

CHRIST'S LUTHERAN CHURCH SAFE CHILD POLICY

Approved for Phase 3: Testing and Modification → 18 July 2016

This document has been approved by members of the Congregational Council of Christ's Lutheran Church for testing and final modification.

The purpose of this Policy is to:

- 1. To bring our church into full compliance with Pennsylvania State Law;**
- 2. To interpret what the newly expanded roles of “Mandatory Reporters” mean to our members/volunteers and to our life together as a church;**
- 3. To establish a clearly defined protocol that we will use if an allegation of child abuse/sexual misconduct is made;**
- 4. To establish/implement a clear set of “best practices” that will guide our life together—promoting safe and healthy levels of interaction between adults and children/youth during church events/activities.**

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“Whoever welcomes one such child in my name welcomes me, and whoever welcomes me welcomes not me but the one who sent me.” Mark 9:39

PREFACE

The Safe Child Policy Program Manual was developed to establish a proactive policy to help keep children and adults safe at Christ’s Lutheran Church activities. This was fueled by national awareness of numerous incidents of child sexual abuse and accusations of child sexual abuse in the church setting. Whether substantiated or not, these have had a profoundly devastating effect on individuals and churches involved. The church, as a trusting, loving, and open place, is particularly vulnerable to this problem. The result of many hours of study and prayer, this manual establishes a policy intended to minimize the possibilities for abuse and the opportunities for false accusations. These guidelines are intended to provide a safe, secure environment for the nurture of all children of God.

SAFE CHILD POLICY STATEMENT

God embraces children and youth with love, placing their nurture and care in our hands. We want them to know that at Christ's Lutheran Church they will find loving and caring Christians who provide a safe environment for them.

It is our mission to establish policies and procedures which promote the physical and emotional safety of the children and youth who participate in the programs of Christ's Lutheran Church, while reducing the legal vulnerability of our church, the congregation, and the staff.

To further these goals, we will adhere to and continue to develop strategies that support the following key policies:

1. Educate staff, volunteers, and parents to aid in the prevention of physical and emotional abuse of children and youth.
2. Establish policies that create barriers from physical or emotional abuse of children and youth within Christ's Lutheran Church programs.
3. Encourage leaders, unpaid volunteers, and ministry participants to report improper behavior.
4. Establish a protocol for immediate and thorough response to reports of improper behavior. The implementation of these policies should go far towards assuring the physical and emotional safety of all the children and youth participating in Christ's Lutheran Church's programs.

DEFINITIONS

“Adult” – shall mean persons aged eighteen years and older.

“Child” or “Children” – shall mean persons from birth through fifth grade of grammar school.

“Church” – shall mean Christ’s Lutheran Church.

“Church Premises” – shall mean the property, buildings, and improvements located at 5330 Logans Ferry Road, Murrysville, PA 15668

“Compensated Childcare Providers” – shall mean persons employed by the Church to provide childcare services in exchange for monetary compensation; provided, however, that this term shall not include any person who is a member of the staff.

“Pastor” – shall hereinafter collectively refer to the Pastor/Head of Staff and any Associate Pastor(s).

“Policy” – shall mean this Safe Child Policy Program Manual and all subsequent amendments, revisions, and supplements thereto.

“Staff” – shall include all persons who are employees of the Church including, but in no way limited to, Senior Pastors and Associate Pastors; provided, however, that this term shall not include persons who are employed as Compensated Childcare Providers as that term is defined above.

“Volunteers” – shall mean any persons who, for no compensation, provide educational and/or childcare services for, or in connection with, Church programs, activities, or events and have regular contact with children or youth.

“Youth” – shall mean persons from sixth grade through and including age seventeen.

I. SAFE CHILD OVERSIGHT TEAM

The Safe Child Oversight Team shall consist of at least three (3) members, and shall have no more than six (6) members. Members of the Safe Child Oversight Team should include at least one (1) member of the Congregational Council, the Pastor (or an Associate Pastor), and one (1) person who is responsible for Child and Youth programming. The Safe Child Oversight Team shall be responsible for many of the routine functions related to this Policy including reporting Church Premises safety concerns to the Congregational Council and following up to insure that corrective measures are taken to address the concerns; reviewing incident reports, fielding questions and concerns about this Policy, modifying, amending, revising, or supplementing this Policy when necessary, and reporting to the Congregational Council. The Safe Child Oversight Team shall also be responsible for conducting an annual walk through inspection of the Church Premises for the purpose of assessing potential safety concerns for Children or Youth.

