

ST. STEPHEN'S LUTHERAN CHURCH
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Cedar Rapids, Iowa 52403
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Child Safety Policy Addressing Physical and Sexual Misconduct
Guidelines for Staff and Volunteers

1. Purpose

St. Stephen's Lutheran Church has a long-standing tradition in providing a safe and stimulating environment for members, workers, guests, children, and youth. St. Stephen's Lutheran Church recognizes that situations involving abuse may arise despite the existence and execution of a prevention policy. This policy reflects our commitment to provide protective care of all children, youth, volunteers, staff, members, and guests who participate in our programs and use our facilities.

2. Definition of Child Abuse and Harassment

In accordance with Chapter 232 of the Iowa Code, the victim of child abuse is a person under the age of 18 who has suffered one or more of the following categories: physical abuse, denial of critical care, presence of illegal drugs, manufacturing or possession of a dangerous substance, mental injury, child prostitution, sexual abuse, bestiality, and cohabitation with a registered sex offender. See appendix A

Sexual abuse includes the sexual crimes set forth in Appendix A. Exposing children to visual or auditory pornography is included in the activities which can result in intervention and discipline.

Harassment and bullying mean any electronic, written, verbal, or physical act or conduct toward a child/youth which is based on any actual or perceived trait or characteristic of the child/youth and which creates an objectively hostile environment that meets one or more of the following conditions:

- Places the child/youth in reasonable fear of harm to the child/youth's person or property;
- Has a substantially detrimental effect on the child/youth's physical or mental health;
- Has the effect of substantially interfering with the child/youth's church activities; or
- Has the effect of substantially interfering with the child/youth's ability to participate in or benefit from the services, activities, or privileges provided by the church.

An expanded discussion of harassment is found in Appendix A

3. Policy Administration

A Child Safety Committee will administer this policy. The committee will be made up of the Youth and Young Adult Minister, a Council member, a member of the Youth Ministry Team, and one congregation member chosen by Council. The Youth and Young Adult Minister will be designated as the person to whom abuse can be reported unless the accused is that individual, then the abuse will be reported to the Council member on the committee. See Appendix D

4. Eligibility, Application, Screening and Training

- 4.1. **Eligibility:** Before being eligible to work with children, volunteers or staff must: a) have been active in the life of the congregation for at least 6 months, b) complete and sign the application, c) complete electronically the Oxford Document Management Company's background referencing questionnaire, identification form, and authorizations for information release, d) take required training and e) clear the screening process. During the first 6 months the person can volunteer to work with children, but should not be placed in charge of children and does not qualify as one of the two persons required under the 2-person rule set forth in 5.1 below.
- 4.2. **Definitions:** For purposes of this policy children are defined as being in the fifth (5th) grade or younger, youth are defined as middle and high school age. To "Work with" children or youth means leading or supervising children or youth while fulfilling some aspect of a program or activity which is directed by one or more of the church's committees.
- 4.3. **Age Restrictions Based on the Age Group You Wish to Serve:**
 - 4.3.1. Volunteers working with children in 5th grade or below must themselves be at least a 6th grader and be at least three years older than the oldest child they will be working with. When working with children in 5th grade or below, youth and young adults are not allowed to be in a supervisory role. They must be working alongside two (2) adults using the "two person" rule in section 5.1.
 - 4.3.2. To work with Middle School youth, you must be currently in 9th grade or above. Youth working with Middle School child/youths will work alongside two (2) adults, who must be at least 21 years old, and using the "two person" rule in section 5.1.
 - 4.3.3. To work with High School youth, the adults fulfilling "two person" rule in section 5.1 must be 21 years or older. Adults between the ages of 18 and 21 may serve.
- 4.4. **Application and Screening Process:** (See Appendix B for screening instructions)
 - 4.4.1. Potential volunteers will receive a child safety training. They will be asked to fill out applications and waiver forms at, or prior to, the training.
 - 4.4.2. Anyone wishing to volunteer with children or youth must complete an application form and undergo a screening process described below before beginning their volunteer position.
 - 4.4.3. Background checks are required for all adults and youth working with children or youth, on or off church property and involved in church sanctioned events. These checks should include, but not necessarily be limited to: national sex offender database and national criminal history background directory.

