



ANGLICAN DIOCESE MONTREAL



Safe Church
Youth Ministry
Parish Resource

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Diocese of Montreal
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Purpose of these Policies and Procedures

It is the goal of the Diocese of Montreal to ensure that our churches provide safe environments for people of all ages to come worship, share in fellowship and grow as a community. The primary responsibility for the care and safety of the people who participate in parish programs rests with the church and its volunteers and staff. These Diocesan Safety Policies have been developed to help parish and program leadership understand how to minimize the risk of preventable accident or injury. Please note that this guide does not replace common sense. If you have any questions please contact the Diocesan Synod Office 514-843-6577.

Personal Physical Safety Guidelines

First Aid Kits / First Aid Personnel

- Parishes are to have a first aid kit that is available in an easily accessible area, with staff, wardens and parish program leadership knowing where this kit is located;
- First aid kits should be monitored and replenished twice a year.
- The content of the first aid kit should be as follows:

12-24 individually wrapped band aids in various sizes (fabric or waterproof)	Sterile dressings to cover a wound (suggested sizes to have 6 medium 12cm X12cm and 2 large 18cm X 18cm)	Mouthpiece for administering CPR (can be obtained from local Red Cross)
Triangular Bandage	Tubular Bandages	Elastic Bandages
Thermometer	Sterile non-fluffy gauze	Vinyl Gloves
Tweezers	Peroxide 10%	Round Edge Scissors
Safety Pins (various sizes)	Adhesive tape (to hold dressing in place)	Disposable instant cold packs
Antiseptic wipes	List of emergency phone numbers	

- For every 50 people in the parish there should be at least one person with first aid certification.

Fire Extinguishers

- Each extinguisher must be examined at least once a year, and whenever monthly inspections indicate that this may be needed.
- Fire extinguishers should be in easily accessible places
- There needs to be a fire extinguisher in all parish kitchens
- Additional extinguishers are recommended for parish hall, sanctuary and office area.

Emergency Evacuations

- Procedures should be reviewed semi-annually for fire emergencies
- These procedures are to be posted in visible places in each room, stating routes of escape to the nearest fire exit and the outside meeting point.

Accident / Incident Reports

The purpose of [Incident / Accident reports](#) is to provide accurate information about incident that occurs during supervision of our parish groups. Depending on the nature of the group that use of the incident / accident form may vary.

For example, an incident in a Sunday school class could result from a child A choosing to hit child B. For example, an incident report is to be written describing:

- The altercation that took place
- The intervention that followed
- The reporting to parents of both children

In an adult group, an example of the need of a report might resemble the following incident. At an annual church dinner Mrs A and Mrs B get into an argument that stretches beyond the boundary of acceptable. An incident report may be requested from each party, to be followed by pastoral care by the incumbent.

The previous two examples reflect incidents that could take place in a parish.

In the case of an accident, when someone has been injured physically and some measure of first aid is required, an accident report must be completed.

Accidents resulting from fault in the church building or equipment must be recorded and reported in detail. There could be a claim on the church's insurance. Repairs to the building or equipment must follow.

With respect to children, an accident report should be completed for every first aid measure that takes place. This report provides accountability to the parent and information to a medical team.

All reports should be filled out by:

- the person responsible for the group;

And signed by:

- the person responsible for the group as well as
- the supervisor of the person responsible

The signed report indicates the seriousness of the accident and the responsibility of those in charge.

Leadership in all Parish Groups

The following section provides guidelines for adult programs within parishes. Leaders are expected to conduct themselves in an appropriate manner and to be an example of respect and honesty.

- a) It is recommended that parishes should have two people responsible for leading a parish program.
- b) All leadership volunteers should wear name tags or something that identifies them as the one responsible for the group.
- c) Open Door Policy – When it is necessary for individuals to meet one on one, the door of the meeting room should remain open.
- d) [Incident Reports](#)
 - Incident reports are to be filled out when any inappropriate action, verbal or physical has taken place within your meeting time.
 - Incident reports may not be as serious as a formal complaint but are to be used to record a behaviour or interaction that could be viewed as inappropriate, and that may require some other form of intervention.
- e) [Accident Reports](#)
 - Accident reports are to be made any time an accident should occur.
 - Reports are to be filled out no matter how minor the accident seems to be. With proper documentation an incident cannot be exaggerated or “blown out of proportion” by gossip.

Anytime an Accident / Incident Report is filled out the program supervisor must be notified along with the parish incumbent.

