

Introduction Letter

Dear Applicant,

We want to start by saying thank you for taking the time to go through the Plan to Protect (PTP) application process to become a volunteer or staff member with Catch The Fire Ottawa. Plan to Protect is the policy put in place for the protection of Children, Youth & Vulnerable Adults. We believe that young people need Godly role models to be in relationship with and to learn from, and this process is the first step on that journey.

This Introduction letter will provide you with an overview of why we have an application process, what it looks like and what you can expect as you complete the information in your application. During the process, we encourage you to seek out the Pastor or PTP Coordinator if you have any questions. They will be happy to help guide you through the process or point you in the right direction if needed.

Galatians 5:19-21 (NCV) says "The wrong things the sinful self does are clear: being sexually unfaithful, not being pure, taking part in sexual sins, worshiping gods, doing witchcraft, hating, making trouble, being jealous, being angry, being selfish, making people angry with each other, causing divisions among people, feeling envy, being drunk, having wild and wasteful parties, and doing other things like these. I warn you now as I warned you before: Those who do these things will not inherit God's kingdom."

We believe that scripture gives us clear direction for the kind of lifestyle that Christians should be living. In accordance with the biblical standards above and the laws of Canada, our Plan to Protect application process consists of:

1. Submitting a Plan to Protect Application Form.
2. Submitting two (2) Character References checks.
3. Having a leader or pastor fill out a *confidential* reference form for you and submitting this directly to the PTP Coordinator or Pastor.
4. Reviewing our Policy Summary Guide and submitting a Ministry Personnel Agreement Form.
5. Submitting to a Vulnerable Sector Screening Police Check.

Once the above paperwork has been completed you will then meet with one of our Ministry Leaders, Pastor or a designated staff member to review your application and discuss your involvement in a specific areas of ministry with Catch The Fire Ottawa.

In accordance with *Section 72 of the Ontario Child and Family Services Act (CFSA)*; Catch The Fire Ottawa has a responsibility to report anything that may be disclosed during your application process that indicates that a child is or may need the protection of the Children's Aid Society. Your willingness to submit to the application process to work with Kids & Youth is taken as your understanding of Catch The Fire Ottawa's responsibility.

We are here to help you walk through this application process and should you have any questions or concerns please feel free to contact us by emailing Ottawa@catchthefire.com

Thank you once again and God Bless,

Catch The Fire Ottawa Plan to Protect Team

NOT ALL PAGES IN THIS PACKAGE NEED TO BE RETURNED, ONLY THE FOLLOWING:

Pages

2 - 5: Application form

8 - 9: Pastoral reference

10: Character reference (x2)

23: Ministry Personnel Agreement form



CTF Ottawa Plan to Protect Application Form

In our desire to reduce the risk of abuse within our church ministries, we believe this information is necessary to protect our children, youth, vulnerable adults and our volunteers and to effectively place our volunteers in ministry positions. Thank you in advance for your partnership.

PERSONAL INFORMATION

Are you over the age of 18? Yes ☐ No ☐

Full Name _____

Home Address _____

Email _____

Phone Number (C) _____ (H) _____

PERSONAL HISTORY

Please provide a copy of your employment resume or your most recent employer including name and address of employer, dates of your employment, your position and a contact person.

Company: _____ Contact Name & Number: _____

Address: _____

Dates of Employment: _____ Position: _____

Company: _____ Contact Name & Number: _____

Address: _____

Dates of Employment: _____ Position: _____

List any Hobbies, Interests or Skills:

SPIRITUAL HISTORY

How long have you consistently attended Catch the Fire? _____ ☐ SoM Semester _____

Are you currently in a Connect/Home group? Yes ☐ No ☐ If so, give Leaders Name:

When did you accept Jesus as your Saviour? (Date, Year or Age) _____

Do you agree with the person, work and filling of Holy Spirit as in the CTF Statement of Faith? Yes ☐ No ☐

Have you been baptized? Yes ☐ No ☐ If not, are you willing to attend a baptism class? Yes ☐ No ☐

Have you attended an Encounter? Yes ☐ No ☐ Have you attended School of Champions? Yes ☐ No ☐



CTF Ottawa Plan to Protect Application Form

In a brief paragraph, please outline your Spiritual journey (how you came to know Christ as Saviour and what you are currently doing to grow in your relationship with Him).

List any gifts, training, education or other qualifications that have prepared you to volunteer / minister with Catch The Fire.

MINISTRY INFORMATION

Churches I attended in the last five years are as follows:

1. Name of Church _____ Phone _____

City & Province _____ Dates Attended _____

2. Name of Church _____ Phone _____

City & Province _____ Dates Attended _____

My present and previous ministry experience is as follows:

REFERENCES

Please provide the names of two individuals excluding relatives, who could provide a character reference for you. Include at least one reference from outside Catch The Fire.

1. Name for Character Reference _____ Phone _____

Nature of Relationship _____ Email _____

2. Name for Character Reference _____ Phone _____

Nature of Relationship _____ Email _____



CTF Ottawa Plan to Protect Application Form

INFORMATION ABOUT YOUR ABILITY TO WORK / VOLUNTEER WITH CATCH THE FIRE

In order to provide a safe and secure environment for our children, youth and vulnerable adults, we believe it is necessary to include the following questions as part of our application process. All information will be kept confidential by church leadership and the Plan to Protect® team and will not be disclosed by the church unless required by law. Answering 'yes' to any of the following questions may not necessarily prevent you from being involved with Catch the Fire. Thank you in advance for your understanding.

