

Attachment 2: Church Map

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INTRODUCTION

Christ has charged us to “let the little children come to me, and do not hinder them, for the kingdom of heaven belongs to such as these.” Matthew 19:14. Jesus’ instruction to us is two-fold: that we let the children come to Him and that we not hinder them.

At Trinity Lutheran Church, we seek to fulfill the first part of this commission by offering Christian instruction and/or care through the following programs:

1. Sunday School - Sunday mornings, three years to adult.
2. Confirmation classes.
3. Music programs, choir.
4. Vacation Bible School - summer weekday program, one-two weeks, for children preschool to middle school age.
5. Youth Group activities - weekends, evenings, summers for elementary through high school age children.
6. Nursery - during Church and/or Church-sponsored events for infants through children five years of age.

For the second part of His charge to us that we not “hinder the children” from coming to Him, we implement the following policy regarding the children placed in our care so that they may find a safe haven at Trinity Lutheran Church that is free from physical, psychological and sexual abuse while they are involved with Church-sponsored activities.

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## I. DEFINITIONS

A. Child Abuse (as defined in Michigan Public Act 238 of 1975, commonly called “The Child Protection Law”) - harm or threatened harm to a child’s health or welfare which occurs through non-accidental physical or mental injury, sexual abuse, sexual exploitation or maltreatment.

Categories of such abuse might include, but not be limited to:

1. Physical Injuries
  - a. Bruises
  - b. Scrapes or scratches in the skin
  - c. Lacerations or cuts
  - d. Burns and scalds
  - e. Fractures
  - f. Head and brain injuries
  - g. Internal injuries
2. Sexual Abuse
  - a. Sexual contact or penetration
  - b. Verbal or physical conduct of a sexual nature
  - c. Written comments of a sexual nature
3. Emotional Abuse - Adult behavior which leads

to psychological rather than physical harm.

- a. Excessive yelling
- b. Ridicule
- c. Excessive teasing
- d. Intimidation
- e. Isolation and neglect

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B. Child Neglect - harm to a child’s health or welfare which occurs through negligent treatment or lack of intervention. In the Church setting, such neglect might involve, but not be limited to

1. Failure to provide proper supervision.
2. Serving foods, or exposing child to elements to which he/she is allergic where such allergy has been made known.
3. Failure to protect child from harassment from other children.

C. Staff - an employee of Trinity Lutheran Church who receives remuneration for work performed.

D. Volunteer - any person who voluntarily performs work for the Church without any expectation of remuneration.

1. Certified Volunteer - a person who has gone through the screening process as defined in Section IIIA of this policy.
2. Occasional Volunteer - any person (e.g., Vacation Bible School worker) involved in six

or fewer church activities annually.

- E. Worker - generically refers to a staff member or volunteer.
- F. Teacher - a staff member or volunteer who leads a children's event or activity.
- G. Adult - a person who is 18 years of age or older.

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- H. Child or Children - any person under the age of 18, or mentally or physically challenged adult, who is involved in the education, nursery or youth activities of the church.
- I. Special Building Usage - use of Trinity Lutheran Church property granted by Church Council for:
  - 1. Church functions
  - 2. Non-Church functions (e.g., Children's Workshop, Kindermusic, Cub Scouts, etc.)
  - 3. Interfaith Hospitality Network or other activities involving Church members and non-members

## II. PROTECTIVE PROCEDURES

- A. Room Supervision
  - 1. At least one certified worker must be in every room at all times.
  - 2. Certified workers should serve in teams so that

at least two workers are with the children at all times.

- a. Rooms that are subdivided into sections and easily visible may have one certified worker.
  - b. Rooms with open doors or windows in the doors may have one certified worker.
- 3. For their own protection, all workers in the same room should not be from the same family.
  - 4. The director in charge of the program should let the workers know where he/she can be found in the building during supervised activities and events.

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- 5. Any worker who has concerns about the safety, welfare or health of children being cared for at Trinity Lutheran Church should notify the Director of Christian Education or the Parish Nurse as soon as possible after such concern occurs.

### B. Proper Display of Affection

- 1. Hugs - one-arm side hugs or hand-to-arm hugs are positive contact.
  - a. Avoid or prevent full contact or body-to-body hugs.
- 2. Lap-sitting - appropriate sitting on laps may occur with children age five and younger.
  - a. Discourage lap-sitting with school-age children.
  - b. Encourage them to sit next to you.

