

***CSSM Ministries***

**CSSM**  
**National**  
**Child and Youth**  
**Protection Policy**

**A Protection Policy  
for Children and Youth  
And Plan of Action  
For Those Who  
Minister to Them**

**March 2003**

**Policy Manual**

March 2003

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## UNDERSTANDING THE NEED

While the issue of physical and sexual abuse is not a new topic, it is rapidly becoming the number one concern for organizations responsible for the care and safety of children. Almost every day we are confronted by stories in the media relating instances of actual and alleged abuse against children while in the care of boys and girls organizations, sports associations, day cares, schools, camps, churches and other charitable organizations such as orphanages, shelters and group homes.

Apart from the obvious emotional and physical damage caused by such acts, many organizations are now facing the staggering financial costs resulting from civil liability judgements awarded to injured parties who are able to establish negligence against organizations due to the criminal actions of their employees or volunteers. One positive result of these highly publicized liability awards has been the heightened awareness on the part of organizations to take pro-active measures to reduce the risk of abuse to children in their care, including the proper screening, training and supervision of those individuals working with children and young people.

CSSM leaders have a spiritual, moral and legal obligation to provide a secure environment for children, youth and volunteers who participate in church ministries. Child abuse is a criminal offense as well as a violation of human conscience and dignity. It is a violation of God's moral law within the context of a trust relationship. The emotional, physical and spiritual trauma to victims, the destructive consequences for abusers and the devastating effects on the credibility of CSSM ministry and the name of Christ make it essential that CSSM take all appropriate steps to aid in the prevention of abuse.

# UNDERSTANDING ABUSE

Prevention of abuse requires measures to ensure that power is used properly, human dignity is regarded, trust is not betrayed and relationships have integrity.

You will discover that 'child abuse' and 'child' are defined differently by each Canadian province. (For ease of reference we will refer to the Manitoba legislation.) The Manitoba Child and Family Services Act states that a child is in need of protection if he or she:

- Is without adequate care, supervision or control;
- is in the care, custody, control or charge of a person
  - a) who is unable or unwilling to provide adequate care, supervision or control of the child, or
  - b) whose conduct endangers or might endanger the life, health or emotional well-being of the child, or
  - c) who neglects or refuses to provide or obtain proper medical or other remedial care or treatment necessary for the health or well-being of the child, or who refuses to permit such care or treatment to be provided to the child when the care or treatment is recommended by a duly qualified medical practitioner;
- is abused or is in danger of being abused;
- is beyond the control of a person who has the care, custody, control or charge of the child;
- is likely to suffer harm or injury due to the behaviour, condition, domestic environment or associations of the child or of a person having care, custody, control or charge of the child;
- is subjected to aggression or sexual harassment that endangers the life, health or emotional well-being of the child;
- being under the age of 12 years, is left unattended and without reasonable provision being made for the supervision and safety of the child; or
- is the subject, or is about to become the subject, of an unlawful adoption under Section 63 or of an unlawful sale under Section 84.  
*(Child Protection and Child Abuse: Protocols For Social Workers, Manitoba Family Services, February 1995, p. 3)*

Some general definitions include:

1. Abuse is defined as a non-accidental physical or mental injury or mistreatment caused by the acts or omissions of parents or caregivers.
2. Abuse is categorized as physical, emotional, verbal or sexual.

- a. Physical abuse means any physical force or action which results in non-accidental injury to a child and which exceeds that which could be considered reasonable discipline.
- b. Emotional abuse is the failure to provide the praise, love, nurturing and security essential to the psychological and social development of a child. This neglect is likely to produce long-term serious emotional disorder.
- c. Verbal abuse is difficult to specify due to the ongoing nature of intimidation and manipulation. It destroys an individual's self-worth and esteem.
- d. Sexual abuse means any sexual exploitation of a child, whether consensual or not, which includes touching, intercourse or any behaviour of a sexual nature toward a child. In determining whether this behaviour is of a sexual nature, one should ask whether a reasonable observer, looking at the behaviour in its context, would conclude that it is. This would exclude normal affectionate behaviour towards children and normal health or hygiene care."

The Law Reform Committee of Canada defines child sexual abuse as, "Exposure of the child to sexual stimulation inappropriate for his age and role - the sexual exploitation of a child who is not developed mentally, capable of understanding or resisting the contact, or a child or adolescent who may be psychologically or socially dependent upon the perpetrator." Canada's Law on Child Sexual Abuse from the Department of Justice has a listing of 16 sexual offenses in the criminal code. Some of these include:

- sexual interference
- invitation to sexual touching
- sexual exploitation of a young person
- exposing genitals to a child
- corrupting children
- indecent acts
- sexual assault

Children under 12 are never considered able to consent to sexual activity. Children between 12 and 14 are deemed unable to consent to sexual acts except under specific circumstances involving sexual activity with their peers. Young persons between 14 and 18 are protected from sexual exploitation. Their consent is not valid if the person touching them for a sexual purpose is in a position of trust or authority over them or if they are in a relationship of dependency with that person.

3. Neglect means the failure of those responsible for the care of the child to meet the physical, emotional or medical needs of a child to an extent that the child's health, development or safety is endangered.

The Manitoba Child and Family Services Act defines "abuse" as "an act of omission of a parent or guardian or of a person having care, custody, control or charge of a child, where the act or omission results in:

- i) physical injury to the child;
- ii) emotional disability of a permanent nature in the child or is likely to result in such a disability; or
- iii) sexual exploitation of the child with or without the child's consent  
*(Child Protection and Child Abuse: Protocols For Social Workers, Manitoba Family Services, February, 1995, pp.3-4)*

Further guidelines of the above mentioned Act note that:

"Abuse is limited to an act or an omission by a person who has the 'care, custody, control or charge of a child'. The focus is on situations involving a parent, guardian, teacher, babysitter, day care worker, coach, group leader or anyone in a position of trust with the child."

*(Child Protection and Child Abuse: Protocols For Social Workers, Manitoba Family Services, February, 1995, p. 4)*

In identifying child abuse, the guidelines state:

The act refers to three conditions or types of abuse – physical injury, emotional disability of a permanent nature and sexual exploitation with or without a child's consent. Where one or more of these conditions exists as a result of an act or omission of a parent, guardian or other care provider, the child ought to be considered as suffering abuse and the matter must be reported to an agency. Abuse involves both factors – the condition of the child and an act or omission of a care provider.

