



Rosemount Bible Church
Abuse Prevention Policies
and Safe Practices Handbook

March 11, 2023

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February 2023

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1. Introduction

Welcome to the Rosemount Bible Church handbook entitled *Abuse Prevention Policies and Safe Practices Handbook*. The information provided here is to help you as you serve in ministry.

The objectives of writing this handbook include:

- **Establishing the expectations** for godly and lawful conduct at Rosemount Bible Church, especially for those who are in leadership or who work (as a volunteer or for remuneration) with vulnerable persons.

Note: The term “vulnerable persons” refers to individuals who have difficulty protecting themselves and are therefore at greater risk of harm. People may be vulnerable because of age, disability or handicap, or other circumstances such as emotional distress due to crisis or trauma. Vulnerability may be a temporary or a permanent condition. This is purposely a broad definition, and can include children, youth, senior citizens, people with physical, developmental, social, emotional, or other disabilities, as well as people who are victims of crime or harm or accident, or are otherwise left with little defense against those who would harm them.¹

- **Providing a policy** that unequivocally supports the belief at Rosemount Bible Church that God created each person in His image and that all are of equal value in His sight. (Gen. 1:26, 27). As such, every person is entitled to equal dignity, respect and bodily integrity and to be treated in a just and compassionate manner.
- **Preventing harm to infants, children, youth and vulnerable adults** in programs at Rosemount Bible Church
- **Protecting staff and volunteers** (i.e. workers) from false allegations
- **Meeting the requirements** of our insurance company, to implement written procedures which reflect our commitment to a high standard of abuse prevention, and child and youth protection. Our annual membership with *Plan to Protect*[®] gives Rosemount Bible church access to their publication, *Plan to Protect*[®]: *A Safeguarding Guide for Children, Youth and Adults: Church Edition*.²

For more detailed information regarding Rosemount Bible Church’s policies and procedures please email the church’s administrative assistant, Cynthia at cynthiadesantis.rbc@gmail.com.

¹ Oct. 2015 <http://volunteer.ca/content/safe-enough-reviewing-your-screening-practices>

² *Plan to Protect: A Safeguarding Guide for Children, Youth and Adults: Church Edition*. Author: Melodie Bissell. Published by Word Alive Press © 2022

2. Ethical and Moral Conduct

It is the responsibility of all Christians and especially Christian leaders to maintain a personal lifestyle and standards of morality consistent with Scripture and provide a positive example to all youth and peers with whom they work.

Whatever happens, conduct yourselves in a manner worthy of the gospel of Christ (Philippians 1:27a).

This section is divided into two sub-sections: Criminal Offences and Unethical & Immoral Conduct. The reason for the distinction is because Rosemount Bible Church has established a code of conduct with standards and expectations beyond what the law upholds.

2.1 Criminal Offenses

A criminal offence is defined as an act that contravenes criminal law. In Canada, the Criminal Code is the part of law that is used to apply justice to any crime. Rosemount Bible Church is committed to reporting offences to the authorities, as is required by law.

The following criminal activities are listed to bring awareness of the difference between unethical or immoral conduct and criminal behaviour. However, it is understood that no criminal offences will be tolerated at Rosemount Bible Church. This list is not exhaustive.

- Harassment and inappropriate touching
- Child neglect
- Emotional or physical abuse and assault
- Sexual abuse and assault
- Improper discipline
- Illegal activity

2.2 Unethical & Immoral Conduct

Workers are required to avoid conduct that is unethical or immoral and thus contrary to Biblical principles³ including:

- Lying, deceit or dishonesty
- Offensive language (i.e. taking the Lord's name in vain, using crude/sexual language, etc)
- Racism
- Substance abuse including that of tobacco, alcohol and drugs
- Pre-marital, extra-marital and homosexual relationships
- Reading and viewing of pornographic materials

³ Supporting references: 1 Chronicles 29:17; Psalm 101:7; Proverbs 4:23; Proverbs 12:22; Romans 13:13; 1 Corinthians 6:9-10; Galatians 3:28; Ephesians 5:4

2.3 Communicating Appropriately with Minors

Facebook, Twitter, Texting, etc.: Rosemount Bible Church discourages communicating directly with minors by means of any social networking media.

- If youth leaders host a forum to share online discussions, photos, videos etc..., such content should be “moderated” rather than “open.”