3. Casual Touch - Gentle contact may be on children's heads, shoulders, arms and hands.

C. Bathroom Policy

1. For children under kindergarten age a certified worker will stand outside the bathroom door

supervision. Children from kindergarten through fourth grade should use the buddy system when using the bathroom if a certified worker is unable to stand outside the door to supervise.

- a. If a child needs help in the bathroom a certified adult worker may enter the bathroom but the door must be propped open.
- b. If no certified adult worker is available a parent or an adult designated by the parent must be called.

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- c. To prevent child-on-child sexual abuse, older children are not permitted to take younger children to the bathroom.

D. Discipline

1. Workers should understand the developmental level of children under their supervision and have reasonable expectations about attention span and activity and comprehension levels

set the rules accordingly.

2. Positive reinforcement for good behavior is

encouraged.

- a. Verbal praise
- b. Stickers, treats, etc.
- c. Special privileges

3. If a child misbehaves, he/she should be warned first, then isolated (within the classroom and in visual range of the teacher) from the other children.

4. If a child becomes abusive or out of control, the teacher will immediately report such behavior

to the director, who will remove the child from

the classroom and notify the parent(s).

5. Under no circumstances will corporal punishment be used.

- a. No worker may inflict, threaten to inflict or cause to inflict unnecessary, unreasonable, irrational or inappropriate force upon a

child.

6. Whenever disciplinary action takes place, the worker should always let the child know that he/she is loved and that Jesus continues to love him/her.

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E. Safety and Security Procedures

1. Nursery

- a. The parent(s) or an adult designated by the parent(s) must sign in their children and leave written instructions regarding any special needs.

- b. Children will only be released to the person

for

and

who signed the child in or to someone designated in writing by that person.

- c. Universal Precautions will be used by all nursery workers. Gloves must be worn when changing diapers. The diaper

changing

surface must be cleaned between children with a disinfectant.

- 2. Children through fourth grade must be

dropped

off and picked up from the classroom by the parent(s) or by a person designated by the parent(s).

- 3. An adult who is able to assist if there is an emergency should be in the vicinity and available during any Church-sponsored activity or event.
- 4. Children up to age 18 must not be left unsupervised on Trinity Lutheran Church premises.
- 5. Parents are responsible for supervising children before and after Church-sponsored activities.

## F. Emergency Procedures

### 1. Fire Emergency

#### a. Fire

Save those in immediate danger

Alarm - pull fire alarm and call 911

Ventilation - close doors/ventilation to the area

Extinguish fire with extinguisher if able/exit the building

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#### b. Fire Alarm

- 1) One certified worker will count children and lead them to designated exits, as

shown on the map posted in each classroom, and gather them in the area designated away from the building. The attendance record must be taken when exiting the building.

- 2) A second worker, if available, will check the classroom for stragglers, close windows and doors, then exit the building.
- 3) Worker will count heads when group is gathered in designated area away from the building.

- 4) The Director or supervisor will double check classrooms and bathrooms before exiting the building.

- 5) The Director will take attendance or direct that attendance be taken.

- 6) Children and adults may re-enter the building when the "all clear" is signaled.

### 2. Tornado Warning (tornado has been sighted)

- a. Persons should immediately move from the classroom, work area, or office to a place of greater safety (see map for designated areas), closing and securing doors upon leaving. Move to the lower level, rooms on the south end of the building, inner hallways and restrooms or other areas that are free from exterior windows and glass.

- b. When possible, use heavy furniture, such as

desk, as a shield from falling and flying debris.

a

chaperone each outing.

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- c. Always avoid the top floor of the building, food service areas, elevators, lobbies, Centennial Hall, Fellowship Hall and the sanctuary.
  - d. Always remain in place of shelter until the "all-clear" message is signaled.
3. Medical Emergency
- a. Designate someone to call 911, then ask for anyone trained in CPR/First Aid to assist until help arrives. Contact director or supervisor.
  - b. Minor medical situations
    - 1) First aid kits are available (see Attachment 2 map for location).
    - 2) Use Universal Precautions - wear gloves when in contact with any body fluids.
    - 3) No medications are to be given to minors without written parental/guardian consent.
    - 4) Notify the director of injuries
    - 5) Record on the log that is kept near the first aid kit (date and time of injury, name of person injured, nature of the injury, treatment given, person giving the treatment).

