



CHURCH OF THE ROCK®

Protection Procedures

A PROTECTION PLAN FOR VULNERABLE INDIVIDUALS

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Purpose of Protection Policy

Church of the Rock (“COTR”) knows that Vulnerable Individuals (Children, Youth and Persons with Disabilities) are important to God and so are very important to COTR. COTR has a mandate to minister to individuals, families, adults, Youth, and Children. In that context, COTR stresses the sanctity of human life and the importance and worth of each individual as a Child of God.

The COTR Protection Policy establishes the need for a process that will:

- Provide a place in which Vulnerable Individuals are loved and safe from all forms of abuse and neglect;
- Provide paid and volunteer staff with clear and shared procedures for appropriate behaviour in regard to their ministries with Vulnerable Individuals; and
- Make prompt, competent, and pastoral responses to allegations of abuse.

This document is established with the intention to be in line with COTR Bylaws, Statement of Faith and Code of Conduct.

Contents

Purpose of Protection Policy	1
Contents	2
Definitions.....	4
Abuse Definitions.....	6
Section 1: Recruitment & Screening Process.....	8
1.1a Qualifications for Ministry Personnel	8
1.1b Screening Guidelines.....	8
1.2 Volunteer Questionnaire.....	9
1.3 Reference Checks	9
1.4 Interview.....	10
1.5 Child Abuse and Police Checks	10
1.6 Confidentiality Agreement	10
1.7 Approval.....	11
1.8 Team Member Volunteers (non-vulnerable individual positions)	11
1.9 Training	11
Section 2: Operation Procedures.....	12
2.1 Supervision of Ministry Personnel.....	12
2.2 Supervision of Vulnerable Individuals	12
2.3 Ministry Personnel Identification	12
2.4 Registration Forms and Personal Information Protection	12
2.5 Planning for Safety	13
2.6 Health & Safety Guidelines	13
A. First Aid	13
B. Allergies	14
C. Illness	14
D. Medications.....	14
E. Dealing with Cuts or Injuries Involving Blood	15
F. Emergencies.....	15



Protection Procedures

2.7 Bullying Among Peers	15
2.8 Computer and Internet	16
2.9 Photography and Video Taping	16
2.10 Outside Users	17
Section 3: Child Protection Procedures.....	17
3.1 Premises	17
3.2 Ministry Personnel/Child Ratios	18
3.3 Occasional Observers	18
3.4 Receiving and Releasing Children.....	18
3.5 Attendance	19
3.6 Washroom Guidelines	19
3.7 Proper Display of Affection.....	20
3.8 Classroom Management.....	21
3.9 Reasons for Kidz Rock Ministry Personnel Dismissal.....	22
Section 4: Youth Protection Procedures.....	23
4.1 Premises & Attendance	23
4.2 Ministry Personnel/Student Ratios.....	23
4.3 Occasional Observers	24
4.4 Lifestyle.....	24
4.5 Healthy Boundaries	24
4.6 Maintain Physical Boundaries	24
4.7 Log Electronic Conversations.....	25
4.8 Dating and Age Gap between Ministry Personnel and Youth	25
4.9 Off-Site Activities, Overnight Events, Transportation and Missions Trips.....	25
A. Off-Site Activities	25
B. Transportation	27
C. Youth Mission Trips	28
Section 5: Vulnerable Adult Protection Procedures.....	29
5.1 Safe Environment.....	29



Protection Procedures

5.2 Visitation Ministry.....	29
Section 6: Reporting and Responding to Allegations and Suspicions of Abuse	30
6.1 Reporting Procedures	30
6.2 Response to Allegations	31
6.3 Summary	33
APPENDIX	34

Definitions

Accused:	A person against whom a complaint of abuse or sexual exploitation is made pursuant to the terms of this Policy.
Adherent:	A person who is loyal to a leader, group or religion (a person who is loyal to Church of the Rock,) a supporter, a participating member.
Act:	The Child and Family Services Act , C.C.S.M. c. C80 (the "Act").
Board:	Directors who fulfill the legal requirements and financial overview and provide accountability to the church and community.
Child:	A person under the age of 18 years; see also Youth .
Complainant:	A person who makes a complaint of abuse or sexual exploitation under this Policy.
Designated Screening Personnel:	An individual designated and trained to screen Prospective Ministry Personnel.
Hall Monitors:	Ministry Personnel whose role is to walk hallways for surveillance and to randomly visit rooms where children are being supervised to protect against false allegations.
Member of COTR:	As per the by laws there are two Membership classifications, namely: (a) Voting Church Members and (b) Participating Church Members



Protection Procedures

Ministry Leaders:	An individual who has successfully completed the recruitment and screening process and who has been given the responsibility to give direction to programs or ministries for Vulnerable Individuals. This includes volunteers or contractors and all staff. <i>E.g. Staff & Ministry Leaders (Home Group, Kidz Rock, Youth)</i>
Ministry Personnel:	An individual who has successfully completed the recruitment and screening procedures of "Protection Policy" and is now deemed to be a person who can be put in a Position of Trust or Influence with Vulnerable Individuals. Ministry Personnel includes screened volunteers, contractors, and staff in positions of trust or influence. <i>E.g. Kidz Rock, Youth, Monitors, Ushers, Guest Services</i>
Ministry Personnel File:	A file kept on each Prospective Ministry Personnel which includes the volunteer questionnaire form or teen application form, volunteer reference form, record of police records check, record of reference checks and other documents related to the recruiting and supervision of Ministry Personnel.
Occasional Observer:	An individual that visits, observes, or assists Ministry Personnel with activities on rare occasions. They have not been screened and are not in a position of trust or influence. Occasional observers include parents and temporary volunteers. <i>E.g. Parents/caregivers, Kidz Rock summer or one per month volunteers, other event volunteers.</i>
Parent:	The natural or adoptive Parent(s) or legal guardian(s) of a Child.
Person with Disabilities:	A person whose ability to perform the typical activities of daily living, to provide for his or her own care or protection is impaired due to an intellectual, emotional, long-term physical or developmental disability, or dysfunction, or brain damage, or the infirmities of aging.
Position of Influence:	The role where someone has an impact on or shapes how people act or how things occur. A person in a position of influence can convince others to listen and do what they suggest. They can influence public opinion or decision-making.
Position of Trust:	The role wherein Parents and/or legal guardians have entrusted their Children or Youth to the care of Ministry Personnel.
Prospective Ministry Personnel:	Youth or adults associated with the church congregation either by membership or regular attendance as an Adherent and awaiting approval to become Ministry Personnel.
Team Member:	An individual who volunteers in a ministry that does not include Vulnerable Individuals, who are not in a position of trust but may be in a position of influence. Team Members include volunteers who have been attending COTR for at least 6 months.

	<i>E.g. Greeters, Coffee Services, Food Services, CRAVE, EAL, Rock Art, Rock Crew, Worship, Bike Ministry, EMRT.</i>
Teen Volunteer	A Teen Volunteer (aged 12-17) working with vulnerable individuals.
Youth:	A Child aged 11 to 17 years.
Vulnerable Individual:	Vulnerable individuals include Children, Youth and Persons with Disabilities.

Abuse Definitions

Abuse is categorized as being physical, sexual, or emotional and can involve neglect, harassment, improper touching or improper discipline.

