unsafe driving will not be tolerated.
7. For program-related activities, it is preferred that parents both drop off and pick up their young people at the event

location. For out-of-town events, we will give priority to using commercial transportation.

1. All personnel drivers transporting young people during organizationrun activities must complete the following prior to the event:
   * Be preapproved by the program lead,
   * Provide copies of their valid driver’s license,

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* Provide copies of their current automobile insurance policies, and,
* Have a minimum of five-years of driving experience.

1. Company vehicles are to be driven by preapproved personnel. These drivers will be insured under the organization’s automobile insurance policy.
2. The number of occupants in the vehicle will not exceed the number of seat belts. Seat belts must be worn by

everyone and remain fastened at all times the vehicle is in motion.

1. Trips and Offsite Travel Form (Appendix 20) will accompany the group with originals left in the organization’s office and filed permanently. The forms consist of:
   * Names and numbers of all participants
   * Location of event and contact numbers
   * Drivers and vehicles involved
2. **Computer Use, Internet and Social Media**
   1. For the protection of young people using computers in our programs, the computers will be placed in open areas where screens are easily visible and can be closely monitored. Users will be held accountable through the use of sign-in / sign-out sheets, and /or a user password.
   2. Internet filters will be installed on each computer to limit access to certain types of content.
   3. Organization leaders will appoint an authorized computer systems technician who will periodically review browser histories. They will also review documents and software downloaded onto the computers.
   4. An “Acceptable Computer Use Policy” will be developed and posted in the computer center (Appendix 24).
   5. Communication with young people 13 years of age and older via Social Media, emails, telephone and texting is permitted under the folowing conditions:
      * Communication with a young people via email, text, Instagram, Facebook, Twitter, or other online social networks

will be monitored closely and only used with written parental permission. (Appendix 14)

* + - Personnel may communicate with young people via email with written parental permission (Appendix 14), agreeing to copy all emails to parents/guardians.
    - Personnel may contact young people aged 13-17 via text or social media with written parental permission

(Appendix 14) and copying another leader on the text, or using a public social media option (wall-to-wall, group pages).

* + - Personnel will limit their online communication with young people via social media to daytime hours (8:00am-

11:00pm).

* + - Online communication will not involve video messaging (FaceTime, Skype, etc.) in any form, unless it is a training post or group conference call approved by a program leader.
    - Personnel will ensure that all online communication with young people is done in view of other people (group

pages, group texts, wall-to-wall) and/or copied to their parent/guardian. Communication should also be copied to your program leader or co-worker.

* + - In the rare occasion that a conversation with a young person moves beyond communication of information,

personnel will notify their program leader immediately and submit a copy of the conversation to the program leader. Personnel will request the young person to continue the conversation in person with the program leader or his/her designate.

* + - Youth program personnel will agree to allow the youth program leader, or designate by organization

leadership, access to their social media networks in order to facilitate regular supervision.

* + - Organization members, adherents and personnel are encouraged to demonstrate and model integrity, transparency and accountability with all communications including those noted above.

1. **Lockdown Guidelines**

These guidelines should be put into action in the event of a lockdown or during a lockdown drill. Although each school/ organization should draft their own lockdown policy with details pertaining to their specific needs and facilities, this policy will help give organization leaders a place to start.

1. Identify green zones and red zones within the facility.

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Green zones: more secure - rooms that have doors that lock from the inside. Red zones: open areas, including gymnasiums and auditorium.

1. As soon as the facility is put on “Lockdown Alert,” the designated person in charge will announce “Code Red” to all classrooms and staff.
2. Immediately call 911, unless it is a situation where law enforcement first alerted the organization / school. Instruct all individuals present to turn off cell phones.
3. All present must clear away from red zones as quickly as possible. They will go to the nearest green zone, or if an outside door is closer, they will evacuate the building.
4. Prior to locking doors, those in charge of classrooms should ensure that any individuals walking the halls within their classroom’s proximity be ushered quickly into the room. The door should then be closed and locked. If the classroom door has a window, personnel should cover it and turn off the lights.
5. Those in charge of classrooms will assist students in turning tables on their sides, positioning them away from the door and windows. The students should then take refuge behind them.
6. Attendance will be taken, including a list of all missing and extra students in the room. This list will be emailed to the office. The teacher should take the list with them if directed to leave the classroom.
7. Custodians and/or hall monitors will check all bathrooms in the facility, remove any individuals who may be inside, and lock the bathrooms from the outside.
8. Everyone is prohibited from leaving green zones until they are instructed to do so by the designated person in charge or by law enforcement. Those in charge of classrooms are to remain in the rooms, maintain silence and keep the students calm. Do not contact the office. The office will contact you when it is safe to do so.
9. When instructed to evacuate the building, do so quickly and silently.
10. Once law enforcement arrives on the scene, they have the ultimate command of the incident. Their instructions will be followed without protest.
11. At least twice during a calendar year, the school/organization will perform a lockdown drill. Organization leaders will notify the school/organization community of a lockdown drill the week/day prior to the drill.
12. Circumstances and details of the drill will be recorded and kept on file. It is strongly recommended to have a debriefing with participants. Keep notes of these debriefings on file.
13. **Shower Room and Locker Room Guidelines**
    1. Two adult screened personnel must be present together in the dressing or locker room with young people while they are showering or changing; screened personnel must not be alone with young people in this setting. 15
    2. Out of respect for the young people, and to maintain a high standard of professionalism, screened personnel will announce their arrival prior to entering a dressing or locker room.
    3. Screened personnel are not permitted to change or shower at the same time as young people.
    4. Separate facilities should be designated for both genders or, if these are not available, separate showering/ changing times will be arranged.
    5. The use of photographic or video recording devices, including cell phones, is prohibited in dressing or locker rooms at all times.
14. **Overnight Housing including: Conferences, Camps, Hotels, Motels**
    1. For the protection of our young people, the following guidelines will be followed prior to all offsite trips where overnight accommodations must be secured:

* A notice with an attached Informed Letter of Consent will be sent home to the family, advising them that an overnight trip is being planned, which requires the team to stay in a conference center/camp/hotel/motel. Make sure to note:

1. that precautions are being taken to minimize the risk and to raise the level of safety provided for their children and young people, and,
2. the specific sleeping arrangements that have been planned.

* The parent or guardian must return the signed and witnessed Informed Letter of Consent which includes the required liability shields.

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* 1. Young people must always be housed in small groups of the same gender.
  2. All personnel traveling with young people must complete the screening and training process outlined in this manual prior to departure. Screened and trained personnel who are placed in a position of trust with young people must be known by the organization for six months.
  3. Any individuals traveling with the team who do not qualify as a screened personnel should have separate sleeping arrangements.
  4. When travel plans require overnight housing, it is strongly recommended that housing be arranged in the homes of screened and approved hosts, or in a conference center, or camp where young people can stay together, and where more than one screened worker can be assigned to each common sleeping area. (Refer to policy in section I. Housing and Hosting, of the Youth Protection Procedures.) When this is not possible, and it is necessary that the group stay in hotels or motels, plans need to be made so that young people have distinctly separate sleeping arrangements from other adults. In your plans, it is strongly encouraged that:
* Hotel rooms be all together on one wing of the hotel or motel; and
* Parents be encouraged to accompany the team, assigning family members to hotel rooms; or,
* Request the availability of suites with two or three bedrooms per suite, assign two students to a separate room, set apart from the two adult screened personnel; or,
* Assign two unrelated adult screened workers to a hotel room with two or more students; or,
* In hotel or motel rooms with adjoining doors, assign one screened adult with two students in each room. For accountability purposes, the door separating adjoining rooms must be kept ajar or open at all times. Young people should have distinctly separate sleeping arrangements from other adults.
  1. Screened personnel are never to be alone in a room with a young person.
  2. Young people should not be left alone in hotel rooms.
  3. At no time should personnel sleep in the same bed with a child, young person, or vulnerable person.
  4. Curfews for young people are established and enforced when they are traveling overnight.

1. **Youth Work Issues**

Note: Organizations and personnel may wish to consider these particular issues and how they relate, in context, to your young people. Determine if documented policies and plans are required for additional protection.

1. **Counselling Young People**
   1. Awareness of and adherence to the following ethics in counseling:
      * Respect the person’s dignity and worth.
      * Live, act, and counsel with integrity.
      * Work towards their best interest, not yours.
      * Don’t force your help on anyone. Be sure not to manipulate or use guilt in your counseling.
      * Fully inform them of where your counseling is leading.
      * Never exploit trust or dependency.
      * Share the boundaries of confidentiality at the outset.
      * If feelings of attraction begin in either party, terminate counseling immediately.
      * If the relationship is destructive to you, terminate counseling immediately.
      * Never counsel if the person is under the influence of alcohol or drugs, or is ill.
      * Never create false expectations of favorable results.
      * Keep information confidential unless the person’s welfare is at stake. As a general rule, only share information only if the person consents.
      * All counselors are legally bound to report physical abuse or neglect of a minor to the appropriate agency in your state or to law enforcement. Anyone who does not comply with this law is subject to a fine and/or a jail sentence.
      * Refer individuals requiring specialized physical, mental, or emotional diagnosis, therapy, or treatment to qualified healthcare professionals.
   2. Awareness of counseling issues that relate specifically to young people:

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* + - They need to form their own identity and self-esteem. You can help by building their character.
    - They are adapting to rapid physical changes. This can add to the confusion in many situations.
    - They are adapting to sexual changes. Weird feelings, fantasies, and confusion make decision-making more difficult.
    - They are struggling with dependence vs. independence. Teens are beginning to move away from their parents, yet they know that they love and need them. This struggle can make them irritable, argumentative, irrational, and difficult. Usually the conflicts arise from difference in opinion on how much freedom they can have.
    - There is an increasing importance of peer and intimate relationships; they need approval and often overreact to rejection.
    - They are forming all of their life-directing values and beliefs. Most of these lessons (careers, lifestyles, behaviors, and even problem-solving) need to be learned experientially.
    - They need to develop a wider variety of social and interpersonal skills. Dealing with conflict, coping, stress, temptation, study, productivity, interaction, authority, or handling money are all skills that need to be understood and developed.
  1. Recognition of how young people respond to problems:
     + Repression is exhibited through denial, avoidance, and trying to forget. This often results in more serious behaviors such as eating disorders, anger, apathy, poor achievement, withdrawal, or substance abuse.
     + Suppression is not an activity of denial but an attempt to hide it from others. Behaviors may be similar to repression, but could be expressed through running away, substance abuse, or suicide.
     + The antithesis of repression and suppression is expression. It is an obvious negative outward response that may be exhibited through anger, quitting school, lying, stealing, substance abuse, defiant behavior, or rebellion. These responses are a way of crying out for help, and may lead to serious depression.
  2. Recognition of coverage issues that relate to counseling.

Unless designated as a professional counselor, most types of counseling that occurs within youth programs is termed “non-professional” counseling, “which can roughly be defined as general instruction, advice, or guidance of a religious or non-religious nature provided by individuals who have certain recognized responsibilities, but who have no specialized training or qualifications. The only legal liability posed by this counseling is based on general legal principles that infer the existence of a standard duty of care required of any person in a position of responsibility, to act as any reasonable and prudent person would act in order to avoid harm or injury to another. Examples of nonprofessional counseling include...youth people leaders, teachers, volunteer counselors,

peer counselors, cell group leaders, and certain employees.” 1 We need to remember that there are different understandings of “standard duty of care.” Government law will take precedence over organization law.

Organizations that are providing either non-professional and/or professional counseling, should check with their insurance company to ensure that appropriate coverage is available for employees and volunteers, and the counseling activities that they offer.

“Organizations which provide any type of professional or non-professional counseling as part of their [programs] or activities should arrange appropriate coverage under their general liability policy, or under a separate professional liability policy. If coverage is arranged under a general liability policy, make sure that the policy wording is broad enough to include the type or types of counseling conducted by employees and volunteers, and the definition of bodily injury contained in the policy includes ‘mental anguish.’ If coverage is arranged under a separate policy, try to obtain a policy with an ‘occurrence’ rather than a ‘claims made’ basis in order to prevent future gaps in your coverage.”

1. **Substance Abuse**
2. Prohibition of substance abuse in or around program facilities and events.
3. Observation of substance abuse indicators:

**Social Indicators:**

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* Family history of substance abuse
* Changes in peer group
* Uncharacteristic irritability or moodiness
* Suspicion of and aggression towards friends, teachers, parents
* Lying, theft, promiscuity, rebelliousness, antisocial behavior
* Withdrawal
* Consistent failure to meet obligations

**Physical Indicators:**

* Hangovers
* Hand tremors
* Appetite/weight gain or loss
* Sleeping difficulties
* Drawn appearance
* Fatigue
* Changes in hygiene, dress, grooming
* Red eyes, dilated pupils
* Vague, dull, confused

**Behavioral Indicators:**

* Low or deteriorating self-esteem
* Loss of interest in usual activities
* Grandiose feelings
* Inability to cope, easily frustrated
* Impulsive behavior
* Depression, suicidal ideations or attempts
* Confusion, poor memory
* Paranoid statements and feelings
* Uncharacteristic irritability, moodiness
* Withdrawal
* Failure to meet obligations

1. **Suicide and Crisis Intervention**
   1. Awareness and detection of depression and suicidal tendencies among young people:

**Direct or indirect preoccupation with death:**

* + - Verbal or written suicidal statement/references
    - Art or graphic drawings
    - Giving away personal belongings
    - Writing of a will
    - Previous attempts

**Significant lifestyle changes:**

* + - Loss of significant person through death, divorce, separation
    - Loss of an object of affection (friend, boyfriend, girlfriend)
    - Loss of health
    - Financial difficulties
    - Loss of status

**Observable changes in behavior or motivation:**

* + - Decreased academic performance
    - Increased attendance problems or lateness
    - Poor interpersonal relationships

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* Decrease in social activity
* Substance abuse

**Observable changes in personality and emotions:**

* Feelings of helplessness, hopelessness, discouragement
* Feelings that life is too painful or too difficult
* Frequent crying, tantrums
* Irritability, moodiness

**Physical and somatic changes:**

* Loss or increase in appetite
* Headaches, stomach aches
* Change in sleep patterns
* Symptoms of substance abuse
* Deterioration of hygiene or tidiness
  1. All threats of suicide must be responded to in the following way:
     + Always take suicide threats seriously and respond accordingly.