Email or Text Messages: Should only be used as a mode of communication with the written consent of parents/ guardians and content limited to information and announcements to promote upcoming events.

- Questions in the text message should be kept simple, requiring only a “yes” or “no” answer (i.e.: about attending an event or requiring transportation).
- Pastoral care or counselling should never be done through text messaging.
- Communicate with youth between 13 and 18 years of age via their parent’s email address or copy (CC) parents and ministry leader on all emails.
- Email or text communication with children 12 years of age and under is prohibited.⁴

Mentoring: Mentoring and relationship-building should be conducted in teams and in public places.

2.4 Photo Permissions

Rosemount Bible Church recommends that where there is an enrollment or sign-up for an activity, church seminar, or other event, a place be included on the form for permission to use the person’s photo. If the activity is for minors, the slip must be signed by the parent or guardian and should include a section that says:

"I understand that photos and/or videos of my son/daughter may be used in church media or on the RBC website to publicize the event or recognize my child’s achievements, or to promote similar, upcoming events at Rosemount Bible Church."

Using someone’s name and photo for Rosemount Bible Church promotional materials is not acceptable unless there is written permission.

⁴ *Plan to Protect: A Safeguarding Guide for Children, Youth and Adults: Church Edition.* © 2022 pg.174

2.5 Responding to Breaches in Conduct

As members of the Body of Christ, each individual has responsibilities within the body. One of them is to deal with people who commit offences against us (lying, using bad language, etc.). Matthew 18:15-17 (NLT) provides a biblical basis for how Christians should handle offences. It says:

If another believer sins against you, go privately and point out the fault. If the other person listens and confesses it, you have won that person back. But if you are unsuccessful, take one or two others with you and go back again, so that everything you say may be confirmed by two or three witnesses. If that person still refuses to listen, take your case to the church...

The goal is not to humiliate or to shame a person, but to make things right. The principles of this process are right for all circumstances: Bring the matter to light. Ask for help. Maintain confidentiality.

Where the breach involves a minor and an adult, it is acceptable for the minor to request another adult to advocate on his/her behalf. (Criminal offences against oneself or another person must be reported to the authorities).

A word from Galatians 6:1 (Amplified):

*BRETHREN, IF any person is overtaken in misconduct or sin of any sort, you who are spiritual [who are responsive to and controlled by the Spirit] should set him right and restore and reinstate him, without any sense of superiority and with all gentleness, **keeping an attentive eye on yourself**, lest you should be tempted also (emphasis added).*

3. Definitions of Harassment, Abuse and Related Issues

Rosemount Bible Church (RBC) believes that one of the best ways to reduce the risk of harm is through proper training and accountability; all workers need to read and understand the definitions of the following terms and to know the difference between appropriate and inappropriate touching.

RBC encourages everyone to work together to keep each other aware of how actions might be perceived or interpreted by others.

1 Timothy 5:1-2 gives sound guidelines for how to relate to one another.

*Do not rebuke an older man harshly, but exhort him as if he were your father. Treat younger men as brothers, older women as mothers, and younger women as sisters, with **absolute purity** (emphasis added).*

Applying these guidelines to every relationship ensures a code of conduct that is pleasing to the Lord and acceptable at Rosemount Bible Church.

3.1 Harassment, Victimization and Bullying

Harassment may be based on such traits as ethnicity, ability, or appearance. Harassment and discriminatory behaviours are offensive, degrading and illegal, and result in creating an intimidating, hostile environment. Examples include derogatory name calling, threats, verbal abuse, ridicule, etc.... and include emotional, psychological, physical and sexual abuses which are described in sections 3.3, 3.4 and 3.5.

3.2 Child Neglect

Neglect occurs when an adult fails to properly care for a child that has been placed under his/her supervision. "Neglect is the failure to meet a child's basic need for food, clothing, shelter, sleep, medical attention, education and protection for harm."⁵ This occurs when parents or church volunteers do not adequately supervise their children.

⁵ *Plan to Protect: A Safeguarding Guide for Children, Youth and Adults: Church Edition.* © 2022, pg. 20

3.3 Emotional and Psychological Abuse

Emotional abuse is a pattern of behaviour that attacks a child's emotional development and sense of self-worth. It includes intimidation, humiliation, constant criticizing, unreasonable demands, derogatory remarks or actions that put down another person, bullying and displaying offensive material to incite a response.

