



# CSSM Ministries – Dauphin Bible Camp

PO BOX 686, Dauphin, MB, R7N 3B3

PH 204-638-5568 FAX 204-638-0692 info@dauphinbiblecamp.com



## COMMITMENT FORM

I agree to work with CSSM Ministries at the \_\_\_\_\_ location for the time period stated here: \_\_\_\_\_ to \_\_\_\_\_

In submitting this application I declare all of the information is accurate to the best of my knowledge. I also hereby authorize CSSM Ministries access to information with respect to my person from Police / Child Abuse registry files. I hereby give permission to the doctor / nurse selected by the camp to provide me with medical treatment in case of an emergency. I also give permission for the Dauphin Bible Camp to keep this information on file both at the camp office and at the office of CSSM Manitoba.

I understand that my service with CSSM Ministries is on a Volunteer basis, and I expect no wages or compensation for hours worked including overtime and holidays. I understand that, only as the Lord enables, the Mission will endeavor to provide a monetary allotment to help with my expenses. This will usually be given at the end of each week.

I realize that the Mission relies on this, my commitment, in planning the program. Therefore, unless circumstances beyond my control forbid, I will be prepared to begin work at the time specified and stay until my commitment is completed.

In view of the non-denominational structure of the Canadian Sunday School Mission and the controversial nature of 'speaking in tongues' practices, the Mission expects that all CSSM Ministries personnel will refrain from practicing or promoting these teachings in the context of their work.

If accepted, I hereby affirm my loyalty to this work and will cheerfully comply with the directives given me by the Mission, the Camp and it's appointed personnel. I will conduct myself in all areas of life and ministry in manner honoring to God. I do intend to adhere to the Mission's 'Code of Conduct' (including harassment and child abuse statements) as given in the application package. (Appendix I)

In the case of an accident or mishap of any nature, I release CSSM Ministries - Manitoba Branch of all responsibility. I understand that all CSSM Ministries Manitoba Branch Camps and personnel are covered under a blanket accident insurance policy.

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Name (PRINT) \_\_\_\_\_

Parent Signature (if under 18) \_\_\_\_\_

**Please attach a good quality Photograph** of yourself with this application. (This helps us become familiar with our staff in advance). If you are applying by fax or email please forward picture by mail unless you can scan and forward with your email.

### YOU CANNOT BE HIRED WITHOUT A SIGNED APPLICATION PAGE.

If you are under 18 years of age, please complete the following:

Name of Parent/Guardian: \_\_\_\_\_ Phone: \_\_\_\_\_

I give permission for my child to leave the campground for weekend activities in the company of other staff members:

(Yes/No) \_\_\_\_\_ Signature of Parent/Guardian: \_\_\_\_\_ **(OVER)**



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**IMPORTANT!! IMPORTANT!!**

## **CODE OF CONDUCT & CHILD AND YOUTH PROTECTION POLICY**

**This is to indicate I have read and understand the CSSM Code of Conduct (Appendix I) and the National Child and Youth Protection Policy's (Appendix II) standards and expectations outlined on the following pages of this application.**

NAME: (print) \_\_\_\_\_ SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**(NOTE: Application process will be held up if Appendix I & II are not read and the above signed!!)**



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**(Please KEEP! Do not return with Application!)**

## **APPENDIX I – CSSM MINISTRIES CODE of CONDUCT**

The following principles shall be adhered to by missionaries, board members and volunteers of CSSM MINISTRIES, hereinafter referred to as personnel.