1. Don’t minimize their pain.
2. Don’t ask leading questions. Rather reflect their feelings back to them.
3. Don’t make promises that you can’t keep.
4. Hear them out, listen, and encourage.
   * + Determine the seriousness of the individual’s suicidal thoughts, noting the detail of the plan, including specific dates, times, methods, and any advanced preparation already completed.
     + Assure them that you are concerned, and that you would like to put them in touch with someone who can help.
     + Don’t take on the role of a therapist.
     + Keep them safe. Inform program lead, parents, and seek professional help.
     + Mandatory reporting and duty of care laws require notifying authorities if serious threats or suicidal ideations are expressed.

\* National Suicide Prevention Lifeline 1-800-273-TALK(8255)

* 1. Awareness of necessity for crisis intervention:
     + Determine the need for professional assistance. If the situation is dangerous or you sense that it is beyond your ability, refer it to a professional sooner rather than later. Counseling takes time, energy, and resources to deal effectively with certain situations.
     + Establish rapport

1. Show warmth and interest
2. Listen carefully
3. Take them seriously
   * + Reduce anxiety
4. You must remain calm and reassuring.
5. Don’t offer pat answers like, “It will all be okay.”
6. Offer valid reassuring statements such as, “Let’s see what we can do about this. I think I can help. I know somebody that can help.”
   * + Identify and prioritize the issues. Focus on the present, and determine what needs to be done immediately.
     + Evaluate resources
7. Personal: The strengths, abilities, experiences, and attitudes to draw on.
8. Interpersonal: Decide who can you both depend on. Use other people to help.
9. Community: Draw on the expertise of the legal, medical, welfare, and coaching resources available.
   * + Plan a course of action
10. Outline a specific plan of action specific to their needs.

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1. Encourage them to do the things that they can.
2. Give them help and support with the things that they can’t do.

* Encourage hope. Without hope, we are immobilized. Don’t allow self-defeating statements such as: “I’ll never do it.” “Things will never change.”
* Follow-up

1. Stay in contact as the steps you have laid out are implemented.
2. If they have been referred to other support networks, be sure to maintain contact with them.
3. **Discipline of Inappropriate behavior**
   1. Determine expectations for appropriate behavior.

**PROTECT THROUGH PROGRAM DEVELOPMENT: REPORTING AND RESPONSE**

1. **Reporting Procedures**
2. **Hearing of an Allegation or Suspicion of Abuse**

The following policies outline the recommended procedure and process for reporting suspected abuse cases.

* 1. For the protection of our children and young people, all allegations and/or suspicions of abuse against children and young people will be taken seriously.
  2. Upon hearing of potential abuse or allegations of the abuse of a child or young person, the personnel

should complete a Suspected Abuse Report Form documenting all pertinent information (Appendix 29). The victim should not be asked leading questions. No one else, including the accused, should be contacted while completing the Suspected Abuse Report Form. All forms must be kept permanently unless otherwise directed by legal counsel.

* 1. Any allegations of the abuse of a child or young person must be reported to the proper authorities. The

reporting should be done in conjunction with the director, supervisor, or program leader.

1. **Reporting an Allegation or Suspicion of Abuse**
2. Any person, including, but not limited to, personnel, who has reasonable grounds to believe that a child is in need of protection, must immediately report the matter to the appropriate agency in your state or to law enforcement. Reporting must be done orally by telephone or in person.
3. A person who knowingly fails to report in these circumstances may be in violation of the law and found to have committed an offence. They may also be subject to disciplinary action in the organization.
4. The director or his designate must notify the organization’s insurance provider and seek legal counsel upon hearing of a suspected child abuse case.
5. The organization will notify and work in conjunction with headquarters (if there is one) in any and all allegations or suspicions of abuse that may have happened in the context of organization-run programs.
6. If the suspected abuse happened in the context of organization-run programs, or an organization member or attendee was the alleged abuser, the victim’s parents must be notified by the director or by a supervisor.
7. **Assessing and Investigating an Allegation or Suspicion of Abuse**
8. No persons, including organization leaders, should assume the function of assessing, substantiating, or investigating the need for intervention or interpretation of suspected child abuse.
9. The organization and its individuals must avoid any undue interference when a report of child abuse has been filed with the Department of Social Services or law enforcement. The organization should ask the Department of Social Services how it could assist in helping and supporting the investigation, the hurting child or young person, and their family. After law enforcement or the Department of Social Services has given permission to do so, the organization should maintain frequent communication and supportive relationships with those suspected or guilty of child abuse as long as these persons exhibit a willingness to listen, change and look for help. This does not exclude the need for

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hurting individuals to receive professional counseling.

1. **Protecting Confidentiality and Dignity of the Victim and the Accused**
   1. During the process of reporting and response, all personnel will strive to remain calm and hopeful.
   2. Discretion must be observed, and details of the suspected abuse must not be shared among the organization’s community. Information should be shared on a need-to-know basis, expanding only as individuals are drawn into the response and investigation. Confidentiality for the suspected victim and the accused must be protected..
2. **Response to Allegations**
3. **Response and Counsel for the Victim**
   1. For the protection of our children and young people, all allegations and/or suspicions of abuse will be taken seriously and handled with the utmost care. The suspected victims will be treated with dignity and respect.
   2. During the process of reporting and response, all personnel will strive to remain calm and hopeful.
   3. Situations of abuse must be handled forthrightly, with due respect for people’s privacy and confidentiality. Discretion must be observed, and details of the suspected abuse must not be shared among the organization’s community. Information should be shared on a need-to-know basis, expanding only as individuals are drawn into the response and investigation. Confidentiality for the victim must be protected.
   4. Organization leaders will seek opportunities to provide individual care and counsel both for the abuse victim and his/her family. Organization leaders will determine the need for professional assistance and evaluate and designate resources as needed and able.
4. **Response and Discipline for the Accused or Convicted**
5. The accused is to be treated with dignity and respect. If the accused is a paid worker, that person will be relieved temporarily of his or her duties until the investigation is completed. Arrangements will be made to either maintain or suspend his or her income until the allegations are cleared or substantiated.
6. Organization leaders will seek opportunities to provide individual care and counsel both for the accused and his/ her family. Organization leaders will determine the need for professional assistance and evaluate and designate resources as needed and available.
7. Anyone accused of abusing children or young people will be prohibited from having access to them until they are cleared of any and all charges. Clear written guidelines will be provided to the individual that lists restricted activities and areas of the organization that he/she is not permitted to do or use respectively.
8. Anyone convicted of child abuse will be prohibited from having access to children or young people. Organization leaders may designate an individual to be responsible to be informed whenever the convicted person attends program activities. The designate will accompany the convicted person while on the property. Clear written guidelines will be provided to the individual listing restricted areas and access points on the property.
9. **Media Relations**
10. It is the responsibility of the organization leaders to designate a spokesperson to speak on behalf of the organization to media and to the public regarding a suspected child abuse case. All inquiries should be directed to this spokesperson. Comment should not be made by individuals unless given permission to do so.
11. Public statements must be well-prepared and presented under the guidance of legal counsel.
12. **Ongoing Investigation**
    1. Full cooperation must be given by all parties to civil authorities under the guidelines of legal counsel.
    2. Until advised by legal counsel, organization leaders and individuals should neither engage in denial, minimization, or blame, or admit responsibility which could prejudice the case or cause increased liability to the organization.
    3. A confidential follow-up report with conclusions and action taken must be documented by organizational leadership

following a report of abuse. This report should be placed in a confidential personnel file and kept permanently.

* 1. Children and youth program departments will inform others of any ongoing investigation strictly on a need-to-know basis.

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**PERSONNEL APPLICATION FORM FOR WORK WITH CHILDREN AND YOUNG PEOPLE**

Appendix 3

It is our desire to reduce the risk of abuse within our organization’s programs. We believe this information is necessary to protect our children, young people, and volunteers, and to effectively place our volunteers in suitable positions. Thank you in advance for your partnership.

**Personal Information**

Full Name Address Zip Code Email Phone Number (H) (B)

(C)

**Personal History**

Please provide a copy of your resume and/or list any employers with whom you have worked in the past twenty years. Include name and address of employer, dates of your employment, your position, and a contact person.

Hobbies, Interests or Skills

List any gifts, training, education, or other qualifications that you believe have prepared you to work with children or young people.

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My present and previous child/youth related volunteer/work experience is as follows:

1. Name of Organization Dates and Description of Work Supervisor Phone Number
2. Name of Organization Dates and Description of Work Supervisor Phone Number

**Information About your Ability to Work with Children and Young People**

In order to provide a safe and secure environment for our organization’s children and young people, we believe it is necessary to ask the following questions as part of our application process. All information will be kept in confidence by organization leaders and the Plan to ProtectTM team. It will not be disclosed by the organization unless required by law. Answering “yes” to any of the following questions may

not necessarily prevent you from volunteering with the organization. Thank you in advance for your understanding.

1. Are there any circumstances involving your lifestyle or history that could call q Yes q No into question your ability to work safely with children or young people?

(e.g. use of pornography, use of illegal substances, etc.)

1. Have you ever been convicted or found guilty of a criminal offense for which q Yes q No a pardon has not been granted? (Note: This does not include minor traffic

violations.) If yes, please list offense(s) and the date(s) of conviction:

1. Have you ever been expelled from or had your employment terminated by any q Yes q No organization or employer for assault or violence against any person, or for

assault, violence, or impropriety with children, young people, or vulnerable persons?

1. Have you ever been investigated by a child welfare agency or any other q Yes q No organization for suspected child abuse?
2. Have you ever been a defendant or respondent in a civil lawsuit or human q Yes q No rights complaint or other legal proceeding in which you were alleged to have

abused or engaged in violence, harassment, or other immoral or illegal behavior or conduct involving children, young people, or vulnerable persons?

1. Do you have any health concerns which could impact your ability to perform the q Yes q No

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functions of the volunteer position for which you are applying? (Please note

that such health concerns may not prevent you from holding the position for which you have applied.)

1. Do you have any contagious diseases or conditions of which we should be aware, q Yes q No and which we may need to take steps to protect against transmission should you

volunteer at our organization?

**References**

Please provide the names of three individuals, excluding relatives, who could provide a reference for you.

1. Name of Reference Day Phone How long have you know this person? Evening Phone Address Nature of Relationship
2. Name of Reference Day Phone How long have you know this person? Evening Phone Address Nature of Relationship
3. Name of Reference Day Phone

How long have you know this person? Evening Phone

Address Nature of Relationship

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I hereby give [name of organization] permission to verify the information provided by me in this Personnel Application Form, and to contact the references and current and former employers listed above and to obtain and verify any information from them (and any other persons that the organization determines might be able to provide relevant information) that may be relevant to my application.

I grant my permission for [name of organization] to perform a criminal background check on me. I will sign and return this “Release of Information and Declaration of Intent” for such purpose.

I further grant [name of organization] permission to perform an online search on me, and to review and consider any information found about me on the internet.

I understand that if [name of organization] approves my volunteer application and later determines, in its discretion, at any time, that I am not suitable for volunteer service in the organization, or for the volunteer position for which I am applying, the organization may terminate my volunteer service or volunteer position for any reason without advance notice.

If [name of organization] approves my application for a volunteer position, I will sign any documents that the organization requires. I will, at all times, cooperate fully with the staff of the organization in the fulfillment of my duties, and will keep confidential all information I encounter in my role as a volunteer.

If at any time I determine that for any reason I am unable to support or adhere to or follow the policies, procedures, or doctrine of the organization, I will inform the organization and will resign my volunteer position.

I hereby acknowledge that, to the best of my knowledge, the information contained in this Personnel Application Form is true and correct.

Signature of Applicant Printed Name Date

Signature of Witness Printed Name Date

Information received is confidential. It is being gathered for the purpose of considering your application for volunteer work with the organization and determining what, if any, programs you may be suited for.

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**PERSONNEL APPLICATION FORM APPROVAL CHECKLIST**

(For Office Use Only)

Appendix 3b

Name of Applicant

1. Interview Date Name of Interviewer
2. References Checked q Date Completed
3. Criminal Background Check Received q Date Completed
4. Plan to ProtectTM Training Completed q Date Completed
5. Annual Training Date(s)

q Date q Date q Date q Date

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**PERSONNEL APPLICATION FORM FOR YOUNG PEOPLE WORKING WITH CHILDREN**

Appendix 4

In our desire to reduce the risk of abuse within our organization’s programs, we believe this information is necessary to protect our children and our volunteers and to effectively place our volunteers in suitable positions. Thank you in advance for your partnership.

**Personal Information**

Full Name Grade Address Zip Code Email Address Phone Number (H) (C) Name of Parents/Guardians Phone Number

Are your parents supportive of your involvement? q Yes q No

If no, please explain.

