

**Mennonite Brethren Church
of Manitoba**

Safe Place Policy for Childrens Ministry

**April 1999
Revised April 2010**

Mennonite Brethren Church of Manitoba Safe Place Policy for Childrens Ministry

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Mennonite Brethren Church of Manitoba Safe Place Policy for Childrens Ministry

**April 1999
Revised November 2004**

I. THE POLICY

1. The Church shall be a safe place for all who attend our ministries.
2. People of all ages are entitled to expect that relationships in the church will be characterized by respect, integrity and Biblical morality.
3. Measures to prevent and minimize the possibility of abuse will be identified and actively pursued. (cf: 31-64)
4. Abuse will not be tolerated. (cf: 65-80)
5. All complaints of abuse will be investigated and appropriately dealt with. (cf: 65-80)
6. Support will be provided for complainants. (cf: 72-80)
7. Support and accountability will be provided for respondents (accused church workers).
8. Every local church/Conference agency shall implement this Policy, and shall indicate their compliance to this policy to the conference office in writing.

Rationale

9. Children are easy targets of abuse.
10. Child abuse as well as false allegations have lasting and far reaching effects.

Scriptural Basis

11. Matthew 19:14 "Jesus said, 'Let the little children come to me, and do not hinder them, for the kingdom of heaven belongs to such as these'." (NIV)
12. Ephesians 5:3 "But among you there must not be even a hint of sexual immorality, or of any kind of impurity, or of greed, because these are improper for God's holy people." (NIV)
13. I Peter 2:12 "Live such good lives among the pagans that, though they accuse you of doing wrong, they may see your good deeds and glorify God on the day he visits us." (NIV)
14. Galatians 6:2 "Carry each other's burdens, and in this way you will fulfill the law of Christ." (NIV)
15. Galatians 5:13 "You, my brothers, were called to be free. But do not use your freedom to indulge the sinful nature; rather, serve one another in love." (NIV)

Application

16. This policy applies to all workers, whether paid or volunteer, working in Church programs involving children. It is recognized that some of our programs are delivered in non-conventional situations (e.g., internet, camps, out of province situations) but workers are expected to adhere to the spirit of the policy.

17. All workers in the Church have a responsibility to use their influence for the benefit of those they serve rather than for personal advantage.

II. DEFINITIONS

18. "Child" means "A person under the age of majority" (Section 1, **Child and Family Services Act** of Manitoba). In Manitoba the age of majority is 18 years of age.
19. "Abuse" means an act or omission of a parent or guardian or of a person having care, custody, control or charge of a child, where the act or omission results in:
- a) physical injury to the child,
 - b) emotional disability of a permanent nature in the child or is likely to result in such a disability, or
 - c) sexual exploitation of the child with or without the child's consent." (Section 1, **Child and Family Services Act** of Manitoba)

For further clarification:

- a) physical abuse includes any physical force or action which results in or may potentially result in a non-accidental injury which exceeds that which could be considered reasonable discipline.
 - b) sexual abuse includes touching of a sexual nature and sexual intercourse. In determining whether behaviour is of a sexual nature, one should ask whether a reasonable observer looking at the behaviour in its context would conclude that it is. This would exclude normal affectionate behaviour towards children and normal hygiene care.
20. "In Need of Protection" means: "where the life, health or emotional well-being of the child is endangered by the act or omission of a person".
- A child is in need of protection where the child
- a) is without adequate care, supervision or control;
 - b) is in the care, custody, control or charge of person
 - (i) who is unable or unwilling to provide adequate care, supervision or control of the child, or
 - (ii) whose conduct endangers or might endanger the life, health or emotional well-being of the child, or
 - (iii) who neglects or refuses to provide or obtain proper medical or other remedial care or treatment necessary for the health or well-being of the child or who refuses to permit such care or treatment to be provided to the child when the care or treatment is recommended by a duly qualified medical practitioner;
 - c) is abused or is in danger of being abused;
 - d) is beyond the control of a person who has the care, custody, control or charge of the child;
 - e) is likely to suffer harm or injury due to the behavior, condition, domestic environment or associations of the child or of a person having care, custody, control or charge of the child;
 - f) is subject to aggression or sexual harassment that endangers the life, health or emotional well-being of the child;
 - g) being under the age of 12 years, is left unattended and without reasonable provision being made for the supervision and safety of the child; or
 - h) is the subject, or is about to become the subject, of an unlawful adoption under subsection 63 or of an unlawful sale under section 84." (Section 17 (1), **Child and Family Services Act**)

