



# MODEL CHILD PROTECTION POLICY



**youth + family ministry**

DELAWARE-MARYLAND SYNOD, ELCA

## **PREFATORY STATEMENT REGARDING MODEL CHILD PROTECTION POLICY**

This sample Child Protection Policy is intended to serve as a starting point from which a congregation should develop its own Child Protection Policy applicable to its own unique circumstances. This sample policy is not to be adopted simply “as is.” When a congregation has written its own Child Protection Policy, the policy should be reviewed by its own attorney. The congregation should also make sure that its Child Protection Policy is consistent with the congregation’s Personnel Policy Manual or personnel policies.

The adoption of a Child Protection Policy does not automatically make a congregation a safer place for children, but it is a useful first step. In addition, the congregation should organize a Child Protection Policy Committee (CPPC) and charge it (or another standing committee if a CPPC is not organized) with the responsibility of implementing the Child Protection Policy. The Pastor, staff, Church Council, and members of the church should be diligent in honoring and executing the Child Protection Policy throughout the life of the church. Our children’s safety is every member’s responsibility; there is no substitute for care and vigilance.

### **Adopting the Child Protection Policy in Your Congregation**

The sample policy on the next few pages describes a way of organizing congregational programs for children and youth with safety in mind. Adopting such a policy will work best if congregational leaders learn about the benefits of child safety policy to the children, families, congregation, and community, and take steps to involve members of the congregation in planning together to implement the policy. The last step in planning is to set up a procedure to monitor the process continually so that the policy works well in the life of the congregation.

*There are three basic assumptions that congregations adopting this policy will embrace: First, that those called to serve with children and youth will demonstrate, in addition to gifts for ministry with children and youth, their fitness to serve. They do this by submitting to a background check and an interview with designated leaders. The congregation maintains and uses a current list of approved adults. Second, that during congregation-sponsored activities for children and youth two approved adults will always be present. Third, that the congregation follows a specific plan in the event that there is an allegation of child abuse or neglect.*

A congregation that is serious about adopting this safety policy should allow a period of about one year from the beginning of study to the full implementation of the policy. Here is a list of suggested steps for study and implementation.

#### **Nine to Twelve Months Before:**

- Identify the need or the lack of a policy
- Talk with your Church Pastors about the importance of having a plan/policy in place.
- Come up with a preliminary plan of what funds would be needed to start a Child Protection plan/ policy for your church.
- Meet with Treasurer or the Finance Committee to discuss if there are any funds available.
- After identifying the funds that could already be available for Child Protection Training, there may be a need to do fundraising to build the funds needed for a program.

#### **Six Months Before:**

- After you have secured the funds for the program, revisit with the pastors of your church to discuss the plan to present to the Church Council.
- Make a presentation to Church Council stating the desire to have a Child Protection Policy and training in place. Get the Church Councils blessing to move forward on the plan.
- Talk with Youth and Children’s Directors
- Present the idea to Youth and Children’s Ministry Teams with the Directors
- Recruit volunteers to serve on a Child Protection Committee/taskforce. (Volunteers could come from the Youth and Children Ministry Teams.
- Child Protection Committee should meet to discuss information and to divide tasks. (Task: looking for plans, comparing the advantages and disadvantages of internet plan: Protect My Ministry, identify who needs to have training. go to ELCA website and gather information)
- Child Protection Committee will come up with a plan of action and report back to Youth and Children Ministry Teams, and Pastors.
- Child Protection Committee will write up the plan/policy from the information that they have gathered from their research.

#### Three Months Before:

- At this time, the child Protection Committee should have a written plan/policy that the group has agreed on.
- Have a date of when the group wants to have the plan/policy in place and when it hopes to have the majority of Church members trained by. (Keep realistic expectations. Example: three months to have 90% of people trained is more realistic than saying 100%).
- Identify the person /place where the applications and certificates of training completion will be kept.
- Present plan/policy to the Pastors and ask to have the plan/policy shared with the staff of the Church.
- Present plan/policy to the staff, the Children and Youth teams.
- Attend a Church Council Meeting. (Usually have to contact the Church Council President to be put on the agenda). Have the Church Council motion to accept the Child Protection Plan/Policy for the Church.
- Report back to the staff, Children/ Youth Ministry teams about the results from the Church Council Meeting.
- Advertise! Advertise! Advertise! Tell everyone in the Church about the New Child Protection Plan/Policy. Put the information in weekly newsletters, monthly newsletters, mass emails, facebook sites, on webpage's about the New Child Protection Plan/Policy for the Church that was approved by the Church Council.
- Plan training sessions. Be prepared to answer the questions why do we need to be doing this now? Remember: Child Protection Plans/Policy protects our children but it also protects those that are working with the children.

#### One Month Before:

- Have everyone that comes in contact with children go through the training. This includes the Pastors, staff, Church Council, and volunteers. First of all this shows the importance of the plan and plus it shows that no one is exempt!
- Continue advertising the information about the Child Protection Plan/Policy.
- Conduct training sessions. These sessions should be offered at different times during the day and on different days to accommodate as many people as you can get through the door.
- If you are using an Internet training program, like Protect My Ministry, include in your advertising the link so that people can start to complete the training. This will be a busy time because there will be a large number of people that need to be trained in a short period of time. The manager of the account will need to be on top of this process so that the electronic invitations for training get out quickly.

#### Week Of:

- Continue to advertise the plan. Include the number of how many people have completed the training.
- Have a last minute training session if you still have people that need training.
- Start the New Year off knowing that all of the people that are working with your church's Children are safe, and so are your Children!
- Job Well Done! But remember that this is a continuous progress. As new people come to your church, they need to be trained and made aware of the Child Protection plan/policy.

#### Ongoing:

- Remember that a Child Protection Plan is an ongoing project. As new members come into the church, they will need to be trained and made aware of the Child Protection policy before volunteering.
- Children and Youth Ministries need to meet every six months to evaluate and discuss any revisions that need to be addressed

**Delaware - Maryland Synod  
Evangelical Lutheran Church in America**

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# **CHILD PROTECTION POLICY**

## **OF \_\_\_\_\_ LUTHERAN CHURCH**

### **A. Mission Statement Regarding This Child Protection Policy (CPP)**

In Baptism, parents and sponsors promise to help baptized children live in the covenant of Baptism and in communion with the Church. Parents and sponsors promise faithfully to bring children to the services of God's house, to teach them the Lord's Prayer, the Creed, and the Ten Commandments, to place in their hands the Holy Scriptures and to provide for their instruction in the Christian faith. The purpose of this congregation's ministry with children and youth is to support parents in fulfilling these responsibilities and to invite into participation those children and youth who have not yet been baptized. This congregation assembles weekly around Word and sacrament. This community of faith provides opportunities for children and youth to learn about Christian faith, to develop an identity as part of the Christian community, and to serve others, following the example of our Lord Jesus.