*(Child Protection and Child Abuse: Protocols For Social Workers, Manitoba Family Services, February, 1995 p.4)*

# UNDERSTANDING CSSM'S RESPONSIBILITY

## A. The Spiritual and Moral Responsibility of CSSM

In CSSM, we recognize that we are a reflection of God's love to those in our care and we take our responsibility to them seriously. The Scriptures say:

1. "People were bringing little children to Jesus to have him touch 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. I tell you the truth, 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, put his hands on them and blessed them." (Mark 10:13-16 NIV)
2. "Avoid every kind of evil." (1 Thessalonians 5:22 NIV)
3. "But among you there must not be even a hint of sexual immorality ... because these are improper for God's holy people." (Ephesians 5:3 NIV)
4. "But whoever causes one of these little ones who believe in me to stumble, it is better for him that a heavy millstone be hung around his neck and that he be drowned in the depth of the sea." (Matthew 18:6 NAS)
5. "Brothers, if someone is caught in a sin, you who are spiritual should restore him gently. ... Carry each other's burdens, and in this way you will fulfill the law of Christ." (Galatians 6:1-2 NIV)

These guidelines are set forth to provide a safe and nurturing environment in which CSSM Ministries can bring children to the Saviour. We view ourselves as partners with parents, seeking to provide quality care and instruction in our ministry to the family. Our guidelines are designed to protect every age level and to promote spiritual growth.

This plan is designed to assist ministry leaders in their recruitment of workers and, to the greatest extent possible, provide for the safety of those served by these volunteers.

## **B. The Civil and Legal Liability of CSSM**

“Increasingly and often more dramatically, churches and their personnel (i.e. staff, directors, officers and ministers) are being held accountable for the acts of individual abusers within the church even though neither the church, nor its leaders were aware of the abuse or condoned it. Churches are being sued in Civil Courts for damages sustained by victims and their families. Those victims and their families are attempting to hold churches accountable by alleging that:

1. The church is vicariously liable for the acts of its personnel, be they paid staff or volunteer staff, regardless of whether CSSM was itself negligent or even knew of the abuse.
2. The church was negligent in its hiring or accepting personnel, whether paid or volunteer.
3. The church was negligent in the supervising or monitoring of its personnel or membership.

It is perhaps, if one is cynical, the pressure of being found liable to compensate victims of abuse with the corresponding fear of embarrassment that has caused churches to respond to the issue of child abuse more than a new found desire to otherwise address an age old problem. Whatever the reason, it is timely for churches to now respond.”  
*(Church and the Law Update, June 1994)*

Organizations operating in good faith and providing valuable services to the community are being held to a high standard of accountability in this area, even to the point of being ‘guarantors’ of conduct of volunteers or employees.

## DOCUMENT DEFINITIONS

### **Children's Ministries**

Any ministry to children from birth through grade 6 or 12 years of age.

### **Youth Ministries**

Any ministry to youth from grade 7 through grade 12 or age 13 & up

### **Children's and Youth Ministries Application Package**

An information package which includes forms that are to be completed in order for any prospective volunteer to qualify for ministry to children or youth with CSSM Ministries. Completed forms are kept confidential and used only by authorized CSSM personnel.

### **Authorized CSSM Personnel/Worker**

Full time or seasonal personnel authorized by their respective Board, who are responsible for overseeing the screening and placing of approved ministry workers in the ministries of CSSM.

### **Volunteer Placement File**

In addition to the policy requirements for all CSSM Ministries workers, a file is kept on each prospective volunteer which includes the required security and reference checks.

### **Approved Volunteer**

A volunteer who has completed the Ministry Application Package, completed a personal or telephone interview with the authorized CSSM worker and based upon a review of the completed forms and interview, is approved for ministry by the authorized CSSM worker.

# POLICY APPLICATION

## **Who Does This National Child and Youth Protection Policy Apply To?**

The CSSM National Child and Youth Protection Policy, as found in the Ministry Application Package, applies to ALL persons involved in any officially recognized ministry of CSSM to children or youth on a regular or seasonal basis.

# RECRUITMENT OF MINISTRY STAFF & VOLUNTEERS

The CSSM National Child and Youth Protection Policy is designed to assist CSSM leaders in their recruitment of volunteers and, to the greatest extent possible, provide protection strategies for all age levels as well as the volunteers who serve. We hope that you will understand the spirit in which this document is written, as it is not intended to restrict your ministry but rather to safeguard all who are involved.

A recruitment process is critical in protecting CSSM from legal action if a case of abuse occurs where a CSSM volunteer is involved. To be protected from liability, CSSM must show evidence that it has taken reasonable action in screening and supervising the volunteers involved in any ministry with minors. The courts will look for a process by which CSSM has screened volunteers before engaging them in service. A court might find CSSM legally liable if it is less than systematic in screening volunteers.

## **A. The Recruitment Process**

1. All volunteers should be church members in good standing or adherents of a local church. It is recommended that those who volunteer to serve with CSSM should already have been involved in a local church for at least six months.
2. All volunteers must be willing to subscribe to and sign the CSSM Statement of Faith and Code of Conduct.

## **B. CSSM Ministries Volunteer Application Form**

Properly screening potential volunteers is the first line of defense in protecting our children and youth.

1. The Ministry Volunteer Application Form must be completed for all positions involving ministry to children and youth.

Completing a Ministry Volunteer Application Form may be uncomfortable for some individuals, yet, we need to keep the bigger picture in mind as we attempt to protect those in our church who are vulnerable. We recognize that the Ministry Volunteer Application Form is extensive and we wish we did not have to ask some of these questions. However, in our desire to reduce the risk of abuse within our ministries, we believe the information is necessary to protect our children, our youth and our volunteers.

All forms will be kept in a permanent file and in such a manner that confidentiality be maintained.

### **C. Reference Checks**

As part of the application form, volunteers will be asked to submit three references from individuals who could provide CSSM with a clear picture of their ability to work with children or youth. References cannot come from relatives but may be obtained from an employer, pastor, close friend or teacher. Individuals who have worked at a CSSM mission point within the previous five years must provide a reference from that ministry. At least two of these references will be phoned and asked to affirm the appointment of the volunteer. The person making the phone calls, the date of the calls and a summary of the referral's comments should all be recorded. All reference checks will remain confidential.