II. SAFE CHILD RESPONSE TEAM

The Safe Child Response Team shall be appointed by the Congregational Council and shall consist of two (2) appointed members from the Congregational Council, the Congregational Council President and the Pastor. The Safe Child Response Team shall be responsible for responding to any reports or accusations of questionable or inappropriate behavior towards Children or Youth that occur on the Church Premises or at any Church programs or activities.

III. SPECIAL NEEDS

Parents and guardians are encouraged to notify the Staff and Volunteers if their Child or Youth has any special needs that would require adaptations to this Policy. The Staff will work with the family, leaders, and/or special consultants to provide reasonable and appropriate adaptations that will allow for a positive experience for all involved.

IV. SCREENING AND EVALUATION OF STAFF, COMPENSATED CHILDCARE PROVIDERS, AND VOLUNTEERS

This section sets forth the screening and evaluation procedures that shall be used in examining and hiring Staff, Compensated Childcare Providers, and Volunteers who routinely have contact with Children or Youth.

A. Staff; Compensated Childcare Providers

Potential staff members and compensated childcare providers will be asked to complete the form contained in Appendix 1 of this document and shall provide at least three (3) adult references when they apply for a position at our church. All records relating to the applicant shall be kept confidential and will be seen only by the Pastor and the office administrator.

A Pastor and/or his/her designee shall contact the references listed in the application by telephone and record information given by the reference. The written record of the telephone conversation shall be kept with the application.

Volunteers

Volunteers shall be screened and trained as follows:

- a. a first-time Volunteer shall complete the form found in **Appendix 2** of this document. All records relating to a Volunteer's application shall be kept confidential and will be seen only by the Pastor and/or office administrator;
- b. the Pastor, Associate Pastor, or person(s) in charge of Child or Youth programming shall meet with a first-time Volunteer before he/she begins to work with children;

B. Criminal Background Checks

All Staff, Compensated Childcare Providers and Volunteers shall be subject to PA Act 33, Act 34, and Act 153 criminal background checks, child abuse clearances and fingerprinting (if required by law). The Pastor will be the only person permitted to review the criminal reports. Reports will be kept in a locked file cabinet in the office administrator's office and will be retained for 72 years. A criminal background report with negative information indicated shall result in a denial of the application. The results of criminal background reports will not be shared with members of the congregation.

C. Confirmation of Familiarity with Policy

Each year, Staff members, Compensated Childcare Providers, and Volunteers shall be required to confirm in writing their familiarity with the Policy by filing the form attached hereto as **Appendix 3**.

V. TRAINING AND IMPLEMENTATION OF SAFE CHILD PROCEDURES

A. Staff, Compensated Childcare Providers, Volunteers, Persons in Leadership Positions

All Staff members and Compensated Childcare Providers must be provided with initial training relating to this Policy within thirty (30) days after their first day of compensated service. All Volunteers and persons who are elected to serve on the Congregational Council must carefully review this Policy. The purpose of this training and review is to familiarize persons with this Policy, and any other childcare or safety policies adopted or approved by the Church.

Any adult participating in Vacation Bible School must complete the acknowledgment form attached as **Appendix 4**.

B. New Members

During new member orientation classes, prospective and new members will be informed about this Policy by the person(s) leading the classes and/or his/her/their designee. Prospective and new members shall be advised as to where they can receive a copy of this Policy and shall receive an overview of the Policy and the purposes therefore.

C. Educating the Congregation

An informational article, prepared by at least one (1) member of the Safe Child Oversight Team, will appear in the Church newsletter once a year. The article shall specifically emphasize:

- a. the names of the members of the Safe Child Oversight Team and the Safe Child Response Team;
- b. an explanation of the open door policy and any other provision of this Policy that the author deems pertinent; and
- c. an explanation of where a copy of the Policy can be obtained.

PARENTS OF ALL CHILDREN AND YOUTH IN THE CHURCH ARE AND WILL BE ENCOURAGED TO INSTRUCT THEIR OWN CHILDREN IN SAFE CHILD ISSUES.

D. Publication of Policy

Signs and/or notices shall be posted in classrooms stating that the Church has a Safe Child Policy and that copies of this Policy are available upon request.

