



## Guidelines for Ministry to Minors



Leadership in the children and youth ministries of Trinity Lutheran Church and School are responsible for sharing the following guidelines with paid and volunteer personnel and monitoring their compliance.

The term worker in the document refers to church staff, school staff, volunteer and ministry leaders.

1. No worker will be accepted who has prior convictions of sexual misconduct or child abuse.
2. All workers shall be informed of these guidelines, which they are required to follow in their activities with minors and shall be required to sign a statement that they will faithfully follow them.
3. The child risk screening process for each worker will be repeated every three years.
4. No Level I volunteer shall be allowed independent direct interaction with children and youth until said person has been known to the pastor/principal or to the supervisory board responsible for the ministry for a period of no less than six months and has been background checked and fingerprinted. Level I volunteer refers to any church/school personnel working independently with children and youth, without supervision.

### Supervision of Minors

1. All children should be properly supervised when present in the building. Parents and workers should not leave children unattended or let them wander the building without proper adult supervision.
2. There will be at least two children's program workers present in all classes, clubs or activities involving children and youth. Also, any off-campus activities require at least two adult workers to be present.
3. All special events, outings, field trips, parties, extra-curricular activities and any off-campus activities require parental permission slips. Signed permission slips must be gathered by the adult worker coordinating the activity.
4. Personnel in supervisory roles shall document any incidents which could be perceived as sexual misconduct or child abuse, being sure to record times, dates, circumstances, witnesses and any other such information as might be helpful in a follow-up investigation.

### Procedures with Minors

1. All regular children's program workers must complete and sign a Child Risk Screening Form and be approved before working with our children and youth.
2. One light must remain on at all times in a classroom that is being used.
3. Parents should meet their children, under grade 3, in the classroom or location of the activity or event. Workers should not leave children unattended. If a parent has not arrived within 15 minutes after the class or event, children should be taken to the Extended Care area.
4. There are no "secret" activities or organizations recognized by Trinity Lutheran Church and School. Parents are welcome to observe their child in any class or activity. As a courtesy to our personnel, we ask that parents inform the supervising adult of their desire to observe, prior to the beginning of the activity. Parents should not disrupt or interfere with the activity.
5. A worker must accompany all children through age 4 to the restroom. Workers should enter the restroom stall only to assist a child when necessary.
6. Topics, vocabulary and attire that could not be used or worn comfortably in the presence of parents should not be employed with children and youth.
7. Alcohol should not be used by adult supervisors prior to or during activities scheduled with children and youth. Alcohol is not permitted to be provided to anyone under age 21.
8. All workers should use good judgment when having physical contact with children and youth. Workers are cautioned not to touch minors in any way that would appear intimate, threatening or frightening. Minors should not be forced to give physical contact such as kisses, hugs or sitting on an adult's lap. Children and youth are not to be intimidated, grabbed forcibly, shaken or struck.
9. A worker must maintain a professional posture, avoiding emotional attachment and remaining aware of a child's powerful attraction to persons in authority and trust.

10. If a worker suspects that a minor is in an unsafe or abusive home he/she must report it immediately to a supervisory church/school official.
11. If a worker is seen endangering a child or acting inappropriately, a church/school official must be contacted immediately.
12. At the time of registration, parents will be given an opportunity to decline having their child photographed for use in publications or displays.
13. The nursery shall have an identification system that links the child with the parent in a way that prevents the possibility of someone else taking the child. A check-in/check-out system will be used along with a simple child identification system while children are in the nursery.

Workers must report to a professional staff member when there is suspicion that a minor with whom they have had contact in their working capacity has been subjected to abuse or neglect. This includes any incident of suspected child abuse that takes place at Trinity Lutheran Church and School.

### **Reporting Protocol**

When an incident of any sort occurs during the course of a church/school sponsored activity, it is the policy of Trinity Lutheran Church and School to take the following steps.

1. Respond promptly to any injury, whether due to an accident or interpersonal activity.
2. Assess whether medical assistance is required. Treat the injury or get immediate medical assistance.
3. Notify the victim's parents.
4. Complete an Incident report immediately after completing numbers 1-3 above, and file it with the appropriate church/school official

### **The Media**

Any news media inquiries regarding allegations of child abuse or sexual misconduct by church/school personnel should be directed to a designated member of the management team.

Trinity Lutheran Church and School is committed to dealing openly and forthrightly with any such incident. At the same time, in light of the permanent harm that can result from such allegations, even if they ultimately prove to be unfounded, this church respects the strict confidentiality and privacy of all persons who are involved in such incidents. Only the designated member of the management team should speak to the media.

### **Policy Maintenance**

#### **Education**

The policy and procedures outlined previously are applicable to workers who work with or on behalf of Trinity Lutheran Church and School, Roselle, Illinois. This policy will be distributed to all workers by their immediate supervisor who will request a signed statement of the receipt, understanding and acceptance of these policies and procedures.

#### **Administration**

The leaders of our children and youth ministries are responsible for guiding workers through the child risk screening process and informing them of the guidelines of this policy. The leaders are responsible to their supervisory board for compliance of these rules.

