



CHILD PROTECTION POLICY

Table of Contents

Chapter 1. Purpose.....	2
Code of Conduct.....	2
Chapter 2. Definitions	3
Chapter 3. Screening and Training Procedures	4
Screening and Background Checks	4
Training.....	5
Chapter 4. Supervision	5
Two-Adult Rule	5
Personal Conduct	5
Permission Slips	6
Transportation.....	6
Overnight Activities	7
Digital Privacy	7
Chapter 5. Reporting and Responding to Abuse	8
Abuse Unrelated to Church Events and/or Activities.....	8
Abuse Related to Church Events and/or Activities	9
Chapter 6. Signs of Abuse.....	10
Signs of Child Sexual Abuse.....	10
Signs of Child Physical Abuse	10
Signs of Child Neglect.....	11
Signs of Child Emotional Abuse.....	12
Chapter 7: Additional Resources	12
Appendix A. A Letter from Leadership Team.....	13
Appendix B. Child Protection Policy Acceptance Statement.....	14
Appendix C. Report of Suspected Abuse.....	15
Appendix D. Confidential Notice of Concern	17
Appendix E. Event/Trip Adult Expectations and Information Letter	19

Chapter 1. Purpose

Children are our sacred trust from a loving God (see Psalm 127:3, Genesis 33:5). Victory of the Lamb Lutheran Church¹ seeks to provide a nurturing and dynamic Christian environment that will help our children grow spiritually and physically. We seek to ensure the safety of all children participating in the programs and activities of the church by establishing the following policies and procedures regarding the conduct of adults and children.

This policy directs the procedures for the supervision of activities involving children and adults so as to minimize the risk of abuse or of false allegations of abuse.² Victory of the Lamb can, through adherence to this policy, make every effort to ensure that persons placed in positions of responsibility and trust with respect to the children of the church, are persons deserving of that trust and responsibility. This policy shall be available in the church office to all guests, members, and staff of the church. New members shall also be made aware of this policy, and most recent version of this policy shall always be available on the Children's Ministry page of Victory of the Lamb's website.

Code of Conduct

Those who accept the special responsibility of working with children at Victory of the Lamb agree to:

- treat children with respect and dignity;
- do their best to prevent abuse, neglect, and exploitation from occurring to children participating in activities;
- not engage in or condone acts of physical, emotional, or sexual abuse;
- comply with *Victory of the Lamb Child Protection Policy*; and
- report any inappropriate behaviors or possible policy violations.

All members and guests of Victory of the Lamb are expected to follow this policy. The Child Safety Team (which includes pastors, the Victory Kids director, a Quest leader, the Children's Ministry advocate from the Leadership Team, and the Safety Team leader) shall assume responsibility for overseeing the Child Protection Policy. Such responsibility includes supervision and implementation of the policy as well as education and training. The intention of the Child Protection Policy is to protect. The Policy is not intended to substantially interfere with the nurturing, teaching, and supervising of children.

¹ For the remainder of this policy *Victory of the Lamb Lutheran Church* will be referred to as just *Victory of the Lamb*.

² A number of research studies document that false allegations of child abuse are rare. See e.g. R. Kim Oates, et al, *Erroneous Concerns About Child Sexual Abuse*, 24 CHILD ABUSE & NEGLECT 149-157 (2000).

Chapter 2. Definitions

Child. For the purposes of this policy, a child is any individual under the age of 18.

Adult. An adult is any person age 18 or older.

Staff. Staff is anyone who works for the Church for salary or wages and anyone who is formally called by the congregation to serve in its ministry.

Volunteer. A volunteer is anyone who provides services for the Church and receives no compensation in the form of salary, wages, or other benefits.

Child Abuse. Child abuse is threatening of or injury of a child by an adult or another child that is not accidental. It may include physical abuse, emotional abuse, sexual abuse, and/or neglect. See Chapter 6 of this document for signs of each type of abuse.

