

# Good Shepherd Lutheran Church Child Safety Policy

*For the protection of children from physical, emotional  
and sexual abuse and harmful neglect*



Good Shepherd Lutheran Church  
611 Randolph St.  
Oak Park, IL 60302

Amended May 2013

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Child Safety Policy

Good Shepherd Lutheran Church  
Oak Park, IL

I. Purpose

Members of Good Shepherd Lutheran Church (collectively, the “Congregation”) are committed to protecting children from physical, emotional and sexual abuse and harmful neglect. The Congregation is also committed to protecting the integrity of people called to work with children. This Child Safety Policy (“Policy”) is designed in furtherance of these goals; by establishing standards and procedures for selecting, training and overseeing those who lead children. It also sets forth the methods for responding to allegations of abuse and/or neglect.

The Child Advocacy Committee (see below) will be principally responsible for assisting the Congregation Council (the “Council”) when administering this Policy, and principally responsible for the selection and training of those who lead children, as well as record-keeping.

The Child Incident Review Team (see below) will be principally responsible for addressing reports of child abuse.

II. Definitions

These definitions seek a balance between clarity and brevity. The purpose of this Policy and context where terms are used should guide responsible judgment.

“Activity,” “event,” and/or “program” refer to a gathering sponsored by the Congregation where children are present, and for which the Congregation assumes responsibility for staffing.

“Child”, “children” and “youth” are used interchangeably, and refer to persons from birth until high school graduation or the 18<sup>th</sup> birthday. (The words also mean any person without regard to age who is specially challenged and requires special attention.)

“Child Advocacy Committee” (the “Committee”) means the three-person committee appointed by the Council, which is responsible for implementing the provisions of this Policy. The Committee shall consist of the Director of Christian Education, the Chairperson of the Christian Education Committee and an additional member of the Christian Education Committee. Each Committee member shall qualify as a Leader (see below).

“Child Incident Review Team” (the “Team”) is the group designated by the Council to address reports of child abuse. The Team shall include the Pastor, the Council liaison of the Christian Education Committee, and the Council Vice President. The Council shall designate five specific and willing individuals to serve as alternates (“Team alternates”) and shall amend the list of Team alternates as required. Team alternates may be called upon to respond to allegations of child abuse and/or neglect as a Team member when Team members are unavailable. Team alternates may include those with special expertise in the response to child abuse, for instance,

social workers, psychologists, counselors, attorneys, or insurance advisors. A person with a pending allegation of abuse may not participate on the Team.

“Guardian” shall refer to the adult having primary responsibility for a child during church activities, namely, the parents, grandparents or designees of the parents or grandparents.

“Incident” and “child abuse” refer to a non-accidental injury or pattern of injuries to a child for which there is no reasonable explanation, or for which there is evidence of neglect, sexual molestation or emotional abuse.

“Leader” is an adult person who meets the qualifications set forth below and who interacts with children during any activity, event or program.

“Leader application” refers to the form that must be executed by each Leader applicant at the direction of the Committee.

“Member” means a member of the Congregation.

“Away activity” refers to an activity that occurs away from the Congregation property.

“Supervisor” means a person who qualifies as a Leader, and additionally, is designated as an on-site supervisor for Sunday School, Vacation Bible School, Confirmation instruction, high school youth program, or any other activity primarily attended by children, and who has the authority to act as a Supervisor pursuant to this Policy, according to the qualifications below.

### III. Confidentiality

All personal and sensitive information obtained in connection with the application and enforcement of this Policy shall be held in confidence, and shall be reviewed only by those persons having responsibilities established by this Policy. Information shall be gathered and reviewed only as necessary to fulfill the purposes of this Policy and comply with applicable law.

All information obtained in connection with the application and enforcement of this Policy shall be kept confidential in a secure location (and used for the sole purpose of determining the application and enforcement of this Policy and for no other purpose). All information gathered from and/or about Leader applicants, including Leader Applications, Reference Interview Forms, background checks, notes, and related information, shall be managed solely by the Committee. All information related to the report of an Incident and related to the response to that report shall be managed solely by the Team.

The decision to share information with the Council President and/or the Executive Committee of the Council related to the application and enforcement of this Policy or related to an Incident shall be made by agreement of two or more members of the Committee or the Team, respectively. The Council President and/or the Executive Committee may assist the Committee and/or the Team to determine the extent and type of response that may be appropriate, which may include consultation with legal counsel or a public relations consultant.

#### IV. Selection of Leaders

- A. **Leader Recommendations.** Leaders shall be selected from among all of the qualified Leader applicants who have been recommended by the Committee in accordance with this Policy. In rare instances, the Pastor, Director of Christian Education, or the Council representative of the Christian Education Committee may appoint a person to serve as a Leader without approval of a Leader Application.
  
