



Child Protection Template

**Suggested Minimum Standards
for Local Be In Christ Churches**

(Version 1.07)

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About this Document

Be in Christ Church of Canada congregations endeavour to provide safe and secure environments for children and youth that participate and for volunteers that serve.

We desire to inspire confidence within the community to care for and teach children and youth [Matthew 18:1-6]. We will exercise all appropriate steps to keep children, youth and volunteers safe through training, and by following policy guidelines.

1) Volunteer Requirements to be considered a Screened Volunteer

- Attend the church regularly for 6 months (or transferring in from another Be in Christ Church of Canada congregation with reference from Pastor)
- Complete a Volunteer Application form and Covenant
- Provide a current Police Background Check & Vulnerable Sector Search (required at age of 16 and renewed every 5 years unless you report a change in your police check status)
- Provide 2 references who will be contacted by a form e-mail or phone call
- Complete a conversation related to – why you want to volunteer and other matters deemed appropriate with the leader responsible for the area you will volunteer

Please Note:

No person who has been convicted of a sexual offence, or convicted of an assault in which the victim is under the age of eighteen AND at least two years younger than the accused, or has been a custodial parent of a child for which there has been a finding that the child is in need of protection, shall work with children/youth even though such person has since become a Christ follower.

Volunteers will

- Submit to the teaching and instruction from leaders of the church
- Be open to ongoing training and attend meetings related to their volunteer area(s)
- Abide by and accept the signed Covenant

2) Child and Youth Program Registration

All programs (ministries) that have children or youth such as, Sunday school, kid's clubs, youth groups or nursery, should be registered, should be registered either by paper or computer, and applicable to their needs. You may create a form that works best for your local church.

(Appendix C is an example used for Youth, Appendix D is an example Online Digital Photography Agreement)

It should include:

- full names of child, parents/guardians
- contact information
- emergency contact

[2] *Child and Youth Program Registration - continued*

- permission to use photographs on social media
- permission to communicate
- medical questions (allergies, medication taken, limitations whether physical, emotional or behaviourally)

3) **Supervision & Classroom Guidelines**

- Classrooms should contain windows in the door or along the door frame. Doors without windows **must** remain open at all times.
- There must be 2 unrelated screened workers present (with at least 1 over the age of 18 – if workers are related a 3rd volunteer must be present).
- Through a registration process, parents or caregivers are responsible to notify the church, and specifically the leaders of the appropriate ministry, of any allergies, or severe reaction symptoms.
 - Should a child have an anaphylactic allergy, that child's picture, a list of their symptoms and instructions to follow in the event of an emergency must be posted in the room they attend (see Appendix A for an example).
- Children must be signed in and out of all children's ministry activities from birth up to Grade 5.
 - A sign-in process can be done through a computerized system or attendance sheet.
 - Each child must receive either an ID sticker or tag along with the parent for sign-out procedures. Sign-in and ID can take various forms.
 - Children must be picked up by a parent or guardian only, unless the sibling is over age 14.
 - Parent pick-up must be done through a sign-out process – either an ID sticker or tag or by signing an attendance paper which is kept as a permanent record.
- Should a child's parent need to attend class with the child:
 - They need to be identified as a Visitor to the class
 - They may not be given a position of trust or authority while visiting the class
 - Must not be left alone with any child other than their own.
- First aid kits and information should be posted in a prominent position in the room.
- Don't put yourself at risk unnecessarily in a situation that could become compromising.

