

# Edgewater Lutheran Church – Child Protection Policy

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## 2. Rationale For Policy and Defining & Identifying Child Abuse

### 2.1. Rationale for a Child Protection Policy

#### 2.1.1. Why have a Child Protection Policy?

Edgewater Lutheran Church has undertaken the development of a policy that helps us, as a Christian organization, to protect the children God has blessed us with. In a world that continues to live in sin, we are called to minister in the world but not become like it. This paradox that we operate in forces us to acknowledge the possibility of sinful and damaging behavior and develop a plan to protect the innocent and give help and caring to those in need of God's love and restoring power.

#### 2.1.2. What does this policy contain?

The document that follows is a combination of state & federal requirements and recommendations, helpful guides for identifying child abuse, proper procedures for screening our employees & volunteers, guidelines for maintaining a safe environment for our children and a plan of action for the congregation to follow if we ever find ourselves in the position where we have to respond to charges about one of our staff or volunteers. While this document may seem at first to be overkill, it is the most concise document we could develop and still have all the information and tools we need. It is our prayer that this policy will protect our children as well as give counseling support to those adults in need of healing.

### 2.2. Definitions of Child Abuse

#### 2.2.1. Child Abuse (California Penal Code Part 4. Prevention of Crimes and Apprehension of Criminals – Title 1. Investigation and Control of Crimes and Criminals – Chapter 2. Control of Crimes and Criminals – Article 2.5 Child Abuse and Neglect Reporting Act – Section 11165.6) “Child abuse” means:

- A. Physical injury or death inflicted by other than accidental means upon a child by another person
- B. Sexual abuse as defined in Section 11165.1
- C. Neglect as defined in Section 11165.2
- D. The willful harming or injuring of a child or the endangering of the person or health of a child, as defined in Section 11165.3
- E. Unlawful corporal punishment or injury as defined in Section 11165.4
- F. Does not include a mutual affray between minors
- G. Does not include an injury caused by reasonable and necessary force used by a peace officer acting within the course and scope of his or her employment as a peace officer

#### 2.2.2. Sexual Abuse (California Penal Code Part 4. Prevention of Crimes and Apprehension of Criminals – Title 1. Investigation and Control of Crimes and Criminals – Chapter 2. Control of Crimes and Criminals – Article 2.5 Child Abuse and Neglect Reporting Act – 11165.1) “Sexual abuse” means sexual assault or sexual exploitation as defined by the following:

- A. “Sexual assault” means conduct in violation of one or more of the following sections: Section 261 (rape), subdivision (d) of Section 261.5 (statutory rape), Section 264.1 (rape in concert), Section

285 (incest), Section 286 (sodomy), Section 287 or former Section 288a (oral copulation), subdivision (a) or (b) of, or paragraph (1) of subdivision (c) of, Section 288 (lewd or lascivious acts upon a child), Section 289 (sexual penetration), or Section 647.6 (child molestation).

- 2.2.3. Neglect (California Penal Code Part 4. Prevention of Crimes and Apprehension of Criminals – Title 1. Investigation and Control of Crimes and Criminals – Chapter 2. Control of Crimes and Criminals – Article 2.5 Child Abuse and Neglect Reporting Act – 11165.2) Neglect is the most common form of child abuse. It includes:
- A. The negligent treatment or the maltreatment of a child by a person responsible for the child’s welfare under circumstances indicating harm or threatened harm to the child’s health or welfare.
  - B. The term includes both acts and omissions on the part of the responsible person.
  - C. “Severe neglect” means the negligent failure of a person having the care or custody of a child to protect the child from severe malnutrition or medically diagnosed nonorganic failure to thrive. “Severe neglect” also means those situations of neglect where any person having the care or custody of a child willfully causes or permits the person or health of the child to be placed in a situation such that his or her person or health is endangered, as proscribed by Section 11165.3, including the intentional failure to provide adequate food, clothing, shelter, or medical care.
  - D. “General neglect” means the negligent failure of a person having the care or custody of a child to provide adequate food, clothing, shelter, medical care, or supervision where no physical injury to the child has occurred.
- 2.2.4. Emotional (The Child Abuse Prevention Center) When a person causes or permits a child to suffer unjustifiable or significant mental suffering.
- A. Acts or omissions by parents or caretakers that have caused, or could cause, serious behavioral, cognitive, emotional, or mental disorders.
  - B. Extreme or bizarre forms of punishment, such as locking a child in a closet
  - C. Verbal abuse such as belittling, blaming, sarcasm, rejection, corruption, screaming, humiliation, threatening, name calling, and unpredictable responses.