### **702.000 CODE OF CONDUCT**

- 702.010** In addition to CSSM Ministries being a place of employment, it is also a community of people united by their common Christian faith. Employment with CSSM is inseparable from a faith commitment to Jesus Christ. This commitment is the undergirding of the life of the organization; it expresses itself in the relationships among CSSM personnel and its clients. CSSM personnel are expected to function as Christian leaders, upholding New Testament standards in all aspects of life and ministry. Applicants to CSSM are considered inappropriate for employment and ministry if they do not intend to adhere to the Code of Conduct.
- 702.020** Because CSSM personnel function as highly visible role models and servant leaders within our community of ministry, their lives must be consistent with the faith we represent. Mission personnel hold positions of authority and that authority must never be abused.
- 702.030** CSSM personnel are expected to establish the spiritual disciplines needed to maintain and promote a deep, intimate relationship with God.
- 702.040** CSSM personnel are expected to consistently attend a local church whose beliefs are consistent with the Mission's statement of faith, where practicable.
- 702.050** Mission personnel must maintain healthy relationships with family and friends. If a relationship is broken and resolution appears impossible, personnel are expected to fulfill their obligations to the other person(s), including legal responsibilities i.e. paying child support, alimony, and debts.
- 702.060** Personnel are to be careful, responsible stewards of CSSM property.
- 702.070** Mission personnel shall not bring tobacco, alcohol, or illegal drugs onto Mission property or Mission camp settings under any circumstances.
- 702.080** Mission personnel are required to avoid conduct that is unethical or immoral and to avoid behaviour that is contrary to biblical principles, including:
- a. substance abuse including the use of tobacco, and illicit drugs and the abuse of alcohol
  - b. extra-marital sexual relationships (adultery)
  - c. premarital sexual relationships (fornication)
  - d. reading or viewing pornographic materials
  - e. homosexual relationships; including, but not limited to, marriage to a person of the same sex
  - f. theft or fraud
  - g. physical aggression
  - h. abusive behaviour
  - i. sexual assault or abuse
  - j. harassment
  - k. lying, deceit, or dishonesty
  - l. criminal activity
  - m. immodest dress, extreme hairstyle, or extreme use of jewellery
- 702.090** CSSM personnel who visit churches different from their own are to respect the traditions of that church.

### **703.000 GUIDELINES**

- 703.010** Abusive relationships will be reported to the authorities and, if proven, will result in dismissal. The person shall be suspended with pay, where applicable, pending investigation.
- 703.020** Doors to classrooms or counselling rooms must have windows or be kept open when children are in the care of personnel, unless two or more adults are present. When individual counselling of a child is done, every attempt must be made to have two adults present. This same policy applies to mixed-gender adult counselling sessions.
- 703.030** Every attempt shall be made to have two caregivers in any care situation for children under the age of three.
- 703.040** The reasonable restraint of an individual who is causing damage to property or injuring another person is permissible until the arrival of police or other legitimate authority.



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**703.050** When transporting minors involving ministry functions, where practicable, two adults should accompany the minor in the vehicle. Should a minor be sent home from a ministry function, the minor's family must be told in advance that the minor is returning home.

**703.060** This code of conduct must be signed annually by all personnel along with the Statement of Faith. Personnel who refuse to renew this agreement are dismissed.

## **704.000 HARASSMENT PRINCIPLES**

**704.010** CSSM is committed to providing services and developing relationships that are free from harassment. We need to provide an environment free from harassment on the grounds of race, ancestry, colour, ethnic origin, citizenship, creed, sex, physical or mental disability, age, marital or family status.

## **705.000 SEXUAL HARASSMENT**

**705.010** Definition: Sexual harassment is any comment or conduct, sexual in nature, that is known to be, or should be reasonably known to be, unwanted and unwelcome. This may include, but is not limited to: unwelcome remarks, jokes, innuendos, taunting, sexually oriented conduct and requests, comments, gestures, or materials that are considered offensive, threatening, or degrading.

## **706.000 SEXUAL HARASSMENT POLICY**

**706.010** We believe that God created each person in His image, and of equal value in His sight (Genesis 1: 26–27). We believe every person is entitled to equal dignity, respect, and bodily integrity. CSSM is committed to providing an environment free from sexual harassment. Complaints of sexual harassment must be taken seriously and must be dealt with in a timely, just, and compassionate manner.