VI. CHILD SECURITY PROCEDURES

A. Registration

All Children and Youth of member parents or guardians must be registered annually with the Church to attend Church sponsored programs and activities. The registration form is attached as **Appendix 5**. At the beginning of the school year, a permission slip in the form attached as **Appendix 6** shall be completed by a parent and/or guardian and returned to the church. Non-member parents or guardians of Children and Youth must register annually with the Church after attending three (3) Church programs or activities in the applicable year. Attendance shall be taken at each activity or program for Children and/or Youth.

A roster of all teachers, assistants, substitutes, Compensated Childcare Providers, and Volunteers will be maintained, updated quarterly and kept on file in the church office.

B. Adult/Child Ratios

Adult leaders of a church activity should never be alone with a single child/young person in a place where they cannot be easily observed by others.

Unless otherwise specified herein, all rooms are to be staffed with one (1) or two (2) unrelated adult leaders at all times. If only one adult is available, an additional designated adult will monitor all groups by periodically checking the classrooms. All exceptions to this rule are clearly specified in this policy. If only one child is present for a class or church activity, that child will be given the opportunity to join another groups of students, of approximately, the same age. If this is not possible, the designated parent/guardian will be asked to return to the church and pick-up their child.

Any preschool which is housed at the Church will observe the National Associate for Education of Young Children's guidelines, which mandate one (1) adult per ten (10) children.

C. Open Door Policy

The Parents of Children and Youth participating in Church-sponsored programs and activities, Pastors, and Staff, shall have the right to visit and observe the programs/activities at any time, unannounced. For the protection of all persons involved, at no time shall any adult working with Children or Youth have a one-on-one meeting with a Child or Youth behind closed doors. At the very least, an adult engaged in a one-on-one meeting with a Child or Youth shall keep the door to the meeting room partially open for the duration of the meeting.

D. Drop-Off and Pick-Up Procedures

No Child or Youth should be left unsupervised in the Church buildings or on Church grounds. Supervision for Sunday Church School will begin at least five (5) minutes before the stated starting time for the class, program, or activity and continue up to five (5) minutes following the scheduled ending time for the class, program, or activity. Any exceptions to this rule must be cleared directly with the teacher/leader or the specific class, program, or activity. Parents (or guardians) shall be responsible for the supervision of their Child(ren) and/or Youth at all other times. Release authorization may be given for Children or Youth whose parents desire that they be released independently or to another family member (forms for this purpose are located in the childcare rooms).

For non-Sunday School related programs, events, and activities, parents of Children and Youth shall arrange in advance for their Child or Youth to be transported to and from Church-sponsored programs and activities. If the Child or Youth is not picked up within ten (10) minutes of the scheduled conclusion of the program, event, or activity, the program leader or responsible adults shall contact the Child or Youth's parent(s) or legal guardian(s) so that the parent(s) or legal guardian(s) can make immediate arrangements to have the Child or Youth picked up.

E. Bathroom Procedure

a. Preschool Bathroom Procedures

When a preschool Child needs assistance using the bathroom, an adult may assist; however, no one (unrelated to the Child) under the age of thirteen (13) may help a Child in the bathrooms unless accompanied by an adult; and the bathroom door must be left open while the adult is present.

This procedure shall be posted in the bathrooms of the Church buildings.

b. Elementary Age Bathroom Procedures

An adult should escort a group of Children of any age to the bathroom. It should be the aim to always go as a group. Adults should try to avoid taking a Child to the bathroom alone. If it is necessary for an unrelated adult to take a Child to the bathroom alone, the adult shall observe the open door policy. If a Child must be sent to the bathroom alone, the adult who sent the Child to the bathroom should establish a short time frame for the Child's return to the classroom, program, or activity.

This procedure shall be posted in the bathrooms of the Church buildings.

c. Youth Bathroom Procedures

There is no established bathroom procedure for Youth. Youth shall be permitted to use the bathroom without adult assistance or oversight; provided, however, that Youth shall notify the program or activity leader, or the responsible adult before leaving the classroom, or program or activity to use the bathroom.

F. Driving

When transporting Children or Youth to an activity, all drivers must be over the age of twenty-five (25) and be both licensed and properly insured. The license plate number of the vehicle and the cellular telephone number of the driver shall be left with the church office before departing.