3.4 Physical Abuse

"Physical abuse is any deliberate physical force or action that results, or could result, in injury to a child. It can include punching, slapping, beating, shaking, burning, biting or throwing a child."⁶

3.5 Sexual Abuse

No worker shall ever use language or behaviour towards another person under their spiritual care that could be misinterpreted as sexual or as having sexual implications. Even seemingly trivial and playful conduct, done in jest or fun, can be misunderstood and have an impact beyond our knowledge.

Sexual harassment is defined as any unwelcome sexual conduct, advance, request, gesture, speech or innuendo.

Sexual abuse "occurs when a child is used for the sexual gratification of an adult or of an older child. It can take many forms. This includes sexual intercourse, exposing a child's private areas, indecent phone calls, fondling for sexual pleasure, allowing a child to look at or perform pornographic pictures or videos. It is against the law to touch a child for a sexual purpose, to encourage or force a child to touch another person in a sexual way or to tell a child to touch him or herself for an adult's or older child's sexual purpose."⁷

⁶ *Plan to Protect: A Safeguarding Guide for Children, Youth and Adults: Church Edition.* © 2022 pg. 19

⁷ Ibid.

4. Example of Touch and Disciplinary Procedures

4.1 Appropriate Touch and Displays of Affection

Recognizing that children need appropriate displays of affection that reflect pure, genuine and positive displays of love, we encourage ministry workers to:

- Hold a preschool child who is crying
- Speak to a child at eye level and listen with your eyes as well as your ears
- Hold a child's hands when speaking, listening or walking him/her to an activity
- Gently hold a 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 the child when comforting or quieting is needed
- Pat a child on the head, hand, shoulder or back to affirm him or her
- Remember that all touch must be done in view of others

4.2 Inappropriate Touch and Displays of Affection

Recognizing that the innocence of children must be protected, ministry workers will be made aware that the following actions are deemed 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 older children and do not allow them to sit on your lap
- Avoid prolonged physical contact with any child or youth
- Ministry workers are not to be left alone with a child or youth

4.3 Appropriate Preventative Discipline

All discipline and group management are to be conducted in a loving and caring environment. All attempts are to be made to prevent discipline problems from arising and to avoid the need for remedial discipline.

- Create a loving, caring atmosphere
- To gain respect, you must grant respect
- Prepare exciting and interesting activities with short transitions in-between

- Arrange your environment for learning in an age-appropriate way
- Establish and communicate realistic expectations for the children or youth
- Be fair and consistent
- Focus on positive actions and reward positive behaviour

4.4 Remedial Discipline – the 5 R’s

1. **Reward** good behaviour. Immediate praise and recognition for positive actions
2. **Remind** students of proper classroom behaviour, rule and expectations
3. **Redirect** students. Move them to a different situation or area. Change seating arrangements. Redirect the student to positive action. Offer choices that are acceptable to both you and the child or youth.
4. **Remove** students from the group using a time-out chair within the classroom and in view of the screened adults. After an explanation of the inappropriate behaviour, give them several minutes to sit alone (a quick tool to use is: a child’s age should equal their time-out minutes). When children have settled, invite them to rejoin the group.
5. **Return** troubled students to their parents. If steps 1 through 4 fail to change behaviour, a child should be taken to a parent for the remainder of the class.

Plan to Protect guidelines state that a teacher must complete an *Incident Report Form* when a child or youth is removed from a program or activity or returned to their parents. The *Incident Report Form* must include the behaviour that resulted in the discipline step, the steps taken and the expected outcome prior to returning.⁸

4.5 Discipline that is Not Permitted

- Corporal punishment of any kind
- Deliberate harsh or degrading measures that would humiliate a child or youth, or undermine their self-respect
- Depriving a child or youth of their basic needs
- Locking or confining a child or youth in a room separate from others

⁸ *Plan to Protect: A Safeguarding Guide for Children, Youth and Adults: Church Edition.* © 2022, pg. 132

5. Washroom Guidelines

Upon registering children for programs, parents/guardians will be notified to take their children to the washroom prior to programs.

Nursery: At Rosemount Bible Church, volunteers are not required to change the diapers of infants and young children. This is the responsibility of the parents.

