

Hope Lutheran Church  
1975 Old Hwy 94 South  
St. Charles, MO 63303

Child, Youth, and Vulnerable Adult Protection Policy  
Approved by the Church Council  
**August 17, 2021**

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## **INTRODUCTION**

All children, youth and vulnerable adults (“Children or Child”) have the right to be safe and protected from harm in any and all environments: home, school, religious institutions, neighborhoods and communities. The congregation of Hope Lutheran Church (the “Congregation”) embraces this right to safety and is dedicated to promoting and ensuring the protection of all Children. The Congregation will do all in its power to create a safe environment for Children, to prevent their physical abuse, sexual abuse and neglect and to bring the healing ministry of the Congregation to bear wherever possible. It is the expectation of the Congregation that all individuals and organizations under its auspices comply with the provisions stated in this policy. The Hope Lutheran Church Preschool (the “Preschool”) shall maintain its own staff handbook which includes the topic of child protection. If there is a discrepancy between the Preschool handbook and this policy, Missouri Public law prevails.

It is the Congregation’s goal to provide a safe, caring and trusting atmosphere, where Children can learn and grow. Through the implementation of this policy, we hope to heighten awareness and reduce the risk of Child abuse, whether it be physical or sexual. It is also our intent to protect employees and volunteers against false accusations.

The Congregation feels that it is essential to educate all volunteers, employees and any others who may be hired to work with our Children. Any incident that compromises a Child’s well-being will be taken seriously and dealt with appropriately, consistent with Missouri Public Law. The Congregation will utilize resources within the Congregation, those of the appropriate government agencies and other concerned organizations for educational purposes and for ensuring the protection of all parties involved in an allegation.

### **Principle**

The Congregation is committed to preventing Child abuse before it occurs and identifying Child abuse once it has occurred. By raising awareness and understanding of abuse issues among employees, volunteers and other adults who work with or have Substantial Contact with Children under the care of the Congregation (“Personnel”) and increasing knowledge and ability to deal effectively with Child abuse issues once they arise, risks to Child safety can be greatly reduced.

The Congregation recognizes that criminal history record checks are a critical element in ensuring the safety of Children and protecting them from inappropriate actions or behaviors of others. Therefore, all Personnel who will come into Substantial Contact with Children while working or volunteering for any Congregation sponsored event or program will undergo relevant state criminal history record checks.

The Congregation is committed to working with civil authorities to protect Children by reporting alleged incidents of abuse or neglect, cooperating in investigations of allegations and any resultant judicial proceedings, as well as advising victims of their right to report independently and supporting their exercise of that right. The Congregation will act in accordance with standards that will at all times comply with those of civil law.

The Congregation will take all precautions necessary to ensure that Children are safe and protected from harm. Despite such preventive measures, allegations of suspected abuse may occur. When allegations of suspected abuse are made against any party, the Congregation will consider the rights and interests of all parties and adhere to procedures that: (1) minimize the potential for further injury, (2) maximize the potential for a speedy and just resolution and (3) remain responsive to the tenets of civil laws.

## **1. Definitions**

The following are definitions used for the purposes of this Policy.

**Accused** - An individual charged with or alleged to have committed an act of abuse or neglect, a serious violation of this Policy or a crime.

**Administrative Leave** - Relieving the accused of assigned duties pending further notice from the Personnel Committee.

**Background Check** - Criminal history checks for Personnel who have Substantial Contact with Children are accomplished by sending a written request to the Missouri State Highway Patrol using the Child Abuse or Neglect/Criminal Record form. Background forms are located in the church office. One copy of the completed form should be sent by the church office to:

Missouri State Highway Patrol  
Criminal Records and Identification Division  
P. O. Box 568  
Jefferson City, Missouri 65102

