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# LIVING SAVIOUR LUTHERAN CHURCH



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## Living Saviour Lutheran's Child Protection Policy Procedure Manual and Guidelines for Working with Children

Jesus said, "Let the little children come to me, and do not hinder them,  
for the kingdom of heaven belongs to such as these."

*Matthew 19:14 NIV*

*Addendum forms are samples.  
Please use the ones from the church office since they are most current.*

# LSLC Child Protection Policy, Procedures, and Guidelines

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## Child Protection Policy Youth Ministries

### Purpose

#### *YOUTH MINISTRIES ARE . . .*

*Youth and adults working together so that youth might grow and participate in their baptismal relationships with their Lord, themselves, and the world through the means of grace and the congregation's ministries.*

*Youth activities and interactions at Living Saviour Lutheran Church (LSLC) are inclusive regardless of race, color, and even religion— where every young person (and friend) is welcome! Regardless where youth are in their faith journey, adults are to be positive Christian role models who are providing purposeful, safe and fun opportunities for youth to get to know and “connect to Jesus.”*

*Activities at LSLC are a means for our children to grow as individuals, personally and spiritually, while exploring ideas, values, and faith within the context of a safe, supportive, caring Christian community of peers and adults.*

*The purpose of youth ministries is to provide a variety of opportunities and experiences to draw youth into active, responsible participation in the life, mission, and work of the faith community.*

*Our hope is that LSLC's youth ministries will enable youth to reach their full God-created potential! Youth ministry is more than programs, events, and service projects. It is about being role models for each other and helping youth build a relationship with our living Savior, Jesus Christ, and by inviting Him into every area in life.*

### Rights of Children Participants at LSLC

Living Saviour Lutheran Church (LSLC) believes that every child has, at all times and in all situations, the right to feel safe and protected from situations or practices that could result being physically or psychologically harmed.

This Child Protection Policy, Procedure, and Guidelines Manual is for the orientation of all church employees, volunteers, members and others who interact and/or are in frequent contact with children in the church environment. The policy provides guidelines on how to maintain a secure and safe environment so that every child can feel comfortable and can flourish.

### Screening LSLC Staff

*(also see Addendum 1 on page 14 for forms for criminal record and references check)*

The Chairperson of the Personnel Committee (Chair-PC) will see that criminal record (background) checks are conducted on applicants for paid staff positions who will be working with children. The background check will include screening for both criminal history (arrests and convictions), drug and alcohol abuse, and complaints for child abuse and neglect through Child Protective Services.

The Chair-PC will require three references and will follow up by contacting them before hiring staff who work with children.

All adults who work with children will sign a form that they have read, they understand, and agree to follow the Child Protection Policy of Living Saviour Lutheran Church, and reiterates that they have no convictions for child abuse, neglect, drug and alcohol abuse, or domestic violence. (See last page, Addendum 6, which can be torn off, signed, and given to LSLC office staff.)

LSLC will not knowingly permit offenders of domestic violence or child abuse to work with children.

## **Screening Volunteers**

*(See Addendum 2 for Form: Volunteer Information Sheet and Addendum 1 for Forms for Background checks.)*

Volunteers can apply by submitting the Volunteer Information Sheet that will include three references for LSLC to follow up on.

Regular church attendance, as a member or non-member planning to join the church, will be a requirement prior to volunteer service with children in church related activities.

LSLC will not knowingly permit offenders of domestic violence or child abuse to work with children.

For off-site church activities, such as service projects, retreats, fellowship gatherings, adult leaders, chaperones, and carpool drivers should be at least 21-years-old, with a copy of his/her valid driver's license, waiver, and health form on file in the church office.

## **Policy Orientation for Staff and Volunteers**

The Chair-PC or designee will conduct orientation of the Child Protection Policy when requested. All new staff and volunteers should go through this orientation as soon as possible.

## **Communication of Child Protection Policy to Staff, Volunteers, and Parents**

All staff members and volunteers who have contact and work with children are issued a copy of LSLC's Child Protection Policy. This policy also covers "Dealing with a Disclosure" and must be emphasized annually by distributing "Handout for LSLC Youth Volunteers" (found in Addendum 4).

Parents have access to a copy of this manual, centrally located in the church office, so they can inform themselves of the church's duties and responsibilities under LSLC's Child Protection Policy.

The congregation will be informed about the purpose and contents of the Child Protection Policy every two years.

## **Child Protection Awareness Training**

Information will be given to staff and volunteers who work with children about signs of abuse and the correct procedures to follow in possible abuse situations, including information that may be available through Child Protective Services on appropriate approaches to correcting and disciplining youth. LSLC staff and volunteers are not to use corporeal punishment or verbally abusive language at any time.

## **Periodic Review of the Policy and Procedures**

The Child Protection Policy and Procedures will be reviewed and updated as needed at least annually by the Personnel Committee.

The Christian Education Committee will provide annual training to staff of this Child Protection Policy, volunteers, new hires and/or new volunteers and will advise of any updates, changes or corrections.

## **Designated Person for Child Protection Issues**

The church Personnel Committee has chosen a designated person(s) who takes on responsibility for handling child protection issues. The Designated Person(s) will have undergone appropriate training and have knowledge and skills in recognizing and acting upon child protection concerns.

The roles and responsibilities of the Designated Person will be to:

- Ensure that the local Child Protection Laws and Procedures are followed as described in this manual.
- Encourage and advise all staff and volunteers express child abuse concerns to the Designated Person(s).
- Act as a source of expertise and advice within the church.
- Co-ordinate action within the Church to deal with child protection issues.
- Contact the Council President in the event of a child protection issue and decide whether an immediate referral is necessary. Advice may be sought from Social Services about the need for a referral.
- Forward any Social Services reports arising from a verbal referral to the Council President and open up a confidential file on each issue.
- Pay particular attention to the physical, social and emotional development of any child identified as being at risk.
- Develop an effective working relationship with other agencies as needed.
- Attend child protection conferences as appropriate.

## **Staff and Volunteers Working with Children**

Meetings, rehearsals, or gatherings involving children (under the age of 18) should be held in rooms with windows in the doors, or with open doors, with at least one adult in attendance. Two adults is recommended whenever possible.

Except in an emergency situation, clergy, leaders, choir directors, or teachers will not drive children home unless parents give prior permission, preferably in writing. (Any driver of youth must be at least 21-years-old, with a copy of their valid driver's license, waiver, and health form on file in the church office.)

After church activities, care will be taken to release young children directly to parents or other previously-arranged individuals.

Exceptions to the aforementioned should be addressed to the Congregation Council President and issues will be addressed as soon as possible.

Classrooms will have doors with windows, or doors will remain open when in use.

Any room where children may be gathered may be entered at any time without prior notice.

## **Determining Youth Activities**

Appropriate activities have meaning and purpose. In determining appropriate youth activities, choose those that are grounded in Christian education and that the purpose of the activity aligns with ELCA's mission for youth ministries (for resources, ideas, opportunities, check ELCA and NC Synod web sites and click on "youth": [www.elca.org](http://www.elca.org) and [www.nclutheran.org](http://www.nclutheran.org). The ELCA has a Youth Ministry program).