4) **Appropriate Supervision Ratios**

Infants (birth-age 3)	1 teacher to 3 students	
Toddlers (age 3-5)	1 teacher to 5 students	
Elementary (SK-Gr.5)	1 teacher to 8-10 students	Overnight events 1:5
Youth (Gr. 6-12)	1 teacher to 15 students	Overnight events 1:10

5) Washroom Specifics

- As part of your child registration process, be sure to receive signed permission to toilet or diaper any child under grade 1 – otherwise notify the parent when a child needs to use the washroom.
- If you need to take a young child to the washroom:
 - A volunteer under the age of 16 may not take a child to the washroom.
 - If you need to take a young child to the washroom make sure a gender appropriate person can do so.
 - If there isn't a gender appropriate person available, stand outside the bathroom door and wait for the young child.
 - If the young child needs assistance to use the washroom and you are comfortable, you may help them, once you have asked them.
 - If you are not comfortable, ask for the parent to come and take their child to the washroom.
- For health and sanitation reasons, wash your hands thoroughly with soap after every washroom trip.
- Monitors should be checking the halls and washrooms, during Sunday School and during the service, looking for suspicious activity, people lingering in the halls or washrooms.

6) Nursery Guidelines

- Only screened Nursery volunteers are to be in the nursery. The only exceptions are nursing mothers or a parent changing a diaper (if no other space is created for diapering). They are not to stay after nursing or diapering. A screened volunteer should know where they are and when they leave.
- Upon a child being checked in to the nursery:
 - place an ID sticker or tag on the child.
 - sign them onto a weekly sign-in sheet.
 - Some type of ID sticker or tag will be given to the parent/guardian and they must show it to receive the child back after service.
 - ONLY the parents/guardian with the ID sticker or tag will receive the child.
- Visitors will be given an ID sticker or tag for both child and parent.
- As part of your registration process, have signed permission to diaper and toilet each child.
- For health and sanitation reasons, use the gloves and wash hands thoroughly when finished.

7) Fire Protection Procedures

- Fire routes posted in each room will identify routes out of the building in case of fire or emergency.
- Volunteers will be trained and reminded annually, how to get children out of the building safely in case of an emergency.
- Area leaders (Sunday School teachers, Kids Club, Nursery leaders etc.) will take attendance of the children once they are out of the building and safely away.
- Be sure to talk through a Sunday morning exit strategy.
- The ushers should check washrooms and assist people out as needed.

8) Overnight Policies and Off-site Trips

- All off-site day trips and over-night activities must be pre-approved by Pastoral leadership AND must have written parental consent for each child/youth.
- Screened volunteers who are gender specific volunteers must be present for the duration of the event (if both male and female students are attending, both male & female screened supervisors are required).
- For privacy and safety, leaders should not change in front of the students, they should use the washroom or other private room to change. The students should be presented with the option of changing in another room as normal and acceptable.
- When at a pool or aquatic facility, leaders must change inside a stall and not in front of the students. Students should do so as well.
- In a sleeping environment (tent, hotel room, cabin):
 - A volunteer must not ever be in the same bed or sleeping bag as a student.
 - No tent or room will have just one leader and one student.
 - Each sleeping environment should have one of the following arrangements:
 - ▶ 2 screened workers with 2 or more students.
 - ▶ OR just students that leaders supervise (in hallways or outside) until all are asleep.
 - If possible, an adjoining room is ideal.

9) Social Media Guidelines

Social media is a wonder tool for communication, advertising and teaching. It is an incredible way to get your message out on mass and encourage people in their faith journey. Be In Christ Church of Canada does recommend each local church to have a social media presence. Be mindful of best practices:

- When employees are using social media platforms, remember you are representing the church even if you are posting on your own page under your own name. Slander, racial slurs, obscenity or disrespectful comments about persons, businesses or organizations is unacceptable.
- Parent/guardian permission must be given for an employee or volunteer to initiate communication via text, e-mail or any other social media platform with anyone under the age of 18. (Authorization form Appendix C)
 - Even with consent to post pictures, it is not advisable to post or tag full names or address of children/youth.
- Parent/guardian permission must be given for pictures to be taken and posted of a child. With permission to post pictures of a child/youth to a church website or platform, it is unacceptable to send those pictures with another party.
- When employees or volunteers communicate with children/youth is it completely unacceptable for there to be any bullying, sexually suggestive language, asks for pictures or requests for keeping secrets.
- If someone in your trust (ie a student to a leader) communicates to you in an inappropriate manner, either sexually, bullying or abrasively, speak to the leader who supervises you. This is to protect yourself from accusation and to help you respond properly.
- Confidential information should never be posted.
- When using social media and you see factual misrepresentations made about your church you may point that out. Respond with respect and not to disparage the other person. Avoid arguments.
- If you think that something you've written or received is questionable in nature, speak to your Pastor for assistance.

