



## **Awana Doctrinal Statement and Basic Child Protection Standards of Conduct Acknowledgement**

As an ACC volunteer, I acknowledge the receipt of a complete application, which included the Awana Doctrinal Statement and the Child Protection Standards of Conduct. I also agree to the following:

1. I have read the Awana Doctrinal Statement and agree with it in its entirety. I agree to uphold its truths and principles.
2. I have read the Basic Child Protection Standards of Conduct and agree to conduct myself in accordance with the policies presented.
3. I agree to conduct myself in a God honoring manner while engaged in Awana programs and activities.

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Date

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Name (Printed)

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Signature

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Address

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City, Province, Postal Code

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Awana Missionary's Name



## Volunteer Application - Renewal

Individuals desiring to serve as volunteers with Awana Clubs Canada and who have filled out the Awana Volunteer Application form within the past four years need only fill out this renewal form. Thank you for your interest in serving and for taking the time to complete this application. Any other required forms referred to in this application may be obtained from your Awana Missionary.

### Indicate areas in which you are interested in serving as a volunteer:

- Ministry Team       Camp Team       MIT Leader       C.O.R.E. Leader   
 Summit Regional Team Leader       Summit Support Team

### Please print.

Mr.     Mrs.     Miss     Rev.     Dr.                       Phone ( \_\_\_\_\_ ) \_\_\_\_\_

Full Name \_\_\_\_\_                      Fax ( \_\_\_\_\_ ) \_\_\_\_\_

Address \_\_\_\_\_                      E-mail \_\_\_\_\_

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

Social security number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_      Date of birth \_\_\_\_ / \_\_\_\_ / \_\_\_\_      Birthplace \_\_\_\_\_

### Church Information

Church You Attend: \_\_\_\_\_      Pastor's Name: \_\_\_\_\_

Address: \_\_\_\_\_      Phone: ( \_\_\_\_\_ ) \_\_\_\_\_

City: \_\_\_\_\_      PR: \_\_\_\_\_      PC: \_\_\_\_\_      Registration number: \_\_\_\_\_

Are you a member of the church? Yes     No       Attended how long? \_\_\_\_\_

Are you a member in good standing? Yes     No       If not, explain the circumstances. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Have there been any changes in the way you would answer the questions of the Personal Lifestyle section of the Volunteer Application Long Form? Yes     No       If not, please explain. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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**ACTIVITY DRIVER**

All applicants desiring to serve as an MIT Leader or those applicants who have been asked by the Awana Missionary to drive in relation to an activity sponsored by ACC must complete the Activity Driver Consent form.

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**CAMP TEAM SECTION**

Camp position desired/age group: 1<sup>st</sup> \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_

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**MIT LEADER SECTION****Training Preference**

Check the MIT web site, [www.awana.org/mit](http://www.awana.org/mit) (Awana Clubs International). Click on **boot camps** to see the dates of the next Leader Training sessions. Leader Training is **required** for all leaders before their first trip. Please indicate 1<sup>st</sup> and 2<sup>nd</sup> choice for the teen Boot Camp you would like to attend. Involvement in Boot Camp is required before leading a team. Headquarters reserves the right to assign Leader Training dates.

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**Pastor or Commander Reference**

The individual giving you this application is applying to serve as a volunteer in an activity(ies) sponsored by Awana Clubs Canada (ACC). As part of the application process, the Pastor, Awana Commander or a similar church leader must complete this reference. ACC values your input as a church leader.

Is the applicant actively serving in your church?      Yes       No

Is the applicant a church member in good standing?      Yes       No

Do you recommend, without hesitation or qualification, the applicant for service in the regional ministries of ACC?

Yes       No       If no, please explain.

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\_\_\_\_\_  
Name (Printed)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

## CONSENT AND RELEASE

I hereby declare the information provided on this application to be true, complete and correct to the best of my knowledge. While serving as an ACC volunteer, I agree to fulfill my responsibilities as assigned and to follow all established policies and procedures.

I hereby authorize ACC to check references and obtain information about me including a criminal record check in connection with evaluating my qualifications for my continued volunteer service with ACC. In consideration of the review of my application, I hereby release ACC and its representatives from liability as they seek this information (including fact or opinion). I also release all other persons, corporations or organizations, including but not limited to the references I have listed, from liability as they furnish information to ACC about me, whether positive or negative.

I understand and agree that as an ACC volunteer, my status with ACC is that of a volunteer only. I understand and agree that I will not be an employee or independent contractor, and that I have no expectation of compensation of any kind, of workers' compensation, unemployment, health or other insurance coverage, or employee benefits. I further understand and agree that ACC can terminate my volunteer relationship at any time, or for any reason, without prior notice to me.