Examples of sexual harassment may include, but are not limited to:

- a. unwelcome remarks, jokes and innuendos about someone's body, dress, or sex
- b. persistent leering or suggestive looks
- c. displaying pornographic and other offensive materials
- d. unnecessary physical contacts such as touching, brushing against, grabbing, and pinching
- e. pressure for a personal relationship or sex
- b. intimidation or threats of reprisal if personal relationships or sexual advances are rejected
- c. sexual assault: the unwanted act of a sexual nature including rape and any other unwanted touching or contact, imposed by one person upon another without consent. Examples include, but are not limited to kissing, caressing, patting, grabbing, pinching
- d. sexual solicitation or advance made by a person who is in a position to confer or deny benefits when that person knows, or ought reasonably to know, that such conduct is unwelcome

## **707.000 CHILD ABUSE (See Child & Youth Protection Policy Appendix II)**

**707.010** The common factor underlying all forms of child abuse is the abuse of power or authority. Abuse occurs when the more physically powerful or influential person takes advantage of the authority she/he has over the less powerful person.

**707.020** Child abuse can mean actively hurting a child, sexually exploiting a child, failing to take proper care of a child, or depriving the child of affection and acceptance. No single definition can cover all the types of abuse. Abuse also means doing nothing to stop a situation.



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## Appendix II CHILD AND YOUTH PROTECTION POLICY

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### **UNDERSTANDING THE NEED**

While the issue of physical and sexual abuse is not a new topic, it is rapidly becoming the number one concern for organizations responsible for the care and safety of children. All too frequently we are confronted by media stories relating instances of actual and alleged abuse against children while in the care of organizations, sports associations, day cares, schools, camps, churches, and other charitable organizations such as orphanages, shelters, and group homes.

Apart from the obvious emotional and physical damage caused by such acts, many organizations are now facing the staggering financial costs resulting from civil and criminal liability judgments awarded to injured parties who are able to establish negligence against organizations due to the actions of their employees or volunteers. One positive result of these highly publicized liability awards has been the heightened awareness by organizations to take proactive measures to reduce the risk of abuse to children in their care, including the proper screening, training and supervision of individuals working with children and young people.

CSSM leaders have a spiritual, moral and legal obligation to provide a secure environment for children, youth and volunteers who participate in church and ministries. Child abuse is a criminal offense as well as a violation of human conscience and dignity. It is a violation of God's moral law within the context of a trust relationship. The emotional, physical, and spiritual trauma to victims, the destructive consequences for abusers, and the devastating effects on the credibility of CSSM ministry and the name of Christ make it essential that CSSM take all appropriate steps to aid in the prevention of abuse.

### **UNDERSTANDING ABUSE**

Prevention of abuse requires measures to ensure that power is used properly, human dignity is regarded, trust is not betrayed, and relationships have integrity.

You will discover that child abuse and child are defined differently by each Canadian province. (For ease of reference we will refer to the Manitoba legislation.) The Manitoba Child and Family Services Act states that a child is in need of protection if he or she:

- is without adequate care, supervision, or control
- is in the care, custody, control or charge of a person who is unable or unwilling to provide adequate care, supervision, or control of the child, or whose conduct endangers or might endanger the life, health, or emotional well-being of the child, or who neglects or refuses to provide or obtain proper medical or other remedial care or treatment necessary for the health or well-being of the child, or who refuses to permit such care or treatment to be provided to the child when the care or treatment is recommended by a duly qualified medical practitioner; is abused or is in danger of being abused
- is beyond the control of a person who has the care, custody, control or charge of the child
- is likely to suffer harm or injury due to the behaviour, condition, domestic environment, or associations of the child or of a person having care, custody, control or charge of the child
- is subjected to aggression or sexual harassment that endangers the life, health, or the emotional well-being of the child
- being under the age of 12 years, is left unattended and without reasonable provision being made for the supervision and safety of the child; or
- is the subject, or is about to become the subject, of an unlawful adoption under Section 63 or of an unlawful sale under Section 84 (*Child Protection and Child Abuse: Protocols For Social Workers, Manitoba Family Services, February 1995, p. 3*).

#### **Some general definitions:**

Abuse is defined as a non-accidental physical or mental injury or mistreatment caused by the acts or omissions of parents or caregivers.

Abuse is categorized as physical, emotional, verbal or sexual.

