



Manitoba/Northwestern Ontario Synod  
of the Evangelical Lutheran Church in Canada

## IMPLEMENTATION POLICY of the Policy for the Protection of Children, Youth and Other Vulnerable People of the Evangelical Lutheran Church in Canada August, 2007

The Manitoba/Northwestern Ontario Synod (MNO Synod) has a mandate to minister to individuals, families, adults, youth and children. In that context, the MNO Synod stresses the sanctity of human life and the importance and worth of each individual as a child of God.

The physical and sexual abuse of children has increasingly and properly claimed the attention of our society. In response, it is the commitment of the MNO Synod to provide reasonable protective care to all children, youth and other vulnerable people involved in ministries or programs of the MNO Synod.

Childhood innocence is a gift given by God. Children are naturally trusting. Children readily place their faith in adults who care for them. It is our responsibility as a church to safeguard that trust.

The MNO Synod adopted the Policy for the Protection of Children, Youth and Other Vulnerable People of the Evangelical Lutheran Church in Canada dated March, 2004 by the following motion:

MSC Ex-Feb-07-03 that we approve the adoption of the ELCIC Policy "Protection of Children, Youth and Other Vulnerable People".

The MNO Synod will implement this policy in the following ways:

### **Regarding Youth Leaders**

The Assistant to the Bishop for youth ministry in the MNO Synod will be responsible to ensure that:

1. All youth leaders attending MNO Synod events have provided the following documents prior any given event:
  - a. Signed Youth Leader's Covenant, annually  
(attached as Appendix A-1);
  - b. Current Criminal Records Check, within the last 4 years  
(see Appendix B).

2. Signed Activity Permission Forms (attached as Appendix C) and Medical Permission Forms (Attached as Appendix D) are received prior to the event.
3. Day trips are supervised by a minimum of two approved unrelated adult leaders.
4. All drivers have a valid driver's license and current automobile insurance. The number of persons per car must never exceed the number of seat belts.
5. Overnight trips will be supervised by a minimum of two approved, unrelated adult leaders.
6. Overnight activities have a minimum ratio of one adult leader for every nine youths. Each leader must have an assigned group of youth for whom they will be responsible during the overnight event.
7. Report forms are available at the Synod Office in the event of a suspected abuse report.

### **Regarding Staff**

1. The Bishop will be responsible to ensure that:
  - a. all current and new employees have provided the following:
    - i. Signed Staff Covenant (attached as Appendix A-2);
    - ii. Criminal Records Check (see Appendix B).
  - b. the Policy for the Protection of Children, Youth and Other Vulnerable People is reviewed by all staff at the first staff meeting in each year.
  - c. upon hiring new employees, two references will be contacted and questioned as part of the screening process (see Reference Verification Script, Appendix E).
  - d. the Criminal Records Checks are kept for at least seven years in a locked file, checking the dates on these documents annually and requesting that people update the forms every four years.
  - e. Report forms are available at the Synod Office in the event of a suspected abuse report. (See Appendix F).



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## Appendix A-1 Youth Leader's Covenant

The physical and sexual abuse of children has increasingly and properly claimed the attention of our society. In response, it is the commitment of the Manitoba/Northwestern Ontario Synod to provide reasonable protective care to all children, youth and other vulnerable people involved in ministries or programs of the Manitoba/Northwestern Ontario Synod.

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The Policy is available on the MNO Synod Website: [www.mnosynod.org](http://www.mnosynod.org)

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### Youth Leader's Covenant

- I have read and become familiar with the Policy to Protect Children, Youth and Other Vulnerable People in the ELCIC, dated March, 2004.
- I understand that Manitoba/Northwestern Ontario Synod is responsible for the well-being of all children, youth and other vulnerable people entrusted in my care.
- I will endeavour to minister to the best of my ability and to cooperate fully with Manitoba/Northwestern Ontario's staff in the exercise of my ministry.

Date: \_\_\_\_\_ Youth Leader's Name

\_\_\_\_\_

Youth Leader's Signature \_\_\_\_\_



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## Appendix A-2 MNO Synod Staff - Covenant

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### MNO Synod Staff Covenant

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- I understand that Manitoba/Northwestern Ontario Synod is responsible for the well-being of all children, youth and other vulnerable people entrusted in my care.
- I will endeavour to minister to the best of my ability and to cooperate fully with Manitoba/Northwestern Ontario's staff in the exercise of my ministry.