1. Are there any circumstances involving your lifestyle or history that could call into question your ability to work safely with children or youth in a Christian environment (e.g. use of pornography, use of illegal substances etc.)? ☐ Yes ☐ No

2. Have you ever been convicted or found guilty of a criminal offense for which a pardon has not been granted? (Note: this does not include minor traffic violations). ☐ Yes ☐ No
If yes, please list offence(s) and the date(s) of conviction below:

3. Have you ever been expelled from or had your employment terminated by any organization or employer for assault or violence against any person, or for assault, violence or impropriety with children, youth or vulnerable persons? ☐ Yes ☐ No

4. Have you ever been investigated by the Child Welfare Agency or any other organization for suspected child abuse? ☐ Yes ☐ No

5. Have you ever been a defendant or respondent in a civil lawsuit or human rights complaint or any other legal proceeding in which you were alleged to have abused or engaged in violence, harassment or other immoral or illegal behaviour or conduct involving children, youth or vulnerable persons? ☐ Yes ☐ No

6. Do you have any health concerns, which could impact your ability to perform the functions of the position for which you are applying? (Please note that such health concerns may not prevent you from holding the position for which you have applied) ☐ Yes ☐ No

7. Do you have any contagious diseases or conditions of which we should be aware, and which we may need to take steps to protect against transmission should you be involved with Catch The Fire? ☐ Yes ☐ No

If you have answered yes to any of the above questions, please explain.

CTF Ottawa Plan to Protect Application Form

RELEASE OF INFORMATION AND DECLARATION OF INTENT

I hereby give Catch the Fire permission to verify the information provided by me in this Ministry Personnel Application Form and to contact the references and current and former employer listed above and to obtain and verify any information from them (and any other persons that the Church determines might be able to provide relevant information) than may be relevant to my application.

I grant permission for Catch The Fire to perform a police records check on me, and I will sign and return this "Release of Information and Declaration of Intent" for such purpose.

I further grant Catch The Fire permission to perform an internet search on me and to review and consider any information found by me on the internet.

I understand that if Catch The Fire approves my application and later determines, in its discretion, at any time that I am not suitable for volunteer service with Catch The Fire or for the position for which I am applying, Catch The Fire may terminate my volunteer service or volunteer position without advance notice.

If Catch The Fire approves my application for a volunteer position, I will sign any documents that Catch The Fire requires and will at all times cooperate fully with the staff of Catch The Fire 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 for any reason I am unable to support or adhere to or follow the policies, procedures or doctrine of Catch The Fire, I will inform Catch The Fire and will resign my volunteer position.

I hereby acknowledge that, to the best of my knowledge, the information contained in this Ministry Personnel Application Form is true and correct. I accept and agree with the Statement of Faith of Catch The Fire.

Information received is confidential and is being gathered for the purpose of considering your application for a volunteer or staff role with Catch The Fire and for determining what, if any church ministries, you may be suited for in future

Signature of Applicant _____

Printed Name _____ Date _____

Signature of Witness _____

Printed Name _____ Date _____

Note: If Applicant is under the age of 18, a signature from a Parent or Guardian is required as well

Signature of Parent / Guardian _____

Printed Name _____ Date _____

Office Use Only: Approval to Proceed

Ministry Lead Name	Date

Signature	
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Core Beliefs and Statement of Faith

CORE BELIEFS

Our core values are the underlying principles that guide us in making decisions, determining priorities, setting goals, allocating resources and carrying out programmes. They are the defining characteristics of Catch The Fire that are emphasized in discussions and highlighted in publications. They are drawn from biblical teachings.

Precept:

There are two directives of Jesus that we lean on for our values. The great command requires us to learn how to love God, love others and love ourselves. The great commission requires that we win souls, connect followers, disciple and send out leaders who are immersed in all aspects of the Trinity.

Therefore:

We value hearing God's Voice

Every follower of Jesus is designed to communicate with God. God speaks to us through a variety of means. Our response is to in turn talk to God through prayer and learn to be a doer of the revelations of God. (*John 10:3-4, Hebrews 1:1-2, 1 Thessalonians 5:17, James 1:22*)

We value knowing God as Father

Experiencing God as Father just like Jesus did will change our life. Every child of God needs to feel, know, and experience the unconditional, extravagant love of Father God. (*John 14:6-13, Luke 15:11-32, Romans 8:35-38*)

We value healing life's hurts

Before we can truly love others, we must love ourselves and that means allowing the Spirit of God to transform our spirit, soul and body. Our Father is able to reveal to us issues & hurts that need healing. The Holy Spirit knows what we need to believe and receive in order to become whole. (*2 Corinthians 7:1, 2 Corinthians 3:18, John 16:14, John 15:1, 1 Thessalonians 5:23*)

We value empowering in the anointing

The anointing allows us to see breakthroughs from poverty, brokenness, health issues, oppression from the demonic, and takes us into incredible favour. We desire for everyone to receive these breakthroughs and then to release the anointing to others. (*Luke 4:16-21, Luke 9:1-6, Luke 10:1-9*)

We value multiplication of leaders

Everyone can be a person of influence, a leader, and a world changer. As we hear God, receive His unconditional love, deal with issues from our past and present, and receive His anointing, we then become more like Jesus in character, anointing and authority, and in turn, give it away. (*Matthew 9:35-38, Matthew 28:16-20, 2 Timothy 2:2*)

STATEMENT OF FAITH

- We believe there is one God who lives forever in three persons: the Father, Son and Holy Spirit. (*Matthew 28:19*)
- We believe that the Bible is God's Word to the world, speaking to us with authority and without error. (*2 Timothy 3:16-17*)
- We believe in the divinity of Jesus Christ the Son, His virgin birth, His sinless life, His miracles, His death for us on the cross, His bodily resurrection, His ascension to the Father, and His personal, physical return to rule the earth in power and love. (*John 1:14-18; 1 Thessalonians 4:16-18*)
- We believe that all mankind are lost in sin and need to turn from it and trust personally in the Saviour, Jesus Christ. All need to be born anew by the Holy Spirit's power into God's family. (*Ephesians 2:1-10; John 3:5-7*)