- B. **General Qualifications for Leaders.** Each Leader shall have completed a Leader Application, generally attached to this Policy, and shall have submitted the Leader Application to the Committee. Except as specifically provided otherwise in this Policy, each Leader shall be:
  - 1. at least 18 years old;
  - 2. a member of the Congregation, an associate member of the Congregation, a spouse or child of a member of the Congregation, or shall be sponsored by a member of the Congregation; and
  - 3. known to have been an active participant in the life of the Congregation for at least six months preceding service as a Leader.
  
- C. **Committee Responsibilities.** The Committee shall recommend a person to be a Leader by reviewing the following:
  - 1. a completed Leader Application;
  - 2. two reference checks;
  - 3. to the extent available, a background check procured with the assistance of Federal, State and/or local law enforcement agencies in attempt to uncover any record of sexual assault, physical assault, sexual abuse, contributing to the delinquency of a minor, or any other incident involving misconduct toward a child or violent crime;
  - 4. a background check procured from the statewide database for sex offenders; and
  - 5. a personal interview.

In the Leader Application, the Leader applicant shall acknowledge that the Committee will perform a background check with regard to any criminal history of the Leader applicant. Also in the Leader Application, the Leader applicant shall be made aware of the kinds of criminal history that may result in denial of the Leader Application.

Members of the Committee shall interview at least two personal references (other than an employer or a relative) provided by the Leader applicant, using questions included in the Reference Interview Form, generally attached to this Policy, to substantiate information provided on the Leader Application.

Two members of the Committee shall review the report obtained from the Oak Park Police and any report acquired from the statewide database for sex offenders, solely for the purpose of verifying that the Leader Applicant's background is consistent with the standards and goals of this Policy. If any background check indicates any allegation and/or conviction of sexual assault, physical assault, sexual abuse, contributing to the delinquency of a minor, or any other incident involving misconduct toward a child or

violent crime, the Committee will consider the type of and age of, etc. an allegation or conviction to evaluate the suitability of the Leader applicant and decide if approval of the instant Leader Application is consistent with the purposes of this Policy. The Committee may, at its discretion, request a supplemental interview with the Leader applicant to ascertain the circumstances surrounding any criminal allegation or conviction that is pertinent to the approval or denial of the instant Leader Application.

If the Committee denies a Leader Application based on pertinent criminal allegations or convictions, the Committee may, at its discretion, notify the Team and/or the Council President and/or the Council Vice President of the Leader Application denial, and the reason(s) for the denial. The Team, the Council President and/or the Council Vice President may assist the Committee to determine the extent and type of response that may be appropriate, which may include consultation with legal counsel.

- D. Tri-Annual Rescreening. Each Leader must be rescreened every three years. Other review of Leader credentials may be undertaken when two or more members of the Committee believe it is warranted. Significant changes in information on the Leader Application should be shared with a Child Advocacy Committee member as soon as possible after the change occurs.

#### V. Leader Training

- A. Each Leader must attend one training session hosted by the Committee each year. The training session will be designed to teach Leaders:
  - 1. the provisions of this Policy;
  - 2. basic first aid;
  - 3. how to recognize physical, emotional, and sexual abuse and harmful neglect;
  - 4. what constitutes acceptable and appropriate behavior for youth helpers;
  - 5. how to assess safety and respond in an emergency; and
  - 6. when and how to report incidents.

#### VI. Staffing

- A. General Standard. Except as specifically provided in this Policy, each Sunday School class, Christian Education event, Family Event, Vacation Bible School, youth group, and any other function primarily attended by children shall be led by at least two Leaders. In an emergency, a group may be supervised by one Leader, provided that a Supervisor or another Leader without specific other responsibility is present in the building, visits periodically, and is available to assist as needed.
- B. Driving Youth Home. Transportation provided in connection with a Congregation-sponsored activity shall comply with Section VIII(B) of this Policy and shall begin and end at the church building. In general, parents and guardians are responsible for arranging transportation to and from the church building. With express parent permission on a Transportation Permission Slip, generally attached to this Policy, a Leader may transport

the youth directly home, after calling the parent to notify that the transportation home is imminent.