Child Abuse

“Child abuse refers to an act committed by a Parent, caregiver or person in a Position of Trust even though he/she may not care for the Child on a daily basis, which is not accidental and which harms or threatens to harm a Child’s physical or mental health, or a Child’s welfare.” (Faith Trust Institute, 2006)

The definition of abuse in [section 1 of The Child and Family Services Act \(the Act\)](#) refers to “an act or omission by a person that results in physical injury to a child, emotional disability of a permanent nature or likely to result in such a disability, or sexual exploitation of a child with or without a child’s consent.”¹

Abusers can be family members, friends, staff or individuals in positions of trust or authority.

While there is no specific offence called “child abuse” in the *Criminal Code*, all acts of abuse against children are crimes in Canada. Physical and sexual abuse fall under general assault and sexual offence legislation.²

Physical Abuse

Physical abuse is “the use of physical force [intentionally] resulting in pain, discomfort or injury, including slapping, hitting, beating, burning, rough handling, tying up or binding.”³ It is different than what is considered reasonable discipline.⁴

¹ web2.gov.mb.ca/laws/statutes/ccsm/c080.php?lang=en#1 – accessed June 2026

² [Child Abuse Laws in Canada | Criminal Code Help](#) – accessed June 2026

³ [Abuse and Neglect Definitions | Manitoba Health | Province of Manitoba](#) – accessed June 2026

⁴ [Family – Corporal Punishment – Justice for Children and Youth](#) – accessed June 2026

Sexual Abuse

“Sexual abuse occurs when a child is used for the sexual gratification of an adult or an older child. The child may cooperate out of fear or because they want to please the adult. Sexual abuse does not need to include physical contact between the perpetrator and the child. It may include activities such as sexual intercourse, exposing a child’s genitals, obscene phone calls, text messages, or digital interaction, fondling for sexual purposes, watching a child undress for sexual pleasure, encouraging/forcing a child to look at or perform in pornographic pictures or videos, and child sex trafficking.”⁵

Whereas the above quote mentions only “child,” our definition of sexual abuse includes all Vulnerable Individuals.

Emotional Abuse

“Emotional abuse happens when a person uses words or actions to control, frighten or isolate someone or take away their self-respect. Emotional abuse is sometimes called psychological abuse. It can include:

- threats, put downs, name calling or insults
- constant yelling or criticism
- controlling or keeping someone from seeing friends or family
- making fun of preventing someone from practicing their faith or religion
- destroying belongings, hurting pets or threatening to do so
- bullying: intimidation or humiliation (including on the Internet)

Many forms of emotional abuse are not crimes but can be signs that the abuse might get worse. Some forms are crimes such as:

- threats to harm the person or someone else
- criminal harassment (stalking) which involves following or repeatedly contacting a person when they don’t want contact and they are afraid.”⁶

Neglect

“Neglect happens when a family member, who has a duty to care for you, fails to provide you with your basic needs.

“This can involve:

- not providing proper food or warm clothing
- failing to provide adequate health care, medication and personal hygiene (if needed)
- failing to prevent physical harm
- failing to ensure proper supervision (if needed)

“Spouses and common-law partners have a duty to care for each other. Adults have a duty to care for their dependent children as well as their dependent parents.

⁵ [What is child abuse? – Ontario Association of Children’s Aid Societies](#) – accessed June 2026

⁶ [Emotional Abuse definition - Government of Canada](#) – Accessed June 2026



Protection Procedures

“Some forms of neglect are crimes in Canada, including failure to provide the necessities of life and child abandonment. If a child is neglected, child protection authorities could intervene and remove the child from his or her parents.”⁷

Harassment

Harassment is any “behaviour that degrades, demeans, humiliates, or embarrasses a person”, and that a reasonable person should have known would be unwelcome.⁸

For more details, see the Church of the Rock Bullying, Harassment and Discrimination Prevention Policy.

Section 1: Recruitment & Screening Process

1.1a Qualifications for Ministry Personnel

Individuals desiring to work with Vulnerable Individuals must either be voting members of COTR or have regularly attended COTR (worship services and/or participated in a Ministry Team) for at least six months and have taken the Foundations course. COTR employees to complete the Foundations course within three (3) months of the employment start date.

1.1b Screening Guidelines

Prospective volunteers are to submit to the recruitment and screening process managed by the Volunteer Coordinator or Ministry Leader. All individuals will submit to and complete the requirements within three months of beginning service, based on the following role specifics:

- a. Occasional Observer
 - i. Parents/caregivers – no screening requirements
 - ii. Kidz Rock summer or once per month volunteers, other event volunteers - informally screened by Ministry Leader
- b. Teen Volunteer (aged 12–17)
 - i. Complete a Teen Volunteer Application
 - ii. Interview with Volunteer Coordinator or Ministry Leader
 - iii. Reference checks at the discretion of Volunteer Coordinator or Ministry Leader
 - iv. Does not need to complete the Foundations Course to volunteer
- c. Ministry Personnel
 - i. Complete a Volunteer Questionnaire or Volunteer Application Interview with Volunteer Coordinator or Ministry Leader

⁷ [Neglect definition - Government of Canada](#) – Accessed March 2026

⁸ [Manitoba Harassment guide \(manitobahumanrights.ca\)](#) accessed June, 2026.



Protection Procedures

- ii. Submit reference checks from at least two unrelated adults
 - iii. Complete a Child Abuse Registry Check
 - iv. Complete an Enhanced Police Information Check (“EPIC”)
 - v. Receive final approval from the Ministry Leaders and/or Pastor
 - vi. Complete Protection training
 - vii. Sign Confidentiality Agreement
 - viii. Permanent personnel file kept with church records.
- d. Ministry Leader
- i. All requirements for Ministry Personnel
 - ii. Sign the COTR Vision and Mission, COTR Statement of Faith, COTR Lifestyle Agreement and Code of Conduct, and the COTR Statement on the Sanctity of Life. ([appendix 1](#) & [appendix 2](#))

Individuals who have been accused or convicted or are under the suspicion of crimes against Children and/or Youth, or who have been convicted of violent crimes or other relevant crimes will not have any involvement in ministries or programs where Vulnerable Individuals participate.

Ministry Personnel must support, respect and be responsive to the leadership of the Senior Pastors of COTR.

1.2 Volunteer Questionnaire

- a. Prospective Ministry Personnel are to complete a Volunteer Questionnaire ([Appendix 3](#)) and the Volunteer Request for Reference & Release Form ([Appendix 4](#)). Youth wanting to volunteer are to complete the Volunteer Request for Reference & Release Form ([Appendix 5](#)).
- b. In accordance with the Personal Information Protection and Electronic Documents Act (PIPEDA) regulations, the Volunteer Questionnaire Form must include the reason for which the information is being collected.
- c. Volunteer Questionnaire forms are to be kept on file permanently and in a secure location.