21. "Allegation" means a claim of abuse.
22. "Agency" means a Child and Family Services Agency incorporated under the **Child and Family Services Act**.
23. "Abuse Contact Person" is a person designated by a local church or conference agency to coordinate responses to allegations of abuse or abuse disclosures.
24. "Church" means The Mennonite Brethren Church of Manitoba.
25. "The Conference" or "Conference" means The Mennonite Brethren Church of Manitoba, which consists of local churches, conference agencies and the Conference Administration office.
26. "Local church" means a local congregation that is part of the Mennonite Brethren Church of Manitoba.
27. "Conference Agency" means an organization owned and operated by the Mennonite Brethren Church of Manitoba and includes Missions and Church Extension.
28. "Worker" means any employee or volunteer working for the Mennonite Brethren Church of Manitoba.
29. "Registry of Workers" is a file on each volunteer and employee in a local church or conference agency, containing their application, references and all other checks.

III. BEHAVIOUR OF WORKERS

30. Workers shall always conduct themselves in a godly manner, being an example of obedience, respect and honesty.

IV. PREVENTION STRATEGIES

31. Purpose:
 - a) to make the Church a safe place
 - b) to prevent and minimize the possibility of the occurrence of abuse
 - c) to protect workers from false allegations of abuse
32. Each local church or Conference agency is responsible to implement prevention strategies.
33. Mandatory prevention strategies are screening, following operational procedures, premises modifications and supervision and training.

Screening

34. A screening process for all workers will be established by each local church or Conference Agency.

35. Screening of workers will be the responsibility of any committee or department head or person in charge of workers who will be working in that area.
36. No worker shall be hired or approved without screening and without appropriate background checks.
37. When a person applies for a position as a worker with the church, such applicant shall fill out a Ministry Application Form. (see Sample Forms)
38. Before any person, who will work with children or will be engaged in pastoral counseling, is hired or approved, that person shall be interviewed and provide at least two references. A record shall be kept on file of each such interview with each potential worker.
39. The persons identified as references shall be contacted for their input. A record shall be kept on file of the response made by each of the references.
40. Before workers are hired or approved, a police check, with the consent of the potential worker, shall be made, in order to determine whether the applicant has a criminal record.
41. No applicant shall be hired or approved who has been convicted of a sexual offence. Even if a known child molester has repented, perhaps served time in prison and had extensive counseling, it is not a sign of unforgiveness to prevent access to children. Rather, it is a dangerous mistake to present temptation to them.
42. Individual churches or Conference agencies may also decide to make a Child Abuse Registry Search. (see appendix C)
43. If the suitability for service of a potential worker is in question, the name of that worker may be brought to the Christian Education Committee, the Elders Board, the pastor, or any committee designated to oversee the selection of workers. The committee shall then collectively decide whether it is prudent to employ that worker and make appropriate notes on the Ministry Application Form. If anyone knows of reasons why a person would not be a suitable worker, further investigation should take place, following which a final approval or denial of the applicant will be made.
44. Volunteers shall not be appointed or approved until they have been a regular attendee of the church for at least six months.
45. The Ministry Application Form shall be completed and the screening process completed when a worker first begins service with the local church or Conference agency, every third year thereafter, and after breaks in service exceeding 1 year.
46. Warning signs for potential abusers shall be observed. The following may be signs:
 - a) Frequent moves in city or between churches.
 - b) Wanting to work with children after only being only in the congregation for a short time.
 - c) Emphatic in wanting to work with only one age group or gender, and/or
 - d) Giving an indication that they do not like being closely supervised.
 - e) Spending an inordinate amount of time with children.