- We believe the Holy Spirit lives in us as believers and brings love, joy, peace, patience, kindness, goodness, faithfulness, humility, and self-control into our lives. He works in and through us with His charismatic gifts. (Galatians 5:22-23; 1Corinthians 12:7-11)
- We believe in the resurrection of every person; to eternal life for the believer and eternal judgment for the lost. (Matthew 25:31-46)
- We believe in unity for all believers in our Lord Jesus Christ and seek community together: we want to become more like Him in every way, who is the head of His body, the Church. We are called to love Him and one another and are enabled to do this only as His life flows through us. (1 Corinthians 12:12-13; Matthew 22:37-40)
- We believe the Scriptures teach that marriage is the covenanting together of one man and one woman in a union to the exclusion of all others. This union is established by an authorised ceremony under God. Marriage is a unique reflection of God's faithful love for all humankind. The relationship of husband and wife, as family, reflects the covenanting self-giving love between Christ and His Bride, the Church. The pledge of mutual faithfulness is not tentative or conditional. The permanent nature of the marriage bond gives security and promotes the development of a trusting relationship. The Church has a responsibility to care for, nurture and prayerfully support the marriage relationship and the children of the union. (Genesis 1:27; Genesis 2:18; Genesis 2:24; 1 Corinthians 7:4-5; Ephesians 5:25)



Catch The Fire Ottawa Pastoral/Leader Reference

**** CONFIDENTIAL when completed ****

=====
(To be completed by Applicant)

Name of Applicant _____

Pastor / Leader's Name _____

Home Church _____ Denomination _____

Address _____

Phone _____ Work _____

Email Address _____

=====
(To be completed by Pastor / Leader)

Dear Pastor / Leader,

(Name of Applicant) _____ has applied to be involved with Catch the Fire Ottawa. We conduct pastoral / leader reference checks as well as character references for each individual applying for certain volunteer positions or staff roles with our ministry and this applicant has listed you as their Pastoral / Leader Reference. Your responses will remain confidential. Thank you for your cooperation.

1. How long have you known the applicant? _____ ☐ Months ☐ Years

2. How well do you know the applicant?

☐ Very Well

☐ Well

☐ Casually

☐ By Sight Only

3. Describe your relationship with this person.

4. Please use the following scale to respond to the following:

1 – low 2 – below average 3 – average 4 – very good 5 – excellent

How would you rate this individual in the following areas?

a. Ability to work with other volunteers 1 2 3 4 5

b. Ability to follow through on commitments 1 2 3 4 5

c. Ability to relate to children or youth 1 2 3 4 5

d. Level of spiritual maturity 1 2 3 4 5

5. What are the applicant's greatest strengths?



Catch The Fire Ottawa Pastoral/Leader Reference

6. Would you entrust the care of your children, youth or vulnerable adults to the applicant without any concern, reservation or hesitation?

7. Are you aware of any significant character challenges (please describe)?

8. Do you have concerns regarding this person working with children, youth and vulnerable adults? If so, please explain:

To the best of my knowledge the above information is correct.

Signature _____ Date _____

Upon completion of this *confidential* reference, please seal inside a blank envelope and return to the applicant or the PTP Application Coordinator.

Please ensure that their name is on the front of the envelope.

Thank you.

Office Use Only: Approval to Proceed

Ministry Lead Name	Date
Signature	



Catch The Fire Ottawa Character Reference

**** CONFIDENTIAL when completed ****

We conduct character references for each individual applying to volunteer in our Children's / Youth ministry at Catch the Fire Ottawa. This person has listed you as someone who can provide a character reference. We would appreciate your response and request you return this form to us as soon as possible. Your responses will remain confidential.

Name of Applicant _____ Date _____

Name of Reference _____ Phone _____

1. How long have you known the applicant? _____ ☐ Months ☐ Years

2. How well do you know the applicant?

☐ Very Well

☐ Well

☐ Casually

☐ By Sight Only

3. Please describe your relationship with this person.

4. Can you describe this person's character (the moral qualities the applicant shows)?

5. Have you seen this person work with children / youth? ☐ Yes ☐ No If yes, where and in what capacity?

6. Is there any reason why this person should not work with children / youth? ☐ Yes ☐ No If yes, why not?

7. Do you have any additional comments?

To the best of my knowledge, the above information is correct.

Signature: _____

Upon completion of this *confidential* reference, please seal inside a blank envelope and return to the applicant or to the Plan to Protect Coordinator. Please ensure that their name is on the front of the envelope.

Office Use Only: Approval to Proceed

Ministry Lead Name	Date
Signature	

Summary Guide

A Protection Plan for Children, Youth and Vulnerable Adults

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Catch The Fire Ottawa Plan to Protect Summary Guide

SECTION 1 INTRODUCTION

At Catch The Fire Ottawa, we know that children, youth and vulnerable persons are important to God and so they are very important to us. Children and Youth are not only Catch The Fire of the future; they are a valuable part of Catch The Fire today. Jesus reminds us that in order to enter into the kingdom of Heaven we must have the faith of a little child.

However, our Children, Youth and Vulnerable Adults are also at risk. Because they lack strength, awareness, and knowledge, they are often taken advantage of and worse, victims of abuse. Therefore, it is imperative as a ministry that we be proactive in protecting them and in providing safe environments so that the intimacy in the relationship between Child/Youth and God remains secure.

We must, as well, protect those who serve our Children, Youth and Vulnerable Adults. Our ministry personnel need the security of knowing that they are working in a setting where processes and procedures are in place to minimize any possibility of an erroneous accusation.

This Plan to Protect® Policy establishes the criteria for the provision of a safe environment for Children, Youth and Vulnerable Adults, and ministry personnel at Catch The Fire Ottawa

1.02 Definitions

In this Policy, terms shall have the following meanings:

Accused	A person against whom a complaint of child abuse or sexual exploitation is made pursuant to the terms of this Policy.
Act	Child and Family Services Act, R.S.O.1990, c.C.11, s. 72 (the "Act")
Board	Means the Board of Directors, which is the highest functioning authority of Catch The Fire.
CTF Leadership	The main leadership of Catch The Fire Ottawa including the Pastors, and Leadership Team.
Child or Minor	Means a person under the age of 18 years; see also Youth.
Complainant	Means a person who makes a complaint of child abuse or sexual exploitation.
Designated Application Coordinators (DAC)	Individuals designated and trained to oversee the application process under this Policy to work with minors. Tasks include the oversight of processing applications, reference checks, conducting interviews and maintaining ministry personnel files (Individuals include the Plan to Protect Coordinator and Pastor), sometimes referred to as "DAC".
Hall Monitors	Ministry Personnel whose role is to walk hallways for surveillance and to randomly visit rooms where children are being supervised to protect against false allegations.
Ministry Lead	Individuals who have successfully completed the recruitment and application process and who have been given the responsibility to give direction to programs or ministries for Children, Youth and Vulnerable Adults. The term includes volunteers and all full-time, short-term or contract staff members receiving a salary and is a Human Resources approved position.
Minor	A person under the age of 18. The age of majority in Canada is the age at which a person is considered by law to be an adult. A person younger than the age of majority is considered a "minor child." The age of majority in Canada is determined by each province and territory in Canada. The age of majority in Ontario is 18.
Ministry Personnel	An individual who has successfully completed the recruitment and application process of the Plan to Protect Policy and is now deemed to be a person who can be put in a position of trust with Children, Youth and Vulnerable Adults. Catch The Fire Ottawa will identify ministry personnel in a position of trust with a clear form of identification as put in place, such as clothing or ID badges. Ministry personnel include screened volunteers, full-time, short-term or contract staff and Pastoral staff whether or not they receive a salary.
Student Leader	An individual (age 16-17) who has successfully completed the recruitment and application process of

Catch The Fire Ottawa Plan to Protect Summary Guide

	Plan to Protect® Policy. They are able to serve as regular Ministry Personnel however as a minor, they cannot be counted as an unrelated - adult for the purposes of this policy.
Ministry Personnel File	A file kept on each prospective ministry personnel that includes the ministry application form, record of Vulnerable Sector Screening, Police check, record of reference checks, and other documents related to the recruiting and supervision of ministry personnel. Some parts of the file are kept confidential by the Designated Application Coordinators.
Off Duty Hours	Referring to the time in which Ministry Personnel are not on duty in a position of leadership, however are still representing Catch The Fire in a direct or indirect way.
Parent	Shall mean the natural or adoptive Parent(s) or legal guardian(s) of a Child under the age of 18 years of age.
Plan to Protect Team	This refers to the staff and volunteers working with the Plan to Protect Coordinator for compiling, filing and maintaining Ministry Personnel files, databases and other Plan to Protect documentation as needed. This team is not affiliated with the Plan to Protect organization.
Position of Trust	The role wherein parents and/or guardians have entrusted their children or youth to the care of ministry personnel.
Prospective Ministry Personnel	Youth or adults associated with Catch The Fire congregation either by membership or regular attendance as an adherent, and awaiting approval to become ministry personnel.
Interview Personnel	Individuals designated to conduct a verbal interview with prospective ministry personnel. They need to be in compliance with the requirements of the Verbal Interview Policy.
Youth	Means an individual in grades 7 through 12 ("student") or age 12 to 17.
Vulnerable Adult	A person who is 18 years of age or older, and because of his/her age, a disability or other circumstances, whether temporary or permanent, is in a position of dependence on others or is otherwise at a greater risk than the general population of being harmed by a person or persons in positions of authority or trust relative to him/her.
Vulnerable Sector Screening (VSS)	A vulnerable sector screening (VSS) is required by applicants working within the vulnerable sector, including those working with children, the elderly and disabled.

1.03 Understanding Child Abuse

While it is recognized that local and/or national definitions of child abuse may vary, and there are racial, cultural, religious, and ethnic differences in child rearing and relating to Children and understandings of what constitutes child abuse, it is important to remember that all Children have basic human rights. Therefore, Catch The Fire Ottawa will utilize common basic definitions of abuse, which have been built on international standards. In addition, it is recognized that definitions that all staff and volunteers will abide by will best serve adults of differing cultures in working together to prevent child abuse.

DEFINITION OF ABUSE

It is critical for us to have a clear understanding of abuse, to be familiar with the definitions used when referring to it.

"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 to harm a child's physical or mental health, or a child's welfare." (Faith Trust Institute, 2006)

Abuse is categorized as being physical, sexual, or emotional, involving neglect, harassment, improper touching and improper discipline.

Abuse of Vulnerable Adults is sometimes described as misuse of power and a violation of trust. Elder/vulnerable adult abuse can take place in the home, in other residential settings, or in the community. Abusers can be family members, friends, staff or individuals in positions of trust or authority.

Catch The Fire Ottawa Plan to Protect Summary Guide

Physical Abuse

"Physical abuse is any deliberate physical force or action that results, 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, 2007)

Sexual Abuse

Sexual abuse occurs when a child is used for the sexual gratification of an adult or an older child. Coercion (physical, psychological or emotional) is intrinsic to sexual abuse. This is what distinguishes it from sexual exploration with peers.

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; encourage or force a child to participate in any sexual activity; tell a child to touch him or herself for an adult's or older child's sexual purposes.

"Sexual abuse of Children, Youth and Vulnerable Adults can take many forms. This includes sexual intercourse, exposing private areas, indecent phone calls, fondling for sexual purposes, watching the individual undress for sexual pleasure, allowing a child to look at, or perform in pornographic pictures or videos, or engage in prostitution." (The Children's Aid Society of London and Middlesex, 2007)

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 constantly criticizing, teasing, belittling, insulting, rejecting, ignoring, or isolating the child. It also includes failure by a parent or caregiver to provide their children with love, emotional support, and guidance." (The Children's Aid Society of London and Middlesex, 2007)

Neglect

"Neglect is the failure to meet a child's basic needs 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 their children or when they are unable to plan ahead." (The Children's Aid Society of London and Middlesex, 2007)

Spiritual Abuse

We believe in the gospel of Jesus Christ and affirm the importance of Christian evangelism. However, we do not believe that this justifies any means to fulfill that end. Hence, we disavow the use of any coercive techniques or manipulative appeals that bypass a person's critical faculties, play on psychological weaknesses, undermine relationship with family or religious institutions, or mask the true nature of Christian conversion. While respecting the individual integrity, intellectual honesty and academic freedom of other believers and skeptics, we seek to proclaim Christ openly. We reveal our own identity and purpose, our theological positions and sources of information, and we will not be intentionally misleading. Respect for human integrity means no false advertising, no personal aggrandizement (defined as "The act or practice of enhancing or exaggerating one's own importance, power, or reputation") from successfully persuading others to follow Jesus, and no overly emotional appeals, which minimize reason and evidence.

