Organization: The Redeemed Christian Church of God (Potter's House) Kitchener
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Safeguarding Children and Vulnerable People - Framework

Principle

Potter's House ministries, children’s classes, youth events, family programs, transportation and welfare activities must be safe environments. This framework is a proposal and does not replace mandatory reporting laws, screening obligations, clinical protocols or the church's approved incident procedures.

Roles and eligibility

Leadership must identify a safeguarding lead and alternate, clear supervision lines, authorized volunteers and escalation contacts. No person should be assigned to child-facing duties before required screening, references, training and role approval. Approval standards should reflect the actual role and applicable Ontario requirements.

Safe activity controls

Apply documented child check-in and authorized pickup controls, appropriate supervision ratios, visible environments, age-appropriate conduct rules and boundaries for digital contact, transport, bathroom help and photography. Set procedures for field trips, SportFest, TBGN activities involving minors, overnight gatherings and external venues.

Complaints and incident response

An immediate danger requires emergency services. Suspected child abuse or neglect must be escalated in accordance with applicable legal obligations, including direct reporting to appropriate child protection authorities when required. The internal chain of command must not prevent statutory reporting. Maintain confidential factual records and protect people making concerns in good faith.

Privacy and program evidence

Do not include children’s names, welfare details or identifiable incident information in public impact reporting. Obtain guardian consent for public images and ensure a refusal does not limit ordinary program access.

Monitoring and review

Maintain a restricted training and screening register, incident follow-up tracker and annual review of staffing capacity, venue risk and procedures. External clinicians or contractors must provide the necessary qualifications and insurance for their role.