10) Driving Guidelines

When the transporting of children or youth is involved for an activity, all drivers must have a valid driver's license and current automobile insurance. The number of persons in the car must be the same as the number of seat belts.

- A person with numerous driving infractions should not transport children or youth (sometimes known through police check).
- A person under the age of 18 or someone who does not have a full drivers license, will not be driving other children or youth for any church event.
- When driving a child or youth, do your utmost to not be alone with a student. If there are no other options, call parent for permission to drive their child/youth and have them sit in back seat.

11) Injury and Accident Plan

- Each ministry area must have a strategy to deal with the injury of a child or a leader:
 - Train volunteers where the First Aid kits are located
 - Basic first aid training is helpful
 - Who to call for help (perhaps a medically trained parishioner) and 911
- An injury or accident must be reported to parent/guardian
- An injury or accident must be documented in written form (See forms in back of document)

12) Proper Displays of Affection

All volunteers should be familiar with and trained on proper displays of affection – appropriate and inappropriate touch. Be aware of, and sensitive to, differences in sexual development, cultural differences, family backgrounds, individual personalities, and special needs. Physical contact with children should be age and developmentally appropriate.

Appropriate Touch

- Bending down to the child's eye level and speaking kindly and listening to them.
- Taking a child's hand and leading them to an activity.
- Putting an arm around the shoulder of a child who needs quieting or comforting.
- Taking both of the child's hands as you say, "You did such a good job!" (or "I'm so glad to see you. We've missed you!" etc.)
- Gently patting a child on the head, hand, shoulder or back to affirm them.
- Holding a child by the shoulders or hand to keep his or her attention while you redirect the child's behaviour.
- Gently holding a child's chin to help him or her focus on what you are saying.
- Holding a preschool child who is crying.

Inappropriate Touch and Must Be Avoided

- Kissing a child, coaxing a child to kiss you, extended hugging and tickling.
- Touching a child in any area that would normally be covered by clothing (except when assisting a child with toileting in which case, following the guidelines previously listed).
- Carrying older children or having them sit on your lap.
- Prolonged physical contact.
- Physical contact of any kind that is done for the pleasure or satisfaction of the care providers.
- Any touching used to express power or control over a child.

Teach children and adults that they have the right to say “NO” when they are uncomfortable with what is being suggested and how to flee when danger is sensed. Encourage them to tell when they have been violated in some way and provide confidence that they will be protected and believed.

13) Suspecting, Identifying and Reporting Child Abuse or Neglect

There may be times when a volunteer’s interaction with a child or youth indicates or suggests some type of abuse or neglect. Across Canada, it is the law that suspected child abuse or neglect be reported to the appropriate child protection agency. This is not optional, it is a legal requirement with penalties for failure to comply. Please refer to Appendix B to help you identify abuse and how to proceed.

14) Discipline and Classroom Management

The best way to manage a classroom environment is being proactive

- Create a loving, caring atmosphere.
- Arrange your environment for children and for learning.
- To gain respect you must grant respect.
- Establish and communicate realistic expectations for the children (4-5 rules)
- 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.
- Be aware of children with special needs.

[14) Discipline and Classroom Management - continued]

Remedial Discipline

- Try to deal with problems individually.
- Explain to the child why the behaviour is unacceptable and what will need to happen if the behaviour continues.
- Redirect the child to positive action.
- If the behaviour persists, under supervision remove the child for a time out.
- If the behaviour is a consistent problem, talk with the Children's Ministry director or supervisor

Physical punishment (slapping, hitting, pushing) is strictly prohibited.