- C. Youth Walking Home. With express parent permission on a Walk Home Authorization Slip, a Leader may allow a student to walk home, unsupervised, from a Congregation-sponsored activity.
- D. Nursery. Nursery helpers shall be governed by the attached Nursery Supervision Policy.
- E. Babysitting for Church Functions. For occasional, time-limited events such as meetings and dinners, teams of at least two youth, twelve years of age or older may be used as babysitters for the first three small children, so long as at least two adults are present in the building, visiting periodically, and immediately available to assist as needed. One additional babysitter will be required for every fourth small child. Babysitters must be approved by the Council Liaison of the Christian Education Committee or the Director of Christian Education.

## VII. Registration

Each child who will participate in Congregation-sponsored events must be registered annually using the Annual Child Registration Form generally attached to this Policy. Completed Annual Child Registration Forms shall be kept in a file in the church office.

## VIII. General Guidelines and Standards

- A. Supervisors. The Congregation will endeavor to have a Supervisor available during regular program hours for Christian Education activities. Among other duties, the Supervisor will visit activity areas periodically.
- B. Transportation Guidelines.
  - 1. Each driver for an activity shall have copies of her or his valid driver's license and valid automobile insurance with acceptable limits on file. The driver must be between 25 and 70 years old. Other than what is prohibited by insurance coverage, exceptions to the requirements above may be made by the Director of Christian Education or a member of the Committee.
  - 2. Seat belt and child safety seat laws must be followed at all times.
  - 3. Transportation Permission Slips will reflect that a child may not leave an activity with someone other than a parent or guardian, unless prior permission to leave with an approved driver has been provided.
  - 4. One Leader and one additional Leader or other adult volunteer will be present and seated in the front seat of the vehicle.
  - 5. At least two children or youth must be present in the vehicle; or a child or youth being transported alone must sit in the back seat.

C. Supervision for Overnight Activities.

1. Overnight activities involving children at the church building shall be supervised by at least two Leaders unrelated to each other and sufficient additional adult chaperones so that the student to adult ratio is not more than 6:1. Male and female Leaders will be required when male and female children are present.
2. Overnight activities involving children away from the church building shall be supervised by at least two Leaders unrelated to each other and sufficient additional adult chaperones so that the student to adult ratio is not more than 6:1. Male and female Leaders will be required when male and female children are present.
3. Each youth participant shall deliver to the Leader, before the start of the event, a copy of the Youth Covenant and Permission Slip, generally attached to this Policy, signed by the youth and parent or guardian.

D. First Aid and Emergency Response Guidelines.

1. A first aid kit shall be available on every floor of the Church building and kept nearby every activity. It shall be well marked, prominent, easily visible, noted in the Space Use Policy & Agreement, and described during training. The Committee will be responsible for semiannual maintenance of each first aid kit.
2. Each injury and accident involving a child that requires the administration of first aid must be reported by a Leader to the Supervisor, if one is available, and to the child's parent as soon as practicable.
3. If the circumstances warrant, a Leader may immediately administer minor first aid to an injured child. Additional medical attention, including a call to "911," will be considered and initiated by a Leader if a parent of the injured child cannot be located.
4. The Leader with the most knowledge about an incident will complete an Unreported Incident Form to supply information about the incident. Completed Unreported Incident Forms shall be given to a Team Member and will be maintained in a file in the church office. The Unreported Incident Form, a copy of which is generally attached to this Policy, identifies the person related to the incident, other persons involved, the time and nature of the incident, the person or persons who administered first aid, and the person who reported the matter.
5. The Supervisor or Leader shall endeavor to make a follow-up telephone call to a parent of an injured child within 24 hours of the first notification of injury.

E. View of Classrooms. Each classroom door must have a window or panel affording a clear view into the classroom.

F. Bathroom. It is recommended that an adult escort children aged 5 years or younger to the bathroom. Adults must remain outside of the bathroom after first confirming the safety of the room. When a pre-school child or older child who needs assistance uses the bathroom, an adult may enter to assist. In that circumstance, the outside door of the bathroom must be left open while the adult is assisting.

G. Discipline. Physical punishment of any kind is strictly prohibited. In general, discipline must be administered carefully and sparingly, with careful consideration of each child's

dignity and psychological and social development. Gentleness, respect, and understanding must guide all acts and words of discipline. Discipline will be carried out through instruction, training, verbal corrections, or removal of the child from the activity. Any child removed from an activity will be supervised by a Leader until that child is returned to the child's parent or guardian. Leaders should report to a Supervisor all concerns about a child's unacceptable behavior as well as the appropriate response taken to deal with the behavior.

- H. Changes to this Policy and Forms. The Council may amend this Policy from time to time. Amendments to this Policy will be effective immediately upon approval by the Council. The Committee may revise forms used in conjunction with this Policy. Any change to forms that effects a substantive change in this Policy shall require approval of the Council.

