

ABUSE PREVENTION AND RISK MANAGEMENT POLICY

SUNNYBRAE CAMPUS

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A. ANTI HARASSMENT POLICY

1. PREAMBLE

At Millar College of the Bible (MCB), we commit to love and respect our students and associates as well as all others who enter our community and seek to honor the principles and teachings of Scripture. As such, we will not accept or condone any bias, prejudice, harassment, or disrespectful behaviors. Nor will promotion of such behaviors be tolerated. All students and associates are entitled to a harassment-free and safe study/workplace. We hold to a zero tolerance towards abuse of any nature.

All harassment complaints shall be taken seriously, and appropriate corrective actions shall be applied. All complainants should be confident that retaliation against them for any complaint will not be tolerated. This policy applies to anyone who provides or uses the services of MCB as well as anything that is sanctioned by MCB. Each associate and student has an affirmative duty to maintain a school free of harassment and intimidation.

2. OVERARCHING GOALS RELATED TO ANTI-HARASSMENT

Safety: freedom from harm (physical, emotional, spiritual, psychological) as a result of intentional malice or undue carelessness.

Wholesomeness: freedom to grow and change in an environment of care acknowledging that care, growth and change often include pain.

Inclusion: freedom to be heard and to participate in the community of MCB.

Truthfulness: freedom to be forthright, to be accurate, to participate in wholesome talk and to be surrounded by forthrightness, accuracy and wholesome talk.

3. ROLES AND RESPONSIBILITIES OF COLLEGE LEADERSHIP

All of our staff, as leaders on campus, through their actions shall model respectful behavior by:

- encouraging reports of harassment and/or discrimination incidents
- conducting prompt investigations and taking effective remedial measures to stop harassing behavior whenever reported or observed
- notify the Abuse Response Coordinator (ARC) of all allegations or incidences of harassment
 - the Executive Director Millar Sunnybrae is the designated Abuse Response Coordinator from the Sunnybrae Campus Leadership Team (LSL), the Dean of Women will be his designate in his absence or if the allegation or incidence directly involves the Executive Director Millar Sunnybrae.
 - the ARC or Dean of Women will be in communication with the President about any allegations or incidences of harassment at that time.
 - If an individual reports an allegation of sexual assault, the individual will be made aware of how they can proceed in filing a formal report of the incident(s) to the police. Millar College of the Bible will come alongside the individual and provide emotional support.

- If a minor student reports an allegation of sexual assault, Millar College of the Bible will proceed in filing a formal report of the incident(s) to the police. Millar College of the Bible will come alongside the individual and provide emotional support.
- ensuring that retaliatory behavior is not allowed
- and taking appropriate measures to avoid harassment.

4. ROLES AND RESPONSIBILITIES OF STAFF, ASSOCIATES AND STUDENTS

It is the desire of leadership that staff, associates, and students:

- recognize harassment and discrimination
- avoid harassment and discrimination
- learn to respond to/confront harassment and discrimination
- report harassment and discrimination.

5. HARASSING BEHAVIOUR

General school/workplace harassment is a form of offensive treatment or behavior that, to a reasonable person, creates an intimidating, hostile, or abusive work/study environment.

Harassment is any conduct that:

- degrades or shows hostility toward an individual because of the individual's characteristics, associations, social or economic status, or abilities including but not limited to race, creed, religion, colour, sex, sexual orientation, family status, marital status, disability, age, nationality, ancestry, place of origin or receipt of public assistance.
- creates an intimidating, hostile, or offensive work/study environment through graphics, written, spoken or non-verbal communications including comments, voice mail, email, jokes, slurs, bullying, gestures, negative stereotyping, or texting
- constitutes physical violence, restraint, coercion or a threat to the health or safety of a student or associate
- interferes with an individual's ability to complete her or his work/study.

Sexual harassment is specifically prohibited and defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature inappropriate in the work/study environment. Examples of sexual harassment include, but are not limited to:

- unwelcome sexual comments and innuendos;
- sexual horseplay or pranks;
- sexually explicit displays or distribution of pictures, materials, or objects in the work/study area;
- offering or implying a reward or threat concerning work/class assignments, performance review, discipline, promotions, or other terms or conditions of employment in exchange for sexual favours;
- unwelcome amorous advances, sexual propositions, or obscene gestures;

- obscene letters, phone calls, e-mails, or unwelcome words or comments with sexual meanings;
- unwelcome repeated social contact; and
- nonconsensual sexual contact.

