

# **AMENDED & RESTATES YOUTH & CHILD SAFETY POLICY ADOPTED SEPTEMBER 18, 2011**



## **MISSION STATEMENT**

The Lutheran Church of the Resurrection (“LCR”) is a diverse community of disciples continually deepening our relationships with Jesus Christ by knowing, growing, and going. In keeping with this mission, LCR seeks to provide an environment for Youth and Children that is safe from physical, emotional, and sexual abuse.

The Youth and Child Safety Policy and related insurance coverages should be reviewed on annual basis and updated as needed. No policy can address every situation – good judgment and common sense should be utilized. When questions or issues arise under this policy, contact the LCR Senior Pastor, Vice-President of Church Council or LCR’s legal counsel for further advice and guidance.

## **TWO ADULT RULE AND HOSPITALITY POLICY**

There will always be two adult supervisors, 21 years of age, or older, (when supervising youth ages 17-18, volunteers shall be a minimum of 5 years older) present when caring for minor children/youth (ages 0-18 years of age) under the auspices of LCR. If two adults are not present, every effort should be made to find another adult trained in the LCR Youth and Child Safety Policy. If not, all doors should be left open and a floating volunteer should be used to help supervise the area. A husband and wife team may not independently lead youth activities unless another adult is present.

A visitor to, or new member of LCR may not serve as volunteer with children or youth until they have maintained an active tenure at LCR for a period of six (6) months, and subsequently complete required training or serve with two other volunteers.

## **APPROPRIATE BEHAVIORS**

In keeping with our mission, LCR seeks to provide a Christian environment where minors will be safe from physical, emotional, and sexual abuse and will feel safe, secure and valued. Adult caretakers are to be models of Christ's love as they relate to minors. Everyone is a child of God and as such, should treat each other with respect.

The following are appropriate behaviors for adults to use in relating to minors when working or volunteering for the church.

- A. Listen carefully to children and show interest in what they have to say.
- B. Pray that our children may grow in faith in God and respect for each other and creation.
- C. Be fair and consistent.
- D. Have a sense of humor, be flexible and giving, enjoy the children, and smile often.
- E. Focus on positive behaviors and praise him/her for that behavior.
- F. Set clear limits that can be managed by adults and understood by children.
- G. Use appropriate, positive, steps when discipline is needed and focus on the behavior, not the child.

## **PROHIBITED BEHAVIOR**

The following behaviors, particularly those defined by the law of the State of Georgia, are prohibited for all paid employees and volunteers of LCR.

Corporal Punishment, which is use of physical force to discipline a child.

Isolation Punishment, which is placing a child in an enclosed area alone for the primary purpose of disciplining the child.

Physical abuse, which is any physical injury inflicted by an adult on a child by other than accidental means.

Sexual abuse, which is a person's employing, using persuading, inducing, enticing, or coercing any minor to engage in any sexual act as defined by the Law of the State of Georgia.

Sexual exploitation, which is conduct by a child's parent or caretaker that allows, permits, encourages or requires that a child engage in prostitution or child pornography.

Inappropriate touching or fondling of a sexual nature by any adult of a minor.

Bullying behaviors in any form are prohibited between youth, between children, between youth and children, and between adults and youth and adults and children.

## **REPORTING REQUIREMENTS**

### Mandated Reporters

The law of the State of Georgia requires that certain categories of persons who have reasonable cause to believe that a child has been abused shall report or cause reports of that abuse to be made as provided by law. LCR directs all mandated reporters to comply with the requirements of the law.

### Non-mandated Reporters

LCR directs all of its paid personnel and volunteers, whether mandatory reporters or not, to report to the LCR Senior Pastor (or if the LCR Senior Pastor is accused, to the Director Lay Ministries, and then to LCR Council President) their knowledge or belief of the abuse of minors when that knowledge is obtained while engaging in the ministries of LCR.

### Reporting Alleged Violations

All paid personnel and volunteers of LCR are to report alleged violations of prohibited behaviors to the staff person associated with their ministry. That staff person shall report to the LCR Senior Pastor (or if the LCR Senior Pastor is accused, to the Director of Lay Ministry, and then to LCR Council President). All such reports shall be made within twenty-four (24) hours of being notified of the incident and in compliance with the laws of the State of Georgia.

### Reporting Alleged Violations to the ELCA (Evangelical Lutheran Church in America)

The LCR Senior Pastor or his/her designate shall report all alleged violations to the Southeastern Synod office of the ELCA when the alleged violator is a member of the clergy or associate in ministry.

## **ANNUAL TRAINING GUIDELINES**

- A. All paid LCR staff members and all volunteers in children/youth work shall receive annual training session as part of the Trak-1 screening process

- B. It shall be the responsibility of the LCR Senior Pastor to make sure that each new LCR staff member has completed training before engaging in any activity with the children or youth of LCR, and that each staff member annually participates in training.
- C. It shall be the responsibility of the LCR staff member in charge of each area of children's and youth ministry to make sure that all volunteers have completed training before engaging in any activity with the children or youth of LCR.
- D. Ideally, LCR's Policy to Prevent Abuse of Children should be discussed as part of LCR's New Member class, and be the annual topic of the adult Sunday School hour.
- E. Additional resources include utilizing the child safety quiz and viewing the DVD entitled "Safety Tips on a Sensitive Subject: Child Sexual Abuse."