1.3 Reference Checks

- a. It is recommended that the Volunteer Coordinator and/or Ministry Leaders will conduct at least two qualitative reference checks on all Prospective Ministry Personnel using the Ministry Personnel Reference Request Form ([Appendix 6](#)).
- b. Prospective Ministry Personnel must sign a Release of Information form before reference checks are conducted. (This is included in [Appendix 4](#)).
- c. Two References are required, and all references provided must fit with the acceptable categories for adults and for Youth who want to work with Children. These references may



Protection Procedures

include:

- Former pastor/current pastor/ministry staff/Ministry Leaders;
- Parents (for minors) – qualifies as one reference;
- Teacher (for minors);
- Other volunteer member (who has sufficient strength of relationship to comment on the individual's personal habits and character); and/or
- Employer

1.4 Interview

- a. Interviews will be conducted by the Volunteer Coordinator and/or the leader(s) of the specific ministry area.

1.5 Child Abuse and Police Checks

- a. Child Abuse Registry Checks and Enhanced Police Information Check ("EPIC") checks must be conducted on all Ministry Personnel serving Vulnerable Individuals.
- b. All Police record checks must be renewed every fourth (4th) year, to be completed by the fifth (5th) year.
- c. Police record checks are to be conducted on all Ministry Personnel 18 years of age and older and are to be kept on file permanently.
- d. If a Child Abuse Registry Check or EPIC check is returned "NOT CLEAR" the prospective candidate will be interviewed by a Senior Pastor to determine the cause for the "Not Clear" result, if possible. Further action that is required:
 - Either submit to a Criminal Record Check with fingerprinting verification and to submit to disclosure and verification of the crimes committed that he/she has been convicted of; or
 - Withdraw their application for service in a position of leadership or a Position of Trust with Vulnerable Individuals.

Note: Without verification of convictions and without a clear Child Abuse Registry scan, individuals cannot be placed in a Position of Trust with Vulnerable Individuals.

1.6 Confidentiality Agreement

Ministry Personnel will have access to confidential personal information as part of their ministry role. Because of this, prospective Ministry Personnel must sign a Confidentiality Agreement (see [Appendix 19.](#)) This is required once at the beginning of ministry and is not an annual requirement.



1.7 Approval

- a. All Ministry Leadership Personnel, who are in positions of influence, are to be approved by the Manager or Pastor assigned to that ministry upon completion of the recruitment and screening process. Approval should not be granted unless the screening process is complete and carefully reviewed.
- b. A Leader Nomination Form must be signed and dated (see [Appendix 7](#)).
- c. The recruitment and screening process must be completed within a 3-month period.
- d. Applicants who have not fully completed the recruitment and screening process will not be placed in a Position of Trust.
- e. Access to Vulnerable Individuals will be restricted until final approval is received.

1.8 Team Member Volunteers (non-vulnerable individual positions)

- a. All other volunteers must either be members of COTR or have regularly attended COTR (worship services and/or participated in a Ministry Team) for at least six months. Team member volunteers may be asked to comply with the following:
 - Ministry Personnel must support, respect and be responsive to the leadership of the Pastors of COTR.
 - They are to be encouraged to take the Foundations classes within their first six months of service or upon turning 18 years of age.
 - Team Member Volunteers must have completed either the information form for the ministry they want to volunteer with, an application form stating references, or a Volunteer Questionnaire (see [Appendix 3](#)). They may also be required to sign a Confidentiality Form and provide references (see [Appendix 4](#)).
 - Youth wanting to volunteer are to complete the Volunteer Request for Reference & Release Form ([Appendix 5](#)). A verifiable parental signature is required for the protection of all parties.
 - In accordance with the Personal Information Protection and Electronic Documents Act (PIPEDA) regulations, the Volunteer Questionnaire Form must include the reason for which the information is being collected.
 - Volunteer Questionnaire forms are to be kept on file permanently and in a secure location.

1.9 Training

- a. Abuse prevention education and training is both provided and required for all Ministry Personnel serving with Vulnerable Individuals. Initial training must be completed within (3) three months of ministry placement.
- b. Training by designated trainers is to include a review of the Protection Policy and



Protection Procedures

Procedures. All Ministry Personnel are also required to take the Protection training, covering safe environment, protection procedures, duty to report and response procedures and are to be in agreement with the policy. All Ministry Personnel are to have access to a copy of the Protection Policy and Procedures for reference. Ministry Personnel will be educated about their legal obligation to report suspected abuse and to identify the symptoms of abuse.

- c. All Ministry Personnel, Pastors, Ministry Leaders and Designated Screening Personnel are required to attend a refresher training session at least once a year.

Section 2: Operation Procedures

2.1 Supervision of Ministry Personnel

- a. Supervision of all ministry personnel will be intentional and will take place through visits to classrooms and programs by ministry leads and/or a pastor.

2.2 Supervision of Vulnerable Individuals

- a. To provide adequate supervision of Vulnerable Individuals clearly defined ratios must be adhered to as per sections [3.2 Ministry Personnel/Child Ratios](#) and [4.1 Ministry Personnel/Student Ratios below](#).
- b. Ministry personnel between the ages of 12 and 17 may assist only under adult ministry personnel supervision.
- c. Ministry personnel must be 18 years of age or older to supervise children and/or youth alone in a room. This scenario should be avoided where possible.
- d. In all situations, doors must remain open (or have a clear line of sight) with ministry personnel circulating frequently from room to room.

2.3 Ministry Personnel Identification

All ministry personnel are to wear a lanyard with a nametag (Youth) or a KidzRock nametag and t-shirt (KidzRock), when serving, that clearly identifies them to parents, children, youth and others.

2.4 Registration Forms and Personal Information Protection

- a. Registration and/or sign-up forms are required for all classes and events (on and off site). A statement will be included on all registration forms which stipulate the purpose and extent for collecting personal information of Vulnerable Individuals and our commitment to protect the personal information of the Vulnerable Individual.
 - i. Kidz Rock/Threshold Jr/High School Ministry Registration Forms ([Appendices 8a](#), [8b](#) &



Protection Procedures

- [8c](#)) will be available for all activities where children and youth are participating. A release and permission statement will be included on all participation forms releasing COTR from unforeseen and accidental injuries along with contact information in case of an accident.
- ii. Forms are to be copied and the copies taken on all off-site events in case emergency medical assistance is required and the parent cannot be contacted. The original forms are to be filed and kept permanently in a secure location at COTR.
 - iii. For repetitive classes and/or events (e.g. Friday evening Youth) then one 'annual registration form' will suffice to cover that academic year (Use the Youth Template Annual registration form - [Appendix 8a](#))
- b. The registration form will not replace specific consent and authorization forms for activities that involve an elevated level of risk including off-site activities ([Appendix 8c](#)).
 - c. It is the responsibility of Ministry Personnel and their teams to ensure that forms are completed and submitted for all participants. Reasonable effort is to be made to keep registration information updated and current.
 - d. Registration forms must be kept permanently under lock and key.
 - e. Should a youth turn up for an off-site event without prior consent or a completed consent form then they must not be allowed to attend. As a last resort it is possible for a youth leader to call the parent/guardian (on speakerphone with another leader as a witness) and ask them to complete the form digitally or give verbal permission and agree to complete the form upon collecting their son/daughter. A note should then be added to the attendance sheet as a record of the process and the names of the leaders involved. This last resort should be avoided if at all possible.

2.5 Planning for Safety

- a. All Ministry Personnel must ensure a safe environment in their planning and evaluating of all activities. Safety precautions are to be communicated to vulnerable individuals.