6. RETALIATION PROHIBITED

Students or associates who complain of harassment or discrimination, who provide information related to such complaints, or who oppose harassing and/or discriminating behavior shall be protected against retaliation. Retaliation is considered as serious as prohibited harassment, and immediate and appropriate disciplinary action, up to and including dismissal shall be instituted. During the complaint investigation, all parties shall be reminded that retaliation is prohibited.

Examples of retaliation can include negative actions such as, but not limited to, unwarranted low grades or poor performance evaluations; change in duties or service opportunities as a consequence of reporting harassing behavior; other negative education or employment decisions; gossip and breach of confidentiality; laughing at, ignoring, or failing to take seriously reports/complaints of harassment; or continuing/escalating harassing behavior after the associate/student objects.

7. ADDRESSING HARASSMENT

Any complaint or observation of harassment can be reported to any member of the Leadership Team (LSL) which is responsible as the Anti-Abuse Office. A designated member will serve as the Abuse Response Coordinator. Their duties include addressing all forms of harassment and child abuse situations.

8. HARASSMENT INVESTIGATION

All allegations of harassment shall be handled through the anti-harassment office. Allegations will be forwarded to the appropriate supervisor(s). Any allegation of harassment will result in immediate intervention to ensure the safety of the aggrieved. A Suspected Harassment Report Form should be filled out as soon as possible by the Abuse Response Coordinator (ARC). See – **Appendix D**.

The advisor to whom the allegation is brought will help the aggrieved determine the best course of action. Should a fact-finding investigation be deemed necessary, it will begin promptly. An investigator will be appointed to gather and consider the relevant facts. All parties are expected to be ethical and honest throughout the investigation. The confidentiality of all parties who are interviewed about the harassment allegation shall be maintained, with the information being disseminated only on a need-to-know basis. The alleged harasser shall not have supervisory authority over the individual who conducts the investigation and shall not have any direct or indirect control over the investigation.

The aggrieved and the respondent will be informed about the outcome of the investigation by the anti-harassment advisor working with the situation. This same person will also follow up with both parties within 30 days of the resolution.

All allegations of harassment will be taken seriously with the goal of encouraging, facilitating and maintaining a safe, wholesome, inclusive and truthful environment.

By expecting accountability and truthfulness, it is hoped that the Anti-Abuse Office can foster an atmosphere that will promote redemption, healing, repentance, forgiveness and reconciliation. However, it is not within the anti-harassment office's scope to bring these things about. It is the office's responsibility to ensure the safety of the aggrieved and a fair investigative process and appropriate outcomes. It must be acknowledged that the outcome may or may not satisfy the aggrieved and/or the respondent.

9. CORRECTIVE ACTIONS

If the findings of the investigation indicate that a violation of the anti-harassment policy has occurred, immediate and appropriate corrective and/or disciplinary action, up to and including dismissal, shall be administered. Corrective actions shall be proportional to the seriousness or repetitiveness of the offense. (An oral or written warning, training or counseling, monitoring the harasser, transfer or reassignment, demotion, suspension, or dismissal may all be appropriate.)

10. APPEAL PROCESS

If the aggrieved or respondent have worked with the process and feel that it has failed at some point, or that the corrective action is not consistent with the incident(s) that led to the original complaint, an appeal process is in place. The appeal must be submitted in writing to the ARC who will ensure that the appeal is processed with the President or his designate. If the individual is not content with the appeal decision, which is the final decision of the institution, provision is made to appeal to an outside party.

Associates and students have the option of filing a complaint with the British Columbia Human Rights Tribunal, and associates can refer a harassment complaint to WorkSafeBC. Students and associates retain the right to exercise any other legal avenues.

11. POLICY DISTRIBUTION

A current copy of this policy will be available at the main office of the college.