**CHILD SAFETY GUIDELINES WHEN LCR FACILITIES ARE USED BY THIRD PARTIES**

- A. If a third party is leasing any LCR facility for activities specifically involving children or for activities where the third party is providing childcare, the third party must agree to abide by LCR's Youth and Child Safety Policy.
- B. The third party shall provide LCR with a certificate of insurance no later than (5) days prior to the activity, and shall name LCR as an additional insured.
- C. If there are any doubts or concerns about the nature of the activity to be conducted by the third party, the Director of Lay Ministry should contact LCR's current insurance company for guidance in determining whether the proposed activity should be permitted and if additional insurance coverage may be required.

**INSURANCE/RISK MANAGEMENT CONSIDERATIONS**

- A. For information on LCR's current insurance coverages, contact a member of the Physical Assets Committee of the LCR Church Council.
- B. Youth activities, which are considered unduly hazardous, such as water skiing, snow skiing, caving, etc., should not be authorized until an LCR Staff Member has cleared the activity with church's current insurance provider and obtained a certificate of insurance. In the event that an accident does occur which results in a claim but the church's current insurance provider was not notified prior to the occurrence of the activity, they may still cover the claim, but may consider cancelling LCR's policy thereafter.
- C. It is the responsibility of the LCR Staff member in charge of each area of the children's and youth ministries to obtain parental consent and medical authorization forms as needed. These forms should be placed on file with the Director of Lay Ministry. Parental consent forms and medical authorization

forms should be specific and not “blanket” in nature. *Permission slips should stay with whoever leads the program.*

## **GENERAL GUIDELINES FOR DOCUMENTING AND REPORTING ALLEGATIONS**

1. Treat all complaints seriously, even if ultimately proven false.
2. Document the complaint as expediently as possible from the time of receiving the notice of the complaint (normally within 24 hours.)
3. Two designated adults (typically the Senior Pastor and the staff person for the age group in question) should do all of the interviewing of the victim.
4. Whenever an investigation is undertaken, the President of the LCR Council shall be notified of the complaint without revealing names of those involved.
5. Guard confidentiality of complaint and of investigation as much as possible. Emphasize the confidentiality of the investigation to each person who is interviewed, and instruct him or her not to disclose any information regarding the complaint or investigation to anyone.
6. Make detailed written notes of each complaint and file with other confidential church documents, such as payroll information. The complaint file should be retained for six (6) years or per LCR’s insurance requirements. The notes should document persons present, date, time, location and details of the conversation. Ask interviewee to review the notes and sign that they are accurate.
7. Put the accused on notice that they will not be permitted to volunteer with youth and children at LCR until the allegation has been investigated.
8. Notify Cobb County Department of Family and Children’s Services (“DFACS”) immediately if the reasonable cause to believe that abuse has occurred.

Cobb County DFCS  
325 Fairground Street, SE  
Marietta, Georgia 30060-2355  
(770) 528-5000  
FAX (770) 528-5154

## FIRST AID POLICY

1. The LCR First Aid policy provides for the necessary equipment, training and other facilities needed for basic treatment, and making sure that a process is available to seek additional assistance.
2. LCR will provide the following first aid equipment:
  - a. First Aid kits (certified by the American Red Cross) in each area where children and youth activities are held (Sunday School, Worship Center, Youth Pavilion, Robinwood)
  - b. Travel First Aid kit (certified by the American Red Cross) for youth activities off premises
  - c. One defibrillator placed in an location where it is accessible from all areas
3. LCR staff and volunteers working with children and youth will be given annual first aid training (suggest using a nurse volunteer or Red Cross resources during a blood drive). For all youth events outside of normal church hours and on any field trips or overnight functions, a certified First Aid responder must be present.
4. LCR will keep and distribute to all staff and volunteers a list of certified first aid responders (nurses, doctors, Scout leaders, teachers, Red Cross, etc.) who can be engaged if an incident occurs.
5. All incidents requiring first aid will be reported to the child's parents, the Director Youth & Family Ministries and if necessary, the Church insurance provider. The Director of Youth & Family Ministries will provide a report of any Incidents at the monthly Council Meetings.
6. **Medical Emergencies:** A medical emergency is defined as a medical situation that is severe in nature requiring immediate medical attention. In the case of a medical emergency - such as, but not limited to – cuts, falls, possible broken bones, etc.:
  - a. The staff will administer the appropriate first aid. The child should not be moved unless absolutely necessary.
  - b. If there is any doubt about the medical condition of the child, the Staff should immediately call 911 and the child's parents.
  - c. Even if the situation is not perceived as critical, the staff should contact the child's parents.

**Document Revisions**

10/2014: Church Mutual changed to read “Church’s current insurance provider” to accommodate changes in LCR’s policy provider.