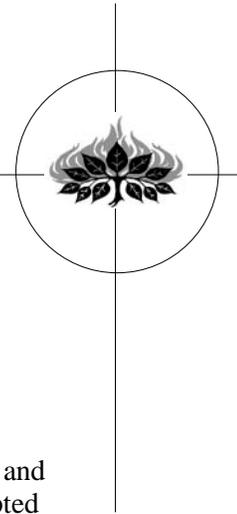


The Presbyterian Church in Canada L'Église presbytérienne au Canada

LIFE AND MISSION AGENCY
Canadian Ministries



Annual Reports - Leading with Care November 2014

The Presbyterian Church in Canada is actively committed to training and supporting teachers and leaders so they are equipped for ministry. In 2005 the General Assembly considered and adopted the following motions regarding *Leading with Care* (pp332-369, AP 2005):

Recommendation No. 8

That “Leading with Care: A Policy for Ensuring a Climate of Safety for Children, Youth and Vulnerable Adults in The Presbyterian Church in Canada” as presented above, be adopted.

Recommendation No. 9

That congregations expedite the implementation of the policy within one year (by July 1, 2006) and that presbyteries oversee the implementation for all congregations and ministries within their bounds.

Since the Policy was adopted in 2005, it has been a mandatory requirement for all congregations of The Presbyterian Church in Canada. In addition to contributing to the creation and maintenance of a caring and safe community, the *Leading with Care* policy is a feature that insurance providers often seek when assessing an application.

Attached is a sample *Leading with Care* report that ministries may consider using when they submit the required annual report to presbytery (or supervisory body):

Leading with Care Report (for congregations)

Description of Ministry:

Seeking to be children of God through faith, inspiration, renewal and engagement, St. Mark's provides Sunday worship, with church school classes for all ages, nursery care, bible study, a community supper twice a year and home visits. Those served by the ministry include children, youth and vulnerable adults. Their vulnerabilities may include health concerns, age, and physical injuries. We also provide care for a few of the people who live in the shelter and for two refugee families that speak very little English. St. Mark's offers hospitality, programming, conversation and care to the community in the name of Christ.

Implementing the Policy:

The session acts as our *Leading with Care* team and two reports are presented annually to the session; this is a summary of the two reports for the presbytery. The Sunday school leader and clerk of session participated in the presbytery's *Leading with Care* workshop in the fall and all teachers and leaders have signed a Covenant of Care. Police record checks, stored in the locked filing cabinet in the office, have been received for all elders, Sunday school teachers and our choir director. Our annual fire drill was successfully conducted on the third Sunday in September. A copy of the Policy is available in the church library and a *Leading with Care* poster is displayed on the Sunday school room door.

We held a workshop for representatives from all the rental groups that use the building to review the *Leading with Care* policy. Part of the focus of the gathering was on the responsibilities groups have regarding insurance. The rental groups brought issues to our attention that we will address.

Assessment of Risks and Strategies for Minimizing Risks:

When elders visit people in our congregation, they always visit in teams of at least two or meet at Roy's, the local coffee shop. We only have one Sunday school teacher, but are always able to find a helper each week so that there are two people for the Sunday school program; each leader is never alone with children or youth.

This summer we held a one-day VBS program and offered to pick up children in the community. We ensured that there was adequate insurance coverage, and had two, non-related, adults in the vehicle when the children were picked up. We completed an incident report for one child who twisted her ankle while playing games at the church.

The community youth group held a "lock-in" at the church in the fall as their kick-off event. We had one male and two female chaperones for the 13 youth that participated. Each youth had a signed activity, and photo permission form from their parents.

A volunteer cleans the church once a month, and through his work, he has had WHIMS training and understands how to deal with chemicals and spills.