Preschool: Preschool children are not to go to the washroom alone. In our preschool area at Rosemount Bible Church, since we have a single room washroom, the following are to be adhered to:

- No teacher or adult helper must ever be alone with a child in an unsupervised washroom and they are never to go into the cubicle with a child and shut the door.
- If a preschooler needs assistance, a teacher may enter the washroom to assist utilizing the following guidelines:
 - The outside washroom door must be propped open and the adult must stand in an open cubicle doorway
 - The teacher will take into consideration the privacy of the child

Elementary Children:

- When using a washroom with multiple stalls, as on the main floor at Rosemount Bible Church, teachers and helpers are to escort the children to the washroom and prop the door open to make sure that everything is in order. The adults must then remain outside the washroom door and wait for the children before escorting them back to the classroom.
- In the Kindergarten – Grade 6 Sunday School area, there is a one-room washroom within the immediate classroom area. Therefore a child should be sent to the washroom with a buddy in the same age group with instructions to go into the washroom “one at a time.” The teachers are close to the washroom and able to monitor the situation, making sure the children return in a reasonable length of time.
- Teachers and helpers are not to be alone with children in an unsupervised washroom and are never to enter into a cubicle with a child and shut the door.

6. Reporting an Allegation

The law states that everyone is required to speak out if a child's physical and moral safety is at risk. Such cases must always be reported without exception.

If an allegation is reported to you:

- Report the allegation directly to the ministry leader who will report to the elder link. (This is the elder who has been assigned to oversee the children and youth ministry programs).
- The elders will discuss and assist you to take the steps necessary to respond to an allegation, keeping in mind that criminal offences (i.e. physical abuse, sexual abuse) against you, a minor or another adult person must be reported to the authorities immediately. The process to be followed has been documented in the *Responding to an Allegation* flowchart, (available upon request).
- The elders will help you to complete an *Incident Report* form.

Allegations will be taken seriously by the Board of Elders and acted upon as quickly as possible. The Board of Elders also reserves the right to take appropriate Biblical disciplinary action in accordance with the offence.

They will make every effort to:

- Secure the safety of the victim if it is still in question.
- Notify the parents or legal guardian(s) in all cases involving minors.
- Handle all situations with due respect for people's privacy and confidentiality.
- Protect the victim and/or person responsible for reporting an allegation from retaliation.

*** Note: Completed forms remain confidential. However, if information of a general nature in a completed report can be used to improve safety, policies, procedures or processes at Rosemount Bible Church, it will be shared (without revealing specific details that could identify parties) with relevant parties (i.e.: Building Council) so that they can implement the suggested changes.*

6.1 Appealing a Case

It is understood that anyone who feels they have been falsely accused or treated unjustly may appeal their case in writing, within 30 days of the reported allegation, to the Board of Elders.

Note: It is a serious matter to falsely accuse anyone of a breach of conduct or of abuse.

7. Rosemount Bible Church's Response to a Reported Allegation

Rosemount Bible Church strives to create a church environment which protects vulnerable populations and that also puts potential offenders at risk of being caught if they attempt to act.

Through much prayer, effective screening procedures and proper training of workers, it is hoped that these measures will never have to be implemented.

However, in the event of an incident, Rosemount Bible Church pledges to respond appropriately to a reported allegation, in a timely, confidential and appropriate manner. Timely means that initial contact is made with the person who reported the allegation within 24 hours of receiving notice of the allegation.

8. Screening Workers

Rosemount Bible Church employs mandatory screening for the following groups of workers, (including minors who may help between the ages of 14 and 18 years⁹), to the degree that it is appropriate for their job function and to ensure their suitability to work in their desired areas of ministry. Screening does not indicate a lack of confidence or suitability on the part of the church.

8.1 Ministry Leaders, Teachers, Helpers, working with Vulnerable Populations

Those monitoring the hallways – the “Guardian Angels” at Rosemount Bible Church are also screened. Before the church accepts a person to serve in one of these roles, the person must:

- Have a criminal background check. This involves filling out a *Request for a Police Record Check and Disclosure - Vulnerable Sector Clientele* form, which is sent to the SPVM. When a volunteer is cleared, this criminal background check needs to be renewed every three years.¹⁰
- Complete the *Rosemount Bible Church Volunteer Application Form*
- Provide 2 non-related references which will be checked out.
- Have a personal interview by a *Plan to Protect* person or an Elder.
- Read and sign this *Handbook*, agreeing to comply with all standards and procedures, (including the Rosemount Bible Church *Statement of Faith*).
- Attend *Plan to Protect* trainings either in person or on-line.
- Be approved by our Elders Team, at which time their names are documented in the minutes of an Elders’ Meeting.