They are to provide youth and adult volunteers with one or more of the following opportunities to focus them on their faith journey and connection to Christ: serving, witnessing, developing leadership, being good stewards, nurturing spiritual growth, celebrating, and fostering a sense of belonging.

## Procedure and Paperwork for Youth Activities at LSLC

(See Addendum 3: **A-B-C Forms**: A. Health Form and Consent to Seek Treatment; B. Permission Slip/Waiver and Release/Youth Covenant (Grades K-5 and Grades 6-12); C. Emergency Plan/Emergency Plan Card; Accident Report Form.)

Procedure and paperwork improve communication between parents and LSLC staff and volunteers, especially in the event of an emergency, during a youth activity planned and supervised by LSLC. See list above, "See Addendum 3."

There is a centrally located filing area in the church office that LSLC staff and adult leaders volunteers are to use to keep original forms relating to youth activities, both on-site and off-site. (i.e. Forms A for the year; Forms B and C during the activity.)

Form A-Health Form/Consent to Seek Treatment Forms are to be given to parents for each LSLC youth (Grades K-12) annually to be updated and signed in front of a Notary. (Church staff or volunteers who are licensed by the State of North Carolina are permitted to act as Notary. Otherwise parents can find a Notary at their local branch bank. There is no charge.)

Form A-Health Form must be completed for each child that is expected to participate in church activities, especially youth in Grades 6-12. This form, completed by the parent and signed in front of a notary, is kept on file at the church and should be renewed every September or updated when insurance information changes. This form must be notarized because some hospitals require it for treatment to be administered. Any adult associated with the group should also fill-out and sign the health form, especially if they plan or could be a chaperone and/or driver.

Youth Grades K-5 need to submit Form A, to keep on file, only if youth participates in church activities where the parent is not present or not on-site during the activity.

All Form A files are confidential and are used only in an emergency.

### On-Site Youth Activities

(Addendum 3: Forms A, B, and C)

**Form A:** Adult leader is to check and make sure Form A-Health Form is on file for each youth and participating in the planned on-site activity.

**Form B** is LSLC's permission slip and originals should be filed in the church office so they can be accessed during the activity, in the event of an emergency. Please note that there is a separate form for youth Grades K-5 and Grades 6-12. This form is very important because it includes a risk waiver and release (indemnifying LSLC staff and volunteers) plus a youth covenant.

Form B-Permission slips: if parents are on-site during the youth activity, permission slips are not required. However, if parents are leaving their children with a LSLC adult leader and/or volunteers, then a permission slip and health form needs to be obtained from them.

For weekly events such as youth choir, Confirmation, or hand bell practice, a "blanket" permission slip is permitted, specifying the event and time frame.

One-time events such as a service projects, lock-ins, fellowship activities, etc. require a permission slip, especially if there is a chance that parents will be dropping off their child and will not be present.

Youth guests are welcome but their parents need to fill out Forms A and B if they are leaving them at the church in our care.

**Form C:** Emergency Plan/Card is required for on-site events that will occur outside church office hours (during the week, 9-3 p.m.); on-site afternoon, evening, and/or overnight activities (such as a lock-in); and on site events that will occur after 1 p.m. on Sundays.

**Original forms of Forms A, B, and C should be filed in a central location in the church office in the event someone of an emergency LSLC staff/volunteers have quick access to medical information.**

## **Off-Site Youth Activities—Traveling to Church Related Activities (Forms A-B-C)**

### *Addendum 3: Forms A, B, and C*

For off-site church activities, adult leaders should remember their **A-B-Cs**—forms that is! All three forms are required for off-site activities.

**Originals are to be filed in a central location in the church office.**

**Form A** is the Health Form/Consent to Treatment Form and the Adult Leader is to check prior to the activity that the original is in the church office file and up-to-date. All adult participants/chaperones/drivers need to submit Form A .

**Form B** is the Permission Slip. This is required and specific to the activity (no “blanket” permission slips). The Adult Leader is to designate a parent who will be staying behind (and accessible) to be the group’s emergency contact person. In the event of delays or an emergency, the Adult Leader will contact the designated emergency contact person and have them call parents to keep them informed.

**Form C** is the Emergency Plan/Card. The adult leader will fill this out ahead of time and make copies for all adult participants/chaperones/drivers.

Please use blank forms of Form A, Form B, Form C, and Emergency Report form from the church office. The forms in this manual are samples only; the ones in the office are legible and updated.

All participants, adult and youth, need to fill-out Form A and B.

Adults also need Form C; for LSLC church activities that extend overnight, such as lock-ins, retreats and mission trips, an Emergency Plan Form (Form C) with cell phone numbers should be completed each time with updated information, the original filed in LSLC’s office, with copies given to every chaperone and adult going on the trip.

Drivers need to be at least 21-years-old and need to provide a copy of their valid driver’s license to keep on file in the office. While driving, drivers need to have copies of Forms A, B, and C.

In the event of any type of accident while carpooling to a LSLC activity, whether it involves a child and/or an adult, an Accident Report Form must be completed within 24 hours of the incident and filed with LSLC’s administrative assistant in the church office.

Activity leaders should not room with children. If this must be the case based on housing or room availability, there must always be more than one child in the room, and a permission slip should be signed by the parent acknowledging that they are aware of the sleeping arrangements.

**Adult Leader and adult participants/chaperones/drivers are to carry a set of copies of Form A , Form B, and Form C at all times during the off-site activity, including the time spent driving to and from LSLC.**

## **Carpooling to Off-Site Activity**

Although families (not LSLC youth leaders/volunteers) are responsible for transporting their own children to and from church related activities, there are certain occasions such as service projects, retreats, mission trips, youth rallies/national youth convention and activities involving group travel that require carpooling. To ensure the safety of the children beyond the scope of the Child Protection Policy, further steps and information preparation are required.

Parents are required to fill out LSLC's forms A and B for each participating child, even if they are chaperoning the activity.

Youth guests are welcome but their parents need to fill out Forms A and B (see Addendum 3) ahead of time.

Any adult associated with the event needs to fill out Forms A and B.

Original forms of Forms A, B, and C should be filed in a central location in the church office in the event someone needs to fax them to the hospital, or to the leaders if the copies have been left behind or lost.

Each driver should always have a set of copies of Forms A, B and C and have them handy, by the driver's seat, in the event of a car accident.

When carpooling other youth, drivers should be at least 21-years-old, with a copy of their valid driver's license, waiver, and health forms on file in the church office.

All North Carolina driving and seat belt laws apply to carpool drivers.

For example, effective December 1, 2006, all drivers and *passengers*, in the rear seat as well as in the front seat, ages 16 and older **must wear their seat belts**. Children less than age 16 are covered by the NC child passenger safety law. Child must be eight years old or weigh 80 lbs. or more, (which means they are around 4'9" tall), to use a seat belt with no child restraint device (CRD).

NC child passenger safety law regarding CRDs (taken from [www.buckleupnc.org](http://www.buckleupnc.org), August 2006):

### **Restraint Required:**

» A properly used child restraint device (CRD) is required if the child is less than 8 years old AND weighs less than 80 pounds. Most parents and other care givers will be able to comply by using belt-positioning booster seats for children between 40 and 80 pounds. The child must be within the weight range for the child restraint/booster seat and it must meet Federal standards in effect at time of manufacture.

