



Calvary Youth Program Procedures

2026

Calvary Burlington
2458 St Frances Drive
Burlington ON L7P 1V5

Table of Contents

1. ARRIVALS	2
2. ATTENDANCE & CARE	2
3. ADULT GUESTS & OCCASIONAL OBSERVERS	2
4. SUPERVISION STANDARDS	2
5. BEHAVIOUR SUPPORT & DISCIPLINE	3
5.1 PREVENTIVE SUPPORTS	3
5.2 DISCIPLINE PROCESS (STEP-BY-STEP).....	3
5.3 IMMEDIATE ESCALATION	3
6. DISMISSAL	4
7. OFF-SITE EVENTS	4
7.1 TRANSPORTATION PREFERENCE.....	4
7.2 DRIVER REQUIREMENTS	4
7.3 TRIPS & TRAVEL FORMS.....	4
7.4 ONE-ON-ONE TRANSPORT	4
8. INJURIES & INCIDENT REPORTS	5

Calvary Youth Program Procedures

These procedures exist to provide a safe, welcoming, and well-organised environment for students, and to protect volunteers and staff through clear safeguarding expectations at Calvary Baptist Church Burlington (“Calvary Burlington”). Calvary Youth Group follows the safeguarding policies outlined in the church Best Practices Policy.

1. Arrivals

- Doors open to students 15 minutes prior to the start of the program or event.
- Parents/guardians do not need to enter or remain for check-in; however, all students must be checked in for attendance and safeguarding purposes.
- When students arrive, they are to proceed downstairs to the youth room.
- The Ministry Lead (or designate) checks students in by a physical roster or the Planning Center Check-Ins app.

2. Attendance & Care

Attendance is taken at every program night and retained for ministry records.

- Students are considered in Youth Group care once they have arrived and have been checked in.
- If a student needs to leave early, they must check out with the Ministry Lead before exiting.

3. Adult Guests & Occasional Observers

Occasional guests may be present in the Youth Group (including potential new volunteers). For safety and consistency, guest access is limited.

- Potential new volunteers may visit as a guest to observe how the ministry operates.
- Guests are silent observers and do not assist with any component of the night (teaching, games, small group, discipline, or supervision).
- Guests will be signed in to the Guest Registration Logbook.
- Guests are not permitted to assume responsibility for students or take students to the washroom.

4. Supervision Standards

- Youth Group follows the two-adult standard whenever possible. One-on-one isolation is avoided.
- Ministry Personnel do not meet one-on-one with a student behind closed doors.

- Any personal or sensitive conversations should occur in an area with visibility (door open / clear sightline) and with another leader aware.
- Student Personnel (youth helpers) are not supervisors or helpers for Calvary Youth Group.

5. Behaviour Support & Discipline

Youth Group classroom management is conducted in a loving, calm, and consistent environment. Our goal is prevention first, followed by clear and appropriate corrective steps. Discipline is handled by screened Ministry Personnel.

5.1 Preventive Supports

- Build connection and trust with students.
- Clearly communicate expectations for respect, listening, and safety.
- Use engaging programming with purposeful transitions.
- Address behaviour early through redirection and encouragement.

5.2 Discipline Process (Step-by-Step)

1. Redirect: verbal reminder and clear expectation.
2. Reset: provide a brief, supervised reset (e.g., water break) within supervised ministry areas.
3. Ministry Lead support: if behaviour continues, the Ministry Lead meets with the student (in a visible area).
4. Parent/guardian involvement: if behaviour continues, the Ministry Lead connects with the parent/guardian at pick-up.
5. Suspension: if behaviour continues after parent involvement, a one-week suspension may be issued.

Important safeguarding notes:

- Students are not sent out of the room unsupervised.
- Hallway resets or cool-downs are permitted only when supervised, within visibility of ministry areas, and with the Ministry Lead aware.
- Private verbal warnings should not occur one-on-one in isolation; maintain visibility and have another leader aware.

5.3 Immediate Escalation

A parent/guardian will be contacted promptly when behaviour:

- Compromises the safety of the student or others
- Includes aggression (hitting, biting, kicking, punching)
- Involves leaving the supervised ministry area / running away
- Includes threats or behaviour that creates fear or unsafe environment
- Cannot be redirected after appropriate supports

Exceptions to the suspension timeline may apply if an offence is particularly egregious, harmful, or dangerous. Ministry Leads will use judgement and may involve church leadership as needed.

6. Dismissal

- Students are dismissed from the program at its conclusion.
- Students leave through the back double doors and go directly to their parent/guardian's vehicle.
- Ministry Personnel monitor the exit area until students have safely left the premises.
- Leaders tidy up and return rooms to how they were found.

7. Off-site Events

7.1 Transportation Preference

- Whenever possible, parents/guardians should drop off and pick up students at the event location.
- If this is not possible, Ministry Personnel may transport students to the event location.

7.2 Driver Requirements

- Volunteer drivers must be pre-approved by the Ministry Lead.
- Each driver will leave a photocopy of their driver's licence and proof of insurance at the church.
- Occupants must not exceed the number of seatbelts; seatbelts must be worn at all times.
- Students are never left unattended in a vehicle.

7.3 Trips & Travel Forms

Each car will complete a Trips & Travel form that includes:

- Names of students in the vehicle
- Emergency contact information for each student
- Event details and contact numbers

Forms will be photocopied: one copy stays in the vehicle and one stays at the church.

Students should return from the event in the same vehicle they arrived in unless a parent/guardian approves a change and the Trips & Travel form is updated.

7.4 One-on-One Transport

One-on-one transport should be avoided. If it becomes unavoidable, the Ministry Lead must approve and the parent/guardian must be informed.

8. Injuries & Incident Reports

- In the event of an injury or illness, a parent/guardian is contacted for anything beyond minor first aid, any head injury, any allergic reaction, or any health concern.
- An Incident Report is completed for any injury requiring first aid or intervention (see the Best Practices Policy for further information).
- When in doubt, contact the parent/guardian.