### 2.3. Indicators of Possible Child Abuse

#### 2.3.1. Physical Abuse - Physical & Behavioral Indicators

- A. Unexplained bruises and welts:
  - a. On face, lip, mouth
  - b. On torso, back, buttocks, thighs
  - c. In various stages of healing
  - d. Clustered, forming regular patterns
  - e. Imprint of article used to inflict injury (belt, electrical cord)
  - f. Regularly appear after absence, weekend, or vacation.
- B. Unexplained burns:
  - a. Cigar, cigarette burns, especially on soles of feet, palms, back, or buttocks

- b. Immersion burns (sock-like, glove-like)
- C. Unexplained fractures/dislocations
- D. Bald patches on the scalp
- E. Feels deserving of punishment
- F. Wary of adult contact
- G. Frightened of parents
- H. Afraid to go home
- I. Reports injury by parents
- J. Self-destructive behavior
- K. Withdrawn or aggressive behavioral extremes
- L. Uncomfortable with physical contact
- M. Complains of soreness or moves uncomfortably
- N. Wears clothing inappropriate for weather to cover body.

#### 2.3.2. Neglect – Physical & Behavioral Indicators

- A. Consistent hunger
- B. Poor hygiene
- C. Inappropriate dress
- D. Consistent lack of supervision
- E. Unattended physical problems or medical needs
- F. Underweight
- G. Poor growth patterns
- H. Failure to thrive
- I. Lice, distended stomach, emaciated look.
- J. Self-destructive behaviors
- K. Begging, stealing food
- L. Extended stays at school (early arrival and late departures)
- M. Constant fatigue, listlessness, or falling asleep in class
- N. Assuming adult responsibilities and concerns
- O. States there is no caretaker in the home
- P. Frequently absent or tardy

#### 2.3.3. Sexual Abuse – Physical & Behavioral Indicators

- A. Difficulty walking or sitting
- B. Torn, stained or bloody underclothing
- C. Pain, swelling or itching in the genital area
- D. Pain on urination
- E. Bruises, bleeding, or laceration in external genitalia area
- F. Frequent urinary or yeast infections

- G. Inappropriate sex play or advanced sexual knowledge and promiscuity
- H. Hysteria, lack of emotional control
- I. Sudden school difficulties
- J. Withdrawal or depression
- K. Excessive worrying about siblings
- L. Difficult peer relationships, resists involvement with peers
- M. Self-imposed social isolation
- N. Avoidance of physical contact or closeness
- O. Sudden massive weight change (loss or gain)

#### 2.3.4. Emotional Abuse - Physical & Behavioral Indicators

- A. Speech or other communicative disorder
- B. Delayed physical development
- C. Exacerbation of existing conditions such as asthma or allergies
- D. Substance abuse
- E. Habit disorders (sucking, rocking)
- F. Antisocial or destructive behaviors, including delinquency
- G. Neurotic traits (sleep disorders, inhibition to play)
- H. Behavioral extremes (passivity or aggression)
- I. Developmental delays

### 3. Screening and Selecting Employees and Volunteers

#### 3.1. Education of employees/volunteers regarding Edgewater's Child Protection Policy.

##### 3.1.1. Initial Education on Child Safety

- A. The Pastor will use time at staff meetings to go over this document with the affected staff members and instruct them as to how their ministry will be impacted.
- B. The Pastor will use time at teacher/staff meetings, new member visits, and parent information meetings to go over this document with teachers, nursery care givers, and parental volunteers.
- C. The Pastor will summarize this document for presentation at the Management Team, a Voters' Assembly, and in the Church Newsletter.

##### 3.1.2. Ongoing Education on Child Safety

- A. All new hires that serve in any capacity with minors must meet with the Pastor, go over this policy and sign off on the meeting.
- B. New volunteers will meet with the Pastor to go over this policy and sign off on the meeting.
- C. The Management Team will review this policy every August to be reminded of its rationale, administration, and needs.

#### 3.2. Application/screening

##### 3.2.1. Who Must Be Screened:

- A. All employees of Edgewater Lutheran Church that come into any contact with minors as they perform their duties must go through the Church Employee Screening and a Criminal Records Check.
- B. All volunteers that serve in any capacity with minors must complete a Church Volunteer Screening Form and have it on file with the appropriate administrator.
- C. All overnight chaperones (whether they are employees or volunteers) must complete the appropriate screening and a Criminal Records Check.
- D. Volunteers will go through this screening process at least once every five years.

