

REFINED/UNDIGNIFIED DANCE MINISTRY

CHILD PROTECTION POLICY AND PROCEDURE

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APPROVED BY: RU Board of Directors: TBA

REVIEW BY:

POLICY STATEMENT

To ensure the integrity of the mission of Refined/Undignified Dance Ministry which operates a discipleship program in partnership with Briercrest 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) Guide all interactions in Refined/Undignified where minors are involved and;
- b) Highlight the varying levels of risk associated with RU activities and;
- c) Inform about individual and organizational liability.

APPLICATION

This policy applies to all Refined/Undignified Staff and volunteers working with minors in the context of our ministry activities.

DEFINITIONS

Minors – anyone under the age of 18

KEY CONSIDERATIONS

I. Healthy Relationships

- A. Relationships are foundational in providing for spiritual and personal 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. Refined/Undignified will prioritize the safety of minors and the reputation of the ministry 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 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 read the RU handbook 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. RU Ministries 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

RU 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. RU 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 RU Emergency Response Procedures (**Appendix D**). Contact with parents will be facilitated by the immediate leader.
 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.

VI. Submission of applications

- 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

VII. 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 RU sanctioned events requires the driver to have completed the Child Protection Volunteer Application Form (**Appendix C**).

3. It is recommended that staff 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

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

[The Child and Family Services Act](#)

<https://pubsaskdev.blob.core.windows.net/pubsask-prod/561/C7-2.pdf>

[The Emergency Protection for Victims of Child Sexual Abuse and Exploitation Act](#)

<https://pubsaskdev.blob.core.windows.net/pubsask-prod/650/E8-2.pdf>

[Saskatchewan Child Abuse Protocol 2017](#)

<https://pubsaskdev.blob.core.windows.net/pubsask-prod/18812/Saskatchewan-Child-Abuse-Protocol-2019.pdf>

APPENDIX A: CHILD PROTECTION STATEMENT OF UNDERSTANDING

Volunteer Information			
Full Name:			
Phone Number:		Email Address:	
Volunteer Category			
<input type="checkbox"/> Briercrest Student <input type="checkbox"/> Caronport Resident <input type="checkbox"/> RU Staff <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			
<input type="checkbox"/> RU Kids Leader <input type="checkbox"/> RU Kids Volunteer <input type="checkbox"/> Other _____		<input type="checkbox"/> RU Mentor <input type="checkbox"/> RU Team Leader <input type="checkbox"/> Other _____	
Volunteer Agreement			
<p>I understand that Refined/Undignified is committed to providing a safe environment where we value and honour 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>Refined/Undignified 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 Refined/Undignified in the Child Protection Policy in my work with minors.</p>			
Signature:		Date:	
Reviewer Approval			
<input type="checkbox"/> Approved	<input type="checkbox"/> Declined	<input type="checkbox"/> Criminal Record Check Submitted	Approval Initial:
Full Name:		Position:	
Signature:		Date:	

APPENDIX B: CHILD PROTECTION VOLUNTEER APPLICATION FORM

Volunteer Information	
Full Name:	Date of Birth:
Phone Number:	Email Address:
Home Address:	Caronport Address (if different)
Current Employer:	
Volunteer Position Desired	
<input type="checkbox"/> RU Kids Leader <input type="checkbox"/> RU Kids Volunteer <input type="checkbox"/> Other _____	<input type="checkbox"/> RU Mentor <input type="checkbox"/> RU Team Leader <input type="checkbox"/> Other _____
Experience	
Previous Volunteer Experience:	
List of 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:	

References

Please submit **two letters of references**; a **character** one and a **professional** one.

A **character reference**, 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 **professional reference** 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.

Character Reference

Full Name:

Relationship to you:

Professional Reference

Full Name:

Relationship to you:

Process

Letters of reference and your application form are to be submitted to the RU leader/ office. 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 Refined/Undignified website at: www.refinedundignified.com

Agreement

I agree to abide by the guidelines and procedures set out by Refined/Undignified as articulated and referenced within the Child Protection Policy.

Signature:

Date:

Reviewer Approval

Approved

Declined

Criminal Record Check Submitted

Approval
Initial:

Full Name:

Postition:

Signature:

Date:

APPENDIX C: CHILD PROTECTION ORIENTATION CHECKLIST

RU 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:

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

Volunteer Information	
Full Name:	
Document	Date Read
Child Protection Policy	
Sask. Child Abuse Protocol 2017, pp.7-9	
RU Anti-Harassment Policy	
RU Handbook	
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 Refined/Undignified Dance Ministry.	
Volunteer Signature:	Date:
Supervisor/ Reviewer Signature:	Date:

APPENDIX D: RU EMERGENCY RESPONSE PROCEDURES

EMERGENCY				NON EMERGENCY	
LIFE THREATENING		NON LIFE THREATENING		CALL RU TEAM LEADER / DIRECTOR	
CALL 911		CALL RU DIRECTOR		Dorm Students	Community Student
CALL RU DIRECTOR		RU Arrange Transport to Hospital			
Dorm Students	Community Students	Dorm Students	Community Students		
Team Leader to contact RD and provide details of situation and hospital info	Team Leader to contact parent and provide details of situation and hospital info	Team Leader to contact RD and provide details of situation and hospital info	Team Leader to contact parent and provide details of situation and hospital info	Team Leader to contact RD and provide details of situation and hospital info	Team Leader to contact parent
RD to: 1. Contact SD 2. Provide parents with details of situation, hospital contact 3. Arrange for BCS support at hospital 4. Inform Dean of Students	Parents to provide care and support to student and keep school informed.	Rd to contact student's parents providing details of situation and hospital contact info	Parent arrange ongoing medical care	RD to arrange timely medical care	Parent to arrange timely medical care
BCS support person keeps RD informed. RD keeps parents and SD informed.		Parents with RD, to arrange ongoing medical care		RD to contact students parents providing details of situation and hospital contact info	

Emergency Response Guidelines

1. In situations requiring medical intervention or follow-up, maintain a chain from responsible adult to responsible adult.
2. Team Leaders are responsible for ensuring the timely transport of their members to medical attention in any emergency resulting from dance participation.
3. For teams that travels, team leaders must recruit volunteer parents/assistant leaders to be potential drivers in case of emergency. Volunteers must complete Child Protection procedures.
4. RU Leaders will receive a copy of the emergency procedure and access student medical data as needed.

RU Leadership	BCA Personel	Student Development Admin
Adrian Webber: 306.690.8137 Jacee Webber: 306.690.8147 Sammy Gullage: 306.370.5730 Liam Bailey: 306.314.9352 Elisa Cara: 513.8746	BCA Office Admin: 306-756-3303 BCA Female RD Cell: 306-631-3805	Student Develop: 306-756-3360 BCA Male RD Cell: 603-631-4106