The Harbour Christian Church Inc.

Abuse Prevention Policy

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The Harbour Christian Church Inc.

Abuse Prevention Policy

Section One

WHEREAS we acknowledge that the sexual, physical, and emotional abuse of children, youth, and vulnerable adults can happen anywhere, including in this Church facility or in other facilities used by our Church in children's and youth ministry;

And WHEREAS we understand that, as members of the Leadership Team of this Church, we must seek to ensure and provide a safe environment by preventing harm to those in our care, and that children, youth, and vulnerable adults who participate in any programs offered through The Harbour Christian Church Inc. ("The Harbour") may do so without fear of abuse;

And WHEREAS we acknowledge that a person who would prey upon children may see this Church as a place where he / she may have access to children, youth, and vulnerable adults;

And WHEREAS we acknowledge that as the Leadership Team we must also protect our staff and workers, including our children's, youth, and vulnerable adult ministry workers from false accusations,

And WHEREAS we understand that any abuse, or allegation of abuse, can seriously compromise our witness for Christ within our community and beyond;

We, the Leadership Team of The Harbour Christian Church Inc. adopt the following zero-tolerance Policy for Children, Youth, and Vulnerable Adult Abuse Prevention, effective immediately.

Section Two

We, the Leadership Team of The Harbour Christian Church Inc., adopt the following guidelines to assist our staff and workers by defining physical, sexual, and emotional abuse, child neglect, inappropriate touching and improper discipline. Please reference Appendix One for the guideline definitions.

Section Three

We, the Leadership Team of The Harbour Christian Church Inc., require as mandatory the following screening measures for all workers (including all employees, ministry leaders, Board members, and volunteers) serving in any position involving work with children, youth, or vulnerable adults as outlined in the following Abuse Prevention Policy Rules and Guidelines.

Abuse Prevention Policy Rules and Guidelines

1) All persons desiring to work with children / youth / vulnerable adults through any ministry (current or future) of The Harbour Christian Church Inc., must first meet the following qualifications:

    a. Be part of The Harbour, attending regularly, and be in good standing for at least six (6) months prior to being eligible to volunteer. This clause is not applicable for pastoral staff or employees.
    b. Complete and sign the Employee / Volunteer Application agreement (including ministry personnel) and release for references / Criminal Record Check / Vulnerable Sector Verification check and authorize a Canadian Police Information Check (CPIC). A record involving any abuse of children will, in ALL cases, disqualify the individual from working with children, youth, or vulnerable adults through The Harbour Christian Church Inc.
    c. Go through a mandatory screening process for all workers (including employees, ministry leaders, Board members, and volunteers) serving in any position involving working with children, youth, or vulnerable adults.

2) All volunteers will have a current Criminal Record Check (CRC) and a Vulnerable Sector Verification (VSV) completed every two (2) years. The Harbour may, at its own discretion, require CRCs or VSVs at any time it deems necessary apart from this guideline.

3) Every new Employee and Volunteer has, at a minimum, two (2) background reference checks.

4) Every new Employee and Volunteer has personal interviews conducted by two individuals designated by The Harbour's Leadership Team. The designated interviewers must not be related to the individual being interviewed.

5) Training will be conducted on abuse prevention for all children's and youth ministry staff and volunteers and other workers in positions of trust with minors or vulnerable adults, to assist them in understanding the issue of abuse, abuse prevention, and the legal responsibility to report actual or alleged incidents, including the following:
    a. Initial training for all new workers.
    b. Where possible, new volunteers should be supervised by an established, trained volunteer or employee, for a period of at least three months, before assisting with such tasks as toileting and other higher-risk activities.
    c. Annual refresher training for Operational Procedures, Premises, and Responding Protocols.