#### 3.2.2. Responsibility For Screenings:

- A. Administration of the Edgewater Lutheran Church Employee Screening will be under the office of the Personnel Committee.
  - a. Initial interview will go over the relevant areas of the Child Protection policy.
  - b. Criminal background checks on employees in addition to the self-screening form.
  - c. Check on all references regarding how they worked with minors in the previous positions.
  - d. A follow-up interview will discuss how they fit within the Children/Youth Ministries at Edgewater.
  - e. Any concerns raised based on the screenings and initial application will be discussed at the follow-up interview before employment contract is offered.
- B. Administration of Edgewater Lutheran Church Volunteer Screening will be under the office of the Pastor.
  - a. Initial recruiting discussion will go over the relevant areas of the Child Protection policy.
  - b. Make sure the self-screening form has been filled out and signed.
  - c. Keep all self-screening forms secure, these forms are confidential and should be treated as such.
  - d. Criminal background checks for all overnight chaperones.
  - e. Check on all references regarding how they worked with minors at previous congregations.
  - f. A follow-up discussion about how they could serve within the Children/Youth Ministries at Edgewater.
  - g. Any concerns raised based on the conversations, screenings and background checks will be discussed at the follow-up discussion before the person begins assisting in ministry with minors.

#### 3.2.3. Screening Forms

- A. Form 2.2.3-A is required for all staff of Edgewater Lutheran Church that come into any contact with minors as they perform their duties.
- B. Form 2.2.3-B is required for all adult volunteers of Edgewater Lutheran Church working with minors.
- C. Form 2.2.3-C is required for all Minors volunteering with Minors.

#### 4. Guidelines On Interactions Between Individuals

- 4.1. Responsibility for Minors Edgewater Lutheran Church Children & Youth Ministry program will...
  - 4.1.1. Be responsible for the care and supervision of minors no more than 15 minutes before the announced start time for an event.
  - 4.1.2. Be responsible for minors ONLY at scheduled children's & youth ministry activities. Parents maintain responsibility for their children at congregational functions (i.e. worship, meals, meetings, family fun nights, etc.)
  - 4.1.3. Providing a secure, safe, and supervised environment for each event. (Keeping in mind that the nature of many games and activities involves risk of injury.)
  - 4.1.4. Provide first aid in the event of a minor injury and notify parents of injury.
  - 4.1.5. Call 911 in the event of a major injury and notify parents of injury.
  - 4.1.6. In the event of an injury resulting in 911 being called or an injury severe enough that it requires medical attention an Incident Report (Form 3.1.6) must be filled out and signed by the parent or legal guardian of the minor.
  - 4.1.7. Supervise children until they are picked up following the event.
    - A. Children should be picked up no later the 15 minutes after the published time of an event ending.
    - B. Edgewater will have minors call with return times for trips and expect parents to be available for contact.
    - C. Parents are responsible for arranging rides for their minors and notifying event leaders if the parents are not going to be picking up the minor. (i.e. another family, neighbor, babysitter, friend, etc.)
- 4.2. Contact Information
  - 4.2.1. General Information & Usage: Parents/guardians must provide the children's/youth ministry of Edgewater Lutheran Church with required contact information for their child to participate.
    - A. The information will generally be gathered through a registration form for either Sunday School, Midweek Classes, or Vacation Bible School.
    - B. The form needs to contain the following information:
      - a. Child's name and birthday
      - b. Any important health information we need to care for the child (Conditions and current medications).
      - c. Parents' names, address, contact numbers and e-mail addresses
    - C. Information given will be used by Edgewater Lutheran Children's/Youth Ministry in the event of an emergency and to keep families informed about what is happening at Edgewater. Information will not be given out for any reason other than in support of the ministry at Edgewater Lutheran Church.

- 4.2.2. Emergency Information Forms: Youth must have an Emergency Medical Form (3.2.2-A) completed and turned in to an adult leader before the youth will be able to depart for an off-site activity. The Pastor keeps these on file.
- 4.2.3. Contact Number Of Leader: The adult in charge of the event will communicate to parents his/her cell phone number so s/he can be contacted by families in the event of a family emergency while the minor is in the care of Edgewater Lutheran Church.
- 4.3. General Children/Youth Ministry Guidelines
  - 4.3.1. When youth attend any youth event, they are expected to participate fully in the event. Exceptions will be made for youth with special needs. (Please talk with the leader before the event so accommodations can be made.)
  - 4.3.2. Once at an event, youth should plan on staying until the completion of an event. If a youth needs to arrive late or leave early, arrangements should be made beforehand with the Pastor or adult in charge.
  - 4.3.3. Youth are to leave all personal electronic devices at home for youth trips. There will be the youth phone available for community usage. Youth can bring their own CDs but music with inappropriate messages or lyrics will be confiscated by chaperones to be returned to the participant's parents following the trip.
  - 4.3.4. Youth should remember they represent Christ on youth activities:
    - A. Their language and conduct should be a witness of Christ's love. This includes being a witness to members of our group, congregation, and anyone else we may come in contact with during an activity.
    - B. Their clothing should be a reflection of being in His service. Youth with inappropriate clothing may be asked to go home and change or wear a youth/church T-shirt to cover up.
    - C. Youth should show respect for the facilities & equipment they use. Whether it is an air hockey table in the youth room or a bunk at a campground, they are to be responsible stewards of the things they have been blessed to be able to use.
    - D. Purchases made by youth on youth trips should be also be a reflection of being in Christ's service. Inappropriate purchases will be confiscated by the Pastor or adult leader and either disposed of or returned to the teen's parents.
- 4.4. Requirements for volunteers working with minors
  - 4.4.1. Chaperones & Teachers

A chaperone or teacher can be any adult 21 years or older who is currently actively involved at Edgewater Lutheran Church, has spoken with the Pastor and has been through the volunteer screening program.
  - 4.4.2. Overnight Chaperones

In addition to the requirements in 3.2.1., overnight chaperones need to have been actively involved at Edgewater Lutheran Church at least 6 months and have a criminal background check run on them.