15) Wise Words

DO

- Ask questions if you're uncertain about a situation or circumstance
- Meet in public places if you are mentoring a student
- Advise other staff of your activities (who, where, when) – Be accountable
- Keep physical contact to a minimum
- Keep groups together, use the buddy system for older children

DON'T

- Meet one-on-one with minors behind closed doors
- Hold "secret" meetings with minors.
- Check a minor for injuries under clothing without another adult present or without permission of parent
- Exchange kisses with children or youth
- Pursue a dating relationship with a child or youth.

If you're hesitating about whether something is appropriate, the hesitation is often your answer!

APPENDIX A - Sample Anaphylaxis Emergency Plan

Child's Name

ANAPHYLAXIS EMERGENCY PLAN

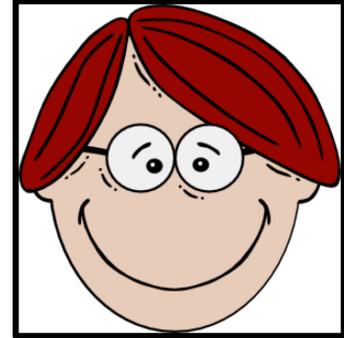
Name:

Age:

ALLERGY TO:

Asthma:

Concurrent medications, if any:



Insert picture of child

Child's SYMPTOMS

(list what is appropriate)

SKIN itching, hives, redness, swelling

GUT vomiting, diarrhea, cramps

LUNG* shortness of breath, cough, wheeze

MOUTH itching, swelling of lips and/or tongue

THROAT* itching, tightness/closure, hoarseness

HEART* weak pulse, dizziness, passing out

Only a few symptoms may be present. Severity of symptoms can change quickly.

****Some symptoms can be life-threatening! ACT FAST!***

1. INJECT EPINEPHRINE IN THIGH USING:

Med Name it will be around Child's waist in a pouch

2. CALL 911

3. Send volunteer to get Parents from either Sunday School class or Sanctuary

IMPORTANT: ASTHMA PUFFERS AND/OR ANTIHISTAMINES CAN'T BE DEPENDED ON IN ANAPHYLAXIS!

APPENDIX B - Identifying and Reporting Abuse

“Child abuse” includes physical, emotional and sexual abuse and/or neglect. It also addresses a pattern of abuse and risks of harm. Some definitions include:

- **Physical abuse** is any deliberate physical force or action, by a parent or caregiver, which results, or could result, in injury to a child. It can include bruising, cuts, punching, slapping, beating, shaking, burning, biting or throwing a child. Using belts, sticks or other objects to punish a child can cause serious harm and is abuse.
- **Neglect** occurs when a caregiver fails to provide basic needs such as adequate food, sleep, safety, education, clothing or medical treatment. It also includes leaving a child alone or failing to provide adequate supervision. If the caregiver is unable to provide the child with basic needs due to financial inability, it is not considered neglect, unless relief has been offered and refused.
- **Emotional abuse** is a pattern of behaviour that attacks a child’s emotional development and sense of self-worth. It includes excessive, aggressive or unreasonable demands that place expectations on a child beyond his or her capacity. Emotional abuse includes constantly criticizing, teasing, belittling, insulting, rejecting, ignoring or isolating the child. It may also include exposure to domestic violence.
- **Sexual abuse** occurs when a child is used for the sexual gratification of an adult or an older child. This includes sexualized touch of a child that may not be for the gratification of the adult or older child. The child may co-operate because he or she wants to please the adult or out of fear. It includes sexual intercourse, exposing a child’s private areas, indecent phone calls, fondling for sexual purposes, watching a child undress for sexual pleasure, and allowing/forcing/encouraging a child to look at or perform in pornographic pictures or videos, or engage in prostitution.