6) Operational Procedures will be implemented for abuse prevention:
    a. Prohibiting corporal punishment and inappropriate touching, affection, or discipline.
    b. "Two adult rule" (unrelated individuals) for off-premises contact with children and youth. Reference Appendix Two for these Good / Better / Best guidelines. "Good" is the minimum standard that must be observed in all situations, but where possible it is expected that volunteers and staff should strive to meet the "Better or Best" guidelines.
    c. Addressing health, safety, and sanitation issues to prevent child neglect.
    d. Age-appropriate supervision of washroom breaks.
    e. Avoiding activities that could easily lead to allegations of abuse or harassment, such as unsupervised internet access, individual photography of children, youth, or vulnerable adults, and vehicle transportation by a worker alone with unrelated minors.

f. Obtaining written parental consent for sponsored off-premises or overnight activities and field trips.
g. Implementing a social media/networking and photo sharing policy for youth programs addressing appropriate content and confidentiality issues (see Appendix Three).
h. Personal information will be kept confidential indefinitely, and will not be given out without permission, unless we are legally required to. This includes the original Criminal Record Check and the Vulnerable Sector Verification. Please refer to Appendix Four for the policy on Collection and Retention of Documents.
i. Annual internal audit, including an audit report to the Leadership Team and the Board of Directors.
j. Attendance of an annual information update/training session. This training may be delivered in person or in an online environment such as videoconferencing.

7) Premises guidelines will be implemented to prevent or discourage abuse incidents:
   a. At no time will young children be left in any individual's care behind closed doors or in an isolated and private location. Where feasible, all classrooms will be modified so that, if there is no other way to view the room easily, a window will be installed in the classroom door.
   b. "Two-adult rule" and/or "open door policy" and/or windows in all classrooms and/or designated monitors circulating periodically from room to room, for surveillance and to protect workers against false allegations.
   c. Individuals who work with children and youth will be reminded of the importance of avoiding potentially compromising situations in which an allegation of abuse could be made.
   d. Washroom procedures: it is strongly advised that parents take their children to visit the washroom prior to each class or service. This recommendation should be communicated to parents at the beginning of each new school year and throughout the year to newcomers.
      i. Diaper changing: volunteer staff will not do diaper changing. Diapering will be done by the child's parent/guardian.
      ii. Washroom: if possible, get the child's parent to assist them. Other options are to take a second adult, stay within visual contact of another adult, or if possible, stand in open washroom doorway.
      iii. Never be alone with a child in an unsupervised washroom, and never go into a cubicle with a child and shut the door.
      iv. If a pre-school child needs assistance in the washroom, an adult may enter the cubicle to assist only if a second adult is within visual contact.
   e. Controlled access and parental sign-in/sign out for nursery facilities.
   f. Parental sign-in/sign out for children's programs (under Grade 1 mandatory).
   g. Adequate lighting inside and outside of building(s) where children's/youth activities take place.

8) The Harbour will strive to ensure that parents are made aware of the precautions being taken to protect their children. Parental consent forms will be used for all special activities or events off the church premises, and for any event which requires an overnight stay.

9) Response protocols will be in place for cases of suspected or alleged abuse include the following:
   a. Ministry team leader or onsite team leader will immediately complete an incident reporting form.
   b. The incident reporting form will be submitted to the Lead Pastor as the first point of contact with The Harbour Leadership team. If the Lead Pastor is on vacation or not available, the incident reporting form will be given to one of the members of the Board of Directors (ideally the Chair).

c. The Lead Pastor and Board of Directors will fulfill statutory reporting obligations to child protective agencies or police authorities.
d. Without admitting legal liability, or making public statements prior to obtaining legal counsel, The Harbour Leadership team will assure a compassionate response to the alleged victim and their family.
e. The Harbour Leadership Team will maintain confidentiality for the alleged victim and alleged perpetrator.
f. The Harbour Leadership Team will immediately suspend the alleged perpetrator from their duties with children or vulnerable adults pending outcome of investigation.
g. The Harbour Board of Directors will consult a lawyer and will report the incident to its insurance company.
h. It is the responsibility of the Board of Directors to designate a spokesperson to speak on behalf of The Harbour Christian Church to media, and to the public, in relation to a suspected child abuse case. All enquiries should be directed to this person and comment should not be made by other individuals unless given permission to do so.
i. Public statements must be developed under the guidance of legal counsel, and be approved by the Board of Directors.

10) Everyone who works with children and youth will be required to read the Abuse Prevention Policy. This policy will be made available to anyone in the congregation, upon request. It is expected that most people who fall under this category will read and sign the Abuse Prevention Policy as part of the annual refresher training session.

I, the undersigned, hereby acknowledge that I have read the Abuse Prevention Policy Rules and Guidelines of The Harbour Christian Church Inc., and agree to abide by the policy.