**Child, Children or Youth** - Any individual under the age of eighteen (18).

**Child Abuse** - Consists of any of the following:

a. **Sexual Abuse** includes any act or interaction whether it involves genital or physical contact, with or without consent, even if initiated by the child, which involves sexual contact, molestation or sexual exploitation of a child by a parent or any other individual who has permanent or temporary care or custody or responsibility for supervision of a child, whether physical injuries are sustained or not, to include:

- The intentional touching of the genitals or intimate parts including the female breast, the genital area, groin, inner thigh and buttocks of a child or of a perpetrator by a child for purposes of sexual arousal or gratification;
- Rape, sexual intercourse (vaginal or anal), oral/genital, oral/anal contact;
- The intentional touching and/or displaying of one's own genitals or intimate parts including the female breast, the genital area, groin, inner thigh and buttocks in the presence and view of a child for purposes of sexual arousal or gratification;

- Permitting, causing, encouraging or assisting in the depiction of or posing for viewing by any individual, either in person or by way of graphic means including digital or photographic image of the partially or fully unclothed body of a child, displaying intimate parts, in motion or not in motion, alone or with other individuals, or the depiction of a child in apparent observation of sex acts by others in the child's presence; and/or
- Displaying or distributing to a child any picture, photograph, book, pamphlet, digital image, movie or magazine the cover or content of which is principally made of descriptions or depictions of sex acts or contact, or which consists of pictures of nude or partially denuded figures posed or presented in a manner which the average individual applying contemporary community standards would find, taken as a whole, appeals to the prurient interest.

**b. Physical Abuse** includes any act which:

- Willfully causes or inflicts physical injury to a child or
- Willfully causes mental injury or psychological injury to a child by intentionally engendering fear of physical injury to that child.
- Physical abuse does not include the appropriate physical restraint of a child who is attempting to injure another individual or his/herself, or the appropriate physical direction of a child away from danger or the minimum restraint necessary to place a child in "time out" or other appropriate limitation of movement to promote the child's regaining of safety and emotional control.
- It should be noted that it is the policy of the Congregation that corporal punishment of a child is prohibited.

**c. Neglect** includes:

- Abandonment of a child by a parent or other adult with custodial responsibilities;
- Lack of care by not providing appropriate and necessary food, shelter, clothing and education; and/or
- Not providing care or control in respect to physical or emotional health; the refusal or inability to discharge parental or custodial obligations; and expressions of intention by parent, guardian or institution to discontinue care.

**Child Protection Policy Administrator** - The Child Protection Policy Administrator shall coordinate all child protection activities. This includes (1) obtaining recent and relevant educational materials (section 2), (2) organizing the annual review of the educational materials with Personnel (section 2), (3) reviewing background check results, (4) maintaining documentation of Personnel who have read this policy, obtained background checks and viewed the educational materials (currently maintained in an excel spreadsheet), (4) the review and potential updating of this Policy every two years and (5) actively monitoring for new events and groups at Hope that could have Personnel with substantial contact with children and inquire if all Personnel involved in these new activities have complied with this Policy.

The Administrator is a volunteer position that is selected by the Nominating Committee and approved by the Church Council and Congregation. The Administrator will serve a term of three (3) years with the ability to serve an additional three (3) year term.

**Exempt Status** - Pastors, volunteers and/or visitors to the Congregation who have temporary assignments and perform duties that are of limited duration and scope in both time and exposure to Children. In lieu of personnel clearances, appropriate monitoring is provided and exempt status individuals are not left unattended in the presence of a single child.

**Personnel** - Pastors, employees of the church or Preschool, contract workers and volunteers associated with the Congregation who have Substantial Contact with Children.

**Personnel Committee** - The Personnel Committee referenced within this Policy is the Personnel Committee of Hope as documented within the Constitution. The Personnel Committee is comprised of four members of the Church Council: President, Vice President, Treasurer, and Secretary.

**Permanent or Temporary Care or Custody or Responsibility for Supervision of a Child** - Includes all Personnel or any adult who has been given responsibility for permanent or temporary care or supervision of a child. The passing of responsibility may be by a parent or other adult with custodial responsibility, regardless of duration, for a Congregation related activity.