Additionally, and in consideration for the privilege of being involved with ACC as a volunteer, I hereby release and discharge ACC from any and all liability, claims, demands or causes of action that I may hereafter have for injuries or damages arising out of my participation in the volunteer activities in which I may serve. I further agree that I WILL NOT SUE OR MAKE CLAIM against ACC for damages or other losses sustained as a result of my participation in the volunteer activities. I also agree to INDEMNIFY AND HOLD ACC, its officers, directors, employees, volunteers and authorized agents HARMLESS from all claims, settlements, judgments and costs, including but not limited to attorneys' fees, and to reimburse them for any expenses whatsoever incurred in connection with any action brought as a result of my participation in the volunteer activities. This agreement to hold harmless shall not apply to injuries or damages arising out of the sole negligence of ACC, its officers, directors, employees, volunteers or authorized agents.

I understand and acknowledge that the volunteer activities can be dangerous and I EXPRESSLY AND VOLUNTARILY ASSUME THE RISK OF DEATH OR OTHER PERSONAL INJURY SUSTAINED WHILE PARTICIPATING IN THE ACTIVITIES, including but not limited to equipment malfunction from whatever cause, inadequate training, poor weather, environmental conditions, deficiencies in transportation, facilities, food, and incidents of travel.

My signature below indicates my full agreement to this Consent and Release.

\_\_\_\_\_  
Name (Printed)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**-- Please keep a copy for your records. --**

When you have completed your part of this application, please give to your Pastor or Commander to complete the reference form on the next page.

### For Office Use Only

#### To Be Completed By Awana Missionary

Class 1       Class 2       Class 3

Approved by Awana missionary: Yes  No

\_\_\_\_\_  
Awana Missionary Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Phone

# Awana Doctrinal Statement

## THE BIBLE

We believe that the Bible, both Old and New Testaments, is supernaturally inspired, so that it is inerrant in the original manuscripts and preserved by God in its verbal and plenary inspiration, so that it is a divinely authoritative standard for every age and every life. (Matthew 5:18; 1 Corinthians 2:13; 2 Timothy 3:16-17; 2 Peter 1:21)

## GOD

We believe in one God that eternally exists and reveals Himself in three persons – Father, Son, Holy Spirit – having each the same nature, attributes and perfections, worthy of the same worship and confidence. (Matthew 3:16-17, 28:19; John 1:1-2, 14, 10:30, 14:15-17; 1 Corinthians 8:6; 2 Corinthians 13:14)

We believe in God as absolute and sole Creator and Sustainer of the universe, and that creation was by divine command, from nothing and not through an evolutionary process. (John 1:3, 10; Acts 17:24-25; Genesis 1:1)

We believe that God, by His sovereign choice and out of love for men, sent Christ into the world to save sinners. (John 3:16; 1 Timothy 1:15; 1 John 4:14)

## GOD THE SON

We believe that Jesus Christ was fully God in the flesh and fully man, that He was born of a virgin and that He lived a sinless life, in which He taught and performed mighty works and wonders and signs exactly as revealed in the four gospels. We believe that He was crucified, shed His blood, died to pay the penalty for our sins and was raised bodily from the dead on the third day. Forty days later He ascended to the Father's right hand where He is Head of the Church and intercedes for believers. From there He is coming again personally, bodily and visibly to this earth to set up His millennial kingdom. (Isaiah 7:14, 9:6; Hebrews 1:1-2, 7:25; Luke 1:30-35; Ephesians 4:8; John 1:1-5, 10-14, 14:3; Colossians 2:9; 1 Corinthians 15:3-4; Acts 1:3,11; Revelation 20:4)

## GOD THE HOLY SPIRIT

We believe that the Holy Spirit is a person and is God, possessing all the divine attributes. He convicts of sin, regenerates, indwells, baptizes and seals all believers at the moment of their salvation, filling them in response to yieldedness with the goal of conforming them to the image of Christ. (John 3:5, 16:7-11; Acts 5:3-4; Ephesians 1:13, 4:30, 5:18; 1 Corinthians 6:19, 12:13)

## MAN

We believe that man was created in the image and likeness of God, but that in Adam's sin the race fell, inherited a sinful nature and became alienated from God. We believe that all men are morally corrupt, and of themselves utterly unable to remedy their lost condition. (Genesis 1:26-27; Romans 1:18, 3:23, 5:12; Ephesians 2:1-3, 12)