4.5. Satisfactory Completion of Screening:

4.5.1. No known history of abuse/molestation of children, youth or adults.

4.5.2. Active participation in St. Stephen's Lutheran for 6 months or more.

4.6. Unsatisfactory Completion of Screening: The following findings will warrant the exclusion of the applicant from service to children or youth:

4.6.1. Prior conviction of either sexual or physical abuse.

4.6.2. A founded abuse or neglect report against the person in the National Sex Offender Database or the Criminal History of the National Background Directory records.

4.6.3. A credible report of abuse or neglect of children by the adult.

4.7. Training: Training is required for all volunteers before they begin working with children and youth. This training will be offered by St. Stephen's Lutheran and will focus on our Child Safety Policy and basic child abuse prevention.

4.7.1. All adult volunteers will be required to attend an initial orientation on our Child Safety Policy prior to working with youth and children. All attendees must sign a document stating that they have had explained to them, read, understand and intend to follow the Child Safety Policy. If as part of employment, the volunteer has already taken such training then this may be waived provided that documentation of such training is submitted.

4.7.2. All child and youth volunteers will attend an initial orientation on child abuse and the Child Safety Policy in a depth determined to be appropriate by the trainers

4.7.3. All volunteers must complete training every 3 years. Annual training will include refresher courses on awareness of Child Abuse and the Child Safety Policy.

4.8. Continued Screening: Volunteers working with youth and children are required to re-screen every five years.

4.9. Publication of Eligible Volunteers and Record Keeping: The Youth and Young Adult Minister (with the assistance of the Child Safety Committee) shall maintain a list of all eligible volunteers. A copy shall be made available to any member requesting the list.

5. Policies and Procedures

5.1. **Two Adult Rule:** All staff and volunteers will observe the "two adult" rule, which requires an adult working with youth and children to be paired with another adult in the vicinity and efforts will be made for frequent observation. Except in an extreme emergency, the two adults will remain in the same activity area with each other at all times when working with youth and children.

5.2. **One on One Counseling:** There may be occasions when a volunteer or staff member will need to meet individually with a child/youth. When using one of the following methods, the adults must be in eyesight at all times while providing the most privacy required for the situation:

- 5.2.1. Meet in a public space. Other adults should be made aware of the meeting.
 - 5.2.2. Have an adult present outside of the meeting space with the door open and clear visibility. Other adults should be made aware of the meeting.
 - 5.2.3. If it is absolutely necessary to meet with a youth or child privately behind closed doors, the staff member or volunteer should provide a written report to a pastor of closed door sessions, naming the child/youth, the date and time and reason. A staff member should report a closed door session to the another staff member.
- 5.3. **First Aid Kits:** Kits will be available. It is recommended that the Youth and Young Adult Minister identify persons trained in First Aid and make volunteers aware of the location of the First Aid kits.
- 5.4. **During Services:** Ushers or designee will have the responsibility to spot check all basement rooms to make sure there are no unsupervised children or youth are in the rooms. If the two adult rule is not being followed, the children are "unsupervised." Unsupervised children should be encouraged to join the service. Parents can be called out of the service to get their children.
- 5.5. **Adult to Children/Youth Ratio:** The ratio for any children/youth activity should be no greater than 1:7.
- 5.6. **Physical Contact:** Corporal punishment is not permitted. Confrontational physical contact should be avoided unless necessary to protect yourself, others, or the individual in question. If a physical altercation occurs, it will be reported to the Youth and Young Adult Minister, unless the Youth and Young Adult Minister is involved, then it will be reported to the Pastor. An explanation of what happened and what adults witnessed the event will be included. Communication with the parent(s)/guardian(s) will take place afterward.
- 5.7. **Transportation:**
- 5.7.1. **Groups of Children:** Volunteers and staff may be called upon to transport groups of children or youth to and from church activities. All drivers will be twenty-one (21) years old or older, have completed the screening requirements in section 4. above, and have enough seat belts in use for all those traveling in their car. If children are being dropped off, and one child is left with one adult, the rule under 5.7.2. should be followed.
 - 5.7.2. **A Single Child and One Adult:** If a youth or child needs a ride home by a volunteer or staff member, the parents/guardian must first be called and give their permission verbally and via text message for the volunteer or staff member to provide transportation for the youth or child. The parent/guardian will be given the approximate time their child or youth will be leaving with the volunteer or staff member, and the approximate time they can expect them to arrive at their home. The driver must have met the screening in Section 4 above.
 - 5.7.3. **A Single Child and Two Adults:** In the alternative, two adults should accompany the child.
- 5.8. **Overnight:** For any church activity that involves overnight stays with a co-educational group of children or youth, at a minimum, one adult female and one adult male must chaperone the group.