Leadership for Youth Programs

Qualifications for Diocesan Youth Workers / Volunteers

- All Youth Workers should have a basic knowledge in First Aid / CPR
These courses are available through St. John's Ambulance or the Red Cross
- All Youth Workers / Volunteers should have gone through an interview process and reference checks
- It is up to the discretion of the parish to ask their Youth Worker for a police check.

Youth Participants

- For any youth programs, complete [registration information](#) is to be taken (Names, addresses, emergency contacts).
- [Proper medical forms](#) should be included with registration information
- Programs should provide a sign-in sheet, including the name of the adult staff / volunteer on hand. An accurate sign-in procedure would include each youth's name and how they are getting home (pick up, bus, walk). Youth are requested to report to staff / volunteer on their time of departure, to ensure safe transport to their homes.

Group Registration

- All parish youth programs should be registered with the Diocesan Youth Coordinator. [Group Registration Forms](#) can be found in the forms section of this document and mailed to:

Diocesan Youth Coordinator
c/o The Diocese of Montreal
1444 Union Avenue
Montreal, QC H2A 3B8

This information will facilitate communication and mailings re: Diocesan Youth Events and Training.

Arrivals and Departures

- If a youth is being dropped off, parents are asked to wait until the adult in charge arrives.

Supervision

- It is recommended that each youth program have a minimum of two adult leaders, preferably one of each gender.
- All adults working with young people should be wearing name tags / or appropriate clothing identifying them.
- There is to be one adult leader for every 15 youth (13-17 years of age) participants. (This is a provincial stipulation for proper supervision.)

Open Door Policy

- If a young person needs to talk one on one, it is advisable to be in an open area. If the matter is of a serious personal nature, the open door policy is to be enacted in this situation as well.

Field Trips and Events

- Out-of-parish events should be pre-approved by the church leadership. Parents should be notified at least two weeks prior to the outing.
- Proper written consent and medical release forms for each person participating in field trips and special events are to be submitted to the church leadership / incumbent. (See the sections “forms” of the present document.)

Overnight Events

- All overnight activities must be pre-approved by church leadership
- Proper written consent and medical release forms for each person participating in field trips and special events are to be submitted. (See the sections “forms” of the present document.)
- It is recommended that youth sleep in different areas according to gender. If necessary it may be permitted that the group sleeps in the same room with genders on the opposite sides of the room and leaders must sleep in the middle of the room. If there is one sleeping area, appropriate changing facilities must be made available
- For any overnight event one leader of each gender must be present if it is a mixed-gender group.

Transporting Youth

- When transporting young people, all drivers must have a valid driver's license and current automobile insurance.
- By provincial law, the number of persons per car must not exceed the number of safety belts.
- When a leader needs to drive a young person home, it is recommended that prior to leaving, parents are called.
- Youth are to sit in the back seat if being driven home.

Sick Youth

- Workers should not give or apply any medication. If a youth needs medication, the parent must give it. No medication will be left with a worker or child. In extreme cases (i.e. peanut allergies, ventilators, etc.) arrangements should be made with written instructions and permission of the youth's parent.

Incident Reports

- [Incident reports](#) are to be made any time an incident, verbal or physical has taken place within your meeting time.
- Incident reports are to be taken if any measure of discipline has been take.

- Incidents may not be as serious as a formal complaint but are to be used to record a behaviour or interaction that could be conceived as inappropriate, and that may require some other form of intervention.

Accident Report

- [Accident reports](#) are to be made any time an accident should occur. The report must be filled out and kept on record.
- Reports are to be filled out no matter how minor the accident seems to be.

Any time an Accident / Incident Report is filled out the program supervisor must be notified along with the parish incumbent.

Suspicion of Abuse or Neglect Outside the Church

The subject of abuse in any form is a serious one. If the leader of the group or program suspects any form of abuse or abuse has been reported by an injured party, it is the responsibility of the leader to report this incident to the proper authorities. This section is to provide information on:

- The responsibility of reporting
- How to make a report to the Director of Youth Protection (DYP)
- What is the procedure once a report is made and what rights the signaller has within the process.

Guidelines for Children's Ministry Workers

Qualifications for Children Ministry Workers

- All workers should have knowledge in First Aid / CPR. These courses are available through St. John's Ambulance or the Red Cross.
- In the case of a Sunday School, the Sunday School Superintendent should also have this qualification if other volunteers do not.
- All Children's Ministry Workers / Volunteers should have gone through an interview process and reference checks are suggested.
- It is up to the discretion of the parish to ask their Children's Ministry Worker and / or additional volunteers for a police check
- All adult volunteers / staff should wear a name badge.

