TRINITY CHRISTIAN REFORMED CHURCH SAFE CHURCH PROCEDURES
Annual Requirements for all Volunteers and Staff

The following are on-going Safe Church Requirements applicable to all candidates, volunteers and staff:

All Volunteers/Staff/Leaders are to complete the following annually, before commencement of their duties:

1. Review Schedule B – "Code of Ethics / Conduct". Sign and date.

2. Review the Trinity Christian Reformed Church Safe Church Ministry Specific Policy and Guidelines. Sign, date and submit to the Ministry leader. Ministry Leader to submit the signed copy together with Volunteer Tracking Form (Appendix 1).

3. Review the Trinity Christian Reformed Church "Safe Church – What & Why" video (Date Reviewed: _____). Ministry Leaders to record this date in the Volunteer Tracking Form (Appendix 1).

4. Review the Trinity Christian Reformed Church Safe Church "Policies for Leaders and Volunteers" video. (Date Reviewed: _____). Ministry Leaders to record this date in the Volunteer Tracking Form (Appendix 1).

5. Review these Key Sections: (Note: documents are available online)
   Section "G" – Procedures / Guidelines for Minimizing Risk of Abuse
   Section "H" – Requirements & Procedures in Suspected Cases of Abuse:
   - ☐ Suspected Abuse of a Child
   - ☐ Suspected Abuse of an Adult by a Church Leader
   - ☐ Suspected Abuse of an Adult by a non-Church Leader
     - In the absence of Criminal Charges
     - In the event of Criminal Charges having been laid

6. Review the provisions of the Trinity Christian Reformed Church's Safe Church Policy and the affiliated policies: (Note: documents are available online)
   - ☐ Discipline Policy (Schedule "C")
   - ☐ Off-Site Activity Policy (Schedule "D")
   - ☐ Volunteer Driver Declaration (Schedule "DD" Off-Site Activity)
   - ☐ Signs & Symptoms of Possible Abuse (Schedule "E")
   - ☐ Responding to a Child's Report of Abuse (Schedule "F")
   - ☐ Privacy Policy (Schedule "G")

7. Where applicable, review and comply with the General Procedures Applicable to Candidates provided in (Appendix 2). **This is only applicable to someone who has not volunteered in any ministry at Trinity CRC Church.**

8. Complete and sign this document: “Annual Requirements for all Volunteers and Staff”. To submit completed and signed form to the Ministry Leader.

9. Compliancy Requirements
   All existing volunteers and staff must agree to comply with Trinity Christian Reformed Church’s Safe Church Policy and Procedures Manual with all policies attached to it.

10. Refusal to Comply
    a. Any existing volunteer or staff who refuses to follow the provision of this policy and the affiliated policies describe herein will be required to resign from their position.
    b. Any such decision shall only be made by Council or Council Executive and shall only be made after hearing the reasons for such refusal from the Candidate, the volunteer or staff person.
    c. The fact that such a decision has been made may, if necessary, only be communicated to the congregation in such a manner as to respect the privacy of the individual. The rationale of such a decision should remain private unless the individual consents, in writing, to the disclosure of such rationale.

I have read and understood the above requirements, the Trinity Christian Reformed Church’s Safe Church Guideline and Policies, as well as the Programs Specific Guideline and Policies and will act in accordance with these policies. I understand that my failure to do so may result in termination of my duties.

Signature of Volunteer/Staff/Leader: _____

(Please print you name): _____

Date: _____

Position in Child/Youth Program: _____

Program Leader: _____