

Capilano Christian Community

- called to celebrate *Christ* and change lives -

CapSafe Orientation

For All CapKids Volunteer Workers

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

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

Orientation To CapSafe Procedures

Please familiarize yourself with the following CapSafe procedures:

For All Volunteers In CapKids Or CapTeens Ministries

1. **CapSafe Washroom procedures (handout)**
2. **CapSafe Safe-Touch procedures (handout)**
3. **The location of First Aid Equipment (a list of First Aid qualified personal whom you can contact in case of a medical mishap is located with the First Aid Equipment)**
4. **The emergency exit plan posted in each classroom**
5. **The following Health Procedures:**
 - a. Nursery and CapKids workers shall not receive a child who is ill and could expose other children and workers to illness.
 - b. Workers shall not give or apply any medication. In extreme cases such as severe allergies, the parents are responsible to supply medications, written instructions and appropriate training, (e.g. use of the epipen).
 - c. Seek out a first-aid trained adult is accessible on Sunday mornings for appropriate responses to cuts or injuries involving body fluids.
6. **The following Safety Procedures**
 - a. As a general rule, there shall be a minimum of two workers in any room with children.
 - b. Where it is not possible to provide two workers, or the number of children is very small, the door of the room is to be left open.
 - c. Staffing for all preschool classes shall include at least one female adult worker.
 - d. Where members of the same family are workers in a program or classroom, at least one other volunteer not related to the family shall be present.
 - e. In preschool areas electrical outlets must be covered or taped.
7. **Acknowledgement**
 - a. I have read and understood the CapSafe Procedures and have had any questions answered to my satisfaction.

Date _____

Signed _____