Date: _____ Team Member: _____

Accepted by Lead Pastor, Ministry Leader, or Board of Director Member: _____

Schedule 1: Criminal Record Check

Each person volunteering to work with children under the age of majority will be asked to submit to a Criminal Record Check (CRC) and a Vulnerable Sector Verification (VSV). For your own protection, the protection of the children, and The Harbour Christian Church, the police/RCMP will issue release letters on your behalf if you have checked through the local, provincial and federal systems without any criminal record. You will be asked to submit these release letters to The Harbour Christian Church Leadership Team for the church's records.

If you do have a record with any convictions involving crimes of violence or sexual crimes, this will preclude you from being accepted as a volunteer in children's ministry at The Harbour Christian Church.

If you have a record with convictions for crimes other than those of a violent or sexual nature, you are not necessarily precluded from ministry. It will be necessary that people be assessed on a case-by-case basis and approved by the Ministry Team Leader with the final approval from the Board of Directors.

If you do have a criminal record, you have a right to a copy of it. You can ask for a copy of your record and it will be issued to you.

If you would like to be involved in the ministries of The Harbour Christian Church that will involve vulnerable sector people, you will be expected to meet with the appropriate Ministry Team Leader or committee for the purpose of reviewing your record and considering your suitability for working in that ministry at The Harbour.

For people living in the City of Saint John, the process for requesting CRCs and VSVs are as follows (note that these procedures may change and this policy may not have been updated):

- Monday and Wednesday from 8 AM to 4 PM, drop off only, and pick up on Friday 12 PM to 4 PM. (These times can be cancelled without notice if local police work warrants it.) The phone number is 648-3230.
- the CRCs and VSVs are done at Peel Plaza.
- payments to have the CRC and VSV done is $25 CASH ONLY. Cheque or debit cards are not accepted. Two pieces of ID, one being a photo ID, is required.
- The CRC/VSV will take approximately two days. Because you are working with children under the age of majority, you may be asked to fill out a special form giving a job title and details of the age group you are working with (i.e. Kids' Church teacher with children age 4 to grade 2, Nursery worker with children, infants to age 2, etc.).
- When the CRC/VSV is completed, local police will issue you a release letter which you must return to the Ministry Team Leader or another person designated by the Board of Directors at the Harbour Christian Church Inc.

For those living in the Rothesay/Quispamsis area, the CRC/VSC application process can be completed online using this website: https://kennebecasisregionalpolice.com/police-record-check/

- As of July 2023, there is a $35 fee for non- volunteer applications and a $15 fee for volunteer applications.
- If fingerprints are required for a Police Record Check you will receive a call to schedule fingerprinting. An additional $40 must be paid at time of fingerprinting for non-volunteer.

For those living outside the greater Saint John area, such as in Hampton or Grand Bay/Westfield, contact your local RCMP detachment to get details of how to get a CRC/VSV done. There is usually no charge for this service by the RCMP.

You will need the following documentation wherever you go for a CRC/VSV:

- a Service New Brunswick ID card or photo driver's license, plus Passport, NB Medicare Card or Birth Certificate
- A letter requesting a CRC/VSV for you from The Harbour Christian Church.

Thank you for your co-operation in this matter.

Schedule 2: Criminal Record Check Application

To Whom it May Concern:

This is to advise that _____ is a candidate for voluntary service with The Harbour Christian Church Inc. As such, he/she is required to provide us with a criminal record check, including a vulnerable sector check, as a condition of application for volunteer service.

Thank you for your assistance with this service.

Sincerely,

Harbour Christian Church representative

Schedule 3: Volunteer Application Form for Youth and Children's Ministry

This application shall be completed by all volunteers for any position involving the supervision or care of children under the age of majority. The Harbour Christian Church Inc. has a spiritual, moral, and legal obligation to provide a secure environment for those children participating in church programs and who are under the auspices of the Church. To this end, this application and the application process are intended to assist in this endeavour.