» Children may be secured in a properly fitted seat belt at age 8 (regardless of weight) OR at 80 pounds (regardless of age) - whichever comes first. Placing the shoulder belt under a child's (or adult's) arm or behind the back is both dangerous and illegal.

» If no seating position equipped with a lap and shoulder belt to properly secure a belt positioning booster seat is available, a child who weighs at least 40 pounds may be restrained by a properly fitted lap belt only. **WARNING: Belt-positioning booster seats can only be used with lap and shoulder combination safety belts. Belt-positioning booster seats must NEVER be used with just a lap belt.**

### **What are options for children over 40 pounds?**

Belt-positioning booster seats are the most readily available restraints for children over 40 pounds, especially for vehicles with rear-seat lap and shoulder combination seat belts.

Belt-positioning boosters are used with lap and shoulder combination seat belts to raise children up so that both the lap and shoulder belts fit properly. Belt-positioning boosters CANNOT be used in a position equipped with only a lap belt. Upper weight limits for belt-positioning boosters range from 60 to 100+ pounds.

## Vehicles with Air Bags

Like seat belts, airbags are designed for adult passengers. Airbags can seriously injure or kill an unbuckled or improperly buckled child or adult who is sitting too close to the air bag or who is thrown toward the dash during emergency braking. In a crash, the air bag inflates very quickly. It could hit anything close to the dashboard with enough force to cause severe injuries or even death.

In North Carolina, and in most vehicles with active passenger air bags, children less than age 5 and less than forty pounds must ride in the back seat. It is especially critical that infants under 20 pounds OR less than a year in age ride in the rear seat a rear-facing child restraint if the car has an active passenger-side airbag.

*(Rule of thumb: LSLC children ages 5-12 being carpooled should always sit in the back seat of the vehicle. If it can't be avoided, it is acceptable for ages 5-12 to ride up front ONLY if the driver can switch off, or inactivate, the passenger front seat air bag. However, youth older than 12 sitting up front should ride with the passenger air bags switched on.)*

Also, use common sense, such as one passenger per seat belt (do not permit them to “double-buckle”) and do not begin driving until you visually confirm that all children are buckled. Remind youth that your rule is that all passengers must remain buckled while the vehicle is in motion.

In the event of any type of accident while carpooling to a LSLC activity, whether it involves a child and/or an adult, an Accident Report Form must be completed within 24 hours of the incident and filed with LSLC's administrative assistant in the church office.

Activity leaders should not room with children. If this must be the case based on housing or room availability, there must always be more than one child in the room, and a permission slip should be signed by the parent acknowledging that they are aware of the sleeping arrangements.

**Adult Leader and adult participants/chaperones/drivers are to carry a set of copies of Form A , Form B, and Form C at all times during the off-site activity, including the time spent driving to and from LSLC.**

## The Importance of Covenants (Group Contract)

*(See Addendum 3: Bottom of Form B-Permission slip)*

Covenants help group dynamics because everyone knows up front what is expected of them.

The following paragraph is on the bottom of the Permission Slip for Grades 6-12. There is a separate permission slip for Grades K-5 with a similar covenant in simpler language:

*I have carefully read this agreement. I understand that my behavior and attitude affects the whole group. I commit myself to being part of the total group and will wholeheartedly participate in these activities. I will treat each member, and others, with love and respect, and I promise I will conduct myself in a Christian-like manner. Additionally, I will communicate concerns to the adult leaders. I will respect other people's property. I will follow the instructions of adult leaders and will adhere to the schedule and meeting times they determine. I will maintain the buddy-system at all times and will let the adult leaders/chaperones know where I am. I will not take part in using any controlled substances, flammables, or sexual misconduct. I understand that breaking any aspect of this covenant will result in a call to my parents/guardians, and a meeting of LSLC staff and advisors will determine a course of action, such as not being allowed to stay at the activity and my parents having to come and take me home.*

It is a good idea for adult leaders and volunteers to discuss these ideas early on and re-visit them often throughout the school year. Some points are safety issues, others are reminders that LSLC staff and volunteers have high behavioral expectations. Any behavioral issues during an activity (especially off-site) that jeopardizes the safety of an individual, or the entire group, will be immediately addressed. The safety and well-being of youth in a group setting should never be jeopardized because of the poor choices one individual makes.

## Emergency Plan for LSLC Youth Leaders in Charge of Activity

(See Addendum 3 Form C: Emergency Plan (page 1) and Emergency Card (page 2))

Emergency procedures are a necessary aspect of any event, gathering or retreat and should be a part of the preparations of any youth activity. These forms help formulate an emergency plan and clarify that the adult leader is in charge in the case of an emergency. It will foster communication between leader and adult volunteers as to who will stay with the injured youth while the other is making the call, and who will supervise the rest of the group.

The Emergency Plan/Card (Form C) is required for:

- On-site events that will occur outside church office hours (during the week, 9-3 p.m.)
- On-site afternoon, evening, and/or overnight activities (such as a lock-in)
- On site events that will occur after 1 p.m. on Sundays
- All off-site activities

Emergency Plan (page 1)

Guidelines concerning emergencies

1. Give emergency treatment to injured youth. Don't give first aid beyond your training.
  - If necessary, based on your location, send someone for help.
  - If there is enough staff, send a staff person/adult for help.
  - If there is not enough staff, send two capable youth for help.
  - Make sure you have instructed them on who to talk to and how to find them.
2. Keep other participants safe.
3. Continue regular activities.
4. Cooperate with public authorities, but give no information beyond that required.
5. Jot down a list of witnesses. Include names, addresses, and telephone numbers. Fill out Emergency Report Form for the church office as soon as you are able.
6. The lead staff person ONLY will contact parents, insurance company, media, and attorneys.
7. Do **not** allow youth, yourself, or other staff to use their cell phones to call anyone but the lead staff person and emergency personnel. Incidents can be taken out of context and made larger than they are at the time. Only the adult leader can contact anyone other than emergency personnel. *No exceptions.*

## Emergency Plan Card

(See Addendum 3 Form C (page 2): Emergency Card )

The adult leader is to fill out the Emergency Card with adult participants' cell phone numbers, make copies of Form C: *Emergency Plan (page 1) and Emergency Card (page 2)* to give to every adult and volunteer present at the activity. The Adult Leader is to designate a parent who will be staying behind (and accessible) to be the group's emergency contact person. In the event of delays or an emergency, the Adult Leader will contact the designated emergency contact person and have them call parents to keep them informed.

### *Emergency Plan*

General Procedures to be applied in all emergency situations by the Adult Leader.

The highest person available on the chain of command or other appointed personnel will:

1. Check area and make sure to direct group to a safe area to wait for your "all clear" signal. Leave group under supervision of another LSLC adult volunteer.
2. **Call 911** to request the proper help and instructions
  - State the nature of the emergency; stay connected, especially if using a cell phone
  - Give directions to the location of the emergency (specify name of city/town and nearest intersection)
  - Dispatch someone to a safe, visible area to guide emergency personnel to the site of the emergency
  - Only emergency vehicles and personnel should be allowed in the vicinity
2. Issue the "all clear" signal when appropriate to do so

3. Complete LSLC's "Accident Report Form" within 24 hours of the accident or emergency

**Adult Leader is to make sure originals of Forms A, B, and C are filed with the church office in case they need to be faxed to the hospital, or in the event the copies have been left behind or lost.**

**All adult participants/chaperones/drivers are to carry a set of copies of Form A , Form B, and Form C at all times during the off-site activity, including the time spent driving to and from LSLC.**

# LSLC Child Protection Procedures

## Child Abuse and the Law

According to Federal law, the Child Abuse and Treatment Act of 1974, any person who is paid to care for children on a routine basis has an affirmative duty to report suspected child abuse immediately to local Child Protective Services (Telephone: 704-336-3150).

