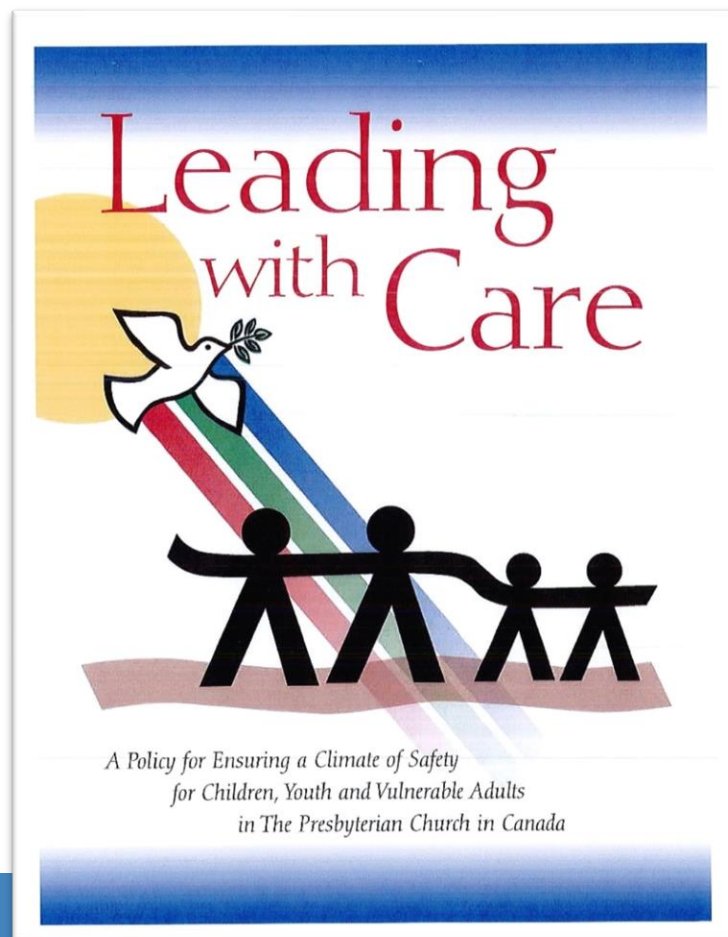
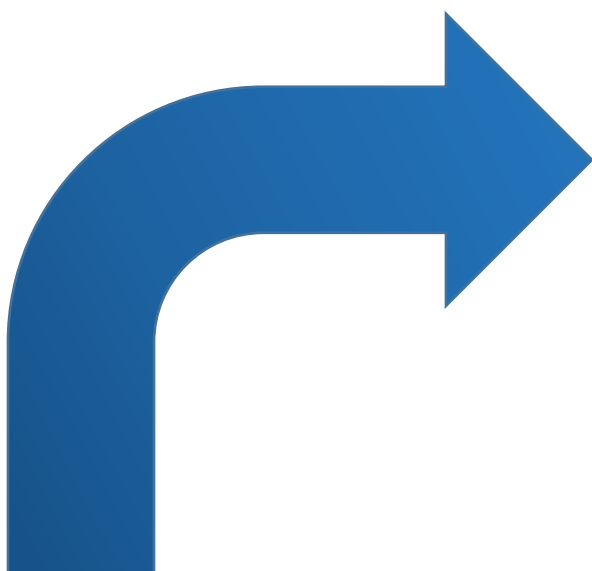


Knox Presbyterian Church, Walkerton, supports....



It is the policy of The Presbyterian Church in Canada that all persons, and in particular all children, youth and vulnerable adults, who participate in the denomination's programs/ministries and use the denomination's facilities will be cared for with Christian compassion and will be safe."

(Poster to be displayed at Knox Presbyterian Church, Walkerton)

Leading With Care, Knox Walkerton

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Leading With Care Policy Statement

Knox Presbyterian Church, Walkerton

It is the policy of the Presbyterian Church in Canada that all persons, and in particular all children, youth and vulnerable adults, who participate in the denomination's programs/ministries and/or use the denomination's facilities will be cared for with Christian compassion and will be safe.

Reference: <https://presbyterian.ca/leading-with-care/>

Implementation of this policy at Knox Walkerton is the responsibility of Knox Session, through the Christian Education and International Mission Committee. Knox has established the use of written ministry job descriptions for volunteers in ministries that involve children, youth and vulnerable adults, and routinely reviews the factors in these ministries in order to actively reduce the risk. A Covenant of Care Form has been prepared for signature of ministry leaders, renewed every year. The committee works with other members of the church (e.g. board) to examine safety and prevention, for example, safety of the facility, fire procedures, and exceptional circumstances such as safety of offsite ministry locations.

Dated: _____

Clerk of Session _____

Dated: _____

Moderator _____

Knox Walkerton Practices to Support Leading with Care

1. Review of this church's Leading with Care Policy (all sections) is required to be completed by members of Session and members of the Board of Managers twice yearly.
 - April – via online viewing of the video resource, *Leading with Care Overview*, found on the website of the Presbyterian Church in Canada. This will be followed by use of the tool on that site titled 'Review Your Knowledge', an electronic questionnaire which includes a link to submit the results and receive an automatic email indicating confirmation of participation in the review of knowledge. This email will then be forwarded from the session/board member to the minister of Knox Walkerton to be stored in the Leading with Care binder.
 - September – review of the written Leading with Care Policy for Knox Walkerton and subsequent signing of the Covenant of Care, to be stored in the Leading with Care binder.
2. The Emergency Response Plan will be practiced with congregants in June of each year.
3. Groups from the community who book use of the church facilities will be provided with a copy of the church's emergency response plan accompanied by the ½ page handy reference guide. Anyone using the church for a function other than church operation needs to provide a certificate of insurance adding the church as an Additional Insured to their policy. A copy of this should be kept on file at the church.
4. Each week during worship, the narthex will be monitored by one person who will stay nearby, available to greet late-comers and also ready to take initial steps should an emergency arise (eg. Call 911). Front doors of the church will remain unlocked; all other doors will be locked.