## SALVATION

We believe that salvation is a gift of God and is received by man through personal faith in Jesus Christ and His sacrifice for sin. We believe that man is justified by grace through faith apart from works and that all true believers, once saved, are kept secure in Christ forever. (Acts 13:38-39; Romans 4:5, 6:23, 8:1, 38-39; John 10:27-29; Ephesians 2:8-9)

## THE CHURCH

We believe that the true Church is composed of all persons who are regenerated by the Holy Spirit through saving faith in Jesus Christ; that they are united together in the body of Christ of which He is Lord and Head; and are commissioned for the God-given tasks of worshiping, fellowshiping, teaching, evangelizing and exercising the spiritual gifts. (Acts 2:42, 47; Romans 12:5; Ephesians 1:22-23, 5:23-24; 1 Corinthians 12:12-14; 2 Corinthians 11:2)

We believe that the establishment and continuance of the local church is clearly taught in the New Testament Scriptures. (Acts 14:27, 20:17, 28-32; 1 Timothy 3:1-13; Titus 1:5-11)

We believe that the local church is autonomous and free of any external authority or control. (Acts 13:1-4, 20:28; Romans 16:1, 4; 1 Corinthians 3:9, 16, 5:4-7, 13; 1 Peter 5:1-4)

## THE ORDINANCES

We believe the ordinances for the believer are water baptism by immersion and the Lord's Supper as a memorial. They are, however, not to be regarded as a means of salvation. But both of which are an evidence of obedience and fellowship with the Lord. (Matthew 28:19-20; Acts 2:38, 41, 8:12, 35-38; Luke 22:19-20; 1 Corinthians 11:23-29)

## THE CHRISTIAN LIFE

We believe that a Christian should walk in holiness and not after the flesh, with the goal of being conformed to the image of our Lord and Savior Jesus Christ. As a new creation, walking in the Spirit, the Christian learns to grow in faith, in obedience to Scripture, in prayer, in fellowship with the saints and in a life of service. We believe that the Christian will stand before the judgment seat of Christ to have his life evaluated according to his deeds. (Galatians 5:16-26; Hebrews 10:25; Ephesians 4:20-24; Hebrews 11:6, 12:1-2; John 17:17; Ephesians 6:18; Romans 8:29; 2 Corinthians 5:10; 1 Corinthians 3:10-15)

## THE SECOND COMING

We believe in the personal, premillennial and imminent coming of our Lord Jesus Christ. We believe in the bodily resurrection of the dead, of the believer to everlasting glory and the unbeliever to judgment and everlasting conscious punishment. (1 Thessalonians 4:13-18; 1 Corinthians 15:51-52; Titus 2:11-13; John 14:1-6; Matthew 25:46; Revelation 20:11-15; 2 Peter 3:10)



## Basic Child Protection Standards of Conduct

1. Two Adult Rule – A minimum of two adults are required in attendance during all Awana events and activities.
2. No Private One-on-One Contact – Private one-on-one contact between adults and children or youth is not permitted. In situations that require personal conferences, the meeting is to be conducted in the clear view of others, always utilizing the rule that women counsel girls and men counsel boys.
3. Respect of Privacy – Adults must respect the privacy of children and youth in situations such as changing clothes and taking showers, and intrude only to the extent that health and safety require. Adults must protect their own privacy in similar situations.
4. Camp Directors are encouraged to have separate shower and latrine facilities for males and females. When separate facilities are not available, separate times for male and female use must be scheduled and posted for showers.
5. Adults and children or youth of the same sex may occupy dormitory or single-room accommodations, provided there is a minimum of four children or youth. Any adults staying with children must be CP trained.
6. Male and female leaders require separate sleeping facilities. Married couples may share the same quarters if appropriate facilities are available.
7. No Secret Organization – Awana Clubs Canada does not recognize any secret organization as part of its ministry programs or activities. All aspects of the Awana Clubs Canada ministry are open to observation by parents and missionaries.
8. Attire – Volunteers agree to abide by the dress code for the activity. If one is not provided and there are questions regarding the attire, those questions will be directed to the missionary or staff responsible for the event/activity. That person will have final say in the matter.
9. Constructive Discipline – Discipline used during Awana approved events and activities must be constructive and reflect the values of ACC. Corporal punishment is never permitted.
10. Hazing Prohibited – Hazing and initiations are prohibited and may never be included as part of any Awana event or activity.
11. No “pairing off” at camp - Children and youth must remain in groups of four or more and are not allowed to pair off and go wandering around.

