

# CHILD PROTECTION POLICY AND PROCEDURE

**BRIERCREST**

CHRISTIAN ACADEMY — COLLEGE — SEMINARY

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## **POLICY STATEMENT**

To ensure the integrity of the mission of Briercrest College and Seminary (BCS), which operates a College, Seminary and Briercrest Christian Academy (BCA), there is a commitment to upholding a culture of safety and protection of all people, who are made in the image and likeness of God. This includes protection from neglect, exploitation, and from emotional, spiritual, physical abuse, and sexual intrusion.

## **PURPOSE**

The purpose of this policy is to:

- a) Coordinate, govern, and guide all interactions at Briercrest College and Seminary where minors are involved and;
- b) Highlight the varying levels of risk associated with the various student activities and;
- c) Inform about individual and organizational liability.

## **APPLICATION**

This policy applies to all Briercrest employees, students and volunteers working with minors in the context of our schools.

## **DEFINITIONS**

**Minors** – anyone under the age of 18

## **KEY CONSIDERATIONS**

- I.** Healthy Relationships
  - A.** Relationships are foundational in providing for spiritual, personal, and academic development that is based on the life and teachings of Jesus Christ.
  - B.** Physical touch can have differing meanings both for the person initiating touch and for the receiving individual.

- C. Child Protection Policy and Safeguarding Guidelines are to assist staff, student and volunteers to care appropriately, guided by consistent, written standards.
- D. Briercrest will prioritize the safety of minors and the reputation of the school in all volunteer approval processes. When evaluating the risk of having a person volunteer with minors, any allegations of misconduct, proven or unproven, will typically result in a person not being approved to volunteer. If requested, the HR Director will initiate a review of the person's eligibility to volunteer at future events.

## II. Continuous Risk Assessment

- A. "[Volunteers can be] personally liable when they fail to perform a duty and cause a loss or injury. Organizations may also be liable if their actions contributed to an incident. But organizations may be liable even if they did nothing wrong. Under the concept of vicarious liability, an organization may be held liable for the action of a volunteer if the volunteer was under the control and direction of the organization and acting within the scope of his or her responsibilities when the incident occurred. For these reasons, it is very important that volunteers and organizations clearly agree on volunteer's roles and responsibilities, and the organization's policies and procedures." (The People's Law School, 2000, p. 7)
- B. Staff, students, and volunteers are to continuously engage in risk assessment by inquiring about:
  - 1. What things could be potential risks?
  - 2. What is the probability that something will go wrong?
  - 3. What is the seriousness of the risk?
  - 4. What can be done to lower or eliminate the risk?
- C. Any risks identified should be reported to the supervisors.

## PROCEDURES

- I. Approval to work with Minors
  - A. Staff, Students and Volunteers will provide a Criminal Record Check with Vulnerable Sector Search prior to working with minors.
  - B. Students will complete the Child Protection Statement of Understanding (Appendix A) prior to working with minors.
  - C. Volunteers will complete the Child Protection Volunteer Application (Appendix B) prior to working with minors.

- D.* Information received in the approval process will be:
  - 1.* Kept confidential according to legal requirements and;
  - 2.* Used to make decision about approval to work with minors.

## *II.* Orientation and Training.

New staff, students, and volunteers will:

- A.* Review this policy and;
- B.* Meet with designated supervisor to ask questions and clarify expectations and;
- C.* Inform supervisor of anything that may hinder their ability to serve, such as:
  - 1.* Poor conflict management skills;
  - 2.* Drug/alcohol abuse or addictions;
  - 3.* History of unaddressed personal abuse;
  - 4.* Possible situations where person feels they would be unable to comply.
- D.* Departments that work more closely with minors:
  - 1.* Will have staff, students, and volunteers complete the Child Protection Orientation Checklist (Appendix C) and;
  - 2.* May require additional orientation and training on child protection.

## *III.* Compliance

Staff, students, and volunteers will:

- A.* Comply with this policy and;
- B.* Self-monitor compliance and intentionally reflect on personal accountability and continuous improvement and;
- C.* Inform supervisor about any concerns regarding their role.

## *IV.* Reporting

- A.* Under [The Child and Family Services Act](#) and [The Emergency Protection for Victims of Child Sexual Abuse and Exploitation Act](#) every person who has reasonable grounds to believe that a minor is in need of protection shall report the information to an officer or peace officer.