The Subtle Signs of Abuse

While a single sign listed below doesn’t mean abuse or neglect is occurring, it can be an indication that something is wrong. If multiple signs are being exhibited, the child may be at risk of abuse or neglect.

Physical Abuse

Physical abuse is when a child is injured or harmed by his or her caregiver, or when the caregiver fails to do something to protect the child. Subtle signs of physical abuse may include (but are not limited to):

- Child wears long sleeves/long pants even in warm weather
- Excessive crying
- Child seems anxious when other children cry
- Avoidance of physical contact with others
- Recurrent nightmares or disturbed sleep patterns
- Behaviour extremes such as aggressiveness or withdrawal

APPENDIX B - Identifying and Reporting Abuse *(Subtle Signs of Physical Abuse - continued)*

- Poor self-concept
- Whispered speech
- Loss of appetite for no apparent reason, or excessive appetite
- Child is wary of adults
- Re-enactment of abuse using dolls, drawings or friends
- Clinging
- Delinquent behaviour
- Abrupt decline in school performance

Neglect

Neglect is a pattern where a child's caregiver fails to provide basic needs such as food, sleep, safety, supervision, appropriate clothing or medical treatment. Subtle signs of neglect may include (but are not limited to):

- Missing key articles of clothing
- Over- or under-dressed for weather conditions
- Height and weight significantly below age level
- Consistent school absenteeism
- Persistent hunger
- Trouble concentrating
- Low self-esteem
- Body odour
- Child assumes adult responsibilities
- Always being dirty and severely unkempt
- Sleepiness, fatigue
- Child steals food/lunch money from others

Emotional Abuse

Emotional abuse is when a caregiver treats a child in an extremely negative way that damages self-esteem and the concept of self. Subtle signs of emotional abuse may include (but are not limited to):

- Sudden change in self-confidence
- Headaches or stomach aches with no medical cause
- Destructive behaviour
- Abnormal fears, increased nightmares
- Failure to gain weight (especially in infants)
- Desperately affectionate behaviour

APPENDIX B - Identifying and Reporting Abuse *(Subtle Signs of Emotional Abuse - continued)*

- Speech disorders (stuttering, stammering)
- Habit disorders (biting, rocking, head-banging)
- Argumentative or consistent temper tantrums
- Bullying tactics
- Being easily frustrated
- Behaviour extremes—disobedient or overly compliant

Sexual abuse

Sexual abuse is any sexual exploitation of a child by a caregiver or someone else. Subtle signs of sexual abuse may include (but are not limited to):

- Frequent sore throats or urinary infections
- Constant sadness
- Re-enactment of abuse using dolls, drawings or friends
- Clinging
- Thumb-sucking
- Sudden fear of the dark
- Behaviour extremism—aggressiveness or withdrawal
- Recurrent nightmares or disturbed sleep patterns
- Loss of appetite for no apparent reason, or excessive appetite
- Bedwetting
- Avoidance of undressing or wearing extra layers of clothes
- Abrupt decline in school performance

(All above information is from Government of Ontario Ministry of Children and Youth Services, www.children.gov.on.ca/htdocs/English/childrensaidthereportingabuse/abuseandneglect.aspx)

Symptoms of Abuse

Church Volunteers and staff should be alert to the signs of abuse that a victim may exhibit. A one-time event would not constitute a potential abuse case; sudden unexplained changes, however, would warrant further observation. Some of the more common signs are summarized below:

Physical signs may include:

- lacerations and bruises
- nightmares
- irritation, pain or injury to the genital area
- difficulty with urination

APPENDIX B - Identifying & Reporting Abuse (Symptoms of Abuse, Physical Signs - continued)

- bedwetting
- discomfort when sitting
- torn or bloody underclothing
- pregnancy

Behavioural signs may include:

- anxiety when approaching church or nursery area
- nervous or hostile behaviour toward adults
- sexual self-consciousness inappropriate to the age of the child
- “acting out” sexual behaviour
- extreme withdrawal from church activities and friends

Verbal signs may include the following statements:

- I don't like (*names a particular person*).
- (*Particular person*) does things to me when we're alone.
- I don't like to be alone with (*particular person*).
- (*Particular person*) fooled around with me.