#### 4.4.3. Assistants

An assistant for either children or youth ministry must be at least 12 years or older and be currently actively involved at Edgewater Lutheran Church. S/he needs to have spoken with the Pastor and gone through the volunteer screening program.

#### 4.4.4. Nursery Caregivers

A Nursery care giver must be either 18 years of age OR at least 12 years of age and have taken the Red Cross babysitting & infant CPR course. In addition, a nursery care giver needs to have spoken with the Pastor and gone through the volunteer screening program.

#### 4.4.5. Drivers and Transporting Minors

- A. Drivers on a church sponsored event must be licensed, at least 25 years of age, have a safe driving record, a dependable vehicle, and up to date insurance.
- B. Everyone in a vehicle must wear a safety belt at all times when the vehicle is in operation.
- C. Transportation of children/youth in the back of a vehicle without safety belts is not allowed (Except in the instance of a hayride or other specific cases where safety belts are not available).
- D. Parents must provide an approved car seat for their child if s/he is still required to be seated in one.
- E. Youth/children who do not follow safety belt rules, are disruptive, or are disrespectful of a driver's requests may be suspended from the next off-site trip.
- F. Each driver is to have directions and a map for out-of-town trips.

#### 4.5. Chaperone/teacher to minor ratio

##### 4.5.1. Children's Education (Sunday School & Vacation Bible School)

- A. The maximum teacher to student ratio should be no less than 1 to 10.
- B. If students will be in an area of the facilities that is not near the other classes (outside, the kitchen, etc.) there should be at least two leaders (teachers or aides) no matter what the ratio.
- C. For off-site trips, the ratio drops to 1 to 6.
- D. Assistants count as adults in the ratio formula.

##### 4.5.2. Nursery

There should be at least 2 Nursery Caregivers in the nursery when it is being staffed. This rule applies even if the Nursery is being used by another group within the congregation outside of Sunday morning.

##### 4.5.3. Youth Ministry

- A. Sunday Morning & Wednesday Night Classes: 1 to 30 (1 to 8 recommended)
- B. Single day events (This could be Youth Nights, Parties, or outreach events): 1 adult to 12 youth
- C. Single day off-site trips 1 adult to 7 youth
- D. Overnight on-site events will have at least one male and one female no matter how many youths. The ratio should be kept to at least 1 adult to every 5 youth.

- E. Overnight off-site events will have at least two male and two female chaperones no matter how many youths. The ratio should be kept to at least 1 adult to every 5 youth.
- F. Exceptions:
  - a. If there are only males or only females on an overnight trip, the other gender chaperone is not required.
  - b. The ratios given are for Edgewater sponsored events. If the PSD District or the LCMS are sponsoring an event and their ratios differ from this document, we are required to follow their numbers.

#### 4.5.4. One-on-one Interactions

Caring for minors needs to be done in a way that protects both the minor, the integrity of the adult caring for the minor and the ministry of Edgewater Lutheran Church.

- A. If an adult needs to counsel/care for a minor, it needs to be done with other people in a public place. (The church when other people are there, a restaurant, the minor's home with parents present, etc.)
- B. At least two adults need to stay at church until the last minor is picked up from a class or an event.
- C. Adults should not be driving alone in a vehicle with minor.
  - a. In situations where an emergency ride is needed for a minor, an adult with their own child should provide the ride.
  - b. If this is not possible, parental permission must be given and the drive time documented by leaving a message on the Pastor's phone with the drop-off time.

#### 4.5.5. Prohibited Activities

The following activities are prohibited at any and all events sponsored by Edgewater Lutheran Church that involve minors.

- A. Use of controlled substances (Drugs, alcohol, etc.) Use of tobacco products is not permitted. Youth found in violation of this rule will have their parents notified and be required to participate in counseling with the pastor. Violation of this policy could jeopardize future participation in youth recreational activities. The Pastor will report violations as the law requires.
- B. Gambling for anything other than M&Ms, pretzels, or potato chips.
- C. Crude jokes & sexual humor
- D. Hazing of any sort
- E. Bullying of any sort
- F. Public displays of affection beyond what a minor would be comfortable doing with a friend are not permitted.