**B.** Staff, students, and volunteers are expected to report the following to their designated supervisor:

1. Disclosure by a minor of child abuse or sexual intrusion or exploitation and the reporting of it to an officer or peace officer and;
2. Thoughts, threats, or actions of violent behaviour by a minor and;
3. Awareness of spiritual abuse and;
4. All actual non-compliance with this policy and guidelines and;
5. Awareness of an allegation that has been or is likely to be received and;
6. All critical and emergency situations involving a minor:
  - i. In situations where there has been a physical injury, a meeting with the designate supervisor and completion of an incident report will be required and;
  - ii. Emergency situations will be responded to according to the BCA Emergency Response Procedures (Appendix D). Contact with parents will be facilitated by the immediate supervisor.
7. Interference by a parent that impacts our ability to protect the minor
8. Situations where the minor requires urgent care from a health or mental health professional and;
9. If a minor indicates suicide or lethal self-harm intent and the Student Crisis Response Policy has been utilized and;
10. Any significant disciplinary actions with a minor.

**V.** Submission of applications

Department	Contact	Volunteer Involvement
BCA Athletics	BCA Athletic Director	Team involvements: coaching staff, chaplaincy, travel
BCA Events	BCA Administrative Assistant	Dessert Theatre, Cheesecake Cafe
BCS Athletics	BCS Athletic Director	Team involvements: coaching staff, chaplaincy, travel



BCS/BCA Student Life	Student Development Administrative Assistant	Student Development organized events
BCS Core Events	Applicable supervisor/chaplain	Musicals, YQ, Aboriginal Awareness Week
YQ Tech Crew	Information Systems Manager	Tech Crew

- A. Completed applications + Criminal Record Check submitted to the appropriate contact/supervisor for approval
- B. Contact/supervisor submits all documentation to Human Resources for verification and secure filing

**VI. Safeguarding Guidelines**

**A. Physical touch:**

- 1. Of minors should be avoided in non-public settings and;
- 2. In public places should use careful discretion and appropriate communication before initiating any physical touch with minors.

**B. Location, Setting and Chaperones:**

- 1. Meetings with minors should occur in public places or in groups and;
- 2. Situations of closed room one-on-one interaction in a private setting should be avoided and;
- 3. Staff, students, and volunteers should not share one-on-one accommodations with a minor and;
- 4. Same gender chaperones are required for all off-site activities.
  - i. Where male minors are involved there must be at least one male chaperone.
  - ii. Where female minors are involved there must be at least one female chaperone.
  - iii. Where activities are co-ed there must be both male and female chaperones.



C. Transportation

1. Private vehicles may be used for special purposes if the numbers of minors involved does not warrant the use of school vehicles. The event must be school approved.
2. Only employees and approved driver volunteers, parents, and guardians may transport students. Approval to transport minors in personal vehicles for BCA sanctioned events requires the driver to have completed the Child Protection Volunteer Application Form (Appendix C).
3. It is recommended that employees and approved driver volunteers authorized to use their personal vehicle have third party liability insurance of at least two million dollars.
4. All employees and approved driver volunteers, parents, and guardians will have access to cellular or satellite phone or other communication device when transporting minors.

**RELATED POLICIES AND ADDITIONAL INFORMATION**

<p>This policy satisfies or contributes to compliance with</p>	<p><a href="#">The Child and Family Services Act</a>  <a href="#">The Emergency Protection for Victims of Child Sexual Abuse and Exploitation Act</a></p>
<p>Related Policies, Procedures, Practice Guides</p>	<p>Anti-Harassment Policy                  Student Crisis Response Policy                  BCA Emergency Response Procedures (Appendix D)</p>
<p>Other Related Internal Documents</p>	<p>Student Development Unit Protocol: Safeguarding of Minors</p>
<p>Related Evidence and Best Practice</p>	<p><a href="#">Saskatchewan Child Abuse Protocol 2017</a></p>





## APPENDIX A: CHILD PROTECTION STATEMENT OF UNDERSTANDING

Volunteer Information			
Full Name:			
Phone number:		Email address:	
Volunteer Category			
<input type="checkbox"/> Briercrest College and Seminary (BCS) Student <input type="checkbox"/> BCS Employee <input type="checkbox"/> Member in good standing of a professional association that requires background checks and appropriate clearances for working with the public and minors in particular <input type="checkbox"/> Submitted a volunteer application form within the past two years and there has been no change in my status or eligibility for working with minors as outlined in the Child Protection Policy			
Volunteer Position Desired			
BCA		BCS	
<input type="checkbox"/> Athletics	<input type="checkbox"/> Mentor	<input type="checkbox"/> Athletics	<input type="checkbox"/> Health Services' Driver
<input type="checkbox"/> Health Services' Driver		<input type="checkbox"/> YQ Here 4U	<input type="checkbox"/> YQ Tech Crew
<input type="checkbox"/> Classroom or Dorm Assistant		<input type="checkbox"/> YQ First Aid	<input type="checkbox"/> YQ Security
<input type="checkbox"/> Other (specify):		<input type="checkbox"/> YQ Prayer Team	<input type="checkbox"/> Other (specify):
Volunteer Agreement			
<p>I understand that Briercrest College and Seminary is committed to providing a safe environment where we value and honor every individual as created in the image and likeness of God. Ideally no individual, whether a minor or a volunteer, will ever be exposed to or experience any form of exploitation or abuse.</p> <p>Briercrest College and Seminary is dedicated to upholding a culture of safety and the protection of all people from neglect, from emotional, spiritual, or physical abuse, and from sexual intrusion.</p> <p>I have read and agree to abide by the applicable guidelines and procedures set out by Briercrest College and Seminary in the <a href="#">Child Protection Policy</a> in my work with minors.</p>			
Signature:		Date: (mm-dd-yy)	
Reviewer Approval			
<input type="checkbox"/> Approved	<input type="checkbox"/> Declined	<input type="checkbox"/> Criminal Record Check submitted	HR Initial:
Full Name:		Position:	
Signature:		Date: (mm-dd-yy)	