For more age specific standards, please refer to the following documents:

Appropriate Conduct, Touching & Contact - Children 5th Grade and Under (See Appendix G)

Standards of Conduct and Contact - Youth 6th Grade and Above (See Appendix H)



## Day Event Volunteer Form\*

EVENT NAME \_\_\_\_\_

ASSIGNED DUTIES \_\_\_\_\_

(Fill in the type of work; Scorekeeper, Line Judge, Quiz Master, etc)

I understand and acknowledge that my volunteer duties are limited solely to the event listed above to be held on \_\_\_\_\_, and that I have no other authority to represent Awana Clubs Canada in any other capacity to the children of this event.

My service as a volunteer for Awana Clubs Canada is limited to the date of this event unless I have been accepted to serve at any other event and have completed any required application process and/or paperwork.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Missionary Name

**\*This form is to be used for events or activities sponsored by Awana Clubs Canada. These events and activities are unrelated to the Awana Club ministry of any local church.**



## Child Protection Applicant Interview Questions

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
(MM/DD/YY)

Missionary: \_\_\_\_\_

Interviewer: \_\_\_\_\_

Ministry interest: \_\_\_\_\_

**Please check the questions as you discuss them with the applicant.**

- How long have you been attending your current church? Since \_\_\_\_\_
- What were the circumstances that brought you to that church?
- What is your church background?
- When and how did you hear the salvation message?
- How did you respond? \_\_\_\_\_ Yes \_\_\_\_\_ Not yet
- Tell me about your family growing up. (father, mother, brothers, sisters)
- Tell me about yourself. Married? Children? Career? Hobbies/activities?
- Where have you served in your current church? How long? Likes/dislikes about serving?

1) What are your spiritual gifts and how have you been able to use them to serve the Lord?

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2) Why do you serve with Awana? \_\_\_\_\_

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3) Do you consider Scripture the final authority in all matters? Please explain your answer.

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**Child Protection Reference Check Questions**  
**Please Print**

Applicant's Name: \_\_\_\_\_

Name of Reference: \_\_\_\_\_

Phone Number: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Interview Date: \_\_\_\_\_

Interviewer's Name: \_\_\_\_\_ In Person: \_\_\_\_\_ By Phone: \_\_\_\_\_

**Please keep pages 1 and 2 with the applicant's Volunteer Application.**

1) Positive  Concerns  Negative  **Comments:** \_\_\_\_\_

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

2) Positive  Concerns  Negative  **Comments:** \_\_\_\_\_

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

3) Positive  Concerns  Negative  **Comments:** \_\_\_\_\_

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

4) Positive  Concerns  Negative  **Comments:** \_\_\_\_\_

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

5) Positive  Concerns  Negative  **Comments:** \_\_\_\_\_

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6) Positive  Concerns  Negative  **Comments:** \_\_\_\_\_

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7) Positive  Concerns  Negative  **Comments:** \_\_\_\_\_

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8) Positive  Concerns  Negative  **Comments:** \_\_\_\_\_

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9) Positive  Concerns  Negative  **Comments:** \_\_\_\_\_

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10) Positive  Concerns  Negative  **Comments:** \_\_\_\_\_

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Introduce yourself to the reference and explain why you are calling him or her. Also, explain the need for investigating the person's background and reference (i.e., security of the children). Finally, assure the person his or her responses will remain confidential.

1. Qualify the reference. Find out how long the reference has known the applicant, whether their relationship is social or professional, and the strength of the relationship – a continuum from very close friend to distant acquaintance. If they don't know the applicant, tell them to do the best they can. Call applicant and get another name and number, if necessary.
2. How well does the applicant get along with others: social acquaintances, fellow workers, bosses, employees, etc.? Does he or she get along with adults? Get the reference to be as descriptive as possible.
3. How well does the reference rate the applicant's emotional maturity? Why? Ask for examples of situations that caused the reference to arrive at a particular conclusion, whether it is a positive or negative one. (Does the applicant lose his or her temper? Is he or she able to handle change? Does he or she exhibit inappropriate reactions to children's behavior? etc. – ask for examples.)
4. Ask the reference if he has ever observed the applicant interact with children. How often? Ask the reference to describe the applicant's ability to relate to, and care for, children. Press for details.
5. How does the reference rate the applicant's ability to follow through on his commitments? Again, ask for specific examples that lead to the conclusion.
6. Does the reference have personal knowledge, or has he or she ever heard, of the applicant having any problems with any drugs or alcohol? Get details.
7. Has the reference ever heard of the applicant being accused of child abuse or any criminal offense more serious than minor traffic violations? Get details.
8. Would the reference entrust the care of his or her own child to the applicant without any concern, reservations or hesitation? (NOTE: Listen carefully to any hesitation, and ask follow-up questions if the person seems uncertain.)
9. Does the reference know of any circumstance or pattern in the life of the applicant that would make it inappropriate for the applicant to work with minors or that would compromise the integrity of the Awana ministry?
10. Is there anything that the interviewer did not ask that the reference thinks is important for the interviewer to know about the applicant?

