

SAFEGUARDING CHILDREN AND YOUTH



Revised November 2007

The mission of Upper Arlington Lutheran Church embraces the Great Commission: “To be and to make disciples of Jesus Christ”. In this endeavor thousands of lives are touched, including children and youth. The following policies are designed to assure that Upper Arlington Lutheran Church is continually working toward providing an environment that protects the safety of the children and youth, employees and volunteers. Employees and volunteers should follow these policies. Those who violate them will be held solely responsible for their actions and may be subject to dismissal from service.

Dear UALC Volunteer,

Thank you for volunteering to help with our children and youth ministries. Our children are God's precious gifts, and so we must constantly look for ways to best protect them from those who wish to harm them. We respectfully ask that you complete the following required steps in order to volunteer in these ministries:

Step 1. Complete the attached Service Application

Return the completed Application to the leader of the ministry in which you are serving, or to the reception desk at Lytham Road or Mill Run. It will be forwarded to the Safeguarding Children and Youth Program.

Step 2. Attend a fingerprinting and photo-taking session

Regularly-scheduled sessions are held at all campuses in order for you to provide a set of fingerprints as part of a criminal background check through the Ohio Bureau of Criminal Identification and Investigation. You'll also have your picture taken for your Photo ID Badge. These sessions are advertised in *The Cornerstone* and through the children and youth ministries.

Step 3. Pick up your Identification Badge

Once you have been approved, your Photo ID Badge will be produced and given to your ministry leader. Just arrange to pick it up from him/her.

This process may be repeated every fifth year of your volunteering.

Thank you for your cooperation. If you have any questions, please contact your ministry leader or Jeff Sylvester, Safeguarding Manager, at 451-3736 or jsylvester@ualc.org

Safeguarding Children and Youth Policies and Procedures

For purposes of this document, the following definitions shall apply: “child/children” are ages 11 and younger; “youth” are ages 12 through 17.

SERVICE APPLICATION

Each individual who is seeking involvement in a ministry with children and youth shall complete a Service Application. Each individual will be required to provide a set of fingerprints and a criminal records check will be conducted through the Ohio Bureau of Criminal Identification and Investigation. In certain circumstances a criminal records check may be provided through LexisNexis Risk and Information Analytics Group. Upon approval, the applicant will receive a UALC identification badge. The application and identification badge are valid for five years, after which the volunteer will need to re-apply and receive a new identification badge.

WORKER IDENTIFICATION

Employees must wear a UALC identification badge when working in a church facility. Volunteers who are engaged in ministries with children and youth shall wear identification badges. Identification badges are the property of UALC, and as such, can be recalled at the request of UALC. Each employee and volunteer is responsible for maintaining his or her identification badge. Volunteers may wear the same badge for more than one ministry with children and youth. The identification badge should be carefully secured when not in use. A \$5 fee may be assessed to cover the cost to replace lost/missing badges.

CHILD ABUSE

Our goal is to become aware of potential abuse situations so that we may prevent them from occurring. Failure to follow the outlined steps may result in dismissal from the ministry and in the case of actual abuse, may result in legal action.

- 1) Employees and volunteers should avoid even the appearance of any impropriety. Physical touch must be limited to appropriate touch (non-demanding, gentle touch of shoulders, hands, arms, and head; no touching where the bathing suit covers). Sitting a child on leg is appropriate only at preschool/kindergarten/first grade level.
- 2) With children and youth, the two-adult or two-child/youth rule should be followed. One adult should not be alone with one child or one youth (see exception in “One-on-One Meetings of Youth Leader and Student”).
- 3) Children second grade and younger should be escorted to the restroom following the two-adult or two-child rule. It is preferred that the adult be of the same gender as the children. The adult should stand in the doorway to the bathroom with the door open if supervision only is needed. If adult assistance is needed in the restroom, the door to the stall should be left ajar.

REPORTING SUSPECTED CHILD ABUSE

The law of the State of Ohio requires that Pastors or their designees report any incident of suspected child abuse or neglect. Failure to do so can result in criminal charges. Employees should report suspected abuse directly to a Pastor or to the Director of Youth and Family Ministries. Volunteers who suspect child abuse should report it to the Ministry Leader. The Ministry Leader should then immediately report such concerns to a Pastor.