## APPENDIX B: CHILD PROTECTION VOLUNTEER APPLICATION FORM

Volunteer Information	
Full Name:	Date of Birth: (mm-dd-yy)
Phone number(s):	Email address:
Home Address:	Caronport Address (if different):
Current Employer:	
Volunteer Position Desired	
<b>BCA</b> <input type="checkbox"/> Athletics <input type="checkbox"/> Mentor <input type="checkbox"/> Health Services' Driver <input type="checkbox"/> Classroom or Dorm Assistant <input type="checkbox"/> Other (specify):	<b>BCS</b> <input type="checkbox"/> Athletics <input type="checkbox"/> Health Services' Driver <input type="checkbox"/> YQ Here 4U <input type="checkbox"/> YQ Tech Crew <input type="checkbox"/> YQ First Aid <input type="checkbox"/> YQ Security <input type="checkbox"/> YQ Prayer Team <input type="checkbox"/> Other (specify):
Experience	
Previous volunteer experience:	
List current certifications as applicable (e.g., CPR, Medical):	
Special professional training, skills, hobbies:	
Have allegations or charges of abuse of minors been brought against you?	
<input type="checkbox"/> No	<input type="checkbox"/> Yes. Explain:



<b>References</b>			
Please submit <b>two letters of references</b> ; a <b>character</b> one and a <b>professional</b> one.			
A <b>character reference</b> , is a recommendation provided by someone who knows you and can attest to your character and abilities. This type of recommendation showcases your personality and people skills.			
A <b>professional reference</b> is a recommendation from a person who can vouch for your qualifications for a job. A professional reference is typically a former employer, a supervisor, or someone else who can recommend you for employment.			
References should not be related to you.			
<b>Character Reference</b>			
Name:		Relationship to you:	
<b>Professional Reference</b>			
Name:		Relationship to you:	
<b>Process</b>			
Letters of reference and your application form are to be submitted to the appropriate department no later than 10 days prior to the beginning of the role for which you are applying.			
Upon initial approval, you will be required to complete a short orientation process before you can begin. The policy documents and orientation process can be accessed on the Briercrest website at: <a href="https://www.briercrest.ca/hr/volunteers/">https://www.briercrest.ca/hr/volunteers/</a>			
<b>Agreement</b>			
I agree to abide by the guidelines and procedures set out by Briercrest College and Seminary as articulated and referenced within the Child Protection Policy.			
Signature:		Date: (mm-dd-yy)	
<b>Reviewer Approval</b>			
<input type="checkbox"/> Approved	<input type="checkbox"/> Declined	<input type="checkbox"/> Criminal Record Check submitted	HR Initial:
Full Name:		Position:	
Signature:		Date: (mm-dd-yy)	



## APPENDIX C: CHILD PROTECTION ORIENTATION CHECKLIST

Staff and those approved under the Volunteer Application process, who work closely with minors, are required to complete the following orientation checklist.

Please access the listed documents, read through them and familiarize yourself with the contents and appropriate procedures. They are available online: <https://www.briercrest.ca/hr/volunteers/>

Should you require printed copies, please contact the HR office with your request. You may wish to add them to your browser favorites or compile a small binder for ease of reference in the future.

Volunteer Information	
Name:	
Document	Date read
Child Protection Policy	
<a href="#">Sask. Child Abuse Protocol 2017, pp. 7-9</a>	
BCS Anti-Harassment Policy	
Student Crisis Response Policy	
Sexual Misconduct and Sexual Assault Policy	
BCA Emergency Response Procedures	
Additional department specific protocols assigned by supervisor:	
Comments and Questions	
Acknowledgment	
I acknowledge that I have read the above-listed policy and practice statements and that I have taken the time to become familiar with them. Furthermore, I agree to abide by all policies, procedures, and guidelines set out by Briercrest College and Seminary.	
Volunteer Signature:	Date: (mm-dd-yy)
Supervisor/Reviewer Signature:	Date: (mm-dd-yy)



## APPENDIX D: BCA EMERGENCY RESPONSE PROCEDURES