Policy Overview (from the Presbyterian Church in Canada)

The Presbyterian Church in Canada is committed to providing safe environments within its ministries. The Leading with Care Policy gives direction to the denomination as it seeks to fulfill this commitment.

The Leading with Care Policy applies to all ministries, programs and activities that fall under the jurisdiction of The Presbyterian Church in Canada. All volunteers, paid staff, clergy and professional church workers are required to comply with this policy.

The Leading with Care Policy focuses the church's attention in two different, yet complementary, areas:

- examining and improving the safety of all activities, programs and ministries
- selecting, training and supporting the individuals who teach and lead

Implementing the Leading with Care Policy begins with a ministry position description (or job description) for each of the teaching and leading positions required to offer the programs. What will the teacher/leader do, and when, how, where, why and with whom will they carry out this work?

Each ministry position description is then evaluated using a risk assessment guide. What risks of harm may arise as the activities are carried out? The goal is to find ways to reduce or otherwise manage these risks to the fullest extent possible. After any such changes are made, ministries that remain high risk require the teachers/leaders serving in them to present a Police Records Check.

The focus on improving safety also involves creating, reviewing and revising safety standards and procedures for a wide range of issues.

The safety-audit aspect of the Leading with Care Policy goes hand in hand with its second focus: the selection, training and support of teachers and leaders. The ministry position description forms the basis for these tasks. It gives clarity to teachers/leaders about the work they have been asked to do, and guides the recruiter and the prospective teacher/leader in deciding if the position is a good match for the person. Screening of new teachers/leaders requires a personal interview and at least two references. All teachers/leaders, both new and

experienced, who serve in high-risk ministry must present a police records check. This requirement is understood to apply to all active clergy.

Training and support of teachers/leaders begins with orientation to the role, responsibilities and tasks of the ministry position. The established safety standards and procedures are discussed to ensure that teachers/leaders understand them and are prepared to follow them consistently. Teachers/leaders are asked to sign a Covenant of Care Form indicating their intention to do so.

Training of teachers/leaders may also involve opportunities for developing their knowledge and skills. Supervision of teachers/leaders and evaluation of their work, again using the ministry position description as a reference document, facilitate monitoring of program safety, while at the same time offering teachers/leaders further learning opportunities.

With its dual focus on safety measures and on selecting, training and supporting teachers/leaders, the Leading with Care Policy is directed primarily towards prevention. Careful steps in these areas are intended to diminish significantly the risks that an incident of harm might occur.

.....

4.3

Facilities Checklist

	Adequate	Plan for improvement
Are railings at the right height for children?		
Are stairs/steps safe?		
Are bathrooms easily accessible?		
Are toilets accessible for children and people with disabilities?		
Are exits clearly marked?		
Are exit doors unlocked from the inside?		
Can exits, especially basement exits, be released from the inside?		
Are floors, especially around entrances, resistant to slipping?		
Is the nursery cleaned and vacuumed after each use?		
Are used diapers disposed of immediately after each nursery use?		
Are there windows in doors or split doors? If this is not feasible for a nursery, are safety gates used in open doorways?		
Are nursery toys washed regularly in a solution of one tablespoon household bleach to one gallon warm water?		
Are signs posted reminding people to wash hands?		
Is there a well-stocked first aid kit? Is it easily accessible?		
Have you consulted with an appropriate health care worker about a first aid kit?		
Are fire extinguishers in proper locations?		
Are there fire/emergency escape maps in each room?		
Is there regular practice for fire/emergency escapes?		
Are there smoke detectors?		
Is there a locked metal cabinet?		

Teacher/Leader Form

Knox, Walkerton

Personal information: _____

Full name: Last First Initial: _____

Address: _____ Postal Code: _____

Phone: _____ E-mail: _____

Occupation and Employer: _____

Hobbies/Interests/Skills: _____

First aid qualifications: _____

List activities or volunteer service in which you are/have been involved outside of Knox Walkerton: _____

List any special courses or training sessions you have completed that would assist you in your ministry role at Knox Walkerton: _____

How long have you been attending Knox Walkerton?: _____

Are you a member? Yes ___ No ___

What do you most value about your church/faith? _____

What is your area of interest in children/youth/vulnerable adult ministry in this congregation?
___Nursery (birth-2) ___ Preschool/kindergarten (3-5) ___ school age (6-12) ___youth (13-18)
___Frail Seniors ___Mentally challenged___ Other Programs _____

Do you have any barriers that would affect your ability to carry out this ministry? ___No ___Yes
please explain: _____

References: Please provide the names of two people, excluding relatives, who will provide a reference for you. Provide one reference from a church member. Please note: all references will be called.

