

Name: _____ Organization: _____

Date of Training: _____

Plan to Protect® Refresher

Student Notes

1. Awareness

“Plan to Protect® is not about us not trusting you, it’s about our community trusting us.”

Notes:

2. Protection

Training:	Notes:
Definition of Abuse: <ul style="list-style-type: none">• “Child abuse refers to an act committed by a parent, caregiver or person in a position of trust, which is non-accidental and which harms or threatens to harm a child’s physical or mental health or a child’s welfare.” – <i>Faith Trust Institute</i>• Vulnerable adult abuse is mistreatment of an elderly person or a vulnerable adult by someone he or she should be able to rely on (a spouse, a child, a family member, friend or caregiver). It is often described as misuse of power and a violation of trust.	
Categories of Abuse: <ol style="list-style-type: none">1. Physical2. Sexual3. Emotional4. Neglect5. Financial	
Physical Abuse: <ul style="list-style-type: none">• Any physical force or action that results, or could result in injury• Inappropriate use of physical or chemical restraints• Inappropriate punishment• It can include: punching, slapping, beating, shaking, burning, biting or throwing an individual	Some indicators of physical abuse are:

Training:	Notes:
<p>Sexual Abuse:</p> <ul style="list-style-type: none"> Occurs when a child is used for sexual gratification of an adult or an older child. Sexual behavior directed toward a vulnerable adult without their full knowledge or consent Coercion It can include: sexual intercourse; exposing private areas; indecent phone calls, emails, sexting; fondling; allowing a child to look at or perform pornographic pictures/videos; and allowing a child to engage in prostitution. 	<p>Some indicators of sexual abuse are:</p>
<p>Emotional Abuse:</p> <ul style="list-style-type: none"> Pattern of behaviour that attacks an individual’s emotional development, sense of self-worth, dignity and identity. Failure by the parent or caregiver to provide their child with love, emotional support and guidance Domestic violence It can include: excessive, aggressive or unreasonable demands that place expectations on someone beyond his or her capacity. 	<p>Some indicators of emotional abuse are:</p>
<p>Neglect:</p> <ul style="list-style-type: none"> Failure to meet basic needs It can include: failing to provide basic need for food, clothing, shelter, sleep, medical attention, education and protection from harm 	<p>Some indicators of neglect are:</p>
<p>Financial Abuse:</p> <ul style="list-style-type: none"> Misuse of a vulnerable adult’s funds and assets without that persons knowledge or consent 	<p>Some indicators of financial abuse are:</p>
<p>Reporting and Response to Child Abuse:</p> <ul style="list-style-type: none"> Duty to report is the most important of all child abuse laws in Canada! 	<p>The age of a child entitled to protection under the law in my province/territory is: _____.</p>

Training:	Notes:
<p>Reporting and Response to Child Abuse:</p> <ul style="list-style-type: none"> • Each province and territory has legislation that addresses: <ul style="list-style-type: none"> ○ The age of children entitled to protection under the law ○ The duty to report <ul style="list-style-type: none"> * Immediate * Direct *On-Going ○ Confidentiality ○ Failure to report 	<p>My duty to report is:</p>
<p>Reporting and Response to Child Abuse:</p> <ul style="list-style-type: none"> • Reporting Abuse <ul style="list-style-type: none"> ○ Complete a suspected abuse report form ○ Immediately report the abuse to the proper authorities. ○ Inform your supervisor ○ Protect the confidentiality of both the victim and the accused. ○ Cooperate with the investigation, • We will manage the reporting and response process by: <ul style="list-style-type: none"> ○ Having one delegate who will speak to media ○ Releasing information on a 'need-to-know' basis only ○ Removing the individual accused of abuse ○ Protecting the identity of the victim and the accused ○ Resisting the urge to investigate 	<p>The phone number for reporting child abuse in my area is: _____</p> <p>'Suspected Abuse Report Forms' are located:</p> <p>_____</p> <p>My supervisor is: _____</p> <p>The reporting process for responding to child abuse is:</p>
<p>Reporting and Response to Vulnerable Adult Abuse:</p> <ul style="list-style-type: none"> • Ask yourself: <ul style="list-style-type: none"> ○ Is this an emergency? ○ Does this individual have a cognitive capacity? ○ Is the victim ready to respond? 	<p>I should respond to vulnerable adult abuse by:</p>