#### **Review**

A review of this Child Risk Management Policy will be undertaken every three years. The review committee should include members of the, ministerial staff, school administrator, and children and youth ministry leadership.



**Confidential Child Risk Screening for  
Adult Paid Employees and Volunteers (age 18 and over)**  
Trinity Lutheran Church and School of Roselle, Illinois



We desire to provide a safe and secure environment for the children and youth entrusted to our care. The following information will assist us in doing so.

Birthdate \_\_\_\_\_ Are you 18 years of age or older?  Yes  No (If no, please use the youth form)

Name \_\_\_\_\_ Volunteering for \_\_\_\_\_

Address/city/state/zip \_\_\_\_\_

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

Are you a member of Trinity Lutheran Church/School?  Yes  No

If no, what church do you attend? \_\_\_\_\_

Please list all present or previous work involving children either paid or unpaid. Identify the institution and type of work. Also indicate any specialized training. (Example: CPR, first aid, lifeguarding, etc.). Use the back if needed. \_\_\_\_\_

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

Have you, in the past 5 years, had an "order of protection" or court "injunction" entered against you in any civil or criminal case involving children with whom you come into contact?  Yes  No

Have you ever been convicted of or pled guilty or no contest to a charge of sexual or physical abuse of a minor?  Yes  No  
(If yes, please explain) \_\_\_\_\_

\_\_\_\_\_

How long have you resided in Illinois? \_\_\_\_\_ In what state did you previously reside? \_\_\_\_\_

Please provide the name and telephone number of three individuals who are not related to you. These references should be able to describe you in a way that is relevant to your involvement in child and youth ministries.

1. \_\_\_\_\_ Phone \_\_\_\_\_

2. \_\_\_\_\_ Phone \_\_\_\_\_

3. \_\_\_\_\_ Phone \_\_\_\_\_

Would you agree to random drug testing at our expense?  Yes  No

By signing below:

I certify that all of the information I have provided in the process of submitting this form is true and correct to the best of my knowledge.

I voluntarily and knowingly authorize any person named herein as a contact to give Trinity Lutheran Church and School any information they may have regarding my character and fitness for working with children and fully release and discharge all such contacts from liability for information provided.

I understand that for certain levels of clearance to work with Children I may need to come in and be fingerprinted and/or have a full background check if this is needed I will provide my Social Security number. I also acknowledge and understand the church/school will do a check of all workers against the statewide and/or national sex offender database and in some cases with a background check service provider. I understand that I will not be allowed to work or volunteer or be put on the active payroll until the above is completed.

I have read the Child Risk Management Policy of Trinity Lutheran Church and School, Roselle, Illinois. I understand what is expected of me and I agree to comply with the policy and its procedures.

\_\_\_\_\_  
Signature

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

\_\_\_\_\_  
Date



**Confidential Child Risk Screening for  
Adult Paid Employees and Volunteers (under age 18)**  
Trinity Lutheran Church and School of Roselle, Illinois



We desire to provide a safe and secure environment for the children and youth entrusted to our care. The following information will assist us in doing so.

Birthdate \_\_\_\_\_ Are you 18 years of age or older?  Yes  No *(If yes, please use the adult form)*

Name \_\_\_\_\_ Volunteering for \_\_\_\_\_

Address/city/state/zip \_\_\_\_\_

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

School \_\_\_\_\_ Year/grade \_\_\_\_\_

Are you a member of Trinity Lutheran Church/School?  Yes  No

If no, what church do you attend? \_\_\_\_\_

Please list all present or previous work involving children either paid or unpaid. Identify the institution and type of work. Also indicate any specialized training. (Example: CPR, first aid, lifeguarding, etc.). Use the back if needed. \_\_\_\_\_

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

Please provide the name and telephone number of three individuals who are not related to you. These references should be able to describe you in a way that is relevant to your involvement in child and youth ministries.

1. \_\_\_\_\_ Phone \_\_\_\_\_

2. \_\_\_\_\_ Phone \_\_\_\_\_

3. \_\_\_\_\_ Phone \_\_\_\_\_

By signing below:

I certify that all of the information I have provided in the process of submitting this form is true and correct to the best of my knowledge.

I voluntarily and knowingly authorize any person named herein as a contact to give Trinity Lutheran Church and School any information they may have regarding my character and fitness for working with children and youth and fully release and discharge all such contacts from liability for information provided.

I have read the Child Risk Management Policy of Trinity Lutheran Church/School, Roselle, Illinois. I understand what is expected of me and I agree to comply with the policy and its procedures.

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

For parent or guardian:

I hereby give my permission for my child to participate as a worker in the children's and youth ministry programs of Trinity Lutheran Church and School. I will support her/him through prayer and a Christ-like example. I also will ensure that she/he is dressed modestly and is prompt for each day's activities. I understand that if I have questions or concerns, I may call the church/school office and the person responsible for the program will return my call to address my concern.

\_\_\_\_\_  
*Parent/Guardian Signature*

\_\_\_\_\_  
*Date*