#### IX. Incidents

- A. Commitments. The Congregation is committed to avoiding all incidents and acts of child abuse in its programs, achieving 100% compliance with this Policy's reporting requirements, and responding to each report or incident in a timely and thorough manner. The Congregation will train Leaders to be fully alert to potential abuse, and to promptly and properly report abuse. Training will emphasize that it is the responsibility of authorized investigators to substantiate allegations, and not the responsibility of the person reporting an incident, nor the person receiving the report. If a Leader suspects imminent danger, nothing in this Policy shall prohibit the Leader from taking appropriate action to protect the safety of any child, assuming reasonable attempts to consult with a member of the Committee or the Team.
- B. Reporting Procedures.
  - 1. Leaders working with children in an activity shall promptly report any suspected or alleged incident or act of child abuse observed in connection with that activity to a member of the Team. The Team Member shall complete a Reported Incident Form, generally attached to this Policy.
  - 2. Each report and all circumstances that lead to a report will be considered highly sensitive and strictly confidential. No person, including Council and Committee members and the person reporting the incident to the Team, may disclose information to anyone other than members of the Team, unless required to do so by Illinois law. When a report is made to a mandated reporter, the mandated reporter will respond in compliance with Illinois Law and will endeavor to inform the Team of his or her response as quickly as possible. See information about mandated reporters generally attached to this Policy.
  - 3. The Team member who receives the report shall promptly convene the Team to review the report and to determine the appropriate response to the report. Such response may include the formation of strategies to gather information about the facts and circumstances related to the alleged incident.
  - 4. The Team shall promptly notify the Council President and/or Executive Committee about the need to initiate an investigation. Such notice shall not include information

- about the facts or circumstances related to the alleged incident and shall not identify any individual involved in the alleged incident.
5. After its initial investigation, the Team shall, by agreement by two or more of its members, determine whether a report of its findings shall be presented to the Council President and the Executive Committee or a designee of the Council President and/or Executive Committee. Other Officers of the Council shall be used as designees if the Council President and/or the Executive Committee are unavailable.
  6. If informed of the Team's report, the Council President Executive Committee or designee(s), with the assistance of the Team members, may determine the extent and type of response to the incident that may be appropriate, which may include consultation with legal counsel and/or a public relations consultant. Thereafter, the Team members, Council President and Executive Committee or designee(s) shall determine whether and how any communication about any report or investigation shall be made to the Council, Congregation, Synod, public and/or the media by agreement of a simple majority of persons. If any communication is to be made, the Team members, Council President and Executive Committee or designee(s) shall select, by a simple majority of persons, one person to relate the communication. The remaining people shall endeavor to refrain from making any communications.
  7. Moreover, the Team members, Council President and Executive Committee shall determine whether to advise any law enforcement officials or any state or local agencies about any report, as required by Illinois law or as recommended by legal counsel or by agreement of a simple majority of persons.
  8. No person who is the subject of a report of an alleged incident may serve as a member of the Team until all aspects of that incident are resolved. Any resulting vacancy shall be filled by a Team alternate.
- C. Duties of the Child Incident Review Team. The members of the Team shall:
1. know the provisions of this Policy;
  2. be knowledgeable about Illinois law related to the reporting of child abuse;
  3. review all reports made to the Team and gather the facts needed to decide what action is appropriate;
  4. assure that an objective, effective, confidential, and caring response to a report is made;
  5. notify authorities as required;
  6. write an incident report including the information listed in Section IX.D below; and
  7. seek additional sources of expertise that members of the Team determine are needed.
- D. Reported Incident Forms, generally attached to this Policy. Each Reported Incident Form provided to the Team must include:
1. the names of persons involved and the person who reported the incident, among any others;
  2. the allegation(s) made by the person who reported the incident;
  3. the response of the accused;
  4. the names and reports of witnesses and others with information about the incident;

5. a copy of each relevant document; and
  6. recommendations for further action or assistance, if any.
- E. Unreported Incident Forms, generally attached to this Policy. Leaders working with children in an activity shall promptly complete an Unreported Incident Form for a Child's injury, harmful behavior or requirement for use of a first aid kit in connection with that activity. The Leader shall give the completed report to a member of the Team with all due haste.
- F. Suspension of Involvement. A person who is the subject of a report of an alleged incident shall withdraw or be suspended from all involvement in programs, activities, or events sponsored by the Congregation until the matter is fully resolved. If a paid staff member is the subject of a report, the Team shall make a recommendation to the Council President and Executive Committee concerning appropriate disciplinary action.
- G. Management of Information: Members of the Team shall maintain confidentiality in all of their activities. Information shall be managed exclusively by the Team and shall be kept in a secure location for as long as required by the applicable legal statute of limitations. Such information shall be disclosed only to persons who are required to have it to fulfill the purposes of this Policy or to comply with applicable law.