- Physical abuse means any physical force or action which results in non-accidental injury to a child and which exceeds that which could be considered reasonable discipline.
- Emotional abuse is the failure to provide the praise, love, nurturing, and security essential to the psychological and social development of a child. This neglect is likely to produce long-term serious emotional disorder.



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- Verbal abuse is difficult to specify due to the ongoing nature of intimidation and manipulation. It destroys an individual's self-worth and esteem.
- Sexual abuse means any sexual exploitation of a child, whether consensual or not, which includes touching, intercourse, or any behaviour of a sexual nature toward a child. In determining whether this behaviour is of a sexual nature, one should ask whether a reasonable observer, looking at the behaviour in its context, would conclude it is. This excludes normal affectionate behaviour towards children and normal health or hygiene care.

The Law Reform Committee of Canada defines child sexual abuse as, "Exposure of the child to sexual stimulation inappropriate for his age and role—the sexual exploitation of a child who is not developed mentally, capable of understanding or resisting the contact, or a child or adolescent who may be psychologically or socially dependent upon the perpetrator." Canada's law on child sexual abuse from the Department of Justice has a listing of 16 sexual offenses in the Criminal Code. Some of these include:

- sexual interference
- invitation to sexual touching
- sexual exploitation of a young person
- exposing genitals to a child
- corrupting children
- indecent acts
- sexual assault

Children under 12 are never considered able to consent to sexual activity. Children between 12 and 14 are deemed unable to consent to sexual acts except under specific circumstances involving sexual activity with their peers. Young persons between 14 and 18 are protected from sexual exploitation. Their consent is not valid if the person touching them for a sexual purpose is in a position of trust or authority over them, or if they are in a relationship of dependency with that person.

Neglect means the failure of those responsible for the care of the child to meet the physical, emotional, or medical needs of a child to an extent that the child's health, development, or safety is endangered.

The Manitoba Child and Family Services Act defines abuse as an act of omission of a parent or guardian or of a person having care, custody, control, or charge of a child, where the act or omission results in: physical injury to the child; emotional disability of a permanent nature in the child, or is likely to result in such a disability; or sexual exploitation of the child with or without the child's consent (*Child Protection and Child Abuse: Protocols For Social Workers, Manitoba Family Services, February, 1995, pp.3-4.*)

Further guidelines of the above-mentioned act note that:

"Abuse is limited to an act or an omission by a person who has the 'care, custody, control, or charge of a child'. The focus is on situations involving a parent, guardian, teacher, babysitter, day care worker, coach, group leader, or anyone in a position of trust with the child" (*Child Protection and Child Abuse: Protocols For Social Workers, Manitoba Family Services, February, 1995, p. 4.*)

In identifying child abuse, the guidelines above state:

The act refers to three conditions or types of abuse—physical injury, emotional disability of a permanent nature, and sexual exploitation with or without a child's consent. Where one or more of these conditions exists as a result of an act or omission of a parent, guardian, or other care provider, the child ought to be considered as suffering abuse and the matter must be reported to an agency. Abuse involves both factors—the condition of the child and an act or omission of a care provider (*Child Protection and Child Abuse: Protocols For Social Workers, Manitoba Family Services, February, 1995 p.4.*)

## UNDERSTANDING CSSM'S RESPONSIBILITY

### The Spiritual and Moral Responsibility of CSSM

In CSSM, we recognize we are a reflection of God's love to those in our care and we take our responsibility to them seriously. The Scriptures say:

"People were bringing little children to Jesus to have him touch them, but the disciples rebuked them. When Jesus saw this, he was indignant. He said to them, 'Let the little children come to me, and do not hinder them, for the kingdom of God belongs to such as these. I tell you the truth, anyone who will not receive the kingdom of God like a little child will never enter it'. And he took the children in his arms, put his hands on them and blessed them" (Mark 10:13-16 NIV).

"Avoid every kind of evil" (I Thessalonians 5:22 NIV).

"But among you there must not be even a hint of sexual immorality ... because these are improper for God's holy people" (Ephesians 5:3 NIV).