All of these statements are general. Do not use them word for word. Be natural. We do not need "nice" things, but character references. Use N/O if not observed.

## Reference Check Question Helps

1. Identify yourself – ask if the reference has a few minutes to answer some questions re: the applicant. Many people are flattered to have been chosen as a personal reference; if you do not hear this type of a positive response from the person, it could be the first clue that there may be possible concerns to listen for. If you are leaving a message, state your name, who you are, and who you are representing, letting the reference know that your call concerns a character reference check. However, do not leave the applicant's name on the answering machine for privacy reasons.
2. Ask how the reference knows the applicant – specifically, how many years and what type of relationship they have, i.e., casual, strictly work, close friendship, etc. If the reference has worked with the applicant, or if the two were neighbors, have they maintained contact/a friendship, as opposed to not having seen them for five years, etc? To determine the depth of the relationship, listen for things such as – “We’re in a Bible study and/or small group together”; “He was the best man at my wedding”; “I only talk to her at work”; or “I see him at church sometimes”, etc. and note this.
- 3&4. Ask what type of a person the applicant is and how he or she relates to others. A general rule of thumb – Don't lead the reference with answers or phrases. Reassure the reference that it is okay if he or she needs to pause and think. If the reference seems unsure of how to begin, you can prompt the reference by re-phrasing questions such as “Can you give me some words to describe this individual” or “How do other people seem around this person?” Let the reference choose his or her own words. Don't be afraid to ask the reference to pause so that you can get it all down – this gives the reference time to reflect, too. Remember – just because a person is not very verbal, does not mean he or she is not giving a good reference check. A good way to determine if the person is just quiet or is having a bad day, as opposed to being genuinely hesitant, is to ask the reference directly – “Are you hesitant to say something?”, “I sense you are hesitating is something wrong?”, etc. If you have a “gut feeling” – discerning that the individual is holding something back – follow up on it, keeping in mind to not lead the words or phrases.
5. Ask if the reference if her or she has ever seen the applicant around children, whether it be the reference's own, the applicant's own, other friends', relatives', etc. Then ask him or her to describe what the applicant is like, how he or she relates to the children and how the children respond to the applicant. Occasionally, a reference will have seen an applicant around physically and/or mentally-handicapped adults. This is to be noted, as the patience/tolerance level required can be similar to that needed with children. If the reference has not seen the applicant around children, this is to also be noted and additional references called until a contact is made with someone who has.

Occasionally, the applicant must be called to get a reference that has seen them around children. If an applicant has only been around a family member's child/children, a family member may be called for this information after other reference checks are done on the applicant's character.

6. Ask if the applicant follows through with commitments he or she makes. This may have already been answered if the reference has told you how reliable or responsible the applicant is. If a reference mentions that the applicant tends to over schedule, find out if the applicant just “blows off” a commitment, or if he or she calls to reschedule, cancel, etc.

7&8. Ask specifically if the applicant has any social problems or criminal offenses that we need be made aware of. Obviously, if a reference has been giving a glowing reference up to this point, this question will probably be a quick and easy and/or emphatically negative. Again, if the reference seems to be hesitant, this would be a time to give them reassurance that it's safe to answer the question. People don't usually naturally say negative things; sometimes the reference may feel as if he or she is betraying the applicant by revealing negative personal information, or he or she may even be afraid that the information provided will somehow get back to the applicant. This is the time to reassure him or her that the information shared is confidential, that you very much appreciate the references honesty and that the reference is helping those at ACC to better do their job of protecting children. It is particularly important at this point to take accurate notes.

When a negative reference check is given, particularly one that is lengthy or has been difficult for the reference to express, it is important to reread verbally to the reference what you have written down. This will further assure the reference. It will put the reference at ease to know he or she has not been misquoted in any way.