Allegations of Abuse

Realistically, no practical prevention strategy is 100% effective in preventing abuse. An accusation of child sexual abuse may occur in any church.

All allegations are to be taken serious. False allegations of abuse made by children are relatively low.

All allegations must be handled immediately with respect for the privacy and confidentiality of both the victim and perpetrator.

Obligation to Report

Any person who has reasonable grounds to believe that a child (or children) is in need of protection is legally required to report the matter to the appropriate government agency. This is not an optional report. It is a criminal offence to not report. A person who knowingly fails to report in these circumstances is in violation of the law and may be found to have committed an offence.

The law across Canada provides protection from civil action to an individual who makes a report on reasonable grounds. Protection is not offered if the report is made in malice.

The law across Canada requires all individuals to report all cases where there are reasonable grounds to believe that a child is in need of protection. Only attorney-client privilege is exempt from this. Pastors **do not** have confidentiality privilege and ARE required to make reports.

Reasonable Grounds

Reasonable grounds are those which have a rational foundation. Any of the following would be considered reasonable:

- A actual complaint from the child
- Circumstantial evidence such as cries for help, unexplained and in-ordinary physical injury
- A statement of credible eye witness or credible witness to a recent complaint
- A credible witness who corroborates the statement of another

However, the following would always be excluded as providing reasonable grounds:

- Gossip
- Unsubstantiated conclusions

In short, “reasonable grounds” have a rational basis. They are not based on intuition, feelings, emotion or the uncritical acceptance of another’s view if they are unsupported by other facts.

When to Report

When to make a report

A child is in need of protection if:

- You suspect the child has suffered physical or sexual harm
- You suspect the child has been harmed due to lack of adequate care
- You suspect the child has been abandoned
- You suspect the child has been harmed emotionally
- You suspect the child is at risk to suffer sexual, physical or emotional harm
- You suspect the caregiver is unable to protect the child
- You suspect the caregiver has a problem that interferes with their ability to parent (ie: drug or alcohol abuse, mental illness)
- You suspect the caregiver lacks adequate parenting skills
- A child under 12 commits a serious act such as assault or excessive damage to property

Abuse or neglect need not have already occurred for a child to be in need of protection; it is not necessary to wait until a child has been harmed to intervene. When abuse or neglect can be reasonably anticipated and there are reasonable grounds to believe the child is in need of protection, the legal obligation to report applies.

Historical abuse or neglect, which occurred in the past, must be reported.

CONTINUED ON NEXT PAGE

APPENDIX B - Identifying & Reporting Abuse

Important to Note

As soon as possible after the incident comes to your attention, contact the appropriate people and/or agency. Do not attempt an in-depth investigation. This should be left to professionals who are familiar with these cases, and you may actually be hindering their investigation.

When a child first comes to you, be sure to take his or her word seriously. Don't deny the problem, but stay calm and listen to them. Give emotional support, reminding the child that he or she is not at fault. Tell the child that he or she was right in telling you about the problem.

Do not promise the child that you will not tell anyone.

Do not prejudge the situation, but take the allegations seriously and reach out to the victim, showing care and support to prevent further hurt. Treat the accused with dignity and support. If the accuser is a church volunteer/employee, the person should be relieved of his or her duties until the investigation is finished.

How to Make a Report

Any person who has reasonable grounds to believe that a child is in need of protection must make a report to the appropriate government agency.

It is requested that you speak to the Senior Pastor to get their assistance in the procedure of reporting and ensuring that everyone concerned is notified – government agencies (varies depending on province but includes the police services), the denominational office, and potentially church lawyers and insurance company. They will assist in all paperwork that is associated with reporting, and give guidance on your responsibilities.

