



Plan to Protect™ Test

The purpose of this test is to insure that you are aware of our organization's Plan to Protect Policies and Procedures. These guidelines and policies are here to protect you, the church, our kids, youth and other vulnerable persons. For this reason it is essential that you are familiar with these policies and procedures. Please complete this and return it to your Program Leader.

Date: _____

Name: _____ **Phone #:** _____

Address: _____ **City:** _____

Email: _____ **Code:** _____

Area(s) of Ministry: _____

I. Recruitment and Screening:

WHY?

We have a _____, _____ and _____ obligation to provide a safe environment for children who participate in all Church sponsored programs.

The minimum waiting period for new attendees to be accepted into ministry is know as the _____ month waiting rule.

II. Understanding Child Abuse:

1. Child Abuse can be EMOTIONAL, NEGLECT, PHYSICAL, and/or SEXUAL and involves a misuse of _____.

2. Circle the correct answer. An example of emotional abuse can be:

- a) Verbal Attacks
- b) Insults
- c) Rejection
- d) Unreasonable demands
- e) All of the Above

3. Physical Abuse can be the result of _____ discipline.

4. Sexual Abuse is not only forms of touch but sexual _____, exhibitionism, and/or allowing children to witness sexual activity such as pornography.

5. Check the profile of a child molester:
- stranger wearing trench coat
 - dirty old men
 - adults with no children
 - there simply isn't one profile

III. Child Protection Procedures

1. Criminal Record Checks are done on all volunteers and staff:
- a) Once, at the start of ministry
 - b) Yearly
 - c) Every three years
2. Explain the "Two-Adult" rule: _____
_____.
3. All ministry leaders working with children must wear a name tag or approved clothing which _____ them as Screened Ministry Personnel.

IV. The Role of Touch

Touch is an essential part to nurturing lives. Check the guidelines for touch that are encouraged:

- Bending down to the child's eye level and speaking kindly and listening
- Taking a child's hand and leading him/her to an activity
- Putting an arm around the shoulder of a child who needs quieting or comforting
- Having a child sit on your lap if they are disrupting the class
- Taking both of the child's hands as you say, "You did such a good job!"
- Patting a child on the head, hand, shoulder or back to affirm him/her
- Holding a child by the shoulders or hand to keep his/her attention while redirecting behavior
- Gently holding a child's chin to help him/her focus on what you are saying

V. Inappropriate Touch

You must avoid:

1. _____ a child, coaxing a child to kiss you
2. Touching a child in an area covered by a bathing suit except when assisting with _____
3. Carrying older children or having them _____ on your lap
4. Being _____ with a child

VI. Washroom Guidelines

1. If you are changing a child's diaper it must take place in such a way that another _____ can see the child, other children and workers in the room.
2. If a pre-school child needs assistance you can go into the stall with a child if another screened worker is within sight. True or False? _____
3. Never be _____ with a child in an unsupervised washroom and never go into a cubicle with the child and shut the door.

VII. Supervision Guidelines

1. Real danger is posed if adequate supervision is not maintained before and _____ any event.
2. There is to be a minimum of _____ trained leaders supervising.
3. A temporary alternative to having two present leaders is the _____ door policy.
4. At least one volunteer must be _____ years of age or older.
5. One of the jobs of supervisory staff is to make regular _____ to each class.
6. To meet with a child alone:
 - The parent must approve the meeting
 - The church leadership must be notified
 - A letter of informed consent must be signed
 - a, b and c
7. Classroom visitors must be clearly _____. They must have there attendance _____. If they are not screened, visitors must not be put in a position of _____ with children.
8. When releasing children younger than 6 years old, a _____ - _____ and _____ - _____ form must be used.
9. Bullying in any form will not be _____.

VIII. Special Outings and Overnight Events

SPECIAL OUTINGS:

1. Must be _____ by the church leadership
2. Parents must be notified at least _____ week prior top the event
3. Proper written _____ and medical release forms must be signed by parent.

OVERNIGHT EVENTS:

1. Must be _____ by the church leadership

2. _____ week written consent must be given
3. Leaders are to be assigned a _____ of children to be responsible for
4. All leaders must be _____ leaders

IX. Emergency Policies and Guidelines

1. When bandaging an injury what protective item should you wear? _____
2. Where is the first-aid kit located? _____

X. Record Keeping

1. Attendance records may be discarded after 7 years? True or False? _____
2. There is _____ statute of limitations on Child Abuse.
3. Permission forms and Letters of Informed Consent must be kept permanently. True or False? _____

XI. Internet and Computer Guidelines

1. Computers must be places in _____ areas and visible when passing by.
2. Install internet filters to _____ access to certain types of content.
3. When emailing children or youth you should always _____ a _____ or _____.

XII. Incident Reporting

All suspicion of abuse should be directed to the _____ or _____.

Disclosure/Reporting Check List:

1. Never coach a child into giving you more details as it will interfere with an investigation
2. Listen carefully
3. Write down what the child said (afterwards)
4. Don't promise not to tell someone else. Reassure the child that Pastor will help us.
5. Report it. IT'S THE LAW!
6. Keep it confidential
7. If you are not satisfied with the response after you have reported, report it again to someone else!

Please submit this to your Program Leader. Thank you for participating in this important exercise to ensure that all of us are aware of how we can best plan to protect ourselves, the church and our kids.

God bless you in your ministry!

Signed: _____ **Date:** _____