B. POLICY RE: WORKERS MINISTERING TO MINORS

1. STATEMENT OF COMMITMENT

Millar College of the Bible (MCB) is committed to providing a secure environment for the people it ministers to. While ministering under the authority of MCB, leaders must conduct themselves in a responsible manner; all conduct should demonstrate mutual respect for the rights and feelings of others.

2. DEFINITION OF CHILD ABUSE

The following definitions of child abuse and neglect are taken from Health Link BC at:
<https://www.healthlinkbc.ca/health-topics/child-abuse-and-neglect>

- **Physical abuse** includes hitting, kicking, shaking, pinching, and burning. It may leave bruises,

cuts, or other marks and cause pain, broken bones, or internal injuries.

- **Emotional abuse** is saying or doing things that make a child feel unloved, unwanted, unsafe, or worthless. It can range from yelling and threatening to ignoring the child and not giving love and support. It may not leave scars you can see, but the damage to a child is just as real.
- **Sexual abuse** is any sexual contact between an adult and a child or between an older child and a younger child. Showing pornography to a child is a type of sexual abuse.
- **Neglect** happens when a child does not get the shelter, schooling, clothing, medical care, or protection he or she needs. Child neglect is just as serious as abuse and is more common.

3. DEFINITION OF A CHILD

A minor is a person under the age of 18 in Saskatchewan and Manitoba, and under the age of 19 in British Columbia. The law in each province protects children against abuse or neglect as follows:

- Saskatchewan (Pambrun Campus): unmarried person under 16 years of age
- British Columbia (Sunnybrae Campus): person under 19 years of age
- Manitoba (Winnipeg Campus): person under 18 years of age

Children under 12 years old are never considered able to consent to sexual activity. A child who is 14 or 15 can consent to sexual activity with someone who is less than 5 years older. A child who is 12 or 13 can consent to sexual activity if the partner is within 2 years older than the child. In both of these cases consent is only valid if there is no relationship of trust, authority or dependency or any other exploitation between the child and the partner. Anything outside of these parameters is considered a criminal offence, even if consent was given. A 16 or 17 year old cannot consent to sexual activity if the partner is in a position of trust or authority towards them, they are dependent on their partner for care or support, or if the relationship is exploitative.

4. PREVENTION POLICIES

4.1 Screening Children's Ministry Workers

Special care must be taken in recruiting individuals to serve in children's ministry and/or who have minors in their care or supervision. The screening process is intended to demonstrate to its staff, students and volunteers that MCB is serious about preventing child abuse. The screening process also reduces MCB's liability to allegations of abuse. Students who have gone through the application process to become MCB students will be deemed adequately screened. The same would apply to full-time MCB staff. The application process screens the individuals adequately and in compliance with the Abuse Prevention process.

In the context of the Sunnybrae Campus, these policies specifically address Field Ed assignments in local churches or any situation on campus where a minor will be under the supervision of a staff or student. It applies to both paid and volunteer workers who work temporarily for the college. At the beginning of each school year, all first-year students will take part in Plan to Protect training. Any staff or upperclassman who has not taken this training will also be required to take it at the same

time as the first-year students. The ARC will ensure this training occurs near the beginning of every school year.

The screening process consists of four stages: the application, the reference check, the interview and a criminal records check. A completed form is required for each of these stages. Each of these forms must be signed and dated. The forms are found at the end of this document in the appendices. Personnel files should be kept on all applicants who are screened. The files should contain the Application Form, the Interview Questionnaire, the Written Reference Check and the results of the Criminal Records Check. All records shall be kept in the strictest confidence to MCB staff members. Unauthorized access to the files may result in legal liability.

Only verifiable information should be placed in a personnel file. Unsubstantiated information should be labelled as such. The source of any charge of wrongdoing should be substantiated. Personnel files may not be altered or destroyed. Closed files of individuals who have left are to remain intact in a locked file cabinet but may be moved to a separate place.

4.2 The Application

An application should be completed by applicants seeking a paid or volunteer position as a supervisor or leader of minors. Staff and volunteers already serving in a position are required to fill out an application when this policy is adopted.

