

**Trinity Lutheran Church - Cumberland, WI**  
**Georgetown Lutheran Church - Balsam Lake, WI**

**Youth/Child Protection Policy**

**General Purpose Statement**

Georgetown & Trinity Lutheran Church seek to provide a safe and secure environment for the children and youth who participate in our programs and activities. By implementing the below practices, our goal is to protect the children and youth of Georgetown & Trinity Lutheran Church for incidents of misconduct or inappropriate behavior while also protecting our staff and volunteers for false accusations.

**Definitions**

For purposes of this policy, the term “child” or “children” include all persons under the age of eighteen (18) years.

**Selection of Workers**

All employees and all persons who desire to work with the children participating in our programs and activities on an ongoing basis will be screened. This screening includes the following:

**Criminal Background Check**

A criminal background check is required for all employees (regardless of position) and for the following categories of volunteers:

- Those who will be involved in our Sunday School/Confirmation/Preconfirmation/Youth Group, or any other youth activities.
- VBS.
- Those who will be involved in overnight activities with minors.
- Those counseling minors.

Before a background check is run, prospective workers/volunteers will be asked to sign an authorization form allowing Georgetown & Trinity Lutheran Church to run the check. If an individual declines to sign the authorization form. She/he will be unable to work with the children.

What constitutes a disqualifying offense will that keep an individual from working with children will be determined by the Senior Pastor and these guidelines on a case-by-case basis in light of all the surrounding circumstances. Generally, convictions for an offence involving children and/or for offences involving violence, dishonesty, illegal substances, indecency, and any conduct contrary to our mission will preclude someone from being permitted to work with children. Failure to disclose a criminal conviction on the application form will also be a disqualifying event.

The background check authorization form and results will be maintained in confidence by the Pastor in the office Georgetown & Trinity Lutheran Church.

**Two Adult Rule**

It is our goal that a minimum of two unrelated adult workers will be in attendance at all times when children are being supervised during our programs and activities. Some youth classes may have only one adult teacher in attendance during the class session; in these instances, doors to the classroom should remain open and there should be no fewer than three students

with the adult teacher. We do not allow minors to be alone with one adult who is not related to the child on our premises or in any sponsored activity. Generally, Sunday School will meet the two adult rule by the nature of our facility in that none of the classes meet in separately walled off classrooms. Youth Group and Confirmation class will require a second adult in attendance along with the Pastor or substitute teacher.

### **Responding to Allegations of Child Abuse**

For purpose of this policy, "child abuse" is any action (or lack of action) which endangers or harms a child's physical, psychological or emotional health and development. Child abuse occurs in different ways and includes the following:

- **Physical abuse**-any physical injury to a child which is not accidental, such as beating, shaking, burns, and biting.
- **Emotional abuse**-emotional injury when a child is not nurtured or provided with love and security, such as an environment of constant criticism, belittling and persistent teasing.
- **Sexual abuse**-any sexual activity between a child and an adult or between a child and another child at least four years older than the victim, including activities such as fondling, exhibitionism, intercourse, incest and pornography.
- **Neglect**- deprive a child of their essential needs, such as adequate food, water, shelter, and medical care.

Childcare workers may have the opportunity to become aware of abuse or neglect of the children under our care. In the event that an individual involved in the care of children at Georgetown & Trinity Lutheran Church becomes aware of suspected abuse or neglect of a child under his/her care, this should be reported immediately to the Senior Pastor or Council President for further action including reporting to authorities as may be mandated by state law.