All information provided by the applicant is strictly confidential and only persons with legitimate need will have access to any information obtained in the application process. Failure to complete any or all of the steps in this application may delay or disqualify consideration of the applicant. The applicant may review any questions of a sensitive, personal nature with a Leadership Team Member of The Harbour.

a) Personal Background Information:
   a. Name _____
   b. Date of birth _____
   c. Mailing address _____
   d. Home telephone _____
   e. Work telephone _____
   f. Marital status _____
   g. Email address _____

b) Personal History:
   a. Please provide a list of current and former employers (last two) with which you have worked including name and address of employer, dates of your employment, your position, and a contact person.

c) Why do you wish to work in Children's/Youth Ministry?
   a. What background and experience do you have working with children (church or non-church)?
   b. How long have you been attending The Harbour Christian Church?
   c. Do you have a criminal record or have you ever been convicted of any criminal offense or assault involving children? If yes, please explain.
   d. Have you ever had allegations of child abuse brought against you? Y/N
   e. Are you prepared to consent to a Criminal Record Check? If so, please complete the form *Schedule 4 Release of Information and Declaration*. If not, please explain the reason.

d) Please indicate the age group with which you would like to work:
   a. Nursery (infant to 2 years)
   b. Children (ages 2 and 3)
   c. Children ages 4 to Grade 3)
   d. Boys, grades 4-6
   e. Girls, grades 4-6
   f. Youth, grades 7-12
   g. Other:

e) What time length commitment are you able to make?

f) Do you have any physical, mental, or emotional handicaps or conditions that would prevent you from performing certain types of activities related to working with children/youth? Yes/No. If 'yes', please explain.

g) Are you prepared to attend seminars or workshops on children's/youth ministry as prescribed by The Harbour? Yes/No

h) References
   a. Please provide two personal references: names, addresses, phone numbers, and relationship (not relatives)

i) Statement
   a. The information provided in this application is correct. I authorize any person listed as a reference to provide any information requested pertaining to my character and fitness to participate in the children's/youth ministry of The Harbour Christian Church.
   b. Should my application be accepted, I agree to be bound by the policies and procedures of The Harbour Christian Church Inc, including a disciplinary process, as applicable, and to refrain from any conduct unbecoming in the performance of my responsibilities on behalf of the church.
   c. I have read and understand the contents of the Policy for Child Abuse Prevention and I agree to be bound by said policy.

Print Name: _____

Signature: _____

Date: _____

Schedule 4: Release of Information and Declaration

I hereby give The Harbour Christian Church Inc. ("The Harbour") consent to verify the information provided by me in this Volunteer Application Form, and to contact the references and current/former employers listed above, and to obtain and verify any information from them (and any other person that The Harbour determines might be able to provide relevant information) that may be appropriate to my application. I understand that the church requires a Criminal Record Check and a Vulnerable Sector Verification check on me, to be kept on file indefinitely.

I further grant the church permission to perform an internet search on me, and to review and consider any information found about me on the internet. I understand that if The Harbour approves my volunteer application and later determines, at its discretion, and at any time, that I am not suitable for volunteer service with The Harbour for the volunteer position for which I am applying, the church may terminate my volunteer service or volunteer position for any reason without advance notice.

If The Harbour approves my application for a volunteer position, I will sign any documents that The Harbour requires, and will at all times co-operate fully with the staff of the church in the fulfillment of my duties, and will keep all confidential information I encounter in my role as a volunteer confidential. If at any time I determine that I am unable to support or adhere to or follow the policies, procedures, or doctrine of The Harbour Christian Church, I will inform The Harbour and will resign my volunteer position. I hereby acknowledge that, to the best of my knowledge, the information contained herein is true and correct.

Signature of Applicant: _____

Printed Name: _____

Date: _____

Signature of Witness: _____

Printed Name: _____

Date: _____

The information received is confidential, and is being gathered for the purposes of considering your application for volunteer ministry with The Harbour Christian Church.

Schedule 5: Accident Report Form

Injured's Name: _____

Supervisor's Name: _____

Date and Time of Accident: _____

Location of Accident: _____

How did the accident occur? _____

_____

_____

Describe any injury: _____

First Aid given: _____

Name(s) of anyone else involved: _____

Name(s) of witnesses: _____

Name(s) of any physician or other medical practitioner called: _____

_____

Signature of the person completing the report: _____

Date: _____

I, the undersigned, parent or guardian of _____ have been fully informed of the accident described in this report.

Parent/Guardian's signature: _____

Date: _____

NOTE: Send one copy of this report home with the child with another copy going to the Lead Pastor. Keep additional copies on file at the church.