4.3 The Interview

An interview should be completed by applicants seeking a paid or volunteer position as a supervisor, teacher or leader of minors. The interviewer should complete the Interview Questionnaire, summarizing the applicant's responses in written form. The Interview Questionnaire should be attached to the application form.

4.4 References

Two references should be provided by applicants seeking a paid or volunteer position as a supervisor, teacher or leader of minors. The interviewer should contact each reference and complete a Written Reference Check form for each one, summarizing the references responses in written form. The Written Reference Check forms should be attached to the application form.

4.5 Criminal Records Check / Vulnerable Sector Verification

A Criminal Records Check and Vulnerable Sector Verification Check should be completed by every incoming staff and updated every three years by all staff. Every three years staff will be required to update their CRC. VSVC will not be required when updating. CRC and VSC are required by all incoming students. CRC and VSC will also be required by volunteers who will work extensively and/or one-on-one situations with minors.

5. GUIDELINES FOR WORKERS MINISTERING TO MINORS

Everyone who teaches helps or cares for children under the authority of MCB is expected to adhere to the following guidelines and procedures.

Please note that in the following guidelines the word "adult" refers to a person 19 years of age or older. Anyone younger than 19 is considered a minor.

5.1 Classroom Staffing and Supervision Guidelines

- Two adults should be present when caring for or ministering to children except in the event of an emergency.
- All preschool classes should be staffed with at least one female adult worker.

5.2 Washroom Guidelines

- Two adults should escort a group of children to the washroom.
- Preschool Children: Never go into a washroom cubicle with a child and shut the door.
- Never be alone in a washroom with a child. Never go into a washroom cubicle with a child and shut the door.

5.3 Sick Children

- Workers are not to give or apply any medication. Medication must be given by the parent or only if parents have granted specific permission to a worker.
- A first aid kit must be kept on hand and workers should review the location and contents regularly.

5.4 Counselling

- Staff are discouraged from counselling students of the opposite sex, unless another person is present, the office door is open, or the counselling is taking place in a public place.
- Counselling should occur during working hours, done in a public place, or in the presence of another person.
- If counselling is to take place in your office, arrange for a third person to make periodic checks.

5.5 Overnight Activities

- At least two adult leaders should be present for every ten children. Each leader should be assigned a group of children that they are responsible for during the overnight event. Children must receive parental permission to attend overnight activities.

5.6 Training

The ARC, volunteers, and staff of MCB who work with minors must be trained to look for the signs and symptoms of neglect and emotional, physical and sexual abuse. Workers should also be trained how to properly respond to a minor who reports abuse. At the beginning of each school year, all first-year students will take part in Plan to Protect training. Any staff or upperclassman who has not taken this training will also be required to take it at the same time as the first-year students. The ARC will ensure this training occurs near the beginning of every school year.

6. REPORTING ABUSE

6.1 Obligation to Report

Signs, symptoms, and/or reports of abuse by a minor must be taken seriously. Any person that has reasonable grounds to believe that a child is a victim of abuse **MUST** report these circumstances. If they do not, they are in violation of the law and may face legal liability. If the person is uncertain

what to do, call the police and have them investigate the concern and then make the call. Use common sense. However, failure to observe the established reporting procedures or failure to maintain confidentiality may also cause legal liability.

Abuse or neglect may not have already occurred for the child to need protection. When it can be anticipated, and there are reasonable grounds to believe the child needs protection, there is a legal obligation to report to the authorities. If an alleged offender is in regular contact with children, there may be grounds to believe a child is at risk, although it may not be the same child/children abused in the past.

6.2 Reporting Procedure

Volunteers or staff of MCB who are confronted with signs, symptoms, and/or reports of abuse of a minor should NOT conduct an investigation of the matter. Instead, they must follow the established reporting procedure.