**Substantial Contact** - Contact with Children in which the duration and scope in both time and exposure to Children is neither trivial nor limited and may occur on a routine and/or ongoing basis (i.e., more than one day a month).

**Volunteer** - An individual who provides without compensation an ongoing service or activity that is arranged through or by the Congregation and who has substantial contact with Children. This includes everyone above the age of twelve (12).

**Vulnerable Adult** - Any adult requiring direct adult supervision as a result of mental or physical limitations.

## **2. Education**

Annually, the Administrator will obtain recent and relevant child abuse prevention educational materials that are presented in group settings or made available for individual viewing. The Administrator will coordinate with the leaders of each group of children and youth (Sunday school, youth group, puppets, etc.) and hold a meeting to present the educational materials. The Administrator will maintain documentation of all Personnel who have viewed the educational materials (sign in sheets). The documentation includes the signature of all Personnel of the Volunteer Abuse Awareness Agreement included in the Appendix to this Policy. At a minimum, the educational materials will include reading this manual and viewing a child abuse prevention video. The documentation will be provided to the church office and combined with the background check form documentation (section 3).

All Personnel should review the educational materials at least once every 5 years. Personnel are prohibited from having substantial contact with Children until they have read this Policy and viewed the educational materials through either the annual group setting or on their own.

Leaders of children and youth activities are responsible for notifying the Administrator of their volunteers so the Administrator can ensure that all volunteers have read this Policy and reviewed the educational materials and that the list of Personnel who have viewed the materials is complete.

The educational materials will be maintained at the church for individual viewing throughout the year.

## **3. Applications and Background Checks**

### **3.1 Completion of Clearance Requirements**

The church office or the director of the Preschool will ensure that all new employees have submitted the appropriate application for employment and submitted a completed background check. Upon notification by either the Administrator or the leaders of each child and youth group of volunteers who will have substantial contact with children, the church office will coordinate with the volunteer to complete a background check form. The church office will submit all completed background check forms to the appropriate government locations. Contracts and letters of call will require compliance with the provisions of this Policy. Volunteers under the age of nineteen (19) are exempt from completing a background check form.

Personnel who are awaiting the return of results of a background check can be granted provisional status as long as such individuals shall be appropriately monitored and not left unattended in the presence of Children until clearances are received and approved.

The Administrator will review all volunteer background check results, notify the Pastor(s) of any unsuitable applicants/volunteers, and maintain a list of all persons who have been refused employment or not allowed to provide volunteer services due to the background investigation. The Administrator will notify the church office of all volunteers whose background check results were “clean” so that the church office can maintain a list of all volunteers who have complied with all aspects of this Policy.

The director of the Preschool will review all preschool employee background check results. The senior pastor will review the director of the preschool’s and any other non-preschool employee’s background check results.

### **3.2 Maintenance of the Background Check Forms**

All background check forms will be maintained in the church within a locked cabinet or drawer. This drawer will be located in the Pastor(s) office. Due to the personally identifiable information included on the background check forms, the senior pastor will limit the access to these forms. Any personally identifiable information included on the forms will be redacted prior to filing.

### **3.3 Background Check Findings**

In the event of a finding on the conviction information on the name check request of the Personnel’s background check, a conviction information fingerprint check must be completed.

The Pastor(s) will contact the prospective employee or volunteer to clarify questions or findings and will provide a copy of the information discovered in the investigation to the prospective employee or volunteer, if such information disqualifies the prospective employee or volunteer.

Records of persons not given positions because of concerns relating to placing them in contact with Children shall be kept *ad infinitum*. Continuity of information is essential and shall be assured. Such records, or portions of them, may be required in civil or criminal proceedings at the time of the allegation or at a later time.

### **3.4 Updating Clearance Information**

Preschool employees will complete a background check form annually. All other employees and all volunteers will complete a background check form every five (5) years.