This congregation's ministry with children and youth begins by striving to provide a safe environment and to provide caring and effective leaders. In an effort to promote this safe environment, the congregation binds itself to the Child Protection Policy described in this document. To protect the safety of our children and youth employees and volunteers will be screened as to their acceptability for working with children and youth. They will be required to subscribe to our "Two Approved Adult Rule," (stated on page 7) and they will follow the guidelines set forth in this Child Protection Policy. Application forms to become an Approved Adult are located in the Appendix of this document. The Child Protection Policy Committee (CPPC) is committed to implementing and following this Child Protection Policy.

### **B. Definitions**

#### **Section I - Child Protective Services Definitions**

According to Delaware - Maryland Child Protective Services, child abuse includes any of the following:

- Physical injury *not necessarily visible* of a child under circumstances that indicate that a child's health or welfare is harmed or at substantial risk of being harmed.
- The failure to give proper care and attention to a child including leaving a child unattended where the child's health or welfare is harmed or a child is placed in substantial risk of harm.
- An act or acts involving sexual molestation or exploitation whether physical injuries are sustained or not.
- Identifiable and substantial impairment of a child's mental or physiological ability to function.
- Finding credible evidence that has not been satisfactorily refuted that physical abuse, neglect or sexual abuse occurred.

The definition of child sexual abuse or exploitation is:

*"The employment, use, persuasion, inducement, enticement or coercion of any child to engage in any sexually explicit conduct or any simulation of any sexually explicit conduct for the purpose of producing any visual depiction, including photographing, videotaping, computer, depicting or filming, of any sexually explicit conduct or the rape, sexual assault, involuntary deviate sexual intercourse, aggravated indecent assault, molestation, incest, indecent exposure, prostitution, statutory sexual assault, or other form of sexual exploitation of children."*

"Sexual abuse" refers to any interaction between a child and an adult when the child is being used for the sexual stimulation of the adult or of a third person. The behavior may or may not involve touching.

Sexual abuse and harassment can include the following:

- Verbal sexual suggestions, innuendoes, or jokes
- Leering or ogling
- Intrusive touching, including pats, squeezes, hugs, pinches, kissing, brushing against someone's body
- The use of pornography
- Sexual assault or attempted sexual assault

## Section II - Child Protection Policy Definitions

An **Approved Adult** is anyone over 18 years of age who has satisfied all the requirements of the Child Protection Policy and the application procedure for Approved Adults. An Approved Adult can be a volunteer or an employee of the congregation. Approved Adults include:

- Sunday school teachers
- Vacation Bible school teachers
- Children's leaders
- Mentors
- Children's choir directors
- Other adults who have satisfied all the requirements of Approved Adults, such as nursery volunteers

A **child** (or youth) is any person considered a minor under the laws of Delaware - Maryland, that is, a person who is under 18 years of age. A person who is incompetent is considered to be a child under this Policy irrespective of his/her age.

A **pastor** refers to the regularly called, ordained rostered leader to that congregation. In the absence of a called pastor, the Congregation Council shall appoint another called/hired staff person as the main point of contact until a called pastor assumes his/her duties in the congregation. The pastor may also appoint such a staff person to serve in their place as preferred.

**Social media** is forms of electronic communication (as Web sites for social networking and micro blogging) through which users create online communities to share information. Ideas, personal messages, and other content (as videos)

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

A **youth volunteer** is anyone who provides services for the church and who receives no compensation in the form of salary, wages, or benefits, and is under 18 years of age. Such a person should work under the supervision of two approved adults.

### C. Approved Adult Criteria

Approved Adults have:

- provided positive personal references;
- had experience working with children, or demonstrated ability to learn, and are called by God to do his work;
- participated in church activities and maintained an active church membership in this congregation for six months or more; and completed successfully the application and Personal Interview, which did not reveal information of concern to the interviewer(s).

Failure to comply with the process or above criteria is grounds for disapproval.

### D. Application Process to Becoming an Approved Adult

This congregation requires that adults complete the following application process in order to become an Approved Adult.

1. Complete the Approved Adult application form (see Appendix A).
2. Give church officials the written authorization to obtain a "DE-MD State Police Criminal Record Check" and "DE-MD Child Abuse History Clearance" from law enforcement agencies (see Appendix A) or other criminal background check as deemed appropriate by the congregation. New background checks are required for all applicants. Previous checks from other sources are not valid for this process.
3. Have maintained an active membership in the congregation for the past six months and continue to be an active member after being accepted as an Approved Adult.

4. Be prepared to act in a volunteer capacity working with the children and youth of the congregation when called upon.
5. Attend a congregation-authorized training session.
6. Sign a Child Protection Covenant acknowledging that the applicant has read and understood the Child Protection Policy and agrees to comply with it.
7. Attend a Personal Interview with the Pastor and /or person(s) designated by the Pastor. This interview will include a standard inquiry about whether at any time in the past the applicant has abused or has been accused of abusing or physically neglecting children or youth or whether the applicant, himself or herself, was ever a victim of child abuse.

Applications and related papers will be locked in a confidential file under the jurisdiction of the Pastor.

## **E. Forms**

All forms necessary for becoming an Approved Adult in a paid or non-paid capacity, as well as permission slips for events not held at the church and incident reports are located in Appendix A. A brief description of each form follows.

### **1. Approved Adult Application**

To be completed by all church members desiring to become an Approved Adult. Completed forms should be returned marked "Confidential" in a sealed envelope to the AP or CPPC Chair.

### **2. Child Protection Covenant**

To be signed by all church members desiring to become an Approved Adult and returned with the application, in a sealed envelope marked "Confidential" to the AP or CPPC Chair.

This covenant is an outline of those obligations of an Approved Adult representing the congregation on any social networking site such as Facebook, YouTube, Twitter, or similar sites. All approved adults agree to comply with using their own name on all Social Networks, and to understand that at all times that they are to represent the congregation's ministry and ensure that their postings will be appropriate to the mission. All confidential and sensitive information will be kept private and will not be posted. Should any Approved Adult have a concern about the proper nature of a posting, they agree to consult with their supervisor and/or leadership before posting.

### **3. Request for "DE / MD State Police Criminal Record Check" and "DE / MD Child Abuse Clearance Form"**

To be completed by all church members desiring to become an Approved Adult. Completed forms should be returned in a sealed envelope marked "Confidential" to the AP or CPPC Chair. Results of the "Delaware - Maryland Child Abuse History Clearance" background checks will be mailed to the applicant's home address.

### **4. Personal Interview Form**

To be completed by the Pastor during the Personal Interview of the church member desiring to become an Approved Adult. This form is signed by the applicant and the Pastor and placed in the applicant's file following the interview.

### **5. Permission Slip**

Permission slips are to be completed by the parent or guardian of the child and returned to the appropriate Approved Adult sponsoring the event.