1. Name: _____ Occupation: _____

Address: _____

Phone: _____ Relationship to Applicant: _____

2. Name: _____ Occupation: _____

Address: _____

Phone: _____ Relationship to Applicant: _____

Covenant of Care

The Covenant of Care for Knox Presbyterian Church, Walkerton

The church is Christ, together with his people, called both to worship and to serve him in all of life (*Living Faith: A Statement of Christian Faith*, The Presbyterian Church in Canada, 1984, section 7.1.1). The Lord continues his ministry in and through the church. All Christians are called to participate in the ministry of Christ. As his body on earth, we all have gifts to use in the church and in the world to the glory of Christ, our King and Head. Through the church, God orders this ministry by calling some to special tasks in the equipping of the saints for the work of ministry, for building up the body of God (*Living Faith: A Statement of Christian Faith*, The Presbyterian Church in Canada, 1984, sections 7.2.1-2).

As an expression of this high and holy duty that Christ has offered to me as a leader/teacher/guide to children/youth/vulnerable adults:

I promise, in all my relationships with children/youth/vulnerable adults, to follow appropriate action as defined by my training orientation;

I promise to use only the physical contact that is deemed appropriate by the document *Leading with Care: A Policy for Ensuring a Climate of Safety for Children, Youth and Vulnerable Adults in The Presbyterian Church in Canada*, which I have read and understand;

I promise to use appropriate language;

I promise to show no bias based on gender, ethnic background, skin colour, intelligence, age, religion, sexual orientation or socio-economic status;

I promise that I will not harass others;

I promise to respect confidentiality and privacy, unless a child, youth or vulnerable adult is in danger, then I will report to a child protection agency or the police.

I have read and agree with the covenant of care.

Signature: _____ Date: _____

Witnessed by: _____ Date: _____

(Minister/Clerk of Session or authorized person)

Determining Need for Police Check...

if any would be need of police check otherwise work to reduce the risk

Risk category	Risk factor	Yes, this is true	No, this is not true
Degree of Isolation	1. Teacher/leader may be alone with person served.		
Degree of Supervision	2. Teachers/leaders have limited or no supervision in role.		
	3. The activities of teachers/leaders are in a place where activities are not observed or monitored.		
Access to Property	4. Teacher/leader has access to personal property or money of persons served.		
	5. Teacher/leader has access to confidential information related to the person served.		
Degree of Physical Contact	6. The ministry job description includes touching persons served.		
Vulnerability of Persons Served	7. Persons served have language or literacy barriers.		
	8. Persons served are immobile.		
	9. Persons served have challenges that contribute to their vulnerability (e.g. physical, psychological, situational).		
Degree of Physical Demands	10. The activity involves potential danger to person served (e.g. rock climbing, using a stove).		
	11. Activity involves potential stress (e.g. children upset by visit to nursing homes, support group activities).		
Degree of Trust	12. The teacher/leader develops close, personal relationships with persons served.		
	13. The ministry position involves transportation of persons served.		
	14. The teacher/leader contributes to making career or other important decisions of persons served.		
Degree of Inherent Risk	15. The activity heightens potential for the teacher/leader to be in contact with bodily fluids or disease of the person served.		
	16. The activity exposes the person served to operation or handling of potentially dangerous equipment (e.g. lawnmower).		
	17. The activity exposes the person served to handling toxic substances or results in exposure to poor air quality, noise, etc. (e.g. demolition work in an inner city mission).		

3

Note: Knox Walkerton maintains a rotation of ‘Floaters’ for Sunday School/Nursery supervision, team leadership for VBS and Youth activities, and team visiting for the frail elderly.

POLICE RECORD CHECK
Declaration of Status

Surname _____

Given Name _____

Middle Name _____

Date of Birth _____

Church Name and Location _____

By my initials on the lines below, I declare that since the last criminal background check collected by this church, office, or educational institution, that:

_____ I have no convictions under the Criminal Code of Canada up to and including the date of this declaration, for which pardon has not been issued or granted under the Criminal Records Act (Canada).

_____ I have the following conviction(s) to declare under the Criminal Code of Canada for which a pardon under the Criminal Records Act (Canada) has not been issued or granted.

Providing false or misleading information may result in discipline, loss of position or loss of employment.

NOTE:

Completing this form is not a replacement for a new police record check.

Signature _____ Date _____

General Incident Report Form – Knox Presbyterian Church Walkerton

CONFIDENTIAL

Report date: _____

Time of report: _____

Full name of child/youth/adult: _____

Age/Grade: _____ (not necessary for adult)

Date of birth: (d)_____(m)_____(yr)_____

Full Address: _____

Phone number: _____

Name of parent/guardian (for child/youth) or caregiver (for adult):

Notified: Y N If yes, date/time of notification: _____

Address: _____

(If different from above)

Phone number: _____

(If different from above)

Date/time and location of incident: _____

Description of incident:

Names/contact information of witnesses:

Description of injuries sustained:

Description of action taken:

Additional information you think is relevant:

Direct quotes from child/youth/adult: (Note: If this is an abuse allegation, do not interview the child/youth but report only the comments they share with you.)

Signature:

(Name and position of person making report)

I hereby confirm that the information provided in this report is accurate to the best of my knowledge.

Name of person making report (please print):

Phone/Address: _____

Date: _____

The person filing this report must give a copy to the Leading with Care Committee and/or the Session of the congregation.

Note: If this is an allegation of abuse, it must be reported to a protection agency or to the police.

Knox Walkerton

Visitation Program Members and Adherents

Title of the Ministry Position: Elder Visitation for Members and Adherents

Responsible to: Session of Knox

Responsible for: Visitation of selected members and adherents of Knox

Main Goal: To walk faithfully with the members and adherents of our congregation, offering comfort, hope and encouragement.

