

IMMANUEL EV. LUTHERAN CHURCH

POLICY & PROCEDURE

Effective Date: December 16, 2014

Policy Number: IL14-002

Subject: Sexual Misconduct Policy

Revision Date: N/A

Application: All Immanuel Evangelical Lutheran
Church Programs and Activities.Pages: 7

I. PURPOSE

The purpose of this policy is to:

- A. Provide a safe and secure environment for children and adults who participate in church programs and activities.
- B. Protect all people, both members and nonmembers, and the children of members and non-members of Immanuel Lutheran Church from incidents of misconduct or inappropriate behavior while participating in Immanuel's programs or activities.
- C. Protect Immanuel's staff and volunteers (workers) from false accusations.

II. DEFINITIONS

- A. Children are considered all persons under the age of 18.

III. POLICY

A. Workers

1. Six Month Rule: No applicant will be considered for any position involving contact with minors until he/she has been involved with Immanuel for a minimum of six months. This time of interaction allows for better evaluation and suitability of the applicant for working with children.
2. A face-to-face interview may be scheduled with the applicant to discuss his/her suitability for the position. Considerations to be considered shall include: references, previous experience with children, criminal convictions, and church membership status.
3. All persons seeking to work must complete and sign a written application to be supplied by us. The application will request basic information from the applicant and will inquire into previous experience, references and employment information, as well as disclosure of any previous criminal convictions. The application form will be maintained in confidence on file at Immanuel Lutheran Evangelical Church. The application will ask prospective employees if they have ever been accused of, participated in, or been convicted of sexual misconduct. A release must be signed by prospective employees and volunteers working with

children, which will also be kept on file, that allows Immanuel Lutheran to request a criminal background check.

B. Two Adult Rule

It is our goal that a minimum of two unrelated adult workers will be in attendance at all times when children are being supervised during our programs and activities. Some youth classes may have only one adult teacher in attendance during the class session. In these instances, the open door policy must be followed and there should be no fewer than three students with the adult teacher. It is our policy not to allow minors to be alone with one adult on our premises or in any sponsored activity, however, scheduled classroom training events and personal counseling situations are exceptions to this rule.

C. Responding to Allegations of Child Abuse (For purposes of this policy, "child abuse" is any action [or lack of action] that endangers or harms a child's physical, psychological or emotional health and development.)

Childcare workers may have the opportunity to become aware of abuse or neglect of the children under our care. In the event that an individual involved in the care of children at Immanuel becomes aware of suspected abuse or neglect of a child under his/her care, it should be reported immediately to the Pastor and the Congregation President for further action including reporting to authorities as may be mandated by state law.

D. Open Door Policy

Classroom doors should remain open unless there is a window in the door or a side window beside it with a clear view of those inside the room. Doors should never be locked while persons are inside the room.

E. Teenage Workers

1. Must be at least 14.
2. Must be screened as adult workers.
3. Must be under the supervision of an adult and must never be left alone with children.

IV. PROCEDURE

A. Alleged Abuse or Neglect

1. If a child is involved, the parent or guardian of the child will be notified.
2. The worker alleged to be the perpetrator will immediately be placed on leave pending an investigation and instructed to remain away from the premises during the investigation.
3. Civil authorities will be notified. Immanuel Lutheran Church will comply with the state's requirements regarding mandatory reporting of abuse as the law then exists. Immanuel will fully cooperate with the investigation of the incident by civil authorities.

4. Our insurance company will be notified and we will complete an incident report. Any documents received relating to the incident and/or allegations will immediately be forwarded to the insurance company.
5. The Congregation President will be our spokesperson to the media concerning incidents of abuse or neglect, unless he is alleged to be involved, in which case someone will be appointed. We will seek the advice of legal counsel before responding to media inquiries or releasing information to the congregation. All other representatives of the church should refrain from speaking to the media.
6. A pastoral visit will be arranged for those who desire it.
7. Any person who is not found innocent of the alleged abuse or misconduct will be removed from their position.