### **6. Incident Report Form**

Used to report suspected incidents of alleged misconduct to the proper authorities.

## **F. Appropriate Behavioral Guidelines**

To ensure that a nurturing Christian environment for children and youth is maintained within the congregation, to protect children and youth who participate in activities sponsored by the church from sexual and/or physical abuse, and to protect the congregation's members from false allegations of abuse, the congregation has adopted the following policy:

**1. Child Abuse Prohibited:** Those who accept the special responsibility of working with the congregation's children and youth shall not violate that responsibility by causing physical injury, which is non-accidental; mental injury, which is non-accidental; sexual abuse or serious physical neglect of children.

**2. Sexual Abuse Prohibited:** Those who accept the special responsibility of working with the congregation's children shall not violate that responsibility by having any interaction with a child where the child is being used for sexual stimulation of the adult or a third person. The behavior may or may not involve touching.

**3. Two Approved Adult Rule:** Two Approved Adults should be present during any children's church activity. Where possible, doors should be left open or a window should allow easy observation of the room.

**4. Empty Room Policy:** After an activity, check rooms to ensure that all participants have vacated the room and that the door is locked. This will prevent situations where abuse might occur.

**5. Building Supervision:** Children should not be left unsupervised in a room or in moving throughout the building or the church property.

**6. Expressions of Affection:** True expressions of affection toward children can be a manifestation of Christ's love for all of us. A kind word of encouragement to a child or a pat on the back can be a small but significant act for both the adult and the child. That being said, adults must use caution and common sense when physically expressing affection toward children.

- Respect a child's refusal of affection.
- Never make a child feel uncomfortable.
- Be aware of appropriate hand placement. A child or an observer could misinterpret a pat on the bottom or a bear hug.
- Note that a body-to-body embrace, a touch on private areas (those areas covered by a bathing suit), or any type of kiss is inappropriate.

**7. Social Media – Best Practices for Online Presence:** We live in a digital age, and many of the young people and their parents with whom we work have a presence in online communities (Facebook, Twitter, Google Plus, Tumbler, etc...). We encourage our team to also be present on these communities. However, it is equally important to remember that the pages and materials that we post to those pages are viewed by our young people and need to be consistent with the ministry we do with them. Our pages should not have inappropriate postings, photos, etc... on them.

We also will occasionally come across content on social networking sites that the young people and/or volunteers in our programs post that might be considered inappropriate. If we do, and if in our judgment it will jeopardize the relational ministry we might do with that young person, it is our best practice to contact them about the appropriateness of that posting.

It is also important to note that with regard to information posted or sent online, our general practices on confidentiality apply. Our best practice for an adult presence on Social Media is to not friend request a young person, but upon accepting a friend request from a young person, they will abide by the guidelines stated above.

Relationships with young people, whether hosted with Social Media or not, are precious and therefore should be handled in the same appropriate manner.

**8. Permission Slips:** Children and youth must have permission to participate in any overnight activity or any activity that takes place away from church grounds. That permission must be in writing, signed by a parent or guardian. It must identify the activity in which the child and youth will be participating. The Permission slips will list Approved Adults who will serve as chaperons. (See Appendix A.)

The Pastor and/or person(s) designated by the Pastor may waive the requirement for permission slips where a permission slip serves no useful purpose (for example when a child is accompanied by his or her parent or guardian to the activity).

**9. Overnight Rule:** Additional adult chaperons who are not Approved Adults must have a "DE - MD State Police Criminal Record Check" and the "Delaware - Maryland Child Abuse History Clearance" on file before participating in overnight activities. Overnight activities involving children shall be chaperoned by at least two Approved Adults. If the event involves children of both genders, then there should be at least one Approved Adult of each gender.



**10. Transportation of Children:** When children and youth are transported for church activities they shall be transported in groups with at least one Approved Adult in each vehicle.

**11. Personal Vehicle Transportation.** To transport children in a personal vehicle, the driver must be 18 years of age or older.

## **G. Reporting Suspected Child Abuse**

An employee or a volunteer of any age or an Approved Adult who witnesses or has reasonable cause to suspect that a child involved in a childcare program or activity has been abused by anyone (including the child's family, guardians, an Approved Adult, or volunteer) must report such knowledge or reasonable suspicions by calling the Maryland/Delaware Department of Public Welfare (DPW) Childline and Abuse Registry within 24 hours as required by law. Reporting should be done in consultation with the Pastor and/or the persons designated by the Pastor. The Pastor and/or chairperson of the CPPC may not make an independent determination of whether to forward the report of suspected child abuse. The Pastor and/or chairperson of the CPPC must forward the report of suspected child abuse to the Childline and Abuse Registry and shall notify the person who made the report as to the date the report was forwarded to the Childline and Abuse Registry. The employee, volunteer, or Approved Adult in his or her discretion may also report such knowledge or reasonable suspicions directly to the Childline and Abuse Registry. The congregation will cooperate fully with government authorities investigating allegations of abuse. The initiative for investigating alleged abuse resides with the Department of Public Welfare (DPW) and should not be carried out by the congregation.

The Pastor should forward the report of child abuse to the president of Congregation Council and the chairperson of the CPPC.

All allegations of child abuse or serious physical neglect will be taken seriously by the pastor(s), Congregation Council, and the CPPC committee. All reporting steps taken will be documented, including a log of phone calls, personal visits, and written reports. Whenever possible there should be at least the Pastor and a Congregation Council president involved so that there can be verification of the reporting activity. If the Pastor and Congregation Council president are unavailable to report to the Childline and Abuse Registry, then the person who witnessed the abuse or reasonably suspects child abuse has occurred should report the suspected abuse by calling the Childline and Abuse Registry (800-932-0313). Thereafter, the person also should promptly notify the Pastor of his or her report to the Childline and Abuse Registry. The Pastor and/or the Congregation Council president shall notify the Office of the Synodical Bishop immediately about any report to the Childline and Abuse Registry about suspected child abuse.

## **H. Response to the Reporting of Suspected Child Abuse**

1. The Pastor or Congregation Council president will notify parents or the persons suspected of the abuse. The phone call or visit will be documented.
2. The Pastor or Congregation Council president who reported the alleged child abuse to Childline will provide to the Congregation Council a written report and all the steps taken afterwards.
3. The Pastor or Congregation Council president will notify the congregation's insurance broker and/or carrier when the reporting procedures have been initiated. The phone call or written report will be documented. If the original notice is by phone, a letter memorializing that report will also be sent to the insurance broker and/or carrier.
4. The Pastor or Congregation Council president will determine whether the congregation should engage legal counsel in consultation with the insurance carrier.
5. The Pastor or Congregation Council president will authorize the Pastor or one of the Council members to act as the official spokesperson for the congregation. Only the authorized person or persons can speak for the congregation to the news media, government agencies, attorneys, or others.
6. All other steps taken to respond to an allegation of child abuse or neglect will be approved in advance by the Pastor or Congregation Council president and will as far as possible be documented by them.
7. All communications within the congregation regarding the report of suspected child abuse shall attempt to protect the dignity and privacy of those persons affected by the report including the alleged child victim and the person suspected of child abuse while at the same time ensuring that persons in responsibility and law enforcement authorities remain fully informed.