Children Participants

- Proper [registration](#) of the children involved in the various children's programs should be received and carefully maintained. Registration information should include: name, address, emergency contact.
- [Proper medical forms](#) should be included with registration information.

Group Registration

- For proper communication, all parish children's programs should be registered with the Diocesan Youth Coordinator. [Group Registration Forms](#) should be mailed to:

Diocesan Youth Coordinator
c/o The Diocese of Montreal
1444 Union Avenue
Montreal, QC H3A 2B8

Arrivals and Departures

- Programs with children should provide a sign in sheet including the names of staff. An accurate sign-in procedure would include each child's name, parent's name and parent's location during the program time. Space should be provided for parents to list any special needs. Nursery and preschool aged children should not be received into the nursery or classroom until properly signed in.
- Children should not be dropped off in an activity without the adult leader present. If only one adult leader is present the door must be left open.

Washroom Guidelines

Preschool

- Diaper changing should always take place in such a way that another nursery worker can easily see the child that is being changed, as well as the other children and workers in the room

- Children under the age of 14 who are assisting in the nursery should not change diapers.
- If preschool children need assistance in the washroom, an adult may enter the washroom cubicle to assist only under the following guideline:
 - A second adult should be within visual distance. If this is not possible, the person responsible should inform another adult when taking a child to the washroom and when returning

Children

- Two adults escort a group of children to the washroom. Some churches may not have two adults so we recommend that these churches appoint hallway or safety monitors to assist with washroom and security details (preferable female).
- If just one child must go to the washroom, the adult volunteer should escort the child to the washroom, prop the outside door open (if there are two doors). The volunteer should then remain outside the washroom door and wait for the child.
- Volunteers should never be alone with a child in an unsupervised washroom and should never go into a washroom cubicle with a child and shut door.

Sick Children

- Workers should not to give or apply any medication. If a child needs medication, the parent must give it. No medication will be left with a worker or child. In extreme cases (i.e. peanut allergies, ventilators, etc.) arrangements should be made with written instructions and permissions of the child's parent.

Incident and Accident Reports for Youth and Children

Incident Reports

- [Incident reports](#) are to be filled out when any action, verbal or physical has taken place within your meeting time.
- Incident reports are to be written if any measure of intervention has been taken.
- Incidents reports may not be as serious as a formal complaint but are to be used to record a behaviour or interaction that could be conceived as inappropriate, and that may require some other form of intervention.

Accident Report

- [Accident reports](#) are to be made any time an accident should occur, and be kept on record.
- Reports are to be filled out no matter how minor the accident seems to be.

Any time an Accident / Incident Report is filled out, the program supervisor must be notified along with the parish incumbent and the parents.

Open Door Policy

- If a child needs to talk one on one, it is advisable to be in an open area. If the matter is of a serious personal nature, the open door policy is to be followed in this situation as well.

Field Trips and Events

- Out-of-parish events must be pre-approved by the church leadership. Parents should be notified at least two weeks prior to the outing.
- [Proper written consent](#) and [medical release forms](#) for each person participating in field trips and special events are to be submitted to the group leadership.

Overnight Events

- All overnight activities must be pre-approved by church leadership
- [Proper written consent](#) and [medical release forms](#) for each person participating in field trips and special events are to be submitted.
- It is recommended that children sleep in different areas according to gender. If necessary it may be permitted that the group sleeps in the same room with genders on the opposite sides of the room, and leaders must sleep in the middle of the room. If there is one sleeping area, appropriate changing facilities must be made available
- For any overnight event one leader of each gender must be present if it is a mixed-gender group.

Transporting Children

- When transporting young people, all drivers must have a valid driver's license and current automobile insurance.
- By provincial law, the number of persons per car must not exceed the number of safety belts.
- When a leader needs to drive a young person home, it is recommended that prior to leaving, parents are called.
- Children are to sit in the back seat if being driven home.
- If a child requires a booster seat and the adult leader / staff does not have one, it is recommended that the adult not drive the child.

Supervision

- There should be at least one adult for every 10 children between the ages of 5-12 (6:1 is an ideal ratio).
- There should be one adult for every 5 children ages 4 and under.