### **D. Interview**

The interview will provide a forum to review the important items from the Ministry Application Form and to discuss the necessity for protection policies. It also allows an opportunity for the prospective volunteer to share thoughts from their observations, describe their spiritual journey, talk through their gifts, abilities and desires for ministry. Specific job descriptions may be discussed at this time.

### **E. Criminal Record Check**

The Ministry Volunteer Application Form requires a criminal record check from the local police or RCMP which must be done at a minimum of every two years. These records will be considered confidential.

## **F. Security Checks**

Each prospective volunteer must give permission to CSSM to obtain a provincial child abuse registry check with the provincial protection agency. These records will be considered confidential.

## **G. CSSM National Child and Youth Protection Policy Training**

All volunteers who offer to work with children and youth must be equipped with training to help them understand the ministry and the issues that may confront them. An important aspect of the training process must include instruction on safety and child abuse prevention. All volunteers must sign a record indicating they have, as a minimum, read carefully and ideally have been trained in the CSSM National Child and Youth Protection Policy materials and support CSSM's policies. These records shall be kept in the Volunteer Placement File to indicate that volunteers have been properly prepared.

## **H. Approval Process**

All volunteers must be approved by authorized CSSM Personnel.

## **I. Supervision of Volunteers**

An important step in providing a safe and secure ministry environment is the supervision of volunteers. This can be done through planned formal and informal checks and by simply making rounds. Supervision provides leaders with opportunities to give direction, assist those who may be struggling or frustrated, as well as reinforcing and encouraging positive behaviour.

In order to refute false accusations, your supervision of volunteers must be intentional. The courts will look for a systematic process by which CSSM supervises its volunteers.

## **J. Program Maintenance**

The task of implementing The CSSM National Child and Youth Protection Policy into the life of CSSM is an ongoing process. It is expected that this policy will be amended and updated from time to time.

# STANDARDS OF BEHAVIOUR

Safety and security are primary concerns for the children and families who attend our camps, churches and other ministries. At the same time, we are also concerned for the adults and teens who volunteer to minister to children. We need to work towards providing a safe environment for effective ministry to children. In light of this goal, we have developed these procedures for the protection of our children and our volunteers.

## **A. Staffing and Supervision Guidelines**

God's word directs us to conduct ourselves in a godly manner being an example of obedience, respect and honesty to those who are in our care. Our desire is to provide a safe, loving environment where the child or youth feels comfortable and learning can take place.

### **1. Two Leaders**

When possible, there should be a minimum of two leaders in any room or cabin with children. When this is not possible, keeping an inside door or viewing window open is mandatory. If spending time with a child or youth on a one on one basis is necessary, then it is required that this be done in a public location.

Leaders should let another leader know if they will be alone with a child or youth for any length of time (ie. Taking a child to the washroom.) The leader should also notify another leader or make sure a leader notices them upon return.

### **2. Age Expectation**

At least one volunteer working in any room / cabin with children must be at least 16 years of age or older. Under the supervision of a volunteer of at least 16 years of age, a younger volunteer may assist in the care of a group of children.

### **3. Leader / Child & Youth Ratios**

Adequate staffing is necessary to provide effective care and leadership. CSSM Branch or camping association guidelines should be observed.

#### **4. Application of Policy**

These policy guidelines are in effect for all CSSM ministries. However, when facilities are rented to other groups or individuals, CSSM is not responsible for the care and supervision of children, unless prior arrangements have been made.

#### **B. Child Security**

CSSM Ministries understands the need to maintain child security. When parents bring their children to our facilities, we are responsible for their safety and security until they are once more in the care of the parent.

#### **C. Relationships**

1. Volunteers should seek to develop relationships with children and youth and be a positive role model for them. CSSM seeks to instill the importance of being a good role model and the impact of consistent moral behaviour.
2. CSSM forbids volunteers from pursuing or participating in a relationship beyond friendship with a child or youth, as the volunteers are in a position of leadership and authority over the child or youth.
3. If a volunteer suspects that a child or youth is seeking a relationship beyond friendship, they are responsible to limit contact with that child or youth. If the child or youth is pursuing a relationship or displaying sexual affection to the volunteer, the volunteer should report the incident to the CSSM personnel in charge.
4. Volunteers should support each other and intervene if one of them acts inappropriately with a child or youth or another volunteer.
5. It is expected that children and youth attending overnight events/retreats/camps will not leave the event while it is going on. Exceptions must be specifically added to the permission slip.
6. Children, youth and volunteers of the opposite sex are not allowed in each other's rooms, cabins or tents for any reason during overnight events except in family situations.
7. Children, youth and volunteers of the opposite sex are not permitted to sleep in a mixed group except in family situations.
8. Children, youth and volunteers of the same sex are not allowed to sleep in the same bed except in family situations.

## **D. Health and Safety Guidelines**

1. If a child or youth is injured or sick the leaders should leave the examination to a health professional (ie. Camp nurse) unless the injury requires immediate first aid. If immediate attention is required, another adult of the same sex as the child or youth should be asked to observe the procedure.
2. **Medications**  
At camps, all medications are to be turned over to the camp nurse at registration and are to be dispensed by the nurse as required.

## **D. Privacy**

1. Leaders should respect a child's or youth's desire for privacy whenever possible.
2. Leaders should be as discrete and as private as possible in meeting their own personal needs (ie. Changing, showering) and should exercise as much modesty as possible when changing in the presence of children and youth. Under no circumstances should a leader remain for any period of time in a state of undress.
3. Children or youth shall not be permitted to remain in a state of undress for any extended period of time

## **F. Proper Display of Affection**

### **1. Appropriate Touch**

Physical touch is an important element in the communication of love and care. 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. Speak to the child at eye level and listen with your eyes as well as your ears.
- b. Hold the child's hand when speaking, listening or walking him or her to an activity.
- c. Put your arm around the shoulder of a child when comforting or quieting is needed.
- d. Pat a child on the head, hand, shoulder or back to affirm him or her.

- e. Gently hold the child's shoulder, hand or chin to keep his or her attention while you redirect the child's behaviour.
- f. Hold a preschool child who is crying.
- g. All touch should be done in view of others.

## **2. Inappropriate Touch**

The following types of touch much be avoided:

- a. Kissing or coaxing a child to kiss you.
- b. Extended hugging and tickling.
- c. Touching a child in any area that would be covered by a bathing suit except when it is absolutely necessary to assist a child with toileting.
- d. Carrying older children or having them sit on your lap.
- e. Being alone with a child.
- f. Avoid prolonged physical contact.
- g. Never allow a child to sleep with you.