Schedule 6: Incident Report Form

Section 1: Notification of Incident

Report completed by: _____
(Please print name and position in the church)

Report received from: _____

Phone: _____

Address: _____

Date: _____ Time: _____

Section 2: Identity of child allegedly abused/neglected

Name: _____

DOB (yy/mm/dd): _____

Parent/Guardian: _____

Address: _____

Home/Work Phone: _____ Cell Number _____

Section 3: Identity of Person Suspected of Causing Abuse/Neglect

Name: _____

Address: _____

Home/Work Phone: _____ Cell Number _____

Section 4: Incident Details

Date of Incident: _____

Location of Incident: _____

Description of Alleged Incident: _____

_____

_____

Witness to Incident:

Name: _____

Address: _____

Home/Work Phone: _____ Cell Number _____

Section 5: Signature of Person Reporting Child Abuse

Name: _____

Signature: _____

Section 6: Report of Incident

Has this incident been report to:

The Lead Pastor? Y / N

Date Reported (yy/mm/dd): _____ Time: _____

Name of Person who reported: _____

Child Protection? Y / N

Date Reported (yy/mm/dd): _____ Time: _____

Name of Person who reported: _____

Name of Official who received report: _____

Schedule 7: Parental / Guardian Consent Form

Date of activity/outing: _____

Location: _____

Description of activity/outing: _____

Approximate start time: _____ Approximate end time: _____

Leader's Name: _____ Phone: _____

_____ Phone: _____

Information from parent / guardian:

Particulars of any medication which the child is required to take: _____

_____

Particulars of any allergies: _____

_____

Persons authorized to pick up and drop off the child: _____

Particulars of any Court Order in force with respect to the child: _____

_____

Particulars of any other special arrangements for the child of which The Harbour Christian Church staff or volunteers should be aware of: _____

_____

Other: _____

PHONE NUMBER(S) WHERE PARENT / GUARDIAN MAY BE REACHED IN CASE OF EMERGENCY:

Cell: _____ Home/Other: _____

Name of Parent / Guardian: _____

Address of Parent / Guardian: _____

Signature of Parent / Guardian: _____

Date: _____

Schedule 8: Media Permission Form

Person or Child's Name(s):

_____

_____

_____

I grant approval for The Harbour Christian Church Inc to share the following information:

_____

(description of information being shared)

One-time use only (describe photo): _____

General permission granted to use personal information in future media:

Yes _____ No _____

Name of Person or Parent/Guardian (in the case of children): _____

Address of Person or Parent/Guardian (in the case of children): _____

Signature of Person or Parent/Guardian (in the case of children):_____

Date: _____

When completed, return this form to The Harbour Christian Church, where it will be kept on file.

You can email it to office@theharbourcc.ca, or mail to:

The Harbour Christian Church
840 Loch Lomond Road
Saint John, NB E2J 1Z2

Appendix One: Abuse Definitions

"**Child abuse**" refers to an act committed by a parent, caregiver, or person in a position of trust (even though he/she may not care for the child on a daily basis) which is not accidental and which harms or threatens harm to a child's physical or mental health, or a child's welfare." (Faith Trust Institute 2006)

Abuse is primarily categorized as being physical, sexual, emotional, or involving neglect.

Physical Abuse: "Physical abuse is any deliberate physical force or action that results in, or could result in, injury to a child. It can include punching, slapping, beating, shaking, burning, biting, or throwing a child. It is different than what is considered reasonable discipline." (The Children's Aid Society of London and Middlesex 2006)

Sexual Abuse: "Sexual abuse occurs when a child is used for the sexual gratification of an adult or an older child. It can take many forms. This includes sexual intercourse, exposing a child's private areas, indecent phone calls, fondling for sexual pleasure, allowing a child to look at or perform pornographic pictures or videos. Coercion (physical, psychological, or emotional) is intrinsic to sexual abuse. It is against the law to touch a child for a sexual purpose, to encourage or force a child to touch another person in a sexual way, or to tell a child to touch him or herself for an adult's or older child's sexual purpose." (The Children's Aid Society of London and Middlesex 2006)

Emotional Abuse: "Emotional abuse is a pattern of behaviour that attacks a child's emotional development and sense of self-worth. It includes excessive, aggressive, or unreasonable demands that place expectations on a child beyond his or her capacity. Emotional abuse includes constant criticizing, teasing, belittling, insulting, rejecting, ignoring, or isolating the child. It also includes failure by the parent or caregiver to provide their child(ren) with love, emotional support and guidance." (The Children's Aid Society of London and Middlesex 2006)