Hobbies, Interests, or Skills

Volunteer Experience and Part-time Jobs

**Questionnaire**

Describe why you would like to be part of our children’s program team.

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What strengths or assets would you bring to our children’s program?

What areas of concern do you have in working with children?

Do you see yourself as a team player? Please explain. q Yes q No

Please list the age groups and types of programs in which you would like to work.

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**References**

List three adults whom you’ve known for at least one year who have definite knowledge of your character and ability to work with children. You may include one reference from a relative, but must also include references from employers or teachers.

1. Name of Reference Day Phone How long have you known this person? Evening Phone Address Nature of Relationship
2. Name of Reference Day Phone How long have you known this person? Evening Phone Address Nature of Relationship
3. Name of Reference Day Phone How long have you known this person: Evening Phone Address Nature of Relationship

Signature of Applicant Printed Name Date

Signature of Parent/Guardian Printed Name Date

Information received is confidential. It is being gathered for the purposes of screening personnel and placing them into programs with children. The information gathered here will be used for the purposes of supporting the programs at [name of organization].

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ORGANIZATION:

Program and Location: Volunteer Directly Responsible to:

1. DUTIES AND RESPONSIBILITIES:
2. TIME COMMITMENT:

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |  |
| Morning |  |  |  |  |  |  |  |
| Afternoon |  |  |  |  |  |  |  |
| Other |  |  |  |  |  |  |  |

1. STARTING DATE: ENDING DATE:
2. ABSENCE: Procedure for reporting absence:
3. THE VOLUNTEER AGREES TO:
   * respect the confidentiality of all information that may be received regarding any members, attendees or personnel while a volunteer;
   * notify the appropriate person at the organization as soon as possible when circumstances

necessitates their absence (either planned holidays, illness, etc.)

* + submit to abuse prevention screening and training, as required by the organization

1. THE ORGANIZATION AGREES TO:
   * show respect and appreciation by giving the volunteer a suitable assignment in line with areas of interest and skills;
   * inform the volunteer in advance of all schedule changes (holidays, special events, etc.)

SIGNED:

Volunteer Program lead Date Please provide one copy for the volunteer and return a copy to organization’s leadership.

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**Name of Volunteer**

**REFERENCE #1**

Name of Reference or Organization Contacted Date of Contact Person Contacting the Reference or Organization Method of Contact q Telephone q Letter q Personal Conversation q Email

Summary of Contact:

**REFERENCE #2**

Name of Reference or Organization Contacted Date of Contact Person Contacting the Reference or Organization Method of Contact q Telephone q Letter q Personal Conversation q Email

Summary of Contact

**REFERENCE #3**

Name of Reference or Organization Contacted Date of Contact Person Contacting the Reference or Organization Method of Contact q Telephone q Letter q Personal Conversation q Email

Summary of Contact

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(Name of applicant) has applied to be a volunteer in our children/youth programs and has indicated on their application that you might be willing to act a personal reference. We have a program in our organization called Plan to ProtectTM, which is designed to protect our children and young people as well as our volunteers. We do a reference check on

all volunteers working in our programs. Your response will remain confidential. Thank you for your cooperation.

Please forward this information to: Organization

Address

Attention (program leader)

Your Name Phone Number Address

1. **Describe your relationship with this person.**
2. **How long have you known this person?**
3. **Please use the following scale to respond to the following:**
4. – low 2 – below average 3 – average 4 – very good 5 – excellent

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **How would you rate this individual in the following areas?** |  | | | | |
| a. Ability to work with other volunteers | 1 | 2 | 3 | 4 | 5 |
| b. Ability to follow through on commitments | 1 | 2 | 3 | 4 | 5 |
| c. Ability to relate to children or young people | 1 | 2 | 3 | 4 | 5 |
| d. Level of maturity | 1 | 2 | 3 | 4 | 5 |

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1. **What are the applicant’s greatest strengths?**
2. **Would you entrust the care of your child or young person to the applicant without any concern, reservation, or hesitation?**
3. **Do you have concerns regarding this person working with children or young people? If so, please explain.**

Signature Printed Name Date

1. of 2 ©Plan to Protect™ 2018

**SUGGESTED SCRIPT FOR TELEPHONE FOLLOW-UP WHEN SCREENING APPLICATIONS**

Appendix 7a

“Hello, this is , calling from [name of organization].

[name of applicant] has applied to be a volunteer in our children/youth programs and has indicated on their application that you might be willing to act as a personal reference. We have a program in our organization called Plan to ProtectTM which is designed to protect our children and young people as well as our volunteers. We do a reference check on all our volunteers working in our programs.

May I ask you a few questions?

How long you have known ? In what capacity?

1. What are ’s strengths? Weaknesses?
2. How would you describe the type of person others, especially children or young people?

is and how he or she relates to

1. Would you describe as someone who follows through with commitments he or she makes?
2. How does respond to supervision?
3. Is there any conduct you have observed that you would call into question?
4. Do you have any concerns with working with children or young people?

Thank you for your time. We really appreciate it.”

Note: Record all information (using additional paper as necessary) on the Confidential Record of Reference Checks form (Appendix 6) immediately following the call. Keep notes in a confidential and secure location and return them promptly to .

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|  |  |  |
| --- | --- | --- |
| Have you completed the Personnel Application Form? | q Yes | q No |
| Has anyone explained the types of programs that we provide as an organization, and which might provide you with opportunities for volunteer service? | q Yes | q No |

What prompted you to be interested in the program that you identified on your Personnel Application Form?

Would you be willing to attend the training session associated with that program? q Yes q No

Review the items listed under Confidential Information on the Personnel Application form and note any significant omissions or questions that arise.

On what date would you be available?

What is the minimum length of your commitment?

Thank you for your interest in serving.

Signature of Interviewer Printed Name Date

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It is our desire to reduce the risk of abuse within our programs. We believe this information is necessary to protect our children and our volunteers and to effectively place our volunteers in suitable positions.

Thank you in advance for your partnership. Information received is confidential. It is being gathered for the purpose of screening personnel and placing them into programs with children or young people. The information gathered here will be used for the purpose of supporting the programs at

[name of organization].

Name Phone Number

Has your address changed in the last year? q Yes q No

New Address In what program(s) are you currently involved?

In what other program(s) do you plan to become involved?

Have you at any time ever:

* + Been arrested for any reason? q Yes q No
  + Been convicted of or pleaded no contest to a crime?\* q Yes q No
  + Been arrested or convicted for any abuse-related crimes?\*\* q Yes q No

*\*To the extent that a crime does not pose a threat to minors, you might not be able to ask this question in your state. Check with your attoney.*

*\*\*The accusation aspect of this question might not be able to be asked of an employee or an applicant for employment. Check with your attorney.*

Are you aware of:

* + Having any traits or tendencies that could pose any threat to children, young q Yes q No people or others?
  + Any reason why you should not work with children, young people, or others? q Yes q No

If the answer to any of these questions is “yes”, please explain in detail:

**Application Verification and Release**

I recognize that the organization to which this application is being submitted is relying on the information contained herein. Accordingly, I attest and affirm that all the information that I have provided is absolutely true and correct. I agree to abide by all the policies and procedures of [name of organization] and to protect the health and safety of the children or young people at all times.

Signature

Printed Name Date

1 Brotherhood Mutual Insurance Company, *Guidelines for Ministry Workers: Preventing Abuse in a Ministry Environment*, (Fort Wayne, IL: 2006): 27, [http://www.brotherhoodmutual.com/?LinkServID=3C99AA72-AC75-416490ABB7DBF241B429&showMeta=2](http://www.brotherhoodmutual.com/?LinkServID=3C99AA72-AC75-416490ABB7DBF241B429&amp;showMeta=2)

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1. Wash your hands.
2. Put on gloves.
3. Place baby on a clean, disposable surface.
4. Remove soiled diaper and place in plastic bag.
5. Clean diaper area with wipes and place in plastic bag.
6. Follow parent’s instructions regarding application of powder or lotion.
7. Put clean diaper on baby.
8. Remove disposable cover from changing table and spray area with bleach solution.
9. Remove gloves, place in plastic bag, and dispose of plastic bag.
10. Wash your hands.

**HAND WASHING HINTS**

1. Wash hands with warm running water and soap.
2. Wash front and back of hands. Don’t forget to wash between the fingers.
3. Wash hands for 15 – 30 seconds.
4. Dry hands with disposable towel.
5. Turn off faucet with disposable towel.

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The CDC has established a set of standard precautions for handling blood or bodily fluids to minimize the risk of spreading infectious diseases. These are adapted for children’s program areas at the organization.

These guidelines are to be followed by any workers, whether paid or volunteer, with actual or potential exposure to blood and bodily fluids. Bodily dluids include salavia, spit, urine, feces, nasal discharge, dis- charge from open skin sores, sweat, and tears.

1. Gloves must be worn before touching blood and bodily fluids, non-intact skin, cuts, and open sores, and handling items and surfaces soiled with blood and bodily fluids.
2. Hands and skin surfaces should be washed immediately after exposure to blood and bodily fluids, and after gloves are removed. Hand-washing with germicidal soap is essential to prevent spread of infection, and germicidal soap is provided in the lavatories.
3. The cleaning of bodily fluids on surfaces shall be done while wearing gloves. The surface on which a spill occurred shall be cleaned with germicidal disinfectant found in the children’s program closet. No worker who has a weeping skin sore shall handle any situation involving potential contact with blood or bodily fluids.
4. All contaminated cleanup materials, including gloves, shall be disposed of in sealed plastic trash bags placed in a larger trash bag out of reach of children.
5. All wounds on workers or children that have not formed a scab must be covered.
6. Toys obviously soiled by saliva should be washed in a germicidal solution after each use. All toys used by children should ideally be cleaned at the end of the group usage (for example, toys should be cleaned after each program session.)
7. Toileting children with poor hygiene should be done by an adult who is wearing gloves. Gloves should be disposed of immediately in a covered container.” 2

1 Brotherhood Mutual Insurance Company, *Nursery and Childcare Ministry Infectious Diseases Policy*, (2012): 1, https://www.brotherhoodmu- tual.com/www/?linkservid=5059C294-F76F-E90F-8FBAE7FCBB0E9057&showMeta=2&ext=.pdf

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The following is a compilation of guidelines for dealing with bloodborne pathogens (any microorganism or virus causing disease carried through the blood) and infectious diseases. We have included three different resources that we felt had applications for use in children’s program settings.

“Studies of school and residential settings reflect a parallel between the inefficiency of transmission of bloodborne pathogens and the extent to which risk is adequately controlled by common hygienic measures.... Children who have bloodborne pathogen infections should not be excluded from daycare, group homes or foster care. There is no reason for excluding children who do not exhibit aggressive behavior and who do not have medical conditions facilitating transmission.” 1 “The benefits of an unrestricted setting outweigh the risk of the child acquiring harmful infections. The risk of transmitting the virus to others is almost nonexistent.” 2 “All educational and public health departments are strongly encouraged to inform parents, children and educators about AIDS and its transmission.” 3

1. Common infectious diseases may be contracted from dirt and waste encountered in program areas. Wash your hands with soap and warm running water at regular intervals throughout the day. 4
2. All bodily fluids must be treated as though they are infectious, as bloodborne pathogens could be present in any child. 5 Confidentiality laws may prevent you from knowing those infected with the HIV (virus that causes AIDS) or AIDS virus. By treating all bodily fluids as infectious, you protect not only yourself, but others.
3. Latex gloves are required when handling any discharges from another person’s body, particularly body fluids containing blood. Hands must be thoroughly washed with soap and warm running water when finished. 6

Persons who are exposed to an infected child’s body fluids and excrement should know that the child is infected and should know procedures to follow to prevent transmission. Disposable diapers should be used, and soiled diapers should be placed in a plastic bag before discarding. Feces can be flushed down the toilet. Latex gloves should be worn if open sores are present on the caretaker’s hands. Any open sore on the infected child should also be covered. 7 Hands should be washed after exposure to blood and body fluids, and before caring for another child.

1. Contaminated disposable latex gloves and other contaminated materials should be disposed of in plastic- lined waste containers. 8
2. Develop an awareness of situations or dangers that may put you or others at risk. For instance, do not pick up broken glass with bare hands. Use a brush and dustpan instead. Avoid punctures with objects that may contain blood from others. Carefully dispose of trash that contains sharp objects. Use containers that cannot be broken or penetrated. 9

1 Bureau of Infectious Diseases, “Preventing the Transmission of Bloodborne Pathogens in Healthcare and Public Service Setting,” *Canada Communicable Disease Report*, (2012): 30, <http://www.simcoemuskokahealth.org/Libraries/JFY_Health_Care_Professionals/CCDR_PreventingTheT-> ranmissionOfBBPs.sflb.ashx

2 Swan Valley School Division, *Blood Borne Infections Policy*, (1996): 2, <http://www.svsd.ca/svsd/policymanual/10_37-BloodBorneInfections.pdf>

3 Maine School Administrative Distrit 40, “Student Health Services - JLC-D: Students with HIV/AIDS,” (November 6, 2000): 3, http://www.msad40. org/files/JLC-D-Student\_Health.pdf

4 Columbia College Student Health Service, “Environmental Health & Safety: Bloodborne Pathogens Self-Study Unit, (2002), http://www.colum- biasc.edu/files/pdf/bbp\_self-study2.pdf

5 Virginia School Health Guidelines, “Appendix C: Universal Precautions and Infectious Diseases,” (2013): 583, <http://www.doe.virginia.gov/sup-> port/health\_medical/virginia\_school\_health\_guidelines/appendix\_c.pdf

6 Ibid, 584 & 587.

7 “Student Health Services - JLC-D: STudents with HIV/AIDS.”