Child Physical Abuse. Child physical abuse is the non-accidental bodily injury of a child through physical contact or mistreatment.

Child Sexual Abuse. Child sexual abuse means any form of sexual contact or exploitation in which a minor is being used for the sexual stimulation of the perpetrator, in other words, “any sexual activity with a child” or threat of (National Resource Center on Child Sexual Abuse, 1992).

- Child sexual abuse is criminal behavior that involves children in sexual behaviors for which they are not personally, socially, and developmentally ready. It includes behaviors that involve touching and non-touching aspects.
- Sexual abuse perpetrated by an adult is any contact or activity of a sexual nature or threat of that occurs between a child and an adult. This includes any activity which is meant to arouse or gratify the sexual or aggressive desires of the adult or child. Civil and criminal child protection codes recognize the significant imbalance in power between an adult and a child as well as the physical, emotional and intellectual limitations of children and thus correctly conclude that children cannot consent to sexual activity with an adult.
- Sexual abuse perpetrated by a child is any contact or activity of a sexual nature that occurs between children when there is no consent, when consent is not possible, or when one child has power over the other child. This includes any activity which is meant to arouse or gratify the sexual desires of any of the children.
- Types of child sexual abuse that involve touching include:
 - Fondling;
 - Oral, genital, and anal penetration; and/or
 - Intercourse, Forcible rape.

- Types of child sexual abuse that do not involve touching include:
 - Verbal comments;
 - Pornographic videos and photography;
 - Obscene phone calls;
 - Exhibitionism; and/or
 - Allowing children to witness sexual activity.

Child Emotional Abuse. Child emotional abuse is any language or other conduct directed toward a child by an adult that is intended to cause emotional anxiety, pain, or other severe emotional disturbance. It is mental or emotional injury to a child that results in an observable and material impairment in the child's growth, development, or psychological functioning.

Child Neglect. Child neglect is the failure to provide for a child's basic needs or the failure to protect a child from harm, for reasons other than poverty.

Economic Exploitation. Economic exploitation is the deliberate misplacement, exploitation, or wrongful temporary or permanent use of a child's belongings or money.

Chapter 3. Screening and Training Procedures

Screening and Background Checks

A. Initial Screening

Applications are reviewed by appropriate ministry leader (Victory Kids director or Quest leader) for any areas of concern and an interview with the pastor may be required.

Applications are completed online and are only accessible by those staff and volunteers requiring access. Victory of the Lamb will use its discretion in reviewing and investigating the history of each applicant and in determining the activities for which a criminal background check is required. In general, any adults (both staff and volunteer) who will have significant contact with children, are with children off the church property, chaperone overnight events, and/or serve as youth group leaders will be asked to submit to a criminal background check.

B. Background Checks

Criminal background checks will be performed at least every three years. Victory of the Lamb will request that adult staff and volunteers submit information for a background check through a secure online site. Victory of the Lamb will receive results of the background check within 48 hours.

C. In the Case of Concerns from Background Checks

A member from the Child Safety Team will contact applicants regarding any concerns raised by the application, reference checks, or criminal background checks. The Child Safety Team shall determine whether the applicant may or may not work with children at Victory of the Lamb. Victory of the Lamb will err on the side of caution in restricting an individual from

working with children if the background check or other information arouses suspicion or uncertainty about the individual's ability to safely work with children. Applicants deemed by Victory of the Lamb to pose a threat to children will not be permitted to participate in Victory of the Lamb activities for children.

Training

All adults seeking to work with children must be trained on the requirements of Victory of the Lamb's Child Protection Policy before being permitted to work with children.

A. Training Frequency

Training will include an online component, to be done independently at the convenience of the staff/volunteer, and an in-person training to reinforce components of this policy and identify important safety locations and features of the Victory of the Lamb premises. In-person training will be conducted annually, at a minimum, and attendance at the training session will be documented to ensure compliance. Adults working with children will be asked to re-take both the in-person and online training once every three years.