Operational Procedures

47. Situations are to be avoided where activities cannot be overheard or observed.
48. Worker Ratio
 - a) At least 2 adults in any room with children. This reduces both the possibility of molestation, and false accusations of abuse.
 - b) If only 1 adult can be in a room with children, keep the door of that room open, or have a window in the door.
49. Churches that offer Day Care and Nursery services shall implement procedures to achieve the following mandatory objectives:
 - a) Children shall be safe.
 - b) Children shall be released to the correct parent/caregiver.
 - c) Church workers shall have the ability to locate the parents/caregivers if necessary.
50. One way to achieve these objectives is to use “sign in” and “check out” procedures:
 - a) “Sign in” would include the child’s name, parent’s name(s), how to locate the parents, and any special needs. Provide a token or card with a number to the parent upon sign in.
 - b) “Check out” procedure would ensure that the child would not be released to a teen or adult without the token or complete certainty that the parent or parent’s representative is receiving the child.
 - c) On the sign-in sheet for each period of service, record the name, sign-in and sign-out times of each worker.
51. Diaper Changing/Rest Rooms
 - a) Have your diaper change area in an area where nursery workers can easily observe one another at work.
 - b) If possible one adult shall not take a pre-school child to the restroom alone. Some options for protection could be to have a second adult accompany them or be within visual contact. Also, this adult could take a child or children to the rest room and stand in the open doorway.
 - c) If going to the washroom alone is a safety issue for the child, then rather than sending a preschool child to the washroom alone, s/he should be accompanied by a supervising adult (as above) or, in the case of older children, with another child.
 - d) Keeping the washroom door open makes it easier for workers in the hallways to supervise and assist children using the washrooms.
52. When a Child Under Your Care Gets Hurt
 - a) Inform personnel in charge of program (e.g. coordinator) immediately.
 - b) Coordinator is to inform parent(s) or guardian(s) as soon as possible.
 - c) Document how injury happened and what was done to care for child.
53. Discipline
 - a) Discipline is a very sensitive issue. Any form of discipline must be carefully executed. Where possible, more than one worker should be present when a child is being corrected.
 - b) Establish clear boundaries of acceptable behavior by children and youth. Set limits before starting a session/year with children. Reminding them often of the rules is important. Setting limits helps children know what behaviors are appropriate and

inappropriate. Maintain behavior expectations with firm and kind expressions of authority.

- c) Clarify consequences ahead of time. If limits are set without clarified consequences, there is confusion and disciplining is difficult.
- d) Give clear instructions with authority. Maintaining eye contact has been found to be helpful in disciplining a child.
- e) After inappropriate behavior or language, try logical reasoning first. Talk the child through the inappropriate behavior.
- f) Use activities to try to redirect distracting behaviors.
- g) If this fails, implement consequences: enforce "Time Out" (a short, supervised quiet time away from the rest of the children). Misbehavior must be identified clearly and Time Out limits clearly defined.
- h) Reward and praise appropriate behavior to enforce positively.
- i) Inappropriate discipline includes screaming or yelling at children, threatening them, physically hurting them or spanking them.
- j) Parent(s) of a child with ongoing or serious misbehavior should be kept informed and may be involved in seeking a solution.

54. Parties and Field Trips

Some churches encourage workers who actively disciple children, youth or adults to have special class activities in their homes, plan social activities and involve their students in field trips and service projects. The following precautions shall be taken with these activities:

- a) Have another adult (not a relative of the leader) present. Follow ratios as outlined in item 48.
- b) Recognizing that off-campus activities range from formal to informal, planned to spontaneous, signed parental waivers could be a special precaution for those instances where you feel it would be appropriate. The signed waiver form should state:
 - WHERE you are going.
 - WHEN you will be back.
 - WHO is in your group.
 - Medical information such as allergies and needed medications.
- c) Helpers for special events do not need to fill out a "Personal Information Form", but they must be approved by supervisors. Avoid spur of the moment help unless you are well-acquainted with the individual.
- d) Check your church insurance policy to be sure that liability coverage includes off-premise activities. The church's insurance policy should define covered areas (e.g. definition of "on-property activities", "off-premise activities").