General summary: The Elders will regularly visit members and adherents, offering conversation, Bible reading and prayer as requested, and bring news from the church. The visitors may gather and bring articles of interest to the elderly person. The Elders will keep a record log of visits, and treat conversation with confidential care.

Roles, Responsibilities and Tasks:

- plan a visiting schedule that fits with the needs of the members and adherents
- maintain accurate records of visits

Gifts, Skills Experience and Qualities:

- gift of time management and organizational skills
- compassion for all members and adherents
- patience and sensitivity to the needs of members and adherent's
- good listening skills
- a willingness to share stories and personal experiences

Knox Walkerton

Visitation Program For Frail Seniors

Title of the Ministry Position: Visitor for Frail Seniors

Responsible to: Session of Knox

Responsible for: visits to frail elderly people who are members and adherents of Knox

Main Goal: To walk faithfully with the frail seniors of our congregation, offering comfort, hope and encouragement

General summary: The Visitors for Frail Seniors will regularly visit frail elderly people, offering conversation, Bible reading and prayer as requested, and bring news from the church. The visitors may gather and bring articles of interest to the elderly person. The Visitor for Frail Seniors will keep a record log of visits. and treat conversation with confidential care.

Roles, Responsibilities and Tasks:

- plan a visiting schedule that fits with the needs of the elderly person
- maintain confidentiality, unless an elderly person is in danger
- participate in events and activities that develop geriatric leadership skills
- maintain accurate records of visits
- advise the team leader of an expected absence and find a suitable replacement
- ensure that the safety issues presented in orientation are followed

Gifts, Skills, Experience and Qualities:

- gift of time management and organizational skills
- compassion for seniors and some experience working with them
- patience and sensitivity to the needs of seniors
- good listening skills
- a willingness to share stories and personal experiences

Knox Presbyterian Church, Walkerton
Job Description: Children's Activities Volunteer
Age Group: Pre-School to Grade 6

RESPONSIBLE TO: Recruited and appointed by Christian Education Committee

RESPONSIBLE FOR: Coordination of special church events for children such as Vacation Bible School and Advent/Easter events.

MAIN GOAL: To help children experience the love of Christ through the care of the extended church family.

GENERAL SUMMARY: The Children's Activities Volunteer will oversee the specific event or program for which they have volunteered. This may involve; participation in the development and implementation of the schedule, advertising the event, arranging for supervision and providing leadership for the event. Supervision and mentoring of youth may also be involved in this position. This vital ministry can be very rewarding, fulfilling and fun!

SPECIFIC RESPONSIBILITIES:

- a) Be committed to Christ-like living.
- b) Attend initial training sessions or planning meetings held before the event.
- c) Become familiar with the Bathroom policy outlined in Leading with Care (through the training event).
- d) Responsible for taking attendance.
- e) Develop the program or event plans, in consultation with the Christian Education Committee.
- f) Recruit qualified, willing and enthusiastic assistants for direct supervision and for planning purposes.
- g) Ensure that a ratio of 2 adults per every 10 children is achieved. Ideally, this should consist of both a man and a woman.
- h) Maintain an assuring and friendly relationship with the children and their families.
- i) Ensure that accommodations are made or are possible for each activity to ensure children of differing ability levels can equally participate.
- j) Ensure that clean up takes place following the event.
- k) Accommodate any dietary restrictions.

QUALIFICATIONS:

- 1. Must have a love for children.
- 2. Must be a church member/adherent who regularly attends worship services.
- 3. Must have an interest and desire to communicate God's Word.
- 4. Must have a positive attitude and a servant's spirit.

SCREENING PROCEDURE:

In accordance with the *Leading With Care Policy* of the Presbyterian Church in Canada, the screening of adults who are involved with ministry to children and youth includes completing a teacher/leader form, and in the case of new applicants, an interview with 2 representatives of the Christian Education Committee, a reference check and a police check (as this is a high risk ministry).

ORIENTATION AND TRAINING:

- a) Fire safety and emergency procedures.
- b) Mandatory orientation provided by Christian Education Committee.
- c) Ongoing training opportunities.

SUPPORT, SUPERVISION AND EVALUATION: Knox will provide prayer support, self-evaluation opportunities at training events and arrange a meeting each term with the CE Committee to discuss any problems.

Supervision will be from the Kirk Session through the Christian Education Committee.

Knox Presbyterian Church, Walkerton

Job Description: Youth Activities Volunteer

Age Group: Grade 7-Young Adult

RESPONSIBLE TO: Recruited and appointed by Christian Education Committee

RESPONSIBLE FOR: Coordination of special church events for children such as Youth Bible Studies, Discussion Groups, Service projects.

MAIN GOAL: To help the youth experience the love of Christ through the care of the extended church family.

GENERAL SUMMARY: The Youth Activities Volunteer will oversee the specific event or program for which they have volunteered. This may involve; participation in the development and implementation of the schedule, advertising the event, arranging for supervision and providing leadership for the event. Encouraging the youth to take part in assisting with these tasks will be a significant part of the position. This vital ministry can be very rewarding, fulfilling and fun!