## **G. Discipline**

God's definition of discipline is outlined in Hebrews 12:7-11. Discipline is not something you do to a child, it is something you do for a child. The word discipline does not mean punishment. It comes from the root word disciple, which means training that molds character, behaviour and values. Rather than seeking to merely maintain control or keep children quiet, our goal in managing children's behaviour should be to shape their character in such a way that they will become disciples.

### **1. Preventative Discipline**

- a. Create a loving, caring atmosphere.
- b. Arrange your environment for children and for learning.
- c. To gain respect you must grant respect.
- d. Establish and communicate realistic expectations for the children.
- e. Be sure the activities that you provide are meaningful and age-appropriate.
- f. Be fair and consistent with all children.
- g. Be sure your focus is on positive actions.
- h. Be aware of children with special needs.

## **2. Remedial Discipline**

- a. Try to deal with the problems individually.
- b. Explain to the child why the behaviour is unacceptable.
- c. Redirect the child to positive action.
- d. Explain the consequences of unacceptable behaviour by defining the correct way to behave as well as the result of the wrong behaviour.
- e. Offer choices that are acceptable to both you and the child.
- f. Allow the child to experience the natural consequences of his behaviour.
- g. In circumstances where there is a serious behavioural problem the leader must report the situation to the CSSM personnel in charge.

## **E. Counseling Teens**

Christian counseling involves both giving counsel and care. This kind of care involves healing, guiding and reconciling people to God and each other. It is our desire to help our youth become whole people. This involves the mental, physical, social and spiritual aspects of their lives. Our goal must be to deal with the underlying problem, not just the symptoms. It must also be viewed as a team effort between God, you and the person (Romans 15:1; Galatians 6:2).

### **1. “Ethics in Counseling”**

- a. Respect the person's dignity and worth. See them and respond as God would.
- b. Live, act and counsel in accordance with godly values.
- c. Work towards their best interest, not yours.
- d. Don't force your help on anyone. Be sure not to manipulate or use guilt in your counseling.
- e. Fully inform them of where you are leading them.
- f. Never exploit trust or dependency.
- g. Share the bounds of confidentiality at the outset.
- h. If feelings of attraction begin in either party, terminate counseling immediately.
- i. If the relationship is destructive to you, terminate counseling immediately.
- j. Never counsel if the person is under the influence of alcohol, drugs or illness.
- k. Never create false expectations of favorable results.
- l. Keep information confidential unless the person's welfare is at stake.
- m. As a general rule, only share information if the person consents.
- n. If you are in a situation that requires professional counseling, be ready to admit it and refer.

- o. All counselors are legally bound to report physical abuse or neglect of a minor to the provincial child protection service or the police. Anyone who does not comply with this law is subject to a fine and/or a jail sentence.

## **2. Youth Counseling Distinctives**

- a. They need to form their own identity and self-esteem.
  - You can help them by building into their character.
- b. They are adapting to rapid physical changes.
  - This can add to the confusion in many situations.
- c. They are adapting to sexual changes.
  - Weird feelings, fantasies and confusion make decision making more difficult.
- d. They are struggling with dependence vs. independence.
  - Teens are beginning to move away from their parents and yet know that they love and need them. This struggle can make them irritable, argumentative, irrational and difficult. Usually the conflicts arise from difference in opinion on how much freedom they can have. Don't take sides ... ever!
- e. There is an increasing importance of peer and intimate relationships.
  - They need approval and often overreact to rejection.
- f. They are forming all of their life-directing values and beliefs.
  - Most of these lessons (careers, lifestyles, behaviour and even problem solving) need to be learned experimentally.
- g. They need to develop a wider variety of social/interpersonal skills.
  - Dealing with conflict, coping, stress, temptation, study, productivity, interaction, authority or handling money all need to be understood and developed.

## **3. Response to Problems**

- a. Repression is exhibited through denial, pushing aside and trying to forget. This often results in more serious behaviours such as eating disorders, anger, apathy, poor achievement, withdrawal or substance abuse.
- b. Suppression is not an activity of denial but an attempt to hide it from others. Behaviours may be similar to repression but could be expressed through running away, substance abuse or suicide.
- c. The antithesis of repression and suppression is expression. It is an obvious negative outward response that may be exhibited through anger, quitting school, lying, stealing, substance abuse, defiant behaviour or rebellion. These responses are a way of 'crying out for help' and may lead to serious depression.

## **F. Possible Indicators of Substance Abuse**

### **1. Social Indicators**

- family history of substance abuse
- changes in peer group
- uncharacteristic irritability or moodiness
- suspicion of and aggression towards friends, teachers, parents, etc.
- lying, theft, promiscuity, rebelliousness, antisocial behaviour
- withdrawal
- consistent failure to meet obligations

### **2. Physical Indicators**

- hangovers
- hand tremors
- appetite/weight gain or loss
- sleeping difficulties
- drawn appearance
- fatigue
- changes in hygiene, dress, grooming
- red eyes, dilated pupils
- vague, dull, confused

### **3. Behavioural Indicators**

- low or deteriorating self-esteem
- loss of interest in usual activities
- grandiose feelings
- can't cope, easily frustrated
- impulsive behaviour
- depression, suicide attempts
- confusion, poor memory
- paranoid statements and feelings
- uncharacteristic irritability, moodiness
- withdrawal
- failure to meet obligations

## **G. Possible Indications of Physical Abuse**

### **1. Physical Indicators**

- frequent bruises
- cigarette burns, immersion burns, rope burns
- poorly explained injuries
- patchy hair loss
- grip marks

## **2. Behavioural Indicators**

- disclosure
- reluctance to explain injuries
- fear of going home
- fear of adult approach or adult disapproval
- uncharacteristically demanding and aggressive or passive and compliant
- sadness, tension, apathy
- low self-esteem
- difficulty cooperating with peers
- resistance to change or to rules
- tantrums, rages
- wearing seasonally inappropriate clothing

## **3. Parent or Caretaker's Behaviour**

- historical abuse
- inadequate knowledge of child's development
- unrealistically high or low expectations
- low tolerance level, lack of self-control
- hostility
- never happy with child's performance
- substance abuse
- suspicious of attempts to talk about child
- attempts to conceal child's injuries
- illogical or contradictory reasons for child's injuries

