

SAFE SANCTUARY:

Best Practices for
Children and Youth Ministry

Prince of Peace Lutheran Church

Effective Date: September 1, 2005

Revised Date: August 10, 2009

Revised Date: June 26, 2017

SAFE SANCTUARY: Best Practices for Children and Youth Ministry for Prince of Peace Lutheran Church

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SAFE SANCTUARY: Best Practices for Children and Youth Ministry

I. INTRODUCTION

Being children of God and members of Prince of Peace Lutheran Church, we strive to live out our love for God and others in the most appropriate and responsible way possible. Our love and respect for people reflect our Christian values and are the primary foundation for our interpersonal relationships. Our ministry to the children and youth at Prince of Peace (POP) reflects our Christian love and commitment.

II. PURPOSE

This SAFE SANCTUARY handbook contains the Best Practices for Children and Youth Ministry for our community of faith and any guests who participate in our programs. They have been developed to provide physical, mental and spiritual safety for our children and youth at POP. The wellbeing and faith development of our young people depend on our consistent and loving application of these principles.

The sensitivity of the overall issue, the privacy of the individuals, and the need for an effective protection plan are sometimes in conflict, and the balancing of these issues is an ongoing and difficult process.

Other organizations that use POP facilities must adhere to best practices in the same spirit that these have been approved by the staff and congregation council.

To clarify terminology, whenever the term “children” is used in this document, it refers to children 6th grade and younger. When the term “youth” is used, it refers to young people of 7th grade up to age 18. When the term “adult” is used, it refers to an individual age 18 or older.

III. SCOPE OF PLAN

This Best Practices for Children and Youth Ministry document is applicable to all church functions organized by POP ministries or staff members where the supervision of minors is an inherent part of the function as is specifically provided by the organizing persons. This applies to paid and unpaid staff/volunteers that have direct contact with children and/or youth in activities or events sponsored by Prince of Peace.

Examples for when the policy is applicable (but not limited to):

- Nursery
- Childcare for POP events, functions and scheduled meetings
- Sunday School
- Children's Worship Activity
- Vacation Bible School
- M.O.P.S.
- Children and Youth events on and off the church property

Examples of when the policy is not applicable (but not limited to):

- Non-church groups using facilities
i.e. scouts, A.A., sports team practices, wedding receptions, etc.

Parents must be responsible for the children that they bring.

IV. PRIVACY POLICY

In order to better serve the ministry of POP, in accordance with the Safe Sanctuary Policy, we may ask you (the volunteer) to provide the church with certain personal information as a part of the volunteer process. POP understands that you may be concerned about what the church will do with the personal information provided. Therefore, we have adopted this Privacy Policy to govern the use and handling of your personal information provided to us in the Safe Sanctuary Policy.

Applicability

This Privacy Policy is applicable to the information that you provide to the church. It does not govern the manner in which we may use information we have obtained from any other source, such as information obtained from a public record or from another person or entity.

Use of Information

The information requested from you is required for legitimate church purposes and not for the benefit of any other party. POP will not release your information to any third parties except as permitted or required by law. Please be advised that we may store the information obtained indefinitely and the information collected may be used for any permissible internal purpose.

Former Members

Please be assured that our Privacy Policy will continue to apply to you even if you are no longer a member of POP.

Confidentiality and Security

We restrict access to nonpublic personal information to approved church staff members. We will use our best efforts to ensure that no unauthorized persons have access to any of your information.

Sharing Results

The information received from a background check will be shared with you upon your request.

From the Summary of Your Rights under the Fair Credit Reporting Act. (Appendix B)

- You must be told if information in your file has been used against you.
- You have the right to know what is in your file.
- You have the right to dispute incomplete or inaccurate information.

V. VOLUNTEER SELECTION PROCESS

All Volunteers

We have established screening/selection procedures for all of our volunteers who work with children and youth that is consistent with the Ohio Revised Code. These procedures will be used for any volunteer (adult or youth) who works in any regular way with our children and youth in ministries such as: nursery, Sunday School, Catechism, Vacation Bible School, pre-teens, junior high and high school youth, children's choir and youth choir.

The procedures are as follows:

1. Each potential adult or youth volunteer is given a copy of this "Safe Sanctuary: Best Practices for Children's and Youth Ministry" handbook to read and signs that the handbook has been read and understood. (See Appendix A.)
2. Each potential volunteer completes and signs the "Volunteer Application Form" (Appendix A) which consists of:
 - a. listing personal information such as present address, occupation, etc.
 - b. indicating whether the potential volunteer has ever been convicted of a crime
 - c. listing two references
 - d. listing churches and other organizations in which the potential volunteer has worked with youth in the past (optional for youth)
 - e. indicating that the potential volunteer has read the handbook and will follow the church best practices
 - f. indicating their authorization to request a Criminal Records Check through our insurance company's Background Check Program. As of 1/2017, Prince of Peace uses Intellicorp. Background checks include:
 - SSN Verification (for validating address history, timeframe of issuance)
 - Validated Criminal Super Search (multi-state search which includes National Sex Offender Registry)
 - Ohio Single County Criminal (which includes felonies and misdemeanors from the last 10 years)
 - Government sanctions (recorded on persons associated with fraud, terrorism, drug trafficking, or weapons of mass destruction)
3. Each potential volunteer will have an interview with the appropriate Program Leader (Youth Coordinator, Sunday School Support Team, Vacation Bible School Director, Music Director, etc.) to discuss the children/youth ministry in which he/she would like to be involved.