### Nursery Supervision Policy

#### I. Purpose

The Congregation of Good Shepherd Lutheran Church includes children of all ages in its ministry and fellowship. We welcome children and their families into our worship experiences. We believe that children enrich our understanding of the gospel and that even the youngest of children receive and give blessings through their presence and participation in worship. At the same time, we offer nursery and child care supervision and pre-school Sunday school for those young children whose parents, grandparents or guardians have decided should not be in the sanctuary for all or part of our worship services or other special activities. In furtherance of our goal to provide a safe and secure environment for all of our children, the Good Shepherd Lutheran Church Child Safety Policy (the "Policy"), as expressly supplemented by this Nursery Supervision Policy, applies to Good Shepherd's nursery and child care supervision and pre-school Sunday school classes.

#### II. General Information

Nursery care is provided for children kindergarten-age and younger, whose parents, grandparents or guardians are attending worship services. The Director of Christian Education or the Council liaison of the Christian Education Committee may make exceptions for older children on a case-by-case basis. Nursery care may be provided for additional functions of the Congregation, such as the annual meeting of the Congregation and/or special meetings of the

Congregation. A current Annual Child Registration Form must be filed in the church office for each child left in the care of the nursery, unless that child is a visitor to the church.

### III. Staffing

The Personnel Committee of the Congregation Council (the "Council") may hire or recruit Congregation member or non-member Caregivers to supervise its nursery and provide childcare services. Paid and unpaid Caregiver candidates shall be at least 21 years old and shall be recommended by the Personnel Committee. Each Caregiver candidate shall submit a completed Leader Application to the Child Advocacy Committee (the "Committee") and shall be evaluated by the Committee in accordance with the Child Safety Policy, including, but not limited to, adherence to the Screening Matrix outlined in Appendix A of this document. Additionally, a Caregiver may be assisted by youth twelve years of age or older as approved by the Council liaison of the Christian Education Committee or the Director of Christian Education.

### IV. Safety of the Children

Children shall not be left alone in the nursery, nor are children permitted to leave the nursery unless accompanied by a Caregiver, Caregiver youth assistant, parent, grandparent, guardian, or sibling 12 years old or older. Children must be signed in and out by a parent, grandparent, guardian, or sibling (12 years old or older) whenever in the care of the nursery.

The Congregation will provide a means of emergency communication with a designated Leader not in the nursery and "wellness checks" by a designated Leader twice during each worship service or special activity during which childcare services are offered.

### V. Hygiene

Members of the Christian Education Committee will ensure toys, tables and other surfaces are disinfected as needed.

Caregivers must use the following safe practices when caring for children:

1. Caregivers must endeavor to enforce good hand-washing practices on the part of the children.
2. Caregivers are responsible for changing a child's diaper unless the child's parent, grandparent or guardian is present in the room.
3. Caregivers must wear rubber gloves when changing a diaper.
4. After changing a diaper, the Caregiver must wash his or her hands or use waterless disinfectant to clean his or her hands.
5. Caregivers must keep the nursery safe by maintaining nursery exits unobstructed and by immediately cleaning up spills.
6. Caregivers must wear rubber gloves when cleaning up blood and/or body fluids and must wipe the affected area with a disinfectant solution.

7. When a pre-school child or older child who needs assistance uses the bathroom, the Caretaker may enter to assist. In that circumstance, the outside door of the bathroom must be left open while the Caregiver is assisting.
8. Caregivers will ensure any food or drink items used in the nursery are stored in a manner that is safe and deters the attraction of bugs and rodents.

Leader Application for Children and Youth Programming (Confidential)

*Please take a few minutes to complete this Leader Application. This form is to be completed by all applicants for any position at Good Shepherd (volunteer or compensated) involving the supervision or custody of children. The purpose of this form is to help Good Shepherd provide a safe environment for those children who participate in our programs and use our facilities. Thank you!*

**Personal Information**

Full Name: \_\_\_\_\_ Date of Application: \_\_\_\_\_

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

If you have lived at the above address for less than 5 years, please list your previous addresses within the last 5 years (use back of form if needed).