### **3.5 Personnel Screening Procedure - Perform a Background Check.**

A records check for prior history of abuse in Missouri should be made for each Personnel. This check is accomplished through a written request to the Missouri State Highway Patrol using the Request for Child Abuse or Neglect/Criminal Record form. The “Name Search” option on this form should be used for screening all applicants. This check will provide the church with information from the open records from the Missouri Criminal Record Repository and



information from the Missouri Division of Family Services' Central Registry. In addition, the Name Search process will allow a review of the sex offender list maintained by each county.

If the applicant currently resides in another state, a records check should also be made with the comparable agency for that state. If deemed appropriate, based on information received from the application process, a records check should also be made with the comparable agency for all states in which the applicant has resided.

Persons who, as a result of the application process, are determined to be at risk with Children should not be placed in a position in which there is contact, or an opportunity for contact with Children.

#### **4 Working with Children**

In working with Children, use the following guidelines:

1. There should be two (2) or more Personnel with a group of Children at all times. Married personnel only count as one person and another unrelated person must be present. In the event where there is a need for Personnel to momentarily leave an area where Children are present which results in only one adult with a Child or a group of Children, the room doors should be left open and, if able, the adult should stand in the doorway until another adult arrives. No child should ever be isolated in a room with doors closed.
2. If meeting off of church premises, individually gather with youth at "high traffic/public" locations.
3. On overnight or travel programs, have volunteers of both genders if the Children attending are of both genders.
4. For camps, retreats, or similar activities, two adult caregivers should work as a team. When possible, the adults should be housed separately from the youth.
5. Guidelines for off-site trips. Before departure:
  - a. Give contact info, start/stop times of event, location of event, program content, lodging info, etc. to parents/guardians.
  - b. Get all written and/or documented contact information from parents.
  - c. Complete the Medical Release and information forms for all participants (children and adults).
  - d. Have at least two (2) children or an additional adult ride in personal vehicles.
6. Transportation of Children
  - a. NEVER let youth drive from church to off-site locations with other youth participants. Youth drivers may only drive themselves (and their siblings) to off-site locations.
  - b. Meet at location or transport with adult drivers.
  - c. An adult should never drive a vehicle with just one youth.
7. Maintain ideal ratios:
  - a. 1:4 – birth – 2 years of age
  - b. 1:8 – 2 – 3 years of age
  - c. 1:10 – 4 years of age – kindergarten

- d. 1:12 – 1<sup>st</sup> – 5<sup>th</sup> grade
  - e. 1:15 6<sup>th</sup> – 12<sup>th</sup> grade
8. Best Practices for Virtual Meetings with Youth on Video Chat Forums
- a. Two adults should always be on a video chat, including but not limited to Zoom, Webex, and Google Hangout.
  - b. Take steps to prevent having only one adult and one child on a call.
  - c. Utilize the waiting room feature.
  - d. As host, wait until there are at least two children waiting to admit into the meeting.
  - e. Participants should use recognizable names in order to be admitted into the meeting.
  - f. Parents are encouraged to remain in the room with their children until 2 adults are on the video chat.

## **5 Civil Reporting Requirements**

Sections 210.110 through 210.165 of the Revised Statutes of Missouri contain the law regarding Child Abuse and Neglect in Missouri. The following is a summary of the reporting requirements and applicable definitions.

### **5.1 Who Must Report?**

Every person with responsibility for the care of Children is required to make a report. Any Personnel who, in the course of performing employment or volunteer activities, makes observations or is presented with information that leads the individual to believe or suspect that any child has been the victim of physical abuse, sexual abuse or neglect, shall make a report to the appropriate civil authorities.

### **5.2 What Must be Reported?**

Everyone has a legal (as well as moral) responsibility to contact law enforcement or social services personnel if they have reason to believe that a child has been subjected to abuse. Any suspected physical abuse, sexual abuse or neglect of a child shall be reported as soon as practical, regardless of where the incident occurred. Past incidents of sexual abuse that are alleged to have occurred when the victim was a child, even if the victim is now an adult, also must be reported. A pastor, who is counseling an adult who is a survivor of childhood sexual abuse, might not be required to report the abuse under certain circumstances. If anyone is unsure if the situation is a sign of suspected child abuse or neglect, the incident may be discussed with the Pastor(s) or the Synod (Synod office 913-948-9701) for clarification.