The number of persons per car should not exceed the number of seat belts in the vehicle and all occupants must use seat belts at all times. Text messaging while driving is strictly prohibited.

G. Youth Overnight and/or Off-Site Activities

Overnight and/or off-site activities for the Youth must be pre-approved by the Congregational Council. Some off-site Youth activities may be spontaneous in nature. At the beginning of each school year, the Pastors, in conjunction with the person in charge of youth programming, will determine what types of off-site Youth activities are approved. When possible, parents of the prospective Youth participants will be notified of the activity at least two (2) weeks prior thereto. A proposed itinerary in the form attached hereto as Appendix 7 must be submitted to a Pastor prior to the overnight and/or off-site activity. When possible, the proposed itinerary shall be submitted to a Pastor at least three (3) weeks prior to the activity.

A Youth will not be permitted to attend any overnight or off-site activity unless his/her parent(s) or legal guardian(s) sign and return a permission slip in the form attached hereto as Appendix 8, and a medical release in the form.

There must be at least two (2) unrelated adult leaders present for any off-site Youth activity. At least one (1) of the adult leaders shall carry with him/her the following: (i) duplicate copies of the permission slips, and (ii) medical releases for each Youth attending the activity.

For overnight activities, a list of the adult leaders and/or chaperones shall be submitted to a Pastor for review and approval. Approval and/or disapproval of an adult leader or chaperone shall be at the Pastor's sole discretion. There shall be no overnight activities for Children younger than third grade unless it is a specific parent/child activity.

All overnight activities must have at least two (2) unrelated adult leaders supervising the activity. If the group is coeducational and an overnight stay is anticipated, there must be at least two (2) unrelated adult males and two (2) unrelated adult females to accompany and supervise the group. Separate sleeping areas for male and female participants must be provided. At least one (1) of the adult leaders shall carry with him/her a duplicate copy of the permission slips and medical releases for each Youth attending the activity.

H. Proper Display of Affection

While touch is an essential responsibility in nurturing lives, physical contact with Children and Youth should always be developmentally appropriate. Hugs are best initiated and terminated by Children and Youth. Children over the age of five (5) should be encourage to sit beside unrelated adults, instead of on their lap. Youth should not be permitted to sit on an adult's lap.

I. Inappropriate Relationships and Communications with Children and Youth

At no time shall any adult working with Children or Youth pursue a dating, sexual, or romantic relationship with a Child or Youth. No adult working with Children or Youth shall communicate with a non-relative Child or Youth via private text messaging, telephone, internet, or online social network sites for the purpose of developing, proposing, suggesting, initiating, or otherwise pursuing a dating, sexual, romantic, or otherwise inappropriate relationship with a Child or Youth. Copies of written or electronic communications between an adult and a Child/Youth shall be sent to the parent(s) or guardian(s) of the Child/Youth.

J. No Alcohol, Drugs, Tobacco or Firearms

All adults working with Children or Youth in a Church-sponsored activity, program, or event shall refrain from consuming alcohol, illegal drugs, or tobacco; and from possessing or carrying firearms during the entire course of the Church-sponsored activity, program, or event.

K. Gifts

Staff, Volunteers, Compensated Childcare Providers, teachers, and adult leaders shall not give gifts to individual Children or Youth without the prior knowledge of the parent(s). Gift giving should be done on a group basis for special occasions only. Gifts should not be elaborate and should be appropriate to the occasion.

L. Discipline

Any interaction regarding discipline needs to carefully consider a Child or Youth's dignity and well-being. Gentleness, respect, and understanding must guide all actions and words. Discipline will be carried out through instruction, training corrections, and positive reinforcement. Reinforce good and appropriate behavior with praise and thanks. Should a disciplinary problem arise, keep the following in mind:

- a. PHYSICAL PUNISHMENT AND HUMILIATION SHALL NEVER BE USED;**
- b.** punishment should never be harsh or severe;
- c.** Children and Youth shall not be permitted to discipline each other;
- d.** Child and Youth should know the consequences of his/her behavior ahead of time, if possible;
- e.** time-out is an acceptable method of redirecting a Child having difficulty. If time-out is used, the Child is removed from the group, but is not left unsupervised. A chair in the corner of the classroom is acceptable.