\_\_\_\_\_

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

Occupation/Current Job Responsibilities: \_\_\_\_\_

Employer Name: \_\_\_\_\_ Phone: \_\_\_\_\_

*Note: We will not telephone your employer without your permission.*

**Church History and Prior Work with Children**

How long have you regularly attended Good Shepherd Lutheran Church? \_\_\_\_\_

Are you currently a member of Good Shepherd Lutheran Church? \_\_\_ Yes \_\_\_ No

List the names and addresses of other churches you have attended regularly during the past 5 years (use back of form if needed). \_\_\_\_\_

\_\_\_\_\_

Why would you like to volunteer to work with children or youth? \_\_\_\_\_

\_\_\_\_\_

What is your experience working with children or youth? \_\_\_\_\_

\_\_\_\_\_

Please list any talent, training, education, special interests, hobbies or other factors that you would bring to your work with children or youth. \_\_\_\_\_

\_\_\_\_\_

**Background**

*Please note that pursuant to the completion of this Leader Application, the Child Advocacy Committee will perform a background check to detect any criminal record of sexual assault, physical assault, sexual abuse, contributing to the delinquency of a minor, or any other incident involving misconduct toward a child or violent crime. Any finding of these types of criminal history may result in the denial of the Leader Application.*

I hereby authorize Good Shepherd Lutheran Church to contact appropriate state and/or local authorities to conduct a check of criminal records to enable Good Shepherd to verify my suitability to serve as a Leader under Good Shepherd's Child Safety Policy and to verify the accuracy and completeness of my Leader Application. I agree to cooperate and provide such additional information as necessary, for example, providing fingerprints to be used to distinguish persons with common names, to enable Good Shepherd to complete an accurate background check. I further agree that said authorities may release any information which pertains to such records, and I release Good Shepherd and said authorities from all liability resulting from such disclosure. I understand that I am entitled to a complete copy of any background information report of which I am subject upon my request to Good Shepherd.

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

Printed name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Other names used: \_\_\_\_\_ SSN: \_\_\_\_\_

Do you have a current driver's license/State ID? \_\_\_\_\_ No \_\_\_\_\_ Yes

If no, please explain: \_\_\_\_\_

Have you ever been arrested for, convicted of or pleaded guilty to sexual assault, physical assault, sexual abuse, contributing to the delinquency of a minor, or any incident involving misconduct toward a child AND/OR have you ever been arrested for, convicted of or pleaded guilty to a felony of any kind?

\_\_\_\_\_ No \_\_\_\_\_ Yes

If yes, please explain (attach a separate sheet if necessary): \_\_\_\_\_

Please provide the names and phone numbers of three people who have known you for over five years and can attest to the content of your character, not including relatives or employers. Members of the Committee will contact a minimum of two references that you provide to ask the questions listed on the Reference Interview Form, attached to this Policy.

Reference 1: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Reference 2: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Reference 3: \_\_\_\_\_ Phone No.: \_\_\_\_\_

**Applicant’s Statement**

The information contained in this application is correct to the best of my knowledge. I authorize any references or churches listed in this application to give you any information (including opinions) that they may have regarding my character and fitness for work with children. In consideration of the receipt and evaluation of this application by Good Shepherd, I hereby release any individual, church, youth organization, charity, employer, reference, or any other person or organization, including record custodians, both collectively and individually, from any and all liability for damages of whatever kind or nature which may at any time result to me, my heirs, or family, on account of compliance or any attempts to comply, with this authorization, excepting only the communication of knowingly false information.

I have read or will read the “Child Safety Policy” of Good Shepherd Lutheran Church and have participated in or will participate in the training provided for youth volunteers before acting as a Leader.

I further state that I HAVE CAREFULLY READ THE FOREGOING RELEASE AND UNDERSTAND THE CONTENTS THEREOF AND I SIGN THIS RELEASE AS MY OWN FREE ACT. This is a legally binding agreement, which I have read and understand.

Leader applicant signature: \_\_\_\_\_ Date: \_\_\_\_\_

Interviewer signature: \_\_\_\_\_ Date: \_\_\_\_\_

\* \* \* \* \*

**For Church Use:**

	Date completed:	Completed by:	Comments:
Review of Application			
Interview			
Reference Check 1			
Reference Check 2			
Background Check by_____			
SOR Check			
Fingerprint (if applicable)			

Rescreen Date (MM/YYYY): \_\_\_\_\_

	Date completed:	Completed by:	Comments:
Review of Application			
Background Check by_____			
SOR Check			
Fingerprint (if applicable) (if applicable)			

Reference Interview Form  
(Confidential)

For Leader applicant: \_\_\_\_\_

Name of Reference contacted: \_\_\_\_\_

Date: \_\_\_\_\_ Method of contact: \_\_\_\_\_

*Members of the Committee will explain to those called as References that the Leader applicant has given authorization for References to give information, including opinions, regarding the character and fitness of the Leader applicant to work with children in the Leader Application. Members of the Committee will further explain that the Leader applicant has applied to be a Leader of children in the church, and as standard procedure for ensuring the safety of our children, members of the Child Advocacy Committee call those listed as References to ask the following questions:*