8 “Appendix C: Universal Precautions and Infectious Diseases,” 587.

9 Ibid, 589.

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Appendix 12

1. Surfaces that have blood or other potentially infectious materials containing blood on them must be cleaned with an approved disinfectant or a 1:10 solution of liquid household bleach and water. This disinfectant must be mixed daily and must sit for ten minutes before use. 10
2. An HBV (virus causing Hepatitis B) vaccination should be pursued within twenty-four hours if you have had an “exposure incident.” An “exposure incident” occurs when there is blood contact through an open sore, injury by a contaminated sharp object, or by a splash of blood into your eyes, nose, or mouth. 11
3. If you are responsible for administering First Aid, we strongly recommend that you receive current instruction. For instance, the rescuer needs to use a resuscitation mouthpiece when administering CPR so that there is no direct mouth-to-mouth contact. 12
4. Individuals involved in the care and education of a preschool-aged child infected with HIV, HBV, or HCV should be informed of the child’s infective status only if such knowledge is necessary to ensure proper care of the child and to detect situations in which there is potential for transmission. Parental consent is required for the disclosure of a child’s infective status. It should be made on a case-by-case basis, respecting the child’s and family’s right to privacy. A team including the child’s physician, public health personnel, parents or guardian, and staff should make decisions about education and care for children infected with the AIDS virus. 13 The records of children with AIDS should be kept confidential. Parental consent must be given to the agency releasing pertinent medical information to those administering care to the child.
5. A more restricted environment is advised for infected preschool-age children, for children who cannot control their bowels or bladder, for children who display such behavior as biting and scratching, and for infected children who have uncovered, oozing sores. These children should be cared for and educated in settings that minimize the exposure of other children to their blood and body fluids. 14

Decisions regarding vaccination of children and workers who have contact with the child should be discussed with public health officials. 15

The hygienic practices of an infected child may improve as the child matures, or they may deteriorate if the child’s condition worsens. For these reasons, the need for a restricted environment should be re- evaluated regularly. 16

10 “Appendix C: Universal Precautions and Infectious Diseases,” 590.

11 Ibid, 625.

12 “Preventing the Transmission of Bloodborne Pathogens,” 20. 13 “Student Health Services - JLC-D: Students with HIV/AIDS,” 1. 14 Ibid.

15 “Preventing the Transmission of Bloodborne Pathogens,” 30.

16 Sooke School District 62 Board of Education Policies and Procedures, “C-433 Regulations HIV Virus (A.I.D.S.),” https://go.sd62.bc.ca/sites/pub- lic/policies/Policies/C-433%20Regulations%20HIV%20Virus%20%28A.I.D.S.%29.aspx

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**AIDS/HIV POLICIES**

1. Any written policy should begin with a statement indicating that the intent of the organization is to include HIV-positive or symptomatic AIDS individuals in the programs, not to exclude them.
2. Policy should be based on scientific and medical facts rather than in response to fears or lack of information.
3. Policy should be age-specific, providing guidelines for dealing with infants and toddlers as opposed to older youth and adults.
4. Any written policy the organization decides to adopt should be the culmination of an educational program that focuses on leaders as well as the organization as a whole. The education and awareness program will help prepare the community to deal with AIDS and HIV by updating them on medical facts and opportunities while challenging them to become involved.
5. Written policy should include a component of prevention education that the organization sees as its responsibility. The policy should include teaching its members about HIV/AIDS prevention methods and abstinence from drug use of any kind. 1

For more information on how to develop policies relating to HIV/AIDS, contact those responsible for infection control at your local hospital or public health agency.

1 Children’s AIDS Funds, Washington DC, [http://childrensaidsfund.org.](http://childrensaidsfund.org/)

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Information received is confidential and is being gathered for the purpose of serving your child while in the care of [name of organization]. Any medical information collected here

serves to authorize ’s [name of organization] staff and volunteers, to obtain medical assistance in emergencies.

**For the school year 20 /20**

Please include a picture of your child/young person along with this form or email a photo to

.

PHOTO

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

Student Name Date of Birth Address Phone Number Parents’ Work Number Insurance Company and Policy Number Physician Phone Number Allergies Does your child have any physical, emotional, mental, behavioral q Yes q No

concerns or limitations that our staff should be aware of? If yes, please explain.

Is your child bringing any medication with him/her, including medication for allergies? q Yes q No If yes, please list.

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Parents’/Guardian Name In case of an emergency, contact The safety of your child is our primary concern. Precautions will be taken for their well-being and protection.

Parent Signature Printed Name Date

I/we, the parents or guardians named above, authorize [Director] or one of the

[organization’s] staff to sign a consent for medical treatment and to authorize any physician or hospital to provide medical assessment, treatment, or procedures for the participant named above.

I/we, named above, undertake and agree to indemnify and hold blameless [name of organization], its staff, representatives, and Board of Directors from and against any

loss, damage, or injury suffered by the participant as a result of being part of the activities of

[name of organization], as well as of any medical treatment authorized by the supervising individuals representing the organization.

This consent and authorization is effective only when participating in or traveling to regular events of

[name of organization].

**Communication:**

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

q Telephone (home / work / cell) q Social Media Networks\*

q Email \* q Text messages\*

\* For Young People 13 years of age and older.

Parent Signature Printed Name Date

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**Photos**

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

q Brochures/promotional material q Displays

q Website q Newsletters

Parent Signature Printed Name Date

**Student Activities**

Parent/Guardian Options (choose one of the following options):

1. I have read, understood, and agree with the above and sign it to cover all student activities for the program year effective as stated below.

Signature Printed Name Date Effective from date signed through

2. I have read, understood, and agree with the above. My consent covers only the activity listed below.

Activity

Signature Printed Name Date

**Purposes and Extent**

[name of organization] is collecting and retaining this personal information for the purpose of enrolling your child in our programs, to assign the student to the appropriate classes, to develop and nurture ongoing relationships with you and your child, and to inform you of program updates and upcoming opportunities at our organization. This information will be maintained indefinitely as it is a requirement of our insurance company and legal counsel. If you wish [name of organization] to limit the information collected, or to view your child’s information, please contact us.

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Child’s Name:

Physician: Phone:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Date | Name of Medication | Dosage | Time Required | Parent Signature | Dose Given | Time Given | Staff Signature |
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To: Parents or Legal Guardians

From: Director of [name of organization] Date:

Regarding: The distribution of prescription medication

Dear Madam/Sir,

The present letter is to inform you that the organization can, only with exception, distribute medication prescribed for your child. If your elementary-school aged child must take medication while in our care, it is mandatory for you to fill out and sign the “Authorization to Distribute Prescription Medication” form (on the following page). The form and the medication must be given to the secretary, the program lead, or the person appointed to receive them.

It is also mandatory for the medication to be in the original container received from the pharmacy, with the label produced by the pharmacy. You are in charge of making sure that the prescription is refilled as needed.

We would like to remind you that distributing medication at our organization is nevertheless an exceptional measure. To avoid the use of this exceptional measure, we ask that you, whenever possible, request 12-hour, or 24-hour doses of your child’s prescription medication from the pharmacy/physician. That way, the medication can be given at home, eliminating any risks of transporting medication, such as leaving it behind. If this is impossible, please have the medication prescribed to cover 8-hour intervals.

Thank you for your cooperation.

Director

See next page for authorization information.

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Personnel will not be able to distribute prescription medication to a child unless parents or legal guardians have filled out and signed the present form.

Let us specify that the distribution of medication in no way entails the obligation on the part of personnel to make a diagnosis, record observations or write a report.

The information written by the pharmacist on the label identifying the medication is proof of the authorization provided by those prescribing the medication. It is therefore important to always provide the medication in the original container bearing the child’s name.

The label must show the child’s name, the doctor’s name, the name of the medication, its expiry date, the dosage and the duration of the treatment.

If your child needs an EPIPEN, please provide written instructions with this form.

**AUTHORIZATION TO DISTRIBUTE MEDICATION (PLEASE WRITE NEATLY)**

I authorize a member of the organization’s staff to distribute the following medication to my child according to the indicated dosage:

Organization’s name: Child’s last name: First name: Program or Class: Name of the Medication: Dosage (dose and intervals): Time at which the medication must be taken (e.g. with meals, hour of the day); if the medication is to be taken as needed (upon the appearance of symptoms), specify when to give

Means of distribution: Inhalation (pump):

Oral:

Cutaneous:

Does the medication have to be refrigerated? q Yes q No

Foreseeable serious adverse reactions: Signature of the parent or legal guardian: Telephone number of the parent or legal guardian: Name and Telephone number in case of an emergency: Relationship with the child: Date:

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Liability shields are written contracts or agreements between a sponsoring organization and a participant, or if the participant is a minor, the participant’s parents or legal guardian. These shields operate to identify the risks associated with a particular activity. they reduce or eliminate the potential legal liability of the sponsoring organization. They also provide better communication between the sponsors and participants.

Charitable organizations should strongly consider using liability shields as an important tool in their risk management program.

**Liability Shields include**

Waiver or Release of Liability - A contractual agreement between two parties whereby one party (the participant or “releasor”) agrees to voluntarily release the other party (the sponsoring organization or “releasee”) from legal liability in certain circumstances.

Indemnity Agreement - Usually forming part of a waiver agreement, it serves as a formal undertaking by the participant to indemnify, save, and hold harmless the sponsor from any litigation expenses, legal fees, and liability damage awards.

Informed Consent - Also forming part of a waiver agreement, it is a clearly worded description of the proposed activity or event that includes a thorough explanation of the inherent risks associated with participation in that activity. A consent form does not relieve an organization from responsibility for its own negligence. It seeks only to relieve the sponsor for the inherent risks of the activity itself, and allows it to make a defense of liability claims based on an assumption of risk by the participant. To be effective, the form must fully disclose to the participant, or their parents/guardians, the specific risks associated with the proposed activity. By signing the consent, a participant acknowledges that they have both read and understood the risks involved. They agree not to initiate any legal action for harm resulting from the described risks.

Permission Forms - A well-drafted permission slip ensures parental knowledge and consent for their children’s participation. When parents are informed about the nature and extent of the proposed activity and its risks, they will feel more involved in the decision-making process and will be less likely to claim, “Had I known, I would never have let my child participate.” Furthermore, with a properly worded and signed permission form that includes consent for emergency medical treatment and disclosure of any existing medical conditions, a parent or guardian will be less likely to claim that the organization infringed on their authority, control, or custody over the child.

**Guidelines For An Effective Waiver Or Release Of Liability**

1. Provide advance notice of the requirement to sign a waiver as a prerequisite for participation in the proposed activity. Preferably forming part of the initial information and registration package.
2. The waiver language should include a clear, objective description of the inherent risks associated with the proposed activity or event. It should also make specific reference to an assumption of risk on the part of the participant.

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Appendix 16

1. The design, format, and content of a waiver document should be clear and in plain language. Emphasis should be placed in boldly printed headings such as “release of liability,” “waiver of claims,” “waiver of legal rights including the right to sue,” “please read carefully,” and so on. This avoids uncertainty as to the intent of the document.
2. The participant should be clearly identified on the waiver form. It should include information such as name, address, telephone number, date of birth, signature, witness, and date, in order to defend allegations that the document was never signed.
3. Waivers should be limited to a single page in order to avoid any legal challenge that the length of the document made it incomprehensible or that the releasor only looked at the signature page. 1

1 Kenneth A. Hall, “Facing the Risk: Liability Shields,” *Robertson Hall Insurance,* (January 16, 2012), <http://www.robertsonhall.com/pdf/> Liability%20Shields.pdf

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The incident report should be completed as soon as possible after the incident occurs. It should include as detailed a description of the situation as possible.

Student Name(s) Phone Number

Address

Nature of Injury/Incident

Incident Date Incident Time

Incident Location Event Title

All Leaders Present

What happened?

Why did it happen?

What action was taken?

Contacted Parents? q Yes q No

Parents’ Response

Leader’s Name Signature

Witness Name Signature

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Student Name(s) Activity: Date of Activity:

Details of the Activity: (include location/time/sleeping arrangements/mode of transportation/driver/ activities upon arrival/ratios of student to staff/explanation of any and all risk which the students will be participating in i.e. rock climbing/bungee jumping/white water canoeing/water skiing)

Dear Parent:

We are planning an activity as part of our programming that requires your permission prior to particiaption. We have provided you the details of the activity and request that you complete and sign the permission form. The safety of your child is our primary concern. Precautions will be taken for their wellbeing and protection.

Permission Form and Consent:

Student’s Name Date of Birth Address Phone Number Parent’s Work Number Insurance Provider and Policy Number Family Physician Phone Number In case of emergency, contact

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

While every precaution is taken for the safety and good health, some sports and activities carry with them the inherent risk of personal injury beyond the risks associated with many of the recreational activities at

[name of organization]. I/we understand and accept these risks and agree that by allowing my child to participate in those activities, he/she may be taking part in a recreational activity that presents the potential for personal injury.

I/we, the parents or guardians named below, authorize the Director or one of ’s [organization] Personnel to sign a consent for medical treatment and to authorize any physician or hospital to provide medical assessment, treatment or procedures for the participant named above.