SPECIFIC RESPONSIBILITIES:

- a) Be committed to Christ-like living.
- b) Attend initial training sessions or planning meetings held before the event.
- c) Responsible for taking attendance.
- d) Develop the program or event plans, in consultation with the Christian Education Committee.
- e) Recruit qualified, willing and enthusiastic assistants for direct supervision and for planning purposes.
- f) Ensure that a ratio of 2 adults per every 15 youth is achieved. Ideally, this should consist of both a man and a woman.
- g) Maintain an assuring and friendly relationship with the youth and their families.
- h) Ensure that accommodations are made or are possible for each activity to ensure youth of differing ability levels can equally participate.
- i) Ensure that clean up takes place following the event.
- j) Accommodate any dietary restrictions.

QUALIFICATIONS:

1. Must have a love for children.
2. Must be a church member/adherent who regularly attends worship services.
3. Must have an interest and desire to communicate God's Word.
4. Must have a positive attitude and a servant's spirit.

SCREENING PROCEDURE:

In accordance with the *Leading With Care Policy* of the Presbyterian Church in Canada, the screening of adults who are involved with ministry to children and youth includes completing a teacher/leader form, and in the case of new applicants, an interview with

2 representatives of the Christian Education Committee, a reference check and a police check (as this is a high risk ministry).

ORIENTATION AND TRAINING:

- a) Fire safety and emergency procedures.
- b) Mandatory orientation provided by Christian Education Committee.
- c) Ongoing training opportunities.

SUPPORT, SUPERVISION AND EVALUATION: Knox will provide prayer support, self-evaluation opportunities at training events and arrange a meeting each term with the CE Committee to discuss any problems.

Supervision will be from the Kirk Session through the Christian Education Committee.

Knox Presbyterian Church, Walkerton

Job Description: Sunday School Teacher

Age Group: Children in JK-Gr. 6

RESPONSIBLE TO: Recruited and appointed by Christian Education Committee

RESPONSIBLE FOR: Provision of supervision for infants and pre-school children.

MAIN GOAL: To help children experience the love of Christ through the care of the extended church family.

GENERAL SUMMARY: The nursery volunteer will oversee the care of children from birth to age three. This ministry can be very rewarding, fulfilling and fun!

SPECIFIC RESPONSIBILITIES:

- a) Be committed to Christ-like living.
- b) Attend initial training session prior to the start of the Sunday School year.
- c) Responsible for taking attendance.
- d) Must be alert to the needs and safety of the children.
- e) Prepare and plan weekly Sunday School lessons guided by the approved curriculum.
- f) Lead students through prayer, song, Bible stories, discussion and crafts.
- g) Maintain an assuring and friendly relationship with the families of the children.
- h) Maintain confidentiality unless a child is in danger.
- i) Responsible for the care of classroom and materials provided, including clean up.
- j) Be alert to food sensitivities and any other allergies.

QUALIFICATIONS:

1. Must have a love for children.
2. Must be a church member/adherent who regularly attends worship services.
3. Must have an interest and desire to communicate God's Word.
4. Must have a positive attitude and a servant's spirit.
5. No teaching experience required, but organizational and time managements skills are an asset.

SCREENING PROCEDURE:

In accordance with the *Leading With Care Policy* of the Presbyterian Church in Canada, screening of adults who are involved with ministry to children and youth includes completing a teacher/leader form, and in the case of new applicants, an interview with 2 representatives of the Christian Education Committee, a reference check and a police check (as this is a high risk ministry).

ORIENTATION AND TRAINING:

- a) Fire safety and emergency procedures.
- b) Mandatory orientation provided by Christian Education Committee.
- c) Ongoing training opportunities.

SUPPORT, SUPERVISION AND EVALUATION: Knox will provide prayer support, self-evaluation opportunities at training events and arrange a meeting each term with the CE Committee to discuss any problems.

Supervision will be from the Kirk Session through the Christian Education Committee.

Knox Presbyterian Church, Walkerton

Job Description: Nursery Volunteer

Age Group: Infants and Pre-School Children

RESPONSIBLE TO: Recruited and appointed by Christian Education Committee

RESPONSIBLE FOR: Provision of supervision for infants and pre-school children.

MAIN GOAL: To help children experience the love of Christ through the care of the extended church family.

GENERAL SUMMARY: The nursery volunteer will oversee the care of children from birth to age three. This ministry can be very rewarding, fulfilling and fun!

SPECIFIC RESPONSIBILITIES:

- a) Be committed to Christ-like living.
- b) Attend initial training session prior to the start of the Sunday School year.
- c) Responsible for taking attendance.
- d) Must be alert to the needs and safety of the children.
- e) Maintain an assuring and friendly relationship with the families of the children.
- f) Maintain confidentiality unless a child is in danger.

QUALIFICATIONS:

1. Must have a love for children.
2. Must be a church member/adherent who regularly attends worship services.
3. Must have an interest and desire to communicate God's Word.
4. Must have a positive attitude and a servant's spirit.

SCREENING PROCEDURE:

In accordance with the *Leading With Care Policy* of the Presbyterian Church in Canada, screening of adults who are involved with ministry to children and youth includes completing a teacher/leader form, and in the case of new applicants, an interview with 2 representatives of the Christian Education Committee, a reference check and a police check (as this is a high risk ministry).

ORIENTATION AND TRAINING:

- a) Fire safety and emergency procedures.
- b) Mandatory orientation provided by Christian Education Committee.
- c) Ongoing training opportunities.

SUPPORT, SUPERVISION AND EVALUATION: Knox will provide prayer support, self-evaluation opportunities at training events and arrange a meeting each term with the CE Committee to discuss any problems.

Supervision will be from the Kirk Session through the Christian Education Committee.