9. Ask the reference, if he or she had children (or grandchildren), would he or she trust the applicant with their care. Occasionally, a reference will say that he or she is unsure of leaving his or her children with the applicant because the reference does not use sitters yet, does not know the applicant quite well enough, etc., but would feel fine leaving them in Sunday school with the applicant for an hour per week. This is not necessarily a negative reflection on the applicant as much as it is a personal issue for the reference. If a negative reference check has already been given, this question may be asked in a modified form, i.e., "In light of what you have told me, would you feel safe with the applicant with your child?", "Would you feel comfortable having this person in Sunday school with your child?" etc.
10. Ask if the reference would like to add any additional comments or say anything else. Thank him or her for their time. If it has been a difficult reference check, leave your name and number in case the reference has any further questions.



## Appropriate Conduct, Touching and Contact – Children 5<sup>TH</sup> Grade and Under

### 1.0 General

Appropriate	Inappropriate
1.1 Minimum of two unrelated adults in line of sight or close proximity to each other at all times when involved with children’s activity.	1.2 Adults alone with a child.
1.3 Another adult present or involved in any contact with child of same or opposite sex; no private one-on-one meeting or contact with child is permitted.	1.4 Meeting, conference, travel or other activity with same or opposite sex minor without supervision or witness.
1.5 Proper number of adults-to-participant ratio for the age of the children and the activity. One adult to 4 - 6 children are recommended for this age group.	1.6 Inadequate number of volunteers and staff for the activity.
1.7 Respecting the privacy of children in bathroom situations and intruding only to the extent necessary for assistance requested by the child or for health or safety reasons.	1.8 Entering the bathroom with a child that doesn’t need assistance or is not in any peril.

### 2.0 Discipline

Appropriate	Inappropriate
2.1 Praising and encouraging good behavior.	2.2 Corporal punishment; treatment that is demeaning or intended to embarrass or harass the recipient
2.3 A firm yet gentle voice addressing the “offense”. Making eye contact with the child when delivering instructions.	2.4 Any words or tone that would cause a child to think he or she, rather than a specific behavior, is the “problem”.  2.4.1 Any words that could cause feelings of condemnation or shame in a child about any aspect of their person, including racial or ethnic comments.
2.5 Age appropriate time outs (about 1 minute per age of the child) in the “Timeout Chair.” Confidential parental discussion when necessary.	2.6 Any physical disciplinary contact, such as grabbing the child, unless the child or others are in immediate danger.
2.7 If these methods are unsuccessful, call your supervisor to handle the situation. Otherwise, the unwanted behavior may be reinforced and draw attention away from the rest of the group.	

### 3.0 Physical Contact

Appropriate	Inappropriate
3.1 Non-demanding, gentle touch of the shoulder, hand, arm, head, or back.	3.2 Kissing; demanding hugs and/or kisses; opposite sex piggy-back rides.
3.3 Sitting the child on one knee (only appropriate at preschool or kindergarten level).	3.4 Sitting the child in center of the lap; sitting the child between the legs; sitting a child above age 6 on the lap - one or both legs.
3.5 Physical contact which expresses affirmation and is not done for the satisfaction or pleasure of the adult.	3.6 Touching chest, genital area, upper legs, buttocks, stomach; seductiveness or suggestive contact
3.7 Shoulder to shoulder hug expressing support or congratulations.	3.8 Full, front-of-the-body hug.

**4.0 Hugs** - When a child asks for a hug, it shows there is a relational connection between the two people and that the child has an obvious trust in the adult. The main point about giving hugs is that they need to be mutual. If there is any hesitation or resistance from the young person, the hug doesn't happen.

**5.0 Lap Sitting** - Children in first grade or above do not sit on the lap of an adult. Children can sit beside the adult on the chair or floor. Children kindergarten-age and younger may want or need the security of being held. If a child of this age positions himself/herself on a lap, gently pick the child up by the waist and set the child on one knee. This also leaves the other knee open for the next child that may come along. At no time will a child sit in the center of a lap or between the legs, regardless of the gender of the adult.

**7.0 Bathroom Procedures** - Permission to use the bathroom needs be requested by children. An adult needs wait outside the bathroom door in plain view of others after the adult has checked to see if any adults are already in the bathroom. If the bathroom has private stalls and no open urinals and there is an adult using the bathroom, the adult should be asked to leave as soon as possible so the child can use the bathroom in private. For situations in which children require assistance (very young children or children with medical conditions), an adult and assistant of the same sex as the child, if possible, would always be present.