B. Communication

Communication about and an explanation of the Child Protection Policy will be included in all training and orientation for programs at Victory of the Lamb involving contact with children. The responsibility for ensuring the Child Protection Policy is included as part of training programs shall rest with the Child Safety Team. Parents and other adults in the congregation are welcome to attend any information sessions or meetings on the Child Protection Policy.

Chapter 4. Supervision

Two-Adult Rule

- A. Two trained adults will be present at all of Victory of the Lamb's activities and classes involving children. Adults should be over 18 years old.
- B. The two adults supervising children should not be related (spouses, siblings, cousins). If two adults are related, there should be an additional non-relative adult when possible. If not possible in the case of serving in Victory Kids, an additional volunteer shall be added to the hallway monitors to comply with the two-adult rule.
- C. Exceptions may be made to this two-adult rule when two teenagers are watching children in the church building during adult classes, etc., that are taking place on church property.
- D. Youth Bible classes will be offered in public areas of church and will always be open to the parents.

Personal Conduct

A. Expressions of Affection

Common expressions of affection (e.g., hugs), affirmation (e.g., pats on the back, high fives), blessings (e.g., making the sign of the cross on the forehead, laying on of hands), support or physical caretaking (e.g., diaper changing, helping small children in the restroom) are appropriate in this community of caring Christians. Expressions of affection shall not be excessive or imposed upon others. No child should be made to feel guilty if they do not wish to participate in these expressions of affection. Children will be made aware that they are free to participate or not, as they feel comfortable.

B. Appropriate Touch

Employees and volunteers shall not touch or interact with children in any way that is intended to be sexually stimulating. Any activity of this type is illegal, as well as a violation of trust and completely inappropriate. Additionally, sitting on laps should be discouraged if a child is over the age of three years old.

C. Punishment

Corporal punishment or verbal abuse is never permitted.

- **Corporal punishment** is defined as a form of physical punishment that involves the deliberate infliction of pain in order to punish a person convicted of a crime or as retribution for a perceived offence, including physical chastisement such as spanking, paddling, or caning of minors by parents, guardians, or school or other officials.
- **Verbal abuse** is defined as when a person forcefully criticizes, insults, or denounces someone else. It is also known as verbal attack or verbal assault.

Permission Slips

Children must have parental or guardian permission in advance to participate in any overnight activity or activity that takes place away from Victory of the Lamb grounds. Permission must be given via a digital RSVP completed by the parent. It must identify the name and date of the activity in which the child will be participating.

Transportation

- A. It is recommended that children be transported in groups rather than alone for church-sponsored activities. A child's parent or guardian must give permission for an unaccompanied trained adult to drive a single child or children to or from a church-sponsored activity. Parental permission for transportation as part of a planned event should be obtained in writing or via digital form.
- B. Children legally required to be buckled into a car seat or booster seat must be transported using the appropriate safety seat. All other passengers shall wear a safety belt while in the vehicle.
- C. This policy is not intended to prohibit staff or adult volunteers from offering a ride home to children in an emergency situation. The adult shall make reasonable attempts to

contact parents or guardians prior to providing the ride. The adult providing the ride shall inform the child's parents of the expected departure, travel, and arrival times. The child or children shall ride in the backseat.

- D. Driver must be over 21 years old and must show proof of valid driver's license and insurance. Driver is required to have a background check on file prior to transporting children.