Suspicion of Abuse or Neglect

The subject of abuse in any form is a serious one. If the leader of the group or program suspects any form of abuse or has been told by the injured party, it is the responsibility of the leader to report this incident to the proper authorities. This section is to provide information on:

- The responsibility of reporting
- How to make a report to the Director of Youth Protection (DYP)
- What is the procedure once a report is made and what rights the signaller has within the process

Reporting a suspected case of abuse

The Duty to Report

The *Youth Protection Act* confirms that the protection of children is a collective responsibility. Section 38 states that “Every professional who, by the very nature of his profession, provides care or any other form of assistance to children and who, in the practice of his profession, has reasonable grounds to believe that the security or development of a child is or may be considered to be in danger within the meaning of section 38 or 38.1, must bring the situation to the attention of the director without delay. The same obligation is incumbent upon any employee of an institution, any teacher or any policeman who, in the performance of his duties, has reasonable grounds to believe that the security or development of a child is or may be considered to be in danger within the meaning of the said provisions.”

Section 39 also states that individuals, other than those mentioned in the first paragraph, who have reasonable grounds to believe that the security or development of a child is in danger may report the situation. However, if the child is a victim of sexual abuse or is subject to physical ill-treatment through violence or neglect, they must report the situation to the Director without delay.

The duty to report applies even to individuals “who are bound by professional secrecy, except to an advocate who, in the practice of his profession, receives information concerning a situation described in section 38 or 38.1” of the Act. In this respect, the Commission concluded in an opinion adopted in 1996 that the provisions of section 39, which relieve professionals of the duty to maintain secrecy, were sufficiently clear and specific to constitute a restriction on the right to professional secrecy under section 9 of the Charter.

Finally, it is important to remember that, under section 42 of the *Youth Protection Act*, “An adult is bound to bring the necessary assistance to a child who wishes to seize the competent authorities of a situation that endangers his security or development, that of his brothers and sisters or that of any other child.”

To report a situation to the Director of Youth Protection, it is not necessary to have ironclad proof that the child needs protection. If your own observations or remarks made by the child give you reasonable grounds for believing that a danger exists, you must report the situation.

Immunity and Confidentiality

Section 43 of the *Youth Protection Act* provides immunity, stating that individuals may not be prosecuted for actions performed in good faith when reporting a situation. Section 44 of the Act provides further protection, stating that the identity of the informant cannot be revealed without his or her consent.

How to Make a Report to DYP

Below is the recommended method of reporting to abuse / neglect provided by the DYP. These steps must be adhered to. This [form](#) will help you prepare all the necessary information. Also, once the leader of the children's program is suspect of an incident of abuse / neglect they must inform the parish incumbent. All contact numbers for the various regional offices of DYP can be found in the resource section.

When reporting situations to the Director of Youth Protection (DYP), reporters must provide certain information. Their cooperation in this respect is extremely valuable.

- Reporters must identify themselves pursuant to section 39 of the *Youth Protection Act*.
- They must submit all the information at their disposal to enable the Director to identify the child (name, date of birth, address and the names of the parents or tutor).
- They must also submit any information at their disposal on the child's situation, clearly describing all the elements which suggest that the child's safety or development is in danger. They may be asked to give further details.
- It is important for informants to take note of the name of the person they contact at the DYP's reception and report procession department.
- Informants may ask whether or not any follow-up action was taken.

To report a situation, reporters may contact the Director of Youth Protection (DYP) at any time.

Steps in Processing a Report

What happens when a child's situation is reported to a Youth Protection Director? The first task of the Director is to determine the admissibility of the report, on the basis of the initial information. He or she will also decide if there is a need for urgent measures to provide immediate protection for the child. It is at this stage, too, that the decision of whether to retain the report is made. If the report is not retained, the reporter will be told.

If the report is accepted, the Director of Youth Protection will set the second step in motion, i.e. evaluation of the situation and the child's living conditions. When the analysis is complete, he or she will decide whether the security or development of the child is endangered or not. The director's decision is based on an analysis of the following elements:

- The facts reported;

- The age and vulnerability of the child;
- The exercise of parental authority;
- The capacity of the parents;
- The capacity of the environment to provide support and resources for the child and the parents. If the analysis suggests that the child is not in jeopardy, the Director must inform the child, the parents and the person who reported the situation.

If, on the other hand, the Director decides that action should be taken under the Youth Protection Act, he or she must then take charge of the child's situation and determine what steps will be taken. The options available include the introduction of voluntary measures or taking the situation before the Court, which, after assessing the child's need for protection will order the measures it deems necessary. Such measures, depending on the individual case, can range from keeping the child in the family environment with social supervision (in the form of help and advice for the child and the family), to removing the child from the home for a specific period. The child may be placed with a foster family, in a reception centre or, if necessary, in a hospital.