- It is appropriate for workers to ask the child how the sign or symptom appeared. However, they should never interview the child in great detail, and never suggest to the child that they have been abused.
- Workers should immediately report the circumstances of suspected abuse to the leader of the program in which they serve. If the leader of the program is the suspected abuser, the worker should consult with the Abuse Response Coordinator (ARC) and the MCB leadership team (LSL).
- The worker and the program leader must meet with the ARC to discuss the matter. The worker must complete a Child Abuse Report Form, found in **Appendix D**. The report should be written as soon as possible after contact with the child.
- The ARC in conjunction with Sunnybrae Campus LSL must decide whether to give the report to the authorities.
 - If there is a reasonable suspicion of child abuse the ARC should give the report to the police immediately (or at least within 24 hours), and MCB's lawyer should be contacted.
 - The police **MUST** be notified within 24 hours after contact with the child.
 - Neither a MCB worker nor the ARC should conduct an investigation. The ARC should be trained about the signs and symptoms of child abuse and to assess whether a reasonable suspicion of child abuse exists.
 - If the child's parent or guardian is the suspected abuser, the police will notify them of their investigation. Do not contact them yourself as you may place the child in danger. If the child's parent(s) are not the abuser(s) but are aware of the complaint, they should be encouraged to file the report with the police rather than the MCB worker.
 - The accused shall immediately be suspended from children's ministry and removed from any access to the victim pending the outcome of the investigation. The suspension should not be seen as guilt, but as an indication of the priority given to the need to protect children. The accused must be treated with dignity and respect.

- The ARC may choose not to file a report with the police or the police may choose not to follow up the report until more information becomes available.
- If there is still concern for the child's well-being, the MCB worker who reported the abuse should be notified. A written log of any further signs, symptoms or reports of abuse should be kept. It should be noted if they increase in frequency or intensity.
- The ARC may choose to limit contact between the accused and the minor.

- The ARC is responsible to:
 - instruct the MCB worker on how to respond if the child, the parent(s) or guardian(s) or the authorities call them
 - inform the liability carrier if the alleged abuser is an MCB volunteer/staff person
 - take steps to ensure that there are no more victims,
 - establish a care plan for the child and family
 - act as a liaison between the authorities and MCB
 - be in communication with the President when abuse or harassment has been reported
 - prepare for disclosure to the staff and/or the student body, if deemed necessary, and
 - the President, in conjunction with the Executive Director Millar Sunnybrae (ARC) will deal with the media, if necessary

- Care of the child and their family should begin as soon as the authorities begin to investigate. However, special care should be taken not to interfere with the authorities. The authorities should be contacted for their suggestions on how MCB can assist in supporting the abused child and their family

- An alleged abuser shall not be reinstated until the authorities and legal counsel deem it safe and proper to do so.

- The ARC shall fill out a Suspected Abuse Follow-up Report and file it. See – **Appendix E**.

7. RESPONSE GUIDELINES

7.1 Responding to the Child

- Small children often do not have the vocabulary to explain what is going on, so may use words or images that may not be immediately understood. Being aware of this helps.
- Take their word seriously. Do not deny the problem. If you do not believe the child, they will believe that adults cannot be expected to help, and they will try to cope on their own.
- Ask the child how the sign or symptom appeared, but do not interview the child in great detail.
- Do not appear angry, frightened or disgusted by a child's report, since this may cause the child to stop talking or to believe you are upset with them. Listen calmly and carefully.
- Never suggest to the child that they have been abused.
- Do not try to convince the child that their story isn't true or that it didn't happen the way the child reports it did.
- Give emotional support. Remind the child that they are not to blame and that they were right to tell you about the problem. Tell the child that you care about them.
- Reassure the child that they do not deserve to be hurt by anyone.
- Do not ask the child to show you any bruises that are beneath a child's clothing. Only observe the bruises that are accessible.
- Do not promise the child that you will not tell anyone. Anything said, even in confidence, is

admissible in court, and you may be compelled to disclose what was said.

- Tell the child that you want to find help to prevent the incident from happening again. Tell the child that other people need to know about what happened, and they will talk to the child later. Do not frighten the child by talking about police involvement.
- Do not investigate the child's story, but take notes immediately after speaking with the child, while it is still fresh in your memory.
- Follow through by speaking with the child in later weeks and months and offer support. Victims often feel isolated, so do not retreat from the victim.
- Do not push for premature forgiveness. A lot of feelings have to be worked through over a period of time before deep, lasting forgiveness can happen.
- At some point during the investigation the child may change his/her story because the child may feel a sense of loyalty or family love toward the abuser, or because it becomes difficult, or because of pressure from others. This is not evidence that the child was lying in the first place. Support the child in telling the truth. Explain that the cost of not telling the truth will be far greater in the long run.