Area of the church	Description of needs	Completed - date
Lower level washrooms (Ladies, Men, and Accessible)	Signs to locate First Aid Kit and reminder for hand washing Two more stools	All done Feb. 2019
Upper level washroom	Signs to locate First Aid Kit and reminder for hand washing Folding stool Re-stock First Aid Kit	All done Feb. 2019
Minister's office	Door requires a window	Completed
Upper hallway	Smoke detectors (one at top of each stairway)	
Nursery	Emergency escape map/instructions Sign to locate First Aid Kit	All done Feb. 2019
Resource Room	Emergency escape map/instructions Sign to locate First Aid Kit	All done Feb. 2019
Sunday School Room	Emergency escape map/instructions Sign to locate First Aid Kit	All done Feb. 2019
Choir Room	Emergency escape map/instructions Sign to locate First Aid Kit, wash hands	All done Feb. 2019
	Window in door shared with kitchen Smoke detector	

Fellowship Hall	Smoke detector Emergency escape map/instructions Sign to locate First Aid Kit	
Kitchen	Emergency escape map/instructions Sign to locate First Aid Kit, wash hands	All done Feb. 2019
Drummond Room (north entry/coat room)	Emergency escape map/instructions Sign to locate First Aid Kit Smoke detector near furnace room	All done Feb. 2019
Church body	Regular practice for fire/emergency escape	
Shaw Room	Emergency escape instructions Sign to locate first aid kit.	

Fire inspection sheets inserted

KNOX PRESBYTERIAN CHURCH EMERGENCY PLAN

EMERGENCY CONTACT NUMBERS:

Emergency – 911
Police – 519-881-3130
Fire – 519-881-0642

CHURCH ADDRESS:

**Knox Presbyterian Church,
208 Cayley Street,
Walkerton**

Location of Emergency Equipment:

- Fire Extinguishers are located near every exit, at the front of the sanctuary, in the balcony at the top of the stairs and in the kitchen.
- First Aid Kit, lower level, is in the kitchen, under the window closest to the refrigerator.
- First Aid Kit, sanctuary level, is in the vanity of the washroom.
- Heart Defibrillator is located on the sanctuary level at the top of the central stairs.

This Emergency Plan is designed for an emergency which might occur during an activity at Knox Presbyterian Church, including any services, study or meeting, perking (fellowship following a service), luncheon, banquet, or party. The emergency could be:

1. a Medical Situation including heat attack, stroke, allergic reaction, seizure, choking, falls, fainting, bleeding or burns.
2. a Fire which could be small and easy to control, or major and requiring evacuation.
3. an Emergency requiring the church to be Evacuated including fire or personal threat.
4. an Emergency requiring people to stay in the church and Shelter-In-Place, including a tornado, high wind, or large hail.

Section 1 – Medical Situation

In the case of a Medical Emergency:

- if there is anyone else in the church, ask them to call 9-1-1 to report the situation and location.
- if there is no one else in the church, call 9-1-1 yourself to report the situation and location.
- An AED (Automated External Defibrillator) is located at top of central stairway.
- then, stay with the patient until you are relieved by professional medical help or trained first aid person.
- have someone bring the First Aid Kit and a blanket to the victim as soon as possible. *(A blanket can be found in the Shaw Room, and emergency blankets are contained in the First Aid Kit.)*

Section 2 – Fire Plan

In case of a fire:

1) If the fire is small and easily controlled:

- smother a fire on the kitchen stove by putting a pot lid on it, then shut off the stove.
- smother a fire by throwing a coat on the fire.
- call out for help from anyone else in the church.
- use one or more of the fire extinguishers located near every exit, at the front of the sanctuary, in the balcony at the top of the stairs and in the kitchen.
- if the fire is completely out, check that the area is not hot enough that it will re-light, then open some windows to clear the smoke.
- if the fire is not out or is spreading, consider it a major fire.

2) If the fire is not easily controlled or a major fire:

- evacuate the room, closing all the doors behind you to trap the smoke and fire in the room.
- call out to notify everyone in the church of the fire.
- evacuate the church using the routes described in Section 3, remembering to stay low as heat and smoke rise.
- get to a safe place, then call 9-1-1 to report the fire and location.

Section 3 – Evacuation Plan

Call out to alert everyone in the church to evacuate.

There are at least two exits from every hallway or large room in the church. In the case of an emergency where evacuation is deemed necessary, quickly determine the safest exit and proceed that way to exit the building as follows:

- people in the sanctuary either exit out the main door, or down the front stair, through the coat room, and out the back door into the parking lot.
- people in the balcony exit by going down the stairways and out the main door.
- people in the upper meeting rooms either exit out the side exit, or out the main door.
- people in the lower Sunday school rooms either exit out the side exit, or through the church hall and coat room, and out the back door into the parking lot.
- people in the church hall either exit through the coat room, and out the back door into the parking lot, or down the hallway past the Sunday school rooms and out the side exit.
- people in the kitchen either exit out the back door into the parking lot, or through the choir room, down the hallway past the Sunday school rooms and out the side exit.

There are several people in the church with difficulty moving or with a physical disabilities and may require assistance from one or more people to evacuate. It may be necessary to carry the person down or up the escape stairway. An option for escape may be to have the person carried in a wheelchair, or the person may be carried in an office-style chair with arm rests. Some persons may prefer to slide down or shuffle down the stairs, and should always be asked their preference (when time allows).