4. A member of the church professional staff may call all of the listed references.
5. Each person who applies to work with children and youth that has not been actively involved at Prince of Peace for at least six months will work alongside a current volunteer or employee for six months.
6. Volunteers that require a background check must have an updated background check every five years (or at the discretion of the pastors and the Director of Youth and Family Mission) in order to maintain their volunteer status.
7. The Director of Youth and Family Mission is responsible for ensuring compliance with this policy for background checks.

There are three classes of volunteers at Prince of Peace:

- A. Everyone working with children and youth will complete a Volunteer Application which gives permission to seek a background check. (This will include those who serve children in the following manners: those serving at a one-time event, those who serve while parents are in the building, with other adults or youth helpers)
- B. In addition to the Volunteer Application, everyone working with children and youth who works in a setting with children on a regular basis (at least once a month ongoing) will submit an online background check. This would include Sunday school teachers, small group guides, MOPS Childcare workers, and most who work with our youth.
- C. In addition to the volunteer application and online background check, everyone working with children and youth who works in an extended overnight settings with our youth and children will receive a background check and complete fingerprint check. While safeguards are in place that will prevent children and youth from being one-on-one in most of these settings, there are situations where one adult may be present with a few students such as on a retreat or mission trip where one adult may drive a few students.

Persons who have been previously convicted of the offenses described in Division (A) (1) of section 109.572 of the Ohio Revised Code (Appendix H) will not be permitted to work with children and youth at Prince of Peace Lutheran Church. Other convictions will be reviewed and the volunteer decisions made individually by the appropriate group coordinator and/or staff member. Volunteer selection is at the discretion of paid staff of Prince of Peace.

Youth Volunteers

At Prince of Peace Lutheran Church, we encourage our youth to get involved in service to others in our community of faith by volunteering in the nursery, Sunday School, Vacation Bible School and other ministries. To safeguard our youth as they fulfill these important rolls, we will follow these guidelines:

- A youth will also follow the guidelines found in this “Safe Sanctuary: Best Practices for Children’s and Youth Ministry” handbook.

- Two youth volunteers may provide child care in the church for special events and meetings. This will occur only if the parents remain on site. Parents should sign each child in on the sign in/out sheet. Visual access for parents will be maintained.

VI. CHILD/YOUTH ENROLLMENT IN POP PROGRAMS

- Parents of all children and youth who participate in the programs offered for children and youth at POP must complete a “Child-Youth Information Form” (Appendix E) and an enrollment form for the specific program they wish to have their child/children enrolled after they attend two consecutive sessions of a regular onsite program.
- Parents must complete a new “Child-Youth Information Form” (Appendix E) which includes health information, emergency contact information, physicians’ phone numbers, etc. annually. These forms are available in the office and online. Some programs may require additional enrollment forms.
- A copy of each form will be kept in the church office and the coordinator of each group will keep the forms and bring them on all outings.
- Offsite activities may require specific permission/release forms.

VII. VOLUNTEER SUPERVISION

A. General (all age groups of minors):

1. No adult or youth is to date or be romantically involved with a minor in the program in which he/she serves.
2. One-on-one situations with the children and youth should be avoided except in emergencies. The exception is pastoral care situations which should be conducted either in public spaces or in offices with windows for visual access. These one-on-one situations must be documented and shared with the pastors. Visual access to all rooms will be maintained at all time.
3. Any inappropriate behavior by adult/youth workers shall be reported to the event coordinator or a POP staff member.
4. Except in emergencies, there must be at least two adults including one authorized adult worker present at POP functions as specified in Section V of this document.
5. Ratio of adults: youth and children for activities on site

The following guidelines are suggested:

 - Children less than 5 years of age: 2:10
 - Children ages 6 – 9: 2:20
 - Children and youth ages 10 and older: 2:30

There must always be at least one authorized adult at any event covered by this document. Other adults (and/or youth, for children’s events) may complete the

required number to meet the above ratios. Exceptions would be an approved youth worker (see Section V of this document).

*Some retreat locations and activities held off-site require additional adult leaders.

We will then follow their required guidelines.

6. Timely Planning: Activities covered by this plan should be pre-approved by the appropriate church staff member. Potentially dangerous activities MUST be approved by a church staff/volunteer who is knowledgeable about the church insurance policy in order to insure proper liability coverage.
7. Behavior Management

POP tries to keep children and youth fully interested and involved in activities and therefore does not face frequent discipline problems. Occasionally, however, recurring negative behavior does appear. To aid our children and youth workers in maintaining good discipline, we have developed a set of rules and consequences. POP will employ a positive discipline approach. This involves helping the child see the possible consequences of his/her actions and discussing alternative behaviors. Teachers may modify this approach based on the developmental stage of the child. We would like to create an environment that encourages mutual respect and in which the children feel love, security and safety. Therefore we will encourage the "Four R's":

 - a. Respect God
 - b. Respect Others
 - c. Respect Myself
 - d. Respect the Facility
 - a. If inappropriate behavior occurs, classroom teachers will deal with the behavior using a collaborative and caring approach. No corporal punishment is permitted with any child. If a child shows disruptive, destructive or hurtful behavior, the following sequence of interventions are recommended:
 - b. Verbal direction: The student will be directed to the appropriate activity.
 - c. Verbal redirection: The classroom teachers will state the behavior to be stopped, the reason the behavior is inappropriate and then will provide redirection.
 - d. Time to self: If the child continues to show disruptive, destructive or hurtful behavior and does not respond to verbal requests, the child will be encouraged to take time away from the group to regain self-control but must remain under visual supervision of the leader. There may be a designated time away area in the room. The child should be able to rejoin the group once he/she has regained self-control.
 - e. If a child or youth continues to demonstrate hurtful or destructive behavior after the adult leader utilizes the above interventions, the leader will send another adult outside of the classroom or meeting space for help.