If a Child/Youth becomes a threat to him/herself or others, the Child/Youth shall be removed from the room, and the parent(s) and/or guardian(s) will be notified.

M. Accident / Incident Reports

An Accident / Incident Report (**Appendix 9**) must be completed by the activity leader/person observing any accidents, injuries, or substantial disciplinary problems/incidents involving any Child or Youth, immediately following the accident, injury, or incident. The report should be given to a Pastor who will notify the parent(s) of the Child or Youth. The church office shall keep the original of the Accident / Incident Report and provide a copy thereof to the parent(s).

N. Photography and Video Policy

Photographs and videos of children and youth engaged in church-related activities may be posted within the church building. Photographs and videos of children and youth engaged in church-related activities may also be published publicly via Christ Lutheran Church's sponsored media, including Christ's Lutheran Church's website and Facebook page by or through the administrator of the site. At no point will an individual Child or Youth be "tagged" or identified by name in photographs or videos posted within the church building, or publicly, on behalf of Christ's Lutheran Church without the prior written consent of the Child or Youth's parents. Parent(s) and guardian(s) have can request the removal of photographs/videos of his/her Child or Youth by notifying the church office.

O. Youth Elected to Positions of Adult Responsibility

The parent(s) or guardian(s) of Youth involved with committees, ministry teams, Pastor or Church officer nominating committees, shall arrange for their Youth's transportation to and from meetings and events.

VII. PROCEDURES FOR REPORTING SUSPECTED CRIME AGAINST A MINOR

A. What to Report

Any questionable or inappropriate behavior towards Children or Youth, which occurs on the Church premises or at any Church activity or event, must be immediately reported to the Pastor(s). Questionable or inappropriate behavior toward a Child or Youth shall include, but is in no way limited to, any behavior that gives the observer reason to believe a child is the victim of abuse, bullying, rape, neglect, incest, or molestation (hereinafter "Crime Against a Minor"). For purposes of this Policy, the term "reason to believe" shall mean evidence which, if presented to individuals of similar background and training, would cause those individuals to believe that a Child or Youth was a victim of a Crime Against a Minor.

B. Who Should Report

Any person who suspects that a Child or Youth is a victim of a Crime Against a Minor should report these suspected violations, immediately, to a Pastor.

C. How to report

Any suspected Crime Against a Minor should be reported to the Pastor(s). The Pastor(s) shall be informed of the report. If the Pastor(s) is/are the accused person, then the Congregational Council President shall also be informed of the report. Within two (2) days of the initial report of a suspected Crime Against a Minor, the initial reporter or the Pastors, or the Congregational

Council President, in consultation with the initial reporter, must make a written incident report. This report is to be kept by the office administrator.

If a Crime Against a Minor is suspected, the Pastors and/or the Congregational Council President shall promptly call for a meeting of the Safe Child Response Team. The Safe Child Response Team shall make an external report to the Child Protective Service (or consult with the Service, if necessary, to discuss the need for a report).

D. Response

Upon receipt of an allegation of a crime against a minor, the Safe Child Response Team understands that the pastor shall normally be Christ Lutheran Church's spokesperson for communication with the congregation and media. In the event he/she is unable to do so by reason of absence or in the event of an allegation against the pastor(s), the Congregational Council President shall be the designated spokesperson. In the event that both are unable for comment or implicated, then it shall be the responsibility of the Response Team to name a person to serve in this capacity. The following action steps are indicated:

- a. Convene a meeting of the Safe Child Response Team to review the incident report
- b. Determine appropriate follow-up actions, among them making immediate decisions about removal of the accused from direct contact with children and youth
- c. Appoint a contact person for the Safe Child Response Team to communicate with the parents of the action as soon as possible, and to maintain communication with them as appropriate through the response process
- d. Contact Child Protective Services and/or law enforcement
- e. Contact the church's insurance carrier
- f. Contact the Bishop of the Southwestern Pennsylvania Synod
- g. Request a special meeting of the Congregational Council
- h. Document all actions and abuse incident reports in writing and store within a locked file with the office administrator, maintaining confidentiality of all involved. This locked file will be maintained by the office administrator and may be accessed by the Pastor(s) and the President of the Congregational Council, unless otherwise directed by the Congregational Council.

If one of the members of the Safe Child Response Team is the accused person, the remaining team members, who are not related to the accused person and who do not have a business relationship with the accused person, shall appoint a replacement on behalf of the congregation.