HARASSMENT

Repeated subtle or overt action, particularly by a person in a position of trust, which causes the recipient to feel attacked, demeaned, intimidated or manipulated.

DISCRIMINATION

Discrimination is differential treatment based on a personal characteristic, which has an adverse impact on an individual or group. Examples of personal characteristics include race, ancestry, place of origin, colour, ethnic origin, citizenship, faith or creed, sex, sexual orientation, age, marital status, family status or handicap. Discrimination robs people of their

dignity and their ability to fulfill their capabilities. It is important to note that any person or group can discriminate and any person or group can be the target of discrimination.

Catch The Fire Ottawa Plan to Protect Summary Guide

EXPOSURE TO DOMESTIC VIOLENCE

Children who live in homes where a parent or caretaker is experiencing abuse are commonly referred to as "child witnesses" or "children who are witnessing" domestic violence. Children's exposure to domestic violence typically falls into three primary categories: hearing a violent event; being directly involved as an eyewitness, intervening, or being used as a part of a violent event (e.g., being used as a shield against abusive actions); and or experiencing the aftermath of a violent event.

Children's exposure to domestic violence also may include being used as a spy to interrogate the adult victim, being forced to watch or participate in the abuse of the victim, and being used as a pawn by the abuser to coerce the victim into returning to the violent relationship. Some children are physically injured as a direct result of the domestic violence. Some perpetrators intentionally physically, emotionally, or sexually abuse their children in an effort to intimidate and control their partner. In addition to being exposed to the abusive behaviour, many children are further victimized by coercion to remain silent about the abuse, maintaining the "family secret."

1.04 Understanding Catch The Fire Ottawa's Responsibility

We believe it is the responsibility of Catch The Fire Ottawa to provide a safe environment for Children, Youth and Vulnerable Adults who are in attendance at our facilities or who participate in sanctioned activities and programs wherever they may be carried out.

THE SPIRITUAL AND MORAL RESPONSIBILITY OF CATCH THE FIRE OTTAWA

We recognize that we are a reflection of God's love to those in our care and we take our responsibility seriously.

Micah 6:8 presents this challenge, "He has shown all you people what is good. And what does the Lord require of you? To act justly and to love mercy and to walk humbly with your God." (TNIV)

Micah suggests that the Lord requires three things of us:

- To act justly – we must work for justice, seeking to promote the truth and speak out on behalf of the vulnerable.
- To love mercy – compassion needs to be the bedrock of all our work.
- To walk humbly with our God – every area of our lives need to be marked by humility and righteousness. To act always with integrity.

The Bible outlines our spiritual responsibility to Children and Youth:

"If anyone causes one of these little ones – those who believe in me – to stumble, it would be better for them if a large millstone were hung around their neck and they were drowned in the depths of the sea." (Matthew 18:6 TNIV)

"People were bringing little children to Jesus for him to place his hands on them, but the disciples rebuked them. When Jesus saw this, he was indignant. He said to them, 'Let the little children come to me, and do not hinder them, for the kingdom of God belongs to such as these. Truly I tell you, anyone who will not receive the kingdom of God like a little child will never enter it.' And he took the children in his arms, placed his hands on them and blessed them." (Mark 10:13-16 TNIV)

THE CIVIL AND LEGAL RESPONSIBILITY OF CATCH THE FIRE OTTAWA

We recognize that providing a safe place for Children, Youth and Vulnerable Adults is also a legal requirement. We have a legal responsibility to ensure that a plan for protecting Children, Youth and Vulnerable Adults is in place and is diligently followed. Our legal responsibility includes being accountable for the actions of our employees and volunteers, that as a church we will be held vicariously liable for their actions.

This policy and the guidelines contained within it are to help us in fulfilling our responsibilities to provide as safe and nurturing environment as possible for Children, Youth and Vulnerable Adults. In partnership with parents, we, as a church, seek to provide quality care and instruction to families and in this way, promote spiritual growth at every age level.

Each country where Catch The Fire is present may have different laws relating to Child protection. Prior to approval of a trip involving participants who are minors, Human Resources is responsible to research the Child protection laws and communicate with the DAC and team leaders to ensure that laws are abided by in conjunction with the policies stated, by each team member.



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Many countries where Catch The Fire is present do not have adequate Child protection laws, such as laws about vicarious liability, or sufficient child abuse response services. Irrespective of this, Catch The Fire Senior leadership expects all staff and volunteers to adhere to what is ethically and morally right and not just legally right. This policy and the guidelines contained within it are to help us in fulfilling our responsibilities to provide as safe and nurturing environment as possible for Children and Youth. In partnership with parents, we, as an organization, seek to provide quality care and instruction to families and in this way, promote spiritual growth at every age level.

Catch The Fire requires that any instance or accusation of abuse must be reported to the ministry or mission team leader, who will promptly compile and submit a formal report to the Plan to Protect Coordinator.

1.05 General Guidelines and Principles for Reducing the Risk of Abuse

The following are general guidelines and principles reflected in this document:

When RISK increases, supervision should also increase.

- For the protection of our Children, Youth and Vulnerable Adults, supervision of all Ministry Personnel will be intentional and will take place through formal and informal visits to classrooms and programs by Ministry Leads;

RISK increases as isolation increases.

- Avoid Isolation -- Where possible, all meetings with Vulnerable Persons are to be with a group or in pairs rather than be alone.
- It is preferable to have more than one Screened Adult present when working with Children, Youth and Vulnerable Adults. If the other adult cannot be in the same room, it is best to have them close by in the same building and aware of your meeting, acting in the role of a Hall Monitor.
- Your objective should be to meet in an open, public space rather than a closed, private space. A hallway is better than a secluded room. An office is better than a person's home. A public restaurant is better than a shopping mall.
- When meeting, an open door is better than a closed door; a door with a window is better than a solid door.

RISK increases as accountability and adherence to policies decrease.