Failure to report suspected child abuse or neglect to the Division of Family Services by a person required to do so, immediately upon establishing that there is reasonable cause to suspect child abuse or neglect, is a class A misdemeanor.

### **5.3 To Whom Should Reports be Made?**

Unless the suspected child abuse has occurred on Congregation property or during a Congregation sponsored activity, it need not be reported to anyone within the Congregation.

Regardless of whether abuse occurs on or off Congregation property or at a Congregational sponsored event, suspected abuse shall be reported to social services or the St. Charles County Police. The case may be discussed anonymously with a representative of the Missouri Department of Family Services 636-940-3170 or the Child Abuse and Neglect Hotline at **1-800-392-3738**.

Based upon certain criteria, the social services representative will determine whether or not to accept a report and initiate an investigation. If the social services representative accepts the report, the individual making the report will be required to complete a written confirmation of the report within twenty-four (24) hours on the appropriate form. If the social services representative does not accept the report, the social services representative will explain the basis for that decision.

Oral reports to the authorities shall be made as soon as possible and that a written report shall be made to the local department within forty-eight hours.

If the suspected abuse has occurred during a Congregation sponsored activity or on church property, the Administrator and Pastor(s) shall be notified. If the suspected abuser is a pastor or rostered leader, the Administrator and the President of the Church Council shall be notified.

### **5.4 What Specific Information Should be Reported?**

The individual making a report should provide as much information as possible. He/she should not conduct an investigation in order to obtain more information than is readily available. The following information should be reported to the extent it is known:

- Name, sex, race, address and age of the child;
- Name and address of the child's parent or adult with custodial responsibility;
- Family composition;
- Whereabouts of the child;
- Nature and extent of the alleged maltreatment and any past history of injury possibly occurring from abuse or neglect;
- Name, address and whereabouts of the individual or individuals suspected of perpetrating the abuse or neglect, if known;
- The source of the report; the name and address of the person making the report, his/her occupation, and where he/she can be reached; the actions taken by the reporting source; and
- Any other information which might help to determine the cause of the suspected abuse or neglect or the identity of the individual responsible.

A Mandatory Reporting Checklist is included in the Appendix for reporting.

## **5.5 Requirements for Further Cooperation**

Upon request of any civil authority, individuals shall cooperate fully in any investigation of child abuse and/or neglect. This includes investigations of alleged sexual abuse of Children who are now adults. Individuals shall also cooperate in any resulting judicial proceeding.

## **5.6 Immunity Protections for Those Making a Report**

Any individual participating in good faith in the making of a report in accordance with the “Immunity from liability granted to reporting person or institution” act as set forth in Mo. Rev. Stat. § 210.135, et seq., shall have immunity from any liability, civil, criminal or that otherwise might result by reason of such actions. This protection applies to those required and those permitted under Missouri law to make such reports, provided that such reports are made in good faith.

## **5.7 Record Keeping**

Accurate records of reports received, whether supported or not, and all actions taken and notifications by individuals in response to such reports, and evidence and relevant comments, shall be kept on file in strict and secure confidence. Copies of original statements provided to the authorities will be kept on file as set forth in Section 6.5 below. The responsibility for record keeping resides with the Personnel Committee. For the protection of both the involved individuals and Congregation records shall be kept *ad infinitum*. Continuity of information is essential and shall be assured. Such records, or portions of them, may be required in civil or criminal proceedings at the time of the allegation or at a later time.

## **6. Procedures For Allegations Against Personnel**

### **6.1 Pastor(s)**

As set forth above, Personnel are obligated to report suspected child abuse to the Pastor(s). The Pastor(s) will: (1) Ensure a report has been made to public authorities in accordance with the provision of Section 5; and (2) Report the allegation to the Personnel Committee.