VIII. AMENDMENTS

This Policy and the forms appended hereto are subject to amendment and revision upon majority vote of the Congregational Council.

APPENDIX 1

APPLICATION FOR STAFF POSITION OR PAID CHILDCARE PROVIDER

Applicant Name (first, middle, last): _____

Applicant Address: _____

Phone (H): _____ Phone (W): _____ E-Mail: _____

Position for which Applicant is Applying: _____

References: Please provide contact information for at least three (3) unrelated persons who are (1) board members or other leaders in congregations where you have served or worked, (2) members of other organizations in which you have served or worked, and/or (3) past employers or co-workers.

Name	Phone No.	Relationship	Length of Time Known
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

<p>For Office Use Only:</p> <p>SCOT Recipient/Date Received: _____</p> <p>Interviewed (date and by whom): _____</p> <p>References checked (dates and by whom): _____</p> <p>Outcome: _____</p>

APPENDIX 2

VOLUNTEER APPLICATION

All persons who, for the first time, are applying and/or being considered for a volunteer position with Christ's Lutheran Church that will require or result in frequent interaction with children or youth shall be required to complete this application. The application shall be submitted to the Staff member responsible for child and youth programming and/or a pastor.

Volunteer Name (first, middle, last): _____

Volunteer Address: _____

Phone (H):_____ Phone (W):_____ E-Mail:_____

Position for which Volunteer is Applying: _____

<p>For Office Use Only:</p> <p>SCOT Recipient/Date Received: _____</p> <p>Interviewed (date and by whom): _____</p> <p>References checked (dates and by whom): _____</p> <p>Outcome: _____</p>

APPENDIX 4

SAFE CHILD POLICY ACKNOWLEDGMENT FORM FOR ADULT VBS VOLUNTEERS

By your signature and initials below you are acknowledging and representing that you have received a copy of Christ's Lutheran Church's Safe Child Policy ("Policy") and that you have read and understand the Policy. For purposes of this form the term "children" shall include all individuals under the age of eighteen (18).

OPEN DOOR POLICY

Initial _____

Parents of children being served, ministers and administration/professional staff of the Church have the right to observe any activity or programs of Vacation Bible School ("VBS") at any time. At no time will anyone working with children have a one-to-one meeting behind closed doors.

REGISTRATION

Initial _____

All children must be registered to attend VBS.

IDENTIFICATION

Initial _____

All staff and volunteers working with children during VBS must wear a nametag.

TWO UNRELATED VOLUNTEERS RULE

Initial _____

At least two (2) unrelated volunteers shall work together with children at all times. At no time shall less than (2) unrelated volunteers be alone with a child.

PRESCHOOL RESTROOM PROCEDURE

Initial _____

When a child (under the age of 6) needs assistance using the bathroom, an adult may assist and must follow these guidelines: No person under thirteen (13) should help children unless accompanied by an adult; the bathroom door must be left open while the adult/assistant is present.

ELEMENTARY RESTROOM PROCEDURE

Initial _____

An adult should escort a group of elementary school-aged children to the restroom. Except in cases of an emergency, volunteers shall avoid taking a child to the restroom alone. If it is necessary to take a child to the restroom alone, the volunteer shall observe the open door policy (see Section C of Christ's Lutheran Church's Safe Child Policy). If a child must be sent to the restroom alone, without an adult, the volunteer who sends the child to the restroom shall establish a short time frame for the child's return.

DROP-OFF PROCEDURES

Initial _____

No Child or Youth below the age of 18 should be left in a classroom or program area without the teacher or adult leader present.

PARENT PICK-UP

Initial _____

Children will be released only to a parent, legal guardian, or authorized adult following VBS. Teachers/volunteers should not leave the program area until all children have been released appropriately. Parents may authorize their child to be released to another adult or family member. A parent or responsible adult must supervise children at all times. No child should be left unsupervised in the church buildings or on the church grounds.

PROPER DISPLAY OF AFFECTION

Initial _____

While touch is an essential responsibility in nurturing lives, physical contact with Children and Youth should always be developmentally appropriate. Hugs are best initiated and terminated by Children and

Youth. Children over the age of five (5) should be encourage to sit beside unrelated adults, instead of on their lap. Youth should not be permitted to sit on an adult's lap.