## **H. Possible Indications of Sexual Abuse**

### **1. Physical Condition**

- report or indication of pain or itching in genital area
- urinary, bowel problems or infections
- vaginal odour
- sexually transmitted disease
- pregnancy
- abdominal pain or discomfort
- difficulty sitting or walking

### **2. Behaviour (Girls)**

- inappropriate sexual knowledge for age
- sexually provocative actions
- promiscuous

- lack of normal opposite sex attraction
- resistance to change for gym class
- social withdrawal or unease
- preoccupation with fantasies
- fear of closed places
- distrust of adults
- overly compliant
- perfectionist
- poor school performance
- poor self esteem
- substance abuse
- reluctance to go home/running away
- parents limit involvement with the opposite sex
- overly mature

### **3. Behaviour (Boys)**

- poor gender identity
- self destructive
- depression
- preoccupation with body language
- reluctance to be involved with males
- reluctance to change for gym class
- arson
- sexually abusive to peers or younger children
- aggression

## **I. Identifying and Responding to Suspected Abuse Situations**

### **1. Identifying Potential Abuse Situations**

- Ask questions about bruises, cuts or unusual marks.
- Do not ask leading questions like: 'Did your parents do this?'
  - note that they may try to protect loved ones
  - they might fear retaliation
  - they might distrust you too
  - they are under stress and anxiety
  - they may fear you and answer you the way they think you want them
- Be aware of the signs.
- Watch for a fear of relationships or close physical proximity.

## **2. Procedures for Responding**

- a. Comfort the student first - without physical contact.
  - they need you to be calm
  - keep communication open
  - move away from the crowd
- b. Get basic information.
  - be clear on what happened
- c. Contact your leader.
- d. Contact the authorities.
- e. Keep information confidential – on a need-to-know basis only.

## **J. Suicide**

### **1. “Possible Indicators of Depression or Suicidal Tendencies”**

- a. Direct or indirect preoccupation with death
  - verbal or written suicidal statement/references
  - giving away personal belongings
  - writing of a will
  - previous attempts
- b. Significant lifestyle changes
  - loss of significant person through death, divorce, separation
  - loss of an object of affection (friend, boyfriend, girlfriend)
  - loss of health
  - financial difficulties
  - loss of status
- c. Observable changes in behaviour or motivation
  - decreased academic performance
  - more attendance problems or lateness
  - poor interpersonal relationships
  - decrease in social activity
  - substance abuse

### **2. Responding to the Threat of Suicide**

Occasionally, we encounter a person who threatens suicide. The first thing to remember is that you should always take suicide statements seriously and respond accordingly. Keep in mind that most suicide threats are a cry for help and for someone to listen. The individual will usually tip you off by making statements like: Sometimes I just want to end it all. Life just isn't worth living anymore. If a person commits suicide, do they go to hell? Most people don't want to kill themselves . . . they just want to end the pain that they are feeling. Familiarize yourself with any community suicide intervention assistance that is available.

The following guidelines will give you helpful strategies when dealing with someone in crisis:

- a. Don't minimize their pain.
- b. Don't ask leading questions, rather reflect their feelings back to them.
- c. Don't make promises that you can't keep.
- d. Hear them out, listen and encourage.
- e. Determine the seriousness of the individual's suicidal thoughts. The more detailed the plan, the more serious the threat, the greater the likelihood that the individual will act upon his plan. Be aware of specific dates, times, methods and any advanced preparation already completed.
- f. Remind them that God hasn't turned His back on them (Romans 8:38-39).
- g. Assure them that you are concerned and you would like to put them in touch with someone who can help.
- h. Don't take on the role of a therapist.
- i. Keep them safe, inform the parents and seek professional help.

## REPORTING PROCEDURES

### A. Obligation to Report

Any person who has reasonable grounds to believe that a child is in need of protection is legally required to report the matter to a social worker in the local office of the local provincial child protection office. A person who knowingly fails to report in these circumstances is in violation of the law and may be found to have committed an offense. Should you have questions regarding the specific incident you are facing, an anonymous call can be placed to the local provincial child protection office to clarify whether or not this situation constitutes a reportable offense.

Social workers who receive reports are trained to assess and investigate the need for intervention. Other professionals or any other individual must not assume this function. A professional or any other individual who does so and fails to report commits an offense. Provincial child protection legislation protects an individual when a report is made. No action would be taken against a person making a report unless it is made maliciously or without reasonable grounds for the belief.

#### 1. **Who Must Report**

Any person who has reasonable grounds to believe that a child (or children) is in need of protection is legally required to report the matter to a social worker in the local provincial child protection office. A person who knowingly fails to report in these circumstances is in violation of the law and may be found to have committed an offense.

## 2. What To Report

All volunteers and paid staff need to report any matters relating to child abuse or neglect of which they have knowledge or have observed within the scope of their duties. It is not the responsibility of the reporting person or the paid staff to substantiate any allegations or suspicions.

A child is in need of protection under the Child and Family Services Act if he or she is:

- a. abused or neglected so that his or her safety or well-being is endangered,
- b. abandoned,
- c. deprived of necessary care through the death, absence or disability of his or her parent,
- d. deprived of necessary medical attention,
- e. absent from his or her home in circumstances that endanger his or her safety or well-being.

Additional signs of abuse to watch for are as follows:

- a. has an unexplained injury – a patch of hair missing, a burn, a limp, or bruises,
- b. has an inordinate number of 'explained' injuries such as bruises on his/her arms and legs over a period of time,
- c. gives verbal testimony,
- d. makes drawings in conjunction with verbal testimony,
- e. through writing, prayer requests or play situations may allude to incidents,
- f. exhibits an injury that is not adequately explained,
- g. complains about numerous beatings,
- h. complains about others 'doing things to them when others are not at home',
- i. wears long-sleeved tops during the summer to cover bruises on the arms,
- j. is consistently dirty and smells or has bad teeth or hair falling out,
- k. is regularly inadequately dressed for inclement weather.

Abuse or neglect need not have already occurred for a child to be in need of protection; it is not necessary to wait until a child has been harmed to intervene. When abuse or neglect can be reasonably anticipated and there are reasonable grounds to believe a child is in need of protection, the legal obligation to report applies.