- At all times (where possible) make others aware of your activities and your whereabouts, particularly when meeting with Children, Youth and Vulnerable Adults.
- A strategy for program maintenance will be developed and reviewed at the beginning of each ministry year (September) to ensure training, the updating of files, and the physical environment are compliant with this policy.
- Regular meetings with a Ministry Lead are to be arranged to discuss the ongoing nature and actions of the ministry.
- If a person is involved in a situation where a boundary is violated, or something occurs that is out of the ordinary or could be misinterpreted, or where such a violation or occurrence is alleged, he or she should immediately report it and discuss it with a supervisor. If the Ministry Lead is unwilling, unable, or unavailable for discussion, he or she should seek out a Designated Application Coordinator to discuss the issue. Such incidents should be immediately reported to the insurer if appropriate.
- Activities that could easily lead to allegations of abuse or harassment, such as allowing unsupervised internet access to Children or Youth on computers, vehicle transportation by Ministry Personnel alone with an unrelated Child or Youth, or improperly supervised sleepovers, are prohibited without express written permission of at least one Parent of the Child or Youth and the Program Lead.
- All local Health and Safety Standards must be adhered to.

RISK increases when there is an imbalance of power, authority, influence and control between a potential abuser and potential victim.

- Corporal punishment is prohibited.
- Report all allegations and suspicions of Vulnerable Person maltreatment.

Key to demonstrating due diligence is by retaining documentation.

- Registration forms, Letters of Informed Consent wherein Parents give written permission for their Children or Youth to participate in off-site group activities, and attendance records will be gathered and kept on file.
- Incident reports will be written and submitted on all accidents and injuries.

SECTION 2 KIDS & YOUTH SPECIFIC POLICIES**2.01 Kids Ministry (Children up to Grade 6)****PROPER DISPLAY OF AFFECTION**Appropriate Touch:

Recognizing that Children need appropriate displays of affection that reflect pure, genuine and positive displays of God's love, appropriate touch of Children will be age and developmentally appropriate. We encourage Ministry Personnel to:

- Hold a preschool Child who is crying,
- Speak to a Child at eye level and listen with your eyes as well as your ears,
- Hold a Child's hand when speaking, listening or walking with him or her to an activity,
- Gently hold the Child's shoulder or hand to keep his or her attention while you redirect the Child's behaviour,
- Put your arm around the shoulder of a Child when comforting or quieting is needed,
- Pat a Child on the head, hand, shoulder or back to affirm him or her.
- All touching must be done in view of others.

Inappropriate Touch:

Recognizing that the innocence of Children must be protected, Ministry Personnel will be made aware that the following actions are deemed inappropriate and will not be permitted:

- Do not kiss a child or coax a Child to kiss you,
- Do not engage in extended hugging and tickling,
- Do not hold a Child's face when talking to or disciplining the Child,
- Do not touch a Child in any area that would be covered by a bathing suit (strictly prohibited except in cases of diapering and assisting preschoolers as outlined in washroom procedures),
- Do not carry older Children and do not allow them to sit on your lap,
- Avoid prolonged physical contact with a Child.

Ministry Personnel are not to be left alone with a Child.

Ministry Personnel are encouraged to be aware of situations that could potentially lead to allegations of abuse and avoid them, including but not limited to the above Inappropriate Behaviour.

DISCIPLINE & CLASSROOM MANAGEMENT

All discipline and group management will be conducted in a loving and caring environment. All attempts will be made to prevent discipline problems from arising and to avoid the need for remedial discipline. All attempts are to be taken to adhere to the following.

Preventive Discipline:

- Create a loving, caring atmosphere,
- To gain respect, you must grant respect,
- Model self-discipline and structure in your own life,
- Prepare exciting and interesting activities with short transitions in between,
- Arrange your environment for Children and for learning,
- Establish and communicate realistic expectations for the Children,
- Be sure the activities that you provide are meaningful and age-appropriate,
- Be fair and consistent with all Children,
- Be sure your focus is on positive actions and reward positive behaviour,
- Be aware of Children with special needs and bring their needs to the attention of the Ministry Lead.

Remedial Discipline:

- Every effort will be made to deal with problems individually,
- Every effort will be made to explain to the Child why the behaviour is unacceptable and instruct them in how to do it correctly,
- Every effort will be made to redirect the Child to positive action,



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- Every effort will be made to explain the consequences of unacceptable behaviour by defining the correct way to behave as well as the result of the wrong behaviour,
- Every effort will be made to offer choices that are acceptable to both you and the Child.

The use of any form of corporal punishment is strictly prohibited. When disciplinary action is required, please ask the Child to sit quietly while contact is made with the appropriate member of the Pastoral Team who is present on the premises. This person will assist in determining the appropriate action to be taken.

Group rules will be established to clearly communicate the expectations required of Children. Some suggested rules are:

- One voice talking at a time, and always use inside voices,
- Use good manners,
- Respect each other,
- Quiet hands get answered,
- Obey directions the first time,
- Keep your hands and feet to yourself,
- Be friendly.

2.02 Youth Ministry (Grades 7-12)

YOUTH MINISTRY PERSONNEL STANDARDS

Lifestyle

- For the protection of our Youth, Ministry Personnel are to be committed to growing in every area of their lives through engaging in various practices and experiences that keep them connected to God and becoming more like Christ as directed by the Youth Pastors.
- Ministry Personnel are to be role models of integrity at all times. They are to refrain from activities that are illegal or could be considered morally and biblically questionable both in their time as leaders and in off-duty hours.

Contacting Opportunities

- Any activities beyond the regular Children/Youth calendar will require approval by an appropriate Ministry Lead, member of the Pastoral team or DAC. In situations where Ministry Personnel are off-duty reasonable judgement is expected of each individual. In any situation where an inappropriate event occurs, Ministry Leads are to be notified by Ministry Personnel immediately and appropriate action to be taken.
- Contact beyond the regular Children/Youth calendar will need to be done in public settings (such as comments online that everyone can see), or including a Ministry Lead in conversations. Off-duty contact by phone, email or Internet initiated by youth that is not publicly available to be seen will require the use of reasonable judgement. If any contact involving inappropriate comments occurs, Ministry Leads are to be notified by Ministry Personnel immediately. It is necessary to include an appropriate Ministry Lead, member of the Pastoral team or DAC in any contact situations involving ministry to a Child / Youth.
- Ministry Leads may be provided with a Catch The Fire email account (managed by Technology Services) for all ministry related communication, especially with minors.
- Ministry Personnel should not disclose their personal email account with minors.
- Ministry Personnel should not be communicating with minors using instant messaging, text messaging or apps that are designed for private conversation or private video sharing (such as Snapchat). This includes Student Leaders communicating with Ministry Personnel.
- The Ministry Lead or a member of the Pastoral team must pre-approve Ministry Personnel that do one-on-one mentoring in public settings.