There are times when allegations of abuse prove to be unsubstantiated and without merit. The Pastor or Congregation Council president should work to insure the confidentiality of the allegations and take measures to protect the reputation and standing of the individual in the life of the church and the community.

## **I. Confidentiality**

Church leadership must respect the confidentiality of information which they have acquired in the course of abuse accusation and investigations. Therefore, the Pastor, Council President, and lay volunteers in the church should:

- Discuss the nature of confidentiality and its limitations at the beginning of volunteer opportunities, with assurance that confidentiality will be respected.
- Disclose confidential information only for compelling professional reasons or as required by law.
- Exercise great care to limit the content of shared information when disclosure is necessary.
- Safeguard the confidentiality of information maintained in notes and files or by electronic means.

## **J. The Child Protection Policy Committee**

The CPPC shall consist of six members, with two year staggered terms, plus the Pastor and Congregation Council president. The Pastor and Congregation Council president will appoint members with the approval of the Congregation Council. The CPPC chair shall be elected by the committee or appointed under the care of the Pastor.

## **K. The Responsibilities of the Child Protection Policy Committee**

1. Review and make recommendations to the congregation for revising congregation policy regarding the safety of our children.
2. Provide training for all staff and volunteers working with the children regarding child abuse (physical and sexual) and congregation policy. Training should be presented prior to work with children.
3. Accept all applications of church members desiring to become an Approved Adult.
4. Delegate to the chair of the CPPC and the Pastor the task of reviewing all applications.
5. Obtain a "Maryland/Delaware State Police Criminal Record Check" and a "Delaware/Maryland Child Abuse History Clearance" for all applicants.
6. Submit a list of qualified candidates for Personal Interviews. Standard Personal Interview forms will be completed by the interviewer and will be included in the personnel file for each candidate.
7. Monitor Approved Adults to ensure that policies are being followed.
8. Keep a file of all permission slips, which will be stored in the congregation office. Permission slips will be kept for three years following the event. If an incident of abuse is reported relating to an event, the permission slips for that event will be maintained indefinitely.
9. Keep Congregation Council apprised of all activities of the committee.
10. Submit periodic educational statements regarding the activities of the committee for publication in the church newsletter. Have a posted list of Approved Adults as a reference.
11. Determine appropriate disciplinary action or disqualification in response to a violation or violations of the Child Protection Policy.

## **L. Creating a Safe Church Environment**

In addition to creating a church where Approved Adults are trained to keep children safe from abuse, the church should be a place which is safe and hospitable for children of all ages throughout the facility. Among the many areas to consider, the following are suggestions of ways to create a safe and healthy church environment:

- Toys and books for younger children, whether in nursery or Sunday school classrooms or in activity bags for use during worship, should be safe, clean, and age appropriate.
- Cleaning supplies and other harmful chemicals should be kept in higher cabinets which are secured with child-proof latches. Similarly, rooms which can be unsafe for children, such as workrooms, basements, cleaning closets, boiler/HVAC rooms, and balconies should be kept locked at all times.
- Playgrounds, roadside property, and other outside gathering areas should be fenced-in.
- Electrical outlets should be properly child-proofed.
- Care should be taken when making decisions about furniture and accessories throughout the building.

## **M. Violations of Child Protection Policy**

Persons who admit to or plead guilty to or are convicted in a court of law of any form of physical or sexual abuse of a child will be immediately, permanently, and completely disqualified by the CPPC committee from working with children in the congregation. Persons who admit to the CPPC committee any type of physical or sexual abuse of a child but who have not appeared in a court of law will be disqualified from working with children in the congregation. The CPPC committee and Congregation Council shall disqualify any person from working with children in the congregation while allegations of sexual or physical abuse are being investigated. The CPPC committee can temporarily or permanently disqualify any person(s) from working with children as the committee deems appropriate. Alleged violations of the policy, other than abuse, shall be immediately reported to the CPPC Committee chair who will report it to the Pastor and the president of Congregation Council, if deemed appropriate. The alleged violations of the policy will be investigated by the CPPC committee that shall meet with the person(s) involved. If the person(s) is found to be in violation of the policy the CPPC committee will determine what disqualification or disciplinary action, if any, is necessary. The CPPC committee can temporarily or permanently disqualify any person(s) from working with children as the committee deems appropriate.

## Appendix A

### Resources

ChildLine and Abuse Registry: 1-800-932-0313

Department of Public Welfare/Child Protective Services: Child Abuse Neglect  
Delaware- [www.kids.delaware.gov](http://www.kids.delaware.gov) Maryland - [www.dhr.state.md.us](http://www.dhr.state.md.us)

Maryland/Delaware Megan's Law: [www.megans-law.net](http://www.megans-law.net)

ELCA Legal Counsel: <http://www.elca.org/legal/riskmanagement.html>

The Reducing the Risk II kit is an educational and training kit available to buy from [www.reducingtherisk.com](http://www.reducingtherisk.com)  
(telephone 1-800-222-1840) at \$49.95.

To conduct a Delaware or Maryland background check through the Criminal Justice System: [www.publicrecodrs.com](http://www.publicrecodrs.com)

For information about private companies that perform national background checks, visit  
<http://www.elca.org/legal/congregations/staffVolunteers.html>

For a completely online resource: [www.protectmyministry.com](http://www.protectmyministry.com)

Social Media Resource: <http://www.elca.org/Who-We-Are/Our-Three-Expressions/Churchwide-Organization/Communication-Services/Resources/Web-Ministry/Social-Media.aspx>

[Insert Congregation Name Here]  
[Insert Congregation Address Here]  
[Insert Congregation Phone Number Here]

## Application to Become an Approved Adult

This application is a mandatory part of a process to assist the congregation in providing a safe, nurturing Christian environment for our children. Persons responsible for the supervision and care of our children are in a special position of trust and confidence. Therefore, all adults (18 years of age or older) seeking to work with the children of [insert congregation name here] [the “Congregation”] must complete this application.