6. Responding to an Incident

- 6.1. **Accident Reporting:** Any time a staff member, or volunteer, witnesses an accident in which someone under their care is hurt they must complete an **Accident Report Form** and turn it in to the Pastor. The accident will also be reported to the parents and/or guardians. See Appendix E
- 6.2. **Immediate Response to Abuse:** In the case of the report of suspected abuse or neglect the actions to be taken are:
 - 6.2.1. Remove the victim from the situation and make sure that they are safe. **THIS IS THE PRIMARY CONCERN.**
 - 6.2.2. The pastor and Youth and Young Adult Minister will always be notified. If the pastor is the suspect, the president of the church council should be notified and the president will call the Bishop. Notify the Bishop's administrative secretary that this is an urgent matter that needs the Bishop's immediate attention.
 - 6.2.3. The person reporting, the person notified and any witness should complete and sign a **Report of Suspected Incident of Youth/Child Abuse**. The report should be given to the Youth and Young Adult Minister or the Pastor, unless the Pastor is the suspect, in which case the report should be given to the Bishop and a copy to the president of the church council. See Appendix E
 - 6.2.4. The Youth and Young Adult Minister or the Pastor (or Bishop if the Pastor is a suspect) is responsible for proper notification of the child's parents.
 - 6.2.5. Nothing in this policy should be construed as preventing a person from also making a report to the Iowa Department of Human Services or Police.
- 6.3. **Staff's and Church's Response to Allegations of Abuse, Harassment, and Pornography:**
 - 6.3.1. Our guiding principle in all things is to deal with the allegations by taking them seriously, securing the well-being of the victim, making every effort to maintain confidentiality, and seeking to reach out to both the accuser and the accused in Christian love.
 - 6.3.2. **Communications:** The official spokesperson in the event of an incident is the pastor. All communications will be cleared by pastor (who may consult with volunteer legal counsel). All other persons involved in the incident should offer no comment to any party without the permission of the church's attorney. All persons who believe they have knowledge of the matter should report what they know to the Youth and Young Adult Minister, the Pastor and the information should remain confidential.
 - 6.3.3. **Response Team:** The Pastor may select a response team to assist in the investigation and response to allegations. The work of this Response Team will be confidential, except that they may assist any investigation by police/sheriff or the Department of Human Services. On behalf of the congregation, the pastor may hire the services of Lutheran Social Services or other licensed social workers to advise or assist in the investigation and response. However, the Pastor's financial authority will be limited to \$500.00. Church council must approve spending beyond \$500.00.