## Definitions and Types of Child Abuse

The following definitions of abuse have been taken from the multi-agency code of practice "Working together to Safeguard Children":

### *Physical Abuse*

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, physical restraint, or otherwise causing physical harm to a child.

### *Emotional Abuse*

Emotional abuse is the persistent emotional ill treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate or valued developmentally inappropriate expectations being imposed on children. It may involve causing children frequently to feel frightened or endangered, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of ill treatment of a child, though it may occur alone.

### *Sexual Abuse*

Sexual abuse involves forcing or inciting a child or a young person to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

### *Neglect*

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. It may involve a parent or care person failing to provide adequate food, shelter and clothing, failing to protect a child from physical harm or danger, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to a child's basic emotional well being.

## LSLC's Commitment to its Duties and Responsibilities

Living Saviour Lutheran Church will meet its commitment to safeguard children through the following means:

### *Awareness*

Ensuring that all staff and volunteers are aware of the problem of child abuse and risks to children.

### *Prevention*

Ensuring through awareness and good practice, that staff and volunteers minimize the risk to children.

### *Reporting*

Ensuring that staff and volunteers are clear what steps to take where concerns arise regarding the safety of children

### *Responding*

Ensuring that action is taken to support and protect children where concerns arise regarding possible abuse.

In order that the previous standards of reporting and responding are met, Living Saviour Lutheran Church will:

1. Take seriously any concerns raised.
2. Take positive steps to ensure the protection of children who are the subject of any concerns.
3. Support children, staff or other adults who raise concerns or who are the subject of concern.
4. Act appropriately and effectively in instigating and co-operating with any subsequent process of investigation.
5. Listen to and take seriously the views and wishes of children.
6. Work in partnership with parents/care person and/or other professionals to ensure the protection of children.

## **When to be Concerned: Recognizing Signs of Abuse**

It is not always easy to spot when children have been abused. However, some of the more typical symptoms, which should trigger suspicions, would include:

### *Physical Abuse*

- Unexplained or untreated injuries
- Injuries on unlikely or unusual parts of the body
- Cigarette burns, bites belt marks or scalds
- Fear of parents being contacted, going home or receiving medical attention
- Flinching when touched, refusal to discuss injury
- Covering arms or legs
- Aggressive or withdrawn behavior
- Fear of one person

### *Emotional Abuse*

- Over-reaction to mistakes
- Sudden speech disorders
- Extremes of emotions
- Self-mutilation
- Poor personal hygiene

### *Sexual Abuse*

- Pain, itching, bruising or bleeding to genital areas
- Stomach pains
- Discomfort when walking
- Unexplained source of money
- Inappropriate sexual drawings/language/behavior

### *Abuse by Neglect*

- Constantly hungry
- Inappropriate clothing or dress
- Constantly tired, lonely, no friends
- Underweight
- No parental support or interest
- Disheveled appearance

## **When Child Abuse is Suspected**

If any LSLC staff or volunteer is concerned about a child, s/he must inform the Designated Person immediately (see page 4 and 5 of the Child Policy Manual). In the absence of the Designated Person, LSLC's church Council President must be informed.

The LSLC person contacted must create a file as quickly as possible, make notes of the concerns, and take action by speaking to the appropriate people and personnel.

All procedures followed and action taken in handling the allegation will be documented (see "Recordkeeping" below.)

## **Dealing with a Disclosure**

*(See Addendum 4: Handout for LSLC Youth Volunteers")*

Every year all staff and volunteers will receive "Handout for LSLC Youth Volunteers" to remind them of what to do should a youth tell LSLC staff or volunteers that s/he is being abused.

In addition to this information, the adult should:

- Listen carefully to what the child says without displaying shock or disbelief
- Accept what is being said
- Allow the child to talk freely
- Reassure the child but do not make promises, which may not be possible to keep
- Do not promise confidentiality—it may well be necessary to inform Social Services
- Reassure the child that it is not his or her fault
- Stress that it is right to tell
- Listen; do not ask direct or leading questions
- Do not criticize the perpetrator—the child may still love him or her
- Explain what you have to do next
- Thank him or her for confiding in you

## **Record Keeping**

When abuse is suspected or disclosed the Designated Person must:

- Make brief notes as soon as possible giving quotes if they can be recalled.
- Dates and times should be recorded.
- Notes should be factual and precise.
- These notes must not be destroyed, even if a more detailed report is later written. They may be needed in court.
- Draw a diagram to indicate any marks or injuries observed.
- All Child Protection files are marked 'Strictly Confidential', and are kept separate from other Church records.
- Files are only accessible to the Chair-PC and designated people as referred to in this policy, in partner-

ship with the Senior Pastor and any appropriate synod contact. Parents do not have access to Child Protection files.

- The Church will keep Child Protection files for seven years.

## **Support**

Dealing with child protection is always difficult and stressful. Affected LSLC staff and volunteers should consider seeking support for themselves, initially from the Designated Person. Discuss with appropriate LSLC staff what resources are available to you.

Thank you for your time, effort, and dedication to  
God's Children here at Living Saviour Lutheran!

*Remember that all forms found in this manual are samples.  
The most current masters and copies can be obtained from the church office.*

**After completion of your Orientation, please read or re-read this Manual, sign and date the last page of this manual that indicates that you understand LSLC's Child Protection Policy, Procedure, and Guidelines for Working with Children, and turn it in to office staff.**

# **CHILD PROTECTION POLICY**

## **Addendum 1:**

- **Resources**
- **Forms**

**Authorization and Request for Criminal Records Check**

**References Form**

# CHILD PROTECTION POLICY

## Addendum 1

### Resources

#### Internet & Local Resources for Criminal Record Research

*LSLC will pay for records searches*

NC Sex Offender & Public Protection Registry (free)

<http://sbi.jus.state.nc.us/DOJHAHT/SOR/Default.htm>

FBI Links to state sex offender registries (NC, SC, & others – free)

[www.nsopr.gov/](http://www.nsopr.gov/)

NC Department of Corrections Public Access Information System (free)

Search by name or ID number for public information on inmates, probationers or parolees since 1972. This system allows users to view and download any/all public information from the Department of Correction database for convicted offenders. Also includes information on inmate releases and escapees.

