

Glenwood Lutheran Church Child and Youth Safety Policy

The Glenwood Lutheran Church child and youth safety committee shall be comprised of: the President of the Glenwood Lutheran Church Council, the Christian Education Director, an attorney, the lead pastor and the associate pastor shall comprise an administrative body referred to as "The Child and Youth Safety Committee" [herein after "Committee"]. The Committee's purpose shall be to guide GLC in creating and enforcing policies, procedures, and practices concerning the safety of our child/youth when in the care of paid or volunteer workers at GLC. The Committee is empowered to select members and adopt rules as is appropriate to execute the purposes expressed in this Policy. The attorney shall be selected by the lead pastor. The Glenwood Lutheran Church Council will confirm this Committee and its members.

Mission Statement

At Glenwood Lutheran Church (GLC), it is in the best interest to enact policies, procedures and practices to protect our youngest members physical, mental and emotional wellbeing. GLC and its governing bodies are implementing protocols for all volunteers and paid staff that interact with children and youth.

General Policies and Guidelines

- All paid staff and volunteer applicants will be subject to a background check.
- Any individual, before working with children or youth, must provide at least 2 references, including their previous pastor indicating the member's good community standings for at least 1 year in the previous community. References should be checked and documented.
- All volunteer and staff team members will complete required training on abuse prevention topics including how offenders operate, how to recognize warning signs, when and how to intervene, mandated reporting requirements, and how to manage high-risk situations. The preferred delivery will be online with a timeframe to complete by. We will work with individuals on a case by case basis if another training platform is needed.
- Volunteers and paid staff must submit a completed application form at the start of their service and in January of every calendar year ending with "5" or "0" throughout their service. In addition, each must complete annual training as defined by the committee.

Policies for Working with Children/Youth

- At least two non-related adults (over age 21) will be assigned to and be present at all GLC sponsored activities involving children or youth.
- There will be at least 2 non-related adults present in any classroom at all times.
- Children participating in indoor activities in classrooms will be visible from outside the room. If a door does not have a window, the door will be left open and be gated, if necessary. Doors are never to be locked while persons are inside the room.
- A volunteer or staff may visit and observe children or youth programs at any time.
- Anytime a paid staff member or volunteer is required to be alone with a child or youth, parental or guardian permission will be obtained. If contact with parent/guardian cannot be made, another adult will be notified. Only authorized volunteers and paid staff will be allowed to chaperone overnight activities.
- Pre-school children needing to use the bathroom should be accompanied by 2 adults. The adults may enter the bathroom, if the child needs assistance or supervision, but should not enter the stall with the child unless there is an emergency. If the child need assistance or there is an emergency with any child, the stall door and bathroom door will be left open.

Response to Allegations

- All allegations of incidents involving improper touching, physical abuse, or sexual abuse of a child or youth during the course of any and all GLC sponsored activities must be **immediately** brought to the attention of the lead pastor or *Committee*. **Exception: if the alleged perpetrator is within this reporting chain, that person shall be bypassed and the report made to another individual or individuals in the reporting chain.*
- If an incident is reported, it is the responsibility of the lead pastor or other individual in the authority chain to see that proper notification is made to the following: parents/guardians, legal and social welfare authorities as mandated by MN Law (MN statute 260E.06), and insurance company.
- Individuals who do not satisfactorily pass the screening process *should* be excluded from service and/or contact with children/youth, but may be offered opportunities of other service or paid staff positions in other areas at GLC. Consideration *should* be given for pastoral guidance and counseling to assist the individual in understanding GLC's commitment to provide the highest level of protection to its children, its youth, and to its members.
- It will be the policy of Glenwood Lutheran Church to deal with all allegations of improper conduct involving children and youth with respect and dignity for all parties involved. GLC will remain unbiased and supportive to all parties involved, recognizing that incidents of abuse allegations are devastating to both the accuser and the accused. Therefore, the above policies and incident reporting will be carried out tactfully, discreetly, and without bias on the part of the reporting agent.
 - Upon learning of the allegation of sexual abuse by any employee or volunteer of GLC, the Committee shall take steps to see that the person making the allegation is provided with information concerning:
 - The process of inquiry the Committee will follow; and

- The availability/identity of counselors experienced in working with victims of abuse

- All reasonable attempts will be made to keep reports of allegations of misconduct confidential. Reporting agents will be instructed to maintain the confidentiality of all parties, to the extent allowed by law, with the following required reporting exceptions:
 - Parents/guardians
 - Legal and social welfare authorities
 - Glenwood Lutheran Church insurance and legal counsel

Glenwood Lutheran Church

Acceptance of Policy

By signing this document, I am stating that I have read and understand the Child/Youth Safety Policy of Glenwood Lutheran Church.

I further agree that I accept it and will abide by it. If incidence of child abuse of criminal activity is proved, I understand my role as volunteer and/or paid staff member will be terminated.

Signature of Staff or Volunteer

Signature of Witness

Printed Name of Staff or Volunteer

Printed Name of Witness

Date

Date