Premises Modifications shall be done to discourage abuse incidents.

55. Install windows in all classroom and/or office doors so that all classes/groups can be visible even when doors need to be closed. These windows are not to be obstructed by curtains.
56. There shall be adequate lighting inside and outside of building where children's activities take place.
57. All rooms and closets that do not have windows in the doors shall be locked when not in use during children's ministry hours.

Supervision and Training

58. All workers will have:
 - a) knowledge of this policy, and any guidelines adopted by the local church or Conference agency.
 - b) access to this policy and to the guidelines adopted by the local church or Conference agency.
59. All workers shall sign any release of information document that is requested of them with a view to implementing this policy.
60. Initially, workers shall be trained regarding child safety, abuse and misconduct prevention as well as post-incident procedures.
61. Workers shall be given instruction which will lessen the probability of an allegation subsequently being made against them.
62. Such instruction shall be given annually and shall include the following areas:
 - a) Dealing with the potential emotionally charged atmosphere often experienced during counseling. For example, avoid situations where your conduct cannot be witnessed.
 - b) The dangers of extended hugging or other inappropriate touching.
 - c) The danger of being alone with a child behind closed windowless doors.
 - d) The need to discipline children in an appropriate but not in a harsh manner.
 - e) Appropriate adult/child ratios. (cf: 48)
 - f) Appropriate sign-in procedures.
 - g) Appropriate ways of changing diapers and of using rest rooms.
 - h) Appropriate steps to be taken when children are taken away from church premises.
63. Each local church or Conference agency is free to institute additional supervision, training and instruction which it feels will lessen the probability of abuse or sexual misconduct.
64. At the conclusion of each season, the service record shall be updated and recommendation for further service noted on the form.

V. DEALING WITH ALLEGATIONS OF ABUSE

65. There shall be appropriate follow through, and follow up; therefore each local church and Conference Agency shall appoint an Abuse Contact Person or Committee.
66. The Abuse Contact Person or Committee shall:
 - a) Accept the report from the worker who heard the disclosure.
 - b) Be responsible to contact the agency or the parents. The parents must be contacted if the complainant claims to have been hurt by a third party.
 - c) Support the worker who heard the disclosure and assist them in writing up the report or reporting the incident.
 - d) Set up the initial support system for the complainant or the respondent, if the respondent is also a child. Where the support of the complainant includes counseling, the counselor shall not be a part of the local church or Conference Agency.

- e) In conjunction with appropriate church leaders, determine if an internal response is adequate or if the matter should be reported to outside authorities and/or the Conference.
- f) Collaborate with the Task Force. (cf: 89)
- g) Ensure that the leadership of the local church or Conference Agency notifies the Insurer of any potential investigation.

Allegations of Abuse Against a Worker

- 67. When an allegation surfaces, the worker, paid or unpaid, shall be asked to step aside from duties according to section 61 of the Mennonite Brethren Church of Manitoba Policy Regarding Adult Sexual Abuse.
- 68. When questionable conduct surfaces, which in and of itself would not interest the police but which might pose a danger to a child, steps shall be taken to prevent a recurrence. This would include, but is not limited to, extended hugging, spending time alone with a child behind closed, windowless doors, or spending too much time alone with a child.
- 69. The Abuse Contact Person shall be notified to determine the next step.

When a Child Makes a Disclosure about Abuse

A Child in Need of Protection

70. Legal Duty to Report

Section 18(1) of the **Child and Family Services Act** requires that “where a person has information that leads the person reasonably to believe that a child is or might be in need of protection as provided in section 17, the person shall forthwith report the information to an agency or to a parent or guardian of the child.”