2.6 Health & Safety Guidelines

A. First Aid

- i. Kidz Rock and Youth Ministry (both Leaders and personnel) are encouraged to be trained and certified in First Aid. Ministry leaders are to be aware of volunteers who have First Aid Training. As well, it is recommended that an Emergency Medical Response Team ("EMRT") be available during worship services at all campuses.
- ii. Winnipeg South:
 - a. EMRT can be contacted via a call sign through the sound board. In case of a medical emergency, ministry workers are to call 911, then page EMRT followed by



Protection Procedures

- the classroom number. (This procedure is posted in each KidzRock manual and on each classroom computer).
- b. A first aid kit will be kept in each classroom with ministry personnel being educated on the kit's contents. Each kit will contain a list indicating what contents should be included and should be updated on a regular basis.
 - iii. Multi-Site Campuses: An emergency first aid kit will be on site at all events. A list of required supplies should be included in the First Aid Kit. Each site should assign a person to maintain the kit and keep it up to date. A current list of EMRT members needs to be posted and/or readily available at the Information Desk and Kidz Rock in case of emergencies. This list should include medical professionals and/or personnel who have completed CPR/First Aid/AED training. Each site will develop procedures specific to their situation for contacting an EMRT member.
 - iv. A Vulnerable Individual Incident/Accident form (see [Appendix 9](#)) needs to be completed for each incident and kept on file indefinitely.

B. Allergies

- All COTR registration and consent forms must enable parents/guardians to inform if their son/daughter has any known severe allergies. In KidzRock the allergy information will be on the child's name tag and on the attendance sheet for easy access.
- Additionally, Parents/Guardians are asked to inform the classroom ministry personnel about their child's (children's) allergies.
- Youth workers and ministry personnel who have an individual in their care with allergies will be informed at their regular meetings.
- There will be a First Aid Kit in each classroom.

C. Illness

- a. An individual who is ill and could therefore expose others to illness is not to be received into a 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; and
 - Individuals with a known communicable disease.

D. Medications

- a. Ministry personnel are not to give or apply any medications. Parents are to be contacted and should administer all medications.
 - i. The exception to this may occur at a retreat, overnight event or off-site event. One



Protection Procedures

leader is designated to talk to parents at check-in regarding the dispensing of any medication, take the medications and dispense them according to the schedule given by the parent. The leader keeps all medications (with the exception of puffers and/or epi-pens) in a safe location.

- ii. When an individual brings medication, the medication is to be kept in the possession of the ministry lead or their designate in a container of cupboard set aside for this purpose.
- iii. Medication is not to be left unattended in a classroom.
- iv. In the extreme case where Epi-pens and puffers may be needed for allergies or asthma, written instructions are to be provided by the Parent/Guardian to the ministry lead. These should be written, signed, dated and filed permanently.

E. Dealing with Cuts or Injuries Involving Blood

- a. Blood pathogen procedures will be posted in the departments. (See [Appendix 10](#)).
- b. When an individual is injured, they are to be separated from others. The area where the injury occurred or where any blood may have dropped on the floor, equipment or toys is also to be isolated.
- c. Ministry personnel need to ensure that no other individuals have had contact with any of the blood from the cut or injury.
- d. Non-latex safety gloves are to be used when dealing with the injury, avoiding contact with mouth, ears and eyes.
- e. Extreme care will be taken in cleaning up all blood and bloody bandages and the safe and secure removal of waste and disposal of gloves to a secure waste removal container.
- f. Hands are to be washed carefully with sterilizing soap available in the first aid kit.

F. Emergencies

- a. Emergency evacuation procedures will be reviewed regularly by Fire Chief (or assigned designate.) These procedures are to be posted in a visible place in each classroom stating the planned route of escape to the nearest exit.
- b. A first aid kit will be kept in each classroom with ministry personnel being educated on the kit's contents. Each kit will contain a list indicating what contents should be included and should be updated annually.
- c. A parent will be contacted when an injury, accident or medical emergency occurs. A Vulnerable Individual Incident-Accident Report form is to be completed for any and all accidents and filed and turned in to a Senior Leader to be filed at COTR indefinitely (see [Appendix 9](#)).

2.7 Bullying Among Peers

- a. All ministry personnel will take action to prevent bullying, teach against it, and assist and



Protection Procedures

support Vulnerable Individuals who are being bullied. Bullying in any form will not be tolerated. See the COTR [Bullying Policy](#) for further information.

- b. In the case of a child hurting another child or volunteer, the child will be gently restrained until his/her parents are called. The child is to be removed from class and not returned during that event/service. The parents of the child that was hurt must also be informed of what happened and what was done to comfort their child and resolve the issue. A Vulnerable Individual Incident/Accident Report form is to be completed for any and all accidents and filed and turned in to the Ministry Leader to be filed at COTR indefinitely (see [Appendix 9](#)).

2.8 Computer and Internet

- a. No unauthorized minors are to have access to church computers and devices. The minors who volunteer for tech duties will be trained in their positions and do not have access outside of those duties.
- b. COTR computer systems may be periodically reviewed to check browser history as well as the documents downloaded for questionable material.
- c. Communication via social media networks should be done in view of other people; i.e. group pages, wall-to-wall, etc. and in line with the COTR Social Media Policy ([Appendix 21](#)).
- d. Communication with a Vulnerable Individual via email, Instagram, Snapchat, Facebook, VOIP or other online social networks is to be monitored closely and only used with parental permission. It is highly recommended that all communication be done in the open and cc a ministry leader, a Parent or co-worker on all communication.
- e. Always use a mode of communication that can be accessed by at least two ministry personnel.
- f. See [4.7](#) for further action points.

2.9 Photography and Video Taping

Photography and videotaping will be closely monitored by COTR Leadership. All ministry departments must abide by the following guidelines:

- i. Photography and videotaping will be done by designated ministry personnel who have been screened and trained in Vulnerable Individual Protection Procedures;
- ii. Signage is required for general public church activities, including services where videotaping will be done in the sanctuary, notifying those in attendance that the service will be captured on film and/or livestreamed. Individuals can either stay out of the line of the camera or, if necessary, opt out of the activity/service;
- iii. Except for special occasions, children under 11 years of age are not to be photographed or video taped;
- iv. For all youth ministry activities and programs, parental permission must be secured prior to



Protection Procedures

taking photographs or videos of children and youth. Parental permission will be secured via the annual registration form;

- v. No photographs of children or youth will be taken without parental consent;
- vi. No photographs of children or youth will be posted on social media without parental consent;
- vii. No photographs will be tagged or labeled with the name of a Vulnerable Individual at any time, including but not limited to bulletin boards, newsletters, websites, social media and/or church bulletins; and
- viii. When archiving and filing photographs and videos of Vulnerable Individuals, only those with written parental permission can be kept for future use. Consent forms must be kept permanently on file in the COTR office.

2.10 Outside Users

- a. In the case that outside users, members, adherents or renters are granted permission to use the facility for activities involving Vulnerable Individuals, that are not direct ministries and activities of COTR, it is required that they provide a certificate of insurance, with no less than \$2,000,000 Commercial General Liability coverage and COTR be named as additional insured.

Section 3: Child Protection Procedures

The following procedures are in place for children's ministry programs designated for children birth to Grade Six.