When reporting suspected abuse, be prepared to give pertinent information on the child, including the child and parent's names/addresses, child's age, and the details of the suspected abuse situation. The reporter's identity will remain anonymous.

If any employee or volunteer is accused or convicted of abuse, or any other impropriety, continued involvement by the individual in ministry shall be subject to approval by a pastor, and or his designee.

DISCIPLINE

The goal of discipline is to help children and youth learn responsible behavior and to encourage positive social interactions.

- 1) Appropriate behavior should be modeled and good behavior should be praised.
- 2) Alternatives to inappropriate behavior should be suggested.
- 3) Children and youth should always be treated with respect.
- 4) If unacceptable behavior persists, the child/youth's parent may be contacted to assist in bringing about a resolution.
- 5) A child shall never be physically punished and should not be left unsupervised.
- 6) **For children 11 & under:** If a time-out action is given to a child, the time shall not exceed one minute per year of age of the child. At the end of the time-out, the child shall be welcomed back to the activity.

SUPERVISION OF CHILDREN

Children eleven and younger should be supervised while on UALC property. UALC reserves the right to deny room usage requests if a concern arises regarding the safety and/or adequate supervision of children. If children are found unattended in the church, they should immediately be returned to the parent.

Release of a child to a parent may not be restricted unless signed court papers are produced, verifying custodial and visitation arrangements. Ministry Leaders shall hold these Court documents. Individual ministries shall determine safe practices for the release of children into an adult's care once a ministry event/activity has concluded.

SUPERVISION OF CHILDREN BY NON-UALC MINISTRY PROGRAMS

Organizations which are not UALC ministry programs, but who use facilities on UALC property, are responsible for the reasonable assurance of safety for children and youth involved with that organization. UALC may deny usage of the facilities to any organization that is not upholding these standards.

ON/OFF CAMPUS UALC SLEEPOVER GUIDELINES

- 1) The two-adult and two-child/youth rule should be followed. The goal is to have an adult/student ratio of no less than one adult to ten children/youth.
- 2) Signed parent permission slips (including emergency numbers, release of liability, medical emergency authorization) should be secured for a sleepover activity.
- 3) As long as any children/youth are awake, one adult should also be awake.
- 4) Separate sleeping quarters should be designated for males and females and should be properly supervised with same-gender adults.
- 5) Adults should use good judgment regarding PG or PG13 movies. No R-rated movies shall be permitted without the explicit permission of a Pastor.

PRIVATE TRANSPORTATION

Drivers who routinely drive children and youth voluntarily to and from church-sponsored events must complete a Request for Driving Record and Driving Information Form. These forms certify that the driver has a valid driver's license, liability insurance, that the car is mechanically safe, and authorizes UALC and/or its insurance agency to obtain a copy of a driving report used for rating and underwriting purposes. The two-adult or two-child/youth rule should be followed. One adult should not be alone with one child/youth.

NURSERY

UALC observes as closely as possible the following child/staff ratios:

3:1 for newborn - 6 months/4:1 for 6-12 months/

8:1 for 12-24 months/10:1 for 24-36 months

At least one Nursery Attendant and one adult should be present at all times the nursery is used, thus eliminating the possibility of an adult being alone and unsupervised with young children. The nursery may be used for the supervision of children 3 1/2 years or younger on Sunday mornings and of children and youth 5 years or younger on weekdays. The nursery doors should be secured when the nursery is unoccupied to prevent unauthorized individuals from entering.

Qualifications for Nursery Attendant positions shall be maintained and enforced by the Nursery Ministry Leader in hiring Nursery staff.

Parents of nursery-aged children should be asked to complete a registration card when using Nursery care. These cards are color-coded. An orange card shall be used for children with allergies or other special needs. The white card shall be used for all other children.

For each event, the child's parent will complete an adhesive label for their child's back. Each label has an ID number in the upper right hand corner. Once the label is adhered to the child's back, the parent will keep the backing of the label which has the matching ID number. This matching tag must be submitted in order to pick up the child. The parent should be assigned a pager. The pager number should be noted on the sign-in log located inside the nursery.