V. APPENDICES

- A. Background Investigation Consent Form
- B. Worker Application Form

This policy takes effect on the above stated date and will remain in effect until amended, superseded, or cancelled by the issuing authority.

Immanuel Ev. Lutheran Church, Kewaunee
Church Council

President

Secretary

Treasurer

Board of Elders

Board of Youth Christian Ed.

Board of Evangelism

Board of Property

Appendix A

IMMANUEL EV. LUTHERAN CHURCH
BACKGROUND INVESTIGATION CONSENT FORM

I, _____ (applicant complete name), hereby authorize Immanuel Evangelical Lutheran Church and/or its agents to make an independent investigation of my background, references, character, past employment, education, criminal or police records, including information maintained by both public and private organizations, and other public records for the purpose of confirming the information contained on my application, and obtaining any information which may be material to my qualifications as a volunteer worker or for employment both now and during the tenure of my volunteer work or employment with Immanuel Evangelical Lutheran Church.

I release Immanuel Evangelical Lutheran Church and/or its agents and any person or entity which provides information pursuant to this authorization from any and all liabilities, claims, or lawsuits in regards to the information obtained from any and all of the above referenced sources used.

Full Name (Printed) _____

Maiden name or other name used: _____

Present street address: _____ How long? _____

City/State: _____ Zip _____

Former street address: _____ How long? _____

City/State: _____ Zip _____

Date of birth: _____ Social Security Number: _____

Driver's License Number: _____ State of License: _____

Signature: _____ Date: _____

Appendix B

WORKER APPLICATION FORM

It is the goal of this church to create a safe and secure environment for all adults, children and workers who are involved in church activities. To facilitate this emphasis, it is necessary to gather pertinent information from those who desire employment or offer volunteer services to adults and children. This information will be used for the sole purpose of helping the church provide a safe and secure environment for adults, children and workers.

Full Name (Printed) _____

Maiden name or other name used: _____

Present street address: _____ How long? _____

City/State: _____ Zip _____

Former street address: _____ How long? _____

City/State: _____ Zip _____

Date of birth: _____ Social Security Number: _____

Current phone numbers:(home) _____ (Work) _____

(Cell) _____

Please respond to all questions below that apply to the position for which you are applying/volunteering.

Position applying/volunteering for: _____

When are you available to work? _____

Do you have a valid driver's license? License No. _____ State: _____

Commercial license? License No. _____ State: _____

Current employer: _____ Length of employment: _____

Name of supervisor: _____ Phone number: _____

WORKER APPLICATION FORM - cont.

Previous employers (within last five years)

Employer: _____ Dates employed: _____

Employer: _____ Dates employed: _____

Employer: _____ Dates employed: _____

Employer: _____ Dates employed: _____

Employer: _____ Dates employed: _____

Employer: _____ Dates employed: _____

Is there any reason you should NOT work with or around children or youth?

Have you ever been the subject of a child abuse investigation?

Have you ever been accused of, participated in, or been convicted of sexual misconduct?
If yes, please provide details:

Have you ever been convicted of or pleaded guilty to a criminal offense?
If yes, please provide details:

Please list your education background:

	Name	Graduate?	Year(s)	Degree/Course of Study
High School:	_____	_____	_____	_____
College:	_____	_____	_____	_____
Other:	_____	_____	_____	_____

Please provide the following church information:

What, if any, church affiliation do you have? _____

How long have you attended that church? _____ Are you a member? _____

Please list other churches with which you have been affiliated: _____

WORKER APPLICATION FORM - cont.

Have you ever worked with youth or children? _____

Please list where and contact information for those locations.

Please list two references (must be business or organizational nature):

Name: _____ Phone: _____

Address: _____ Years known: _____

Name: _____ Phone: _____

Address: _____ Years known: _____

I hereby give permission to make a thorough investigation of my past employment, education, and background, and release from liability all persons, companies, or corporations supplying such information. I also release the church from any liability that might result from making such an investigation. I understand that any false statements or implications made by me on this application or other required documentation shall be considered sufficient cause for denial of employment or termination of employment.

Signature: _____ Date: _____