If the situation is reported to Child and Family Services, Child and Family Services is responsible for taking action to protect the child, contacting the police, arranging a medical examination and informing the parent.

71. Reporting a Child in Need of Protection (cf: 20)

As stated, The Act requires a person to report a child in need of protection to an agency or to the parent. Section 18 (1.1) however states that the information is reported only to the agency and **NOT** reported to the parents “if the person

- a) does not know the identity of the parent or guardian;
- b) has information that leads the person reasonably to believe that the parent or guardian is responsible for causing the child to be in need of protection; or is unable or unwilling to provide adequate protection to the child in the circumstances; or
- c) has information that leads the person reasonably to believe that the child is or might be suffering abuse.”

For further clarification:

- d) The Manitoba Guidelines issued by the Province of Manitoba caution that “While reporting of a child in need of protection is mandatory, some discretion is required in deciding on whether or not a child is or reasonably might be in need of protection.”
- e) Lawyer David Thwaites recommends in Canadian Council of Christian Charities (CCCC) Bulletin #3 (1994) that “if one is in doubt about reporting an incident, that you or a third party can phone Child and Family Services anonymously describing

the situation and get counsel on how to proceed. It is always good to contact an outside person trained in abuse issues for advice.”

- f) Appendix “A” lists indicators of possible abuse. One should remember however that these same indicators are sometimes consistent with problems that have nothing to do with abuse.
- g) In any event the duty to report applies even where the information was obtained through the discharge of professional duties or within a confidential relationship.

Handling Disclosures

72. Listen

- a) provide privacy
- b) stay calm – do not express shock or anger
- c) don’t promise not to tell

73. Believe

- a) express belief in the person
- b) reassure them that they’ve done the right thing by telling
- c) reassure them that abuse is not their fault

74. Affirm

- a) acknowledge the feelings that they are feeling
- b) it’s important to convey the following:
 - “ I’m glad you told me.”
 - “ I’m sorry this happened to you.”
 - “It’s important that this never happens again to you or anyone else.”
- c) affirm them as worthy individuals
- d) avoid telling them how they should feel

75. Avoid looking for cause

- a) do not probe or ask “why”
- b) make no presuppositions – avoid being judgmental
- c) avoid projecting your own reactions onto them
- d) determine their immediate need for safety and any possible medical concerns

76. Do not ask leading questions or encourage a more detailed description or introduce more precise language. (Remember that it is not the worker’s job to investigate, this is the responsibility of the assigned investigators. Any “help” in this area could negatively affect results.)

77. Allow the complainant to maintain as much control over their situation as possible (when they will tell, whether you will accompany them, etc.), telling only those who need to know. (condensed from the Red Cross Child Abuse Prevention Program.)

78. Document

Everything that happens between the worker and the child must be documented. Also document the involvement of other people in the situation including as much of the conversation as possible. Document only facts, not your own theories. Documentation is confidential.

79. Report and Follow Up will be the responsibility of the Abuse Contact Person or Committee.
80. Acknowledge personal needs of the Worker
 - a) The worker should recognize and acknowledge their own feelings.
 - b) The worker should talk to someone trustworthy about their response to the situation if they find this necessary, but remember, it is important to respect the complainant's need for confidentiality.

VI. RECORDS

81. Annual records shall be kept of the names and addresses of children attending childrens ministry programs, and their parents.
82. A secure, limited access, confidential registry of workers shall be maintained by each local church or Conference agency. This registry shall be kept indefinitely.
83. Where abuse or sexual misconduct is alleged or has occurred, confidential sealed records shall be kept indefinitely.
84. When a local church or Conference Agency ceases to exist, these records shall go to the archives of the Conference.

