



Glenmore Christian Academy Child Protection Procedures

Policy #GCA-PROC-001 Policy Owner: Head of School

Date created: January 2019 Date updated:

Plan To Protect

Child Protection Procedures

- A. **Supervision of Volunteers:** For the protection of our children, supervision of volunteers will be intentional and will take place through occasional hall monitoring or informal visits to classrooms & programs by school leadership and/or other staff. During off-campus excursions, GCA staff will check in with volunteers during the activities on a regular basis.
- B. **Classroom Program Staffing:** Although it is recognized that the “two adult rule” is the preferred standard for administering to children and youth, this is not always practical. When it is necessary for only one adult to be in the room with children or youth it will be with either an open door, or in a classroom equipped with a window in the door. Further supervision is provided and documented according to point “A”. Without parent’s consent, students are not to be taken off campus with only one adult.
- C. **Occasional Parent Volunteers:** From time to time parents, or other helpers who have not completed Plan to Protect, may wish to attend and supervise a particular event or field trip as well as provide assistance on the occasion (ex. Preparing snacks, assisting with crafts). These individuals will function under the supervision of GCA personnel who are adherent to our Plan to Protect and will not be placed in positions of trust with children not their own. All regular GCA personnel or limited supervision helpers must adhere to the Plan to Protect requirements.
- D. **Contact / Health Information:** Parent / Guardian contact information will be recorded at the beginning of each school year. This will include any pertinent health information that GCA personnel should be aware of (ex. Allergies, medic alert info. etc.). In the event of an accident or illness requiring medical attention, every reasonable effort will be made to contact the parent or guardian.
- E. **Washroom Guidelines:** GCA personnel who accompany preschool children to the washrooms are never to go into a cubicle with a child and shut the door. When assistance is needed, the outside washroom door must be propped open and the adult must stand in an open cubicle doorway. Wherever possible, parents should be encouraged to take their own children to the washroom or a second child or adult should accompany GCA personnel and student to the washroom. GCA personnel will take into consideration the privacy of the child.
- F. **Classroom Discipline:** Under no circumstances will any form of physical discipline be allowed by GCA personnel with students. Discipline should take the form of explaining what is expected of the student and encouraging a positive response. Being sent to the office and removal of the child from the present activity may be another response to uncooperative behaviour but this should still allow for appropriate supervision of the student.
- G. **Proper Displays of Affection:** Recognizing that children need appropriate displays of affection that reflect pure, genuine and positive displays of God’s love, appropriate touch with children that is age and developmentally appropriate is encouraged.



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All touch / displays of affection should take place in the view of others.

Recognizing that the innocence of children must be protected, GCA personnel will be made aware that the following actions are deemed inappropriate and will not be permitted:

- Do not kiss a child or coax a child to kiss you.
- Do not engage in extended hugging and tickling.
- Do not hold a child's face when talking to or disciplining the child.
- Do not touch a child in any area that would be covered by a bathing suit.
- Avoid prolonged physical contact with any child or youth.
- With junior high group age, chest to chest hugging is considered inappropriate.
- Personnel must be mindful of conduct that could be misinterpreted including such things as horseplay, tickling, or extended backrubs. Always be mindful of any contact that may be misinterpreted or make a student uncomfortable.

H. Reporting Procedures: For the protection of our children and youth, all allegations and/or suspicious of abuse against children and youth will be taken seriously and handled with the utmost care. Please refer to the 'Abuse Disclosure Policy' for details on reporting. In addition to the steps outlined in the aforementioned policy, GCA further commits to suspending (with pay) the alleged abuse perpetrator, pending the outcome of an investigation. GCA will consult with a lawyer and will report the incident to its insurance company as well.

Glenmore Christian Academy (GCA), is a ministry of First Alliance Church of the Christian and Missionary Alliance. We share a foundational belief that all people are loved by God and are individually unique. GCA has a mission, in partnership with parents and families, to help students strive for their God-given potential in all aspects of their person: spiritual, academic, physical, social, emotional and moral. In accordance with our Statement of Faith, we believe in the infallible Holy Bible, which establishes the only rule of Christian faith and practice. We believe in personal salvation through faith in Jesus Christ's crucifixion and resurrection. We believe that Jesus calls us to care for each other, and to continue His good work as disciples who love one another. We show our love by our actions, evidenced daily throughout our