The Senior Pastor will be the only spokesperson to deal with media and any information given to the congregation as a whole. They will also do this only on advice from the denomination and legal counsel.

It is the stand of the Be in Christ Church of Canada to not deny, minimize, cast blame or accuse in allegations of abuse.

APPENDIX C - Sample Youth Registration Form

Authorization for Communication and Medical Consent

Information received is confidential and being gathered for the purposes of serving your child while in the care of _____ church. Any medical information collected here serves to authorize _____ church, and its staff and volunteers, to obtain medical assistance in emergencies.

Student Name: _____ Birthdate: _____

Address: _____ PC: _____

Phone: (____) _____ School: _____

Parent/Guardian Work Number: (____) _____

Parent/Guardian Cell: (____) _____

Parent/Guardian Email: _____

Health Card Number: _____

Allergies: _____

Does your child have any life threatening allergies? YES _____ NO _____

If yes, please explain: _____

Does your child have any physical, emotional, mental or behavioural concerns or limitations that our staff should be aware of? YES _____ NO _____

If yes, please explain: _____

In case of emergency, contact: _____

Relationship: _____ Phone: (____) _____

The safety of your child is our primary concern. Precautions are taken for the safety and health of your child. In the event that your child requires special medication, x-rays or treatment, the parents/guardians will be notified immediately.

I/we, the parents or guardians named above, authorize Pastor or Leader _____ or on of the _____ church Ministry Staff to sign consent for medical treatment and to authorize any physician or hospital to provide medical assessment treatment or procedures for the participant named above.

I/we named above, undertake and agree to indemnify and hold blameless the Pastor, the Ministry Staff, _____ church, its Pastors and Church Board from and against any loss, damage or injury suffered by the supervising individuals representing the church. This content and authorization is effective only when participating in or traveling to events of the _____ church.

Parent/Guardian's Signature: _____

Printed Name: _____ Date: _____

APPENDIX C - Sample Youth Registration Form
(Authorization for Communication and Medical Consent continued)

Photos

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

- Brochures/Promotional Material
- Website/Facebook Page
- Church
- Newsletters

Communication

Please sign below to grant permission to Pastor or Leader _____ and other _____ church Ministry Staff to contact your child in accordance with Be In Christ Church of Canada policies via the following means:

- Facebook/Instagram - any social media
- Email
- Cellphone/Text

Student Ministry Activities

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

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

Signature: _____

Printed Name: _____

Effective from date sign through _____ (Date)

Purpose and Extent:

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

APPENDIX D - Sample Online Digital Photography Agreement



Terms of Photography Release

I hereby grant Be In Christ Church of Canada and any photographer, illustrator, filmmaker or cinematographer, or any other persons or entity conducting photography or recording in respect of the Be In Christ Church of Canada. The "Photographer/ Filmmaker" and any of the assigns permission to license all digital, electronic, print, television, film and other media made connection therewith (the "Media") and to use such Media for any purpose (except pornographic or defamatory) which may include, among others, advertising, promotion, marketing and packaging for any product or service. I acknowledge that the media may be combined with other digital, electronic, print, or film and cropped, altered or modified.

I agree that I have no rights to the images, and all rights to the Media belong to Be In Christ Church of Canada and/or Photographer/ Filmmaker, as applicable, and their respective assigns. I acknowledge and agree that I have no further right to additional consideration of accounting, and that I will make no further claim for any reason to Be In Christ Church of Canada/ or Photographer/ Filmmaker, as applicable, and their respective assigns.

I represent and warrant that I am:

- (a) the Parent and/ legal guardian of [Insert Name of Child/ Children]
- (b) at least 18 years of age; and
- (c) have the full legal capacity to execute this acknowledgment and release.

This acknowledgement and release is binding upon my heirs and assigns. I agree that this release is irrevocable, worldwide.

First Name (Print): _____

Last Name (Print): _____

Date: _____

Signature: _____