VII. CONGREGATIONAL/AGENCY RESPONSES/PROCEDURES

What to do While a Complaint is Being Investigated

85. While any police investigation is underway, the Church shall stay as far removed from the situation as possible. This is necessary from the police perspective so that the investigation is not interfered with. It is also an indication to all parties that the complaint is being investigated impartially, and that the Church is not "siding" with one party or another.
86. Statements made to a pastor or minister are not privileged, and anything said by a complainant or alleged offender to their pastor is admissible in court. Even if such statements were given under the impression that they would not be passed on to anyone else, the person they were made to could be compelled to disclose what those statements were. Where such statements disclose that a child is in need of protection, then the disclosure must be reported.
87. The Lead Pastor or local church lay leader, or Conference Agency Board chair shall be notified that a police investigation is taking place.

Congregational/Conference Agency Responsibility after any Child and Family Services Investigation is Completed

88. The Church and the Alleged Offender (Respondent)
The local church or Conference Agency must still determine if the respondent can return to service, regardless of the outcome of the investigation. Because the complainant is or was a child, the worker shall be reassigned or relieved of their duties as determined by the local church or Conference Agency. Child safety shall not be compromised.

Church/Conference Agency Task Force

89. Purpose of the Task Force:

The Task Force shall prepare an Action Plan which includes the following:

- a) Following a general evaluation, outline what should be done to prevent any further occurrences of abuse.
- b) The Task Force shall make recommendations from the Action Plan to the leadership of the local church or Conference agency. Persons in leadership who may be in a conflict of interest position should disqualify themselves from any discussion or other dealings with this matter.
- c) At the request of the Abuse Contact person, carry out long-term support as needed.

90. The local church or Conference agency shall appoint 3-5 persons to the Task Force.

- a) They may include resource persons from outside the local church or Conference Agency.
- b) Care shall be taken not to appoint personal friends and/or relatives of the person complained against or of the person making the allegation.
- c) Pastors of the local church in which the allegation arises shall not be appointed in order to leave them free to minister to all parties involved.
- d) Persons appointed shall be of high integrity and good repute.

91. The local church or Conference agency shall provide such funds as the Task Force may reasonably require to do its work.

92. Transfer of Membership

Where a member who has been found to have committed abuse requests a transfer to another church, the receiving church shall be advised of the finding.

Appendix A – Signals of Possible Abuse Within a Potential Victim

Those who work in settings with children should become familiar with the possible indicators of abuse typically portrayed by victims. Obviously, however, one must proceed with caution in this area, because the same signals which are consistent with abuse can often be consistent with a great many other life-related problems. Rarely is one indicator conclusive proof that a child has been harmed. In most instances, children will present with a cluster of behavioral and physical indicators. When considered in conjunction with other possible indicators of abuse, however, the staff member may suspect abuse and need to make a report.

Indicators of Physical Abuse (behavioral)

- a) Cannot recall how observed injuries occurred, or offers inconsistent explanation.

Indicators of Physical Abuse (physical)

- a) Unexplained welts or bruises.
- b) Presence of several injuries that are in various stages of healing.
- c) Presence of various injuries over a period of time.
- d) Facial injuries in infants and preschool children e.g. cuts, bruises, sores, etc.
- e) Injuries inconsistent with the child's age and development phase.

Indicators of Sexual Abuse (behavioral)

- a) Age-inappropriate sexual play with toys, self, others e.g. replication of explicit sexual acts.
- b) Age-inappropriate, sexually explicit drawings and/or descriptions.
- c) Bizarre, sophisticated or unusual sexual knowledge.
- d) Promiscuity.
- e) Prostitution.
- f) Seductive behavior directed towards members of the opposite sex.
- g) Self-mutilation.
- h) Obsessive cleanliness.

Indicators of Sexual Abuse (physical)

- a) Unusual or excessive itching in the genital or anal area.
- b) Torn, stained or bloody underwear may be observed if the child requires bathroom assistance.
- c) Pregnancy.
- d) Injuries to the genital or anal areas e.g. bruising, swelling or infection.
- e) Experiences pain when urinating.
- f) Venereal disease.