Historical abuse or neglect, that is, abuse or neglect which occurred in the not very recent past, must be reported wherever there are reasonable grounds to believe that a child may be in need of protection. If the alleged offender is in regular contact with a child or children, irrespective of whether it is the same child or children abused in the past, there may well be grounds to believe that the child or children are at risk based on the offender's past behaviour. It is particularly vital to report these cases where the alleged abuser is in a position of trust.

### **3. Confidentiality**

It is extremely important in these matters to keep the information confidential at all times. Any suspicions of abuse should be directed only to the CSSM personnel in charge (with the exception of the appropriate provincial authority) who shall subsequently report the situation to the CSSM Branch Director.

The only claim of confidentiality that overrides the legal duty to report is solicitor-client privilege. Therefore physicians, pastors, missionaries and others who consider their professional relationships confidential for certain purposes are not exempt from the duty to report child abuse or neglect.

### **4. Responding to the Child or Youth**

When the child first comes to you, be sure to take his or her word seriously. Don't deny the problem, but stay calm and listen. Give emotional support, reminding the child that he or she is not at fault and was right to tell you about the problem. Do not promise the child that you will not tell anyone.

### **5. Report Form**

Complete a Suspected Abuse Report Form. These forms may be obtained from the CSSM personnel in charge. Fill out the report form immediately and submit it to the local CSSM personnel in charge who will in turn forward it to the Branch Director. Branch Directors must keep the National Office informed of any serious injury or abuse allegations.

### **6. Summary of Steps**

- a. Gently affirm the child or youth.
- b. Immediately report any suspected abuse to the CSSM personnel in charge. Complete the 'Suspected Abuse Report Form'.
- c. It is the responsibility of the individual, with the assistance of the CSSM personnel in charge, to report to the local provincial child protection office or to the police if applicable.

- d. If the alleged abuser is a full time CSSM worker, or a volunteer of CSSM Ministries, the situation must be reported to the Branch Director, immediately after which legal counsel must be sought prior to any further contact with the victim or the alleged abuser by any CSSM personnel or volunteer.

## **B. Mission Personnel Discipline**

In the event that a credible allegation of child abuse has been made against any full time personnel or volunteer of CSSM ministries, the individual shall immediately be suspended from any involvement with children or youth until such time as the matter has been investigated by the provincial child protection agency and / or the police. If the allegation has been deemed to be unfounded, then the individual may be permitted to resume his or her responsibilities. If it has been determined that the allegation has some foundation, then participation by the individual in any CSSM ministry involving children or youth shall be prohibited permanently.

If it is proven that any fulltime personnel or volunteer of CSSM Ministries has committed child abuse, CSSM shall immediately terminate employment or participation by the volunteer in any ministry involving children or youth. This individual shall not be permitted to participate in any CSSM ministry involving children or youth in the future.

### **1. Use a Reporting Procedure**

Develop a reporting procedure for all programs that involve work with children. Workers shall be instructed as to what behaviours should be reported and to whom they should report. Workers should be assured that provincial law protects them from liability when they report actual or suspected abuse, as long as they do not act maliciously.

### **2. Select a Spokesperson**

CSSM is responsible to appoint a spokesperson for the Mission. This person will be chosen on their ability to speak to the media for the organization regarding the matter in a discrete, informed, truthful and diplomatic way. Often, the media interviews several leaders who have never given any consideration to responding to such inquiries. In such cases, conflicting and contradictory statements occur and the public may develop a negative impression of the organization. This is avoided if one person is designated to speak for the organization in such cases.

### **3. Prepare a Position Statement**

Having a carefully prepared statement is far superior to making no comment. This is an opportunity to influence public opinion positively by emphasizing an awareness of the problem of child abuse, a concern for victims and the extensive steps CSSM has taken to reduce the risk and provide a safe environment for children. Let the media know that CSSM takes the risk of child abuse seriously and that the CSSM has acted responsibly. Describe all the precautions CSSM has taken and the CSSM has implemented. This is not time for silence or "no comment".

In an allegation of abuse, the statement below is suggested wording for a public response until all the facts are uncovered and the case reviewed.

"It is always tragic when children are abused or exploited. CSSM Ministries is aware of the ever-growing nature of child abuse. We have taken careful precautions to protect the children entrusted to our care. We are distressed by any accusation of child abuse. We will do everything in our power to address any needs in this situation. For the welfare of those involved all information has been directed to the [local child protection office.] (Insert the name of the appropriate local office in your province.)

### **C. Report Follow-Up**

A confidential follow-up report with conclusions and action taken should always be made to the CSSM Branch Director and the National Director following a child abuse report. This report will be kept in a confidential personnel file.

### **D. When An Allegation Occurs**

#### **1. Don't Engage in Denial, Minimization or Blame**

Many organizations, when confronted with an allegation of abuse, respond in one or more of the following ways:

- a. Deny that the incident occurred despite clear evidence to the contrary .
- b. Acknowledge that the incident occurred, but minimize it. For example, a church leader may say, 'it only happened once' or 'it wasn't that serious'
- c. Blame the victim or the victim's family.

These responses are all inappropriate and should be avoided.

#### **2. Don't be Accusatory**

Do not under any circumstances spell out the details of any accusation in a public interview. NEVER, under any circumstances give the name of the victim or the alleged abuser to members of the general public.

In the case of an actual allegation, follow these guidelines:

- a. Document all your efforts at handling the incident .
- b. Report the incident immediately to the mission's lawyer and CSSM officials. Do not try to handle this without professional outside assistance. The accused should do the same.
- c. Contact the proper civil authorities following the guidance of the mission's lawyer. Do not attempt an in-depth investigation. This should be left to professionals who are familiar with these cases.
- d. Do not prejudge the situation, but take the allegations seriously. Showing care and support help to prevent further hurt.
- e. Notify your insurance company as soon as possible.

## ***NOTES***



# CSSM Saskatchewan Core Staff Application

CSSM Ministries ~ P.O. Box 60 ~ Caronport, Sk S0H 0S0  
 Ph. 306.756.2300 Fax. 306.756.2771 ~ Email: sk@cssm.ca ~ Web: www.cssm.ca

Please attach a good quality Photograph of yourself with this application. (This helps us become familiar with our staff in advance). If you are applying by fax or email please forward picture by mail unless you can scan and forward with your email.