<http://webapps6.doc.state.nc.us/apps/offender/menu1>

Federal Bureau of Prisons Inmate Locator (free)

[http://www.bop.gov/inmate\\_locator/index.jsp](http://www.bop.gov/inmate_locator/index.jsp)

Prison Inmate Search (free)

Links to Inmate Search for State Department of Corrections in various states

[http://www.ancestorhunt.com/prison\\_search.htm#Prison%20Inmates%20Search%20by%20State](http://www.ancestorhunt.com/prison_search.htm#Prison%20Inmates%20Search%20by%20State)

NC Driving Record (release required):

Cost is \$11 for a certified complete history, or \$8 for an uncertified history

Forms are at [www.ncdot.org/dmv/other\\_services/recordsstatistics/copyDrivingRec.html](http://www.ncdot.org/dmv/other_services/recordsstatistics/copyDrivingRec.html)

Local Criminal Record Check

Available for \$10 from:

Clerk of Superior Court

Criminal Department

Room 4401

700 East 4<sup>th</sup> Street

Charlotte, NC 28206

*Send a letter requesting the criminal-record check and giving the person's name, address and date of birth, along with any other names used (including maiden name). Include a check for the \$10 fee plus a stamped, self-addressed envelope.*

# LIVING SAVIOUR LUTHERAN CHURCH



## Authorization and Request for Criminal Records Check\*

*Please write legibly in blue or black ink.*

6817 Carmel Road  
Charlotte, NC 28226  
Phone: 704-542-3626  
Fax: 704-544-1642  
lslc@livingsaviourlc.org  
www.lslc-elca.org

I, \_\_\_\_\_,  
hereby authorize Living Saviour Lutheran Church to request the appropriate  
authorities (federal, state or local law enforcement agencies) to release infor-  
mation regarding any record of charges or convictions contained in its files, or  
in any criminal file maintained on me, whether said file is a local, state, or na-  
tional file, and including but not limited to accusations and convictions for crimes committed against  
minors, to the fullest extent permitted by state and federal law. I do release said law enforcement  
departments from all liability that may result from any such disclosure made in response to this re-  
quest.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Print Full Legal Name:  
(First) \_\_\_\_\_ (Middle) \_\_\_\_\_ (Last) \_\_\_\_\_

Print all other full names that have been used by applicant (if any); such as a maiden name:

\_\_\_\_\_  
\_\_\_\_\_

Date of Birth: \_\_\_\_\_ Place of Birth: (City/State/Country) \_\_\_\_\_

Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Driver's License Number: \_\_\_\_\_ Issuing State: \_\_\_\_\_

License Expiration Date: \_\_\_\_\_

Request sent to: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

*\*Criminal records check will be paid for LSLC staff and volunteers.*



# LIVING SAVIOUR LUTHERAN CHURCH

## Reference Check Form

The person below has named you as a reference for a position at Living Saviour Lutheran Church. Your comments are very important to us. The applicant would be working directly with or in contact with children whom we love and care about. We carefully screen applicants and check references because it is our utmost priority to keep our youth safe and happy. You can help us and our youth by being candid; your responses will remain confidential. Please mail this directly to the church. Thank you in advance for your consideration and time.

6817 Carmel Road  
Charlotte, NC 28226  
Phone: 704-542-3626  
Fax: 704-544-1642  
lslc@livingsaviourlc.org  
www.lslc-elca.org

Applicant's Name: \_\_\_\_\_

Reference Name: \_\_\_\_\_

Reference Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_  
Zip \_\_\_\_\_

Reference Phone: (\_\_\_\_) \_\_\_\_\_ When is a good time to call you? \_\_\_\_\_

Email: \_\_\_\_\_ Cell Phone: (\_\_\_\_) \_\_\_\_\_

What is your relationship to the applicant? \_\_\_\_\_

How long have you known the applicant? \_\_\_\_\_

How well do you know the applicant? \_\_\_\_\_

How would you describe the applicant?  
\_\_\_\_\_  
\_\_\_\_\_

Would you recommend that this person work with youth? Y or N

If you have children of your own, how would you feel if applicant were to be spending time with your child?  
\_\_\_\_\_

How would you describe the applicant's ability to relate to children and/or youth?  
\_\_\_\_\_  
\_\_\_\_\_

Do you know of any characteristics that would negatively affect the applicant's ability to work with children and/or youth? If so, please describe.  
\_\_\_\_\_  
\_\_\_\_\_

How would you describe the applicant's ability to relate to adults?  
\_\_\_\_\_  
\_\_\_\_\_

How would you describe the applicant's leadership abilities?  
\_\_\_\_\_  
\_\_\_\_\_

Do you have any knowledge that the applicant has ever been convicted of a crime? If so, please describe.  
\_\_\_\_\_

Additional comments are welcome and appreciated; please use the back of this form.

**I have answered the above questions truthfully and to the best of my ability:**

# CHILD PROTECTION POLICY

## **Addendum 2**

### **Forms for LSLC Volunteers**

- **Volunteer Information Sheet—Page 1/Page 2**
- **See Addendum 1 for References Form**

# LIVING SAVIOUR LUTHERAN CHURCH

## Volunteer Information Sheet



6817 Carmel Road  
Charlotte, NC 28226  
Phone: 704-542-3626  
Fax: 704-544-1642  
lslc@livingsaviourlc.org  
www.lslc-elca.org

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

Cell: \_\_\_\_\_

Occupation: \_\_\_\_\_

Employer: \_\_\_\_\_

Current job responsibilities and schedule:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Previous work experience: \_\_\_\_\_

Previous volunteer experience: \_\_\_\_\_

Special interests, hobbies, and skills: \_\_\_\_\_

How many hours per week are you available to volunteer?

Days: \_\_\_\_\_ Evenings \_\_\_\_\_ Weekends \_\_\_\_\_

Can you make a one-year commitment to this volunteer role? \_\_\_\_\_

Do you have your own transportation? \_\_\_\_\_

Do you have a valid driver's license? \_\_\_\_\_

Do you have liability insurance? \_\_\_\_\_

If yes, list policy limits and name of carrier: \_\_\_\_\_

Why would you like to volunteer as a worker with children and/or youth?

What qualities do you have that would help you work with children and/or youth?

Would you be available for periodic volunteer training sessions?  Yes  No

Have you ever been charged, convicted of, or pleaded guilty to a crime, a misdemeanor or a felony (including but not limited to drug-related charges, child abuse, other crimes of violence, theft, or motor vehicle violations)?

Yes       No

If yes, please explain fully:

---

---

**References:** Please list three individuals, who are not related to you by blood or marriage, as references., who have known you for at least **three** years.

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Daytime Phone: \_\_\_\_\_  
Evening Phone: \_\_\_\_\_  
Length of time you have known reference: \_\_\_\_\_  
Relationship to reference: \_\_\_\_\_

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Daytime Phone: \_\_\_\_\_  
Evening Phone: \_\_\_\_\_  
Length of time you have known reference: \_\_\_\_\_  
Relationship to reference: \_\_\_\_\_

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Daytime Phone: \_\_\_\_\_  
Evening Phone: \_\_\_\_\_  
Length of time you have known reference: \_\_\_\_\_  
Relationship to reference: \_\_\_\_\_

**Please note** that this information will be held confidential and filed with the church administrator for use by church staff only. Access by other church members would require your permission.

**Ministry Promise**

The information contained in this volunteer information sheet form is correct to the best of my knowledge. I understand the importance of protecting our children, our adults, and our ministry here at Living Saviour Lutheran Church. I authorize the church to contact any and all references I have listed on this volunteer information sheet. They are authorized to give the church any and all information they deem relative to the position I will be serving in.