ONE ON ONE MEETINGS OF YOUTH LEADER AND STUDENT

A youth leader may meet individually with a student; however the leader should discuss this with the parent before meeting off-campus one-on-one. The nature and location of the meeting should be shared with the parent.

Service Application (Continued)

I, the applicant for a volunteer position at UALC do hereby authorize UALC or its Agent to obtain information from any person, church, firm, corporation, or other entity concerning myself including, but not limited to, criminal records and character history. I further authorize any person, firm, church, corporation or other entity to furnish said information. I understand that I must sign this document in order for my application to be considered further.

I further release, discharge and hold harmless UALC and its Agent and any party delivering information to UALC and its Agent as a result of this authorization, from any liability, claims, charges, costs or causes of action which I or my heirs, executors, or assigns may have as a result of the delivery, disclosure, non-disclosure, or omission of any information in connection herewith.

I further understand and agree that the information for this reference check may be obtained through interviews or written request with parties having information which pertains to me and my history and through requests to former employers, law enforcement agencies or any other entities.

My signature below indicates that all statements and representations made by me to UALC are true, and I understand that any misrepresentation or omission of significant or substantive information will be sufficient cause for denial of my consideration for a position. I also understand that, while under consideration for a position I must notify UALC of any conviction, other than a parking violation, within three working days.

Should I serve at Upper Arlington Lutheran Church, I hereby agree to submit to periodic checks of my background by UALC or its Agent, at UALC's sole discretion. The timing of these periodic checks shall be at the sole discretion of UALC. I further agree that if I attempt to withdraw this authorization at any time during my time with UALC, said withdrawal shall be deemed justification for immediately terminating my opportunity to serve.

I have carefully read the UALC Safeguarding Children & Youth Document and agree to abide by the policies as stated.

I understand that in serving, I may become aware of confidential information pertaining to children, parents, staff or UALC, and I agree to maintain this information in strictest confidence and not disclose the same to any third party.

By signing this application I hereby acknowledge that I fully read and understand it and that I authorize the research of my background and the release of appropriate information and reports, as outlined above.

Signature _____ Date _____

FOR OFFICE USE ONLY:

Fingerprinting Completed Date _____ Initials _____

Background Check Completed
Year #1 Date _____ Initials _____
Year #2 Date _____ Initials _____
Year #3 Date _____ Initials _____
Year #4 Date _____ Initials _____

Addendum

Upper Arlington Lutheran Church takes the safety of children to be of great importance. While we understand that people make mistakes and hopefully learn from them, we have made a conscious decision to not consider volunteers who have been convicted of or pleaded guilty to any of the offenses described in division (A)(1) of Section 109.572 of the Ohio Revised Code. These offenses are listed below. If you have been convicted of or pleaded guilty to other types of offenses and wish to be considered for a volunteer position, we ask that you set up a confidential meeting with one of our pastors.

Abduction	Procuring
Aggravated assault	Promoting prostitution (children)
Aggravated burglary	Prostitution: after positive HIV test
Aggravated murder	Public indecency
Aggravated murder: specific intent to kill	Rape
Aggravated robbery	Robbery
Assault	Sexual battery
Burglary	Sexual imposition
Carrying concealed weapon	Trafficking in drugs
Child enticement	Unlawful abortion
Child stealing	Voluntary manslaughter
Compelling prostitution	Voyeurism
Contributing to the unruliness or delinquency of a minor	
Corrupting another with drugs	
Corruption of a minor	
Disseminating matter harmful to juveniles	
Domestic violence	
Endangering children	
Failing to provide for a functionally impaired person	
Felonious assault	
Felonious sexual penetration	
Funding of drug or marijuana trafficking	
Gross sexual imposition	
Having a weapon while under a disability	
Illegal administration or distribution of anabolic steroids	
Illegal manufacture of drugs or cultivation of marijuana	
Illegal use of a minor in nudity oriented material/performance	
Importuning	
Improperly discharging a weapon at or near a school/dwelling	
Interference with custody	
Involuntary manslaughter	
Kidnapping	
Murder	
Pandering obscenity	
Pandering obscenity with a minor	
Pandering sexual oriented material involving a minor	
Patient abuse, neglect	
Placing harmful objects in food or confection	
Possession of drugs (that is not a minor possession offense)	

