

**PISGAH LUTHERAN CHURCH  
PRESCHOOLERS, CHILDREN AND YOUTH  
PROTECTION POLICY**

**The following guidelines have been developed to protect the preschoolers, children and youth of Pisgah Lutheran Church.**

**For the purpose of this policy the following definitions shall apply:**

**Child Sexual Abuse** includes, but is not limited to, any contact or interaction between a child under the age of eighteen and an adult when the child is being used for sexual stimulation of the adult person or a third person. The behavior may or may not involve touching. Sexual behavior between a child and an adult is always considered forced whether or not it is consented to by the child. Child sexual abuse is a felony (according to federal and state law).

Sexual misconduct includes, but is not limited to, the following:

1. Child sexual abuse as defined above.
2. Rape or sexual contact by force, threat or intimidation.
3. Sexual conduct (such as offensive, obscene, or suggestive language or behavior, unwelcome touching or fondling) which is injurious to the physical or emotional health of another person.

**Preschooler:** a child from birth to five years old

**Children:** grades 1-5

**Youth:** grades 6-12 until youth turns 18 years or completion of high school

**Other definitions:**

**Annual Review:** All employees and volunteers will review PLC's Preschool, Children and Youth Protection Policy yearly and sign documentation stating that they have reviewed the Policy.

**Control Management:** The behavior of preschoolers, children and youth is to be directed by the adults in charge of the program and/or activity. It should be appropriate for the program and/or activity.

**Criminal Records Check/SLED/DSS Check:** PLC will obtain a SLED and DSS records check for all employees, and regular and short term volunteers. PLC reserves the right to obtain a SLED/DSS records check on special activity volunteers, as it deems appropriate. PLC, at its option, may accept a copy of a SLED check performed by another entity in lieu of obtaining the SLED check required by this Policy. A criminal background check

will also be performed in the state in which the applicant/employee/volunteer last resided for persons who have not resided in the state for at least three years.

**No Child Left Alone Policy:** Preschoolers, children and youth who are participating in a church program and/or activity must always be under the supervision of an adult. They may not be left alone or be allowed to leave the activity area unattended.

**Open Door Policy:** When circumstances occur that only one adult is working with preschoolers, children or youth the door to the classroom or activity area must either be open or be modified in such a way as to allow visual access to the room at all times.

**Policy Review:** All employees and volunteers must review Pisgah Lutheran Church (PLC) Preschoolers, Children and Youth Protection Policy. The Pastor and /or another person designated for this purpose shall review the policy with volunteers and paid staff. Each person shall sign a statement indicating that he/she: 1) has reviewed and understands the Policy; 2) agrees to abide by the Policy; and 3) will voluntarily remove him/herself from preschool, children and youth activities sponsored by PLC if an accusation arises until such time as the accusation is resolved.

**Reference Check:** A reference check will be conducted on all new employees. PLC reserves the right to check references on any volunteer, as it deems appropriate.

**Risk Managers:** An appointed primary and an alternate individual responsible for the following:

1. Overseeing the screening procedure provided for by the PLC Preschoolers, Children and Youth Protection Policy.
2. Verifying and securing background checks.
3. Maintaining all PLC Protection Policy documents in separate and secure files.

**Screening Form:** Screening Form is required for all employees and volunteers. Current employees and volunteers must complete these forms at the earliest possible date. New employees and volunteers must complete this form before beginning service. Failure or refusal to complete and sign the Screening Form for persons seeking to work with preschoolers, children, or youth shall bar the individual from service in these areas.

**Short-term Volunteers:** Refers to individuals who volunteer to serve for a week or two in positions such as Vacation Bible School or camp workers.

**Staff:** Refers to the paid employees of PLC.

**System of Retrieval:** The Sign In/Out Form that documents who delivers preschoolers, children and youth to church programs and/or activities. The system also documents who picks them up at the end of the program and/or activity. Youth that have their own transportation are required to sign in/out.

**Two Person Rule:** Two adult supervisors should be present during any church activity. At least one adult should be over 21 years of age.

**Volunteers:** Refers to individuals that volunteer to serve in yearly positions such as SS teachers and program leaders.

## **GUIDELINES**

**These guidelines are to be followed by all individuals that work with and/or interact with the preschoolers, children and youth of Pisgah Lutheran Church.**

### **Paid Employees and Volunteers**

- SLED and DSS records check required
- Policy trained and training documented
- Annual Review required and documented
- Two Person Rule with one having SLED and DSS records check
- Open Door Policy in effect at all times
- Control Management appropriate for programs/activities
- No Child Left Alone Policy required

### **Preschool Teachers and Substitutes**

- SLED and DSS records check required
- Policy trained and training documented
- Annual Review required and documented
- Two Person Rule with one having SLED and DSS records check
- Open Door Policy in effect at all times
- Control Management appropriate for programs/activities
- No Child Left Alone Policy required

