

Capilano Christian Community

- called to celebrate Christ and change lives -

CapSafe Orientation **For All CapKids Volunteer Workers**

Capilano Christian Community (CapChurch) is committed to providing a safe environment for children and teens. We declare zero tolerance for abuse, harassment or neglect committed by any children's or youth ministry worker, including employees, members and volunteers. As a CapKids or CapTeen volunteer worker you are asked to familiarize yourself with CapSafe procedures and participate with the CapKids and CapTeens leaders in creating and maintaining a safe program for our children.

Here are some definitions: **Physical abuse** is using physical force, or any action or neglect that results, or could result, in injury to a child. **Emotional abuse** is a pattern of hurting a child's feelings to the point of damaging their self-respect. **Sexual abuse** occurs when another person for sexual stimulation or gratification uses a child. **Child:** a person from birth to age eighteen. **Worker:** a person age 12 or older that has been approved to work with children at CapChurch. **Adult worker:** a person age 18 or older that has been approved to work with children at CapChurch.

Orientation to CapSafe Procedures

Please familiarize yourself with the following CapSafe procedures:

For All Volunteers In CapKids Or CapTeens Ministries

- 1. CapSafe Arrival, Dismissal, Emergency Exit & Washroom procedures (handout)**
- 2. The location of First Aid Equipment (a list of First Aid qualified personal whom you can contact in case of a medical mishap in located with the First Aid Equipment)**
- 3. The emergency exits plan posted your classroom or near your meeting place.**
- 4. The following Health Procedures:**
 - a. Nursery and CapKids workers shall not receive a child who is ill and could expose other children and workers to illness.
 - b. Workers shall not give or apply any medication. In extreme cases such as severe allergies, the parents are responsible to supply medications, written instructions and appropriate training, (e.g. use of the epipen).
 - c. Seek out a first-aid trained adult is accessible on Sunday mornings for appropriate responses to cuts or injuries involving body fluids.
- 5. The following Safety Procedures**
 - a. As a general rule, there shall be a minimum of two workers in any room with children.
 - b. Where it is not possible to provide two workers, or the number of children is very small, the door of the room is to be left open.
 - c. Staffing for all preschool classes shall include at least one female adult worker.
 - d. Where members of the same family are workers in a program or classroom, at least one other volunteer not related to the family shall be present.
- 6. The Emergency Exiting Procedure at Mulgrave**
 - a. Cap Shepherds and CapKids teachers will take their assigned class out of the building by the nearest safe exit to the north parking lot [the "uphill" side of Mulgrave]. CapKids Program Director and the Sunday Morning Administrator will search Mulgrave to the extent possible (halls, main floor and 2nd floor, annex classrooms) before they exit the building.
 - b. All CapKids teachers will go immediately to the nursery and toddler rooms to assist nursery and toddler caregivers with evacuation of children.

- c. Once all CapKids have assembled on the north parking lot CapKids Coordinators will make sure that all CapKids are present and accounted for (conduct a roll call or head count and compare it to class attendance for that day) at which point they will be released only to their parent or guardian.
- d. If you are in a washroom supervising a CapKid at the time of the emergency exit, you are to proceed out of the building with the child by the closest safe exit and meet your class on the north parking lot.
- e. If you are in the washroom with a buddy (or other CapKid) at the time of an emergency exit, you are to proceed out of the building with your buddy by the closest safe exit and meet your class on the north parking lot.
- f. **Parents are instructed not to come through the building to retrieve their children, but to exit Mulgrave to the front of the building [the south or "ocean view" side]**
- g. **Once all CapKids have assembled on the north parking lot and the CapKids Coordinators will make sure that all CapKids are present and accounted for (conduct a roll call or head count and compare it to class attendance for that day); **the CapKids Program Director will invite the parents up from the south parking lot [ocean view side of Mulgrave] to gather their children. Children will be released only to their parent or guardian.****

7. The CapSafe Safe-Touch Procedures re Proper Display of Affection

Touch is an essential responsibility in nurturing lives. Parents and Volunteers need to be aware of, and sensitive to differences in sexual development, cultural differences, family backgrounds, individual personalities, and special needs. Physical contact with children should be age and developmentally appropriate. The following guidelines are recommended as pure, genuine and positive displays of God's love.

a. **Appropriate Touch: Love and caring can be expressed in the following appropriate ways, by:**

- i. Bending down to the child's eye level and speaking kindly; listening to him or her carefully;
- ii. Taking a child's hand and leading him or her to an activity;
- iii. Putting an arm around the shoulder of a child who needs quieting or comforting.
- iv. Taking both of the child's hands as you say, "You did such a good job!" (Or, "I'm so glad to see you. We've missed you!" etc.).
- v. Patting a child on the head, hand, and shoulder or back to affirm him or her.
- vi. Holding a child by the shoulders or hand to keep his or her attention while you redirect the child's behaviour.
- vii. Gently holding a child's chin to help him or her focus on what you are saying. (This is important for children with attention deficit disorder).
- viii. Holding a preschool child who is crying.

b. **Inappropriate Touch -- You must avoid:**

- i. Kissing a child, coaxing a child to kiss you, extended hugging and tickling.
- ii. Touching a child in any area that would be covered by a bathing suit (except when assisting a child with toileting as outlined previously).
- iii. Carrying older children or having them sit on your lap.
- iv. Being alone with a child.

8. Acknowledgement

I have read and understood the CapSafe Procedures, the CapSafe Safe-Touch Procedures, and the CapSafe Arrival, Dismissal, Emergency Exit & Washroom procedures.

I have had any questions answered to my satisfaction.

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Date _____

Signed _____