Guidelines for Nursery School Spaces

The following are guidelines to follow in a Nursery School setting:

- Have non-toxic cleaning supplies readily available to nursery workers but well out of the reach of children.
- See that nursery carpets, floors, furniture are thoroughly cleaned on a regular basis. Check floors for choking hazards such as: coins, marbles, safety pins, jewellery, buttons, crayons, pen caps, nails, screws, etc.
- See that toys are washed on a regular basis with a non-toxic detergent, and that toys handled by children with colds are washed immediately.
- If there is no sink in the room, have disinfectant hand cleaners available for care givers
- Have only age appropriate toys in the nursery. If a toy, or parts to a toy, is small enough to fit through a toilet paper tube, do not use.
- Avoid stuffed animals, as they are great germ carriers.
- Make sure all electrical cords are out of the way and all electrical outlets are covered.
- Tie up window-blind cords.
- Post emergency exits and phone numbers including poison control.
- Have fire drills on a regular basis.
- Always make sure children are seated while eating.
- Make sure all cribs / playpens ascribe to the current government standards of safety
- Have clean crib sheets readily available and have a plan for making sure used crib linens and changing table covers are washed and returned each week.

Physical Touch Boundaries for Youth and Children

Volunteers / Staff need to be aware of, and be sensitive to, differences in sexual development, cultural backgrounds, family backgrounds, individual personalities, and special needs.

Physical contact should be of an appropriate nature. We recommend the following guidelines as pure, genuine and positive displays:

Appropriate Touch

- being eye level with the young person, speaking kindly and listening to them carefully,
- A pat on the back to show a job well done or on an arm on the shoulder for consolation are appropriate forms of touch but permission must be asked of the youth / child before any contact can be made.
- Hugs: spending any sort of time with youth / children may have them wanting a hug. Hugs may only be engaged by the youth / children. Use the three second rule for the duration of hugs. Continuous hugs and multiple hugs are to be discouraged.

Inappropriate Touch

- kissing a youth / child, coaxing a youth / child to kiss you, extended hugging and tickling
- touching in any area that would be covered by a conservative bathing suit
- at no time is it appropriate to have a youth / child sit on the adult leader's lap

Please refer to the Diocesan Safe Church Manual for resources and to review and become familiar with the Diocese of Montreal no-tolerance Policy on Sexual Misconduct. If necessary please contact the Human Resources Department (514) 843-6577 or visit the diocesan website www.montreal.anglican.ca to obtain a copy.

Parishes are encouraged to follow the safety guidelines at all times. Questions and concerns may be addressed through the Bishop's office (514) 843-6577 or bishops.office@montreal.anglican.ca.

FORMS

Printable forms available on the diocesan website under the section “Resources”.

YOUTH/CHILDREN’S MINISTRY PARTICIPANT REGISTRATION FORM

PARENT/GUARDIAN: Please complete this form and return it to your child’s youth/children’s ministry worker.

To be registered as: ☐ Sunday School Member
☐ Youth Group Member
☐ Other (please specify) _____

PART A		CONTACT INFORMATION (PLEASE PRINT)			
Surname					Telephone (primary)
Given name(s)			Gender <input type="checkbox"/> M <input type="checkbox"/> F	Date of Birth yyyy mm dd	Email
Parent/Guardian Name:			Telephone (primary)		Telephone (secondary)
Address Street number Street City					Postal code
Province			Country		
PART B		EMERGENCY CONTACT			
Primary Contact	Name			Telephone (home) (other)	
Secondary Contact	Name			Telephone (home) (other)	

PART C**INFORMED CONSENT FOR PARTICIPATION (to be completed by parent/guardian)**

Activities during regular scheduled meetings are organized according to set standards and guidelines for activity management including supervision, training, equipment, and health matters. During a regular meeting your child may participate in activities supervised by her Youth/Children's Ministry Worker which may include but are not limited to :

- Arts and Crafts (use of scissors, glue, small craft materials)
- Activity games (physical activities may involve the use of balls, running, skipping, jumping, tossing, etc.)

I have read and understood the information provided with this form. I understand that there is a degree of risk involved in some activities. After careful considering all risks involved, and having full confidence that reasonable precautions will be taken for the safety and well-being of my child/ward, I authorize my child/ward to participate in the activities in regular youth or children's ministry meetings as described above. I agree to provide a completed Personal Health Form if a current form is not currently on record.

