

Child Protection Policy for Christ Lutheran Church

Mission Statement

It is the belief of this congregation that part of our call as God's people, redeemed in Christ, is to protect the children and visitors of this congregation from the physical and/or sexual abuse. This belief is rooted in who we are as God's children, one aspect of this belief showing itself in responsible citizenship and protection of those least able to protect themselves.

As a congregation, we set forth the following policies relating to children and youth, defined as those less than eighteen years of age.

- Volunteers and paid staff working with children and youth must complete the Volunteer Application Form before working with children and youth.
- Volunteers and paid staff who are known to have been convicted of child abuse or a crime involving attempted sexual molestation of a minor are not allowed to work with children or youth.
- Those wishing to work with children in this congregation will be active members or members of an active family of Christ Lutheran Church for at least six months before taking a leadership or supervisory role with the children.
 - Before the six month period is up, new members may work with the youth, but only under the supervision, leadership, and guidance of at least two adults who have been members or members of an active family of this congregation for at least six months. New members of the congregation will not have unsupervised contact with the children until they have been members of the congregation or members of an active family for at least six months, and then according to the policies set forth in this statement.
- Every child and youth group class or activity must have a minimum of two adults (18 years and older), or one adult in an observable classroom present. These activities include Sunday School, Vacation Bible School, Confirmation, and other youth activities. An exception is given in child care in that youth in grades 7-12 may be the second person in child care as long as the primary babysitter is 18 years or older. Youth will be screened as volunteers and/or paid staff.
 - During a lesson or activity time, lights will be left on and the windows and doors remain uncovered. If the lights are turned off and/or windows covered (for example, to show a media presentation), at least two adults will be present in the room at all times.
 - Youth activities will not take place if only one adult and/or one child are present.
 - Parents are strongly urged to drop their children/youth off no earlier than five minutes before class starts, and to pick up the students promptly when the activity is completed. Any change in this arrangement (for example, early or late dismissal), will be announced by the leader to the parents by personal and/or written contact. Parents are always invited to remain in the building and/or attend the activity with the students.
 - Written permission will be received from a parent or guardian for church activities involving transportation.
 - Individual adults (other than parents/guardians) shall not drive children between church and home unless parents have given written permission for the adult(s) to transport their children.
 - Following any accident or incident requiring medical attention, the Accident/Incident form must be completed. Copies will be provided to the parent and pastor.
 - Volunteers and paid staff working with children who observe any suspected harm to children or misconduct by another adult are REQUIRED to report it immediately to an adult leader or pastor.

Off-Premises Youth Activities

- In preparation for a youth trip, a pre-trip meeting of youth, parents, and chaperones during which the standards, schedule, and personal behavior expectations will be clearly communicated. For those unable to attend the meeting, a personal pre-trip conference with the trip leader shall be scheduled to review the subjects covered at the general meeting. All participants must submit a signed agreement to abide by the standards, schedule, and personal behavior code prior to departure.
- First aid kits shall be available for off-premises activities.
- Each adult and youth participant shall complete and submit required forms as needed (permission to participate, emergency medical treatment, health insurance information, agreement to abide by trip rules, and prior health/medical needs) prior to departure. All information is to be carried on the trip by a designated chaperone.
- Over the counter and prescription medications (except asthma inhalers) for the youth are to be carried and administered by chaperones. All participants who take prescription medication are encouraged to either pack a second set or carry prescription information in case of emergency. Exceptions for over the counter medications must be provided in writing to the chaperone.
- Chaperones select restaurants for group stops. When cooking is required, a designated chaperone will plan the menu, shop for the food, as well as oversee the food preparation.
- The itinerary shall be distributed to all participants, parents, and the pastor before departure. Contact names and phone numbers while traveling and the destination will be provided. Key contact persons at the home church shall be identified in the itinerary.
- Funds for any youth trip are to be handled by the trip leader. Debit/credit cards, checks, and cash are to be kept secure while traveling. All expenditures and receipts are to be submitted to the church office manager by the trip leader or chaperone in order to account for all spending.

Transportation

- An adult (21 yrs. old), with a valid driver's license and proof of insurance, is eligible to be considered as a driver for youth activities.
- In case of unsafe driving conditions, the drivers shall stop and secure shelter or overnight lodging as the conditions merit. Parents should be notified as soon as possible.
- Always arrange for enough vehicles to transport participants safely. There must be safety restraint devices for each passenger.

Social Media

- Parents permission is required for CLC to post photos to social media including bulletin boards, CLC website and CLC's Facebook page.
- Parents permission is required for CLC to text minors. When CLC staff or ministry members text students, parents and/or other ministry members will also be included.
- CLC staff or ministry members should not engage minors on social media on CLC's behalf, except as noted above.