- 6.3.4. **Child/youth on Child/youth Abuse:** In the case of a physical altercation or bullying of a child/youth by a child/youth, the Youth and Young Adult Minister, the Pastor or response team may meet with the parents of the perpetrator and victim and if all agree upon a course of action and discipline, the matter may be handled within the church. Nothing shall prohibit the pastor or parents from reporting the matter to the Department of Human Services or police/sheriff. In deciding whether to report the matter to the Department of Human Service or police, the pastor/response team should consider the needs of either child(ren)/youth for outside services/intervention, the seriousness of the incidents, the likelihood for reoccurrence, the perpetrator's history, the need to protect the victim and others, and any other relevant factor.
- 6.3.5. **Child/youth sharing sexually explicit material with another Child/youth:** In the case of a child/youth sharing sexually explicit material, either printed or through electronic means, the Youth and Young Adult Minister, the Pastor and/or adult volunteers in charge of program may meet with the parents of the children involved and seek an agreed course of action. If no agreement is reached, the Youth and Young Adult Minister, the Pastor, and/or adult volunteers can impose discipline and rules which aim to teach that the behavior is inappropriate and prevent its reoccurrence.
- 6.3.6. **Adult sharing sexually explicit material with a Child/youth:** In the case of an adult sharing sexually explicit material, either printed or through electronic means, the adult shall be removed permanently from any role in children and youth programs.
- 6.3.7. **Adult allowing dangerous behavior of a child/youth:** Adults who risk injury to a child/youth may be disciplined as the Youth and Young Adult Minister, the Pastor or response team deem appropriate. Discipline can include restrictions on involvement in children and youth programming or contact with children and youth.
- 6.4. **Reporting Violations of Policy or Safety Concerns:** The job of keeping children safe is an ever evolving process. Individuals who witness a policy violation and committees which find themselves violating a policy are encouraged to report the same to the pastor. A report form has been created. The Youth and Young Adult Minister then considers what needs to be done to help gain compliance with the policy. The Child Safety Committee can use these reports to fashion policy changes. See Appendix E.
- 6.5. **The accused:**
- 6.5.1. During the time of the investigation the accused will be removed from contact with all children or youth until completion of the investigation.
- 6.5.2. When a report of abuse is being investigated, the Pastor will provide pastoral support for the accused unless the Pastor is involved or has been accused, then the President of the Council will work with the Bishop to insure the accused is provided pastoral support.

7. Limitations on the Clergy/Counselee Privilege and Confidentiality

- 7.1. The safety of children supersedes the right and privilege of confidentiality arising in the clergy/counselee or clergy/member relationships.
- 7.2. Where a pastor becomes aware of a history of abuse of a child in the course of counseling, the pastor may take any steps the pastor deems necessary to protect the child including, but not limited to: a) reporting the

matter to the Department of Human Services or to Police; and/or b) restricting the counselee's involvement in the church and contact with children.

- 7.3. A pastor may agree with a counselee to maintain confidentiality and extend the Clergy/Counselee privilege to the counselee, contingent upon the Counselee following the rules, steps and measures the Pastor puts in place to protect children

8. Termination of Church Membership and Trespass

A member or non-member who refuses to abide by the limitations imposed by the pastor under this policy or who refuses to abide by this policy will be brought to the attention of the church council. The church council may take any action necessary to gain compliance including termination of membership of any member and declaring the person's presence on church property to be a trespass. Trespasser will be subject to legal action for the same.

9. Child Safety Committee

The committee will be made up of the Youth and Young Adult Minister, a Council member, a member of the Youth Ministry Team, and one congregation member chosen by Council. This committee's responsibility will be to audit compliance with the policy and to make recommendations to the Council. See Appendix D

This policy was adopted by the St. Stephen's Lutheran Church Council on the 20th day of October, 2016.

This policy will go into effect on January 1, 2017.



Council Secretary

APPENDIX A

232.68 DEFINITIONS.

The definitions in section 235A.13 are applicable to this part 2 of division III. As used in sections 232.67 through 232.77 and 235A.12 through 235A.24, unless the context otherwise requires:

1. "Child" means any person under the age of eighteen years.
2. "Child abuse" or "abuse" means:
 - a. Any nonaccidental physical injury, or injury which is at variance with the history given of it, suffered by a child as the result of the acts or omissions of a person responsible for the care of the child.
 - b. Any mental injury to a child's intellectual or psychological capacity as evidenced by an observable and substantial impairment in the child's ability to function within the child's normal range of performance and behavior as the result of the acts or omissions of a person responsible for the care of the child, if the impairment is diagnosed and confirmed by a licensed physician or qualified mental health professional as defined in section 622.10.
 - c. The commission of a sexual offense with or to a child pursuant to chapter 709, section 726.2, or section 728.12, subsection 1, as a result of the acts or omissions of the person responsible for the care of the child. Notwithstanding section 702.5, the commission of a sexual offense under this paragraph includes any sexual offense referred to in this paragraph with or to a person under the age of eighteen years.
 - d. The failure on the part of a person responsible for the care of a child to provide for the adequate food, shelter, clothing or other care necessary for the child's health and welfare when financially able to do so or when offered financial or other reasonable means to do so. A parent or guardian legitimately practicing religious beliefs who does not provide specified medical treatment for a child for that reason alone shall not be considered abusing the child, however this provision shall not preclude a court from ordering that medical service be provided to the child where the child's health requires it.
 - e. The acts or omissions of a person responsible for the care of a child which allow, permit, or encourage the child to engage in acts prohibited pursuant to section 725.1. Notwithstanding section 702.5, acts or omissions under this paragraph include an act or omission referred to in this paragraph with or to a person under the age of eighteen years.
 - f. An illegal drug is present in a child's body as a direct and foreseeable consequence of the acts or omissions of the person responsible for the care of the child.
 - g. The person responsible for the care of a child has, in the presence of the child, as defined in section 232.2, subsection 6, paragraph "p", manufactured a dangerous substance, as defined in section 232.2, subsection 6, paragraph "p", or in the presence of the child possesses a product containing ephedrine, its salts, optical isomers, salts of optical isomers, or pseudoephedrine, its salts, optical isomers, salts of optical isomers, with the intent to use the product as a precursor or an intermediary to a dangerous substance.
 - h. The commission of bestiality in the presence of a minor under section 717C.1 by a person who resides in a home with a child, as a result of the acts or omissions of a person responsible for the care of the child.
 - i. Knowingly allowing a person custody or control of, or unsupervised access to a child or minor, after knowing the person is required to register or is on the sex offender registry under chapter 692A for a violation of section 726.6.

APPENDIX B — SCREENING AND RECORD KEEPING INSTRUCTIONS

PERSON RESPONSIBLE:

Youth and Young Adult Minister.

STEP 1: During Training:

Each new volunteer who wants to work with children or youth must sign the attached form called: "VOLUNTEER INFORMATION FORM CHILDREN AND YOUTH MINISTRIES" When volunteers are going through a refresher course they should sign the "Volunteer Information Renewal Form."

STEP 2: The signed forms are gathered and given to the Youth and Young Adult Minister. The Youth and Young Adult Minister will create a file for each volunteer and deposit the application form in the file. The Youth and Young Adult Minister will enter the names and dates of completed training on the master spreadsheet. The Youth and Young Adult Minister will enter the length of time the volunteer indicates on the VOLUNTEER INFORMATION FORM they have been active at St. Stephens on the master spreadsheet.

The Youth and Young Adult Minister will facilitate the process for the volunteer to complete the electronic background check through Oxford Document Management Company. Each new volunteer must complete the electronic background check through Oxford Document Management Company. Every 5 years, adult volunteers need to be screened using this form.

STEP 3. When the report from Oxford Document Management Company are returned, it should go directly to the Youth and Young Adult Minister. The Youth and Young Adult Minister shall then review the application and the online screening report and the concerning the volunteer and determine if any are not eligible.

The Youth and Young Adult Minister should prepare a list of eligible volunteers from the spreadsheet which indicates the date of training and time of active participation at St. Stephens. Copies should be provided to any member who asks.

The Youth and Young Adult Minister should contact all potential volunteers who did not pass the screening, following 4.6 of the **Child Safety Policy Addressing Physical and Sexual Misconduct**.

NOTE: The screening reports are confidential.

NOTE: In the event of a negative decision, the volunteer, will be offered other alternatives. The Youth and Young Adult Minister and/or the Pastor will counsel the individual to insure their worth within the body of Christ is evident and help them apply their gifts in other ministries and mission work within St. Stephens Lutheran Church.