In the event that an incident of abuse or neglect is alleged to have occurred at Georgetown & Trinity Lutheran Church or during our sponsored programs or activities, the following procedures shall be followed:

1. The parent or guardian of the child will be notified.
2. The worker alleged to be the perpetrator of the abuse or misconduct will immediately be placed on leave from working with children pending an investigation.
3. Our insurance company will be notified, and we will complete an incident report.
4. We will comply with the state's requirements regarding mandatory reporting of abuse as the law then exists. This is a state obligation and must be reported whether or not the parent/guardian would like it reported. The Senior Pastor will be informed of the allegations. This, however, does not absolve the teacher from reporting to the proper authorities.
5. We will cooperate with any investigation of the incident by state or local authorities. In the event there is no investigation of the incident by state or local authorities, a team will be formed to investigate the circumstances of the incident. The team should act only in consultation with our insurance company and/or attorney.
6. Any person who is not found innocent of the alleged abuse or misconduct will be removed from their position with children or youth.
7. Georgetown & Trinity Lutheran's Senior Pastor will be our spokesperson to the media concerning incidents of abuse or neglect, unless he or she is alleged to be involved. All other workers should refrain from speaking to the media.
8. A pastoral visit will be arranged for those who desire it.

### **Open Door Policy**

Classroom doors should remain open unless there is a window in the door or a side window beside it. Doors will never be locked while persons are inside the room.

## **Teenage Workers**

We recognize that there may be times when it is necessary or desirable for babysitters (paid volunteer) who are themselves under age 18 to assist in caring for children during programs or activities. The following guidelines apply to such workers:

- Teenage workers must be at least age 14.
- Teenage workers will be trained in accordance with this policy.
- Teenage workers must be under the supervision of an adult and must never be left alone with children.

## **Check-in/Check-out Procedure**

In the event a parent or guardian is having someone else pick up their child they must let the attendant know when the child is brought to Sunday School or another event at the church.

## **Sick Child Policy**

It is the desire to provide a healthy and safe environment for all of the children at Georgetown & Trinity Lutheran Church. Parents are encouraged to be considerate of other children when deciding whether to place a child under our care. In general, children with the following symptoms should NOT be dropped off:

- Fever, diarrhea, or vomiting within the last 24 hours.
- Green or yellow runny nose.
- Eye or skin infections.
- Other symptoms of communicable or infectious disease.

Children who are observed by our workers to be ill will be separated from other children and the parents or guardian will be contacted to request that the child be picked up for the day.

## **Medications Policy**

It is the policy of Georgetown & Trinity Lutheran Church not to administer either prescription or non-prescription medication to the children under our care. Medications should be administered by a parent at home. Those attending activities away from the church for camps or other events will be covered under special permission agreements as determined by the activity.

## **Discipline Policy**

It is the policy of Georgetown & Trinity Lutheran Church not to administer corporal punishment, even if the parents have suggested or given permission for it. There should be no spanking, grabbing, hitting or other physical discipline of children.

## **Accidental Injuries to Children**

In the event that a child or youth is injured while under our care, the following steps should be followed:

1. For minor injuries, scrapes or bruises, workers will provide First Aid (wash with soap and water, apply Band-Aids, etc.) as appropriate and will notify the child's parent or guardian of the injury at the time the child is picked up from our care.
2. For injuries requiring medical treatment beyond simple First Aid, the parent and/or guardian will immediately be summoned in addition to the worker's supervisor. If warranted by circumstances, an ambulance will be called.

3. Once the child has received appropriate medical attention (treatment by a medical professional), an incident report will be completed by the adult witnessing or attending to the injury. One copy of this report will be given to the child's parent and another will be kept on file in the church office.

**Parents Responsibility**

1. Parents will provide the Sunday School Superintendent an emergency contact number for each child.
  2. Parents will inform Sunday School teacher if they will be leaving the Georgetown & Trinity Lutheran property during the Sunday School hour.
  3. Parents/Guardians must come into the building to pick up their children. Children may not be sent out into the parking lot.
  4. Parents are responsible to pick their children up within a reasonable time after Sunday School so teachers and helpers may also pick up their own children.
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By signing this document, I agree that I have read and understand the policies of Georgetown & Trinity Lutheran Church's Youth/Child Protection policy and will adhere to these policies.

I acknowledge I have received a copy of these policies.