Appendix B – Signals of Possible Abuse Within Your Ministry

In those rare instances where you will actually witness them, the following are observable actions in those who could be engaged in sexual abuse:

- a) An adult treating a particular child with extreme favoritism.
- b) The “accidental” touching of a child’s private parts or the rubbing of one’s body against the child.
- c) The suggestions that an adult should see and/or touch a child’s body to monitor development.
- d) The unnecessary application of lotion on a child’s body.
- e) The “accidental” intrusion of an adult into the bathroom or bedroom when a child is undressed or a failure to respect the child’s right to privacy.
- f) An adult’s suggestions to a child that he or she is involved in sexual activities with other boys or girls.
- g) An adult’s attempt to teach a child about sex education by displaying pornography, showing off his or her body, or touching the child’s body.
- h) An adult’s use of sexually suggestive language while referring to the child’s body.
- i) An adult’s description of her/his sexual exploits to a child.
- j) An adult’s warning a child not to tell anyone about the things that happened or were discussed between the adult and the child.
- k) An adult’s “accidental” removal or opening of some or all of his/her clothing in the presence of a child.

Appendix C - Access to Child Abuse Registry

1. A letter is written to the Child Abuse Registry
Suite 201 - 114 Garry St.
Winnipeg, MB
R3C 4V5

The letter must contain:

- a) Request for access to the Registry.
 - b) Why the request is made.
 - c) State who has signing authority in your church (from church constitution) and give name and title.
 - d) Letter must be signed by a person with signing authority.
2. Manitoba Child and Family Services will send you a return letter stating if you have been given authority to access the registry; including a form made out to your organization (church).
 3. This form must be completed by the church worker and signed by a person with signing authority who has also checked the I.D. of the person being “accused”.
 4. There is an approximate 2-3 week turn-around time. No cost is involved.
 5. A church should have a maximum of three persons with signing authority.

Sample Form A: Ministry Application Form

To assist us in selecting personnel for _____ (name of ministry), please complete the following information so we can become better acquainted with you.

YOU

Last Name: _____ First: _____

Address: _____

Phone No: (R) _____ (W) _____ Birth Date (Y) _____ (M) _____ (D) _____

Employment _____

Spouse's Name (if married) _____

Children _____

YOUR MINISTRY

Area of Ministry you would like to be involved in: _____

Briefly describe any volunteer or work experience which relate to this ministry

Education or training courses which relate to this ministry:

Previous ministry experience:

Dates:

YOUR TESTIMONY

Please tell how you came to know Jesus Christ as your personal Saviour.

Are you familiar with the Mennonite Brethren Confession of Faith? Yes No

Do you agree with it? _____

How has God led you to this ministry? What is your passion or heart for serving here?

What is your level and length of involvement in this church?

Church Member ___ How long _____ Adherent ___ How long attending _____

Sunday worship (regularly) _____ Occasionally _____

Sunday School (attend) _____ Teach/help _____

Other Participation _____

YOUR REFERENCES

Please give the name of a leader in our church as a reference (eg. pastor, elder, care group leader).

_____ Ph. _____

Please give the name of one other individual who can also serve as a reference:

_____ Ph. _____

Have you ever been arrested? Yes _____ No _____

If yes, when and for what? _____

Were you convicted? Yes _____ No _____

Have you ever been accused or convicted of a crime against children, ie molestation?

Yes _____ No _____ If yes, please explain _____

Please complete the "Consent for Criminal Record Search" and bring to your local police station in person. A small fee and identification will be required. If you would like to be reimbursed, please bring your receipt to the church office.

YOUR STATEMENT OF RELEASE

The information contained in this application is correct to the best of my knowledge. I authorize any references or churches listed in this application to release any information they may have regarding my character and fitness to work with children or youth. I release all such references from liability for any damage that may result from furnishing such evaluations.

I have read, understand and agree to abide by the *Mennonite Brethren Safe Place Policy for Childrens Ministry*.

I consent to having a criminal record check and a Child Abuse Registry check.