7.2 Profile of an Abuser

- Abusers seldom express remorse or any sense that what they did was wrong. They tend to focus more on the consequences of their getting caught.
- Remember that abusers tend to
 - DENY - "Don't believe that kid, she lies all the time"
 - MINIMIZE - "I only . . ."
 - PLACE BLAME ELSEWHERE
- Remember that abusers are repeat offenders. Because they get gratification from sexual abuse, they cannot stop on their own. Abuse will continue until they are stopped.
- Remember that abusers are often very "charismatic" and strongly attract children and adults; they are generally well-liked.
- Studies show that sex offenders show a high degree of religious interest and high church attendance.
- Abusers tend to be manipulative.

7.3 Responding to an Abuser

- If the abuser discloses his behaviour to you in confidence, do not promise not to tell anyone. Anything said, even in confidence, is admissible in court, and you may be compelled to disclose what was said. Explain that the authorities must be notified.
- Give a clear, consistent message that what he has been doing is wrong and must stop and that help is available.
- Explain that they will not change without treatment, and that it is in their own best interest to report themselves to the authorities. Do not accept the abuser's promise to do this **but go with them** to support them. Make sure it is done in your presence.
- Abusers often look for quick forgiveness and reassurance that everything will be all right. They want you to make them feel that they are "off the hook". Insight, confession and remorse **are not enough** to change the abuser's behaviour. Offer to support them through the restorative process, but do not offer them the quick fix that they desire.
- Do not let yourself be manipulated into minimizing what he is doing or acting as a character witness for them.

7.4 Responding to the Parents

- Do not be judgmental.
- Do not share the child's story with the parents or anyone other than the authorities.
- Anyone who makes a report to the authorities is usually granted anonymity. Do not identify the reporter.
- Do not attempt to convince a parent that the alleged abuse happened or did not happen. Do not discredit the child or cast suspicion on the alleged abuser.
- Do not investigate with a parent what may be happening at home, and do not share information with a parent that has not been shared with the authorities.
- Do not minimize the type of abuse, its impact on the child, or its harm to the child.
- Do not make promises about the outcome of the investigation.
- Listen to any information a parent may offer about the alleged abuse and record it immediately after the conversation. Report additional information to the authorities through the established reporting procedure.
- Offer support.
- Allow the parent(s) to express their disbelief, anger and grief.
- Assure the parents of the confidential nature of the report and the need to maintain confidentiality unless disclosure is necessary to protect the well-being of other children.

7.5 Responding to the Media

The President or the Executive Director Millar Sunnybrae (ARC) is responsible for being the spokesperson to the media. No one besides the President or Executive Director Millar Sunnybrae is to comment.

Having a carefully prepared statement is far superior to making no comment. Let the media know it is under investigation. It is an opportunity to influence public opinion positively by emphasizing an awareness of the problem of child abuse, a concern for the victims, and the steps MCB has taken to reduce the risk and provide a safe environment for children.

Describe how MCB has taken the necessary precautions such as implementing prevention policies and established safeguards. Do not deny that the incident occurred and do not minimize it. Do not blame the victim or the victim's family. Be careful to safeguard the confidentiality of all involved.

7.6 Policy Regarding Unwarranted Frivolous or Vexatious Complaints

The College will minimize publicity until a complaint has been validated so as to protect teachers and volunteers from false accusations.

APPENDIX A

APPLICATION FOR PEOPLE DESIRING TO MINISTER TO MINORS

This application must be completed by anyone wishing to be involved in the supervision or instruction of minors (persons under the age of 18) under the authority of MCB, whether paid or volunteer. In order for MCB to provide a secure environment both for the children it ministers to and also the leaders that minister, the following questions must be answered honestly and completely.

All information will be kept strictly confidential by the MCB President, the ARC and/or his designates from the MCB staff. (Police may access this information under warrant, if requested.) Any questions of a sensitive or personal nature may be discussed with the President, the ARC and/or his designates upon completion and may not necessarily preclude your involvement in children's ministry.