Should I serve in any volunteer position within the congregation, I agree to be bound by the Bylaws and Policies of the church and to refrain from unscriptural conduct in the performance of my services on behalf of protecting my brothers and sisters in Christ for the sake of the Gospel.

I further state that I have carefully read the foregoing release and know the contents thereof; and sign this release as my own free act. This is a legally binding agreement, which I have read and understand.

Print Name \_\_\_\_\_ Date \_\_\_\_\_

Volunteer's Signature \_\_\_\_\_

Print Witness Name \_\_\_\_\_ Date \_\_\_\_\_

Witness's Signature \_\_\_\_\_

# Child Protection Policy

## Addendum 3:

### Procedure and Paperwork for Youth Activities at LSLC A-B-C FORMS

Master and copies are available in church office.

#### **A**

##### **Health Form and Consent to Seek Treatment (2-sided)**

*These are to be given to parents annually to be updated and signed in front of a Notary. (Church staff or volunteers who are licensed by the State of North Carolina are permitted to act as Notary. Otherwise parents can find a Notary at their local branch bank. There is no charge.)*

*Adult Leader should file originals of Health Form in central file in the church office, carry a set of copies at all times during the activity and give a set to each adult volunteer, especially if they are drivers.*

#### **B**

##### **Permission Slip (off-site) Assumption of Risk Waiver and Release Form Youth Covenant (Grades K-5)**

##### **Permission Slip (off-site) Assumption of Risk Waiver and Release Form Youth Covenant (Grades 6-12)**

*If parents are on-site during the youth activity, forms are not required. If parents are leaving their children with a LSLC adult leader and/or volunteers, then a permission slip and health form needs to be obtained from them. Permission slips are needed from each youth (no exceptions) for off-site activities.*

*Permission slips: top portion to be filled out by adult leader before each activity (required for off-site activities) and copies given to parents to complete and return to Leader. Adult Leader should leave originals on file (in a central location) in the church office, carry a set of copies at all times during the activity and give a set to each adult volunteer, especially if they are drivers.*

#### **C**

##### **Emergency Plan (page 1) For LSLC Youth Leaders in Charge of Activity and EMERGENCY PLAN CARD (page 2)**

*Should be filled out by Adult Leader and copies given to every adult in the group.*

##### **Accident Report Form**

*In the event of an accident, adult leader is to fill-out, make a copy, and give original to office.*

A.



LIVING SAVIOUR LUTHERAN CHURCH

Health Form and Consent to Seek Treatment

Please print legibly in blue or black ink.
(To be filled out and notarized annually by parent, guardian, or adult participant.)
This information is confidential.

6817 Carmel Road
Charlotte, NC 28226
Phone: 704-542-3626
Fax: 704-544-1642
lslc@livingsaviourlc.org
www.lslc-elca.org

IDENTIFICATION

Name of participant \_\_\_\_\_ DOB \_\_\_\_\_ Age \_\_\_\_\_ Sex \_\_\_\_\_
If a minor
Name of parent/guardian \_\_\_\_\_
Relationship to participant \_\_\_\_\_
Home Telephone: (\_\_\_\_) \_\_\_\_\_ Cell phone: (\_\_\_\_) \_\_\_\_\_
Email: \_\_\_\_\_ Pager: (\_\_\_\_) \_\_\_\_\_

Home address

\_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Business address

\_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Work Telephone Number: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

If person named above is not available in the event of an emergency, please notify:

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_\_
Cell phone (\_\_\_\_) \_\_\_\_\_

First and last name of pediatrician or family doctor

\_\_\_\_\_ Telephone \_\_\_\_\_

Address:

HEALTH HISTORY

Is the participant currently taking any medication for a long term condition? Yes / No

If yes, for what reason?

Are there any side effects that we should be made aware of?

Does the participant have any known allergies? Yes / No

If yes, allergy to:

\_\_\_\_\_ Medications: \_\_\_\_\_

Procedure for exposure: \_\_\_\_\_

Allergy to: \_\_\_\_\_ Medications: \_\_\_\_\_

Procedure for exposure: \_\_\_\_\_

Has the participant had surgery or any serious illnesses in the past year?

If yes, what type:

Please provide any other information the Church staff and volunteer leaders may need to know about you/your child:

Multiple horizontal lines for providing additional information.

**INSURANCE INFORMATION**

Insurance Carrier: \_\_\_\_\_ Name of Policy Holder/Subscriber \_\_\_\_\_  
Policy Card Number \_\_\_\_\_ Subscriber ID: \_\_\_\_\_  
Group Number: \_\_\_\_\_ Insurance Tel No.: (\_\_\_\_) \_\_\_\_\_  
Claims address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**CONSENT TO SEEK TREATMENT**

*(Sign in front of Notary)*

I give permission for my daughter/son to participate in Living Saviour Lutheran Church's (LSLC's) programs. However, **in case of emergency**, I understand every effort will be made to contact me (if participant is an adult, my spouse or next of kin). In the event I cannot be reached, I hereby give my permission to the staff and volunteers of Living Saviour Lutheran Church to assess my accident, illness, or injury that may have occurred to me/my child while participating in activities/trips. I also give them permission to seek medical treatment for me/my child if their assessment of the situation deems treatment/medical attention is necessary such as hospitalization, anesthesia, surgery, or injections of medication for my child (or for me, if participant is an adult).

Signature Parent/Guardian (or participant if over 18): \_\_\_\_\_ Date: \_\_\_\_\_

Signature Parent/Guardian (or participant if over 18): \_\_\_\_\_ Date: \_\_\_\_\_

**[NOTARY ACKNOWLEDGEMENT ]**

STATE OF NORTH CAROLINA

COUNTY OF MECKLENBURG

I, \_\_\_\_\_, a Notary Public of \_\_\_\_\_ County, State of North Carolina certify that \_\_\_\_\_ (the "Signatory"), appeared before me this day and that he/she, being authorized to do so, and acknowledged the execution of the foregoing instrument.

I certify that the Signatory personally appeared before me this day, and

*(Check one of the following)*

\_\_\_\_\_ (I have personal knowledge of the identity of the Signatory); **or**

\_\_\_\_\_ (I have seen satisfactory evidence of the Signatory's identity, by a current state or federal identification with the Signatory's photograph in the form of:

*(Check one of the following)*

\_\_\_ a driver's license *or*

\_\_\_ in the form of \_\_\_\_\_); **or**

\_\_\_\_\_ (a credible witness has sworn to the identity of the Signatory).

The Signatory acknowledged to me that he/she voluntarily signed the foregoing document for the purpose stated therein and in the capacity indicated.

Witness my hand and official stamp or seal this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Public

Print Name: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

( [NOTARY SEAL] )

B.