- f. The parent will be notified about their child's disruptive behavior if necessary. If disruptive, destructive or hurtful behavior are observed on a regular basis or if a child's inappropriate behavior does not respond to the intervention strategies, the child's parents will be notified by and an appropriate plan of action will be developed.
 - g. The church staff, Kids and Youth Team Leaders and Sunday school teachers will be available to help the parents and their child develop solutions to problem situations that may arise during program activities.
8. Overnight Events
 - Separate rooms or tents will be provided for male and female children/youth and chaperones at an overnight event.
 - For any youth events (7th grade and older) involving both males and females, there must be at least one male and one female authorized adults present.
9. Infectious Disease
 - Parents shall not send their children to events, the nursery, rehearsals or classes when the child is contagious or exhibiting contagious symptoms.
 - If a child has been ill, he or she should not attend church-related events until they have been free from fever, vomiting and diarrhea for 24 hours.
 - If the child begins to exhibit symptoms of any contagious disease, parents will be promptly notified and asked to take their child home.
 - Children with open wounds or lesions will be required to keep wounds or lesions covered.
10. Prescribed or Over the Counter Medications
 - On youth overnights or trips, the youth's parents will complete an overnight permission form listing any prescribed or over the counter medications that their child takes.
 - If the parent wants the adult leader to administer the medications to their child, they will need to write a permission note to the leader instructing them to do so.
 - First-aid kits will be available in the church and carried to offsite events. An approved adult leader will administer items from these kits.
11. Transportation
 - Transporting youth from one place to another during a church sponsored or sanctioned youth event may only be done by persons who are at least 21 years of age.
 - Due to increased liability, for trips with distances of more than 50 miles one way, the driving can only be done by persons who are over 25 years of age.
 - Fifteen passenger vans will not be used for transportation for POP children or youth events due to the increased liability risk.
 - All drivers are responsible for maintaining minimum established insurance coverage as required by the car owner's state law.
 - All driving laws (especially those regarding speed limits and use of safety belts, and the use of cell phones while driving) are to be observed at all times.

- All children transported under the age of 12 must ride in back seats.
 - Appropriate car seats must be provided as required by state law.
 - Drivers' Motor Vehicle Records will be screened for off-site activities.
12. Technology Use Guidelines
- When driving youth in your car or church vehicle, please do not use your cell phone. Whenever possible, pull over to the side of the road to a safe spot or hand your cell phone over to a passenger.
 - Please refrain from using your cell phone at youth events. If you have to return a call or text, please excuse yourself from the room to do it.
 - Each program may have their own specific technology guidelines. Please follow and model these guidelines.
 - Texting messages to youth should be limited to youth group reminders, event changes, small group encouragements, and other ministry-related texts. Other important conversations should happen face-to-face.
 - Do not use your cell phone camera, personal camera, or any other digital recorder in changing rooms or bathroom areas.
 - Before accepting a youth's request on social media, remember that youth will have access to your content.
 - Please post only positive comments about youth events and activities at church.
 - Talk to the youth staff about any further technological questions or concerns. When in doubt, talk to a member of the church staff.
13. Substance Use/Abuse
- Smoking or using tobacco products in the presence of minors is prohibited.
 - Being under the influence of alcohol, illegal or illicit drugs while volunteering will not be tolerated.
14. Off-Site Events
- When off-site, we will adhere to the rules of the facility. This may include wearing protective gear, life vests, and more.
15. Firearms and Fireworks
- Fireworks, firecrackers, guns, knives air-soft guns, and any other weapons or explosive devices shall not be brought, bought or used at any youth activity
16. Building/Equipment Use
- Prince of Peace makes every effort to provide a safe environment which protects children and youth who participate in its programs.
 - No child or youth under the age of 18 should have unsupervised access to the church building.
 - No child or youth under the age of 16 should operate any electrically powered church office or cleaning equipment without direct adult supervision, including the powered floor cleaning equipment or the Parish Life Center utility elevator.
 - No child or youth under the age of 16 should operate powered yard equipment at any time.
 - No child or youth under the age of 16 should work unsupervised in the church kitchen.

- Electrical outlets in areas utilized by children under the age of 3 years should have protective outlet covers on the outlets not in use.
 - If electrical fans are used, they should have protective coverings, and should be placed so that they are not hazardous to children.
17. Enforcement of the Safe Sanctuary Best Practices
Failure of volunteers to comply with the provisions of these Best Practices may be cause for removal from the individual's position within the ministry.