I/we, named below, undertake and agree to indemnify and hold blameless [organization], its personnel, its Directors, and board from and against any loss, damage or injury suffered by the participant as a result of being part of the activites of [organization], as well as any medical treatment authorized by the supervising individuals representing [organization]. This consent and authroization is effective only when participating in or traveling to events of the organization.

q I have read, understood and agree with the above. Activity: Parent/Guardian Signature Printed Name Date

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**OFFSITE TRIPS SHEET**

Appendix 18a

q Give the event details, including the date of event, departure and arrival time, location, supervising adults, and program leader approval, to parents well in advance of the date and request consent from them.

q H ave an “Emergency Contact Card” for each student. Bring all cards with you.

q Leave a list of students on the trip at the organization’s office.

q Leave a contact number for the person in charge of the event at the organization’s office.

q Leave a contact number for the destination at the organization’s office.

q C ommunicate the nature of the trip to parents. Ensure that consent has been given for each student.

q If drivers are used, make sure that the proper consent forms have been filled out.

q I f location changes unexpectedly, ensure that this change is communicated clearly to the parents/ guardians.

q Leave a map to the event location at the organization’s office.

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I would like to accompany on the following activity:

This activity will take place on from to

The other adult(s) who will assist me is/are:

I will ensure that each student has both a parental consent and medical release form for this activity. I will not transport more individuals in any vehicle than is legally allowed according to the passenger rating of the vehicle.

q Program Lead Approval

Signature Date

1 Parker et al., *Safe Place*, 139.

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Group

Destination Contact Number

**Departure**

**Return** Date Time

ETA

ETA

Time

Date

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| --- | --- |
| **Driver’s Name Vehicle** | |
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| **Leader’s Name** | **Phone Number** |
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**Student’s Name**

**Phone Number**

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Student Name(s) Transporting locations: From: To: Date(s) of transportation:

Dear Parent: [organization] has arranged transportation to and from our activities on your behalf, for your child(ren).

Details of the Activity: (include location/time/mode of transportation/driver/ratios of student to staff)

While every precaution is taken for safety and good health, some activities, including transportation, carry with them the inherent risk of personal injury. Your permission is required to provide this transportation. Please carefully read the following information and consent form. If you are in agreement, please sign and return it to .

PERMISSION:

I give permission for my child/charge (“child”) to be transported in a vehicle driven by the individual identified to an event at the secified location on the date indicated. I understand that my child is expected to follow all applicable laws regarding riding in a vehicle and is expected to follow the directions provided by the driver and/or other adult volunteers. I understand that particiaption in the identified event is not a requirement for participation in the organization’s regular activities.

I have read, understand, and discussed with my child that:

1. They will be traveling in a vehicle driven by an adult and accompanied by a second adult and they are to wear their seat belt while traveling;
2. They are expected to respect each other, the vehicles they ride in, and the people they travel with during the trip;
3. Riding in a vehicle may result in personal injuries or death from collisions or acts by riders, other drivers, or objects; and
4. They are to remain in their seats and not be disruptive to the driver of the vehicle

I recognize that by participating in this activity, as with any activity involving vehicle transportation, my child may risk personal injury or permanent loss. I hereby attest and verify that I have been advised of the potential risks, that I have full knowldge of the risks involved in this activity, and that I assume any epenses that may be incurred in the

event of an accident, illness, or other incapacity, regardless of whether I have authorized such expenses.

Child’s Name Date of Birth Address Phone Number Parent’s Work Number Insurance Provider and Policy Number Family Physician Phone Number In case of emergency, contact

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

I/we, the parents or guardians named below, authorize the Director or one of ’s [organization] personnel to sign a consent for medical treatment and to authorize any physician or hospital to provide medical assessment, treatment or procedures for the participant named above.

I/we, named below, undertake and agree to indemnify and hold blameless [organization], its personnel, its Directors, and board from and against any loss, damage or injury suffered by the participant as a result of being part of the activites of [organization], as well as any medical treatment authorized by the supervising individuals representing [organization]. This consent and authroization is effective only when participating in or traveling to events of the organization.

q I have read, understood and agree with the above. Activity: Parent/Guardian Signature Printed Name Date

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**EMERGENCY INFORMATION CARDS**

Student’s Name

Parent’s Name

Home Number

Emergency Contact Number

Known Allergies

Insurance Company and Policy Number

Physician

**EMERGENCY INFORMATION CARDS**

Student’s Name

Parent’s Name

Home Number

Emergency Contact Number

Known Allergies

Insurance Company and Policy Number

Physician

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“Trip Driver” is defined as any person authorized by the leaders of [organization] who has agreed to be a driver for a certain trip while they are using their own or another insured vehicle.

This will authorize (name of staff or volunteer)

1. To transport children and/or young people participating in the regular events of [organization]

OR

1. To transport children and/or young people participating in the following activity:

Vehicle information:

Model Year Plate # State

All “trip drivers,” including volunteer drivers, are advised that in order to ensure the vehicle liability insurance coverage is not invalidated, and that the following are rules are enforced:

* 1. Use a licensed vehilce which carries valid third-party liability insurance as required by state law.
  2. Provide the board with prompt written notice, with all available particulars, of any accident occuring while using a licensed vehicle during a trip on business of the organization.
  3. Be aware that the organization’s Excess Liability Insurance comes into effect only after the “trip driver’s” insurance has been exhausted.

1. **Declaration to be signed by driver:**

* I declare that I am licensed in [state] and that I have current vehicle insurance coverage as required by state law.
* That the vehicle is mechanically fit and that there are seat belts in working condition for all passengers. The vehicle has car seats for all passengers under 40 lbs., and booster seats for children between 40 lbs. and 59 lbs. Seat belts are required for anyone over eight years and more than 60 lbs.
* I will follow the vehicle manufacturer’s guidelines regarding air bags, and acknowledge that children should not be seated in the front seat of any vehicle, especially children under the age of ten.

Signature Date Insurance Company Policy #

1. **Declaration to be signed by the owner of the vehicle, if the volunteer does not own the vehicle.**

* I declare that I have authorized to drive my vehicle to transport children and/or young people participating in the events listed on this form.
* He/she is licensed to carry passengers and is fully insured under the vehicle liability insurance as required by state law.
* The vehicle is mechanically fit, and there are seat belts in working condition for all passengers. The vehicle has booster seats for all passengers under 60 lbs.

Signature Date Date Organization Program Lead’s Signature

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**I Agree:**

1. To be a safe, responsible driver.
2. To follow all state licensing laws and to abide by any additional requirements placed on me by

[organization].

1. To abide by any restrictions that are put in place by [organization] (number of passengers, speed, etc.).
2. Never to drive when I have been using alcohol or drugs.
3. To avoid distractions when I am behind the wheel, including loud music, eating, drinking, using a cell phone, or engaging in distracting conversations with other passengers.
4. To take responsibility for telling authorities and [organization] supervisor when an accident or problem with the vehicle has taken place.
5. To take responsibility for any accidents that occur because of poor judgment on my part.
6. To follow all state driving laws (speed limits, construction zones, etc).
7. To notify immediately a supervisor of [organization] if I am tired and do not feel that I can continue to drive.

**Driving Restrictions:**

1. All drivers must be twenty-five years of age or older.
2. All drivers must hold valid driver’s licenses.
3. Under no circumstances will a sanctioned [organization] driver allow a student to drive a vehicle.

I understand that if I do not follow any of these guidelines, the privilege to drive for organization events will be jeopardized. A [organization] supervisor has the right and authority to take away my driving privileges for the organization at any time.

My signature below indicates that I have read the preceding statements and guidelines, I agree to them, and will abide by them. If at any time I cannot agree to the preceding, I will notify a

[organization] supervisor and will discontinue driving for the organization.

Signature Printed Name Date

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To be posted in computer areas and/or signed by participants.

1. All users must sign in before sitting down to work.
2. The computer labs are only open for access during posted hours. Staff and volunteers reserve the right to ask anyone to leave the computer lab at any time for any reason.
3. Be polite. Do not be abusive or threatening in your messages to or about others.
4. Use appropriate language in conversation and online. Do not swear or use vulgar words.
5. Chat rooms and file sharing services are not allowed.
6. Obscene or sexually explicit material cannot be used in the computer lab.
7. No illegal activity online or on the owner’s premises.
8. Copyrighted material may not be used without the owner’s permission.
9. Only qualified staff members are permitted to load software onto the computers.

I understand and will abide by this Acceptable Use Policy. I further understand that any violation of the above regulations may result in the loss of my access privileges. It may also result in appropriate legal action against me.

User’s Full Name:

User Signature: Date:

1 Safe Families, “Sample Acceptable Use Policy,” <http://www.safefamilies.org/aup.php>

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**FAMILY CONTRACT FOR ONLINE SAFETY** Appendix 24a

**KIDS’ PLEDGE**

* I will not give out personal information such as my address, telephone number, parents’ work address/ telephone number, or the name and location of my school without my parents’ permission.
* I will tell my parents right away if I come across any information that makes me feel uncomfortable.
* I will never agree to get together with someone I “meet” online without first checking with my parents. If my parents agree to the meeting, I will be sure that it is in a public place and bring my mother or father along.
* I will never send a person my picture or anything else without first checking with my parents.
* I will not respond to any messages that are mean or in any way make me feel uncomfortable. It is not my fault if I get a message like that. If I do I will tell my parents right away so that they can contact the service provider.
* I will talk with my parents so that we can set up rules for going online. We will decide upon the time of day that I can be online, the length of time I can be online, and appropriate areas for me to visit. I will not access other areas or break these rules without their permission.
* I will not give out my Internet password to anyone (even my best friends) other than my parents.
* I will check with my parents before downloading or installing software or doing anything that could possibly hurt our computer or jeopardize my family’s privacy.
* I will be a good online citizen and not do anything that hurts other people or is against the law.
* I will help my parents understand how to have fun and learn things online and teach them things about the Internet, computers and other technology.

I agree to the above terms. I will help my child follow this agreement and will allow reasonable

use of the Internet as long as these rules and other family rules are followed.

Child Sign Here Parent Sign Here

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Appendix 24a

**PARENTS’ PLEDGE**

* I will get to know the services and web sites my child uses. If I don’t know how to use them, I’ll get my child to show me how.
* I will set reasonable rules and guidelines for computer use by my children and will discuss these rules and post them near the computer as a reminder. I’ll remember to monitor their compliance with these rules, especially when it comes to the amount of time they spend on the computer.
* I will not overreact if my child tells me about a problem he or she is having on the Internet. Instead, we’ll work together to try to solve the problem and prevent it from happening again.
* I promise not to use a computer or the Internet as an electronic babysitter.
* I will help make the Internet a family activity and ask my child to help plan family events using the Internet.
* I will try to get to know my child’s “online friends” just as I try get to know his or her other friends.

I agree to the above

Parent(s)

I understand that my parent(s) agreed to these rules and I will help my parent(s) explore the Internet with me.

Child sign here

Reference: SafeKids.com

Have teenagers? Visit SafeTeens.com

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**COMPUTER POLICY AGREEMENT FOR PERSONNEL**

Appendix 25

**Preamble**

We wish to protect the children in our care against harmful materials and predators on the Internet. All personnel have a responsibility for the ethical and appropriate use of computers and the Internet in our organization. The following guidelines details this responsibility.

**Contexts for Use**

Computer equipment, access to the organization’s network, and an internet connection will only be used in the performance of your job for legitimate business. All users have a responsibility to use these computer resources and the Internet in a professional, lawful, and ethical manner. Occasional, limited

appropriate personal use of the computer is permitted if such use does not interfere with the user’s, or any other employee’s, job performance. It should not have an undue effect on the computer or organization network’s performance. Nor should it violate any other policies, provisions, guidelines, or standards of this or any other agreement.

**Inappropriate Activities**

The following list is not exhaustive, but gives examples of inappropriate computer-based activities:

* Using tech resources to create, view, or share offensive, pornographic, discriminatory, or demeaning media
* Using technology resources without appropriate permission or access
* Using technology resources to harass, insult, or attack others
* Sharing or copying another’s work without his/her consent
* Violating copyright laws or other legal contracts
* Installing unauthorized software on the organization’s equipment

**Consequences**

Failure to comply with these policies will be taken seriously. Any inappropriate use of the computer or internet technologies, particularly that which puts our children’s and young people’s protection in jeopardy, is grounds for disciplinary action and/or termination.

**Disclaimer**

Users accessing the Internet do so at their own risk. The organization is not responsible for material viewed or downloaded by users from the Internet. The organization recognizes that it is difficult to avoid at least some contact with objectionable material while using the Internet. Even innocuous search

requests may lead to sites with highly offensive content. Additionally, users may receive unsolicited e-mails containing offensive content. Employees will not be held accountable for inappropriate material sent to them or inadvertently viewed. All inappropriate material received should be deleted immediately.

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Appendix 25

**Lack of Privacy/Organization’s Rights**

The user expressly waives any right of privacy to anything they create, store, send, or receive using the organization’s computer equipment or Internet access. Users consent to allow the organization’s personnel access to review of all materials created, stored, sent, or received by users through any organization owned network or Internet connection. The organization has the right to monitor and log any and all aspects of its computer system. This includes, but not limited to, monitoring Internet sites visited by users, monitoring chats rooms and social media, monitoring file downloads and all communications sent and received by users. Employees should have no expectation of privacy in anything they create, store, send, or receive using the organization’s computer equipment.

The organization has the right to use software making it possible to identify and block access to Internet sites containing sexually explicit or other material deemed inappropriate in the workplace.

**Personal Accountability**

We recommend that all users consider installing an accountability program suc[h as Covenant Eyes (www.](http://www/) covenanteyes.com) or X3Watch (www.x3watch.com). The organization grants permission to install such software on all equipment with internet access. If an employee has been cited for inappropriate Internet use, the organization may require the installation of such software.