A person in a wheelchair in the sanctuary can ride the elevator down to the outside exit. The elevator only needs electricity to go up, even if there is a complete power outage, the elevator can be ridden down to the exit or lower hall level.

Assembly Area

After you have evacuated the church, proceed to the assembly area on the front lawn of the Court House across Cayley Street.

Section 4 – Shelter-in-place

In case of an emergency requiring people to stay in the church and Shelter-In-Place, such as a tornado, high wind or large hailstorm, proceed as follows:

- Call out to alert everyone in the church to move to the downstairs.
- Everyone will quickly and carefully move to downstairs and assemble in the choir room and hallway outside the washrooms.
- Try to stay clear of any outside walls and windows.
- Stay in the shelter until the 'all clear' is announced.

Note:

An emergency in the community/neighbourhood may necessitate opening the church building to shelter people temporarily. Church facilities, food, telephone may be required to provide assistance to those in need. As soon as possible during such an event, the person on site who opened Knox should contact local fire/police services to ensure that efforts are handled in a coordinated manner for the safety and well-being of all involved.

List of members who will require assistance should evacuation from an area of the church be necessary:



Knox Presbyterian Church, Walkerton

208 Cayley St, Walkerton ON N0G 2V0

Phone: 519 881 1431

Emergency Response

An emergency is any situation or occurrence of a serious nature, developing suddenly and expectantly, and demanding immediate action.

In case of an emergency which necessitates the evacuation of our building, please follow the plan outlined below:

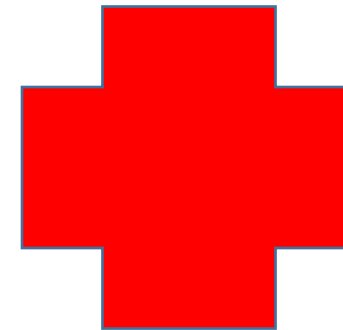
Fire or Explosion	Severe wind/ 'tornado-like'
<p>Call out to alert everyone in the church to evacuate.</p> <p>Closing doors behind you, leave the building using the nearest exit as shown on the room map. Proceed to <u>the assembly area on the front lawn of the Court House across Cayley Street</u>, south of the church, the meeting place for further instructions and 'head count'.</p>	<p>Call out to alert everyone in the church to go to the down stairs.</p> <p>Assemble in the <u>choir room and hallway outside the washrooms</u>.</p> <p>Stay clear of any outside walls and windows.</p> <p>Stay in the shelter until the all clear is announced.</p>

In case of emergency involving individuals within our building:

Medical Emergency (eg. Heart Attack or Stroke)	Violence
<p>Call for medical help immediately; phone 911. Use any emergency First Aid Measures for which you have been trained.</p> <p>An AED Automated External Defibrillator is located at top of central stairway.</p>	<p>If safe to do so, leave the area of aggression.</p> <p>Telephones are located in the kitchen, choir room and office upstairs.</p> <p>Phone 911.</p>



Closest telephone is located:



First Aid Kit is located:

Knox Presbyterian Church, Walkerton

POLICY FOR ADDRESSING UNACCEPTABLE BEHAVIOUR

The purpose of this policy is to restore harmonious relationships between people associated with Knox Presbyterian Church, Walkerton when the relationship between two or more individuals has been harmed in any way because of inappropriate behavior or language.

Inappropriate behavior or language includes, but is not limited to: bullying (subtle or overt), name calling, undue pressure, intimidation, yelling, improper use of social media, breach of confidentiality, disrespectful behavior or language, racist or homophobic remarks, etc.

This policy applies to all members, adherents, Ministers, volunteers, Board of Manager members, Elders, staff, or anyone from the community using our church facility.

A complaint may be brought forward to the Session (minister and elders) by the hurt individual, a witness, or a concerned third party. If possible, the description of the situation should be in writing. When a complaint is received, Session will initiate a process that hopefully will lead to restored relationships between the individuals affected. In addressing a complaint, Session is bound to always:

- 1) Follow the process outlined in this policy.
- 2) Speak the truth in love.
- 3) Adhere to our values and principles as reflected in our Vision Statement and Leading with Care Policy.
- 4) Be consistent in our actions in confronting the people/behavior
- 5) Provide care to those who were hurt and to those who have caused the hurt.
- 6) Report any alleged criminal behavior involved in the complaint to the police or the appropriate authority (i.e. CAS) immediately for their investigation.

Note: Any complaint under this policy brought forward (preferably in writing) regarding the minister will be forwarded immediately to Presbytery by the elder(s) who receive the complaint.

All complaints will be addressed in the following way:

A: Initial Response

The individuals will first be encouraged to meet together and discuss the incident in an effort to resolve the issue between them. If meeting alone is not comfortable or acceptable to either party, Session will provide the minister and an elder, or two elders to facilitate a meeting between them to try to reach reconciliation.

If reconciliation is not achieved and the relationship not restored, the matter will be brought back to the Session.

The Clerk of Session and/or the Minister within 5 days of a complaint being brought forward shall respond in writing:

1. To the accuser:

- a) to acknowledge receipt of the concern and to outline the process that will be followed.
- b) to inform the accuser that the details of the incident will be shared with the accused as well with the Session.

2. To the accused:

- a) to outline the concern and the process that will be followed.
- b) to invite the accused to provide the Session or the Minister with any additional information regarding the incident.