B. Nursery (children less than 3 years old):

1. Instructions For Nursery Workers
 - a. When You Arrive for Your Shift
 - Please arrive no later than 10 minutes before the service begins.
 - If you are the first nursery worker to arrive, make sure that a new sign-in sheet is available for the parents. Please fill in "today's date" on the form.
 - Sign in your name on the sign-in form as a nursery worker for the appropriate service.
 - If you are not wearing your POP name tag, please use the name tag stickers provided to make one.
 - If children are already in the nursery, check their notes on the sign-in sheet.
 - b. Sign-in Procedure
 - Please make sure that each child is signed in and that all information has been completed on the sign in/out form. Make sure that each child has a name sticker with the child's name, the parent's name and any allergies written on it and that their diaper bag and personal belongings have been labeled.
 - c. Child Pick-up
 - Make sure that each child is picked up by the person indicated on the sign-in sheet.
 - d. Diaper Changes
 - Always use proper sanitary procedures when changing a diaper, including thoroughly washing your hands before and after changing a diaper.
2. Instructions for Parents/Guardians of Nursery-aged Children
 - a. Sign-in Procedure
 - Each child must be signed in on the sign-in sheet by a parent or guardian. Please fill out all requested information on the sign-in sheet, including who will pick up your child.
 - Place a name tag on the child's back. Please make sure that all of the child's belongings are identified with a sticker or name tag.
 - b. Departure Procedure
 - Your child should be picked up by the person(s) listed on the sign-in sheet. This person should sign the child out on the sheet.
 - c. Nursery Visitation

- Please only have parents, guardians or the assigned pick-up person present in the nursery with your child. This will be less disruptive for those children that are still anticipating their parents' arrival.
- d. Sick Child Policy
- Please do not bring your child to the nursery if he or she has displayed any of the following in the past 24 hours:
 - Fever greater than 99.5
 - Diarrhea
 - Vomiting
 - Pink Eye
 - Questionable Rashes
 - Contagious Conditions (e.g. Measles)
 - If your child develops any of these symptoms after arriving in the nursery, we will remove him or her and contact you immediately.
- e. Crying Children
- It is not unusual for children in the nursery to cry when their parent or guardians leave. If this happens with your child, it is expected that a parent or guardian will return within 10 minutes to “look and listen” outside of the nursery door.
 - If your child continues to cry for more than 10 minutes, parents will be notified or summoned.

C. Children (3 years old-6th Grade):

1. Restroom Guidelines

- We encourage parents to take their children to the restroom before Sunday School or any other church related activity.
- If a child needs to use the rest room during Sunday School or the church related activity, every effort will be made to escort the child (ages 3 years to 2nd grade) to the restroom. The teacher or helper will remain in the hall and the restroom doors will be propped open for safety reasons.
- The restroom doors located in the Sunday School wing will remain propped open at all times during the Sunday School hour.
- It is recommended that the Parish Life Center restrooms not be used by the Sunday School students during the Sunday School hour due to their isolated location and because they are located next to an outside entrance.

2. Sign-in and Sign-out Sunday School Policy

- In our continued effort to provide our children with a safe and secure environment during the Sunday School hour, we have a sign-in procedure for the nursery and Sunday School classes Pre School I, II, K and 1st grade.
- It is important that we know where the parent or guardian can be reached during the program or worship service and who will be the responsible party picking up the child.

3. Other Guidelines:

- Discretion must be used in dealing with all youth, especially regarding physical contact. Innocent behavior can be misinterpreted. Physical touch must be limited to appropriate touch (non-demanding, gentle touch of shoulders, hands, arms, and head; no touching where a bathing suit would normally cover.) Sitting a child on a leg is appropriate only at pre-school/K age.
- Do express love and caring in appropriate ways such as bending down to the child's eye level, speaking kindly and listening to them carefully
- Initiate a hug only if other adults are in "visual contact." Short, sideways hugs are best
- Do take a child's hand and lead them to an activity
- Put an arm around the shoulders of a child who needs comforting or quieting
- Do NOT touch the child in an area that would be covered by a bathing suit.
- Do NOT have an older child sit on your lap unless necessary for the tranquil conduct of the class/activity and you are in "visual contact" with at least one other adult.
- The presence or possession of obscene or pornographic materials while volunteering will not be tolerated.
- Volunteers must treat all peoples of all races, religions, and cultures with respect and consideration.

VIII. REPORTING PROCESS

1. All volunteers who are working in an official capacity with youth are Mandatory Reporters according to Ohio Revised Code 2151.421.
2. Any volunteer at POP acting in their church capacity who knows or suspects that a child under 18 years of age or a physically or mentally handicapped child under 21 years of age has suffered or faces a threat of abuse must immediately report that knowledge or suspicion to a designated staff member at Prince of Peace (this includes pastors, youth ministry staff, and the Director of Ministry) who will follow the appropriate procedures.
3. Please obtain an incident form and complete it as fully as possible as soon as possible. A report of the suspected child abuse is confidential, and the person making the report is protected from civil or criminal liability. (see Appendix G)
4. All workers should be familiar with the definitions below and the indicators of a Child's Potential Need for Protection.
5. All workers should be knowledgeable of the following guidelines in the event of a child reporting any potential abuse situation:
 - Listen to what is being told to you.
 - Reassure him/her that he/she has done the right thing by telling you.
 - Keep your own feelings under control.
 - Use the child's own vocabulary.
 - Do not promise not to tell.
 - Be supportive.
 - Report the abuse as outlined above.