#### 4.6. Appropriate/inappropriate behaviors

These examples are by no means an exhaustive listing. And we understand that in doing human care ministry

there are times when a pat on the back is not enough to comfort a child. The person in charge should be sensitive to the comfort level of the child.

4.6.1. Appropriate Behaviors

Giving verbal praise, giving positive verbal reinforcement for good work and/or behavior, Pats on the back or shoulder is positive touch

4.6.2. Inappropriate Behaviors

Sexually provocative or degrading comments, Risqué jokes, Patting on “personal” zones (buttocks, pelvic region, & chest), Corporal punishment, Showing pornography or involving youth in pornographic activities

5. Monitoring Behavior

5.1. What To Monitor:

Staff and volunteers will, on occasion, be monitored in their interactions with minors to prevent, recognize, and respond to inappropriate and harmful behaviors and to reinforce appropriate behaviors.

5.1.1. Behaviors To Be Monitored:

Section 3 of this document spells out specifically what is appropriate and inappropriate in working with minors.

5.1.2. Monitor Potential Risk Situations:

While we should always be observant about what is happening with the children at church functions, church leaders need to be extra attentive to monitoring staff and volunteer behavior in higher risk situations and work with them to reduce the risk for both adult and child.

- A. Overnight trips
- B. Transportation of youth
- C. One-on-one counseling situations.

5.2. Strategies for Monitoring Behaviors:

As we seek to monitor behaviors without negatively impacting ministry, we will follow these steps in observing.

5.2.1. Roles and Responsibilities

- A. The Management Team monitors staff in general. If an issue arises with a member of the staff the Pastor will take the lead in monitoring, reporting, and documenting.
- B. Staff will oversee the monitoring, reporting, and documentation process for volunteers under their specific ministry responsibility area.

5.2.2. Responding to What is Observed and Documentation

- A. If the observations made in monitoring are positive, note this and attach it to their personnel file or volunteer screening form and share your positive feedback with the individual.
- B. If there are areas where you noted a change in style should be made to be more in line with this policy, inform the individual and include this notation in their personnel file or volunteer screening form.

- C. If there is a serious breach of this policy observed, remove that adult from the current situation, speak with the individual directly about what was observed, and include an Incident Report (Form 3.1.6) in their personnel file or volunteer screening form.
- D. In any of the above scenarios, documentation of the monitoring needs to be recorded and kept with either the staff or the volunteer's information. This is to substantiate that the church is monitoring its volunteers. (Form 4.2.2 –D)

## 6. Reporting

### 6.1. If Child Abuse Is Suspected:

While child abuse is a serious problem in our society, we do not want to be alarmist and damage an innocent family's reputation. It is for that reason that the following courses of action are prescribed.

#### 6.1.1. Volunteer Reporting:

If a volunteer suspects child abuse is occurring...

- A. Volunteers should speak directly to a staff member about the suspected activity.
- B. Volunteers are NOT mandatory reporters and most do not have the training to make these judgments. If, because of the volunteer's job, they are mandatory reporters they should make the appropriate report then notify the church staff.
- C. In either case, the staff member will follow up on this report based on the criterion set forth in this document and act accordingly.

#### 6.1.2. Staff Member Reporting:

If a ministry staff member believes that a child attending ministry events is being abused, they should:

- A. Document behaviors and signs that have led them to that conclusion.
- B. Contact child protective services with the alleged abuse.
- C. They should NOT notify parents of this reporting. If abuse is occurring, parents will coach their children how to respond to cover their tracks.
- D. Remember that they are the child's only advocate and ministry can be done to care for the family following the investigation.

### 6.2. If a volunteer or staff member is suspected of or charged with misconduct with relationship to a minor.

#### 6.2.1. Reporting Staff or Volunteers for Alleged misconduct with a minor:

If a staff member or volunteer is suspected of inappropriate behavior with a minor (whether at church function or off campus) the following action is prescribed.

- A. The staff member in charge fills out an Incident Report (Form 3.1.6) on the alleged behavior that will be placed with the volunteer screening form.
- B. The volunteer in question is removed from working with minors until the allegations have been cleared up.

- C. If the behavior is within the boundaries of the law yet raises questions regarding the safety of minors the Pastor has a discussion with the volunteer in question to prescribe changes in behavior that would be in line with this child protection policy.
  - D. If the alleged behavior is in violation of California law, the staff member in charge is to file a report to the authorities per 5.1.2 of this document.
- 6.2.2. Charges Against a Staff Member or Volunteer: To keep the child safe and the congregation's ministry positive in the community the following action is prescribed.
- A. The Responding Staff Member (RSM) will be the Pastor or, if charges are being filed against that individual, the Management Team.
  - B. A press release will be issued to all local news agencies from the office of the responding staff member.
  - C. All inquiries made to any staff member or volunteer regarding the incident should be forwarded to the office of the RSM.
  - D. The focus of all communications will be regret for what has happened, emphasizing what the church has done (this policy and implementation) to prevent such a tragedy, the desire to be there to support the child and family of the abused, as well as continuing to minister to the accused and his/her family.