For other accountability resource[s go to www.safefamilies.org/SoftwareTools.php](http://www.safefamilies.org/SoftwareTools.php)

1 Safe Families, “Sample Staff Policies for Computer Use,” <http://www.safefamilies.org/staffpolicies.php>

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Date Time

Department

**Personnel**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **ID**  **Number** | **Child’s Name** | **Sign In** | **Sign Out** | **Special Instructions** |
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**When a Child Discloses Abuse or Neglect**

“Children who may have been abused or neglected are particularly vulnerable. It is critical that, in responding to their needs, we take every caution to avoid upsetting or traumatizing them any further.” 1

If you believe the child is in immediate danger, call law enforcement first.

“When talking to the child, be sensitive to his or her needs and follow the general guidelines below. Your primary role is to support the child, gather basic information and report it to a child welfare agency [or to law enforcement] as quickly as possible.

**Stay calm and listen.** An abused or neglected child needs to know that you are calm and available to help. If you react with shock, outrage or fear, you might inhibit the child and make him or her feel more anxious or ashamed. A calm response supports the child to tell you what has happened. It also provides some reassurance that what the child is experiencing can be talked about and worked through together.

**Go slowly.** It is normal to feel inadequate or unsure about what to do or say when a child tells you about abuse or neglect. Do not let this discomfort rush you into asking questions. Remember to proceed slowly.

Gentle questions, such as “Can you tell me more about what happened?” are helpful.

**Be supportive.** Reassure the child that he or she has not done anything wrong. Children need support and reassurance when discussing abuse or neglect. It is helpful to let children know that:

* they are not in trouble with you, the child welfare [agency] or [law enforcement] (if they are involved)
* they are safe with you
* you are glad that they have chosen to tell you about this
* they have done the right thing in telling you about this
* you are sorry that they have been hurt or that this has happened to them
* you will do everything you can to make sure they get the help they need
* you know others who can be trusted to help solve this problem.

**Get only the essential facts.** Once you have enough information and reason to believe that abuse or neglect has occurred, stop gathering facts and be supportive. The child may be interviewed in depth by a child welfare worker and, if there is a criminal investigation, by [law enforcement]; to avoid the stress of multiple interviews, limit your discussion to finding out generally what took place. If you need

more information, be sure to ask *how, when, who* and *what* questions. Avoid using *why* questions. They can suggest indirectly that the child may have done something wrong and increase the child’s reluctance to discuss the matter.

**Tell the child what will happen next.** Children who disclose their abuse feel anxious and vulnerable about what people think of them and what will happen next. Tell them only what you know (e.g., that they are not in trouble, and that you will help) and avoid making promises. For example, do not promise that the alleged perpetrator won’t get into trouble. Provide only reassurance that is realistic and achievable. Discuss with the child what you think will happen next and who will be involved.

1 Government of British Columbia, “BC HAndbook for Action on Child Abuse and Neglect: for Service Providers,” (April 2007): 37, [https://www.bced.gov.bc.ca/sco/resourcedocs/handbook\_action\_child\_abuse.pdf](http://www.bced.gov.bc.ca/sco/resourcedocs/handbook_action_child_abuse.pdf)

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Appendix 27

**Make notes.** As soon as possible after the child’s disclosure, write down as much as you can of what the child told you. This will help ensure accuracy when reporting to the appropriate authority. (Direct disclosures may be admissible in court, so accuracy is important.)

**When there are Indicators of Child Abuse or Neglect**

Children do not always tell us about their abuse or neglect, and sometimes the indicators are not obvious. When you see indicators and are talking to children about possible abuse or neglect, the following points may be helpful.

**Choose your approach carefully.** The child may be fearful or reluctant to talk about what happened.

**Be relaxed and casual.** If you appear anxious or exhibit strong feelings, the child may withdraw.

**Keep it private.** Make sure you have enough time and a private setting with little chance for interruptions. The child is more likely to confide in you in a place where he or she feels safe.

**Be neutral.** Express your concerns to the child in a neutral and objective manner and seek or ask for their explanation for the indicators you have observed.

**Be a good listener.** Pay attention and express your confidence in the child. This shows your genuine concern for his or her safety and well-being.” 2

**Questioning techniques:**

**Ask general, open-ended questions**

* + Do ask – “Do you want to tell me more about that?”
  + Do not ask – “Why did this happen?”

**State observations**

* + Observe – “I see you have bruises on your legs.”
  + Do not ask – “Have you been beaten?”

**Validate feelings**

* + Validate – “I see that you are upset.”
  + Don’t analyze – “You must hate your father for doing that!”

**Express concern**

* + Say – “I need to know that you are safe. Let’s try to get you some help.”
  + Don’t make promises – “Everything will be all right if you report this.” 3

2 “BC HAndbook for Action on Child Abuse and Neglect: for Service Providers,” 37-39.

3 Canadian Hockey Association, *Speak Out…Act Now: A Guide to Preventing and Responding to Abuse and Harassment for Sport Clubs and Associations*, (Canadian Hockey Association for the Harassment and Abuse in Sport Collective, 1997).

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Personnel should be aware of the physical signs of abuse and molestation, as well as behavioral and verbal signs that a victim may exhibit. The following characteristics may be indicators of abuse, although they are not necessarily proof. One sign alone does not constitute abuse. It may simply be indicative

of other issues. Here is where you need wisdom as you watch for patterns, or a combination of warning signs.

**Possible Signs of Physical Abuse**

* + Hostile and aggressive behavior toward others
  + Fearfulness of parents and/or other adults
  + Destructive behavior toward self, others, and/or property
  + Inexplicable fractures or bruises inappropriate for child’s developmental stage
  + Burns, facial injuries, pattern of repetitious bruises

**Possible Signs of Sexual Abuse**

* + Unusually advanced sexual knowledge and/or behavior for child’s age and developmental stage
  + Depression – cries for no apparent reason
  + Promiscuous behavior
  + Runs away from home and refuses to return
  + Difficulty walking or sitting
  + Bruised or bleeding in vaginal or anal areas
  + Exhibits frequent headaches, stomach aches, extreme fatigue
  + Sexually transmitted diseases

**Possible Signs of Emotional Abuse**

* + Exhibits severe depression and/or withdrawal
  + Exhibits severe lack of self-esteem
  + Failure to thrive
  + Threatens or attempts suicide
  + Speech and/or eating disorders
  + Does to extremes to seek adult approval
  + Extreme passive/aggressive behavior patterns

**Possible Signs of Neglect**

* + Failure to thrive
  + Pattern of inappropriate dress for climate
  + Begs or steals food, chronic hunger
  + Depression
  + Untreated medical conditions
  + Poor hygiene

**Possible Signs of Abuse in Program Settings**

* + Unusual nervousness or anxiety about being left in a certain class/program
  + Reluctance to participate in activities that were previously enthusiastically attended
  + Comments such as, “I don’t want to be alone with … “ in reference to a child care worker or teacher
  + Nightmares including a child care worker or teacher as a frightening character
  + Unexplained hostility toward a child care worker or teacher

1 Joy Thornburg Melton, Safe Sanctuaries – Reducing the Risk of Child Abuse in the Church, (Nashville: Discipleship Resources, 1998), 18.

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Date Name of Child/Student Age of Child/Student Grade Birthdate Address Zip code Phone Number Parents’ Names Siblings’ Names Name of Person Filing Report Name of Leader Receiving Report

Name of Social Worker Phone Number Name of alleged perpetrator q M q F Relationship between suspected victim and alleged perpetrator Nature of suspected abuse q physical q sexual q emotional q neglect

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

Action taken (including date and time)

If a child is reporting:

What did the child say? (Give quotations where possible.)

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Appendix 29

What was your response?

Signature Printed Name Date

Leader’s Signature Printed Name Date

The above information will be necessary if you file a formal report with law enforcement or the appro- priate government agency. All information received is to be kept STRICTLY CONFIDENTIAL.

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Name of Child/Student Date Address Zip code Phone Number Name of Person Who Filed Initial Report Name of Leader Receiving Report

Conclusions

Action taken (including dates and times)

Leader’s Signature Printed Name Date

The above information will be necessary if you file a formal report with law enforcement or the appropriate government agency. All information received is to be kept STRICTLY CONFIDENTIAL.

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Handling a suspected abuse report can be an overwhelming experience. To assist you with this process, here are some suggested steps to take, or points to consider, regarding reporting to/dealing with staff, informing leaders, and following up with the family. It is important to note, however, that these are considerations only. Each report should be assessed on a case-by-case basis. Always keep in mind that the safety of the child is paramount, even if taking action may jeopardize your relationship with the family.

**Dealing with Social Services**

* Once a suspected abuse report is filed, the person who made the report should make the call to the appropriate state agency. Appendix 36 gives information about how to report to the appropriate angency in your state.
  + If more than one program leader is involved, you may all be in the room to make the call.
* The person making the report can request information about the outcome of their report to Social Services.
* When you file a report, you will be asked to provide a full report of the incident or indicators that causes you to be concerned for the child.
  + You will also be asked other relevant, identifying information about the family (names of family members, address, etc.).
  + You can begin your call anonymously to explore the appropriateness of the referral.
* Communicate to the agency that the organization wants to support the family. Ask them to inform you when it would be appropriate to speak directly with the family.
* Upon receiving the report, the agency or child protection worker will:
  + Assess the seriousness of the report
  + Begin an immediate investigation where a child is deemed to be at an “immediate risk”, otherwise they will begin an investigation within seven days
  + Refer all serious allegations of child abuse to law enforcement.
  + Interview custodial parents, as well as any parent or caretaker, alleged to have harmed the child (other persons, such as siblings, relatives, neighbors, or community professionals who are considered to possibly have information relevant to the reported situation may also be interviewed)
  + Inform parents (and the child where appropriate) of the outcome of the agency’s investigation, and of their ongoing role, if any

**Dealing with the Family**

When suspected abuse of a child in your organization is reported, responding to the family appropriately is very important. Again, the safety of the child is of primary concern. It may not always be wise to inform the family that the report is being made. If they ask if you have filed a report, it is always best to be honest, open, and supportive when you respond, while keeping the child’s safety in mind.

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Appendix 31

Follow-up with the family is very important. However, it can be tricky to know when to become involved. It is important to note that the agency, as part of their program, asks parents if they have support groups that they desire to partner with if they need assistance and ongoing help. If the organization is

identified by the parents in this way, the agency will involve the organization in this process. At this point, organization leaders involved can speak openly with the parents regarding the report in question and offer support. If this is the case, when a report is made to the agency, it would be helpful to offer the organization’s support with any needs that may arise as a result.

**Dealing with the Board**

The person reporting the incident and the program lead should be informed about the report and contact the Director. Involve board members only when the organization has liability. For example, if the abuse happened on-site, or at a organization-run camp or event. However, you may believe it prudent to inform the board members in cases of potential liability. In the case of an allegation against personnel, more parties should be involved such as insurance agents, lawyers, and supervisory staff. Confidentiality is very important here out of respect for the family.

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The responsibility for fire safety lies with organizational leaders.

* Contact your local fire department to ensure that your building is up to code.
* Partner with a fire department representative to develop a fire safety plan for your organization.
* Post fire escape routes in each room.
* Develop an emergency escape plan.
* Train personnel and other associated program leaders to carry out the plan. For example, you may need to use ushers or other staff to help carry babies from the nursery in case of fire. Consider including them in your training sessions.
* Inform parents of the fire safety procedures that will be followed in case of a fire in the building. Assure parents that their children will be removed from the building by personnel and will be reunited as a group once outside the building at the designated meeting place.
* Propose conducting a fire drill during a peak time.
* Contact the fire department and set up a time for them to conduct a fire drill during your program time.

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* + Review Plan to ProtectTM policies, including policies specific to your organization, with your insurance company for approval to qualify for abuse coverage.
  + Review the regular insurance checklist sent to the organization. (See the sample checklist provided by the insurance company).
  + Review the coverage required for drivers used for program functions.
  + Review required coverage when providing services offsite (camps, administering of medication by a nurse hired by the camp, playgrounds, etc.).
  + Seek legal counsel for the protection plan adopted by the organization.
  + Consult with your insurance broker, agent, or company to determine whether your liability insurance policy contains any exclusions or limitations for abuse claims. Unfortunately, most insurance policies exclude abuse coverage for children’s and youth organizations. Without proper abuse coverage, organizational assets and personal assets are potentially at risk. Most legal professionals recommend general liability protection for bodily injury from abuse claims. They caution organization leaders to be aware of insurance conditions, limitations, sublimits, and claims-made coverage that might restrict coverage for abuse claims that are made now and in the future.
  + Ask how corporated or unincorporated status may affect the organization in relation to liability issues and potential personal liability for board members and organizational members.

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**CHARITABLE ORGANIZATIONS**

Name of organization/policy holder:

Address:

Please have an authorized representative of your organization review the following declarations, mark the appropriate box for your response, and return the original signed copy for underwriting review by your insurance company. Retain a copy for your records.