IX. RESPONDING TO ALLEGATIONS OF ABUSE

The POP child abuse response strategy recognizes the following underlying principles:

1. All allegations must be taken seriously.
2. Situations must be handled forthrightly with due respect for people's privacy and confidentiality of both sides.
3. Full cooperation must be given to the civil authorities.
4. The care and safety of the victim is of the utmost importance.
5. Do not engage in denial, minimizing the incident, or blame. Wrong reactions can multiply the pain and liability inherent in any abuse case.
6. Treat the accused with dignity and support. If the accused is an assigned worker, he or she must be temporarily, but immediately relieved of duties until the matter is concluded. If the accused is a paid staff position, the decision regarding continuation of the salary will be made by the Lead Pastor in consultation with Staff Support Committee and Executive Committee of the Congregation Council. If the accused person is rostered by the ELCA, the Southern Ohio Synod Bishop should be notified immediately and action will be taken by congregation based upon the synod's investigation and recommendations.

Immediately Upon an Allegation:

Upon notification of any child abuse allegation, a POP Pastor and appropriate staff must do the following:

1. Do not confront the accused.
2. Notify 241-KIDS.
3. Notify a pastor, if not already notified.
4. Notify the parents unless inappropriate.
5. Check that the Incident Report has been completed. (Found in Appendix G.)
6. Continue making chronological notes on the Incident Report of all further contacts with any persons, organizations, including date, time and name of the person contacted.
7. Contact the church insurance carrier.

Appendices

Today's Date

Appendix A

Volunteer Application

This form is to be completed for any position (paid or volunteer) involving the supervision or care of minors. This is being used to provide a safe and secure environment for the activities or programs of the Prince of Peace Lutheran Church.

Last Name	First Name	Maiden Name
Birth date		
Email Address	Occupation	
Present Address		
City	State	Zip Code
Phone numbers		
H:	C:	W:
<p>Have you ever been arrested for, charged with, under probation for, or convicted of emotional, sexual or physical abuse? If yes, please explain.</p> <p><input type="checkbox"/> No <input type="checkbox"/> Yes</p> <p>Have you ever been convicted of any crime within the last five years? If yes, please explain.</p> <p><input type="checkbox"/> No <input type="checkbox"/> Yes</p>		

Personal References (other than family members):

Name		Phone Number	
Address			
City	State	Zip Code	

Name		Phone Number	
Address			
City	State	Zip Code	

Churches and other organizations where you have worked or volunteered with children and/or youth in the past:

1. Name of church/organization		Dates	Contact Person
Address			Contact email or phone number
2. Name of church/organization		Dates	Contact Person
Address			Contact email or phone number
3. Name of church/organization		Dates	Contact Person
Address			Contact email or phone number

Please sign below to attest that all of the above information is true and that the **SAFE SANCTUARY BEST PRACTICES FOR CHILDREN AND YOUTH MINISTRIES** for Prince of Peace Lutheran Church has been read and understood and you agree to abide by the best practices.

Signature _____ Date _____

Appendix B

DISCLOSURE AND AUTHORIZATION FORM
to Obtain Consumer Reports for Employment/Volunteer Purposes

Please Read Carefully!

In considering you for a volunteer position or employment and, if you are employed, in considering you for subsequent promotion, assignment, reassignment, retention, or discipline, **Prince of Peace Lutheran Church Loveland Ohio** (“the Company”) may request and rely upon one or more consumer reports or investigative consumer reports about you that we obtain from a consumer reporting agency, such as **IntelliCorp Records, Inc.**

IntelliCorp Records, Inc. can be contacted by mail at 3000 Auburn Dr, Suite 410; Beachwood, OH 44122; or phone: 1-888-946-8355; or website: www.intellicorp.net.

For explanation purposes:

- a “consumer report” is a written, oral or other communication of any information by a consumer reporting agency bearing on your credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living which is used or expected to be used or collected in whole or in part for the purpose of serving as a factor in making an employment-related decision about you. Such information may include, for example, credit information, reports from government sources, criminal history reports, or driving records; and
- an “investigative consumer report” is a consumer report in which information on your character, general reputation, personal characteristics, or mode of living is obtained through personal interviews with your prior employers, neighbors, friends, or associates, or with others who may have knowledge concerning any such items of information. In the event an investigative consumer report is requested about you, you are entitled to additional disclosures regarding the nature and scope of the investigation requested, as well as a written summary of your rights under the Fair Credit Reporting Act (“FCRA”).

Under the FCRA, before the Company can obtain a consumer report or investigative consumer report about you for employment purposes, we must have your authorization. Before we take adverse action on the basis, in whole or in part, of information in that report, you will be provided a copy of that report, the name, address, and telephone number of the consumer reporting agency, and a summary of your rights under the FCRA.

Prince of Peace Lutheran Church Loveland Ohio (“the Company”) Report Details

Social Security Number Verification/Address History, OFAC, Nationwide Sex Offender Registry, Multi-State Criminal Search, Single County Searches

AUTHORIZATION

I have read and understand the Disclosure and Authorization and authorize the Company to obtain and rely upon one or more consumer reports or investigative consumer reports. I also agree that this Disclosure and Authorization in original, faxed, photocopied, or electronic (including electronically signed by clicking the authorization button below) will be valid for any consumer reports or investigative consumer reports that may be requested about me by or on behalf of the Company. By my signature below, I authorize the Company to obtain any such reports and to share the information received with any person involved in their decision about me.