EMPLOYEE APPLICATION & SCREENING FORM 2.2.3-A

It is the goal of Edgewater Lutheran Church to create a safe and secure atmosphere for all children/youth who participate in activities of this church. To facilitate that purpose, it is necessary to gather certain information from individuals desiring employment. This information will be used for the sole purpose of helping the church provide a safe and secure environment for those children who participate in our programs and use our facilities.

DISCLOSURE and AUTHORIZATION – BACKGROUND INVESTIGATION

In connection with my application for employment or to serve as a volunteer with Edgewater Lutheran Church, Eastvale, California ("Client"), I understand that a "consumer report" and/or "investigative consumer report", as defined by the Fair Credit Reporting Act (15 U.S.C. § 1681), will be requested by Client for employment or volunteer purposes, whichever is applicable, from Protect My Ministry, Inc., ("Protect My Ministry"), a consumer reporting agency as defined by the Fair Credit Reporting Act. These reports may include information as to my character, general reputation, personal characteristics, or mode of living, whichever are applicable. They may involve interviews with sources such as my neighbors, friends, or associates. The report may also contain information about me relating to my criminal history, credit history, driving and/or motor vehicle records, social security number verification, verification of education or employment history, worker's compensation (only after a conditional job offer) or other background checks. Such reports may be obtained at any time after receipt of this Disclosure and Authorization and if I am hired or serve as a volunteer, whichever is applicable, throughout the course of my employment or volunteer service, as permitted by law and unless revoked by me in writing. Client also reserves the right to share my report with any third-party with whom I will be placed to work or volunteer with as a representative of Client. I understand that I have the right, upon written request made within a reasonable amount of time after the receipt of this notice, to request disclosure of the nature and scope of any investigative consumer report to Protect My Ministry, Inc., 14499 N. Dale Mabry Hwy., Suite 201 South, Tampa, FL 33618 or 1-800-319-5581. For information about Protect My Ministry's privacy practices, see [www.protectmyministry.com](http://www.protectmyministry.com).

Acknowledgement and Authorization

By signing below, I authorize Edgewater Lutheran Church or its authorized agents to obtain or prepare consumer reports or investigative consumer reports about me. I acknowledge receipt of a copy of the federal notice entitled *A Summary of Your Rights under the Fair Credit Reporting Act* and certify that I have read this Disclosure and Authorization as well as the summary document explaining my rights under the Fair Credit Reporting Act.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Personal Information

---

*Last Name* *First Name* *Middle Name*

---

*Address* *City, State* *Zip Code*

---

*Social Security Number* *DL Number (State)* *Email Address*

Screening Questionnaire

---

*Current Employer*

---

*Current Employer Address* *Current Employer Phone*

---

*Previous Employer*

---

*Previous Employer Address* *Previous Employer Phone*

---

*Home Phone* *Cell Phone*

Are you a member of Edgewater Lutheran Church? Yes or No

---

*If no, what is your church affiliation?*

Have you volunteered or worked with children at a church or school before? Yes or No

If yes, please provide the following:

---

*Place* *Date(s)* *Capacity*

Are you currently active in other church ministries? Yes or No

---

*If yes, where are you serving?*

Do you have training or certification in first aid or CPR? Yes or No

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*When does it expire?*

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*What (if any) concerns do you have working in a place that has youth frequently in the facility?*

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*What kind of supervision do you prefer to work with?*

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*Why?*

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*What do you hope to gain and contribute to the youth ministry of Edgewater Lutheran Church?*

*Answering yes or leaving the question concerning any prior personal abuse unanswered will not automatically disqualify an applicant for work with children or youth. IF you desire to talk with the Pastor regarding any of the following questions, feel free to schedule an appointment.*

Is there any reason why you should not work with children or youth?

Yes or No

---

*Please comment*

*Have you ever been the subject of a child abuse investigation?*

Yes or No

*If yes, was the allegation substantiated?*

Yes or No

*Have you ever been abused?*

Yes or No

*If yes, was it reported?*

Yes or No

*Have you ever been convicted of or pleaded guilty to a criminal offense against a person?*

Yes or No

I have read and agree to follow the Edgewater Lutheran Church Child Protection Policy

---

*Name (Printed)*

*Signature*

*Date*



VOLUNTEER SCREENING FORM 2.2.3-B

It is the goal of Edgewater Lutheran Church to create a safe and secure atmosphere for all children/youth who participate in activities of this church. To facilitate that purpose, it is necessary to gather certain information from individuals offering volunteer services to children and youths. This information will be used for the sole purpose of helping the church provide a safe and secure environment for those children who participate in our programs and use our facilities.