Date: \_\_\_\_\_ Name \_\_\_\_\_

Signature \_\_\_\_\_

### Appendix B



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## Information on obtaining Criminal Record Check

### **Re: Protection of Children, Youth and Other Vulnerable People**

- 1. A Criminal Records Check will be obtained by all paid synod staff prior to accepting a new call placement or hiring, or if there is no change in call or placement, every fourth year, and by all youth leaders participating in MNO Synod youth events.**
- 2. The Criminal Records Check can be obtained from local police or local RCMP detachment. A Criminal Records Check can be called by other names including, police records check, criminal reference check, police check, etc.**
- 3. The Criminal Records Check must include a check of the Canadian Police Information Centre records. There should also be a check of local or regional records.**
- 4. The cost of the Criminal Record Check shall be borne by the individual.**

## Appendix C



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## Activity Permission Form

Name of Child \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Name of Parent or Guardian \_\_\_\_\_

Alternate Person to Contact in Emergency \_\_\_\_\_

Relationship to child/youth \_\_\_\_\_

I give permission for the child/youth/vulnerable person named above to participate in  
(name of event) which is offered as part of the Youth Ministry program  
of the Manitoba/Northwestern Ontario Synod.

I consent to my child being driven to and from this activity.

I understand that the Manitoba/Northwestern Ontario Synod will do its best to follow the  
guidelines set out in the Policy for the Protection of Children, Youth and Other  
Vulnerable People in the ELCIC which is intended for the health, safety and protection of  
the children, youth and other vulnerable people and the volunteers of the MNO Synod.

Parent or Guardian's Signature \_\_\_\_\_



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## Appendix D Medical Permission Form

### Protection of Children, Youth and Other Vulnerable People

Name of Child: \_\_\_\_\_ Birthdate: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Name of Family Doctor: \_\_\_\_\_

Provincial Health Insurance Number \_\_\_\_\_

Does your child have any severe or life-threatening allergies? (eg. Bee stings, food, penicillin or other drugs, etc.) yes / no Detail \_\_\_\_\_

Does your child use or carry any medications? (eg. Antibiotic, ventilator, epi-pen, etc.) yes / no Detail \_\_\_\_\_

Does your child have any physical, emotional, cognitive or behavioural concerns or limitations? yes / no Details \_\_\_\_\_

Does your child have any medical conditions of which we should be aware? yes / no Details \_\_\_\_\_

In the event of accident, sickness or other medical emergency, I hereby authorize the MNO Synod to secure such medical treatment as is deemed necessary. It is understood that medical care will be secured promptly and that parents or guardians will be notified at the earliest possible opportunity.

In the event of accident, sickness or other medical emergency, the MNO Synod, its staff and volunteers are hereby released from any liability.

Parent or Guardian's signature \_\_\_\_\_



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## Appendix E Reference Verification Script

### Protection of Children, Youth and Other Vulnerable People

Hello, this is (name) from the Manitoba/Northwestern Ontario Synod.

As with many churches and community organizations today, our synod has a screening process for all persons who work with children, youth or other vulnerable people.

I am calling you because (name of applicant) listed you as a personal reference.

1. How long have you know him/her?

\_\_\_\_\_

2. Would you please comment on his/her personality and leadership ability?

\_\_\_\_\_

3. Do you have any reservations about (applicant's name) working with children, youth or other vulnerable people?

\_\_\_\_\_

4. Is there anything you would care to add?

\_\_\_\_\_

Thank you very much!





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## Appendix F Suspected Abuse Form

### Protection of Children, Youth and Other Vulnerable People

*This form is to be completed by the Bishop or the Assistant to the Bishop*

Date \_\_\_\_\_

Name of Victim \_\_\_\_\_

Address \_\_\_\_\_

Phone # \_\_\_\_\_

Name of Person Filing Report \_\_\_\_\_

Name of Person Receiving Report \_\_\_\_\_

Nature of suspected abuse (physical, sexual, emotional, neglect, etc.)  
\_\_\_\_\_

Indications of suspected abuse (facts, physical signs, course of events, etc.)  
\_\_\_\_\_

Action taken (include date and time) \_\_\_\_\_  
\_\_\_\_\_

The above information will serve as a guide and will be necessary if a report is filed with the policy and/or the appropriate authorities. All information is kept *strictly confidential*.

Signature of person reporting: \_\_\_\_\_

Signature of Bishop or Assistant to Bishop: \_\_\_\_\_