Overnight Activities

- A. Whenever Victory of the Lamb children are involved in church-sponsored overnight activities, leaders must ensure that children are given appropriate privacy in the areas of sleeping, changing, and bathing. Specifically, an adult must never be permitted to sleep together in the same room or tent with a single child (without observing the two-adult rule), unless the adult is the parent of the child.
- B. Children and adults must never be permitted to bathe in the same facility at the same time. Similarly, children of the opposite gender must not be permitted to change or bathe together.
- C. Children of the opposite gender are not allowed to sleep in the same room together, unless they are siblings and a parent has requested this sleeping arrangement. Generally, we will not have events where children of the opposite gender are sleeping in the same room but if that should happen, children of the opposite gender may only be permitted to sleep in the same room if an entire group of children, supervised by at least two trained adults, are sleeping in one big room together (e.g., at the various lock-in events). In these group sleepover situations, parents will be informed of the sleeping arrangements in advance and asked to give explicit permission for their child's participation in these events. The required written permission slip from a parent or guardian must expressly acknowledge that the activity is coed. Overnight coed activities must be chaperoned by at least one approved and trained male adult and at least one approved and trained female adult who are unrelated. Adults participating in overnight activities are required to submit to a criminal background check with favorable results.

Digital Privacy

A key ingredient for a safe and healthy experience is the respect for privacy. Advances in technology have enabled new forms of social interaction that may extend beyond the appropriate use of cameras or recording devices.

- A. To ensure full participation and the opportunity for a positive experience, children *may* be prohibited from bringing handheld electronic devices (e.g., cell phones, laptops, iPods, tablets, etc.) to youth events or other church-sponsored functions, at the discretion of leaders.

- B. Children and adults shall not send sexually explicit or suggestive texts, images, videos, or other content electronically. Children and adults shall not post sexually explicit materials on websites or social media sites.
- C. Permission from parents is required before any pictures can be taken and/or posted on any form of social media, flyers, etc. This permission may be obtained through a digital RSVP for an event. Use of photographs should not include names of children.
- D. Any digital communication between adults and children should always include at least one parent/guardian as part of the digital communication. In the case where, for whatever reason, including a parent/guardian in the digital communication is not appropriate (such as with a concern about child abuse), the pastor should be included in the communication.

Chapter 5. Reporting and Responding to Abuse

Abuse Unrelated to Church Events and/or Activities

- A. Anyone who witnesses or learns of the physical, sexual, or emotional abuse of a child should notify the Victory Kids Director and/or a pastor about the situation. A person may suspect abuse by noting signs of abuse or by being told of abuse by another person. Some signs of abuse are included in Chapters 6 and 7 of this policy. Examples of this type of abuse may include (but are not limited to):
 - a. Abuse occurring in the home;
 - b. Abuse occurring in the community; and/or
 - c. Abuse related to other relationships outside of church.

If suspected abuse is related to church-sponsored events or activities, or if suspected abuse involves a volunteer or member at Victory of the Lamb, see section below entitled, “Abuse Related to Church Events and/or Activities.”

- B. The staff member to whom the suspected abuse is reported should obtain details from the volunteer reporting the suspected abuse and record on “Confidential Notice of Concern” (Appendix D). The child should NOT be questioned regarding the concern. Only factual evidence of abuse (including descriptions of observations and a record of statements from child) should be recorded. Volunteers and staff members should NOT attempt to substantiate any allegations of suspicions, nor should they draw conclusions about abuse.
- C. The staff member, along with reporting volunteer, should contact Milwaukee County Child Protective Services at 414-220-SAFE (7233). Reports may be made confidentially or anonymously. Every state provides immunity from civil liability for persons required to report suspected abuse in good faith and without malice. Simply stated, “in good faith” means that the person submitting the report believes what he or she is reporting to be true. Although church volunteers are not mandated reporters in the state of Wisconsin,

Victory of the Lamb encourages volunteers who suspect abuse of children at Victory of the Lamb to report suspected abuse in the best interest of children.

Abuse Related to Church Events and/or Activities

- A. Anyone who witnesses or learns of the physical, sexual, or emotional abuse of a child by a staff member or volunteer at Victory of the Lamb should notify the Victory Kids Director and/or a pastor about the situation. A person may suspect abuse by noting signs of abuse or by being told of abuse by another person. Some signs of abuse are included in Chapters 6 and 7 of this policy. Examples of this type of abuse may include (but are not limited to):
 - a. Suspected abuse occurring on church premises
 - b. Suspected abuse occurring at a church-sponsored event
 - c. Suspected abuse by a staff member or volunteer at Victory occurring in any location

Other examples of inappropriate behaviors or policy violations include seeking private time with children that is outside the scope of the programs at Victory of the Lamb, such as taking children on outings or overnight trips without other adults, swearing in front of children, making suggestive comments to children, or putting volunteers in positions to work with children without the required application or screening.