activity

following:

G. Field Trips and Special Events

- 1. All off-campus activities must be approved by the appropriate Church committee.
- 2. Adult/child ratio for off-campus activities will be no less than one to 15.
- 3. At least two workers over the age of 18 who are not members of the same family should

- a. For overnight lodging, two certified adult workers of the same sex (but not of the same family) should supervise each gender group or room.
4. A written consent and medical release form from the parent or guardian will be required for each child participating in an off-campus activity if Trinity Lutheran Church is responsible for transportation (Appendix 3).
5. For those field trips not requiring consent and medical release forms, a sign-in form will be kept to record names of children participating and an emergency phone number.
6. For bathroom use, the buddy system (three persons) will be employed.
- a. When possible, a certified adult worker will accompany groups to the bathroom.
7. Drivers must sign a "Statement of Safe Driving Conditions" before being allowed to transport children or youth (Appendix 2). Statement to include that all drivers must have the
- a. Valid driver's license
  - b. Good driving record
  - c. Vehicle insurance
  - d. Vehicle in good operating condition
  - e. All vehicle occupants wear seatbelts
  - f. Car seat used when required by law
  - g. First aid kit available in the car
8. The possession or consumption of alcohol or illegal drugs, or possession of weapons is pro-

- hibited during all Church-sponsored activities.
9. Use of tobacco products is prohibited by those under the age of 18. Smoking by adults in the presence of children is prohibited.

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### III. WORKER SELECTION

#### A. General Criteria

1. Persons who have been convicted of either sexual or physical abuse of children may not serve on the staff or as a volunteer in any Church-sponsored activity or program for children. They may volunteer in areas not involving children.
2. All volunteers and staff involved with children and youth must have been regularly attending Trinity Lutheran Church for six months.
3. All volunteers and staff must complete and sign an application for children and youth work (Appendix 1).
4. References will be checked.
5. Volunteers and staff will be interviewed by the director of the program in which they work.
6. A criminal background check will be

conducted.

#### B. Certified Volunteer - all general criteria apply

#### C. Occasional Volunteer - numbers 5 and 6 may not apply to occasional volunteers at the sole

discretion

of the director.

- D. Staff - Newly hired staff may be excluded from number two, but all other criteria apply.

#### E. Criminal Background Check

1. The criminal background check will be obtained by the Director of Christian Education who may only share the results with Trinity Lutheran Church's Pastor and the person applying for a staff or volunteer position.

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2. All criminal background checks for both volunteers and staff members must be kept in a locked file.
3. Criminal background reports must be kept on file as long as the volunteer or staff member continues in his/her capacity.
4. When the worker no longer continues in a capacity requiring a criminal background check, the above-mentioned reports will be kept in a locked file.

### IV. RESPONSE TO SUSPECTED ABUSE

- A. Secure the safety of the child if necessary.

- B. Immediately report suspected abuse to the Director of Christian Education or the Parish Nurse.

- C. If suspicion of abuse is brought to the attention of the Director of Christian Education or Parish Nurse, an expeditious investigation will be conducted, the scope of which will be determined by the facts and circumstances of the specific case.

If after the investigation is completed, there is cause to suspect there has been abuse in the sole discretion of the Director of Christian Education

or Parish Nurse, police will immediately be notified.

1. Within 72 hours of any investigation or report of suspected abuse, the Director of Christian Education or Parish Nurse must follow up with a written report.
2. If the police have been contacted, they will assume responsibility for the investigation from this point.

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- a. Congregation will cooperate fully with governmental agencies investigating the matter.

- D. Trinity Lutheran Church will endeavor to provide assistance to the victim and/or abuser.

#### V. ADOPTION AND EFFECTIVE DATE:

- A. Approval of this Policy Manual will be by vote of Trinity Lutheran's Church Council. It shall be presented at the next regularly scheduled annual congregational meeting for the purpose of informing Trinity Lutheran Church members of its contents.
- B. The Policies in this manual shall become effective on the first day of the month following its approval by Trinity Lutheran's Church Council.

#### VI. DISTRIBUTION, TRAINING AND GRAND-FATHERING

- A. All workers will be informed of and will be given a copy of this Manual.
- B. All workers must receive training in which this Manual is reviewed.
  1. The Education Committee shall ensure that such training takes place.
  2. Retraining will be required annually and whenever policy changes have been made to this Manual.