### PERSONAL INFORMATION

Please attach photographic identification, e.g. copy of driver’s license

- (1) Name \_\_\_\_\_ (2) Date of Application \_\_\_\_\_  
(3) SSN \_\_\_\_\_ (4) Driver’s License (State) \_\_\_\_\_  
(5) Current Residence and Mailing Address \_\_\_\_\_  
(6) Tel (home) \_\_\_\_\_ (7) Tel(work) \_\_\_\_\_ (8) Cell Phone \_\_\_\_\_  
(9) E-mail Address \_\_\_\_\_  
(10) Permanent addresses you have maintained during the last five years, beginning with the most recent.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(11) Are you 18 years of age or older? Yes No

**Before you answer questions 12 through 18 on this application, please read the page attached to this application on which appear definitions of child abuse and child sexual abuse or exploitation. In the questions below, the words “abuse,” “abusing a child” or “child abuse” are intended to include the conduct described in the definitions of child abuse and child sexual abuse or exploitation.**

(12) Is there any reason why you should not work with children? Yes No  
If yes, please explain.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(13) Have you ever abused a child (a person less than 18 years of age?) Yes No  
If yes, please explain.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(14) Have you ever been accused of abusing a child? Yes No  
If yes, please explain.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(15) Have you ever been involved in a child abuse investigation as a witness, alleged victim, or alleged abuser?

Yes No

If yes, please explain.

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(16) Were you ever abused as a child? Yes No

If yes, please explain

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(17) Was the abuse reported? Yes No

If yes, please explain

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(18) Have you ever been arrested for or convicted of or plead guilty to a criminal offense against a person?

Yes No

If yes, please explain

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## **CHURCH OR CHILD-RELATED WORK**

(19) Name and address of church (if any) of which you are now a member, if other than the congregation.

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(20) Names and addresses of all churches you have attended on a regular basis at any time during the last five years.

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(21) Describe any church work you may have done with children at any time during the last five years. Include the church's name, address, dates of participation, and the names of persons that would know about your work.

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(22) Describe any non-church related work you may have done with children at any time during the last five years. Include the organization's name, address, dates of participation, and the names of persons that would know about your work.

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(23) List your talents, training, education, etc, that might help enrich the lives of our children. Describe the type of work you prefer.

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**SOCIAL MEDIA**

(24) Do you actively participate in any level of Social Media? ( Facebook, Twitter, Google Plus, Tumbler, ect.)  
Yes No

If so, what applications do you access? \_\_\_\_\_  
\_\_\_\_\_

What is your screen name? \_\_\_\_\_

**PERSONAL REFERENCES**

(24) Give the name, address, and phone number of two persons, not relatives, who have known you for at least five years.

(1) \_\_\_\_\_  
(2) \_\_\_\_\_

I agree that the information contained in this application is correct to the best of my knowledge.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

**APPLICANT'S PERMISSION FOR THE DISCLOSURE OF INFORMATION ABOUT THE APPLICANT AND APPLICANT'S RELEASE OF ALL CLAIMS AGAINST PERSONS OR ENTITIES THAT DISCLOSE INFORMATION OR GIVE OPINIONS ABOUT THE APPLICANT**

I understand and agree that the congregation may contact the churches and references identified above and others who may be identified by those listed above. I authorize these references or churches or others to give you any information (including opinions) that they may have regarding my character and fitness for work with children. I also understand and agree that law enforcement authorities or any other person or entity with access to records of criminal arrests or convictions may be contacted during the consideration of this application. I authorize these law enforcement authorities or any other person or entity to provide information regarding criminal arrests or convictions. In consideration of the receipt and evaluation of this application by the congregation, I hereby release the congregation and any individual, church, youth organization, employer, reference, or any other person or entity, including record custodians, both collectively and individually, from any and all liability for damages of whatever kind or nature which may at any time result to me, my heirs, or family, on account of any person's or entities disclosure of information about me or the expression of an opinion about me.

I further state that I have carefully read the foregoing release and understand its content. I am signing this release freely and voluntarily.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Definitions**

**According to Delaware - Maryland Child Protective Services, child abuse includes any of the following:**

- Physical injury *not necessarily visible* of a child under circumstances that indicate that a child's health or welfare is harmed or at substantial risk of being harmed.
- The failure to give proper care and attention to a child including leaving a child unattended where the child's health or welfare is harmed or a child is placed in substantial risk of harm.
- An act or acts involving sexual molestation or exploitation whether physical injuries are sustained or not.
- Identifiable and substantial impairment of a child's mental or psychological ability to function.
- Finding credible evidence that has not been satisfactorily refuted that physical abuse, neglect or sexual abuse occurred.

**The definition of child sexual abuse or exploitation is:**

*"The employment, use, persuasion, inducement, enticement or coercion of any child to engage in any sexually explicit conduct or any simulation of any sexually explicit conduct for the purpose of producing any visual depiction, including photographing, videotaping, computer, depicting or filming, of any sexually explicit conduct or the rape, sexual assault, involuntary deviate sexual intercourse, aggravated indecent assault, molestation, incest, indecent exposure, prostitution, statutory sexual assault, or other form of sexual exploitation of children."*

"Sexual abuse" refers to any interaction between a child and an adult when the child is being used for the sexual stimulation of the adult or of a third person. The behavior may or may not involve touching.

Sexual abuse and harassment can include the following:

- Verbal sexual suggestions, innuendoes, or jokes
- Leering or ogling
- Intrusive touching, including pats, squeezes, hugs, pinches, kissing, brushing against someone's body
- The use of pornography
- Sexual assault or attempted sexual assault



## **Child Protection Covenant**

I accept the responsibility to nurture the Christian faith and wellbeing of the children and youth of **[Insert Congregation Name Here]**, and to care for them as Christ cares for me.

*“I ... will tend the flock of God that is in my charge... willingly, as God would have me do it...” --I Peter 5:2*

**When I** am representing the congregation on any social networking site such as Facebook, YouTube, Twitter, or similar sites, I understand and agree to comply with the following:

**I** will use my own name;

**I** understand I represent the congregation’s ministry and my postings will be appropriate to the mission;

**I** will keep all confidential and sensitive information private and will not post such information;

**I** have read the congregation’s policies on use of the internet and social media; and if

**I** have a question, uncertainty or concern about the proper nature of a posting, I will consult with my supervisor and/or leadership before posting.

**I** have read and understand and agree to abide by the Child Protection Policy of **[Insert Congregation Name Here]**.

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature of Witness*

\_\_\_\_\_  
*Date*

# CONSENT FOR RELEASE OF INFORMATION/BACKGROUND CLEARANCE REQUEST

**INSTRUCTIONS**

1. Type or print legibly in ink. **INCOMPLETE FORMS WILL BE RETURNED.**
2. Submit a separate form for each individual whose name is to be searched.
3. Provide proof of identify and sign Part III in the presence of a Notary Public.
4. This form must be notarized.
5. Return the completed form to either:  
 Local Department of Social Services in the area where you reside  
*or*  
 Department of Human Resources  
 In-Home Services  
 Social Services Administration  
 311 W. Saratoga Street, Room 553  
 Baltimore, MD 21201

**Part I: PURPOSE OF SEARCH:** *(Complete below and the person that this search pertains to must sign the form on the reverse in part III.)*

**A. RELEASE TO SELF:**

1. To determine if I have been found responsible for indicated or unsubstantiated disposition for a child abuse or neglect investigation.