Second Response

Session will call an emergent meeting within 14 days of the matter being brought forward. Session will prayerfully review the details of the complaint to gain a fuller understanding of the incident and then determine whether:

- 1. The complaint is valid and further action is required, or;
- 2. The Session requires more time to investigate the complaint further, or;
- 3. No further action is necessary at this time.

C: Communication and Feedback

The Clerk of Session and/or the Minister shall respond to the accused and the accuser within 5 days of Session's findings under Section B that either:

- 1. Session has found that the complaint is valid, and that further action is required.
 - a) In such a finding, Session may ask:
 - i) the accused to apologize to the offended person.
 - ii) the accused to seek forgiveness from the offended person.

- iii) for a commitment by the accused not to repeat the offending behavior.
- b) If none of the above are complied with, Session may take further steps including but not limited to:
 - i) A meeting of the offended and accused parties with the minister and/or 2 elders to reach reconciliation and restore positive relationships.
 - ii) Leading with Care workshop or other appropriate training such as cultural or sensitivity training or other educational opportunities. Additional reading material may be recommended.
- c) If there is still no willingness to reconcile and restore positive relationships, or if the offending behaviour happens again toward the same individual or toward another person, Session may call another emergent meeting to discuss the recurrent behavior and how to address it, including but not limited to:
 - i) Sanctions from any leadership or serving role within the church.
 - ii) A request not to participate in the life of church for a specified time.

OR;

2. Session has found that it needs more time to investigate the incident further and will specify a timeline to complete further discussions or investigations.

OR;

3. Session has found that no further action is necessary at this time as the matter has been settled to the satisfaction of the accuser, the accused and of Session.

D: Right to Appeal

If either party disagrees with a decision by Session regarding the incident in question, they have the right to challenge the finding. They can provide additional information regarding the behavior and request a meeting with at least two elders from Session, or the Minister or the Interim Moderator and at least one elder, for consideration of the appeal.

This policy will be reviewed annually or as needed.

7-Apr-24



Leading with Care Online

Suggestions for Working with Children, Youth and Vulnerable Adults in Online Forums

With so many ministries and congregational activities using online media and forums for meetings and activities due to the COVID-19 public health restrictions, it is important to remember that even though the way we carry out ministries may have changed, concern for the safety and well-being of children, youth and vulnerable adults in accordance with the *Leading with Care* policy has not. Those in leadership positions are advised to re-read and re-familiarize themselves with the *Leading with Care* policy, in particular the Risk Assessment Guide chart on p. 21, to see how the policy would be applied to an online setting. Some excellent suggestions can be found in Tori Smit's article on the CNOB Synod blog, "Applying Leading with Care to Zoom Meetings for Children and Youth," which can be found [here](#).

General Principles

- Under no circumstances should online one-on-one meetings take place without taking steps to minimize risk. Care should be taken to ensure that online gatherings involve two or more non-related leaders, or that a parent/guardian is in attendance, or at least close enough to the same area as the vulnerable person's computer to monitor activity.
- Where possible, and especially with children and youth activities, make sure the date, time and purpose of the meeting are clearly communicated to both the participants and their parents/guardians.
- Police record checks are still required for those leading online meetings and events by video conferencing where children and youth are participating.

Below are additional suggestions and best practices to consider. Some of them are applicable to all online events and meetings and not just those involving children, youth and vulnerable adults.

Electronic Communication, Media and Online Video Conferencing

- No Internet-based communication can be guaranteed to be completely secure and confidential, so make every reasonable effort to implement technical security measures and best practices to reduce the risk of a confidentiality breach.
- To protect personal privacy when sending mass emails to congregations or other parties, always use the blind copy (BCC) option.

- Staff or volunteers of the ministry, congregation, or its affiliates should not capture, post, or promote personal images or videos for any reason without the express written consent of those who appear in the images or videos.
- Ensure that your computer or device is password protected and that you alone have access to the password. Additionally, use a password-protected private Internet connection (VPN) when on a video conference call for additional security. Consider choosing a username without personal identifiers (e.g., your full name or your birthdate) to ensure more privacy.
- Leaders who are hosting a video conference meeting should familiarize themselves with the privacy and security features of the video conferencing program they are using (e.g., Zoom, GoToMeeting, Skype).
- Control who attends the event by inviting only those who should be present and sending an invitation via email with a link to the event and instructions not to forward the link to others.
- Use the Waiting Room feature to monitor online arrivals to the meeting and only allow participants who should be there into the main meeting room.
- If necessary, the host can mute other participants' audio or turn off their video.
- Headphones can be used to increase privacy during confidential conversations with vulnerable parties, though with the kind of appropriate "open door" supervision used for in-person meetings.
- For the safety of all parties, consider first obtaining permission from participants' parents/guardians to record the meeting or event. Keep the recorded event file in a secure location and delete it after a reasonable period of time.
- When using the screen sharing feature in a video conference call, be sure to close all other programs on your computer to prevent confidential material from appearing in the background when the screen sharing feature is enabled.
- At the conclusion of the event, make sure you stay on the video call until all the participants have left. The host should be the last one to leave the meeting by closing it out.
- Watch for signs of anxiety, grief, or mental health concerns among children and youth who may be struggling during this uncertain time and dealing with emotional issues.

If you have any questions about implementing the *Leading with Care* policy in an online environment, please contact David Phillips, Leading with Care Administrator (DPhillips@presbyterian.ca).

Special thanks to the Rev. Nancy Mostert, Leading with Care Coordinator for the Presbytery of Hamilton, for her work in helping to develop this resource.

Completed and blank Covenant of Care Forms