1. How long have you known (name)?
2. In what context(s) have you known (name)?
3. Do you consider (name) to be a trustworthy person? Why or why not?
4. Is there anything you know about (name) that would cause you concern to know that he/she will be interacting with children?
5. Other questions asked and/or pertinent information gathered:

Committee member: \_\_\_\_\_

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

Transportation Permission Slip

Good Shepherd Lutheran Church has my permission to utilize a driver qualified in accordance with the Child Safety Policy to transport my child, \_\_\_\_\_ to and/or from the \_\_\_\_\_  
\_\_\_\_\_ event planned on \_\_\_\_\_, 20\_\_\_. I do not hold Good Shepherd or the Leaders or drivers of this event responsible for any accidents or injuries that may occur beyond the control of said Leaders or drivers.

Information about my child's allergies and medical conditions has been submitted to Good Shepherd on an Annual Child Registration Form.

Parent's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Walk Home Authorization Form

I hereby request Good Shepherd Lutheran Church to release my child from church-related activities and events at or near the designated ending time in order to walk home.

Name of Child: \_\_\_\_\_ DOB: \_\_\_\_\_

Name of Parent: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

**Waiver**

By signing this form, I authorize my child to walk home and acknowledge that Good Shepherd Lutheran Church, its officers, agents and employers will not assume responsibility for my child once he/she has left the church facility. I hereby grant permission for my child to leave Good Shepherd Lutheran Church and walk home without the guidance of an authorized adult.

Parent signature: \_\_\_\_\_ Date: \_\_\_\_\_

Annual Child Registration Form  
(Confidential)

Name of Child: \_\_\_\_\_ DOB: \_\_\_\_\_ Age: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_ Parent/Guardian: \_\_\_\_\_

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

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

Name and phone number of emergency contact other than parents/guardians:

Name: \_\_\_\_\_ Phone No. \_\_\_\_\_

**Authorization and Waiver:**

In the event of my Child being involved in an accident or becoming ill, if I cannot be reached or if circumstances require immediate action, I authorize the church and its agents to consent to emergency examination, treatment or medical care for my child that is deemed advisable and provided under the supervision of medical personnel. I also release the church and its agents from responsibility in the case of illness or accident beyond the control of the church and its agents in connection with church activities.

Parent/Guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Health Information**

Does your Child have any allergies? \_\_\_\_\_ No \_\_\_\_\_ Yes

If yes, please list and briefly describe the allergies. Please indicate which allergies may result in a reaction requiring immediate or emergency attention and provide any additional information about the appropriate response to an allergic reaction.

\_\_\_\_\_

Please provide any other information about your Child's ailments, behavior, dietary restrictions, or anything else you feel should be included.

\_\_\_\_\_

**Photo Release**

Please initial here if Good Shepherd has permission to take photos of your child, which may be posted on the Good Shepherd website or other Good Shepherd publications. \_\_\_\_\_

Youth Covenant and Permission Slip

I agree and covenant with the Leaders, parents and other youth attending the \_\_\_\_\_  
\_\_\_\_\_ event sponsored by Good Shepherd Lutheran Church that I will:

1. Stay with the group at all times!
2. Exhibit great behavior at all times!
3. Participate in all group activities!
4. Show kindness and friendliness to others involved in this event!
5. Follow instructions and the schedule!

I understand that unacceptable behavior or actions will result in an adult Leader contacting my parents to come to pick me up. My parents and I have read this covenant and understand it.

Youth signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent signature: \_\_\_\_\_ Date: \_\_\_\_\_

Permission Slip

\_\_\_\_\_ has my permission to attend the event identified above sponsored by Good Shepherd Lutheran Church on \_\_\_\_\_, 20\_\_\_. I understand that the event will have the required number of qualified Leaders in attendance, in accordance with the requirements of the Child Safety Policy. I do not hold Good Shepherd, or the Leaders of this event responsible for any accidents or injuries that may occur beyond the control of Good Shepherd and the Leaders.

Information about my child's allergies and medical conditions has been submitted to Good Shepherd on an Annual Child Registration Form.