- B. The staff member to whom the suspected abuse is reported should obtain details from the volunteer reporting the suspected abuse. The staff member shall utilize the “Report of Suspected Abuse” form (Appendix C) to document details and gather information.
- C. As soon as reasonably possible, the Child Safety Team should be notified of the situation. If the adult involved is a Pastor or another staff member, then the Leadership Team president shall be notified.
- D. An alleged perpetrator will be removed from any position involving contact with children at Victory of the Lamb until the allegation is resolved. The Child Safety Team will maintain a confidential written record of each such report and will use appropriate judgment in designating a person or a team to gather additional information.
- E. A Pastor (or another member of the Child Safety Team, in the case that the pastor is the alleged perpetrator) will notify parents or guardians of alleged victims and those accused of allegations, as necessary, and will make proper reports to government and law enforcement authorities. **It is Victory of the Lamb’s policy to forward reports of child abuse to the appropriate governmental authority, as required by state law and church regulations.** Victory of the Lamb will cooperate fully with government authorities in the investigations of allegations of child abuse. All persons involved in reporting or investigating any alleged incident of abuse shall hold information received

in strict confidence, subject to such disclosures as are required under church procedures or by law, or that may be necessary to protect a child or children.

- F. Cases involving allegations of misconduct by any called worker of this congregation shall be promptly reported to the Circuit Pastor and the Southeastern Wisconsin District President.

Chapter 6. Signs of Abuse

Signs of Child Sexual Abuse

The following are some common signs of child sexual abuse that should be reported:

Physical Signs

- Unusual lacerations and bruises
- Irritation, pain or injury to the genital area
- Difficulty with urination
- Discomfort when sitting
- Torn or bloody underclothing
- Venereal disease
- Pregnancy

Behavioral Signs

- A sudden change in behavior,
- Nervous or hostile behavior toward adults,
- Avoiding a person or situation that the child would normally have been involved in,
- Sexual self-consciousness,
- “Acting out” of sexual behavior.

Verbal Signs

Include children making statements such as the following:

- “_____ does things to me when we're alone”,
- "I don't like to be alone with _____,”
- “_____ fooled around with me.”

Signs of Child Physical Abuse

Typical accidental injuries are to the front, bony parts of the body including hands, knees, shins, and elbows. This is because children are typically forward-moving, frontal explorers. At a very early age, children develop a “parachute” reflex in which hands instinctively move forward to brace themselves from a fall.

However, when children are physically abused, blows may be administered to the head, buttocks, or legs. Sometimes children are hit so hard that a hand, or portions of a hand can be imprinted on their face. Punches to the stomach may result in abdominal bruises. Even when there is no mark to the exterior, when children complain of pain or indicate they were punched in the stomach, such an allegation should be taken very seriously given the possibility of significant internal damage.

Warning signs of physical abuse in children may include the following:

- Frequent injuries or unexplained bruises, welts, or cuts.
- Is always watchful and “on alert,” as if waiting for something bad to happen.
- Injuries appear to have a pattern such as marks from a hand or belt.
- Shies away from touch, flinches at sudden movements, or seems afraid to go home.
- Wears inappropriate clothing to cover up injuries, such as long-sleeved shirts on hot days.
- Injuries inside and behind the ear resulting from the child being pulled by the ear
- Whip marks to the back or legs
- Bite marks
- Ligation marks around the ankles or wrists
- The imprint of any object on a child’s body
- Marks on their hands, forearms or side or back of their legs, consistent with defensive injuries
 - When children are being hit, they sometimes have defensive wounds as they try to protect their bodies by curling up in a ball or extending their hands to shield themselves from being hit with a stick or other object.