**Declarations**

1. Our organization has implemented a formal written abuse prevention plan, q Yes q No to protect the children, young people and/or vulnerable adults in our care.
2. Our formal prevention plan contains the following measures:
   1. A written statement of policy confirming our organization’s commitment to providing: q Yes q No
      1. a safe environment by preventing harm to those in our care,
      2. protecting our children’s and youth workers from false allegations, and
      3. declaring zero tolerance for abuse, harassment, or neglect.
   2. Our prevention plan assists workers by defining physical, sexual, and emotional q Yes q No abuse, child neglect, harassment, inappropriate touching, and improper discipline.
   3. We screen all staff, board members, and volunteers for any position involving work with children, young people or vulnerable adults, including the following:

|  |  |  |
| --- | --- | --- |
| PLEASE CHECK IF YES: | EMPLOYEES/ MINISTERS | VOLUNTEERS |
| Signed Employee/Volunteer Application (including program agreement and  release for references and criminal background checks) | q | q |
| Criminal Background Checks (every three years)   * New Applicants - checked prior to eligibility * Existing Workers - re-checked as follows:   + Camping and Short-Term Trip/Missions Organinzations - Annually   + Schools, Day Cares and Nurseries - Every Three (3) years, or less   + Churches and all other Organizations - Every Five (5) years, or less | q | q |
| Background Reference Checks (minimum 2) for new Employees/Volunteers | q | q |
| Personal Interviews for new Employees/Volunteers | q | q |
| Minimum six-month waiting period for Volunteers new to the organization prior to  elibigility | N/A | q |

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* 1. We have implemented written procedures to prevent abuse and harassment through the following operational procedures:

**(Please check if yes)**

q Prohibiting corporal punishment and inappropriate touching, affection, or discipline

q “Two adult rule” (unrelated) for off-premises contact with children and young people (refer to “Good/Better/Best” Guidelines)

q Addressing health, safety, and sanitation issues to prevent child neglect

q Age appropriate supervision of washroom breaks

q Avoiding activities that could easily lead to allegations of abuse or harassment, such as unsupervised internet access, individual photography of children, and vehicle transportation by a worker alone with unrelated minors

q Obtaining parental consent for sponsored off-premises or overnight activities and field trips

q Implemented a social media policy for youth programs, addressing appropriate content and confidentiality issues

q Keeping confidential screening documentation on file indefinitely for all workers, including original

criminal background checks

q Annual or bi-annual internal audit, including report to board

* 1. We have modified or altered our premises (owned or rented) to discourage abuse incidents by ensuring the following:

**(Please check if yes)**

q “Two-adult rule”, and/or “open door policy” and/or windows in all classrooms and/or designated monitors circulating periodically from room to room, for surveillance and to protect workers against false allegations

q Controlled access and parental sign-in/sign-out for nursery facilities

q Parental sign-in/sign-out for children’s programs under first grade

q Adequate lighting inside and outside of building(s) where children’s/youth activities take place

* 1. We conduct training for all children’s and youth workers. This assists them in understanding the issue of abuse, abuse prevention, and the legal responsibility to report actual or alleged incidents, including the following:

**(Please check if yes)**

q Initial training for all new workers

q Annual refresher training for operational procedures, premises modifications, and responding protocol (refer to items 4, 5, and 7 of this Declaration form)

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* 1. In cases of suspected or alleged abuse, our written protocol for responding includes the following:

**(Please check if yes)**

q We will immediately complete an incident reporting form

q W q W

e will fulfill statutory reporting obligations to child protective agencies or police authorities

ithout admitting legal liability or making public statements prior to obtaining legal counsel, we will

assure a compassionate response to the alleged victim and their family

q We will maintain confidentiality for the alleged victim and alleged perpetrator

q We will immediately suspend the alleged perpetrator pending outcome of investigation

q We will consult with a lawyer and will report the incident to our insurance company

Note: For any boxes left unchecked, please attach a written explanation signed by the authorized representative of the organization. Approval is subject to underwriting review.

Please keep a photocopy of this Declaration form for your records and for your internal auditing purposes.

We, the undersigned, are duly authorized to make representations on behalf of the organization/ corporation applying for coverage eligibility under a contract of liability insurance (new policy or renewal) with the participating Insurer(s).

To the best of our knowledge and after having made reasonable inquiries, we hereby state that all of the declarations contained in this document are accurate and that the organization/corporation is in compliance with the provisions of its abuse prevention plan, as stated in this Abuse Prevention Declaration.

1. Name of Executive Director, or Children’s Program Director (PLEASE PRINT)

Title

Signature Date

2. Name of Chairman or President of the Board (PLEASE PRINT)

Title

Signature Date

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**HOUSING CHECKLIST**

**Host Organization Requirements**

Appendix 35

* Provide sleeping accommodations for either boys or girls, but not both.
* Provide housing for young people, preferably in groups of three per home, but no less than two per home.
* Provide homes that can ensure sleeping/dressing quarters that are distinctly and physically separated from the sleeping/dressing quarters of household members of the opposite gender and from adult members of the host household.
* Provide accommodations for young people in homes supervised by parents for the duration of the stay.
* Provide homes that are safe for young people with physical challenges (food or pet allergies, physical limitations, etc).
* Provide appropriate meals as required for the duration of the stay.
* Provide criminal background checks for all members of the host household who are eighteen and older.
* Provide homes that can provide parental supervision throughout the duration of the stay. This ensures that the guidelines for young people at the event will be followed.

**Youth Guidelines/Expectations**

Young people will:

* Respect and follow the rules as outlined by the event organizers.
* Respect the 11:00 pm curfew for bedtimes.
* Respect the rules of the host family and abide by them.
* Inform event leaders of any special needs of which the host family should be aware (food or pet allergies, physical conditions that require special attention, etc.).
* Remain in their assigned sleeping accommodations for the duration of the evening.

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**WHERE TO REPORT CHILD ABUSE**

Appendix 36

The state agencies or departments to which you can report abuse vary from state to state. We recommend that you research your state’s agencies when implementing your child protection policy. Then you are well prepared in the event of a disclosure in your organization.

The Child Welfare Information Gateway at [www.childwelfare.gov/organizations](http://www.childwelfare.gov/organizations) provides phone numbers and websites for reporting child abuse in each state.

The Child Welfare Information Gateway also provides information regarding the requirements and re- sponsibilities of making a report, the standards for reporting, who has privileged communications, and if the reporter’s name and/or identity will be required on the report or provided in court. This information can be foun[d at www.childwelfare.gov/systemwide/laws\_policies/statutes/manda.cfm](http://www.childwelfare.gov/systemwide/laws_policies/statutes/manda.cfm)

Please note: If a child is in immediate danger, call 911 right away.

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**COMPILED PLANS** Appendix 37

This document can be used both as a check list to ensure you have completed each step of implementing Plan to Protect™ or, it can be used by leadership for auditing purposes to ensure that due diligence has been done to protect to protect the children, young people, personnel and the organization.

**PROTECT THROUGH IMPLEMENTATION AND TRAINING: RECRUITMENT AND SCREENING**

1. **Recruitment and Screening Process**

* Appoint a program lead to oversee the recruitment and screening process
* Identify roles for personnel
* Organization leaders are to give initial approval of prospective personnel
* Prepare up-to-date records on individuals regarding their recruitment and screening status
* Create strategies on how to monitor limited access to children
* Prospective personnel are to complete the screening process
* Organization leaders give final approval of personnel
* Make plans to keep personnel files permanently

1. **Qualifications for Working with Children and Young People**

* Adhere to the minimum six-month waiting period before placement of personnel
* Use the screening process to determine suitability of prospective personnel for program positions

1. **Personnel Application Form**

* Customize the Personnel Application Form
* Customize the Personnel Application Form for Young People Working with Children
* Check that the Personnel Application Forms has been filled out
* Make plans to keep Personnel Applications Forms on file permanently

1. **Reference Checks**

* Designate an individual to conduct phone reference checks (Appendix 7a)
* Take notes on all references, date and sign them
* Identify red flag responses
* Make plans to keep reference checks on file permanently

1. **Interview**

* Designate an individual to conduct interviews
* Conduct personal interviews with all prospective personnel (Appendix 8)
* Take notes during all interviews, date and sign them
* Identify red flag responses on interview questions
* Make plans to keep interview notes on file permanently

1. **Criminal Background Checks**

* Identify and employ the most comprehensive screening practices
* Make plans to regulate criminal background check renewals every three (3) years on all personnel 16 years of age and older
* Identify any previous history with a child welfare agencies through the screening process
* Make plans to keep all criminal background checks permanently on file

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1. **Plan to ProtectTM Training**

* Designate and equip training personnel
* Make both Plan to ProtectTM training and refresher courses available on an annual basis
* Set and advertise training dates and locations
* Make plans for attendance to be taken at training courses with attendance noted in personnel files, and kept permanently

1. **Approval Process**

* Prepare up-to-date records on individuals regarding their recruitment and screening status
* Do not place workers who have not completed the recruitment and screening process in positions of trust
* Place prospective personnel in classrooms with approved personnel
* Program leads submit names to organization leaders for final approval, to be dated and signed

**PROTECT THROUGH PROGRAM DEVELOPMENT: CHILD PROTECTION PROCEDURES**

1. **Supervision of Personnel**

* Develop a process for supervising personnel
* Ensure that classroom windows provide clear lines of visibility or that classroom doors remain open

1. **Plan to Protect™ Program Maintenance**

* Determine an annual strategy for program maintenance
* Organization leaders determine a system as to how the review will be conducted

1. **Teacher / Student Ratios**

* Observe ratios in children’s programming

1. **Classroom Staffing**

* Maintain adequate staffing in all classrooms:
  + Two unrelated personnel assigned, or
  + One worker with clear window access and hall monitor, or
  + One worker with door open and hall monitor
* Screen and approve hall monitors as personnel and scheduled as necessary
* Ensure that windows in classrooms provide clear lines of visibility

1. **Occasional Observers**

* Put in place a communication plan for coaching occasional observers
* Provide occasional observers with name tags
* Record and file attendance of occasional observers

1. **Personnel Identification**

* Provdie personnel with identification name tags or approved clothing

1. **Child Registration and Release Statements**

* Give registration forms to all participants, updated annually and kept on file permanently
* Include release and permission statements on all registration forms
* Organization leaders extablish a privacy policy, purpose / extent statement. Included on all registration forms

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1. **Receiving and Releasing Children**

* Develop sign-in and sign-out forms. Monitor their usage weekly for babies to kindergarten children (Appendix 26)
* Clearly communicate the policy for receiving and releasing of children to all personnel
* Establish a system for receiving and releasing children. Program lead is to monitor the system

1. **Attendance**

* Take attendance at weekend and week-day children’s programming
* Retain attendance records for all active-duty personnel
* Keep all attendance records on file permanently

1. **Bathroom Guidelines**

* Inform parents and encourage them to deal with their baby’s bathrooming needs and to take their children to the bathroom prior to each class or service
* Post and follow diaper changing policies in the nursery
* Train hall monitors and assign them to monitor bathrooms

1. **Architectural Precautions**

* Have the Plan to ProtectTM team identify renovation suggestions for architectural precautions and submitted to organization leaders
* Cover electrical outlets with outlet plug covers
* Ensure windows in classrooms provide clear lines of visibility

1. **Health & Safety Guidelines**

* Encourage individuals to be trained and certified in First Aid and CPR
* Clearly post contact information for those trained and certified in First Aid and CPR
* Post the names of those with severe allergies
* Develop schedules for cleaning and sanitizing toys and table surfaces
* Put First Aid kits with required items in each classroom and vehicle
* Put master First Aid kits in the organization’s facility and in each organization-owned vehicle
* Post Bloodborne Pathogen Policies in the children’s department
* Make available and clearly mark a secure waste removal container for emergencies
* Make plans for annual emergency evacuation drills
* Make Incident Report Forms accessible to all personnel

1. **Special Events & Overnight Policies**

* Get program lead approval prior to execution of offsite trips
* Get approval from organizational leaders prior to execution of overnight trips
* Obtain Consent Forms and Medical Release Forms for every child or young person participating in offsite or overnight trips
* Obtain copies of valid driver’s licenses and insurance coverage from all drivers
* Confirm that all drivers have a minimum driving history of five years
* All forms remain with program lead and copies filed with the organization’s administrative office
* Keep all event forms permanently

1. **Proper Display of Affection**

* Educate and inform the organization’s members and personnel on “Appropriate Touch” and “Inappropriate Touch” policies
* Post policies on “Appropriate Touch” and “Inappropriate Touch” in children’s and youth program areas

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1. **Discipline & Classroom Management**

* Educate and inform the organization’s members and personnel on “Discipline and Classroom Management” policies
* Post policies on “Discipline and Classroom Management” in children’s and youth program areas

1. **Bullying Among Peers**

* Post anti-bullying rules in children’s and youth program areas

1. **Harassment and Discrimination**

* Post and clearly communicate “Harassment and Discrimination” guidelines in the children’s and youth program areas as well as in volunteer manuals and training
* Have organization leaders determine proper disciplinary procedures, and provide clear written

guidelines of these procedures

1. **Severe Allergies**

* Collect allergy information on the Registration Form
* Notify and educate individuals responsible for the care of children with severe allergies on the allergy and it’s treatment
* Make personnel aware of the severe allergy policy, and the restrictions regarding food and snack

preparation

1. **Computer Use, Internet and Social Media**

* Set up computer areas to promote visibility and accountability with clear lines of vision to all screens
* Require all computers to have a sign-in system
* Appoint an authorized computer systems technician to monitor internet filters and review browser histories and downloaded documents
* Appoint personnel for the responsibility of monitoring and supervising the computer center
* Post an “Acceptable Computer Use Policy”
* Obtain approval for communication with young people outside of programs and discuss parameters for these interactions with parents
* Appoint personnel to administrate and supervise social media sites often.

1. **Lockdown Guidelines**

These procedures should be implemented prior to the event of a facility lockdown or a lockdown drill.