PART D**PERMISSION TO PICK UP CHILD/YOUTH MEMBER**

Our parish strives to provide the safest environment possible for your child. In keeping with that goal our Youth/Children's Ministry Worker will only release your child/ward to individuals who have been authorized by you to pick up your child/ward after Youth/ Children's Ministry meetings or allow them to make their own way home as per permission below.

- a) My child has permission to make their own way home _____ (Please initial)
- b) In the space below, please list up to four people (including yourself) who may pick up your child.
1. _____ 2. _____
3. _____ 4. _____

Please note that individuals on this list may be required to show photo identification if they are not known to the Parish Youth/Children's Ministry Worker. If there is need for someone other than those listed above to pick up your child/ward, please inform the Youth/Children's Ministry Worker in writing. In the case of an emergency situation the Youth/Children's Ministry Worker may accept verbal authorization from you.

PERMISSION FORM

PARENT/GUARDIAN: Please complete this form and return it to your child's youth/children's ministry worker.

Name of Participant: _____	Date: _____ Activity: _____
--------------------------------------	--

I, (print name) _____ give permission for my son/daughter
(print name) _____
_____ to attend (activity) _____ on
(date) _____ with
(organization]) _____.

Parent/Guardian Print Name

Signature

Date

PART D

PERMISSION TO PICK UP CHILD/YOUTH MEMBER

Our parish strives to provide the safest environment possible for your child. In keeping with that goal our Youth/Children's Ministry Worker will only release your child/ward to individuals who have been authorized by you to pick up your child/ward after Youth/ Children's Ministry meetings or allow them to make their own way home as per permission below.

- a) My child has permission to make their own way home _____ (Please initial)
- b) In the space below, please list up to four people (including yourself) who may pick up your child.
1. _____ 2. _____
3. _____ 4. _____

Please note that individuals on this list may be required to show photo identification if they are not known to the Parish Youth/Children's Ministry Worker. If there is need for someone other than those listed above to pick up your child/ward, please inform the Youth/Children's Ministry Worker in writing. In the case of an emergency situation the Youth/Children's Ministry Worker may accept verbal authorization from you.

PARTICIPANT MEDICAL FORM

Note to Parent/Guardian, or Participant

- 1) The information on this form may be used by your parish leadership representatives to medical personnel to administer to authorize appropriate health care and medical attention for the participant as needed.
- 2) This form must be returned to the person responsible for the programming. You may be asked to review and update this form periodically throughout the year
- 3) It is also recommended that you attach a photo on the reverse side of this form

CONTACT INFORMATION (PLEASE PRINT)					
Surname				Telephone (primary)	
Given name(s)		Gender <input type="checkbox"/> M <input type="checkbox"/> F	Date of Birth yyyy mm dd		Email
Parent/Guardian Name:		Telephone (primary)		Telephone (secondary)	
Address Street number Street City				Postal code 	
Province		Country			
If participant is under 18: Please provide contact information for parent/guardian					
Surname				Telephone (primary)	
Given name(s)				Telephone (secondary)	
Email					
Address Street number Street City				Postal code 	
Province		Country			
EMERGENCY CONTACT					
Primary Contact	Name		Telephone (home) (other)		
Secondary Contact	Name		Telephone (home) (other)		

MEDICAL INFORMATION**Family Doctor****Telephone****Provincial Health Number**

Does the participant have any physical, emotional or behavioural limitations/challenges that would require assistance and/or modifications to the program to enable them to participate fully?

☐ Yes ☐ No

Are there any special instructions for the ministry leadership regarding the participants health care and/or diet?

☐ Yes ☐ No

If yes, please explain:

Does the participant wear: ☐ Corrective lenses (glasses) ☐ Contact lenses

If the participant has allergic reactions to such things as food, insects, etc. please complete the following:

Allergy	Life Threatening?	Allergy	Life Threatening?
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Can the participant recognize when he/she is having an allergic reaction?

☐ Yes ☐ No

Does the participant carry an ANA kit?

☐ Yes ☐ No

Does the participant carry an EPIPEN?