Name: \_\_\_\_\_ Birthdate: \_\_\_/\_\_\_/\_\_\_ (dd/mm/yy)

Under 18 years of age       18 years of age or over.  
 Male     Female (Please check one)

Social Ins. # \_\_\_\_\_

Health Cd # \_\_\_\_\_ Sask Health \_\_\_ Other \_\_\_\_\_

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

City \_\_\_\_\_ Province \_\_\_\_\_ Postal Code: \_\_\_\_\_

Home Ph: \_\_\_\_\_ Email: \_\_\_\_\_

Alternate Address \_\_\_\_\_ (Please explain \_\_\_\_\_)

City \_\_\_\_\_ Province \_\_\_\_\_ Postal Code: \_\_\_\_\_

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

What Dates are you available? Start Date _____ End Date _____ Dates Not available: _____ to _____ _____ to _____
---

## EDUCATION

	School	Years Attended	Date Graduated	Degree
High School				
Bible School				
University / College				
Other				

## WORK History (If applicable)

Present Employer

\_\_\_\_\_ Employers Phone # \_\_\_\_\_ Fax # \_\_\_\_\_

Position \_\_\_\_\_ Dates from \_\_\_\_\_ to \_\_\_\_\_

Previous employer \_\_\_\_\_

Position \_\_\_\_\_ Dates from \_\_\_\_\_ to \_\_\_\_\_

**PERSONAL INFO** (Please use a separate sheet if necessary)

Why are you applying for this position?

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Have you been convicted of a criminal offense?     Yes             No    (please check one)

If yes, please explain. \_\_\_\_\_

Position applying for:

\_\_\_\_ Cabin leader, \_\_\_\_ Program Dir., \_\_\_\_ Jr Cabin leader \_\_\_\_ Wrangler, \_\_\_\_ Maintenance, \_\_\_\_ Lifeguard,  
\_\_\_\_ Nurse, \_\_\_\_ Head Cook, \_\_\_\_ Ass't Cook, \_\_\_\_ Jr.cook, \_\_\_\_ Secretary  
\_\_\_\_ Other \_\_\_\_\_

Camp at which you prefer to work (please check one)

Cypress,     Estevan,     Dallas,     Glad Tidings,     Kenosee,     Luseland,  
 Madge,     Manitou,     Ranger,     Stoney,     Torch

**PLEASE ANSWER THE FOLLOWING QUESTIONS.**

Please use an additional sheet of paper (Typed if possible).

1. Briefly describe your salvation experience ie. How did you become a Christian? When?  
(Support with Scripture)
2. How would you lead someone to Christ?(Please incl. Scripture)
3. Describe your current relationship with the Lord.
4. Describe your current devotional and prayer life.
5. What is God currently teaching you?
6. What are your strengths & talents? (Don't be modest)
7. In what areas do you feel you need further growth / development?
8. List your hobbies and interests.

**CAMPING SKILLS & EXPERIENCE**

State briefly your experience as a camper (Indicate camp[s] you attended)

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State briefly your experience as a camp staff member

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**Skills:**

What instruments do you play? \_\_\_\_\_

Would you be able to bring an instrument with you? \_\_\_\_\_

In submitting this application I declare all of the information is accurate to the best of my knowledge. I also hereby authorize CSSM Ministries access to information with respect to my person from Police / Child Abuse registry files.

Date \_\_\_\_\_ Signature \_\_\_\_\_

NOTE: If you are submitting this form electronically, you must also print and sign a copy that you can mail in so that we have your signature on file. **YOU CANNOT BE HIRED WITHOUT A SIGNED APPLICATION PAGE.**

<b>Indicate your level of proficiency in the following areas:</b>						
<b>PROGRAM</b> <small>Where more than one activity on a line, circle appropriate one (ie. Mtn/ BMX Biking. Circle either BMX or Mtn).</small>	<b>Know Nothing</b>	<b>Know Something</b>	<b>Could help</b>	<b>Could teach</b>	<b>Certified to teach</b>	<b>Certification level</b>
Archery						
Camping skills						
Canoeing						
Handicrafts						
Horsemanship						
Lifeguard						
Swimming instruction						
Outdoor cooking						
Drama						
Climbing Wall						
Recreation Leadership						
Overnight Campouts / Cookouts						
Waterski / WakeBrd						
BBall, UBall, Soccer						
Mtn/BMX Biking						
Pellet Guns						
Golf						
Skateboarding						

**Pleasure Craft Operator Card:**  
Certified Boat driver.

**Lifeguards, Additional Certification:**

Bronze Cross:  Yes  No

NLS:  Yes  No

WSI Certification:  Yes  No

Other: \_\_\_\_\_

Do you have Fist Aid Training?  Yes  No  
(PLEASE CHECK ONE)

If yes, from who \_\_\_\_\_  
(ie Red Cross, St. Johns Ambulance etc.)

What level \_\_\_\_\_

Do you have CPR training?  Yes  No  
(PLEASE CHECK ONE)

If so from who \_\_\_\_\_

What level \_\_\_\_\_

Expiry date \_\_\_\_\_  
(DATE YOU NEED TO RENEW BY)

**References** – Provide the names and **full mailing** addresses and **Phone #'s** of 1 Pastor and 2 Adult acquaintances over 25 years of age, who are not relatives. (*incomplete addresses will stop your application process*)

\* Please inform your references that you have used their name.

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Postal Code \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Postal Code \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Postal Code \_\_\_\_\_ Phone \_\_\_\_\_

## HEALTH REPORT

### *Health History:*

Do you suffer any medical / emotional condition that in any way restricts normal activities including land and water sports?  Yes  No (Please Check one)

If yes, please explain. \_\_\_\_\_  
\_\_\_\_\_

Have you been treated by a health professional for any medical condition in the past 12 months?  Yes  No  
(Please Check one)

If yes Please elaborate \_\_\_\_\_  
\_\_\_\_\_

Do you have any allergies?  Yes  No (Please Check one)

If yes, please list them here \_\_\_\_\_

Are you on a special diet?  Yes  No (Please Check one)

If yes, please elaborate \_\_\_\_\_  
\_\_\_\_\_

Date of last physical exam. \_\_\_\_/\_\_\_\_/\_\_\_\_ (yy/mm/dd)

### Emergency Contact:

Next Of Kin (NOK) \_\_\_\_\_ (Parent if under 18 years old)

NOK Address \_\_\_\_\_

NOK City \_\_\_\_\_ NOK Prov. \_\_\_\_\_ NOK Postal Code \_\_\_\_\_

NOK Phone \_\_\_\_\_ NOK Phone Other \_\_\_\_\_

I declare this health information to be accurate to my knowledge. I hereby give permission to the doctor / nurse selected by the camp to provide me with medical treatment in case of an emergency.