3. Protection

Training:	Notes:
<p>Supervision:</p> <ol style="list-style-type: none"> 1. As risk increases, supervision should also increase. 2. Risk increases as isolation increases. 3. Risk increases as accountability decreases. 4. Risk increases when there is an imbalance of power, authority, influence and control between a potential abuser and a potential victim. <p>Maintaining good documentation is the best demonstration of due diligence!</p>	<p>Some of the high risk activities we run are:</p> <p>When we have high risk activities we will:</p>
<p>Ratios:</p> <ul style="list-style-type: none"> • Insurance companies require: <ul style="list-style-type: none"> ○ A minimum of two unrelated personnel except in the case of an emergency or, ○ One personnel with windows having clear lines of visibility or an open door with hall monitors • Do not be alone but stay in view of others • Formal and informal visits to classrooms and programs • Visitations should be done when someone else is present, and should be done in groups of two 	<p>The staff ratio for my program is _____ screened workers for every _____ children/youth/vulnerable adults (circle one sector)</p> <p>To maintain supervision/accountability we will:</p>
<p>When meeting off site:</p> <ul style="list-style-type: none"> • Meet in public • Don't date a student • Avoid traveling alone with someone vulnerable • Always travel in groups 	<p>Protocols for mentoring/meeting one-on-one:</p>
<p>Child Protection Procedures:</p> <ul style="list-style-type: none"> • Attendance will be taken during every program <ul style="list-style-type: none"> ○ Record the first and last names of all children, adults and youth present ○ Maintain permanently • Occasional visitors should be: <ul style="list-style-type: none"> ○ Clearly identified ○ Coached ○ Only responsible for their own children ○ Occasional 	<p>Attendance forms will be kept permanently in the follow location: _____</p> <p>_____</p>

Training:	Notes:
<p>Record Keeping/PIPEDA:</p> <ul style="list-style-type: none"> • Registration forms are available at every event • Visiting children should also have permission/release forms • Secure parental permission for all high risk activities <ul style="list-style-type: none"> ○ No one else should sign on their behalf • There is no statute of limitations on child abuse, so keep all records <u>permanently</u> 	<p>Our registration and record keeping process is:</p> <p>We will maintain documentation permanently in the following locations:</p> <p>_____</p> <p>_____</p>
<p>Child Protection Procedures:</p> <ul style="list-style-type: none"> • Monitor children under 6 with sign-in and sign-out, location of parent • Do not leave children unattended • Family members should not enter into the classroom when picking up a child • Babies to age _____ should be picked up by parent • Ensure older children are confident to leave on their own • Children should not be dropped off without personnel present 	<p>The sign-in/sign-out protocol for my program is:</p>
<p>Washroom Guidelines:</p> <ul style="list-style-type: none"> • No personnel should be alone with someone vulnerable in the washroom • Keep the door propped open • Male personnel are not to accompany female children to the washroom • If assistance is needed for children: <ul style="list-style-type: none"> ○ Two personnel will escort the children, or ○ One personnel with a hall monitor 	<p>The washroom guidelines for the department I work with are:</p>
<p>Health and Safety Guidelines:</p> <ul style="list-style-type: none"> • Allergies <ul style="list-style-type: none"> ○ Program lead should be informed of severe allergies ○ Allergy information should be posted ○ Know how to administer an Epi-pen • Illnesses <ul style="list-style-type: none"> ○ Someone ill will not be received into program ○ Factors to consider: fever, unusual fatigue, irritability, coughing, sneezing, runny nose, vomiting, diarrhea, inflamed mouth and throat and contagious illnesses 	<p>Allergies are posted: _____</p> <p>_____</p>

Training:	Notes:
<p>Health and Safety Guidelines:</p> <ul style="list-style-type: none"> • Medication <ul style="list-style-type: none"> ○ Personnel are not to give any over the counter medication without written authorization from a physician ○ Prescription medication in original container with Dr.'s prescription, dosage and date clearly printed on label ○ Parents must complete medication form and sign dosage instructions ○ Medication given by designated leader ○ Written instructions for epi-pens and inhalers 	<p>Our first aid kit is located: _____</p> <p>_____</p> <p>Our medication forms are located: _____</p> <p>_____</p>
<p>Off-Site Trips/Retreats</p> <ul style="list-style-type: none"> • Secure pre-approval • Secure written permission from parent (informed letter of consent) • Increase supervision • Female and male youth and staff are not allowed in each other's tents or rooms • When travelling <ul style="list-style-type: none"> ○ Travel with minimum two screened workers ○ Use commercial vehicles when possible ○ When using your own vehicles, you must demonstrate you have both a current license and insurance in place 	<p>Informed Letter of Consent forms are located:</p> <p>_____</p> <p>Our protocol for off-site trips is:</p>
<p>Proper Displays of Affection:</p> <ul style="list-style-type: none"> • All touch should be done in view of others 	<p>Some ways I can show appropriate touch are:</p>

Training:	Notes:
<p>Bullying Guidelines:</p> <ul style="list-style-type: none"> • Bullying is common in communities, school yards, and is even prevalent within clubs, churches and camps. • Clearly state a zero tolerance/anti-bullying policy • All personnel take action to prevent and stop bullying • Complete incident reports and immediately notify leadership and both sets of parents 	

Name: _____

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<p>Technology Guidelines:</p> <ul style="list-style-type: none">• Technology<ul style="list-style-type: none">○ Do not allow children to use your electronic devices○ Place computers in open, visible areas, and use filters○ Ensure accountability by using sign-in/sign-out sheets or a user password system• Communication<ul style="list-style-type: none">○ Communication outside of scheduled programs should only be done with parent and program leader’s knowledge and written approval○ Social media should only be used for communication of information. Avoid using it for relationship building• Photography<ul style="list-style-type: none">○ No photographs without prior written approval○ Never post photos without permission○ Never tag photos with names or personal information	<p>Our technology guidelines are:</p> <p>Our social media guidelines are:</p>
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