Parent signature: \_\_\_\_\_ Date: \_\_\_\_\_

Reported Incident Form  
(Confidential)

Name of Team Member making this Report: \_\_\_\_\_

Date and time of Report: \_\_\_\_\_

Date and time of Incident: \_\_\_\_\_

Church event/program associated with Incident: \_\_\_\_\_

Name of Child/Children involved in Incident: \_\_\_\_\_

General Nature of Incident: \_\_\_\_\_

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

Witnesses (include contact information): \_\_\_\_\_

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

General nature of response and name(s)/contact information of those responding:

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

\* The Team Member shall endeavor to telephone a parent of the Child/Children within 24 hours to inquire after the well-being of the child.

\* The Team Member who completed this Report shall convene the Team to discuss the Report with all due haste.

Unreported Incident Form  
(Confidential)

Name of Leader making this Report: \_\_\_\_\_

Date and time of Report: \_\_\_\_\_

Date and time of Incident: \_\_\_\_\_

Church event/program associated with Incident: \_\_\_\_\_

Name of Child/Children involved in Incident: \_\_\_\_\_

General Nature of Incident: \_\_\_\_\_

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

Witnesses (include contact information): \_\_\_\_\_

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

General nature of response and name(s)/contact information of those responding:

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

\* The Leader shall endeavor to telephone a parent of the Child/Children within 24 hours to inquire after the well-being of the child.

\* The Leader who completed this Report shall give this completed Report to a member of the Team with all due haste.

## Mandated Reporters

### **Who Are Mandated Reporters?**

Members of the general public may report suspected child abuse and neglect if they choose. However, state law mandates that workers in certain professions must make reports if they have reasonable cause to suspect abuse or neglect. Mandated reporters include:

- **Medical Personnel:** Physicians, psychiatrists, surgeons, residents, interns, dentists, dentist hygienists, medical examiners, pathologists, osteopaths, coroners, Christian Science practitioners, chiropractors, podiatrists, registered and licensed practical nurses, emergency medical technicians, substance abuse treatment personnel, hospital administrators and other personnel involved in the examination, care or treatment of patients.
- **School and Child Care Personnel:** Teachers, school personnel, educational advocates assigned to a child pursuant to the School Code, truant officers, directors and staff assistants of day care centers and nursery schools, and child care workers.
- **Law Enforcement:** Truant officers, probation officers, law enforcement officers, and field personnel of the Department of Corrections.
- **State Agencies:** Field personnel from the Departments of Children and Family Services, Public Health, Public Aid, Mental Health and Developmental Disabilities, Corrections, Human Rights, Rehabilitation Services. Also includes supervisors and administrators of general assistance under the Illinois Public Aid Code.
- **Others:** Clergy, social workers, social service administrators, substance abuse treatment personnel, domestic violence program personnel, crisis line or hotline personnel, foster parents, recreational program or facility personnel, registered psychologists and assistants working under the direct supervision of a psychologist.

Child Abuse Hotline  
800-25-ABUSE  
(800-252-2873)

DCFS Info and Assistance  
(Advocacy Office)  
800-232-3798  
217-524-2029

Youth Hotline  
800-232-3798

Missing Child Helpline  
866-503-0184

Appendix A: Screening Matrix

<b>Position Title</b>	<b>Application</b>	<b>Interview</b>	<b>Reference Check</b>	<b>Criminal Check</b>	<b>SOR Check</b>	<b>Finger-printing</b>
Pastor	X	X	X	X	X	X
Director of Christian Education	X	X	X	X	X	X
Music Director	X	X	X	X	X	X
Paid Nursery Attendant	X	X	X	X	X	X
Volunteer Nursery Attendant	X	X	X	X	X	
Sunday School Age Group Leader	X	X	X	X	X	
Sunday School Rotation Leader	X					
Sunday School Adult Helper	X	X	X			
Minors as Sunday School or Nursery helper	X					
Confirmation Adult Helper(chaperones, guides, drivers, etc)	X	X	X	X	X	
High School Adult Helper (chaperones, drivers, etc)	X	X	X	X	X	
Confirmation/High School Adult Extended Chaperone (3+ nights)	X	X	X	X	X	X

<b>Position Title</b>	<b>Application</b>	<b>Interview</b>	<b>Reference Check</b>	<b>Criminal Check</b>	<b>SOR Check</b>	<b>Finger-printing</b>
Usher				X	X	
Church Council Executive Committee				X	X	
Church Council Member				X	X	
Church Committee Chair						
Vacation Bible School Coordinator	X	X	X	X	X	
Vacation Bible School Adult Leader (Age Group Leader, Rotation Leader, Crew Leader, Kitchen Coordinator, Photographer)	X	X	X	X	X	
Vacation Bible School Adult Volunteer (Assistant Rotation Leader, Floating Helper, AV assistant, Snack runner)	X					
Minors as Vacation Bible School Helper	X					
Vacation Bible School Kitchen Helper						