3.1 Premises

- a. Alterations or modifications should be made to facilities in order to assist in preventing and/or discouraging abuse incidents including:
 - i. Doors to classrooms should have windows or an open door policy should be adopted;
 - ii. Windows in doors in Children's program areas are never to be covered in any way so as to keep clear sight lines into rooms;
 - iii. Designated monitors should be circulating from room to room for surveillance and to protect against false accusations;
 - iv. Lighting inside and outside of the building should be adequate where children's activities take place;
 - v. Washrooms should be designed for appropriate supervision or for parental assistance; and
 - vi. Rooms and storage closets should be locked when not in use during children's program



Protection Procedures

times. When doors are unlocked, additional Hall Monitors will be on duty to monitor these areas.

b. Children's Classrooms:

- i. Nursery doors are to be secured from the inside;
- ii. All electrical outlets are to be kept covered when not in use; and
- iii. Doors of rooms and closets must be locked when not in use during children's programs.

3.2 Ministry Personnel/Child Ratios

- a. Room settings should comply with established ratios for ministry personnel and children at all times.
- b. A minimum of two (2) unrelated ministry personnel must be present for supervision, except in the event of an emergency OR when numbers are lower than the requirement for two (2) ministry personnel then it is acceptable for one (1) ministry personnel to be present with the door open AND a ministry personnel Hall Monitor circulating from room to room.
- c. Established ratios are:
 - i. Two ministry personnel for every six (6) infants (birth to 24 months old) - (Ratio of 1:3);
 - ii. Two ministry personnel for every ten (10) toddlers and pre-schoolers (Age 2 to 5 years of age) - (Ratio of 1:5);
 - iii. Two ministry personnel for up to 20 elementary age children (6 years old to Grade 6) – (Ratio of 1:10); and
 - iv. Ratios for off-site trips should be two ministry personnel for every ten (10) children, or double the leaders recommended in the classroom ratios stated above (Ratio of 1:5).

3.3 Occasional Observers

- a. Occasional Observers who join a group of children will have their attendance recorded and kept on file with the group attendance for that day. Visitors will be clearly identified and if they have not been screened and approved, they will not be placed in a position of trust with children.

3.4 Receiving and Releasing Children

- a. For children birth to under age 6:
 - i. The receiving and releasing of children will be closely monitored. A mandatory Check-in/Check-out system is to be used (sign-in and sign-out form when check-in system is not available) for all programs;



Protection Procedures

- ii. Children are not to be received until two ministry personnel are present; if only one ministry personnel is present, the door must be left open and/or have easily accessible lines of sight.;
 - iii. Children will only be released into the care of the Child's parent or designate utilizing a identification tag/card; and
 - iv. Parents and visitors are not to enter the nursery or preschool area when picking up their child unless requested to do so.
- b. For children Kindergarten to Grade 4 (Grade 3 at Winnipeg South):
- i. Children are to be received in the designated room by ministry personnel. Children are not to be dropped off or left in a room without ministry personnel present to receive them. Children are to remain in the room until the parent or designate arrives to pick them up, presents a card with a security number and the child demonstrates recognition of the parent or designate.
- c. For children Grade 5 & 6 (Grades 4-6 at Winnipeg South):
- i. Children are to be received in the designated room by ministry personnel. Children are not to be dropped off or left in a room without ministry personnel present to receive them; and
 - ii. Children may be released on their own unless otherwise indicated by the parent.

3.5 Attendance

- a. Attendance of children is to be taken each time a group or program is in session. These attendance records are to be kept on file permanently.
- b. Attendance records must include the date, classroom, age/grade of students, child's first and last name, full names of all ministry personnel in attendance and any occasional observer attending on that date.

3.6 Washroom Guidelines

- a. Parents/Guardians are to be encouraged to deal with their child's toileting needs prior to the start of each class or service. This recommendation is to be communicated to parents/guardians at the start of each new school year, and throughout the year to newcomers.
- ★ *For nursery:*
- Diaper changing is to be done only by the parent/guardian. Parents/Guardians will be paged so that they may attend to their child.
- ★ *For Preschool – Age 5:*
- i. The parent(s) will be paged to come accompany their child to the washroom. Preschool children are not to go to the washroom alone.
 - ii. If the parent does not come, two (2) ministry personnel will escort a group of children to the washroom.



Protection Procedures

- iii. Ministry personnel are never to be alone with a child in an unsupervised washroom and they are never to go into a cubicle with a child and shut the door.
- iv. When a preschool child needs assistance in a washroom and a parent is not available, ministry personnel may only enter the washroom cubicle to assist following these guidelines:
 - The outside washroom door must be propped open and the adult ministry personnel must stand in an open cubicle;
 - The second ministry personnel (or hall monitor) must be at the outside washroom door with line of sight on the ministry personnel offering assistance; and
 - Ministry personnel will take into consideration the privacy of the child.

★ *For Elementary Children Grades K – 4 (K- 3 at Winnipeg South):*

- i. The parent(s) will be paged if elementary children need to use the washroom;
- ii. In the event that a parent does not come, two (2) ministry personnel will escort a group of children to the washroom, prop the door open and remain outside the washroom door and wait for the children before escorting them back to the room;
- iii. Ministry personnel are not to be alone with children in an unsupervised washroom and are never to enter a cubicle with a child and shut the door.

★ *For Grades 5 – 6 (4-6 at Winnipeg South):*

- i. Children may be released on their own to go to the washroom unless their parent indicates otherwise on the Family Registration Form.
- ii. If a child is not allowed to go on his/her own, the parent will be paged to escort their child to the washroom.

3.7 Proper Display of Affection

a. Appropriate Touch:

- i. Appropriate touch of children will be age and developmentally appropriate. This may include:
 - 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 hand when speaking, listening or walking with them to an activity;
 - Gently hold the child's shoulder or hand to keep his or her attention while you redirect the child's behaviour;
 - Put your arm around the shoulder of a child when comforting or quieting as needed; and
 - Pat a child on the head, hand, shoulder or back to affirm them.

b. Inappropriate Touch:



Protection Procedures

- i. All touch must be done in view of others. The innocence of children must be protected and thus the following actions are inappropriate and will not be permitted:
 - Do not kiss a child or coax a child to kiss you;
 - Do not engage in extended hugging and tickling;
 - Do not hold a child's face when talking to or disciplining the child;
 - Do not touch a child in any area that would be covered by a bathing suit;
 - Do not carry school-age children and do not allow them to sit on your lap;
 - Avoid prolonged physical contact with a child;
 - Seductiveness or suggestive contact;
 - Physical contact of any kind that is done for the pleasure or satisfaction of care providers;
 - Any touching used to express power or control over a child; and
 - Ministry personnel are not to be left alone with a child.