There will be a 6-month waiting period from a time a person starts to attend church regularly until he/she begins to serve.

“Exceptions can be made in circumstances where the ministry worker has transferred from another church of the same denomination in which they have been long-time members and are ministry workers in good standing or they are being employed by the church. In these circumstances, reference checks must be received from at least 3 individuals, including one from their previous minister or children’s ministry director.”¹¹

⁹ The RCMP clarified in the Youth Criminal Justice Act amendments in 2019, that no criminal record checks be conducted for anyone under 18 years of age. However, minors who volunteer at Rosemount Bible Church will undergo the same screening requirements as the adult volunteers, with the exception of the police record check.

¹⁰ Insurance companies maintain strict requirements as far as screening Employees/Volunteers through measures such as background references, criminal record checks (every 3 years for those working directly with vulnerable populations), personnel interviews, etc. These are not optional.

¹¹ *Plan to Protect: A Safeguarding Guide for Children, Youth and Adults: Church Edition.* © 2022, Pg. 54

8.2 Part-time and Full-time Paid Staff

As part of the hiring process, part-time and full-time staff will go through the same screening process as the above in 8.1, with the personal interviews performed by members of the Elders Team.

8.3 Members of Leadership (i.e. Elders, Leadership Practicum, Deacons)

- Since those chosen to be on the Elders Board, the Leadership Practicum or the Deacon Board are already well-established members of the church and well-known to the existing members of leadership, each will:
 - Have a criminal background check. This involves filling out a *Request for a Police Record Check and Disclosure - Vulnerable Sector Clientele* form, which is sent to the SPVM. If they are NOT working directly with vulnerable populations, their criminal background check is renewable every 5 years.¹² If they are working with vulnerable populations – refer to section 8.1 for complete screening.
 - Read and sign this *Abuse Prevention Policies and Safe Practices Handbook*, agreeing to comply with all standards and procedures, (including the Rosemount Bible Church *Statement of Faith*).
 - Attend annual *Plan to Protect* training.
 - Have a personal interview by one or two members of the Elders Team.

¹² https://robertsonhall.com/pdf/RH_Abuse_Prevention_Newsletter.pdf July 2017

9. Rosemount Bible Church Is Committed To...

9.1 Confidentiality

Rosemount Bible Church ...

- Pledges to keep confidential the details concerning disciplinary action, releasing information only to those who have a legitimate interest in being informed, including the church's insurance broker.
- Will not release defamatory information unless the personal interests of the communicator and of the recipient are at risk.
- Will keep confidential the results of all *Request for a Police Record Check and Disclosure - Vulnerable Sector Clientele* forms.

9.2 Training and Equipping Workers

Rosemount Bible Church pledges to inform all workers of its expectations of proper conduct as set forth in this document. The church will train and equip workers to provide them with the tools necessary to serve well and to understand how they ought to conduct themselves in God's household. (1 Timothy 3:13, 15). Examples of training and equipping are:

- Circulation of the *Rosemount Bible Church Abuse Prevention Policies and Safe Practices Handbook*
- Formal abuse prevention training (videos, in-house seminars, etc.) to educate all workers to recognize and identify the signs and symptoms of abuse using the *Plan to Protect* material. This training is mandatory for children/youth workers and those working with seniors as well as hall monitors, elders and those in the leadership practicum.
- Annual refreshers and re-assessments

9.3 Providing a Safe and Secure Environment

As well as training our staff and volunteers in abuse prevention policies, Rosemount Bible church is committed to training all workers to be familiar with and to use sound safety and security practices. All workers are asked to:

- Regularly check their working environment for hazards or potentially harmful situations. If a worker becomes aware of an issue of building safety or security, he/she should report it as soon as possible to the Building Council so that the problem can be fixed.
- Be familiar with the closest fire exits.

People-Safe

- Protective measures on premise such as: two adults or an “open door” policy*, designated monitors (ex. Sunday morning Guardian Angels), a restroom policy, and controlled access/entry points for the nursery and pre-kindergarten supervised activities.
- Proper planning of events in order to avoid dangerous or unplanned situations.
- Adequate adult supervision at all activities, remembering that youth helpers ages 14-18 may assist only under qualified adult supervision.
- Team approach to ministries involving vulnerable populations by implementing the ‘two-adult rule’¹³ and also respecting the ratios of adults to children as outlined in the *Plan to Protect* material. (See also Section 8.6.)
- Obtaining parental consent (where minors are involved) using the *RBC Permission Form* for off-premise or overnight activities and field trips.
- Acting upon any safety- or security-related concerns stemming from information in completed *Incident Report* forms.