Facilities Check-List

With the assistance of a member of the session and the board of managers, the facilities check-list has been reviewed and we confirm the following:

- ✓ Railings are at the right height for children
- ✓ Stairs and steps are safe
- ✓ Bathrooms are easily accessible, and toilets are accessible for children and people with disabilities
- ✓ The exits are clearly marked, exit doors are unlocked from the inside, exits including the basement can be released from the inside
- ✓ The floors, especially around entrances and on ramps, are resistant to slipping
- ✓ Nursery is cleaned and vacuumed each week and garbage emptied
- ✓ Nursery toys are disinfected regularly
- ✓ There are windows in the doors of gathering spaces throughout the building
- ✓ There are signs posted reminding people to wash their hands
- ✓ There is a well-stocked, easily accessible first-aid kit in each area of the building
- ✓ Fire extinguishers are in proper locations and inspected annually
- ✓ Fire and emergency escape maps are located throughout the building and at various exits on each floor
- ✓ Fire drills are practiced annually during worship
- ✓ The building is equipped with working smoke detectors that are checked monthly
- ✓ The office has a locked metal cabinet where confidential files are kept

Next Year

We will need to replace two smoke detectors and update our emergency escape maps after the renovations are complete. We have removed all the toys from the nursery that can't be disinfected or washed. Because it has been five years since our two elders had police record checks completed, they will need to update them this summer.

St. John's Annual Leading with Care Report to Presbytery 2013

Task	Adequate	Plans for Improvement
Leading with Care Committee	Yes	
List of current ministries	Yes	
Current ministry job descriptions	Yes	
Covenant of Care form	Yes	
Police record check for all identified appropriate leadership	Yes	
Annual facilities safety & prevention inspection	Yes	
Use of facilities by outside groups dependent on adherence to Leading with Care policy	Yes	
Presentation of Policy to congregation	Yes	
Copy of LWC binder on file in church	Yes	request 2 nd copy
All documents are stored in a locked metal cabinet	Yes	

Report of Leading with Care Activities within the last year

- Serviced and / or replaced fire extinguishers
- Replaced batteries in smoke alarms
- Updated police records check file list

St John's Leading with Care Safety Equipment Inspection and Servicing Schedule

Safety Equipment		Date Battery Replaced	Replacement Date	
Smoke Alarms - Nursery	New-11/13		2023	
Smoke Alarms – Secretarial Room	New-11/13		2023	
Smoke Alarms – Basement front stairway	New-11/13		2023	
CO & Gas Detector – Church furnace room	New-11/13		2020	
		1 year service date	6 year recharge date	12 year pressure test & charge
Fire Extinguisher – Manse back door	New-01/12	01/13	2018	2024
Fire Extinguisher – Nursery	New-01/12	01/13	2018	2024
Fire Extinguisher – Church kitchen	New-11/12	11/13	2018	2024
Fire Extinguishers – Basement front exit area	New-11/12	11/13	2018	2024
Fire Extinguishers – Secretarial room by stairway	New-01/12	01/13	2018	2024

St John's Leading with Care Facility Inspection Checklist (minimum once/yr.)

Facility Questions	Yes Dated	Action Needed	Date Done	Comments
Are all railings the right height for children and adults?	Yes 11/13			
Are stair/steps properly maintained and safe?	Yes 11/13			
Are bathrooms easily accessible?	Yes 11/13	re-mount grab bar		
Are toilets accessible for both children and people with disabilities?	Yes 11/13			
Are there signs posted to remind people to wash their hands, as well as washing instructions?	Yes 11/13			
Are all exits clearly marked?	Yes 11/13			
Can all exits, especially basement exits, be released from the inside?	Yes 11/13			
Are floors, especially around entrances, resistant to slipping?	Yes 11/13			
Is there adequate lighting both inside and outside the building?	Yes 11/13			
Is the nursery cleaned/vacuumed after each use?	Yes 11/13			new rug in '14
Are nursery toys disinfected regularly?	Yes 11/13			
Are used diapers disposed of immediately after each nursery use?	Yes 11/13			
Are there windows in doors, or are there split doors? (Dutch doors)?	Yes 11/13			
Are there dish-washing instructions with proper solutions available?	Yes 11/13			
Are cracked or cracked dishes discarded?	Yes 05/13			
Is the first-aid kit easily accessible & stocked?	Yes 11/13			to be checked before VBS
Is there a fire escape map posted in each room?	Yes 11/13			
Are fire extinguishers in the proper location with signage visible?	Yes 11/13			
Are fire extinguishers inspected and serviced as required?	Yes 11/13			
Is there emergency lighting available and tested regularly?	Yes 11/13			
Are there smoke detectors and current?	Yes 11/13			
Are the smoke detectors' batteries changed a minimum of once/year?	Yes 11/13			
Are there CO Detectors and current?	Yes 11/13			
Is there a locked metal cabinet?	Yes 11/13			Keys with minister & clerk