3.8 Classroom Management

Learning guidelines are to be handled by the ministry personnel in a loving manner

- a. Preventative Practices:
 - Create a loving, caring atmosphere;
 - Arrange your environment to serve as a positive learning experience for all children;
 - To gain respect you must grant respect;
 - Establish and communicate realistic expectations for the children;
 - Come in prepared and ready to teach the material given to you;
 - 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
 - Be mindful and sensitive to children with disabilities.
- b. Remedial Management:
 - Handle issues that may arise individually;
 - Explain why the behaviour is improper;
 - Redirect the child to a more positive action;
 - Explain the results of improper behaviour by defining the acceptable way to behave as well as the result if a change isn't made (parents will be paged); and
 - Offer alternatives that are acceptable to both you and the child.
- c. Appropriate Management:
 - Praise the specific behaviours you want to see in the group (i.e. "good listening," "thank you for waiting;")
 - Use a firm gentle voice to address and redirect the behaviour (i.e. "you are running;



Protection Procedures

walk please;”)

- Have a confidential parental discussion when necessary; and
- Only, if necessary, withdraw a child from an activity until they have self-regulated and are able to rejoin the activity.

d. Inappropriate Management:

- Corporal punishment of any kind;
- Any words or tone that would humiliate a child, undermine a child’s self-respect or cause a child to think he/she is the “problem” rather than the specific behaviour being addressed (i.e. “strong boys don’t cry,” “shame on you,” or “you’re a bad girl;”)
- Deprivation of a child’s basic needs;
- Ridiculing a child in front of others; or
- Lock or confine a child in a room separate from other children or adults.

e. Classroom Guideline Suggestions:

- One voice talking at a time;
- Use inside voices;
- “Please listen so you don’t miss what’s being taught”;
- Use good manners. Good manners are contagious.
- Respect one another.
- Show kindness and be friendly.
- Visit the washroom before class begins.

f. Children with disabilities

- Parents/guardians are to indicate on the Family Registration Form what the child’s needs are. Should a safety issue arise, parents/guardians would be asked to assist in class.
- If needed, discuss with parents/guardians privately about a child’s disability. Do not discuss in front of other parents or children.
- For children with needs that are beyond the volunteer’s abilities, parents/guardians will be asked to stay in class.

3.9 Reasons for Kidz Rock Ministry Personnel Dismissal

- The following standards define the circumstances in which Kidz Rock staff may remove ministry personnel from service:
 - regularly misses volunteering commitments without notice
 - misses 25% or more volunteering commitments with or without notice
 - disregards procedures or policies 2 or more times



Protection Procedures

- endangers a child at any time
- The Kidz Rock Director has sole discretion to remove ministry personnel for any other reason not listed above.

Section 4: Youth Protection Procedures

The following policies and procedures are in place for Youth ministry programs designated for youth in Grades 6-12.

4.1 Premises & Attendance

- a) Alterations or modifications should be made to facilities in order to assist in preventing and/or discouraging abuse incidents including:
- b) Designated leaders should be circulating from room to room for surveillance and to protect against false accusations;
- c) Rooms and storage closets should be locked when not in use during youth program times.
- d) Attendance of youth is to be recorded each time a group or program is in session. These attendance records are to be kept on file permanently.
- e) Attendance records must include the date, age/grade of students, attendees first and last name, full names of all ministry personnel in attendance and any occasional observer attending on that date.

4.2 Ministry Personnel/Student Ratios

- a. Programs for Youth should comply with established staffing ratios as follows:
 - i. Threshold (gr. 6–8): two Ministry Personnel for every sixteen (16) Youth – (Ratio of 1:8);
 - ii. High School (gr. 9–12): two Ministry Personnel for every twenty (20) Youth - (Ratio of 1:10);
 - iii. For high-risk activities, ratios should be adjusted to two Ministry Personnel for every ten (10) Youth – (Ratio of 1:5);
 - iv. There must be at least two (2) unrelated Ministry Personnel at all events. Events with mixed genders must be supervised by both male and female Ministry Personnel.
 - v. It is recommended there be at least a three (3) year age difference between Ministry Personnel and the Youth they supervise.



4.3 Occasional Observers

- a. Occasional Observers who join a group of youth will have their attendance recorded and kept on file with the group attendance for that day. Visitors will be clearly identified and if they have not been screened and approved, they will not be placed in a position of trust with children.

4.4 Lifestyle

- a. For the protection of our Youth, Ministry Personnel are to be committed to growing in every area of their lives through engaging in various practices and experiences that keep them connected to God and becoming more like Christ.
- b. Ministry Personnel are to always be role models of integrity. They are to refrain from activities that are illegal or could be considered morally and/or biblically questionable.

4.5 Healthy Boundaries

- a. Ministry Staff and volunteers should never be alone with a vulnerable individual. Private conversations should take place in a public place – not behind closed doors in a room or vehicle.
- b. One-on-one meetings with youth should not be set up without the knowledge and consent of their parent/guardian and should always be held in a public place. Consent can be gained from a parent/guardian via a text, email or signed form outlining when, why, where and with whom. A record of the consent must be permanently stored. See 4.7 below.
- c. Transportation: Students should not be transported alone by Ministry Personnel.

4.6 Maintain Physical Boundaries

- a. Healthy and safe physical boundaries should be maintained with Vulnerable Individuals at all times. This means setting personal boundaries, but it may also mean setting and enforcing boundaries with Vulnerable Individuals who push physical limits. Err on the side of caution.
- b. Appropriate touch: This may include one-arm hugs, shoulder to shoulder hugs, and touch on the back or shoulder;
- c. Inappropriate touch: This includes, but is not limited to, chest-to-chest hugging, extended hugging, over-exuberant affection, lap-sitting, kissing and tickling.
- d. Do not touch a vulnerable person in any area that would be covered by a bathing suit;
- e. Avoid prolonged physical contact with a vulnerable person;
- f. Ministry personnel are not to be left alone with a vulnerable person, and
- g. Any form of public affection or sexual contact of any kind would be inappropriate.



4.7 Log Electronic Conversations

- a. When ministry personnel are engaged in a serious conversation with a vulnerable individual, that conversation must be logged:
 - i. Take screenshots;
 - ii. Paste text and save into a word document; or
 - iii. Save text messages and emails.
- b. This documentation must be kept indefinitely in order to support the position of the Ministry personnel if ever falsely accused (words and intentions can be misconstrued intentionally or unintentionally, creating the need for documentation).
- c. The record should be passed to the Director of Operations and/or a Senior Pastor for accountability and to be kept secure onsite.

4.8 Dating and Age Gap between Ministry Personnel and Youth

- a. There must be a 3-year age gap between Ministry personnel and the Youth.
- b. Ministry Personnel working with Youth may not pursue a dating relationship with a student.

4.9 Off-Site Activities, Overnight Events, Transportation and Missions Trips

A. Off-Site Activities

- a. Retreats and Overnight Events:
 - i. The Youth Pastor or Youth Director must get prior approval by their pastoral overseer for all retreats and overnight events.
 - ii. Proper written consent and medical release forms are required for each Youth participating in overnight events (see Youth Retreat Registration – Template [Appendix 14](#)).
 - iii. Copies of the forms must be kept in the Ministry Leader's possession during retreats and events. The original forms are to be filed and kept permanently in a secure location at COTR.
 - iv. Should a youth turn up for an off-site event without prior consent or a completed consent form then they must not be allowed to attend. However;
 - a. As a last resort a youth leader can call the parent/guardian (on speakerphone with another leader as a witness) and ask them to complete the form digitally and give verbal permission. A note should then be added to the attendance sheet as a record of the process and the names of the leaders involved.
- b. Retreats and Overnight Event Supervision:
 - i. All retreat and overnight activities with mixed genders must be supervised by at least two (2) unrelated, adult Ministry Personnel of the opposite gender. There must be a