**6.0 Contact Outside Usual Ministry Functions** - Generally there is no contact of adults with minors outside the normal ministry function if they are younger than 5<sup>th</sup> grade. An exception to this can be made ahead of time with agreement of the child's parents. An example of this would be a leader who wants to telephone his or her clubbers. Adults do not contact children younger than 5<sup>th</sup> grade via electronic means. Leaders are not advised to pick up or drop off younger children unless it is prearranged with the parents and there are two adults present with the children at all times.

For guidelines on this issue for youth 6<sup>th</sup> grade and up, please refer to Appendix H - Standards of Conduct and Contact - Youth 6<sup>th</sup> Grade and Above.



## **Standards of Conduct and Contact – Youth 6<sup>th</sup> Grade and Above**

1.0 Two Adult Rule – A minimum of two adults is required in attendance during all Awana Clubs Canada sponsored activities and events, and these two adults must be CP trained. Co-ed groups require co-ed chaperones.

2.0 No Private One-on-One Contact – Private one-on-one contact between an adult and child is not permitted. In situations that require personal conferences, the meeting is to be conducted in the clear view of others.

3.0 Respect of Privacy – Adult leaders must respect the privacy of youth in situations such as changing clothes and taking showers, and intrude only to the extent that health and safety require some other action. Adults must protect their own privacy in similar situations.

4.0 Accommodations -

4.1 Summit Regional Teams - Youth of the same sex will stay in motel rooms separate from adults.

4.2 Church Teams - ACC recommends that church teams abide by the same rules as the regional team accommodations (see #4.1). If a church team varies from this standard, they agree to indemnify and hold Awana Clubs Canada harmless for any and all claims that may arise from this choice.

4.3 Camp - Two adult counselors are recommended for each cabin. This is protection for the camper as well as the volunteer. It is recommended that counselors plan activities with counselors from other cabins. Mix it up, so your cabin does not always do activities with the same other cabin. Conduct devotions and other activities in plain view of other counselors. If you want to go on a hike, not only do you ask another counselor and cabin to go with your cabin, but also check and see if there is a third adult available to go with the two cabins. That way, if there is an emergency, the extra adult can return to camp for help. Remember to follow the other standards of conduct listed here for camp, especially respecting the privacy of campers and counselors. Also, encourage campers to respect the privacy of others and treat each other kindly.

5.0 Male and female leaders require separate sleeping accommodations, unless they are married.

6.0 No Secret Organization – Awana Clubs Canada does not recognize any secret organization as part of its ministry programs or activities. All aspects of the Awana Clubs Canada ministry are open to observation by parents and missionaries.

7.0 Attire – Volunteers agree to abide by the dress code for the activity. If one is not provided and there are questions regarding the attire, those questions will be directed to the missionary or staff responsible for the event/activity. That person will have final say in the matter.

8.0 Constructive Discipline – Discipline used during ACC-approved events and activities must be constructive and reflect the values of Awana Clubs Canada. Corporal punishment is never permitted.

9.0 Hazing Prohibited – Hazing and initiations are prohibited and may never be included as part of any Awana Clubs Canada event or activity.

10.0 Driving and Riding in Vehicles - Whenever possible the Two Adult Rule must be followed when transporting young people. If two adults are not available, then several young people must be in the car. Before transporting young people, the adult must have a signed permission slip from the parent(s). Also, the parent(s) must have a clear understanding of (1) pick up and drop off times, (2) the intended destination and purpose of the trip and (3) the cell phone and/or pager number of the adult driver.

11.0 One-on-One Meetings between an Adult and a Young Person - One-on-one meetings must take place in plain view of another adult. The exception to this is when, prior to the meeting, written parental permission is given, all of the guidelines in Section 11.0 of this document are followed, the one-on-one contact is between an adult that is the same sex of the young person, and all of the instructions the parent(s) may give are followed.

12.0 Day Events or Activities - All applicable guidelines in Sections 10.0 and 11.0 of this document must be followed for day events, as well as Awana Clubs Canada Basic Standards of Conduct. A proper adult to young person and male and female adult ratio is required. Adults have the responsibility to supervise their group members where opportunities abound to elude the watchful eye of the chaperones. Care must be taken as necessary to ensure the safety and well-being of the students, others and property.

For guidelines on this issue for children 5<sup>th</sup> grade and under, please refer to Appendix G – Appropriate Conduct, Touching and Contact - Children 5<sup>th</sup> grade and Under.



Witnesses:

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Name

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Name

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Address

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Address

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City, Province, Postal Code

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City, Province, Postal Code

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Person Completing Report:

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Name (Printed)

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Phone

\_\_\_\_\_  
Address

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## **Child Protection and the Church**

This document was developed for HQ and field staff of Awana Clubs Canada as a result of the questions churches have asked regarding child protection policies and practices. We hope you find this helpful to you.