You have the right, upon written request made within a reasonable amount of time, to request whether a consumer reports has been run about you and disclosure of the nature and scope of any investigative consumer report and to request a copy of your report. Please be advised that the nature and scope of the most common form of investigative consumer report obtained with regard to applicants for employment is an investigation into education and/or employment history conducted by IntelliCorp Records, Inc. [3000 Auburn Drive, Suite 410; Beachwood, Ohio 44122; 1-866-202-1436]. The scope of this notice and authorization is all encompassing, however, allowing the Company to obtain from any outside organization all manner of consumer reports throughout the course of your employment to the extent permitted by law.

I understand the use of my Social Security number on the criminal Background Check shall be used for no other purpose than to conduct a Background Check. Furthermore, I understand that my Social Security number shall not be sold or in any way transferred to a third party except for the express purpose of conducting the Background Check.

Printed Name

Applicant Signature

Date

Parent or Legal Guardian Signature
(for searches conducted on minors under
the age of 18)

Date

For the Applicant:

You may fill out this complete the background check in one of two ways.

To complete the form online:

1. Log on to <https://popluther.volunteerportal.net>
2. Review text on the Welcome Page, enter the password: **Princeofpeace101** and click “Agree and Consent”.
3. Enter Personal Information.
 - a. All fields marked with a “*” are required.
4. Click “Next”
5. Review all information to ensure its accuracy before proceeding.
 - a. If you need to make any corrections you can click on the “Edit” link or the “Previous” button to return to the Personal Information page.
6. Click “Next” or “Complete” to process your search.

*****Please Note the following*****

- If you Quit without clicking Save, the system will not save your information. Your background check will not be run. You will need to start over from the beginning when you return.
- If you click Save before you Quit, you will be provided with a reference code to enter when you return to the site to pick up where you left off.
 - When returning to the site, click on this link on the Welcome Page: “If you are returning to finish a previous search, then click [here.](#)”
 - Enter your last name and reference number to resume your previous search.

To complete the check using a paper application:

Please submit the personal data on the reverse side of this page. A background check will be submitted by professional staff member of Prince of Peace.

Personal Data

This form is only needed in the event that the applicant does not fill out their own information using the Volunteer Portal.

Last Name	First Name	Middle Name
Birth date	ID or DL#	Social Security Number
Email Address (may be used for official correspondence:		
Present Address (incl dates lived here)		
City	State	
Addresses for the Past Seven Years: (include street, city, state, zip code)		Dates of Residence:
Other Names Used (including maiden name)		Years Used

I have the right to make a request to **IntelliCorp Records, Inc**, upon proper identification, to request the nature and substance of all information in its files on me at the time of my request, including sources of information, and the recipients of any reports on me which **IntelliCorp Records, Inc** has previously furnished within the two year period preceding my request.

I certify that all elements of the personal data I have provided are true, accurate and complete. I understand and agree that any omission, false statement, misleading statement, or answer made by me will be sufficient grounds for rejection or discharge.

 Printed Name

 Applicant Signature

 Date

Appendix C

Driver's Record Check

Last Name	First Name	Maiden Name
ID or DL#	State of Issue	Expiration Date
Email Address	Occupation	
Current Address		
City	State	Zip Code
Phone numbers		
H:	C:	W:

Have you been convicted of any moving violations in the last five years?

Yes No If yes, please describe each conviction.

Do you have any restrictions or endorsements on your driver's license?

Yes No If yes, please list those restrictions or endorsements.

Have you been involved in any motor vehicle accidents in the last five years?

Yes No If yes, please give the date and briefly describe each accident.

Have you been convicted of a DUI, or had your license revoked or suspended in the past 10 years?

Yes No If yes, please provide complete details.

Do you carry personal auto insurance?

Yes No If yes, please identify the insurance company and policy #.

Does our church or ministry have any reason to be concerned about your ability to be a responsible and careful driver?

Yes No If yes, please briefly describe.

I certify that all the information on this application is truthful and completely accurate. I agree to notify the church within 14 days of any changes in any of the above information. I authorize the church to verify this information with the Department of Motor Vehicles and to check references on my driving. I understand that false statements on this application will constitute grounds for immediate dismissal.

By signing, I agree to abide by safety procedures established by the church and abide by all laws.

Signature _____ Date _____

Please attach a photocopy of both sides of your current driver's license to this form.

Appendix D

PRINCE OF PEACE LUTHERAN CHURCH
REFERENCE CONTACT FORM

Name of Applicant		Date of Contact
Name & Organization of Reference Contact		Time of Contact
Method of Contact <input type="checkbox"/> Phone <input type="checkbox"/> Letter <input type="checkbox"/> Personal Conversation <input type="checkbox"/> Other:		
How do you know the applicant and for how long?		
Have you ever worked with the applicant in a volunteer or other capacity? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please describe:		
Please describe situations where you have observed the applicant interacting with children under age 18.		
Would you be willing to place your child/any child under the applicant's supervision? <input type="checkbox"/> Yes <input type="checkbox"/> No	Is the applicant dependable? <input type="checkbox"/> Yes <input type="checkbox"/> No	Do you know of any reason why this person should not be considered for a position working with minors? <input type="checkbox"/> Yes <input type="checkbox"/> No
Is there any additional information you would like to share?		
Signature of Interviewer	Position of Interviewer	Date