DISCIPLINE

Initial _____

Discipline will be carried out through instruction, training, corrections and positive reinforcement. The following steps should be followed upon observing inappropriate behavior:

- PHYSICAL PUNISHMENT AND HUMILIATION SHALL NEVER BE USED;
- Punishment should never be harsh or severe;
- Children and Youth shall not be permitted to discipline each other;
- Children and Youth should know the consequences of his/her behavior ahead of time, if possible;
- Time-out is an acceptable method of redirecting a Child having difficulty. If time-out is used, the Child is removed from the group, but is not left unsupervised. A chair in the corner of the classroom is acceptable.

Certification and Authorization for Release of Information (must check one)

- () I certify by my signature below that (i.) I have never been convicted of or pled guilty to a felony; (ii) no civil, criminal, ecclesiastical complaint has been sustained* or is pending against me for sexual misconduct or child abuse; and that I have never resigned or been terminated from a position for reasons related to sexual misconduct or child abuse.
- () I am unable to make the above certification.

By my signature below, I hereby certify and affirm that the information in this form is accurate to the best of my knowledge. By my signature below I further certify and affirm that I have read the above certification form and fully understand that the information obtained may be used to deny me appointment as a volunteer or servant of Christ's Lutheran Church.

Signature

Date

For purposes of this form, the term "sustained" shall mean: (1) in a criminal court "sustained" means that there has been a guilty plea, a guilty verdict or plea-bargain; (2) in a civil court, "sustained" means that there has been a judgment against the defendant; and (3) in an ecclesiastical case, "sustained" means that there has been a guilty plea and censure imposed, or finding of guilty with censure imposed, by a permanent judicial commission in the Evangelical Lutheran Church in America or an equivalent body of another church. For purposes of this form, the term "pending" shall mean: (1) in a criminal court, "pending" means a criminal charge before a grand jury, in the process of being prosecuted, or in a case in which there is not yet a verdict; (2) in a civil court, "pending" means a case in which there has not been a decision or judgment; and (3) in an ecclesiastical case, "pending" means an accusation is being investigated by a special disciplinary committee or charges have been filed but have not yet been decided by a permanent judicial commission; or an accusation or charges are in an equivalent state or process in a church other than the Evangelical Lutheran Church in America.

APPENDIX 5

CHILD/YOUTH REGISTRATION AND MEDICAL INFORMATION/RELEASE

September 1, 2016 – August 31, 2017

Parents and/or guardians must fill out a separate form for each child or youth.

Child/Youth Name: _____
Child/Youth Date of Birth: _____
Child/Youth Age: _____
School: _____
Grade: _____

Name(s) of Parent(s)/Guardian(s): _____
Parent(s)/Guardian(s) Address: _____

Primary Telephone: _____
Other Telephone: _____
Email: _____

Programs for which you wish to register this child/youth [check all that apply]:

Sunday School: _____ Other Youth Activities: _____
 Pre-K-K (ages 4-6) Vacation Bible School
 Elementary (Grades 1-5) Youth Group
 Junior High (Grades 6-8)
 Senior High (Grades 9-12)

Please list anything special about your child or youth that you would like us to know, (e.g., custodial arrangements, persons to whom your child should not be released). Please, also, indicate if your child has any dietary restrictions, or other needs that might require special attention.

PHOTO/PUBLICITY WAIVER

I hereby grant to Christ’s Lutheran Church (“Church”) the right and permission to use any photographs or video it has taken of my child or youth named above for any purpose relating to Church related activities, programs, or events depicted in media produced, published, or distributed by the Church now or in the future. I hereby release and discharge Church from any and all claims and demands arising out of or in connection with the use of the photographs or videos, including any and all claims for libel or invasion of privacy.

(Parent or Legal Guardian’s Signature)

(Date)

MEDICAL INFORMATION/RELEASE

Name of Child/Youth: _____

Allergies: _____

Other Health Issues: _____

Prescriptions/reason: _____

Child's Primary Physician: _____ Telephone: _____

Parents are responsible for updating the information in this form as appropriate.

In case of emergency, I (we) authorize the adult in charge to consent to medical care for my/our minor child. For purposes of this consent, the term "medical care" shall include, but not be limited to: X-ray examination, anesthetic, medical or surgical diagnosis or treatment, and hospital care under the general or special supervision and upon the advice of or to be rendered by a licensed physician or surgeon. I (We) further authorize my child's health care providers to release information relevant to diagnosis and treatment to the adult in charge. This authorization will expire when I am able to assume the responsibility of directing my/our minor child's medical care.