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- C. Persons employed by or accepted as volunteers by the Church prior to September 1998, will not be required to undergo screening as outlined in Section III of this Policy.
- D. Documentation of those attending training will be kept by the Director of Christian Education.

#### VII. POLICY CHANGES

- A. Policy changes to this Manual may be recommended by the Education Committee or other committee and must be approved by the Church Council.
- B. Such Policy changes will be presented at the next regularly scheduled annual congregational meeting for the purpose of keeping the congregation

informed of its contents.



(APPENDIX 3)  
**Trinity Lutheran Church**  
**Field Trip Consent, Medical Authorization and Release Form**

If your child has any health concerns (e.g., asthma, diabetes, seizures) please alert the Trinity worker responsible for this outing. Please PRINT clearly:

YOUTH NAME	
HOME ADDRESS, CITY, STATE, ZIP CODE	
HOME PHONE	BIRTHDATE

PARENT/GUARDIAN NAME	PARENT/GUARDIAN NAME
PLACE OF WORK	PLACE OF WORK
BUSINESS PHONE	BUSINESS PHONE
CELL PHONE/PAGER/EMERGENCY NUMBER	CELL PHONE/PAGER/EMERGENCY NUMBER
PERSON TO CONTACT IF PARENT NOT AVAILABLE	PHONE#

CHILD IS ALLERGIC TO	CHILD'S HEALTH CONCERNS
FAMILY DOCTOR AND PHONE NUMBER	
PREFERRED HOSPITAL IN CASE OF EMERGENCY	

We have read and understand the following:

GENERAL CONSENT: We give permission for our child to attend this field trip to \_\_\_\_\_, including transportation by \_\_\_\_\_.

INSURANCE: We understand that Trinity Lutheran Church may not have insurance coverage specifically applicable to church outings for injuries to our child or his/her property. We represent that our child has insurance coverage in the event of an accident or injury.

MEDICAL AUTHORIZATION: If emergency procedures or treatments are required during a church outing, we authorize and consent to the trip chaperone(s) taking, arranging for, or consenting to the procedures or treatment in his/her discretion. We understand that we would be contacted as soon as possible.

WAIVER: We agree to release Trinity Lutheran Church, its Church Council, individual members, officers, representatives, and trip chaperone(s) from any and all claims that we or our child may have for any losses, damages, or injuries arising out of our child's participation in the trip or out of the rendering of emergency procedures or treatments, if any.

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PARENT/GUARDIAN SIGNATURE

DATE

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PARENT/GUARDIAN SIGNATURE

DATE

(APPENDIX 2)

**Trinity Lutheran Church  
Statement of Safe Driving Conditions  
For Children and Youth Fieldtrips**

I hereby confirm that I currently have all of the following:

1. A valid driver's license
2. A good driving record
3. Vehicle insurance as required by law
4. A vehicle in good operating condition
5. A first aid kit available in the vehicle (or one will be provided by the Church)

I hereby promise that on this field trip:

1. All vehicle occupants will wear seatbelts.
2. Car seats will be used when required by law.
3. I will operate my vehicle in accordance with common standards of safe and courteous driving.
4. I will comply with state traffic laws.

Signature \_\_\_\_\_

Date \_\_\_\_\_

(ATTACHMENT 1)

PARENTAL RESPONSIBILITIES

1. Parents must inform Trinity Lutheran Church of all food or environmental allergies that child may have so that exposure to these elements can be prevented.
2. Parents will be notified of any behavior problems and will be responsible for working with volunteers/staff in regards to these behavior problems.
3. When dropping off children for nursery care, parents or adult designated by the parent must sign in their child and leave written instructions regarding any special needs. Child will only be released to parent or person designated by the parent.
4. Children through fourth grade must be dropped off and picked up from the classroom by parents or by person designated by the parents.
5. Parents are responsible for supervising all children under the age of 18 both before and after activities.
6. No medications will be given to minors without written parental consent.
7. Written consent and medical release form from parent or guardian will be required for each child participating in an off-

campus activity if Trinity Lutheran Church is responsible for transportation.

8. For field trips not requiring consent and medical release, parents must sign children in and leave an emergency contact phone number.