

Leading with Care in the Sunday School and Youth Programs
A Sheet for Teacher Orientation

Every congregation in The Presbyterian Church in Canada must abide by the *Leading with Care* policy. This was passed at the 2005 General Assembly in Edmonton.

It is the policy of The Presbyterian Church in Canada that all person, and in particular all children, youth and vulnerable adults, who participate in the denomination's programs/ministries and/or use the denomination's facilities will be cared for with Christian compassion and will be safe.

In addition to having a complete *Leading with Care* binder available for Sunday school teachers, the following excerpts are important for teachers to know.

What the congregation will do for each teacher:

- Each teacher/leader will be given a job description. (4.1.2, 4.1.3, 4.1.4)
- Each congregation will assess if a ministry is high risk. If a ministry is high risk, teachers/leaders will need to have a police records check. (3.5.1)
- Provide teachers/leaders with some form of leadership training.
- Provide teachers/leaders with adequate material and resources.
- Provide an evaluation process.
- Provide an appreciation celebration(s).

Things each teacher/leader will do:

- Even if a ministry is not high risk, teachers/leaders should do everything in their power to reduce risk including practices like these:
 - follow a two-person policy whenever possible
 - require two people to transport children/youth in a vehicle
 - when the two-person policy cannot be used (e.g. taking a mentored youth to lunch), notify a parent/guardian before the proposed contact
 - add a window in the door of each classroom or leave the door open.
- Know the procedures for:
 - fire drills and fire exits
 - teacher/leader and participant ratios (4.4)
 - overnight activities/events (3.7 e)
 - activity and medical waivers for outings (4.5)
 - note allergies in writing in your teacher's manual
 - infectious disease (3.7g iii)
- If an incident or injury occurs, the teacher must:
 - call 9-1-1 if it is severe
 - protect him/herself and others from blood
 - fill in an incident report which is later stored in a locked metal cabinet
- Sign a Covenant of Care (4.2).
- Fill in a Teacher/Leader form and give to whoever oversees the Christian education program (411).