"But whoever causes one of these little ones who believe in me to stumble, it is better for him that a heavy millstone be hung around his neck and that he be drowned in the depth of the sea" (Matthew 18:6 NAS).

"Brothers, if someone is caught in a sin, you who are spiritual should restore him gently. ... Carry each other's burdens, and in this way you will fulfill the law of Christ" (Galatians 6:1-2 NIV).

These guidelines are set forth to provide a safe and nurturing environment in which CSSM can bring children to the Saviour. We view ourselves as partners with parents, seeking to provide quality care and instruction in our ministry to the family. Our guidelines are designed to protect every age level and to promote spiritual growth.

This plan is designed to assist ministry leaders in their recruitment of workers and, to the greatest extent possible, provide for the safety of those served by these volunteers.

## STANDARDS OF BEHAVIOUR



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Safety and security are primary concerns for the children and families who attend our camps, churches, and other ministries. At the same time, we are also concerned for the adults and teens who volunteer to minister to children. We need to work towards providing a safe environment for effective ministry to children. In light of this goal, we have developed these procedures for the protection of our children and volunteers.

## A. Staffing and Supervision Guidelines

God's Word directs us to conduct ourselves in a godly manner, being an example of obedience, respect, and honesty to those who are in our care. Our desire is to provide a safe, loving environment where the child or youth feels comfortable and learning can take place.

### 1. Two Leaders

When possible, there should be a minimum of two leaders in any room or cabin with children. When this is not possible, keeping an inside door or viewing window open is mandatory. If spending time with a child or youth on a one-on-one basis is necessary, it must be done in a public location.

Leaders should let another leader know if they will be alone with a child or youth for any length of time (ie. Taking a child to the washroom.) The leader should also notify another leader or make sure a leader notices them upon return.

### 2. Age Expectation

At least one volunteer working in any room/cabin with children must be at least 16 years of age or older. Under the supervision of a volunteer of at least 16, a younger volunteer may assist in the care of a group of children.

### 3. Leader/Child and Youth Ratios

Adequate staffing is necessary to provide effective care and leadership. CSSM branch or camping association guidelines should be observed.

### 4. Application of Policy

These policy guidelines are in effect for all CSSM ministries. However, when facilities are rented to other groups or individuals, CSSM is not responsible for the care and supervision of children, unless prior arrangements have been made.

## B. Child Security

CSSM understands the need to maintain child security. When parents bring their children to our facilities, we are responsible for their safety and security until they are once more in the care of the parent.

### 1. Relationships

Volunteers should seek to develop relationships with children and youth and be positive role models for them. CSSM seeks to instill the importance of being good role models and the impact of consistent moral behaviour.

CSSM forbids volunteers from pursuing or participating in a relationship beyond friendship with a child or youth, as volunteers are in a position of leadership and authority over the child or youth.

If a volunteer suspects a child or youth is seeking a relationship beyond friendship, they are responsible to limit contact with that child or youth. If the child or youth pursues a relationship or displays sexual affection to the volunteer, the volunteer should report the incident to the CSSM personnel in charge.

Volunteers should support each other and intervene if one of them acts inappropriately with a child, youth, or another volunteer.

It is expected that children and youth attending overnight events/retreats/camps will not leave the event early. Exceptions must be evident on the permission slip.

Children, youth and volunteers of the opposite sex are not allowed in each other's rooms, cabins or tents for any reason during overnight events except in family situations.

Children, youth, and volunteers of the opposite sex are not permitted to sleep in a mixed group except in family situations.

Children, youth, and volunteers of the same sex are not allowed to sleep in the same bed except in family situations.

## C. Health and Safety Guidelines

If a child or youth is injured or sick the leaders should leave the examination to a health professional (ie. camp nurse) unless the injury requires immediate first aid. If immediate attention is required, another adult of the same sex as the child or youth should be asked to observe the procedure.

### 1. Medications

At camps, all medications are to be given to the camp nurse at registration and are dispensed only by the nurse as required.

### 2. Privacy

Leaders should respect a child's or youth's desire for privacy whenever possible.