Signs of Child Neglect

Child neglect, another form of child abuse, is the most prevalent form of abuse, and the second most likely to be detected. Signs of neglect may include:

- Begs, steals, or hoards food or complains frequently of hunger
- Is consistently dirty or has a severe body odor
- Lacks appropriate clothing for the weather
- Has an untreated illness, injuries, or health (e.g. unfilled cavities) or serious unmet educational needs
- Has broken or missing eyeglasses, hearing aid, or other necessary aids or equipment
- Has an untreated need for glasses, dental care, or other medical attention
- Stays at school or other activities outside of expected hours
- Is inappropriately left unsupervised
- Abuses alcohol or drugs

Signs of Child Emotional Abuse

Signs of emotional abuse may include:

- Low self-esteem
- Self-denigration
- Severe depression
- Unusual level of aggression
- Severe anxiety
- Extreme withdrawal
- Failure to learn

Chapter 7: Additional Resources

For additional information on signs of abuse, see the resources below:

Child Welfare Information Gateway. (June 2007.) Recognizing Child Abuse and Neglect: Signs and Symptoms. *Child Welfare Information Gateway*. Retrieved January 2020 from <https://www.childwelfare.gov/pubPDFs/signs.pdf>.

Tchividjian, B. and Berkovits, S.M. (2017). *The Child Safeguarding Policy Guide*. Greensboro, NC: New Growth Press, p. 29-34.

Wisconsin Department of Children and Families. (2018). Signs of Abuse and Neglect. *Wisconsin Department of Children and Families*. Retrieved from: <https://dcf.wisconsin.gov/cps/signs>.

Appendix A. A Letter from Leadership Team

Dear Friends,

Victory of the Lamb, like other voluntary, religious, educational, and social service organizations, is concerned with difficult and sensitive issues relating to personal ethics and sexual misconduct, especially as these relate to children for whom we are responsible. Churches are by nature trusting institutions, which have traditionally accepted the services of anyone expressing an interest in working as a volunteer with children.

While asking sensitive questions of potential youth workers, teachers or anyone closely involved with our children can be seen as distasteful and offensive, not doing so can make a church extremely susceptible to incidents of child abuse or molestation. A single incident involving a child or an adult devastates the individuals involved, and can do the same to the entire church community.

Because Victory of the Lamb is concerned for the welfare of all its members, beginning with the youngest infant, we have worked to create a “Child Protection Policy”, a document through which we seek to take effective steps designed to reduce the likelihood of abuse in our church. The goal of this Policy is to assure our church is a safe place for children, youth, and all of our members and guests.

To that end, a Child Protection Policy has recently been adopted by our Congregation. All adults participating in programs involving significant contact with children will be asked to read the policy and to sign a statement indicating they have done so. We see this as a proactive approach toward protecting our children and the adults that generously give of their time to work with the children, and not as a response to any incident. I encourage you to speak with anyone on our Leadership Team if you have questions or comments about the Policy. We continue to seek our Lord’s Spirit and guidance as our life together as a caring and responsible community of faith continues to deepen in the months and years ahead.

In Christ,



Jeff Guenther
Leadership Team President
Victory of the Lamb

Appendix B. Child Protection Policy Acceptance Statement

Please read the copy of the *Victory of the Lamb Lutheran Church Child Protection Policy* provided to you. Please sign below to indicate that you have read and understood the policy and agree to comply with the policy and procedures outlined therein when working with children.

I, (print name) _____, accept the responsibility to nurture the Christian faith and well-being of the children of Victory of the Lamb Lutheran Church and to care for them as Christ cares for me. Jesus said, "Whoever welcomes a child, welcomes me." (Matthew 18:5). Children are our present and our future, our hope, our teachers, our inspiration. They are full participants in the life of the church and in the realm of God. Jesus also said, "If any of you put a stumbling block before one of these little ones, it would be better for you if a great millstone were fastened around your neck and you were drowned in the depth of the sea." (Matthew 18:6).