NOTE: It is possible a volunteer can have the same name as a perpetrator of abuse identified in public records. When the screening process produces a report which would disqualify the volunteer, the volunteer should be given a copy of the screening results and given an opportunity to prove they are not the person with a similar name who is identified in screening reports. The Youth and Young Adult Minister and/or the Pastor can require any proof they deem necessary and have discretion to determine the identity

issue. Until satisfactory proof is provided, the volunteer shall not be allowed to work with children. The proof offered should be kept in the volunteer's file.

APPENDIX C

Thank you for your interest in serving as a children and/or youth ministry volunteer!
Please take a few moments to fill out this form. The volunteer information form is to be completed by all persons working with children and youth on behalf of St. Stephens Lutheran. This information, required by the Child Safety Policy, ensures the safety of our children and youth.

****Please answer ALL of the questions****
****All information provided will remain confidential and secured****

Volunteer Information Form - Children and Youth Ministries

Full Name: _____ Birth Date (mm/dd/yyyy) _____

Other names you have used in your lifetime (maiden name, different last name, etc.): _____

E-mail Address: _____

Home Phone # _____ Cell Phone # _____ Work Phone# _____

Home Address _____
Street City State Zip

Where have you lived, other than Iowa? _____

Length of time active at St. Stephens Lutheran Church (months/years): _____

Check all age groups you are interested in working with:

Pre-school Elementary Middle School High School

Ministry Groups at SSLC in which you have participated: _____

Other volunteer experience (outside of SSLC): _____

Do you have any hobbies, skills, or special interests? _____

Why are you interested in volunteering in our children/youth ministries? _____

Briefly describe your faith journey: _____

Is there another volunteer you would like to partner with? Y / N If so, who? _____

Please list any gifts, callings, training, education, or other factors that have prepared you for working with children and/or youth: _____

Current employer (if employed): _____

How long have you been employed there? _____

References? People familiar with your current abilities: (Provide name, phone number, address, and e-mail)

1. _____

2. _____

Have you ever been arrested for, charged with, convicted of, pleaded guilty to, had a deferred judgment for, or had an administrative finding of violating any law involving child abuse, sexual abuse, physical abuse, sexual harassment or exploitation, or any other crime related to minors? Y / N

If yes, please explain, including outcome of the case and the jurisdiction in which the offense occurred: _____

Have you ever been convicted of or had a deferred judgment of any criminal offense other than a simple misdemeanor traffic offense? Y / N

If yes, please explain, including outcome of the case and the jurisdiction in which the offense

occurred: _____

To the best of your knowledge, is there anything from your past that would disqualify you from working with children and youth? Y / N

If yes, please explain: _____

I give St. Stephen's Lutheran Church the right to make a thorough investigation of the information presented in this form, including volunteer work and other activities, and I release from all liability all persons, companies, churches and agencies supplying such information. I also release St. Stephen's Lutheran Church, its employees, agents, and representatives from all liability, which might result from making such investigation. I understand that any false answer and statements or implications made by me in this application or other required documents shall be considered sufficient cause of denial to participate in Youth and Children's Ministries. I understand that St. Stephen's Lutheran Church may request a review of policy/criminal records concerning me. This information will be used in a consistent and nondiscriminatory fashion, and all reasonable efforts will be made to maintain strict confidentiality.

Signature: _____ Date: _____

Parent Signature: _____ Date: _____

(If volunteer is under 18 years-old)

APPENDIX D

CHILD SAFETY COMMITTEE

PURPOSE: The CHILD SAFETY COMMITTEE reviews the church's policies and implementation and provides the church council with: 1) recommendations for changes in policy; and 2) an audit report concerning problems and successes in implementing the safety policy. A safety policy often falls victim to complacency and changing circumstances. In the "body of Christ" this committee serves the "immune system" to prevent harm to children, to ensure proper intervention when harm happens and to reduce legal liability.