# LIVING SAVIOUR LUTHERAN CHURCH

## Permission Slip Assumption of Risk Waiver and Release Form Youth Covenant (Grades K-5)

6817 Carmel Road  
Charlotte, NC 28226  
Phone: 704-542-3626  
Fax: 704-544-1642  
lslc@livingsaviourlc.org  
www.lslc-elca.org

### YOUTH MINISTRIES ARE . . .

*Youth and adults working together so that youth might grow and participate in their baptismal relationships with their Lord, themselves, and the world through the means of grace and the congregation's ministries.*

*Lutheran Youth of North Carolina (LYNC) is Living Saviour's youth group where every young person (and friend) is welcome! LYNC is a means for our children to grow as individuals, personally and spiritually, while exploring ideas, values, and faith within the context of a safe, supportive, caring Christian community of peers and adults.*

*The purpose of LYNC is to provide a variety of opportunities and experiences to draw youth into active, responsible participation in the life, mission, and work of the faith community. Our hope is that LYNC will enable youth to reach their full God-created potential! Youth ministry is more than programs, events, and service projects. It is about building our relationship with our living Savior, Jesus Christ, and inviting Him into every area in life.*

Living Saviour's LYNC youth group is planning a \_\_\_\_\_  
on date \_\_\_\_\_ Duration of Activity \_\_\_\_\_  
at (location) \_\_\_\_\_

We will meet at Living Saviour (LSLC) at \_\_\_\_\_ We will return to LSLC at \_\_\_\_\_  
Mode of transportation \_\_\_\_\_

Adults accompanying group and their cell phone numbers:

Adult Leader _____	Cell _____	S/he will be driving: Y or N
Name _____	Cell _____	S/he will be driving: Y or N
Name _____	Cell _____	S/he will be driving: Y or N
Name _____	Cell _____	S/he will be driving: Y or N

Each youth will need to bring:

Expense \_\_\_\_\_  
Equipment and clothing \_\_\_\_\_

In case of an emergency during this activity, the Adult Leader will notify our group Emergency Contact Person (who will be at home and/or available) and s/he will notify parents of any problems/delays/accidents: \_\_\_\_\_ Phone (H) \_\_\_\_\_ Cell \_\_\_\_\_

✂-----✂-----✂-----✂-----✂-----✂-----✂-----✂-----✂-----

**Please print legibly and in blue or black ink and return this bottom portion to the Adult Leader:**

Name of participating child: \_\_\_\_\_  
Date(s) of Activity/Trip: \_\_\_\_\_  
Destination: \_\_\_\_\_  
Activity Description: \_\_\_\_\_  
Means of Transportation: \_\_\_\_\_

I, \_\_\_\_\_ parent/guardian of \_\_\_\_\_ give my child permission to participate in all activities of Living Saviour Lutheran Church (LSLC) on the above dates.

In the event of an emergency, please contact \_\_\_\_\_ (Relationship: \_\_\_\_\_) at home telephone \_\_\_\_\_ cell phone \_\_\_\_\_ and refer to the "Health Form and Consent to Seek Treatment" that the church has on file and which the Adult Leader is carrying a copy of during the activity for information about my child's pediatrician and health. (If it is not on file or updated, it is the parent's responsibility to complete and sign before a Notary.)

I understand that my child will be participating in activities that are grounded in Christian education, and the purpose of this activity aligns with ELCA's mission for youth ministries. This activity will provide youth with one or more of the following opportunities: belonging, celebrating, serving, witnessing, developing leadership, being good stewards, and nurturing spiritual growth.

In consideration of my child's participation in the above event, I hereby waive for myself, my child, heirs, administrators and assigns all claims for damages against Living Saviour Lutheran Church and its employees, volunteers, representatives, successors, assigns and all others associated with said church for all injuries and/or losses suffered arising out of the event/activity my child is participating in. I hereby hold the above church and its employees, volunteers, representatives, successors and assigns harmless from any and all liability of whatever nature which may arise out of or result from such participation.

I have carefully read the above agreement and the Youth Covenant below and understand its contents.

Parent/Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Youth Covenant (Grades K-5)

I have carefully read this agreement, or promise, and have talked about it with my parent. I understand that the way I act in front of people affects the whole group. Since I want to be part of the youth group, I will choose to participate and join in all the activities because it is important to the others to have fun and be part of the team while learning about Jesus. I will treat everyone with love and respect, and I promise I will act like a kind Christian. If I am not feeling well or something happened that made me sad or mad, I will tell an adult leader so they can help me. I will respect and take care of other people's belongings. I will follow the instructions of adult leaders and will pay attention to what they are saying to me and the group. I will use the buddy-system at all times so I am never by myself, will stay with the group and not wander off. I understand that if I break this covenant, or promises, my parents may be called to take me home before this activity is over.

Youth Participant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



C.



## LIVING SAVIOUR LUTHERAN CHURCH

### **Emergency Plan For LSLC Youth Leaders and Adults in Charge of Activity**

6817 Carmel Road  
Charlotte, NC 28226  
Phone: 704-542-3626  
Fax: 704-544-1642  
lslc@livingsaviourlc.org  
www.lslc-elca.org

**EMERGENCY PROCEDURES** are a necessary aspect of any event, gathering or retreat. This is an outline that can be printed prior to events or retreats, and the appropriate contacts included.

### **GENERAL GUIDELINES CONCERNING EMERGENCIES**

*These forms will help you and your group formulate an emergency plan and clarify that the adult leader is in charge in the case of an emergency. It will foster communication between leader and adult volunteers as to who will stay with the injured youth while the other is making the call, and who will supervise the rest of the group.*

1. Give emergency treatment to injured youth. Don't give first aid beyond your training.
  - If necessary based on your location, send someone for help.
  - If there is enough staff, send a staff person/adult for help.
  - If there is not enough staff, send two capable youth for help.
  - Make sure you have instructed them on who to talk to and how to find them.
2. Keep other participants safe.
3. Continue regular activities.
4. Cooperate with public authorities, but give no information beyond that required.
5. Jot down a list of witnesses. Include names, addresses, and telephone numbers. Fill out Emergency Report Form for the church office as soon as you are able.
6. The lead staff person ONLY will contact parents, insurance company, media, and attorneys.
7. DO NOT ALLOW YOUTH, YOURSELF, OR OTHER STAFF TO USE THEIR CELL PHONES TO CALL ANYONE BUT THE LEAD STAFF PERSON AND EMERGENCY PERSONNEL. Incidents can be misconstrued or blown out of proportion. Only the adult leader can contact anyone other than emergency personnel. No exceptions.

## EMERGENCY PLAN CARD

*Leader to fill out and make copies for all adults accompanying group*

### EMERGENCY PLAN

General Procedures to be applied in all emergency situations.

The highest person available on the chain of command or other appointed personnel will:

1. Check area and make sure to direct group to a safe area to wait for your "all clear" signal. Leave group under supervision of another LSLC adult volunteer.
2. **Call 911** to request the proper help and instructions
  - State the nature of the emergency; stay connected, especially if using a cell phone
  - Give directions to the location of the emergency (specify name of city/town and nearest intersection)
  - Dispatch someone to a safe, visible area to guide emergency personnel to the site of the emergency
  - Only emergency vehicles and personnel should be allowed in the vicinity
2. Issue the "all clear" signal when appropriate to do so
3. Complete LSLC's "Accident Report Form" within 24 hours of the accident or emergency

### EMERGENCY CHAIN OF COMMAND

\*Adult Leader/ Staff : \_\_\_\_\_ Cell Phone: \_\_\_\_\_

\*Staff / Volunteer Person: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

\*Staff /Volunteer Person \_\_\_\_\_ Cell Phone: \_\_\_\_\_

\*Staff /Volunteer Person: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

**Group Emergency Parent Contact** in Charlotte that will contact the rest of the parents in the event of an accident/delay/problem:

Name: \_\_\_\_\_ Home \_\_\_\_\_

Cell \_\_\_\_\_

*Remember that only the Lead Staff/Volunteer is to contact parents or give instruction to notify authorities/parents. It is too confusing to allow others to call home from their cell phone when the situation is still being assessed. After the situation has been resolved, please fill out LSLC's Accident Report Form as soon as you are able.*

**ADULT LEADER AND PARTICPANTS ARE TO CARRY A SET OF COPIES OF THESE TWO FORMS (plus one Emergency Plan) AT ALL TIMES DURING THE ACTIVITY.** If it is necessary to carpool, then additional copies must be given to each driver so that they have copies of Forms A and B for each youth riding in his/her car. The driver should keep forms their cell phones and forms handy (by driver's seat) in case of car accident.