2. To determine if I have any remaining appeal rights

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**B. RELEASE TO AN AGENCY/INDIVIDUAL RELATED TO:**

<input type="checkbox"/> Foster Parent	<input type="checkbox"/> School Personnel	<input type="checkbox"/> Day Care Center
<input type="checkbox"/> Kinship Care Provider	<input type="checkbox"/> Institutional Employee	<input type="checkbox"/> Family Day Care Provider
<input type="checkbox"/> Adoptive Parent	<input type="checkbox"/> CASA	<input type="checkbox"/> Other Employment (Explain _____)
<input type="checkbox"/> Custody Evaluation	<input type="checkbox"/> Volunteer	<input type="checkbox"/> Other (Explain _____)

1. Requesting Agency Or Individual Name	2. Name Of Agency Representative			
3. Address	City	State	Zip	Telephone

**C. RELEASE OF SUMMARY OF AGENCY FINDING:**  
 I am aware that I have an indicated disposition following a child abuse or neglect investigation and I authorize the agency to release a summary to the individual/agency identified in part I as to why I was found responsible.

**Part II: TO BE COMPLETED IN FULL, BY INDIVIDUAL WHOSE NAME IS BEING SEARCHED**

<b>1. IDENTIFYING INFORMATION:</b>	Last Name	First	Full Middle	Maiden/Birth Name
	Social Security #	Race	Sex	Birthdate
<b>2. CURRENT ADDRESS</b>	City		State	Zip
<b>3. PRIOR ADDRESS(S) AND DATE(S) <i>(Within The Past 7 Years)</i></b>	City		State	Zip
	City		State	Zip
<b>4. CURRENT SPOUSE</b>	Last, First, Full Middle		Race	Sex
	Last, First, Full Middle		Race	Sex
<b>6. FULL NAMES OF ALL CHILDREN LIVING WITH YOU <i>(Also include adult children not living with you. Attach additional paper if needed)</i></b>	Last, First, Full Middle		Race	Sex
	Last, First, Full Middle		Race	Sex
	Last, First, Full Middle		Race	Sex
	Last, First, Full Middle		Race	Sex

Pursuant to Maryland Code of Regulation Section 07.02.07.19, pertaining to the confidentiality of Child Protective Services records and reports, I hereby authorize the Maryland Department of Human Resources (DHR):

1. To notify \_\_\_\_\_ (self, agency, or individual listed in part I) as to whether a local department of social services has identified me as responsible for "indicated" child abuse or neglect in any record maintained by the Maryland DHR, any Local Department of Social Services, and Child Protective Services.

2. To release a summary of the indicated finding to \_\_\_\_\_ (self, agency, or individual listed in part I).

**SIGNATURE:** This form must sign in the presence of a Notary Public by the person named in part II.

DATE: \_\_\_\_\_

**Part IV. CERTIFICATE OF ACKNOWLEDGEMENT OF INDIVIDUAL BEFORE A NOTARY PUBLIC**

City/County of: \_\_\_\_\_ State of: \_\_\_\_\_

Acknowledged before me this \_\_\_\_\_ Day of \_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_  
Notary Public

My Commission expires: \_\_\_\_\_

**Part V. BACKGROUND CLEARANCE FINDINGS (for Local Department or DHR use only)**

- 1. We are unable to determine at this time if the individual for whom a search has been requested has a CPS finding. Form returned to requesting agency. Date \_\_\_\_\_
- 2. Sent to DHR or Local Department of Social Services: Name \_\_\_\_\_  
Date \_\_\_\_\_  
Date returned from Local Department \_\_\_\_\_
- 3. Based on information provided by Local Departments of Social Services, we have determined that \_\_\_\_\_ is listed in the Central Registry as being responsible for an  Indicated/  Unsubstantiated disposition of  Abuse /  Neglect in reference to an investigation conducted in \_\_\_\_\_ Child Protective Service Case/File/Referral #: \_\_\_\_\_
- 4. Holding for Appeal Appeal Date \_\_\_\_\_ Appeal Disposition \_\_\_\_\_
- 5. Notification sent to Requesting Agency/Individual: Date \_\_\_\_\_
- 6. Notification sent to Person: Date \_\_\_\_\_
- 7. Summary Provided: Date \_\_\_\_\_
- 8. As of this date, the individual whose name was being searched is NOT identified in the Central Registry as being responsible for abuse or neglect.

**Instructions for Requesting a Criminal Background Check**  
*Both state and federal criminal background checks are required.*

**Locations**

**Kent County – Primary Facility**  
State Bureau of Identification  
Blue Hen Mall & Corporate Center  
655 Bay Rd. Suite 1B  
Dover, DE 19901

***Walk-ins accepted:*** Mon 9 am – 7 pm, Tue - Fri 9 am – 3 pm  
Customer Service: (302) 739-2134

**New Castle County - Satellite Facility**

State Police Troop Two  
100 LaGrange Ave  
Newark, DE 19702  
(Between Rts. 72 and 896 on Rt. 40)  
***By appointment only***  
Scheduling: (302) 739-2528 (local)  
(800) 464-4357 (toll free)

**Sussex County – Satellite Facility**

Delaware State Police Troop Four  
South DuPont Hwy & Shortley Rd. Georgetown DE  
19947  
(Across from DelDOT & the State Service Ctr.)  
***By appointment only***  
Scheduling: (302) 739-2528 (local)  
(800) 464-4357 (toll free)

**Applicants Residing in Delaware**

1. If you are using the New Castle or Sussex Counties locations, call **(800) 464-HELP (4357)** to schedule an appointment. No appointments are needed at the Kent County location.
2. Take the completed *Authorization for Release of Information* form to one of the offices listed above with the fee of \$69.00, to cover both the State and Federal criminal checks. As fees are subject to change, contact the agency where you plan to submit your forms for current fees. Cash, money orders and credit cards other than American Express are accepted. *Personal checks are not accepted.*

**Out-of-State Applicants**

1. You can be fingerprinted by your local police agency. All types of fingerprint cards are accepted. If your local police agency cannot provide a fingerprint card, call **(302) 739-2134** to request a fingerprint card.
2. Your *Authorization for Release of Information* form and fingerprint card must be complete. If identifying information is missing (such as name, date of birth, race, sex, etc.), your form will be returned. Send the *Authorization* form, fingerprint card, and certified check or money order (*personal checks are not accepted*) for \$69.00 made payable to "Delaware State Police" to:

**Delaware State Police  
State Bureau of Identification (SBI)  
PO Box 430  
Dover, DE 19903-0430**

⇒ **ALLOW FOUR WEEKS FOR RECEIPT OF RESULTS.**

**DO NOT SEND THE FORM OR FEE TO THE BOARD OFFICE**



CANNON BUILDING  
861 SILVER LAKE BLVD., SUITE 203  
DOVER, DELAWARE 19904-2467

STATE OF DELAWARE  
DEPARTMENT OF STATE  
DIVISION OF PROFESSIONAL REGULATION

TELEPHONE: (302) 744-4500  
FAX: (302) 739-2711  
WEBSITE: DPR.DELAWARE.GOV

**AUTHORIZATION FOR RELEASE OF INFORMATION**

**CRIMINAL HISTORY RECORD CHECK FOR PROFESSIONAL LICENSURE APPLICANTS**

PLEASE PRINT OR TYPE ALL INFORMATION IN BLACK INK.