Leaders should be as discrete and as private as possible in meeting personal needs (ie. changing, showering, etc.) and should exercise as much modesty as possible when changing in the presence of children and youth. Under no circumstances should a leader remain for any period of time in a state of undress.

Children or youth shall not be permitted to remain in a state of undress for any extended period of time.

## D. Proper Display of Affection

### 1. Appropriate Touch

Physical touch is an important element in the communication of love and care. Volunteers need to be aware of, and sensitive to, the differences in sexual development, cultural differences, family backgrounds, individual personalities, and special needs.

Physical contact with children should be age and developmentally appropriate. The following guidelines are recommended as pure, genuine, and positive displays of God's love.

- speak to the child at eye level and listen with your eyes as well as your ears
- hold the child's hand when speaking, listening, or walking him or her to an activity



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- put your arm around the shoulder of a child when comforting or quieting is needed
- pat a child on the head, hand, shoulder, or back to affirm him or her
- gently hold the child's shoulder, hand, or chin to keep his or her attention while you redirect the child's behaviour
- hold a preschool child who is crying
- touch should be done in view of others

## 2. **Inappropriate Touch**

The following types of touch much be avoided:

- kissing or coaxing a child to kiss you
- extended hugging and tickling
- touching a child in any area that would be covered by a bathing suit except when it is absolutely necessary to assist a child with toileting
- carrying older children or having them sit on your lap
- being alone with a child
- prolonged physical contact
- allowing a child to sleep with you

## REPORTING PROCEDURES

### 1. **Obligation to Report**

Any person who has reasonable grounds to believe a child is in need of protection is *legally* required to report the matter to the provincial child protection office. A person who knowingly fails to report in these circumstances is in violation of the law and may be found to have committed an offense. Should you have questions regarding a specific incident; an anonymous call can be placed to the provincial child protection office for clarification.

Provincial child protection legislation protects an individual when a report is made. No action would be taken against a person making a report unless made maliciously or without reasonable grounds.

### 2. **What To Report**

A child is in need of protection under the Child and Family Services Act if he or she is:

- abused or neglected so that his or her safety or well-being is endangered
- abandoned
- deprived of necessary care through the death, absence, or disability of his or her parent
- deprived of necessary medical attention
- absent from his/her home in circumstances that endanger his/her safety or well-being

Additional signs of abuse:

- has an unexplained injury; a patch of hair missing, a burn, a limp, or bruises
- has an inordinate number of "explained" injuries such as bruises over a period of time
- gives verbal testimony
- makes drawings in conjunction with verbal testimony
- through writing, prayer requests, or play situations may allude to incidents
- exhibits an injury that is not adequately explained
- complains about numerous beatings
- complains about others doing things to them when it is known that person was not at home
- wears long-sleeved tops during the summer to cover bruises
- is consistently dirty, smells, has bad teeth, or hair falling out
- is regularly inadequately dressed for inclement weather

Abuse or neglect need not have already occurred for a child to need protection; it is not necessary to wait until a child has been harmed to intervene. When abuse or neglect can be reasonably anticipated, the legal obligation to report applies.

Historical abuse or neglect, that is, abuse or neglect which occurred in the not very recent past, must be reported wherever there are reasonable grounds to believe a child may be in need of protection. If the alleged offender is in regular contact with a child or children, irrespective of whether it is the same child or children abused in the past, there may be grounds to believe the child or children are at risk based on the offender's past behaviour. It is particularly vital to report these cases where the alleged abuser is in a position of trust.

### 6. **Summary of Steps**

Gently affirm the child or youth. Immediately report any suspected abuse to the CSSM personnel in charge. Complete the 'suspected abuse report form. It is the responsibility of the individual, with the assistance of the CSSM personnel in charge, to report to the local provincial child protection office or to the police if applicable.

If the alleged abuser is a full-time CSSM worker, or a CSSM volunteer, the situation must be reported to the branch director who must immediately seek legal counsel prior to any further contact with the victim or the alleged abuser by any CSSM personnel or volunteer.

**BE SURE TO SIGN FORM ON COMMITMENT PAGE WHEN FINISHED READING AND SEND IN WITH APPLICATION!!**