Protection Procedures

- minimum ratio of two (2) Ministry personnel for every ten Children or Youth (ratio of 1:5).
- ii. Ministry Personnel are to be assigned a specific group of Children or Youth for whom they are responsible to supervise.
 - iii. Female Ministry Personnel will be assigned responsibility for female Children/Youth and male Ministry Personnel will be assigned responsibility for male Children/Youth.
 - iv. Under 18s attending retreats and/or overnight events will not be allowed to leave the event. Any exceptions must be added to the permission form signed by the Parent/Guardian.
 - v. Female and Male Youth are not allowed in each other's rooms or tents for any reason during retreats and/or overnight events and they are not permitted to sleep in mixed company in any space.
- c. Overnight Housing Including Conferences, Camps, Retreat Centres and Churches
- i. When travel plans require overnight housing, it is strongly recommended that housing be arranged in a conference centre, camp, retreat centre, church or, as a last resort, in the homes of screened and approved billets where children and/or youth can stay together, and where more than one screened worker can be assigned to each common sleeping area.
 - ii. A notice with an attached Informed Letter of Consent ([Appendix 14](#)) 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 centre/camp/hotel/motel. Make sure to note:
 - That precautions are being taken to minimize the risk and to raise the level of safety provided for their son/daughter;
 - That specific sleeping arrangements have been planned; and
 - That the Parent or Guardian must return the signed Informed Letter of Consent which includes the required liability shields.
 - iii. Under 18s must always be housed in small groups of the same gender.
 - iv. All personnel travelling with children and youth must complete the screening and training process outlined in 4.8 B prior to departure.
- d. Bedroom ratios
- i. Assign two (2) unrelated adult screened workers to a bedroom with two (2) or more children/youth (still at a ratio of 1:5).
 - ii. Where the ratios become untenable then ensure a minimum of two unrelated adult screened workers are assigned to a bedroom. Rather than risk compromising on this requirement it is acceptable for a bedroom to have three (3) or more under 18s, without a leader, ONLY with an adjoining bedroom with screened leaders in AND both bedroom doors remain open at all times, for accountability reasons.
 - Example; if there are nine (9) male youth and two (2) screened unrelated male leaders and each bedroom holds a maximum of eight (8) people then you would accommodate the two (2) leaders in a room with up to six (6) youth and the



Protection Procedures

other youth in a bedroom, without a leader, ensuring that the doors to both bedrooms remain open at all times.

e. Overnight Hotel/Motel Procedures

When it is necessary that the group stay in hotels or motels, plans need to be made so that under 18s have distinctly separate sleeping arrangements from over 18s. It is strongly encouraged that:

- i. Rooms be all together in one wing of the facility;
- ii. Parents/Guardians be encouraged to accompany the team, assigning family members to rooms or;
- iii. Follow the bedroom ratios guide in outline in [4.8d](#) above.
- iv. Any over 18s travelling with the team who do not qualify as screened personnel must have separate sleeping arrangements from under 18s.
- v. Screened personnel are never to be alone in a room with a Vulnerable Person.
- vi. A Vulnerable Person should not be left alone in a room.
- vii. At no time should personnel sleep in/or on the same bed with a Vulnerable Person.
- viii. Curfews of 11:00 PM (or a reasonably established time) should be enforced.

B. Transportation

- i. When planning off-site activities, parents/guardians must drop off and pick up their Children and Youth at the church campus. For off-campus events, commercial school carriers are to be used. Departure and return timings must be clearly communicated to parents/guardians.
- ii. Safety is the first concern in transportation. Drivers must obey all the rules of the road including the speed limits and seat belt regulations. Reckless or unsafe driving will not be tolerated.
- iii. All Ministry Personnel drivers transporting Youth during COTR activities must comply with COTR's Safe Driving Policy ([Appendix 15](#)) plus fully read and sign the Procedures for Drivers form ([Appendix 16](#)).
- iv. The number of occupants in personal vehicles or church-owned vans transporting Vulnerable Individuals during COTR sponsored activities must not exceed the number of seat belts and each child must be in age-appropriate safety restraints. Seat belts must be worn by everyone and remain fastened at all times when the vehicle is in operation.
- v. At least two (2) ministry personnel must be in each vehicle transporting Vulnerable Individuals during COTR sponsored activities. Vulnerable Individuals must never be left alone in a vehicle.
- vi. A 'Driving Agreement Form' ([Appendix 17](#)) must be completed, and a copy of the form must be kept in the Ministry Leader's possession during retreats and events. The original form is to be filed and kept permanently in a secure location at COTR.



Protection Procedures

vii. The Form must include:

- Names of all participants, including supervisors;
- Location of event and phone number(s); and
- Drivers and vehicles involved.

C. Youth Mission Trips

Due to the diverse nature of missions trips, a comprehensive set of policies to govern all trips is impossible. Following are general policies (non-comprehensive) that apply to the activities of missions at COTR.

- Each potential missions trip will include the specific policies unique and appropriate to that trip in its application package. Potential applicants and their Parents/Guardians are required to give written agreement with those policies.
- Leadership for missions teams (Missions Team Leaders) shall consist of over 18s. Priority will be given to Youth staff members, pastoral staff and then to parents of Youth. Adults from the general church congregation will be considered if there is still a need for adult leaders. When non-Youth staff members are applying for Missions Team Leadership, they must fulfill the same application requirements as per [Section 1](#).
- Youth Missions Teams are subject to the policies set by the Church of the Rock Missions Committee, including:
 - Minimum spiritual and character requirements of team members;
 - Eligibility of candidates; and
 - Financial obligations of candidates.
- There will be a minimum of two (2) parent meetings scheduled for each proposed trip:
 - An information evening scheduled before the application deadline, and;
 - Once the team has been formed, a meeting to address any further questions or concerns.
- The minimum number of Missions Team Leaders for mixed gender trips will be two (2) unrelated Ministry Personnel; one male, one female. All attempts will be made to provide more leaders at a ratio of 1:5.
- Unless accompanied by a parent, no child under the age of 16 will be permitted as a part of an overseas Youth Missions Team.

Section 5: Vulnerable Adult Protection Procedures

The following procedures are in place for programs and ministries where Vulnerable Adults are in attendance and/or for opportunities where Vulnerable Adults are visited and ministered to.

5.1 Safe Environment

- a. All Ministry personnel must ensure a safe environment in their planning and evaluating of all activities with Vulnerable Adults. Safety precautions are to be communicated to the Vulnerable Adult and also to their caregivers and family friends.
- b. Pastoral Care ministry should be limited to the publicly accessible section of the church; e.g. coffee area, office or board room with doors open (not behind closed doors) or in a public place like a coffee shop.

5.2 Visitation Ministry

- a. All Visitation Ministry Personnel must have:
 - i. Completed Protection Policy training;
 - ii. Child Abuse Registry and EPIC checks;
 - iii. Reference Checks;
 - iv. Internal approval; and
 - v. Signed the Confidentiality Agreement.
- b. When possible, have two unrelated persons make the visit to a private home, hospital, nursing home or public place together. When this is not possible, male Ministry Personnel should visit a male, and female Ministry Personnel should visit a female.
- c. Practical Reminders
 - i. Sign in with the shift nurse or receptionist when visiting hospitals or nursing homes, if possible;
 - ii. Leave a record of your visit; i.e. business card with your name on it, etc.;
 - iii. Keep visits confidential;
 - iv. Keeps notes of the visit; and
 - v. Avoid isolation; visit with other people present.