Applicant's Signature: _____ Date _____

Please print name: _____

Witness Signature: _____ Date _____

Please print name: _____

Sample Form B: Interview

Name of Worker: _____ Date: _____

Name of Interviewer: _____

1. Tell me about yourself and how you came to know Christ.
2. What churches have you attended? For what length of time?
3. What area of ministry are you interested in? Talk about why you want to work with children/youth, and/or do counseling.
4. What age group and gender do you prefer to work with? Are you comfortable working with a co-worker?
5. What strengths do you bring to our children/youth and/or counseling ministry?
6. What area of ministry is difficult for you?
7. Do you feel comfortable leading someone to Christ? (Offer helps, if not)

At the end of the interview, review your ministry policies with the volunteer.

After the interview: Record your impressions as an interviewer.

How did you feel the interview went?

What kind of attitude did you sense from the volunteer?

What was the emotional climate of the interview?

What are your "gut instincts" as to the potential strengths and weaknesses of this volunteer?

What plans should the church make for further training with this individual?

Please keep this form on file in a secure location.

Sample Form C: Consent for Criminal Record Search

Police Agency _____ File No. _____ / _____

Full Name of Applicant _____
Surname Given Names

Birthdate _____ Birthplace _____
Year/Month/Day

Address _____ Phone _____
Postal Code _____

WHEREAS I have applied for a position of service in [name of local church] and I am required by said church to disclose whether or not I have any convictions or have been charge under any Federal or Provincial enactment;

AND WHEREAS I understand that disclosure or a criminal record may not necessarily preclude me from the function I have applied for;

AND WHEREAS I understand that, if the recruiting body should decide any conviction or charge disclosed might preclude me from the function I have applied for, I will be given an opportunity to see and discuss that criminal record:

I therefore authorize the _____ (Police Agency) on my behalf to inquire into a full and complete disclosure or any criminal record they may find at any time during the application process or during the term where I am on staff with the church should I receive any convictions after the initial check.

To this end I herewith affix my signature

Date _____
Year/Month/Day

Signature

AUTHORIZATION FOR FINGERPRINTING

If there is a requirement to verify that I do or do not have a criminal record, the police will require my fingerprints. Should they be required, I, therefore, agree to voluntarily submit my fingerprints. I understand that the record of my fingerprints will be returned to me after this check has been completed.

Date _____
Year/Month/Day

Signature _____

NOTE TO POLICE

The above-named applicant has consented to release information to the identified organization. Please check the applicant's record and indicate the results on this form.

Please forward the completed form and fingerprints to:

MINISTRY DIRECTOR'S NAME _____

YOUR CHURCH ADDRESS _____

YOUR CITY AND POSTAL CODE _____

Signature Title

POLICE USE ONLY - RESULTS OF RECORD CHECK

Results of Records Check is merely a record, or lack of, official contact with Police Agencies, not an affirmation of good character.

A Search of: (check applicable category) _____ 1. The central Repository for criminal of Canada
_____ 2. Index of _____
Police Agency conducting Search

The above name and birthdate show: _____ No record
(check applicable results) _____ A record exists on local index, and a copy, certified by the applicant is attached
_____ A Central Repository Record may exist, but cannot be disclosed unless verified by fingerprint comparison

Signature _____ Badge Number _____ Date _____
Year/Month/Day

Sample Form D: Nursery Sign In Form

Welcome to our Nursery! We love kids at _____

Date _____ Service _____

Workers

_____	_____
_____	_____
_____	_____

Tag # / Child's Name / Age / Snack or Bottle / Special Instruction /
Parent's Name / Approx. location / Phone # / Diaper Check (Time)

Sample Form E: Parental Release/Waiver Statement

I hereby consent to let my child, (name) _____

participate in the following church activity: _____

Message to parents: Your child will be cared for as if s/he were our child. It is understood that caution will be taken by those persons in charge to prevent injury, but neither those in charge nor the church shall be held responsible in case of accident.

Date _____

Signature _____

Printed Name _____

Address _____

Phone Number _____

Emergency Name _____

Phone Number _____