If the suspected abuser is a pastor or member of clergy, the Administrator and the President of the Church Council will have been notified. The President of the Church Council will ensure the procedures outlined in the previous paragraph are completed.

### **6.2 Church Council President**

The Church Council President will contact the insurance carrier immediately and will request that the carrier make a determination whether it will provide legal representation for the Congregation. If no legal representation will be provided, the Church Council will determine whether to retain legal counsel to represent the Congregation.

### **6.3 Church Council**

The Church Council will:

1. Ensure full cooperation with state and local authorities. Any in-depth investigation should be left to state and local authorities and professionals. The advice and recommendations of the investigating authorities will be followed as to whether any other persons within the church, such as parents of other Children, should be notified of the allegations of abuse.
2. Provide a copy of this Policy to the investigating state and local authorities or any investigating agency.
3. The Church Council will contact the Synod Office and seek their assistance. Synod Office phone number is 913-948-9701.
4. Establish a spokesperson for contacts with the media, in consultation with legal counsel and Synod staff. The designated spokesperson may be responsible for preparing and releasing a statement that includes the information that Hope has a Child Abuse Prevention Policy in place and takes every reasonable precaution to prevent any abuse from occurring.

### **6.4 Personnel Committee**

If the accused is employed and on the payroll of the church, the Personnel Committee will:

1. Provide the Accused with prompt notification of the general nature of the allegation(s).
  - Information shared with the Accused shall be limited to that which is sufficient to enable the Accused to respond to the allegation. Under no circumstances will information be shared that can compromise the civil investigation of the allegation. Whenever possible, civil authorities will be allowed the first contact with the alleged offender, unless such procedure would put the alleged victim and/or others at risk of harm.
  - The Personnel Committee will inform the Accused: (a) to remain away from the church, worship services or other location(s) which are the subject matter of the complaint until a resolution of the complaint is concluded; (b) to refrain from contacting or attempting to contact either the alleged victim nor the victim's family; (c) of the investigative process and the expectations for his/her cooperation and participation in said process; and (d) of his or her right to obtain his or her own attorney.
2. Place the Accused on administrative leave pending outcome of investigations by civil authorities.
  - If the employee is arrested and charged, a review of the facts will be made to determine if he or she should be continued on administrative leave. If an individual is entitled, compensation and benefits will only be continued for three months or until the

preliminary report of the police is made, whichever comes first. Thereafter, benefits only will continue, at the discretion of the Personnel Committee.

- If an employee admits guilt, does not contest guilt or there is a finding of guilt in criminal court or of liability in civil court, he or she will be terminated immediately. This information shall become part of the permanent employment file of the employee and may be made available in response to employment-related inquiries.

3. Coordinate with the pastor, in instances where allegations of abuse are not supported, and conduct a consultation to determine the most appropriate course of action and the disposition of the Accused.

4. Maintain accurate records of reports received, whether supported or not, and all actions taken and notifications by individuals in response to such reports.

- All reports, evidence and relevant comments, shall be kept on file in strict and secure confidence.
- Copies of original statements provided to the authorities will be kept on file.
- For the protection of both the involved individuals and the Congregation, records shall be kept *ad infinitum*. Continuity of information is essential and shall be assured. Such records, or portions of them, may be required in civil, criminal and canonical proceedings at the time of the allegation or at a later time.
- All reports and related documents will be maintained in the Pastor(s) office within a locked cabinet or drawer.

## **6.5 False Allegations**

As in the recognition of significant trauma experienced by abuse victims, the Congregation recognizes the trauma and harm of false accusations. The Congregation will strive to minimize any personal or professional adverse consequences of unsupported allegations and to preserve the future ministry opportunities of personnel falsely accused of child abuse. The Pastor(s) will assist personnel wrongfully accused to address the consequences of accusations and to restore the effectiveness in their job duties and/or volunteer services. The Pastor(s) will work with the accused to restore his or her good name and reputation.