DISCLOSURE and AUTHORIZATION – BACKGROUND INVESTIGATION

In connection with my application for employment or to serve as a volunteer with Edgewater Lutheran Church, Eastvale, California ("Client"), I understand that a "consumer report" and/or "investigative consumer report", as defined by the Fair Credit Reporting Act (15 U.S.C. § 1681), will be requested by Client for employment or volunteer purposes, whichever is applicable, from Protect My Ministry, Inc., ("Protect My Ministry"), a consumer reporting agency as defined by the Fair Credit Reporting Act. These reports may include information as to my character, general reputation, personal characteristics or mode of living, whichever are applicable. They may involve interviews with sources such as my neighbors, friends or associates. The report may also contain information about me relating to my criminal history, credit history, driving and/or motor vehicle records, social security number verification, verification of education or employment history, worker's compensation (only after a conditional job offer) or other background checks. Such reports may be obtained at any time after receipt of this Disclosure and Authorization and if I am hired or serve as a volunteer, whichever is applicable, throughout the course of my employment or volunteer service, as permitted by law and unless revoked by me in writing. Client also reserves the right to share my report with any third-party with whom I will be placed to work or volunteer with as a representative of Client. I understand that I have the right, upon written request made within a reasonable amount of time after the receipt of this notice, to request disclosure of the nature and scope of any investigative consumer report to Protect My Ministry, Inc., 14499 N. Dale Mabry Hwy., Suite 201 South, Tampa, FL 33618 or 1-800-319-5581. For information about Protect My Ministry's privacy practices, see [www.protectmyministry.com](http://www.protectmyministry.com).

Acknowledgement and Authorization

By signing below, I authorize Edgewater Lutheran Church or its authorized agents to obtain or prepare consumer reports or investigative consumer reports about me. I acknowledge receipt of a copy of the federal notice entitled *A Summary of Your Rights under the Fair Credit Reporting Act* and certify that I have read this Disclosure and Authorization as well as the summary document explaining my rights under the Fair Credit Reporting Act.

---

*Signature*

*Date*

Personal Information

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*Last Name* *First Name* *Middle Name*

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*Address* *City, State* *Zip Code*

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*Social Security Number* *DL Number (State)* *Email Address*

Screening Questionnaire

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*Current Employer*

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*Current Employer Address* *Current Employer Phone*

---

*Previous Employer*

---

*Previous Employer Address* *Previous Employer Phone*

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*Home Phone* *Cell Phone*

Are you a member of Edgewater Lutheran Church? Yes or No

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*If no, what is your church affiliation?*

Have you volunteered or worked with children at a church or school before? Yes or No

If yes, please provide the following:

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*Place* *Date(s)* *Capacity*

Are you currently active in other church ministries? Yes or No

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*If yes, where are you serving?*

Do you have training or certification in first aid or CPR? Yes or No

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*When does it expire?*

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*What (if any) concerns do you have working with children or youth?*

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*What age range(s) do you prefer to work with?*

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*What kind of supervision do you prefer to work with?*

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*Why?*

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*What do you hope to gain and contribute to the youth ministry of Edgewater Lutheran Church?*

*Answering yes or leaving the question concerning any prior personal abuse unanswered will not automatically disqualify an applicant for work with children or youth. IF you desire to talk with the Pastor regarding any of the following questions, feel free to schedule an appointment.*

Is there any reason why you should not work with children or youth?

Yes or No

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*Please comment*

*Have you ever been the subject of a child abuse investigation?*

Yes or No

*If yes, was the allegation substantiated?*

Yes or No

*Have you ever been abused?*

Yes or No

*If yes, was it reported?*

Yes or No

*Have you ever been convicted of or pleaded guilty to a criminal offense against a person?*

Yes or No

I have read and agree to follow the Edgewater Lutheran Church Child Protection Policy

---

*Name (Printed)*

*Signature*

*Date*

MINOR VOLUNTEER SCREENING FORM 2.2.3-C

It is the goal of Edgewater Lutheran Church to create a safe and secure atmosphere for all children/youth who participate in activities of this church. To facilitate that purpose, it is necessary to gather certain information from youth volunteering to serve in ministry areas involving younger youth and children. This information will be used for the sole purpose of helping the church provide a safe and secure environment for those children who participate in our programs and use our facilities and will be kept in a confidential file only seen and/or accessed by the Pastor.