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- One-on-one mentoring sanctioned by Catch The Fire must be done in public settings where others are present (such as a coffee shop, food court etc.) and only under the following conditions:
 - The Ministry Lead is informed of the time and place of the meeting prior to the meeting, and,
 - Parental permission is granted with written documentation for individuals under the age of 18 and,
 - When separate transportation is arranged or if the requirements of transporting minors are met in accordance with the Catch The Fire Drivers Policy;
 - Documentation will be maintained and filed by the Ministry Lead including written permission from parents.
 - Hospital visits and visits to homes must be agreed to by parents. It is advisable to have two ministry personnel present during a home visit and a visit to a hospital must be in the plain view of a parent or hospital staff.

Open Door Policy

Ministry Personnel working with Youth must not have one-on-one or small group meetings behind closed doors. It is required that the door remains open or that the meetings take place in a room with an unobstructed window in the door.

Physical Contact (Youth Grade 7 to 12)

1. Physical contact guidelines are to be posted in Youth rooms.
2. Ministry Personnel must be made aware of what constitutes appropriate touch:
 - One arm hugs
 - Shoulder to shoulder hugs
 - Touch on the back or shoulder
3. Ministry Personnel must refrain from inappropriate touch at all times:
 - Chest-to-chest hugging
 - Extended hugging
 - Over exuberant affection
 - Lap sitting
 - Kissing
 - Touching of thighs, knees, back rubs or inappropriate spots of the body
4. Ministry Personnel must be cognizant of conduct that could be misinterpreted:
 - Horseplay
 - Tickling
 - Extended backrubs

Dating

Ministry Personnel working with Youth may not pursue a dating relationship with a minor, regardless of age.

2.03 Bullying Among Peers

Our Children, Youth and Vulnerable Adults have a right to a caring, respectful and safe church environment where they will encounter the love of God in action. An anti-bullying policy will therefore be in effect at all times and will be clearly communicated and enforced among the Children, Youth and Vulnerable Adults. All Ministry Personnel will take action to prevent bullying, teach against it, and assist and support Children, Youth and Vulnerable Adults who are being bullied. Bullying in any form will not be tolerated.

Bullying will be defined as unwanted, aggressive behavior that involves a real or perceived power imbalance and is repeated or has the potential to be repeated.

Types of Bullying:

- Verbal Bullying
- Social Bullying
- Physical Bullying
- Cyber Bullying
- Racial Bullying
- Homophobic Bullying
- Sexual Harassment

Procedure for Dealing with Bullying:

- Bullying, of any kind, will not be accepted or tolerated.

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- Any incidents, reports or suspicions of bullying will be acknowledged, reviewed and dealt with appropriately and immediately.
- All incidents, reports or suspicions will be reported immediately to the Ministry Lead.
- Appropriate action will take place based on the situation. Possible action may include, but is not limited to:
 - Complete incident report after each incident
 - Notify both sets of parents after each individual incident
 - Provide a warning that bullying will not be tolerated
 - Suspension for one day/event if bullying persists
 - Suspension for three days/events after next incident
 - Expel the student if the bullying does not stop
 - If necessary/appropriate, contact and consult with police.
- All attempts will be made to work towards reconciliation and change of behavior with the bully or bullies.
- Counseling and support will be recommended and if at all possible provided for the victim of bullying.

2.04 Communication via Social Media, Email and Text Messaging

Social Media, such as Instagram, Facebook, Twitter, Snap Chat, Tumblr, YouTube, Skype, etc., as well as email and texting, will be used to improve communication, to promote and advertise church activities and to arrange face-to-face meetings. Ministry Personnel will refrain from using Social Media networks for relationship-building or counseling, particularly with Children and Youth.

1. Communication with Children 12 years of age and under is prohibited with the exceptions as stated below.
 - a. Ministry Personnel may communicate with Children via email with written parental permission and copying parents/guardians on all emails.
 - b. Ministry Personnel will not initiate contact with Children or Youth under the age of 13 via text or using Social Media.
 - c. Communication should also be copied to your Ministry Leader or co-worker.
2. Communication with Youths 13 years of age and older via Social Media, telephone and texting is permitted under the following conditions:
 - a. Communication with a Youth via email, text, Instagram, Facebook, Twitter, or other online social networks will be monitored closely and only used with written parental permission.
 - b. Ministry Personnel may communicate with Youth via email with written parental permission agreeing to copy all emails to parents/guardians.
 - c. Ministry Personnel will not initiate contact with Children or Youth under the age of 13 via text or using Social Media. Ministry Personnel may contact Youth aged 13-17 via text or Social Media with written parental permission and copying another leader on the text, or using a public Social Media option (wall-to-wall, group pages).
 - d. Ministry Personnel will limit their online communication with Youth via Social Media to daytime hours (8:00am-11:00pm).
 - e. Online communication will not involve video messaging (FaceTime, Skype, etc.) in any form, unless it is a training post or group conference call approved by the Youth Pastor.
 - f. Ministry Personnel will ensure that all online communication with Youth is done in view of other people (group pages, group texts, wall-to-wall) and/or copied to their parent/guardian. Communication should also be copied to your Ministry Leader or co-worker.
 - g. In the rare occasion that a conversation with a Youth moves beyond communication of information, Ministry Personnel will notify their Ministry Lead immediately and submit a copy of the conversation to the Ministry Lead. Ministry Personnel will request the Youth to continue the conversation in person with the Program Lead or his/her designate.

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- h. Youth Ministry Personnel will agree to allow the Youth Ministry Pastor, or designate by DAC access to their Social Media networks in order to facilitate regular supervision.