## **7. Procedures For Allegations Against Non-Personnel**

In response to an allegation of child abuse committed by an individual who has no association with the Congregation, the pastor should contact the family of the alleged victim and offer information and support (unless the accused is a family member); and the Child Protection Policy Administrator will ensure cooperation with civil authorities as requested.

## **8. Review of the Child Protection Policy**

This Policy will be reviewed by the Church Council at least every two years.

# **APPENDIX**

**Hope Lutheran Church**

**Employee Abuse Awareness Agreement**

I have read and understand Hope's Child, Youth, and Vulnerable Adult Protection Policy and the Preschool Staff Handbook. I support the efforts of the congregation to make this church a safe place for Children. To this end, I agree with and pledge to abide by the following statements:

1) I am aware of situations in which I am putting myself at risk of being accused of inappropriate actions or putting a child at risk of being abused. In addition, I will take measures to avoid such situations, such as having more than one adult present whenever feasible or providing visual access to the room. I will participate in abuse awareness education opportunities the church provides.

2) I will keep cognizant of the activities of Children and adults in the church, follow established reporting procedures and cooperate in resolving any alleged incident of abuse that may arise.

My signature on this form indicates my agreement with the **Child, Youth, and Vulnerable Adult Protection Policy** and the above statements, and my pledge to abide by them.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor



## Hope Lutheran Church

### Volunteer Abuse Awareness Agreement

I have read and understand Hope's Child, Youth and Vulnerable Adult ("Children") Protection Policy and support the efforts of the congregation to make this church a safe place for Children. To this end, I agree with and pledge to abide by the following statements:

- 1) If I have been involved in an allegation of child abuse within the past year, I will refrain from youth activities until the allegation is resolved.
- 2) If I have been convicted of either sexual or physical abuse I will not volunteer my services in any church sponsored activity or program for Children. I agree to disclose all previous criminal convictions involving physical or sexual child abuse.
- 3) I am aware of situations in which I am putting myself at risk of being accused of inappropriate actions or putting a Child at risk of being abused. In addition, I will take measures to avoid such situations, such as having more than one adult present whenever feasible or providing visual access to the room. I will participate in abuse awareness education opportunities the church provides.
- 4) I will keep cognizant of the activities of Children and adults in the church, follow established reporting procedures, and cooperate in resolving any alleged incident of abuse that may arise.

My signature on this form indicates my agreement with the Child, Youth, and Vulnerable Adult Protection Policy and the above statements, and my pledge to abide by them.

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

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

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## **MANDATORY REPORTING CHECKLIST**

Child Abuse Hotline Number 800-392-3738

Mandated Reporter's Name: \_\_\_\_\_

Source of information (e.g. observation, child's disclosure, third-party report) \_\_\_\_\_

Did you identify yourself when you made the call as a mandated reporter?    Yes    No

Brief description of call: \_\_\_\_\_

\_\_\_\_\_

---

Call to child abuse hotline was made Date & Time \_\_\_\_\_

Hotline Worker's name or ID: \_\_\_\_\_

Hotline response: \_\_\_\_\_

Information collected and forwarded to the child abuse hotline:

\*Note: You do not have to have all of the information below before you call.

- Child's name
- Child's address
- Name, address, and phone number of caretakers(s)
- Child's age/date of birth
- Child's gender
- Child's race
- Nature and extent of injuries, abuse, or neglect
- Evidence of other previous injuries, abuse, or neglect
- Name, age, and address of person responsible for injuries (if known)
- Family composition (siblings and other members)
- Name and address of person making report
- Occupation of person making report and where he/she can be reached
- Is it possible that the alleged perpetrator is going to have access to the child in the next 24 hours?

Note: Attach additional notes or other documentation pertaining to call to this form.

Call to child abuse hotline was not made:

Reason Why: \_\_\_\_\_