* Ensure your organization is added to the call list with local law enforcement
* Identify green and red zones in the facility
* Inform the school or organization’s community of the meaning of a Code Red
* Instruct the school or organization’s community on lockdown procedures
* Schedule at least two lockdown drills during a calendar year
* Give notice to the school or organization’s community prior to a lockdown drill
* Designate an individual to be responsible for recording the details and debriefing of each drill

1. **Shower Room and Locker Room Guidelines**

* Put procedures in place so that an adult is never alone in locker rooms with children or young people
* Post shower and changing schedules in the case of a shortage of separate facilities for males and females
* Inform parents that they should be present to change their child, should the child need assistance (where

the parent is absent), receive permission for someone else to assist the child.

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1. **Overnight Housing including: Conferences, Camps, Hotels, Motels**

* Have Informed Letters of Consent, outlining overnight housing arrangements sent, signed and returned
* Arrange overnight housing arrangements for each night to ensure that room assignments, personnel assignments and student numbers meet specified requirements
* Establish curfews

1. **Photography and Video Taping Policy**

* Appoint a dedicated photographer
* Secure parental written permission on the registration form to take pictures of children/young people
* Establish a process to clearly identify children/young people who are not to have their photograph taken
* Establish a process to archive and file photographs and video shots

**PROTECT THROUGH PROGRAM DEVELOPMENT: YOUTH PROTECTION PROCEDURES**

1. **Youth Personnel Standards**
2. **Lifestyle**

* Recruit and screen personnel in accordance with policies outlined in the Recruitment and Screening section of Plan to ProtectTM
* Clearly communicate lifestyle requirements and expectations to personnel

1. **Contacting Opportunities**

* Conduct contacting opportunities with young people primarily in small group settings
* Conduct offsite mentoring of young people with pre-approval of program lead and in adherence with one-on-one policies
* Instruct personnel to avoid driving students home when they are left alone with one student in a vehicle

1. **Open Door Policy**

* Train leaders to conduct one-on-one and small meetings with young people in areas with open doors and/or in rooms with unobstructed windows

1. **Physical Contact**

* Clearly communicate “Physical Contact Guidelines” during training and post in the youth department as well as in volunteer manuals

1. **Dating**

* Strictly enforce a “no dating” policy among personnel and students

1. **Harassment and Discrimination**

* Clearly communicate “Harassment and Discrimination” guidelines during training and post in the children’s and youth program areas as well as in volunteer manuals
* Organization leaders are to determine proper disciplinary procedures and provide clear written

guidelines of these procedures

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1. **Youth Programming**
2. **Plan to ProtectTM Program Maintenance**
   * + Determine an annual strategy for program maintenance has
     + Confirm plans with organization leaders as to how the review will be conducted
3. **Personnel Staffing Ratios**
   * + Maintain adequate staffing at all youth events
     + Assign two unrelated personnel
     + Observe age difference requirement
4. **Supervision of Personnel**
   * + Establish a plan and process for supervising personnel
     + Take steps to ensure visibility in classrooms either through open doors or windows
5. **Authorization and Consent Forms**
   * + Distribute Authorization and Consent Forms, once completed, file on an annual basis
     + Develop processes for new young peole attending midyear to complete forms
     + Ensure that photocopies of Authorization and Consent Forms accompany personnel on all offsite trips
     + Develop and distribute specific event consent forms and liability shields for activities with elevated risk and overnight trips
     + Develop all youth forms and kept on file permanently
     + Do periodic spot checks and confirmation to ensure parent’s signature is genuine
6. **Planning for Safety**
   * + Train planning teams for events to ensure there is always a safe environment
     + Post safety precautions that are highly visible for young people and personnel
     + Advise youth staff to avoid risky games
7. **Dealing with Injuries**
   * + Make Incident Reports (Appendix 17) readily available to all personnel
     + Train personnel regarding proper First Aid procedures
8. **Offsite Event Planning**
   * + Have the Program Lead approve all offsite trips
     + Distribute written communication a minimum of one week prior to offsite events with location, phone number and attending personnel
     + Distribute consent forms when activities include elevated risk
     + Meet staffing requirements for offsite trips
     + Inform personnel to take photocopies of Authorization and Consent Forms along on each outing
     + Complete Travel and Attendance forms on all attending young people and personnel and filed permanently in organization’s administrative office
9. **Retreats and Overnight Events**
   * + Have retreats and overnight events approved by organizational leaders
     + Distribute written communication to parents with location, emergency phone numbers, and list of attending personnel
     + Photocopy Authorization and Consent Forms and file originals in the orgnization’s office

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* + - * Plan staffing and supervision for retreats and overnight events to comply with personnel staffing policies

1. **Housing and Hosting**
   * + - Complete screening on all adults living in host homes
       - Distribute information guidelines for housing
       - Report allergies prior to young people arriving at host homes
       - Enforce curfews
       - Inform the young people of proper etiquette and curfew while staying in host homes
2. **Transportation**
   * + - Make sure a copy of a valid driver’s license and insurance coverage has been provided by every driver
       - Inform personnel of the need for all drivers to have a minimum five-year driving history
       - Program lead is to ensure that supervision in cars complies with personnel staffing guidelines
       - Advise personnel to travel in as few vehicles as possible, and have been advised that the risk is greatly reduced by using buses with professional drivers
       - Send photocopied authorization forms with driver, and file originals in the organization’s office; make

plans to keep originals on file permanently

* + - * Send photocopied Travel Forms with the program lead for the duration of the event and keep originals on file permanently in the organization’s office

1. **Computer Use, Internet and Social Media**
   * + - Set up computer areas to promote visibility and accountability with clear lines of vision to all screens
       - Require all computers require a sign-in system
       - Install internet filters
       - Appoint an authorized computer systems technician to monitor the internet filters and review browser histories and downloaded documents
       - Appoint personnel the responsibility of monitoring and supervising the computer center
       - Post an “Acceptable Computer Use Policy”
       - Obtain approval for communication with young people outside of programs and discuss parameters for these interactions with parents
       - Appoint personnel to administrate and supervise social media sites often
2. **Lockdown Guidelines**

These procedures should be implemented prior to the event of a facility lockdown or a lockdown drill.

* + - * Ensure your organization is added to the call list with local law enforcement
      * Identify green and red zones in the facility
      * Inform the school or organization’s community of the meaning of a Code Red
      * Instruct the school or organization’s community on lockdown procedures
      * Schedule at least two lockdown drills during a calendar year
      * Notify the school or organization’s community prior to a lockdown drill
      * Designate an individual to be responsible for recording the details and debriefing of each drill

1. **Shower Room and Locker Room Guidelines**
   * + - Put procedures in place so that an adult is never alone in locker rooms with young people
       - Post shower and changing schedules in the case of a shortage of separate facilities for males and females
2. **Overnight Housing including: Conferences, Camps, Hotels, Motels**
   * + - Send Informed Letters of Consent outlining overnight housing arrangements, to be signed and returned
       - Manage overnight housing arrangements for each night to ensure that room assignments, personnel

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assignments, and student numbers meet specified requirements

* + - Establish curfews

**PROTECT THROUGH PROGRAM DEVELOPMENT: REPORTING AND RESPONSE**

1. **Reporting Procedures**
2. **Hearing of an Allegation or Suspicion of Abuse**

This plan is written for a situation where an allegation has been voiced or where suspected abuse has been identified.

* + - Prepare Suspected Abuse Report Forms and made accessible to personnel
    - Notify the program lead
    - Complete Suspected Abuse Report Form with all pertinent information
    - Program lead and personnel to notify the director or supervisor
    - Director/supervisor to notify the chairman of the board

1. **Reporting an Allegation or Suspicion of Abuse**

This plan is written for a situation where an allegation has been voiced or where suspected abuse has been identified.

* + - Organization leaders to research State laws and adapt the reporting policy accordingly
    - Organization leaders commit to reporting all suspected abuse to authorities
    - Notify the Department of Social Services or law enforcement of the allegation or suspicion of abuse
    - Seek legal counsel
    - Contact the organization’s insurance provider to satisfy the conditions of the policy and to ascertain potential liability and legal defense coverage
    - Notify parents of the victim if the allegation or suspicion involves personnel
    - Notify headquarters if the allegation or suspicion happened in the context of organization run programs

1. **Assessing and Investigating an Allegation or Suspicion of Abuse**

This plan is written for a situation where an allegation has been voiced or where suspected abuse has been identified.

* + - Organization leaders and personnel support the Department of Social Services or law enforcement in the

course of an investigation and offer to provide any necessary assistance

1. **Protecting Confidentiality and Dignity of the Victim and the Accused**

This plan is written for a situation where an allegation has been voiced or where suspected abuse has been identified.

* + - Confidentiality will be maintained at all times

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**II. RESPONSE TO ALLEGATIONS**

1. **Response and Counsel for the Victim**

This plan is written for a situation where an allegation has been voiced or where suspected abuse has been identified and an oral report has been filed with the appropriate agency in your state

* + - * Observe and offer discretion at all times. Extend confidentiality and dignity to the suspected victim

and his/her family

* + - * Designate individuals to provide care and counsel to both the suspected victim and his/her family
      * Recommend professional counsel as required
      * Allocate resources as deemed needed and available

1. **Response and Discipline for the Accused or Convicted**

This plan is written for a situation where an allegation has been voiced, or where suspected abuse has been identified, and an oral report has been filed with the Department of Social Services.

* + - * Remove the accused from involvement with children or young people until his or her name is cleared

by officials

* + - * Observe and offer discretion at all times. Extend confidentiality and dignity to the suspected victim and his/her family
      * Designate an individual to provide care and counsel to both the accused and their family
      * Recommend professional counsel as required
      * Allocate resources as deemed needed and available
      * Notify individuals on a need to know basis, of suspected abuse
      * Notify individuals on a need to know basis, of a convicted abuser attending the organization
      * Clearly communicate restrictions for contact with minors and restrictions regarding organization premises to individuals accused of or convicted of abuse to children and/or young people

1. **Media Relations**

This plan is written for a situation where an allegation has been voiced, where suspected abuse has been identified, and an oral report has been filed with the Department of Social Services.

* + - * Designate a media spokesperson
      * Prepare a public statement for media spokesperson under the guidance of legal counsel

1. **Ongoing Investigation**

This plan is written for a situation where an allegation has been voiced or where suspected abuse has been identified and an oral report has been filed with the appropriate agency in your state

* + - * Offer cooperation to civil authorities with the guidance of legal counsel
      * Document all actions and file with the organization’s office to be kept permanently

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**CONFIRMATION STATEMENT**

Appendix 38

**Paid Staff**

All paid staff of [name of organization] must read and be familiar with the complete manual.

I, , have read this policy and understand that I, as well as those working under me, both paid and volunteer staff, must follow these guidelines.

Signature: Date:

**Program Leads and Department Heads**

All program leads and department heads (including those who do not work directly with children or young people) must read and be familiar with the complete manual.

I, , have read this policy and understand that I, as well as those working under me, must follow these guidelines.

Signature: Date:

**Volunteers**

All volunteers who work directly with children must be familiar with sections on awareness and child protection procedures and related appendices.

I, , have read this policy and understand that I, as well as those working under me, must follow these guidelines.

Signature: Date:

All volunteers who work directly with young people must be familiar with sections on awareness and youth protection procedures and related appendices.

I, , have read this policy and understand that I, as well as those working under me, both paid and volunteer staff must follow these guidelines.

Signature:: Date:

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**JOB DESCRIPTION TEMPLATE FOR** Appendix 39

**VOLUNTEER POSITIONS**

Program Position Program Leader

Program Area

**Length of Commitment: Time Commitment: Requirements:**

* 1. Clear VSS / Criminal Record Check for the Vulnerable Sector (to be renewed every 3 years
  2. Signed Covenant of Care (acknowledging you are in agreement with our values, statement of beliefs, and code of conduct)

3.

**Training:**

* + - * + Plan to Protect® Orientation Training prior to placement
        + Annual Plan to Protect® training

•

**Specific Responsibilities:**

During the week

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**Day Of**

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**PRIVACY PRINCIPLES** Appendix 40

1. **Accountability:** An organization is responsible for personal information under its control. It shall designate an individual or individuals who are accountable for the organization’s compliance with the following principles.
2. **Identifying Purposes:** The purposes for which personal information is collected shall be identified by the organization at or before the time the information is collected.
3. **Consent:** The knowledge and consent of the individual are required for the collection, use, or disclosure of personal information, except when required by law, or to demonstrate duty of care.
4. **Limiting Collection:** The collection of personal information shall be limited to that which is necessary for the purposes identified by the organization. Information shall be collected by fair and lawful means.
5. **Limiting Use, Disclosure, and Retention:** Personal information shall not be used or disclosed for purposes other than those for which it was collected, except with the consent of the individual or as required by the law. Personal information shall be retained only as long as necessary for fulfillment of those purposes or for the purposes stated above.
6. **Accuracy:** Personal information shall be as accurate, complete, and up to date as is necessary for the purposes for which it will be used.
7. **Safeguards:** Personal information shall be protected by security safeguards appropriate to the sensitivity of the information.
8. **Openness:** An organization shall make readily available to individuals specific information about its policies and practices relating to the management of personal information.
9. **Individual Access:** Upon request, an individual shall be informed of the existence, use, and disclosure of his or her personal information and shall be given access to that information. An individual shall

be able to challenge the accuracy and completeness of the information and have it amended as appropriate.

1. **Challenging Compliance:** An individual shall be able to address a challenge concerning compliance with the above principles to the designated individual or individuals responsible for the organization’s compliance.

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