Date \_\_\_\_\_ Signature \_\_\_\_\_

(Parent if under 18 years old)

## ACTIVITIES

What church do you attend? \_\_\_\_\_

Pastors/Youth Pastors name and phone # \_\_\_\_\_

Are you a member?  Yes  No

What are your church and/or school involvements in the past 3 years?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(other- use a separate sheet if necessary)

CSSM Ministries  
Volunteer/Support Staff Application

Ministry Name: \_\_\_\_\_

Dates Available: From \_\_\_\_\_, 20\_\_ thru \_\_\_\_\_, 20\_\_

Applicants Name: \_\_\_\_\_ Position: \_\_\_\_\_

Occupation: \_\_\_\_\_ Gender:  Male  Female

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

City: \_\_\_\_\_ Province: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Phone Number: ( ) \_\_\_\_\_ Provincial Health #: \_\_\_\_\_

Fax Number: ( ) \_\_\_\_\_ Next of Kin: \_\_\_\_\_

Email Address: \_\_\_\_\_ Next of Kin, Phone Number: ( ) \_\_\_\_\_

I have been advised of the responsibilities of my position and understand that I am directly answerable to the Director. I further understand and have been advised of the amount of remuneration due me (if applicable). I agree to work in harmony with those around me and to abide by the rules, regulations, policies and procedures of the ministry and CSSM Ministries. A copy of CSSM ministries Code of Conduct and Doctrinal Statement are available at:

[www.cssm.ca/national/Advertising/PositionsAvailable](http://www.cssm.ca/national/Advertising/PositionsAvailable), or you may request a hard copy from the location you are applying with.

I further understand that, given the sensitive nature of working with and around children, and the expectation of society and regulatory bodies and insurers, CSSM Ministries requires this application, current references, and criminal records, and abuse registry checks on file for "ALL" staff persons.

References: I hereby provide the names and full addresses of my Pastor and two other adult acquaintances over 25 years of age that are not relatives. (Incomplete addresses hold up the application process). I have informed my references that I have used their name and asked that they provide a quick response.

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Prov.: \_\_\_\_ Ph.: ( ) \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Prov.: \_\_\_\_ Ph.: ( ) \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Prov.: \_\_\_\_ Ph.: ( ) \_\_\_\_\_

I declare all this information to be accurate to the best of my knowledge. I hereby authorize CSSM Ministries access to information with respect to my person from Police/Child Abuse registry files.

Date: \_\_\_\_\_, 20\_\_ (mm/dd/yy) Signature: \_\_\_\_\_

**CSSM MINISTRIES**

**RELEASE OF INFORMATION AND DECLARATION OF INTENT**

.....

I hereby give CSSM Ministries permission to contact persons named as references to ascertain my suitability for ministry. I release all such references from liability for any damage that may result from furnishing such evaluations to you.

I also grant my permission for CSSM Ministries to perform a personal criminal record check, if deemed necessary, for purposes of my protection against any false allegations and for the protection of those I serve. I consent to such an investigation with the understanding that the results will be kept in extreme confidence. I agree to adhere to the protection guidelines as adopted by CSSM Ministries.

I understand that if my character or morals should be inappropriate and/or criminal at any time during my service, CSSM Ministries will be entitled to terminate my assistance without expressed cause or prior notice regardless of any other oral or written statement by CSSM Ministries prior to, at, or following the date of volunteer service.

I understand that CSSM Ministries is responsible for the welfare of any person or persons entrusted to my care, and thus I will cooperate fully with the staff in the fulfillment of my duties and will keep all information I encounter, in my ministry, confidential. If at any time I find that for any reason I am unable to support the policies, procedures or doctrine of CSSM Ministries, I will graciously and quietly resign my volunteer position. If my supervisors find that I am in conflict with any of the policies, procedures or doctrines and we are not able to resolve the issue, I will graciously and quietly agree to resign my position.

I hereby acknowledge that the information contained in this application for volunteer ministry is correct to the best of my knowledge.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Signature of Witness \_\_\_\_\_ Date \_\_\_\_\_

**CSSM MINISTRIES**  
**CONFIDENTIAL RECORD OF REFERENCE CHECKS**

Name of Individual \_\_\_\_\_

Part of CSSM Making Contact (ie. Branch Office, Camp, Church etc.) \_\_\_\_\_

**Reference #1**

Name of Reference or Church Contacted \_\_\_\_\_ Date of Contact \_\_\_\_\_

Person Contacting the Reference or Church \_\_\_\_\_

Method of Contact (telephone, letter, personal conversation) \_\_\_\_\_

Summary of Contact \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Reference #2**

Name of Reference or Church Contacted \_\_\_\_\_ Date of Contact \_\_\_\_\_

Person Contacting the Reference or Church \_\_\_\_\_

Method of Contact (telephone, letter, personal conversation) \_\_\_\_\_

Summary of Contact \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Reference #3 \***

Name of Reference or Church Contacted \_\_\_\_\_ Date of Contact \_\_\_\_\_

Person Contacting the Reference or Church \_\_\_\_\_

Method of Contact (telephone, letter, personal conversation) \_\_\_\_\_

Summary of Contact \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\* Note- If the applicant has worked at a CSSM Ministry point in the past five years one reference should be from that CSSM Ministry.

## CSSM MINISTRIES STAFF REFERENCE FORM

\_\_\_\_\_ has applied to serve with CSSM in our children/youth ministries and has indicated on his/her application that you may be willing to act as a personal reference. We have a program in CSSM called the 'CSSM National Child and Youth Protection Policy' which is designed to protect our children and youth as well as our staff. We do a reference check on all our applicants who intend to work in our ministries. Your response will remain confidential. Thank you for your co-operation. Please forward this information to:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

.....

Your Name \_\_\_\_\_ Phone # \_\_\_\_\_

Address \_\_\_\_\_  
 \_\_\_\_\_ Postal Code \_\_\_\_\_

1. Describe your relationship with this person. \_\_\_\_\_

2. How long have you known this person? \_\_\_\_\_

3. 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

What are the applicant's greatest strengths? \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

5. Would you entrust the care of your child or youth to the applicant without any concern, reservation or hesitation?

\_\_\_\_\_

6. Do you have concerns regarding this person working with children or youth? If so, please explain.

\_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_