**CHECK TYPE OF LICENSURE FOR WHICH APPLYING:**

- Adult Entertainment
- Deadly Weapons Dealer
- Dental
- Medical
- Nursing
- Nursing Home Administrator
- Pharmacy
- Texas Hold'em Dealer
- Other \_\_\_\_\_

**ENTER FULL CURRENT NAME:**

\_\_\_\_\_ Last Name First Name Middle Initial Suffix (e.g., Jr., Sr.)

**ENTER ALL OTHER NAMES USED IN THE PAST (including, but not limited to, maiden name, former married names, alternative spellings):**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

**AUTHORIZATION TO RELEASE INFORMATION**

As an applicant, I authorize release of any and all information that you have concerning me, including **CRIMINAL HISTORY RECORD INFORMATION** and other information of a confidential or privileged nature. I hereby release you, your organization, the State of Delaware and others from any liability or damage which may result from furnishing this information:

**SIGNATURE OF PERSON PRINTED:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Phone: Home \_\_\_\_\_ Work \_\_\_\_\_

**MAIL THE RESULTS OF MY CRIMINAL HISTORY REQUEST TO:**

**Division of Professional Regulations  
861 Silver Lake Boulevard, Suite 203  
Dover DE 19904  
SLC D420A**

**USE OF CRIMINAL HISTORY RECORD INFORMATION IS RESTRICTED BY LAW AND SHALL BE LIMITED TO THE PURPOSE FOR WHICH IT WAS GIVEN. MISUSE CONSTITUTES A CRIMINAL VIOLATION.**

Revised 9/2009

[Insert Congregation Name Here]  
[Insert Congregation Address Here]  
[Insert Congregation Phone Number Here]

**Personal Interview Form [To be completed by interviewer when interviewing an applicant seeking to become an Approved Adult.]**

Interview Date: _____ Final Approval Date _____
Interviewed By: _____

Name of Applicant \_\_\_\_\_

Address \_\_\_\_\_

Phone (home) \_\_\_\_\_ Phone (work) \_\_\_\_\_ Phone (cell) \_\_\_\_\_

**[The interviewer should carefully read the application completed by the applicant and ask any relevant questions raised by the applicant's answers to the questions on the application. If the answers on the application do not raise any questions, the Interviewer, at a minimum, should read each question below to the applicant and mark the appropriate response.]**

**Yes No**

Have you read and understand the **[Insert Congregation Name Here]** Child Protection Policy? \_\_\_\_\_

1. Do you have any specific questions regarding that policy? (If so, please list below.) \_\_\_\_\_

2. Have you ever been accused of and/or have a previous record of child abuse? \_\_\_\_\_

3. Concerning your previous experience with children, what would you say have been the highlights of that experience? (Please list specifics.) \_\_\_\_\_

4. In what specific areas would you particularly like to work with children? (i.e. Sunday School, Youth Group, etc) \_\_\_\_\_

Event Date: \_\_\_\_\_  
Return Slip by: \_\_\_\_\_

[Insert Congregation Name Here]  
[Insert Congregation Address Here]  
[Insert Congregation Phone Number Here]

### Permission Slip

**1, 6 and 7 should be completed by the parent or guardian.  
2 through 4 should be completed by the organizer(s) of the event.**

(1) \_\_\_\_\_ has my permission to participate in the following child/youth group activity, (2) \_\_\_\_\_, on \_\_\_\_\_.

(3) The group will leave from the church at \_\_\_\_\_ and return at \_\_\_\_\_.

(4) Chaperons for this event will be: \_\_\_\_\_

(5) Your child is asked to bring \_\_\_\_\_

(6) In case of emergency, call \_\_\_\_\_

(7) In am willing to chaperon/drive if needed: YES NO

\_\_\_\_\_  
Signature of Parent or Guardian Date

Event Date: \_\_\_\_\_  
Return Slip by: \_\_\_\_\_

[Insert Congregation Name Here]  
[Insert Congregation Address Here]  
[Insert Congregation Phone Number Here]

### Permission Slip

\_\_\_\_\_ has my permission to participate in the following child/youth group activity, \_\_\_\_\_, on \_\_\_\_\_.

The group will leave from the church at \_\_\_\_\_ and return at \_\_\_\_\_.

Chaperons for this event will be: \_\_\_\_\_

Your child is asked to bring \_\_\_\_\_

In case of emergency, call \_\_\_\_\_

In am willing to chaperon/drive if needed: YES NO

\_\_\_\_\_  
Signature of Parent or Guardian Date

[Insert Congregation Name Here]

[Insert Congregation Address Here]  
[Insert Congregation Phone Number Here]

## Incident Report

Name of child \_\_\_\_\_ Date of report \_\_\_\_\_

Parents/Guardians of child \_\_\_\_\_

Person(s) involved in alleged misconduct \_\_\_\_\_

Date, time and location of incident \_\_\_\_\_

---

Description of incident \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

---

Were there any other witnesses? Yes \_\_\_\_\_ No \_\_\_\_\_

Please comment \_\_\_\_\_

\_\_\_\_\_

---

- |   |
|---|
| <input type="checkbox"/> I am a mandatory reporter.   |
| <input type="checkbox"/> I choose to remain anonymous regarding this incident.                      |
| <input type="checkbox"/> I have reported or intend to report this incident to criminal authorities. |

**THE ABOVE INFORMATION IS FREELY PROVIDED AND IS TRUE TO THE BEST OF MY KNOWLEDGE.**

\_\_\_\_\_  
Reporter's signature

\_\_\_\_\_  
Relationship to child

I have received this report and agree to follow appropriate policy and procedures.

Signature \_\_\_\_\_ Date \_\_\_\_\_





Division of Family Services  
**CHILD ABUSE/NEGLECT MANDATORY REPORTING FORM**  
(Title 16, Delaware Code, Chapter 9, Subsections 901-914)  
Toll Free 24-Hour Report Line 1-800-292-9582

**INSTRUCTIONS:** As required by, 16 Del. C, § 903 and 904 "Any person, agency, organization or entity who knows or in good faith suspects child abuse or neglect shall make a report in accordance with § 904 of this title. For purposes of this section, 'person' shall include, but shall not be limited to, any physician, any other person in the healing arts including any person licensed to render services in medicine, osteopathy or dentistry, any intern, resident, nurse, school employee, social worker, psychologist, medical examiner, hospital, health care institution, the Medical Society of Delaware or law enforcement agency. In addition to and not in lieu of reporting to the Division of Family Services, any such person may also give oral or written notification of said knowledge or suspicion to any police officer who is in the presence of such person for the purpose of rendering assistance to the child in question or investigating the cause of the child's injuries or condition. Any report of child abuse or neglect required to be made under this chapter shall be made to the Department of Services for Children, Youth and Their Families. An immediate oral report shall be made by telephone or otherwise. Reports and the contents thereof including a written report, if requested, shall be made in accordance with the rules and regulations of the Division, or in accordance with the rules and regulations adopted by the Division.