### **Short-term Volunteers**

- Policy trained and training documented
- Annual Review required and documented
- Two Person Rule with one having SLED and DSS records check
- Open Door Policy in effect at all times
- Control Management appropriate for programs/activities
- No Child Left Alone Policy required

### **Pisgah Lutheran Church Members**

- Familiar with PLC Protection Policy
- Two Person Rule
- Open Door Policy
- No Child Left Alone Policy required

### **Parents of Preschoolers, Children and Youth**

- Participation in PLC System of Retrieval for Nursery as well as all other preschoolers, children and youth programs/activities
- No Child Left Alone Policy required

**PISGAH LUTHERAN CHURCH  
PRESCHOOLERS, CHILDREN AND YOUTH  
PROTECTION POLICY DOCUMENTATION**

- 1. CRIMINAL RECORDS CHECK**
- 2. PROCEDURE FOR REPORTING SEXUAL MISCONDUCT**
- 3. REPORT OF SUSPECTED INCIDENT OF CHILD ABUSE**
- 4. SCREENING FORM FOR THOSE WORKING WITH MINORS**
- 5. SYSTEM OF RETRIEVAL**
- 6. WORKER'S STATEMENT**



## **PROCEDURE FOR REPORTING SEXUAL MISCONDUCT**

If the employee or volunteer observes questionable or inappropriate behavior affecting preschoolers, children or youth the employee or volunteer should report it as soon as possible to the Pastor/Administrator. The Pastor/Administrator will then report the allegation to the parent or guardian of the preschooler, child or youth affected by such questionable or inappropriate behavior. The allegation will thereafter be handled in accordance with the procedures described below.

1. If it is alleged that a PLC staff member or volunteer has engaged in sexual misconduct, as previously defined, then the Pastor will request that the staff member/volunteer remove himself/herself voluntarily from his/her current position. The staff member/volunteer may return to his/her previously held position upon unanimous approval by the PLC Church Council.
2. Neither the Pastor, nor any member of the church will attempt to conduct an investigation of the alleged sexual misconduct or make a determination of whether or not the accuser's allegations have any merit or basis. It is more appropriate that professionally trained law enforcement personnel perform any necessary investigation.
  - a. The Pastor or his designee will complete the Report of Suspected Incident of Child Abuse Form.
  - b. Contact with local authorities completed as deemed appropriate and documented on the Report of Suspected Incident of Child Abuse Form.
  - c. All actions pertaining to a specific incident must be carefully documented utilizing the Report of Suspected Incident of Child Abuse Form and any other means deemed necessary.
3. In the case of as yet to be substantiated incidents of sexual misconduct, which occur outside the realm of the Church or Church activities, the accused staff member/volunteer will be temporarily suspended from working with preschoolers, children and youth at Pisgah Lutheran Church. The suspension will remain in effect until the alleged incident has been adjudicated to the satisfaction of Church Council.

## REPORT OF SUSPECTED INCIDENT OF CHILD ABUSE

Date of incident: \_\_\_\_\_

1. Name of Staff/Volunteer observing or receiving disclosure of child abuse: \_\_\_\_\_
  
2. Victim's Name: \_\_\_\_\_ Age/Date of Birth: \_\_\_\_\_
  
3. Date/Place of initial report from victim: \_\_\_\_\_
  
4. Victim's statement (give detailed summary with verbatim quotes): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
5. Name of person accused of abuse: \_\_\_\_\_  
  
Relationship of accused to victim: \_\_\_\_\_
  
6. Has the incident been resolved?  Yes  No  
Explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
7. List Witnesses (obtained written, signed statements if possible):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
8. Call to victim's parent/guardian  
Date/Time: \_\_\_\_\_  
  
Spoke with: \_\_\_\_\_  
  
Summary of conversation:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**The following procedures will be performed as deemed necessary by the Pastor:**

9. Call to local children and family service agency:

Date/Time: \_\_\_\_\_

Spoke with; \_\_\_\_\_

Summary of conversation:

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

10. Call to local law enforcement agency:

Date/Time: \_\_\_\_\_

Spoke with; \_\_\_\_\_

Summary of conversation:

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

11. Other Contacts: \_\_\_\_\_

Date/Time: \_\_\_\_\_

Spoke with; \_\_\_\_\_

Summary of conversation:

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

\_\_\_\_\_  
Signature of Individual Completing Form





## WORKER'S STATEMENT

The information contained in this screening form is correct to the best of my knowledge. I authorize any references to give you any information, including opinions, which they may have regarding my character and fitness for work with minors. Each consideration of the receipt and evaluation of this application by Pisgah Lutheran Church, 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. I waive any right that they may have to inspect any information provided about me by any person or organization identified by me or my references in this screening form.

Should my application be accepted, I agree to be bound by the Policies of Pisgah Lutheran Church and to refrain from unscriptural conduct in the performance of my service on the behalf of Pisgah Lutheran Church.

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

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

Applicant's Signature \_\_\_\_\_

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

Witnesses' Signature \_\_\_\_\_