### **Child Protection Starters for Churches**

The first step for churches is to recognize that the issue of protecting children in the church needs attention. Sometimes the most difficult part of this first step is getting others to realize that this issue must be taken very seriously. The second step is to develop policies and practices. ACC feels that, to ensure child protection, there are six basic areas that a group working with children must strive to cover. Please understand that this is not legal advice. Awana is not able to give your church legal advice. Nothing can substitute for competent legal counsel from an attorney who knows your church.

#### **1. Develop policies and practices for child protection and follow them!**

- Include an explicit statement prohibiting child abuse, as well as procedures for staff to report known or suspected abuse.
- Emphasize staff compliance with policies: the best policies are useless if they are not followed or are only followed occasionally.
- Encourage staff support for policies.

#### **2. Screen workers**

As secular community groups tighten their worker screening, so must the church.

- Utilize an application form designed for volunteers and employed church workers, which includes permission from the prospective worker to conduct a background check.
- Screen via reference checks and background checks through a reputable background check reporting service.
- Select an appropriate person to conduct the background checks, such as a mature person with the gift of discernment. Also determine, with the help of legal counsel, how the records will be stored and for how long.
- Interview prospective workers; develop a list of questions that you plan to ask every worker.
- Use the 6-12 month rule as much as possible; the prospective worker must have been a member or regular attender for 'X' number of months before being allowed to work with children.

#### **3. Retain records**

- With proper screening of workers comes the issue of record storage and retention. Determine, with the help of legal counsel, what records to store, how they will be stored and for how long.

#### **4. Train workers**

- Train all new workers on the child protection policies of the church before they can work with children.
- Re-train all returning workers on a regular basis.

#### **5. Supervise workers**

- Be present - have worker supervisors; have supervisors check on classes throughout Sunday School, nursery time, Awana, etc.
- Confront unusual behavior.
- Utilize the 2 Adult-Rule.
- Utilize a proper worker-to-child ratio.
- Have windows from the hallway into classrooms - if no windows, have a 'doors open rule.'

## 6. Seek legal counsel and professional advice

- Awana cannot provide legal advice; we can only offer some suggestions and resources. The attorney for your church as well as your insurance agent and local social service/law enforcement agencies should be able to help your church in this important area.
- There are some excellent resources available on the Web, in print, and in videos.

## 7. Report abuse and suspected abuse

- Laws vary by province. All provinces have mandatory child abuse reporting statutes that require persons in certain occupations to report child abuse. Check with your legal counsel to determine if pastors or other church workers are required reporters in your province.
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### \*List of Some Resources:

**ChurchLawToday.com** is a Website with much information and training for churches.

**Gospel Light video - How to Protect Your Children's Ministry from Liability** – Currently listed in their 2002 through 2003 catalogue, this video is part of their church advisory series. It gives practical information on policy and practice development by an attorney who is a parent and a church member. We are trying to determine how long this video will be available and are waiting for a return call from Gospel Light.

**Reducing the Risk II Resource Kit** – available in the *Awana Ministry Guide*, Item Number 29760. This kit will assist your church in developing an effective child sexual abuse prevention program. It covers leadership recruiting, training and supervision, risk reduction, legal aspects, and response to allegations. The kit includes six training videos on DVD, a reference book and a training manual. Visit [www.awanacanadastore.ca/servlet/StoreFront](http://www.awanacanadastore.ca/servlet/StoreFront) for kit price and availability.

**Early Childhood Smart Pages** – This book has an entire section on staffing your children's ministry. Available at [www.gospellight.com](http://www.gospellight.com)

**Christian Publications, Inc** has resources for churches on their Web site, and many at reduced price. Available at [www.christianpublications.com](http://www.christianpublications.com).

**Safe Place**, edited by Marv Parker, is a practical easy-to-use book, with a CD of downloaded forms included. Available at [www.churchmutual.com](http://www.churchmutual.com).

**Safety Tips on a Sensitive Subject** – downloadable booklet by Church Mutual Insurance Company. Available at [www.churchmutual.com](http://www.churchmutual.com)

\*A listing here does not constitute an endorsement of the product by ACC. The church is responsible for conducting its own evaluation and obtaining legal advice to make sure materials are appropriate for the church's needs and compliant with applicable state law. The use of any product is no substitute for strong hiring, supervision, and training practices and procedures with regard to youth workers by church officials. "Children" in this document refers to a minor. "Workers" in this document refers to both paid and unpaid people.