Secure Premises

- Building maintenance such as controlled access/entry points into the church, adequate lighting and safe storage of hazardous materials.
- Addressing health, safety and sanitation issues promptly.
- Regularly reviewing completed *Injury Report* forms to assess how and where safety and security might be improved.**

*By “open door”, we mean that one-on-one meetings with children/youth will not be held behind closed doors. The door must remain open or the meeting must take place in a room with 2 screened adults with an unobstructed view of the room through a window in the door.

**Note: The *Injury Report* form should be completed when someone is injured while on the premises of Rosemount Bible Church as well as on an outing organized by the church. Copies of this form are stored in the 3 First Aid Kits, in the Fellowship Hall kitchen, kitchen of the Preschool area and in the K-6 Sunday School kitchen on the top floor of the church. Remember to bring copies with you to all children/youth events.

¹³*Plan to Protect: A Safeguarding Guide for Children, Youth and Adults: Church Edition.* © 2022, pg. 222. The ‘two-adult rule’ requires that no fewer than two un-related adults be present at all times in a classroom.

9.4 Security: Wireless Internet at Rosemount Bible Church (Wi-Fi)

The internet at Rosemount Bible Church is primarily provided for church ministry purposes.

- Access to content that is deemed inappropriate by Biblical principles or that is unlawful is strictly prohibited.
- Access is not to be shared with anyone who is not actively participating in a church program.
- The Wi-Fi password should not be shared with minors.¹⁴

9.5 Safety: Off-site Events and Sleepovers for Youth & Children

- All off-site events and sleepovers will be advertised in church communications and pre-approved by the ministry leader with parents being notified at least one week prior to the event or outing.
- Proper written parental consent and medical release forms are required for each child participating. Forms should include: the exact location of the event, emergency phone numbers and a list of adult ministry personnel attending the event as well as the information of each child/youth, including Medicare number.
- Forms must be kept in the ministry leader's possession during the trips and events; original copies to be filed permanently afterwards.
- Children and youth may not be transported one-on-one.
- It is preferred that parents drop off and pick up their children at the event location and commercial carriers be employed for out-of-town events.
- Avoid activities where individuals' cars are required to transport children. If this cannot be avoided, safe driving practices must be observed such as: obtaining parental permission for children to be a passenger in a vehicle, using drivers with valid drivers' licenses and mechanically safe vehicles with proper insurance, having enough seat belts (or car seats, if necessary), for each child in the vehicle, respecting manufacturer's guidelines about transporting children in the front seat, etc.
 - Plan to Protect suggests: "All ministry personnel drivers transporting children and youth must be pre-approved by the ministry leader, provide a copy of their valid driver's license and current automobile insurance and have had a minimum of 5 years driving experience."¹⁵
- All trips and outings will be supervised by a minimum of two screened and approved unrelated adult ministry workers, preferably one male and one female.

¹⁴ Policy 23 (Using RBC's Internet Connection); all policies kept by the church administrative assistant.

¹⁵ *Plan to Protect: A Safeguarding Guide for Children, Youth and Adults: Church Edition*. © 2022, pg. 187

- All over-night activities must have a minimum ratio of 2 ministry personnel for every 10 children or youth. Ministry personnel will be assigned a specific group of children/youth for whom they are responsible. Female ministry personnel will be assigned to female children/youth and male ministry personnel will be assigned for male youth.
- Female and male youth are not allowed in each other's rooms or tents for any reason during retreats and overnight events and they are not permitted to sleep in mixed company.

9.6 Guidelines for Attendance, Class Ratios & Sign-In/Out

Attendance: Needs to be taken during each class and event (for ages 0-18 year olds), with the signatures of those adults who are present whether teaching, supervising or observing. These records are then passed on to the church *Plan to Protect* representative for permanent storage.

Ideal ratios of classes and activities: Two unrelated screened workers for:

- every 6 infants (ages 0-18 months)
- every 10 toddlers/preschoolers
- every 20 elementary age children
- every 15 students (grades 6-8)
- every 20 students (grades 9-11)
- every 10 students (**youth overnight/off-site events**)

Sign-in/out: In compliance with our insurance, all children ages 0 through age 6 years old must be signed in and out of church programs (i.e.: nursery, pre-school, Sunday School, Kindergarten and grade 1) by their parent, guardian or authorized designated person.