☐ Yes ☐ No

Previous Illnesses

- | | |
|---|--|
| <input type="checkbox"/> Appendicitis | <input type="checkbox"/> Rheumatic Fever |
| <input type="checkbox"/> Kidney disease | <input type="checkbox"/> Scarlet Fever |
| <input type="checkbox"/> Measles (red) | <input type="checkbox"/> Mumps |
| <input type="checkbox"/> Chicken Pox | <input type="checkbox"/> Heart Condition |
| <input type="checkbox"/> Other | |

If you've checked any of the boxes, please give details

Currently suffering from

- | | |
|--|------------------------------------|
| <input type="checkbox"/> ADD/ADHD | <input type="checkbox"/> Asthma |
| <input type="checkbox"/> Diabetes | <input type="checkbox"/> Migraines |
| <input type="checkbox"/> Epilepsy | <input type="checkbox"/> Enuresis |
| <input type="checkbox"/> Heart Condition | |
| <input type="checkbox"/> Motion sickness | <input type="checkbox"/> Other |

If you've checked any of the boxes, please give details

To the best of my knowledge, my child is in good health. I will notify the leadership if my child is exposed to an infectious disease during the three weeks prior to participation. In case of an emergency I understand that every effort will be made to contact me. In the event I cannot be reached, I hereby give my permission to the physician, selected by the leadership to hospitalize, secure proper treatment, order injection, aesthetic or surgery for my child.

Signature of parent/ guardian:

MEDICATION (prescription and non-prescription)

To ensure the health and safety of all, medications brought with the participant shall be the responsibility of the leadership and must be presented at registration. Medications cannot be administered unless the authorization below has been completed and signed. In the case of non-prescription medications, the signature of a parent/ guardian is adequate. This includes non-prescription medications such as Aspirin, Gravol, etc. Medications to be given upon the order of a physician require authorization by him/her in writing and the leadership should have in their possession enough medication for the duration of the event.

For those under 18: Any medication (over the counter and/or prescribed) required by participant must be brought with her in original packaging with dosage instructions and clearly labelled with their name. Medications are to be given to the ministry leadership upon arrival. The ministry leadership will supervise the taking of medication of under aged participants according to instructions provided. Participants must be willing to take their medication. They will not be given medication that is not provided by parents/ guardians.

OTHER COMMENTS:

SIGNATURE

I certify that the information on this form is complete and current. I hereby authorize the ministry leadership to provide medical assistance and direction (e.g. Contacting EMS/ ambulance) where deemed necessary for the health and safety of myself and/or my child/ ward during activities. I agree to accept financial responsibility in excess of the benefits allowed by my provincial health plan or the Diocesan Insurance Plan

Signature: _____ **Date:** _____

ADULT MINISTRY REGISTRATION FORM

PART A		CONTACT INFORMATION (PLEASE PRINT)				
Surname					Telephone (primary)	
Given name(s)			Gender	Date of Birth		Email
			<input type="checkbox"/> M <input type="checkbox"/> F	yyyy	mm d	
Maiden Name (for women participants):			Telephone (primary)		Telephone (secondary)	
Address					Postal code	
Street number		Street		City		
Province		Country				
PART B		EMERGENCY CONTACT				
Primary Contact	Name			Telephone		
				(home) (other)		
Secondary Contact	Name			Telephone		
				(home) (other)		

CHILDREN'S PARISH PROGRAM REGISTRATION FORM

CHILDREN'S MINISTRY LEADER INFORMATION				
Name			Telephone (primary)	
Address		City		Postal code
Street number	Street			
Province		Country	Email	
PARISH INFORMATION				
Parish Name			Telephone	
PROGRAM INFORMATION				
Program(s) Offered	Day(s) Program takes place	Time of Program	Duration of Program	Number of Members (estimate)
<i>Example Sunday School (Ages 5-12)</i>	<i>Friday</i>	<i>10:00am-12:00pm</i>	<i>Sep. 1- May 22</i>	<i>12</i>
ADDITIONAL CHILDREN'S MINISTRY LEADER INFORMATION (If your parish has additional help with any of your youth programs, please list this/these adult(s) name and contact information).				
Name			Telephone (primary)	
Address		City		Postal code
Street number	Street			
Province		Country	Email	
Name			Telephone (primary)	
Address		City		Postal code
Street number	Street			
Province		Country	Email	