Neglect: "Neglect is the failure to meet a child's basic need for food, clothing, shelter, sleep, medical attention, education, and protection from harm. This can occur when parents do not know about appropriate care for children, when they cannot adequately supervise the children, or when they are unable to plan ahead." (The Children's Aid Society of London and Middlesex 2006)

Appendix Two: Good / Better / Best Guidelines for Off-Premises Activities / Events and Transportation

GOOD • BETTER • BEST

GOOD	BETTER	BEST
	Off-premises activities and events	
At least 2 screened adults with the total number of screened supervisors to minors in a ratio appropriate to the type of activity, number, and age of participants. Unscreened helpers or other unscreened adults can assist with activities, but only if they have no interaction with minors.	All adults and youth supervisors must be fully screened and a minimum two-adult rule maintained at all times. Signed parental permission and informed consent must be obtained for each participant prior to participation in any higher risk, off-premises activity or event (i.e. short-term missions, travel, sports, recreation, concerts)	All adults and youth supervisors must be fully screened and a minimum two-adult rule maintained at all times. Signed parental permission and informed consent must be obtained for each participant prior to participation in any off-premises activity or event.
	Vehicle transportation	
A minimum of 2 screened adult supervisors or 1 screened adult plus at least 2 other minors in the vehicle at all times. Note: having only one screened adult transporting minors should be avoided as much as possible, as it opens the worker up to false allegations of abuse, molestation, or harassment.	A minimum of 2 unrelated screened adult supervisors in the vehicle with minors at all times. Driving records checked (no-fault accidents and not more than 2 minor traffic violations in the past three years) and minimum 21 years of age. Note: Minimum 25 years of age is recommended, however exceptions can be considered for safe, mature staff members or ministry leaders.	A minimum of 2 unrelated screened adult supervisors in the vehicle with minors at all times. Driving records checked (no at-fault accidents and not more than 2 minor traffic violations in the past three years) and minimum 25 years of age.

Appendix Three: Social Media Guidelines and Use of Photographs

The Leadership Team and Board of Directors at The Harbour Christian Church Inc. ("The Harbour") realize that social media is a vital tool in connecting with members of the church community as well as with those outside of our community. Understanding the importance of social media, we need to think carefully about how we communicate electronically, from blogging to email, or while using FaceBook, Instagram, and other such platforms, all the while recognizing the importance of sharing what is happening within the church and what God is doing in our midst.

We also wish to respect the privacy of anyone who may be attending our church events and wish to place the following restrictions on, and outline acceptable best practice of, the use of social media, especially with regard to children and youth programming.

The following guidelines will be followed by The Harbour and any participants at an event held under the oversight of The Harbour:

- Photos or videos may be taken for personal use only. No public sharing of any photos or videos on social media will be permitted without the express written permission of any adult or person who is in the photo or video. This permission will be obtained in writing using *Schedule 8 Media Permission Form*.
- photos of baptism or new members placing membership may be shared on social media ONLY with permission of the people in the photograph (see *Schedule 8 Media Permission Form*)
- photos may be taken at other church events for use on social media, however subjects in the photo shall give permission prior to the sharing of the photo on any form of social media (see *Schedule 8 Media Permission Form*).
- any photos containing children or youth below the age of 19 shall have written permission from a parent or legal guardian prior to sharing on social media (see *Schedule 8 Media Permission Form*).
- a slide will be created and used as part of the announcements at every regular service at THCC that explains the social media guidelines and appropriate use of photography.
- Sunday morning services may feature videotaping of a person delivering the sermon from the front of the stage. Attendees should be notified prior to the sermon videotaping that if they walk in front of the stage during the sermon, their image will appear on the recording that will be posted on The Harbour's public website.
- Participants are discouraged from communicating directly with youth under 19 by means of social networking media such as mobile text messages, FaceBook posts, tweets, etc.
- a policy is established that youth leaders will only communicate electronically with children under 16 years of age via their parent's email/social media/texting account ~~address~~, leaving parents responsible to review messages and convey the information to their children verbally or electronically.
- If an allowance is made for employees or volunteers under your authority to use text messaging or other social media communication with youth under 19 it should only be with the formal written consent of parents/guardians, and content should be limited to information and announcements to promote upcoming events. This document will be kept on file indefinitely.
- Questions in the text message should be kept simple, requiring only a 'yes' or 'no' answer (e.g. about attending an event or requiring transportation)
- The standards of The Harbour should be clearly communicated to users, such as discouraging off-topic discussion and prohibiting bad language, obscene texting, bullying and discrimination.
- Access to all social networking media such as FaceBook, Instagram, etc., will be made available to parents whose youth are attending any THCC youth program.