10. Rosemount Bible Church Is a Nut-Safe Environment

Currently there are a high percentage of children attending church programs who are allergic to nuts or products derived from nuts. Therefore:

- Please do not bring food or snacks that contain nuts or products derived from nuts.
- Learn what foods to avoid and which snacks are healthy and safe for your class.
- Learn how to read signs of anaphylaxis and what to do with children at risk.
- Epi-pens are stored in the First Aid kits in the main kitchen (Fellowship Hall) and in the kitchen of the K-6 Sunday School area (3rd floor). Training in their use is available.
- Be familiar with the allergies of the children under your supervision.
 - For specific names and allergy information, speak to your ministry leader.

11. Bibliography

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May 14, 2005 Ed. Pg. 72. (Rosemount Bible Church is affiliated with this corporation).

Plan to Protect: A Safeguarding Guide for Children, Youth and Adults: Church Edition. Author:
Melodie Bissell. Published by Word Alive Press. ©2022

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12. Rosemount Bible Church Policies and Forms

Until these forms are uploaded onto our new website, a complete list of all policies and forms of Rosemount Bible Church (RBC) are kept with the church administrative assistant, Cynthia de Santis and may be obtained by emailing her at: cynthiadesantis.rbc@gmail.com.

This is a partial list of the policies and forms which may be helpful:

RBC-5 (Claiming Expenses). Any ministry-related expenses must be submitted following the procedure outlined in this policy.

RBC-12 (Photo Permissions). Important information about the types of photos that can be uploaded to the Rosemount Bible Church's social media platforms.

RBC-24 (Social Media). Guidelines on using tools safely and respectfully as well as on communicating with minors.

RBC Permission Form. Obtain parental consent for youth outings and retreats

The forms below are available through Katy Brereton, the *Plan to Protect* representative at church, katy.brereton@yfc.ca

RBC Incident Report Form. To be completed in the event of an incident.

RBC Injury Report Form. To be completed if someone is injured on Rosemount Bible Church property or while on an outing organized by the church.

Rosemount Bible Church Volunteer Application Form

Rosemount Bible Church Volunteer Reference Form

Responding to an Allegation

13. Rosemount Bible Church Statement of Faith **

The Holy Bible is the divinely inspired, unerring Word of God, our supreme authority in all matters of faith and conduct.

There is one true God, sovereign Creator of the universe. God exists eternally in three distinct persons: Father, Son, and Holy Spirit.

The Son of God is the Lord Jesus Christ, fully God and fully man. Born of the virgin Mary, He lived a sinless life, died on the cross for our sins, and rose again from the dead. He ascended to His Father's right hand, and now intercedes for His people there. He will soon return for His church, begin His judgment of all mankind, and institute His universal rule.

By nature, each individual person is fallen and lost, unable to escape God's judgment against our sin. But by the infinite grace of God and the atoning sacrifice of Christ, all who put their faith in Jesus the risen Lord receive full forgiveness and eternal life. All who refuse him perish.

The Holy Spirit works in the world, convicting men and women of their sin and drawing them to Jesus Christ the Lord. The Holy Spirit indwells all true believers, enabling them to experience the life in Christ, and providing them with spiritual gifts whereby they may glorify God and build up His church.

**For the *Expanded Statement of Rosemount Bible Church Teaching and Practices*, please refer to the church website: www.rbc.qc.ca under "Statement of Faith"

14. Signature Page

	Yes	No
I have read and understood the contents of this <i>Handbook</i> .	<input type="checkbox"/>	<input type="checkbox"/>
I have read and understood Rosemount Bible Church's <i>Statement of Faith</i> .	<input type="checkbox"/>	<input type="checkbox"/>

By signing below, I agree to comply to the standards outlined in this *Abuse Prevention Policies and Safe Practices Handbook* and the standards outlined in the *Statement of Faith* of Rosemount Bible Church.

_____	_____	_____
Signature	Please Print Name Here	Date

Please complete the above section in ink, detach and give to Katy Brereton, the *Plan to Protect* representative, who will keep it permanently in your file in the church records.

Thank you for choosing to use your God-given gifts and talents for the Lord here at Rosemount Bible Church!