Today's Date

Appendix E

Last Name

CHILD-YOUTH INFORMATION FORM

Prince of Peace Lutheran Church
101 S. Lebanon Rd., Loveland, OH 45140

Last Name		First Name		
Birth date	Age	School	Grade this fall:	Gender:
Parent name(s)		Best contact e-mail address		
Parent contact numbers				
H:		C:		W:
H:		C:		W:
Student cell phone number (if applicable)		T-shirt Size	Student email address (if applicable)	
If parents are not available in an emergency, please contact				
Name		Relationship to student	Phone numbers	
1.				
2.				
Persons to whom my child may be dismissed				
Child's physician		Phone number		
Child's dentist		Phone number		
Insurance Provider		Group name and policy number		
Dietary restrictions, allergies or special needs				
Current medication				

CHILD-YOUTH INFORMATION FORM
Prince of Peace Lutheran Church
101 S. Lebanon Rd., Loveland, OH 45140

Authorization

Medical Release: In the event of an emergency and reasonable attempts to contact me or my emergency contact have been unsuccessful, I hereby give my consent for the administration of any treatment necessary by a licensed physician or dentist and the transfer of my child(ren) to any hospital reasonably accessible.

I understand all reasonable safety precautions will be taken at all times by Prince of Peace Lutheran Church (Loveland, Ohio) and its agents during events and activities. I understand the possibility of unforeseen hazards and know the inherent possibility of risk. I will not hold Prince of Peace Lutheran Church (Loveland, Ohio), its leaders, employees, and volunteer staff liable for damages, losses, diseases, or injuries incurred by the child/youth of this form.

Photo Release: I authorize Prince of Peace Lutheran Church to use a picture/video of my child(ren) taken during Prince of Peace events or activities in church-related presentation and promotional materials.

Check one: _____YES _____NO

The following is a note to current allergies, special conditions, limitations or precautions:

Parent/guardian signature

Date

Appendix F

PRINCE OF PEACE LUTHERAN CHURCH
INCIDENT REPORT

Date of Incident	Time of Incident	Location of Incident
Name of Injured Person		Phone Number of Injured Person
Address of Injured Person		
Name of Witnesses with Addresses and Phone Numbers		
Summary of Incident/Accident		
Description of Injury		
Was emergency help called? <input type="checkbox"/> Yes <input type="checkbox"/> No	Was injured transported to hospital? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, which hospital?	Was a family member contacted? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, who?
Full Name of Person Completing Form		Phone Number of Person Completing Form
Signature		Date

Appendix G

**PRINCE OF PEACE LUTHERAN CHURCH
INCIDENT REPORT FOR SUSPECTED ABUSE/NEGLECT**

Date	Time	Ministry/Event
Describe the Incident in Detail		
Name of Person Submitting Report	Phone Number of Person Submitting Report	
Signature of Person Submitting Report		
Name of Person Receiving the Report	Date Received	
Additional Notes		

Appendix H

Amended Ohio Senate Bill 187

On March 22, 2001, Amended Ohio Senate Bill 187 became law (Ohio Revised Code sections 109.574-577, 121.401, 121.402). The legislation's purpose is to help ensure that youth-serving organizations that place volunteers in positions requiring "unsupervised access to children on a regular basis" use appropriate screening methods.

Churches are required to adhere to Amended Ohio Senate Bill 187

The Six Ohio Revised Codes

109.574 Volunteers have unsupervised access to children definitions.

As used in sections 109.574 to 109.577 of the Revised Code:

(A) "Organization or entity" means a religious, charitable, scientific, educational, athletic, or service institution or organization or local government entity that provides care, treatment, education, training, instruction, supervision, or recreation to children.

(B) "Unsupervised access to a child" means that the person in question has access to a child and that either of the following applies:

(1) No other person eighteen years of age or older is present in the same room with the child.

(2) If outdoors, no other person eighteen years of age or older is within a thirty-yard radius of the child or has visual contact with the child.

Effective Date: 03-22-2001

109.575 Information provided by volunteers having access to children.

At the time of a person's initial application to an organization or entity to be a volunteer in a position in which the person on a regular basis will have unsupervised access to a child, the organization or entity shall inform the person that, at any time, the person might be required to provide a set of impressions of the person's fingerprints and a criminal records check might be conducted with respect to the person. Not later than thirty days after the effective date of this section, each organization or entity shall notify each current volunteer who is in a position in which the person on a regular basis has unsupervised access to a child that, at any time, the volunteer might be required to provide a set of impressions of the volunteer's fingerprints and a criminal records check might be conducted with respect to the volunteer.

Effective Date: 03-22-2001

109.576 Notice of volunteer's conviction.

(A) If a person has applied to an organization or entity to be a volunteer in a position in which the person on a regular basis has unsupervised access to a child, if the organization or entity subjects the person to a criminal records check, if the report of the results of the criminal records check indicates that the person has been convicted of or pleaded guilty to any of the offenses described in division (A)(1) of section 109.572 of the Revised Code, and if the organization or entity accepts the person as a volunteer in a position in which the person on a regular basis has unsupervised access to a child, the organization or entity shall notify the parent or guardian of each child for whom it provides services that the volunteer has been convicted of one or more of those offenses but that, nonetheless, the person will be serving the organization or entity in that position. The notification required by this division shall be in writing, and the organization or entity shall send the notice to the parent or guardian on the date the organization or entity commences providing services to the child or on the date the organization or entity decides to accept the person as a volunteer after receiving the report of the results of the criminal records check, whichever is later.