Personal Information

<i>Last Name</i>	<i>First Name</i>	<i>Middle Name</i>
<i>Address</i>	<i>City, State</i>	<i>Zip Code</i>
<i>Social Security Number (Optional)</i>	<i>Date of Birth</i>	<i>Phone Number</i>

Screening Questionnaire

Are you a member of Edgewater Lutheran Church? Yes or No

*If no, what is your church affiliation?*

Have you volunteered or worked with children at a church or school before? Yes or No

If yes, please provide the following:

<i>Place</i>	<i>Date(s)</i>	<i>Capacity</i>
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Are you currently active in other church ministries? Yes or No

*If yes, where are you serving?*

Do you have training or certification in first aid or CPR? Yes or No

*When does it expire?*

*What (if any) concerns do you have working with youth?*

*What age group(s) do you prefer to work with?*

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*What kind of supervision do you prefer to work with?*

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*Why?*

---

*What do you hope to gain and contribute to the youth ministry of Edgewater Lutheran Church?*

*Answering yes or leaving the question concerning any prior personal abuse unanswered will not automatically disqualify an applicant for work with children or youth. IF you desire to talk with the Pastor regarding any of the following questions, feel free to schedule an appointment.*

Is there any reason why you should not work with children or youth?

Yes or No

---

*Please comment*

*Have you ever been the subject of a child abuse investigation?*

Yes or No

*If yes, was the allegation substantiated?*

Yes or No

*Have you ever been abused?*

Yes or No

*If yes, was it reported?*

Yes or No

*Have you ever been convicted of or pleaded guilty to a criminal offense against a person?*

Yes or No

I have read and agree to follow the Edgewater Lutheran Church Child Protection Policy

---

*Name (Printed)*

*Signature*

*Date*



Insurance Information

Hospital Insurance?

Yes or No

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*Father Signature*

*Mother Signature*

If under 21, both parents must sign unless parents are separated; in which case, the custodial parent must sign.

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*Insurance Company*

*Policy Number*

Is a preauthorization call required?

Yes or No

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*Physician*

*Physician's Phone*

INCIDENT REPORT FORM 3.1.6

*In the event of an injury resulting in 911 being called, an injury severe enough that it requires medical attention, or a serious breach of Edgewater Lutheran Church's Child Protection Policy this form must be filled out by the person in charge of the event and signed by the parent or legal guardian of the minor.*

Contact Information for Individual(s) Involved

<i>Full Name</i>	<i>Phone Number</i>
<i>Address</i>	<i>City, State Zip Code</i>
<i>Full Name</i>	<i>Phone Number</i>
<i>Address</i>	<i>City, State Zip Code</i>
<i>Full Name</i>	<i>Phone Number</i>
<i>Address</i>	<i>City, State Zip Code</i>
<i>Full Name</i>	<i>Phone Number</i>
<i>Address</i>	<i>City, State Zip Code</i>

Please describe the incident being reported in as much detail as you can recall.  
*Use the back of this form if necessary.*

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Please record what follow-up action in addition to this report.  
*For example, 911 called, sent to hospital, parent picked up early, ice/bandage was applied, etc.*

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I verify that I have reported this incident as accurately as possible and shared all the above information with the parents/guardians of the minor(s) involved.

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*Signature of Reporter*

*Printed Name of Reporter*

I verify that I have been informed of my child's involvement in the incident described above.

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*Parent/Guardian's Signature*

*Printed Name of Parent/Guardian*

STAFF / VOLUNTEER MONITORING REPORT FORM 4.2.2 D

*It is the goal of Edgewater Lutheran Church to create a safe and secure atmosphere for all children/youth who participate in activities of this church. To facilitate that purpose, it is necessary to observe staff and volunteers as they interact with children and youth to make sure our congregation's ministry is consistent with our Child Safety Policy. This observation is to identify the positive abilities of our volunteers' areas for improvement and potential problems regarding the safety of the youth and children being ministered to.*

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<i>Person Observed</i>	<i>Date</i>
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<i>Length of Time Observed</i>	<i>Observer</i>
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For each of the following points, state whether the person interacted with the children or youth (above expectations - 1), (appropriately - 3), (inappropriately - 5) or somewhere in between those. There is room for additional comments to the staff member or volunteer be aware of their strengths or areas that s/he can improve upon.

- |    |  |           |
|----|--|-----------|
| 1. | Interaction with minors is consistent with the Child Safety Policy.  | 1 2 3 4 5 |
| 2. | Verbal interactions communicate the love of Christ with the minor.   | 1 2 3 4 5 |
| 3. | Shows positive physical interaction (in line with the CPP) with the minor.                                 | 1 2 3 4 5 |
| 4. | Encourages other minors in the class or activity to have behavior consistent with the Child Safety Policy. | 1 2 3 4 5 |
| 5. | Management of the classroom/activity and discipline.   | 1 2 3 4 5 |
| 6. | Showed comfort with the material being presented or the activity being led.                                | 1 2 3 4 5 |

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<i>Observer's Name Printed</i>	<i>Observer's Signature</i>
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