I have read and understood the Victory of the Lamb Lutheran Church Child Protection Policy and accept it. I promise to exhibit appropriate behavior and conduct when working with children. I hereby affirm that I have not resigned from or been terminated from a position for reasons relating to abuse or misconduct, as defined in the Policy statement. I further affirm that I am not a registered sex offender nor do I have any pending or resolved cases with the civil authorities concerning the welfare of children. I affirm that I will not use my position of trust in the church to abuse or harm any child.

I HAVE READ and UNDERSTAND and AGREE TO ABIDE BY the Child Protection Policy of Victory of the Lamb Lutheran Church.

Signature

Printed Name

Date of Signature

Appendix C. Report of Suspected Abuse

Directions: This document is to be completed in the case of suspected abuse of a child by a staff member or volunteer at Victory of the Lamb. To the best of your ability, please complete the following document.

Reporter Details

Name of adult observing or receiving disclosure of abuse or suspected abuse:

Date and time disclosure was given or abuse was observed:

Place disclosure was given or abuse was observed:

Brief Notes on Incident(s)

Victim's name: _____

Victim's age: _____ Victim's date of birth: _____

Date of initial conversation with victim: _____

Time of initial conversation with victim: _____

Place of initial conversation with victim: _____

Victim's statements (attach additional sheets as needed):

Name of accused: _____

Position and status (paid staff, volunteer, or other) of person accused of abuse:

Date/time/place of initial conversation: _____

Notes of conversation (please attach additional sheets as needed):

Result of Information Gathering

Asked to step down from activities with children at Victory of the Lamb

Suspension date/time: _____

Notes of suspension:

Information reported to police and/or other appropriate authorities

Asked to continue activities with children at Victory of the Lamb.

Name: _____

Signature: _____

Date: _____

Appendix D. Confidential Notice of Concern

Directions: This document is to be completed in the case of suspected abuse of a child of a child at Victory of the Lamb for situations that occur outside of church events. To the best of your ability, please complete the following document. You may opt to complete this form anonymously.

Individual(s) of Concern: _____

Date of occurrence: _____ Time of occurrence: _____

Type of Concern:

- Inappropriate behavior with a child or youth
- Policy violation with a child or youth
- Possible risk of abuse
- Other concern: (please describe below)

When answering the questions below, please attach additional sheets as needed.

Describe the situation: What happened, where it happened, when it happened, who was involved, who was present, who was notified?

If reported to the local or state police, what was their recommendation about investigating?

Has this situation ever occurred previously? YES NO

Is so, what action was taken? How was the situation handled, who was involved, who was questioned, were police called?

What is the follow-up plan?

Does anyone else need to be notified?

Will the situation need monitoring?

Would you like someone to call you to discuss this situation? YES NO

If willing, please include the following information:

Submitted by: *(Please print)* _____

Telephone number: _____

Date: _____

Signature: _____

FOR OFFICIAL USE ONLY

Reviewed by: _____

Date: _____

Appendix E. Event/Trip Adult Expectations and Information Letter

Thanks for volunteering your time and energy to the Victory of the Lamb Lutheran Church youth ministries. If you have any questions about the event you are attending, please ask so we can clarify. We will provide as much information about the event as is available through emails and conversation.

One of the main purposes of youth events is to provide an opportunity for caring adults to connect with youth and to build relationships that will last beyond the end of the event. You will be asked to be more than a “chaperone” who sits on the sidelines; we are looking for “shepherds”--adults who will open up and walk alongside the youth throughout your time together. As you open yourself and fully participate, you may find yourself gaining as much from this experience as the youth.

According to our Child Protection Policy, no adult will be alone with a youth of any age, and inappropriate behavior will be reported to leadership and/or necessary authorities.

It is our goal to honor and protect all of God's children and youth as our Savior Jesus taught us.