Church members, adherents and Ministry Personnel are encouraged to demonstrate and model purity, integrity, transparency and accountability with all communications including those noted above.

SECTION 3 REPORTING AND RESPONDING TO ALLEGATIONS AND SUSPICIONS OF ABUSE

3.01 Reporting Procedures

Hearing of an Allegation or Suspicion of Abuse

The following policies outline the procedure and sequence for reporting suspected abuse cases.

- For the protection of our Children, Youth and Vulnerable Adults, all allegations and/or suspicions of abuse against Children, Youth and Vulnerable Adults will be taken seriously.
- Immediately upon hearing of potential abuse or allegations of abuse to a child or youth, the Ministry Personnel must complete a Suspected Abuse Report Form documenting all pertinent information (Appendix 17) and submitted to the Ministry Leader. The victim should not be asked leading questions nor should the accused or any other parties be contacted at the point of completing the Suspected Abuse Report Form.
- All forms must be submitted to the Plan to Protect Coordinator and kept permanently unless otherwise directed by legal counsel.
- Ministry Personnel and Ministry Leads are requested to notify a DAC that they will be making a report to Child and Family Services (Children's Aid).

Reporting an Allegation or Suspicion of Abuse

According to the Child and Family Services Act, any person with a reasonable suspicion of child abuse has a legal responsibility to immediately report the matter to Child protection authorities (Children's Aid) or the police. Reporting must be done by telephone or in person promptly at the point of observing signs of abuse or receiving a report of abuse. The reporting must be immediate, a direct report, and an on-going report. The report should be done in conjunction with the Designated Application Coordinators, Pastoral staff or Ministry Lead.

Important Numbers

Ottawa Children's Aid Society: 613-747-7800,
Ottawa Police Services - (non emergency): 613-236-1222

- A person who knowingly fails to report in these circumstances is in violation of the law and may be found to have committed an offence and may be subject to disciplinary action in Catch The Fire.
- Catch The Fire requests that when a ministry volunteer or staff in the line of duty reports a suspicion of abuse or an allegation of abuse to authorities, that they also notify the Plan to Protect Coordinator that a report has been made. It is understood that the report is to be kept confidential.
- The DAC or their designate must notify Catch The Fire's insurance provider and seek legal counsel upon hearing of a suspected child abuse case.
- If the suspected abuse happened in the context of Church ministries or was committed by a church member or attendee, the DAC, Senior Pastor or their designate must notify the parents of the victim.

Assessing and Investigating an Allegation or Suspicion of Abuse

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- No persons, including the Pastoral team and Board members, are to assume the function of assessing, substantiating or investigating the need for intervention or interpretation of suspected child abuse.
- There must not be any undue interference when a report of child abuse has been filed with child protection authorities or the police. The DAC, Senior Pastor or their designate should ask the child protection authorities how they can assist in helping and supporting the investigation and the hurting Child or Youth and their family. The Senior Pastor or their designate should maintain frequent communication and supportive relationships with those suspected or guilty of child abuse as long as these persons exhibit a willingness to listen, change and look to Christ for help. This does not exclude the need for hurting individuals to receive professional counselling.

3.02 Response to Allegations

Spiritual Response and Counsel for the Victim

- For the protection of our Children, Youth and Vulnerable Adults, all allegations and/or suspicions of abuse will be taken seriously and handled with the utmost care. The suspected victims will be treated with dignity and respect.
- During the process of reporting and response, all Ministry Personnel will be committed to prayer and strive to remain calm and hopeful.
- Situations of abuse must be handled forthrightly with due respect for people's privacy and confidentiality. Discretion must be observed and details of the suspected abuse must not be shared among Catch The Fire community. Information should be shared on a need-to-know basis, expanding only as individuals are drawn into the response and investigation. Confidentiality for the victim must be protected.
- The Pastoral team will seek opportunities to provide individual care and counsel both for the abuse victim and their family. The Pastoral team will determine the need for professional assistance and evaluate and designate resources as needed and able.

Biblical Response and Discipline for the Accused or Convicted

- The accused is to be treated with dignity and respect. If the accused is a paid Ministry Personnel, that person will be relieved temporarily of his or her duties until the investigation is completed with arrangements made to either maintain or suspend his or her income until the allegations are cleared or substantiated.
- It is the responsibility and right of Pastors and Ministry Personnel to exercise and practice church discipline as outlined in Matthew 18 and as stipulated in Catch The Fire Values and Statement of Faith guidelines.
- Pastors will seek opportunity to provide individual care and counsel both for the accused and their family. Pastors will determine the need for professional assistance and evaluate and designate resources as needed and able.
- Anyone accused of abuse to Children or Youth will be prohibited from having access to children or youth until they are cleared of any and all charges. Clear written guidelines will be provided to the individual with restricted activities and areas of Catch The Fire property that they are not permitted to use or be in.
- Anyone convicted of child abuse will be prohibited from having access to Children or Youth, including but not limited to the Program areas. Pastors may designate an individual to be responsible to be informed whenever the convicted person attends church activities and to accompany the convicted person while on church property. Clear written guidelines will be provided to the individual listing restricted areas and access points on Catch The Fire property.



Catch The Fire Ottawa Ministry Personnel Agreement

I (Name of Applicant) _____ have read, understand and agree to comply with the entire *Plan to Protect*® policies (as outlined in the Minors Policy - Summary Guide) and procedures of Catch the Fire Ottawa to protect the health and safety of children, youth and vulnerable adults at all times.

I also acknowledge the paramount importance of safeguarding in all respects all of those to whom we minister especially children youth and vulnerable adults by:

- Following all of the directives of the Catch the Fire Ottawa Plan to Protect Summary Guide;
- Complying with the information given in my orientation;
- Using appropriate language;
- Showing no bias on account of gender, ethnic background, skin colour, intelligence, age, religion, socio-economic status; and
- Respecting confidentiality and privacy, unless a child, youth, or vulnerable adult is in danger, in which case I will notify the police or other appropriate civil authority.

Signature _____

Printed Name _____

Date _____

Office Use Only: Approval to Proceed

Ministry Lead Name	Date
Signature	