YOUTH PARISH PROGRAM REGISTRATION FORM

YOUTH LEADER INFORMATION				
Name			Telephone (primary)	
Address		City		Postal code
Street number	Street			<div style="border-bottom: 1px solid black; width: 20px; height: 10px; display: inline-block;"></div> <div style="border-bottom: 1px solid black; width: 20px; height: 10px; display: inline-block;"></div> <div style="border-bottom: 1px solid black; width: 20px; height: 10px; display: inline-block;"></div> <div style="border-bottom: 1px solid black; width: 20px; height: 10px; display: inline-block;"></div> <div style="border-bottom: 1px solid black; width: 20px; height: 10px; display: inline-block;"></div>
Province		Country	Email	
PARISH INFORMATION				
Parish Name			Telephone	
PROGRAM INFORMATION				
Program(s) Offered	Day(s) Program takes place	Time of Program	Duration of Program	Number of Members (estimate)
<i>Example</i> Junior Youth Group (Ages 11-13)	<i>Friday</i>	<i>4:00pm-6:00pm</i>	<i>Sep. 1- May 22</i>	<i>12</i>
ADDITIONAL YOUTH LEADER INFORMATION (If your parish has additional help with any of your youth programs, please list this/these				
Name			Telephone (primary)	
Address		City		Postal code
Street number	Street			<div style="border-bottom: 1px solid black; width: 20px; height: 10px; display: inline-block;"></div> <div style="border-bottom: 1px solid black; width: 20px; height: 10px; display: inline-block;"></div> <div style="border-bottom: 1px solid black; width: 20px; height: 10px; display: inline-block;"></div> <div style="border-bottom: 1px solid black; width: 20px; height: 10px; display: inline-block;"></div> <div style="border-bottom: 1px solid black; width: 20px; height: 10px; display: inline-block;"></div>
Province		Country	Email	
Name			Telephone (primary)	
Address		City		Postal code
Street number	Street			<div style="border-bottom: 1px solid black; width: 20px; height: 10px; display: inline-block;"></div> <div style="border-bottom: 1px solid black; width: 20px; height: 10px; display: inline-block;"></div> <div style="border-bottom: 1px solid black; width: 20px; height: 10px; display: inline-block;"></div> <div style="border-bottom: 1px solid black; width: 20px; height: 10px; display: inline-block;"></div> <div style="border-bottom: 1px solid black; width: 20px; height: 10px; display: inline-block;"></div>
Province		Country	Email	

ACCIDENT-INCIDENT REPORT FORM

Child's Name	Date
Adult Staff/Volunteer:	Number of Children Involved:

List of Adults Present:	

Describe the Accident/Incident (as detailed as possible):

--

Location:

--

Was any equipment involved:

☐ Yes ☐ No

If so, what

What measures were taken (ex. first aid, discipline):

--

**Were there
any marks
on the body:**

☐ Yes ☐ No

If so, what type of marks and whereon the body:

In the case of a Child:

Where parents notified: ☐ Yes ☐ No

☐ Parents spoken to upon pick up

☐ Parents called and spoken with over the phone

☐ Parents called and message was left

Time parents were notified:

In the case of a Adult:

Was the emergency contact notified: ☐ Yes ☐ No

☐ Emergency contact was spoken to on site

☐ Emergency contact was called and spoken with over the phone

☐ Emergency contact was called and message was left

Time emergency contact was notified:

**Was 911
called?**

☐ Yes ☐ No

**Was the
person taken
to hospital
or clinic?**

☐ Yes ☐ No

If so, where:

**What type of
transport
was used, if
any:**

Parish Staff/Volunteer Signature:		Date:
Ministry Supervisor Signature		Date:
If Child, Parent/Guardian Signature:		Date:

REPORT OF SUSPECTED ABUSE (FOR THE DEPARTMENT OF YOUTH PROTECTION)

This form is to be filled out when one suspects a member of their group, parish or program is being abused. Please fill out this form thoroughly as you can, so to be able to provide the proper authorities with appropriate information.

PERSON MAKING THE SIGNALIZATION			
Name		Telephone (primary)	
Position:		Telephone (other)	
PERSON INVOLVED IN SUSPECTED ABUSE INCIDENT			
Name		Telephone (primary)	
Address		Postal code	
Street number	Street	City	
Province		Country	
Nature of harm or specific incident(s) of the injuries or dangers:			
Date(s) and description(s) of the injuries or dangers:			

Identities of perpetrator(s) and their relationship with the victim:

Details of any physical evidence available:

Does the perpetrator(s) have current access to the child?

The location of the child and directions to get there:

Any statements from the child:

How the reporter came to know the information and the reporter's thoughts about the likelihood of further harm to the child(ren).

For further guidance, please see the Diocesan Safe Church Policy and Guide, or contact the Human Resources Department or Executive Archdeacon at (514) 843-6577.