I also understand that a background check is required for all those working with Georgetown & Trinity Lutheran Youth/Children. Should I refuse a background check or not adhere to the above policies I will no longer be able to work with the youth/children of the church in any capacity.

Name\_\_\_\_\_

Phone\_\_\_\_\_

Address\_\_\_\_\_

Date of Birth\_\_\_\_\_

\_\_\_\_\_

Social Security Number\_\_\_\_\_

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

SNN and Date of Birth are necessary for the background check but will be kept confidential and in a locked office.

# Georgetown & Trinity Lutheran Christian Ed

## Family Registration

**Parent/Guardian 1** \_\_\_\_\_

Relationship to child(ren) \_\_\_\_\_

E-mail \_\_\_\_\_

Home/Mailing Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone # ( ) \_\_\_\_\_ Mobile # ( ) \_\_\_\_\_

Place of Employment \_\_\_\_\_ Work # ( ) \_\_\_\_\_ ext. \_\_\_\_\_

**Parent/Guardian 2** \_\_\_\_\_

Relationship to child(ren) \_\_\_\_\_

E-mail \_\_\_\_\_

Home/Mailing Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone # ( ) \_\_\_\_\_ Mobile # \_\_\_\_\_

Place of Employment \_\_\_\_\_ Work # ( ) \_\_\_\_\_ ext. \_\_\_\_\_

### Children

First Name \_\_\_\_\_ Last Name \_\_\_\_\_ Gender:  M  F

Birthdate \_\_\_\_\_ Grade in school \_\_\_\_\_

First Name \_\_\_\_\_ Last Name \_\_\_\_\_ Gender:  M  F

Birthdate \_\_\_\_\_ Grade in school \_\_\_\_\_

First Name \_\_\_\_\_ Last Name \_\_\_\_\_ Gender:  M  F

Birthdate \_\_\_\_\_ Grade in school \_\_\_\_\_

**More on Other Side >>>>>>>>**

**Christian Ed Child Emergency/Permission Form** Date \_\_\_\_\_

The data supplied on this form will be used in the event of an illness or emergency of your child. This data will constitute a private record and will not be released to other parties.

**Family's Doctor/Clinic** \_\_\_\_\_ **Doctor/Clinic Phone #** \_\_\_\_\_

**Special health-related conditions or learning challenges** (diet, physical restrictions, medications, allergies, existing long-term or continuous illnesses, etc.)

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**Prior hospitalization or injuries**

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**Persons who are AUTHORIZED to pick up your child(ren) from class and assume emergency responsibility if a parent/guardian cannot be reached.** (List at least 2 and please make these people aware that you have listed them): *Do not list parent/guardians*

1)Name \_\_\_\_\_ 2) Name \_\_\_\_\_

Relationship \_\_\_\_\_ Relationship \_\_\_\_\_

Phone \_\_\_\_\_ Phone \_\_\_\_\_

Mobile Phone \_\_\_\_\_ Mobile Phone \_\_\_\_\_

**List any specific persons who are NOT AUTHORIZED to take your child by court order.** You must provide staff with a copy of the court order.

1)Name \_\_\_\_\_ 2) Name \_\_\_\_\_

Relationship \_\_\_\_\_ Relationship \_\_\_\_\_

**Publicity Release**

I, the undersigned parent/guardian, grant Georgetown and Trinity Lutheran Churches my permission to use photographs/video of the aforementioned child(ren) for public relations and/or informational publications for the church ONLY. This may include, but is not limited to, submissions to the church newsletter, website, Facebook page and local newspaper.

If you **DO NOT** give permission, please check here

In the event of a serious accident, illness or if unable to contact me, I hereby authorize church staff to make whatever arrangements they deem necessary.

**Parent/Guardian Signature** \_\_\_\_\_ **Date** \_\_\_\_\_ **If any information provided on this form changes during the school year, please contact the church office to update necessary information—Thank You**