Personal Background

Name: _____ Address: _____

Home telephone: _____ Other telephone: _____

Date of Birth: _____ Do you have a valid driver's license? YES NO

If yes, the driver's license number is: _____

If no, please explain: _____

In what type of children's ministry are you interested in serving?

Do you have previous experience working with children? Please provide the name of the organization you worked under, time frame and responsibilities.

Confidential Information

In order to provide a safe environment for minors under MCB’s authority, it is necessary to include the following questions as part of the application process. All information will be kept in the strictest confidence. Answering yes to any of the following questions may not necessarily disallow your involvement in ministry.

Do you have a criminal record or have you ever been convicted of a criminal offence?

Have you ever had a painful experience (personal abuse in any form) that has better equipped you, or may hinder you from working with minors?

Have you ever used or sold illegal drugs?

Have you ever been hospitalized or treated for alcohol or substance abuse?

Have you ever been accused, arrested or convicted for any sexually related crimes?

Have you ever been accused, arrested or convicted for any abuse related crimes?

Are there any circumstances involving your lifestyle or background that would call into question your ability to work with minors?

Do you have or have you ever had any psychiatric health problems?

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

If you have answered yes to any of the above questions, please explain.

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

1. Name: _____ Phone Number: _____

Address: _____

2. Name: _____ Phone Number: _____

Address: _____

3. Name: _____ Phone Number: _____

Address: _____

Release of Information:

I give MCB permission to contact the people I have listed as references to determine my suitability for ministry.

I give MCB permission to perform a personal criminal records check, if deemed necessary, for purposes of my protection against any false allegations and for the protection of those I serve. I consent to the records check with the understanding that the results will be kept confidential. The information contained in this application is correct to the best of my knowledge. Should my application be accepted, I agree to be bound by MCB's conduct Policy, Policy Re: Workers Ministering to Minors, the policies and procedures of MCB, including discipline processes.

Applicant's Signature: _____ Date: _____

APPENDIX B

WRITTEN REFERENCE CHECK: MINISTERING TO MINORS

Applicant's name: _____

Name of reference: _____ Phone number: _____

How long have you known this person?

Can you verify the responsibilities re: involvement with ministering to minors that he/she has had?

Have you ever seen him/her interact with children? Please describe.

Can you recommend that he/she be in a position of caring for children without concern, reservations, or hesitation? _____

If no, please explain: _____

How do you describe his/her ability to follow through on his/her commitments?

Do you have any personal knowledge, or have you ever heard of this person having any problems with the abuse of drugs, alcohol, sex, or have any psychiatric health problems?

Is there any additional information that you think is important for MCB to know about this person?

Signature of person contacting the reference: _____ Date: _____

APPENDIX C

INTERVIEW QUESTIONNAIRE FOR PEOPLE WISHING TO MINISTER TO MINORS

What prompted you to be interested in the ministry you indicated on the application form?

(Review the items listed under the confidential information on the application form and note any significant omissions or questions that arise.)

Ask the applicant about their relationship with the references they listed on the application form.

1. _____

2. _____

3. _____

Signature of interviewer: _____ Date: _____

APPENDIX D

SUSPECTED CHILD ABUSE REPORT FORM/SUSPECTED HARASSMENT REPORT FORM

Name of child: _____

Child's address: _____

Child's phone number: _____

Nature of suspected abuse: (physical, sexual, emotional, neglect)

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

Action taken, date and time:

This form may be submitted to the police or child protection agency in the case of a formal report. All information received will be kept strictly confidential.

Name of person filing this report: _____

Signature of person filing this report: _____

Date: _____

Signature of Abuse Response Coordinator: _____

Date: _____

APPENDIX E

SUSPECTED CHILD ABUSE FOLLOW-UP REPORT FORM

Name of child: _____

Child's address: _____

Child's phone number: _____

Name of person filing initial report: _____

Conclusions:

Action taken: (include the date and time)

This form may be submitted to the police or child protection agency in the case of a formal report. All information received will be kept strictly confidential.

Signature of Abuse Response Coordinator: _____

Date: _____