Section 6: Reporting and Responding to Allegations and Suspicions of Abuse

6.1 Reporting Procedures

- a. The following outlines the procedure for reporting suspected abuse cases. Discussing any suspected abuse or dangerous situation must only be with the person(s) outlined below and not discussed with anyone else.
 - i. For the protection of our Vulnerable Individuals, all allegations and/or suspicions of abuse against Vulnerable Individuals will be taken seriously.
 - ii. Immediately upon hearing of potential abuse or allegations of abuse to a vulnerable individual, the ministry personnel must complete a Suspected Abuse Report Form documenting all pertinent information ([Appendix 18](#)). The victim should not be asked leading questions nor should the accused or any other parties be contacted at the point of completing the Suspected Abuse Report Form.
 - iii. All forms must be kept permanently unless otherwise directed by legal counsel.
- b. Reporting an Allegation or Suspicion of Abuse
 - i. According to the Child and Family Services Act, any person with a reasonable suspicion of child abuse has a legal responsibility to immediately report the matter to child protection authorities (Child and Family Services) or the police. Reporting must be done by telephone or in person promptly at the point of observing signs of abuse or receiving a report of abuse. The reporting must be immediate, direct, and on-going. The report may be done in conjunction with a member of the Senior Pastoral Team or immediate ministry leader.
 - ii. A person who knowingly fails to report in these circumstances is in violation of the law may be found to have committed an offence and may be subject to disciplinary action in COTR.
 - iii. COTR requests that when a ministry volunteer or staff member in the line of duty reports a suspicion of abuse or an allegation of abuse to authorities that they also notify a member of the Senior Pastoral Team that a report has been made. It is understood that the report is to be kept confidential.
 - iv. The member of the Senior Pastoral Team or their designate must notify COTR's insurance provider and seek legal counsel upon hearing of a suspected child abuse case.
 - v. If the suspected abuse happened in the context of a COTR sanctioned event, ministry or was committed by a church member or attendee, the parents of the victim must be notified by a member of the Senior Pastoral Team.



Protection Procedures

- c. Assessing and Investigating an Allegation or Suspicion of Abuse
 - i. No persons, including pastors or Board members, are to assume the function of assessing, substantiating or investigating the need for intervention or interpretation of suspected child abuse.
 - ii. There must not be any undue interference when a report of child abuse has been filed with CFS or the police. A member of the Senior Pastoral Team or their designate should ask the child protection authorities how they can assist in helping and supporting the investigation and the hurting child or youth and their family. The Senior Pastor or their designate 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 to Christ for help. This does not exclude the need for hurting individuals to receive professional counselling.

6.2 Response to Allegations

- a. Biblical Response and counsel for the victim
 - i. For the protection of our Vulnerable Individuals, 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.
 - ii. During the process of reporting and response, all directly involved Ministry Personnel will be committed to prayer and strive to remain calm and hopeful.
 - iii. 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 church 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.
 - iv. Pastors will seek opportunities to provide individual care and counsel both for the abuse victim and their family. Pastors and the Board will determine the need of professional assistance and evaluate and designate resources as needed and able.
- b. Biblical Response and Discipline for the Accused or Convicted
 - i. The accused is to be treated with dignity and respect. If the accused is a paid Ministry Personnel, that person will be temporarily relieved of his or her duties until the investigation is completed with arrangements made to either maintain or suspend his or her income until the allegations are cleared or substantiated.
 - ii. It is the responsibility and right of Pastors and the Board to exercise and practice



Protection Procedures

church discipline as outlined in Matthew 18 and as stipulated in the Code of Conduct ([Appendix 2](#)).

- iii. Pastors will seek opportunity to provide individual care and counsel both for the accused and their family. Pastors and the Board will determine the need for professional assistance and evaluate and designate resources as needed and able.
- iv. Anyone accused of abuse to a Vulnerable Individual will be prohibited from having access to Vulnerable Individuals until they are cleared of any and all charges. Clear written guidelines will be provided to the individual with restricted activities and areas of the COTR property that they are not permitted to use or be in.
- v. Anyone convicted of child abuse will be prohibited from having access to Vulnerable Individuals. Pastors may designate an individual to be responsible to be informed whenever the convicted person attends church activities and to accompany the convicted person while on church property. Clear written guidelines will be provided to the individual listing restricted areas and access points on the church property.

c. Media Relations

- i. It is the responsibility of the Senior Pastor to be the designated spokesperson to speak on behalf of COTR to media and to the public in relation to a suspected child abuse case. All inquiries should be directed to this person and comment should not be made by other individuals unless given permission to do so.
- ii. Public statements must be well prepared and presented under the guidance of legal counsel. COTR will take the following positional statement:

Church of the Rock is aware of the ever-growing nature of abuse in our society. This is why we have taken careful precautions to protect the children entrusted to our care. We will do everything in our power to address any needs and correct this situation. For the welfare of those involved, all information has been directed to the appropriate authorities.

d. Ongoing Investigation

- i. Full cooperation must be given by all parties to civil authorities under the guidelines of legal counsel.
- ii. At no time should Board members or Pastors either engage in denial, minimization or blame, or admit responsibility which could prejudice the case or cause increased liability to COTR.
- iii. A confidential follow-up report with conclusions and action taken must be documented by the Senior Pastor, Children's Pastor or Youth Pastor following a report of abuse. This report should be placed in a confidential ministry personnel file and kept permanently.
- iv. It is critical to maintain confidentiality and strictly adhere to a need-to-know basis only.

6.3 Summary

In summary, COTR's Protection Procedures contain:

- a. A statement of purpose
 - i. Confirming our organization's commitment to
 - A safe environment;
 - Protecting our children's and youth ministry workers from false allegations; and
 - Declaring zero tolerance for abuse or neglect;
 - ii. Defining physical, sexual and emotional abuse, child neglect, inappropriate touch and improper discipline.
 - iii. Screening for all workers
- b. Altered or modified premises to prevent or discourage abuse incidents.
- c. Training for all workers in children's and youth ministry and other workers in positions of trust with Vulnerable Individuals.
- d. Reporting procedures for suspected or alleged abuse.

APPENDIX

1. [Doctrinal Statement of Faith](#)
2. [Code of Conduct- Statement of Faith Annual Confirmation](#)
3. [Volunteer Questionnaire](#)
4. [Volunteer Request for Reference & Release Form](#)
5. [Volunteer Request for Reference & Release Form - Under18](#)
6. [Ministry Personnel Reference Request Form](#)
7. [Leader Nomination Form](#)
- 8a. [Youth Template - Annual registration form](#)
- 8b. [KidzRock - Annual registration](#)
- 8c. [Youth Template - Activity Release Form \(Offsite\)](#)
9. [Incident Accident Report Form \(vulnerable individual\)](#)
10. [Bloodborne Pathogens Procedures](#)
14. [Youth Retreat Registration - Template](#)
15. [Safe Driving Policy](#)
16. [Procedures for Drivers](#)
17. [Driving Agreement Form](#)
18. [Suspected Abuse Report Form](#)
19. [Privacy Agreement](#)
21. [Social Media Policy](#)

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