The Leadership Team also requires that the use of any individual's photographs on the Church website will be from a distance, i.e. no close-up photos in which the individual faces of members, guests and participants are recognizable. For example, use far-away shots for group activities. If a close-up shot is needed, use a stock image of a generic program participant. Any photography of individuals used on The Harbour's website should require the individual's specific written consent.

The Leadership Team requires that for church youth-related activities involving elements of social media, that nothing about the event appears online in text or picture without the specific consent of the parent / guardian.

The Leadership Team also understands that the ease of capturing images, text, music, or video clips from the internet doesn't mean such content is necessarily in the public domain or appropriate to use in any church-related social media website. Any such download using the church access channels will be monitored and validated as public domain content.

Appendix Four: Collection and Retention of Documents

The purpose of retaining screening and training records is to ensure that, in the unfortunate event that an allegation is brought against The Harbour, documentation exists to prove that preventative measures were in place, and were being followed. This pertains to employment/ volunteer applications (and the attendant police checks and references) as well as records of induction training, performance appraisals, and refresher courses. One of the few effective legal defenses available is to prove that adequate measures were taken prior to an incident. It is also important that the organization retain copies of all insurance policies, particularly where insurers may have changed over the years. This is necessary so that, if a claim is brought forward, it can be determined which insurer was on risk at a particular time.

The Harbour will ensure that the details of any incidents or allegations of abuse are documented and retained. In some cases, legal demands for compensation may not be made until several years after the alleged abuse took place. If pertinent details are not permanently retained, The Harbour may face serious difficulty defending itself. Documentation plays an important role in substantiating a complaint, and can be extremely useful when alleged incidents are reported to the organization's insurer. The information that should be permanently retained includes but is not limited to:

- All employment/volunteer applications.
- Employee/volunteer screening records (this includes any notes made during the reference-checking process, and a copy of the police background check performed on each employee/volunteer).
- Signed Abuse Prevention Policy acknowledgement forms.
- Records of Induction training and attendance at refresher courses (the use of training review forms is recommended. These forms, which are signed by both the trainer and staff member or volunteer, can be used as documentary evidence of what training has been delivered, and that the person receiving the training has understood and agreed to all of the learning objectives).
- Details regarding any probationary restrictions placed on new employees/volunteers
- Documentation regarding any allegations of abuse or misconduct (including the name, age, sex, and address of both the victim and the alleged perpetrator; the nature of the abuse that is alleged to have occurred; the number of times the alleged abuse occurred; the date and location of the incident; the relationship between the victim and the alleged perpetrator; and any other evidence, such as medical exams, witnesses etc.).
- Attendance Records
- Copies of all policies of insurance secured by The Harbour

Records that are of a personal, confidential nature must be kept in accordance with the privacy policy of The Harbour. Information about the collected data is confidential and will be used only for the purpose for which it was collected, that is, implementing and monitoring this policy. Information will be safely stored and only accessed by those who need to access it for purpose of the policy. In some cases, the use of a third party document management facility may be considered for this purpose if appropriate.

Confidential information should be stored in a fire-proof, locked metal cabinet. The information should include a copy of the Abuse Prevention Policy acknowledgement forms signed annually, the leader/volunteers application form, documentation of individual police records checks, performance evaluation records, and completed incident forms. The Harbour will designate one or two individuals to have a key to this cabinet.

PIPEDA, the Personal Information Protection and Electronic Documents Act, became effective in Canada in January 2004. While this Act provides useful and necessary protection for Canadians, many organizations are not subject to PIPEDA because they do not collect, use, or dispose of commercial goods. Individual organizations should make sure that their rights and obligations under Canada's privacy laws are known and understood.