Within 72 hours after the **oral report**, mail or fax (302-577-5515) a completed Child Abuse/Neglect Mandatory Reporting Form to the address below. Please type or print the information and sign the form on the back.

**DIVISION OF FAMILY SERVICES - STATE OF DELAWARE**

3601 North Dupont Highway  
New Castle, DE 19720-6315

**IDENTIFYING INFORMATION**

Child's Name (Last, First, Initial)	Date of Birth/ Age	Sex	Race	Victim (Yes / No)
--	-----------------------	-----	------	----------------------

1. \_\_\_\_\_

Current Address: \_\_\_\_\_

2. \_\_\_\_\_

Current Address: \_\_\_\_\_

3. \_\_\_\_\_

Current Address: \_\_\_\_\_

4. \_\_\_\_\_

Current Address: \_\_\_\_\_

5. \_\_\_\_\_

Current Address: \_\_\_\_\_

Parents'/Custodians'/Caretakers' Names (Last, First, Initial)	Date of Birth/ Age	Sex	Race	Perpetrator (Yes / No)
--	-----------------------	-----	------	---------------------------

Mother \_\_\_\_\_

6. \_\_\_\_\_

Current Address: \_\_\_\_\_

Father \_\_\_\_\_

7. \_\_\_\_\_

Current Address: \_\_\_\_\_

Custodian/Caretaker (Relationship) \_\_\_\_\_

8. \_\_\_\_\_

Current Address: \_\_\_\_\_

Please specify for numbers 1-8 above:

Foreign language spoken: #'s \_\_\_\_\_ Specify type: \_\_\_\_\_

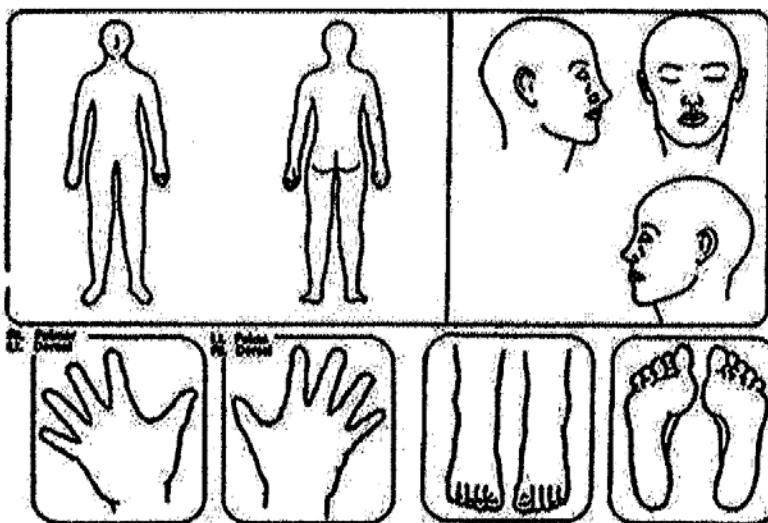
Disabilities: #'s \_\_\_\_\_ Specify type: \_\_\_\_\_

**DESCRIPTION**

1. Describe the child's current conditions/injuries and the reason you suspect abuse/neglect. Include evidence, if known, of prior abuse and/or neglect to this child or sibling. Add pages or attach further written documentation as needed.

2. If applicable, note the exact location of any injury by placing a number on the model below. Use the space to the right of the models to describe the corresponding injury that each number represents. Check the category of injuries:

Physical Abuse     
  Sexual Abuse     
  Physical Neglect



3. Actions: Taken (T) or Pending (P)

Medical Examination       Notification of Police  
 X-Rays       Notification of Medical Examiner  
 Photographs       Other: \_\_\_\_\_

**REPORTING SOURCE (Confidential)**

Signature \_\_\_\_\_ Title or Relationship to Child \_\_\_\_\_ Date of Report \_\_\_\_\_

Facility/Organization \_\_\_\_\_ Address \_\_\_\_\_ Telephone Number \_\_\_\_\_

**REPORT LINE USE ONLY**

Date of Oral Report: \_\_\_\_\_ Report was:  Accepted  Screened Out  
 Date Written Report Received: \_\_\_\_\_  
 Prior DFS Case Activity Reports?  Yes  No If "yes", specify dates: \_\_\_\_\_

## DRIVER INFORMATION for [Insert Congregation Name Here]

**Each driver must provide signature. Form applies only to church-owned or rented vehicles.**

By signing this form drivers (employees and volunteers) understand that a Motor Vehicle Record (MVR) may be secured for a record of their driving history. Drivers also give permission for subsequent MVRs to be run, without the need for a new signature.

DRIVER'S NAME As shown on License PLEASE PRINT	M/F	DATE OF BIRTH	DRIVERS	LICENSE	VEHICLE DRIVEN	DRIVER SIGNATURE
			Number	State		
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

\* If there are more than 10 drivers, please copy this form for use. \*\*

### NOTE:

1. It is strongly recommended that **ALL** employees/volunteers who drive their personal vehicles for insured activities have minimum liability limits of \$100,000/\$300,000/\$100,000.
2. Personal Vehicles: Drivers must be 18 years of age or older.
3. Rented or church owned vehicles: Drivers must be 25 – 70 years old. Youth Pastor can be 21-70 years old, with **NO** moving violations in the past three years. Drivers must have **NO** major moving violation and **NO MORE THAN ONE** minor moving violation for the prior three years. See list of violations below.

MAJOR	MINOR
Driving while intoxicated or under the influence of drugs.	Speed equal to less than 10 mph over the limit.
Failure to stop and report accident involvement.	Moving violation resulting in filing of evidence of Financial Responsibility.
Homicide/Assault while operating a vehicle.	Altered license or unlawful use of license or permit.
Driver's license suspended, revoked, cancelled, or barred	Driving on the wrong side of the road or in the wrong direction.
Violation of Open Container Law	Any passing violation.
Possession of alcohol or drugs	School bus or school zone.
Motor vehicle theft	Failures to yield at intersection, stop sign, or traffic device.
Manslaughter or vehicular homicide.	Failure to yield to emergency vehicle.
Carrying a concealed weapon.	
Felony use of a motor vehicle	
Careless/reckless driving.	
.Drag racing or participating in speed contests.	
Speed in excess of 10 mph over the limit	