- Form A: Notarized "Health Form and Consent to Seek Treatment."  
*(It is the responsibility of the parent/guardian to have the forms notarized.)*
- Form B: Permission Slip and Assumption of Risk, Waiver & Release Agreement.
- Form C: Emergency Plan Cards for each adult leader/chaperone.

### ORIGINAL FORMS

All original forms are to be filed in central location in church office in case they need to be faxed to the hospital, or in the event the copies have been left behind or lost.

*Remember, chaperones and/or drivers must be 21 or older and have a valid NC driver's license.*

Original—LSLC office

Copy—Adult Leader

Copies—Drivers/Chaperones

Page 2 of 2

# **Child Protection Policy**

## **Addendum 4:**

**Handout to give to LSLC Youth Volunteers**  
(also refer to page 12 in this manual “Dealing with a Disclosure”)



## Handout for LSLC Youth Volunteers

What should I do if a child tells me s/he is being abused?

### Always

- Stay calm – ensure the child is safe and feels safe.
- Show and tell the child that you are taking what s/he says seriously.
- Reassure the child and stress that s/he is not to blame.
- Be honest; explain you will have to tell someone else to help stop the alleged abuse.
- Make a note of what the child has said as soon as possible after the event. Be factual in your account of what the child has said.
- Maintain confidentiality – do not tell anyone who does not need to know.
- Inform the Designated Person for Child Protection Issues of the disclosure immediately; if s/he is not available, inform a member of the LSLC Personnel Committee immediately.

### Never

- Rush into actions which may be inappropriate
- Make promises you cannot keep.
- Interrogate the child.
- Show shock or disbelief.



## Handout for LCLC Youth Volunteers

What should I do if a child tells me s/he is being abused?

### Always

- Stay calm – ensure the child is safe and feels safe.
- Show and tell the child that you are taking what s/he says seriously.
- Reassure the child and stress that s/he is not to blame.
- Be honest; explain you will have to tell someone else to help stop the alleged abuse.
- Make a note of what the child has said as soon as possible after the event. Be factual in your account of what the child has said.
- Maintain confidentiality – do not tell anyone who does not need to know.
- Inform the Designated Person for Child Protection Issues of the disclosure immediately; if s/he is not available, inform a member of the LSLC Personnel Committee immediately.

### Never

- Rush into actions which may be inappropriate
- Make promises you cannot keep.
- Interrogate the child.
- Show shock or disbelief.

# **Child Protection Policy**

## **Addendum 5:**

### **FORMS**

For LSLC Staff and Personnel Committee

- **Staff/Volunteer Applicant: Personnel File Checklist**
- **File Checklist for Health forms and Permission Slips for all LSLC youth**

# LIVING SAVIOUR LUTHERAN CHURCH



## LSLC Staff/Volunteer Applicant Personnel File Checklist

6817 Carmel Road  
Charlotte, NC 28226  
Phone: 704-542-3626  
Fax: 704-544-1642  
lslc@livingsaviourlc.org  
www.lslc-elca.org

Name of Applicant: \_\_\_\_\_

Date of Application: \_\_\_\_\_

Position Applied for: \_\_\_\_\_

Employment Application      or       Volunteer Interest Sheet

Initial Interview

Criminal Records Check Authorization

Criminal Records Check Results

References checked from (name) and date

1. \_\_\_\_\_ Date \_\_\_\_\_

2. \_\_\_\_\_ Date \_\_\_\_\_

3. \_\_\_\_\_ Date \_\_\_\_\_

Hire Decision: Hire Date: \_\_\_\_\_ Rejection Date: \_\_\_\_\_

Photograph

Filled out Health Form and Consent to Seek Treatment (signed in front of Notary)

*This is especially important if this staff or volunteer person will be taking youth off-site to service projects, retreats, etc.*

Copy of Driver's License

Copy of Social Security Card (Paid staff only)

Church Membership Status and Directory Updated

TRAINING COMPLETED

Guidelines for Adults Working with Children

Policy and Procedure Manual Given

Policy and Procedure Manual Signed

Emergency Plan Covered

## **File Checklist for Health forms and Permission Slips for all LSLC youth**

Every September, or when we have new families join the church, all families with school-aged children (Preschool-Grade 12) are to fill out a Health Form to keep in a centrally located file in the church office. Please note that parents must sign in front of a Notary.

During the year, parents must fill a new one out should their insurance information change and have the form notarized again.

For all families with Grades 6-12 aged youth: in addition to having Health Forms on file, parents, leaders, and volunteers who usually drive or carpool to church activities (off-site and on-site) should also provide office with a copy of their valid driver's license.

Permission slips will be filled out for each activity. Originals will be kept in office file. All adults and driver's are to carry copies of the Health Form and Permission Slip during the activity plus an Emergency Card.

### **Centrally located file of youth forms:**

- Grades K-5 Youth and Leaders' Health Forms  
(one file per family, with health forms and copies of driver's license of parents most likely to serve as chaperones and/or drivers)
- File for K-5 completed Permission Slips for when they go off-site
- Grades 6-12 Youth and Leaders' Health Forms  
(one file per family, with health forms and copies of driver's license of parents most likely to serve as chaperones and/or drivers)
- File for completed Permission Slips for Confirmation / Middle School LYNC for when they go off-site
- File for Permission Slips for High School LYNC
- File of copies of most current, blank Health Form
- File of copies of most current, blank Permission Slips
- File of copies of blank Emergency Plan/Emergency Card (2-sided)
- File of copy of Child Protection Policy for parents, leaders, and volunteers to access

# **Child Protection Policy**

## **Addendum 6:**

### **Completion of Orientation Sign-off Sheet**

**LSLC staff and volunteers**

Thank you for your time, effort, and dedication to  
God's Children here at Living Saviour Lutheran!

*Remember that all forms found in this manual are samples.  
The most current masters and copies can be obtained from the church office.*

After completion of your Orientation, please read or  
re-read this Manual, sign and date below, and turn in  
this sheet to office staff.

I have read and understood Living Saviour Lutheran's  
Child Protection Policy and Procedure Manual and Guidelines for  
Working with Children.

I have never been charged, convicted of, or pleaded guilty to a  
crime, a misdemeanor or a felony (including but not limited to drug  
and/or alcohol related charges, child abuse, or other crimes of vio-  
lence, e.g. domestic violence).

Print your full legal name : \_\_\_\_\_

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