RESPONSIBILITIES: Committee members shall:

- 1) Become familiar with the Child Safety Policy of the Church;
- 2) Become educated in the issues and risks factors relating to child sexual abuse.
- 3) Perform a survey of all committees' activities to identify where sexual abuse policy concerns are implicated. Determine whether the policies are being implemented and if not, why not.
- 4) Perform a physical survey of church property.
- 5) Meet with Pastor and church employees to review the implementation of the policies.

AMOUNT OF TIME REQUIRED/TASKS: This committee serves for one year and a new committee is formed each year. It is anticipated the committee will perform the following tasks:

- 1) Meet to review policy and the Church Mutual DVDs about Sexual abuse issues. If not appointed by council, a chairperson is selected as well as a secretary.
- 2) Meet to survey the facilities. Discuss tasks of committee and methodology. Perhaps a survey tool is created. Tasks are assigned
- 3) Child Safety Committee Members may review assigned committees' governing documents and minutes. They meet with various committees to find out if policies are being implemented and if not, why not. They request recommendations and discuss problems. Child Safety Committee Members also interview the Pastor and staff.
- 3) In the final meeting a draft report to the Church Council is prepared. Part of the review may include recommendations for changes to this document.

JOB DESCRIPTIONS:

- a. Chairperson: (May be assigned by council)
 - Has materials ready for meetings.
 - Attends the council meeting to make the audit report.
 - Makes sure all points of view are discussed and have expression.
 - Makes sure committee members are doing their assigned tasks.
- b. Secretary:
 - Records Child Safety Committee meetings.
 - Helps assemble and craft the audit report.
 - Maintains contact list. Sends out minutes, agendas and reminders.
- c. Members:
 - Review materials.
 - Assist in gathering information.

- Analyze information.
- Suggest changes in policy.
- Help draft suggested policy changes.

APPENDIX E

REPORT FORMS

REPORT OF ACCIDENT: Reports of injury should be provided to Youth and Young Adult Minister, the Pastor and Church Council President. These individuals can take appropriate action, as needed. A copy should be shared with the Child Safety Committee.

REPORT OF SUSPECTED INCIDENT OF YOUTH/CHILD ABUSE OR HARRASSMENT: Report of suspected incidents of youth/child abuse or harassment should be given to the Youth and Young Adult Ministry Director (or Pastor if the YYAM is the accused or the Bishop if the Pastor is accused) for processing.

REPORT OF POLICY VIOLATION OR SAFETY CONCERN: This form is NOT used for reporting abuse or harassment. Reports of policy violations should first go to the committee in charge of the event and to the Youth and Young Adult Minister. Either the committee and/or the Youth and Young Adult Minister should deal with the issue. If council action is needed, it should be presented to the Pastor and the Council President. The Child Safety Committee should be given a copy when it meets.

Report of Accident

Person Reporting: _____ ph # _____

Person Injured: _____ ph # _____

Date of injury: _____ Location: _____

Describe what happened: _____

Suspected _____ cause _____ of
accident: _____

Witnesses: _____

Pictures taken? Yes _____ No _____

What First Aid or Medical Care was given? _____

Report of Suspected Incident of Youth/ Child Abuse or Harassment

Person Reporting: _____ ph # _____

Victim: _____ ph # _____

Person(s) involved: _____

Date of incident: _____ Location: _____

Time of incident: _____ What church activity? _____

Describe what happened _____

What was reported about the incident(s): _____

Witnesses: _____

_____ (Signature)

Signed this ____ day of _____, _____

***** Report on
action taken: _____

Was matter reported to authorities? ____ If so, when? _____

If not, why not? _____

_____ (Signature)

Signed this _____ day of _____, _____

Report of POLICE VIOLATION or SAFETY CONCERN

Person Reporting: _____ ph # _____

Person(s) involved: _____

Date of incident: _____ Location: _____

Time of incident: _____ What church activity? _____

Describe what happened _____

Action taken at the time: _____

Witnesses: _____

_____ (Signature)

Signed this ____ day of _____, _____

Report on action taken: _____

Recommendation to avoid problem in future? _____

_____ (Signature)

Signed this ____ day of _____, _____