(written)

(date)

(printed)

(contact number)

(written)

(date)

(printed)

(contact number)

APPENDIX 6

**BLANKET PARENT/GUARDIAN PERMISSION SLIP
FOR LOCAL OFF-SITE ACTIVITIES**

September 1, 2016 – August 31, 2017

Christ's Lutheran Church uses a blanket permission slip for off-campus activities for each Church School year. This policy applies to all *children and youth in grades three through twelve*. This form, along with an annual Consent to Medical Treatment form must be on file for your child or youth to be included in any such events.

I hereby give permission for my child, _____, to participate with the Christ's Lutheran Church children or youth groups, at any and all of-campus, church approved events beginning _____ and extending to _____. I will notify the specific group leaders if my child does not have permission to attend a specific event. I have completed the annual Consent to Medical Treatment form and it is on file in the church office. I accept responsibility for payment of any and all expenses required for a specific local, off-site event.

In signing this form I understand that I will hold neither the supervisory adults nor Christ's Lutheran Church or any of its agents liable for injuries or damages sustained by my child/youth during any off-campus, church-sponsored event.

Date Signed

(written)

(printed)

APPENDIX 7

OVERNIGHT AND OFF-SITE EVENT PLANNING FORM

This form must be filled out by the leader-in-charge **every time** a group of Children or Youth leaves the Christ's Lutheran Church complex by means of a vehicle. This form must be submitted to the Church Office prior to the event.

Name of Group:

Destination:

Date/Time Leaving: _____

Date/Time Returning: _____

Adult(s) in Charge:

[Name]

[Name]

[Cellular Telephone] / [Home Telephone]

[Cellular Telephone] / [Home Telephone]

Other Adult(s) attending:

[Name]

[Name]

[Cellular Telephone] / [Home Telephone]

[Cellular Telephone] / [Home Telephone]

Drivers:

Name

Name

Driver's License Number

Driver's License Number

Year, Make, Model, Color of Vehicle

Year, Make, Model, Color of Vehicle

State and Number of License Plate

State and Number of License Plate

Purpose of the Trip: _____

THE FOLLOWING DOCUMENTS MUST BE SUBMITTED WITH THIS FORM:

- A detailed itinerary and timeline for the program, event, or field trip;
- A list of the Children and/or Youth attending with completed permission forms for each participant.

THIS FORM WILL NOT BE APPROVED UNLESS IT IS COMPLETED IN ITS ENTIRETY AND IS ACCOMPANIED BY THE DOCUMENTS LISTED ABOVE.

FORM SUBMITTED BY: _____ Date _____

REVIEWED AND APPROVED BY: _____ Date _____

APPENDIX 8

PARENT/GUARDIAN PERMISSION FORM FOR OVERNIGHT AND OFF-SITE EVENTS

I hereby give permission for my child, _____, to participate in the _____ [name of the event] sponsored by Christ's Lutheran Church of Murrysville, Pennsylvania.

It is my understanding that the event will be held on _____ from _____ to _____ [time and dates]. The location of the event will be _____, which will be reached by _____ [mode of transportation].

I have completed all forms required by the leaders of the event including, but not limited to, a medical release form for my child. I have also read all of the information with regard to itinerary, schedule and group rules.

(written)

(date)

(printed)

<p>For Office Use Only:</p> <p>Date Received _____</p> <p>Office Communication</p> <p>_____</p> <p>Staff Signature _____</p>
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APPENDIX 9

ACCIDENT/INCIDENT REPORT

Name of Child/Youth: _____

Group/Activity Child/Youth participating in: _____

Type of Incident: Discipline Injury or Illness Other

Date/Time/Location/Description of Accident/Incident: _____

Description of Action Taken, and by whom: _____

Reported by/Signature/Date: _____ / _____ / _____

Witnessed by/Signature/Date _____ / _____ / _____

_____ / _____ / _____

Date Report Received by Office: _____

Person Receiving Report: _____

Person Responding to Report: _____

Action Taken in Response to Report: _____

Signed by: _____
(written)

_____ Date

_____ (printed)