(B) If a person is serving an organization or entity as a volunteer in a position in which the person on a regular basis has unsupervised access to a child, if the organization or entity subjects the person to a criminal records check, if the report of the results of the criminal records check indicates that the person has been convicted of or pleaded guilty to any of the offenses described in division (A)(1) of section 109.572 of the Revised Code, and if the organization or entity retains the person as a volunteer in the same position or in any other position in which the person on a regular basis has unsupervised access to a child, the organization or entity shall notify the parent or guardian of each child for whom it provides services that the volunteer has been convicted of one or more of those offenses but that, nonetheless, the person will be retained by the organization or entity in that position. The notification required by this division shall be in writing, and the organization or entity shall send the notice to the parent or guardian on the date the organization or entity commences providing services to the child or on the date the organization or entity decides to retain the person after receiving the report of the results of the criminal records check, whichever is later.

(C) A notification to a parent or guardian of a child that is required by division (A) or (B) of this section shall identify by name the person who is accepted or retained as a volunteer in a position in which the person on a regular basis has unsupervised access to a child, shall state the fact that the person has been convicted of or pleaded guilty to one or more of the offenses described in division (A)(1) of section 109.572 of the Revised Code, but shall not identify the offense or offenses in question.

(D) Divisions (A) to (C) of this section apply regarding any criminal records check performed by the bureau of criminal identification and investigation pursuant to section 109.57, section 109.572, or rules adopted under division (E) of section 109.57 of the Revised Code, any criminal records check performed in any manner by the organization or entity or any of its officers or employees, or any criminal records check performed in any manner by any person upon the request of the organization or entity or any of its officers or employees.

Effective Date: 03-22-2001

109.577 Immunity from civil liability.

(A) If an organization or entity uses a volunteer in a position in which the person on a regular basis has unsupervised access to a child and if the volunteer has been subjected to a criminal records check performed by the bureau of criminal identification and investigation pursuant to section 109.57, section 109.572, or rules adopted under division (E) of section 109.57 of the Revised Code, the organization or entity, and its officials and employees, are immune from civil liability that might otherwise be incurred or imposed for any death or any injury or loss to person or property that is caused by any act or omission of the volunteer and that results from or is related to the volunteer having unsupervised access to a child on a regular basis. This immunity does not apply to a person, organization, or entity

that has immunity from civil liability in accordance with section 9.86, 2744.02, or 2744.03 of the Revised Code for the good faith compliance, attempted compliance, or failure to comply.

(B) This section does not create a new cause of action or substantive legal right against a person, organization, or entity and does not affect any immunities from civil liability or defenses established by another section of the Revised Code or available at common law, to which a person, organization, or entity may be entitled under circumstances not covered by this section.

Effective Date: 03-22-2001

121.401 Adoption of recommended best practices when volunteers have unsupervised access to children.

(A) As used in this section and section 121.402 of the Revised Code, “organization or entity” and “unsupervised access to a child” have the same meanings as in section 109.574 of the Revised Code.

(B) The governor’s community service council shall adopt a set of “recommended best practices” for organizations or entities to follow when one or more volunteers of the organization or entity have unsupervised access to one or more children or otherwise interact with one or more children. The “recommended best practices” shall focus on, but shall not be limited to, the issue of the safety of the children and, in addition, the screening and supervision of volunteers. The “recommended best practices” shall include as a recommended best practice that the organization or entity subject to a criminal records check performed by the bureau of criminal identification and investigation pursuant to section 109.57, section 109.572 , or rules adopted under division (E) of section 109.57 of the Revised Code, all of the following:

(1) All persons who apply to serve as a volunteer in a position in which the person will have unsupervised access to a child on a regular basis.

(2) All volunteers who are in a position in which the person will have unsupervised access to a child on a regular basis and who the organization or entity has not previously subjected to a criminal records check performed by the bureau of criminal identification and investigation.

(C) The set of “recommended best practices” required to be adopted by this section are in addition to the educational program required to be adopted under section 121.402 of the Revised Code.

Effective Date: 03-22-2001

121.402 Educational program for volunteers having unsupervised access to children.

(A) The governor’s community service council shall establish and maintain an educational program that does all of the following:

(1) Makes available to parents and guardians of children notice about the provisions of sections 109.574 to 109.577 , section 121.401 , and section 121.402 of the Revised Code and information about how to keep children safe when they are under the care, custody, or control of a person other than the parent or guardian;

(2) Makes available to organizations and entities information regarding the best methods of screening and supervising volunteers, how to obtain a criminal records check of a volunteer, confidentiality issues relating to reports of criminal records checks, and record keeping regarding the reports;

(3) Makes available to volunteers information regarding the possibility of being subjected to a criminal records check and displaying appropriate behavior to minors;

(4) Makes available to children advice on personal safety and information on what action to take if someone takes inappropriate action towards a child.

(B) The program shall begin making the materials described in this section available not later than one year after the effective date of this section.

Effective Date: 03-22-2001