

CHILD PROTECTION PROGRAM OF CHRIST LUTHERAN CHURCH, YORK, PA
(Approved December 2013; Revised May 18, 2015)

A. Mission Statement Regarding This Child Protection Program (CPP)

At 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 Program described in this document.

To protect the safety of our children and youth, employees (who are not employees of the Christ Lutheran Church childcare program) and volunteers who have direct contact with children will be screened as to their acceptability for working with children and youth as further described in this policy. They will be required to subscribe to our "Approved Adult" criteria and follow the guidelines set forth in this Child Protection Program. Application forms to become an Approved Adult are located in the Appendix of this document.

B. Definitions

1. "Administrative Pastor (AP)" means the pastor, or senior pastor, under "call" to the congregation. In the absence of a "called" pastor, or senior pastor, the Congregation Council shall appoint a pastor (associate, interim, etc.) to be the Administrative Pastor until a "called" pastor, or senior pastor, assumes his/her duties in the congregation.
2. "Approved Adult" means anyone of age 18 years or older who has satisfied all the requirements of the Child Protection Program and the application procedure for Approved Adults. An Approved Adult can be a volunteer or an employee of the congregation.

Approved Adults include:

- Pastor(s) (this includes administrative pastors, associate pastors, interim pastors, etc.)
- Any individuals 14 years of age or older who apply for a paid position as an employee responsible for the welfare of a child or having direct contact with children
- Sunday school teachers of children and youth
- Nursery volunteers
- Vacation Bible school teachers

- Leaders of children and youth programs
- Mentors of children and youth
- Children and youth choir directors
- other adults who have satisfied all the requirements of Approved Adults

3. “Child” or “Youth” means any person considered a minor under the laws of the Commonwealth of Pennsylvania, that is, a person who is under 18 years of age. A person who is incompetent is considered to be a child under this Program irrespective of his/her age.

4. “Child Abuse” means intentionally, knowingly or recklessly doing any of the following:

(1) causing bodily injury to a child through any recent act or failure to act; (2) fabricating, feigning or intentionally exaggerating or inducing a medical symptom or disease which results in a potentially harmful medical evaluation or treatment to the child through any recent act; (3) causing or substantially contributing to serious mental injury to a child through any act or failure to act or a series of such acts or failures to act; (4) causing sexual abuse or exploitation of a child through any act or failure to act; (5) creating a reasonable likelihood of bodily injury to a child through any recent act or failure to act; (6) creating a likelihood of sexual abuse or exploitation of a child through any recent act or failure to act; (7) causing serious physical neglect of a child; (8) engaging in any of the following recent acts: (i) kicking, biting, throwing, burning, stabbing or cutting a child in a manner that endangers the child; (ii) unreasonably restraining or confining a child, based on consideration of the method, location or the duration of the restraint or confinement; (iii) forcefully shaking a child under one year of age; (iv) forcefully slapping or otherwise striking a child under one year of age; (v) interfering with the breathing of a child; (vi) causing a child to be present at a location while a violation of 18 Pa.C.S. § 7508.2 (relating to operation of methamphetamine laboratory) is occurring, provided that the violation is being investigated by law enforcement; (vii) leaving a child unsupervised with an individual, other than the child's parent, who the actor knows or reasonably should have known: (A) is required to register as a Pennsylvania Tier II or Tier III sexual offender, where the victim of the sexual offense was under 18 years of age when the crime was committed; (B) has been determined to be a Pennsylvania sexually violent predator; (C) has been determined to be a Pennsylvania sexually violent delinquent child; or (9) causing the death of the child through any act or failure to act.

5. “Direct contact with children” means the care, supervision, guidance or control of children or routine interaction with children.

6. “Interview Dyad (ID)” means the Administrative Pastor (or designee) whose responsibility it is to review the background checks and perform interviews.

7. “Sexual Abuse or Exploitation” means any of the following:

(1) the employment, use, persuasion, inducement, enticement or coercion of a child to engage in or assist another individual to engage in sexually explicit conduct, which includes, but is not limited to, the following: (i) looking at the sexual or other intimate parts of a child or another individual for the purpose of arousing or gratifying sexual desire in any individual; (ii) participating in sexually explicit conversation either in person, by telephone, by computer or by a

computer-aided device for the purpose of sexual stimulation or gratification of any individual; (iii) actual or simulated sexual activity or nudity for the purpose of sexual stimulation or gratification of any individual; (iv) actual or simulated sexual activity for the purpose of producing visual depiction, including photographing, videotaping, computer depicting or filming; and (2) any sexual offense committed against a child.

For any conduct to be considered “sexual abuse or exploitation”, the behavior does not have to involve touching. Sexual abuse or exploitation can include the following:

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

8. “Volunteer” means anyone who provides services for the church and who receives no compensation in the form of salary, wages, or benefits.

9. “Youth Volunteer” means anyone between 14 and 18 years of age who is a Volunteer under the supervision of an Approved Adult.

C. Approved Adult Criteria

Approved Adults have:

- obtained church membership at Christ Lutheran Church (volunteers only);
- provided personal references;
- had experience working with children, or demonstrated ability to learn;
- participated in church activities in this congregation for a minimum of six months (volunteers only); and
- completed successfully the application process, which did not reveal information of concern to the ID

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

D. Application Process to Become an Approved Adult

Christ Lutheran Church requires that applicants complete the application process in order to become an Approved Adult.

Applicants must:

1. Complete the Approved Adult application form.
2. Obtain and submit to church officials the following background check information: (1) PA State Police Criminal History; (2) PA Department of Human Services Child Abuse Clearance; and (3) FBI Federal Criminal History. Background checks must be renewed every 60 months. All necessary instructions and links to apply for these clearances can be found at <http://www.dhs.state.pa.us/findaform/childabusehistoryclearanceforms/index.htm>.

3. Have maintained active participation in the congregation for the past six months and continue to be an active member after being accepted as an Approved Adult (volunteers only).

4. Be prepared to act in an appropriate capacity while working with the children and youth of the congregation.

5. Complete an approved training session.

6. Complete a personal interview with the ID. This interview will include a standard inquiry about whether at any time in the past the applicant has been accused of and/or has a previous record of Child Abuse and/or Sexual Abuse or Exploitation.

Applications and related papers will be secured in a confidential location under the jurisdiction of the Administrative Pastor (AP).

E. Forms

All forms necessary for becoming an Approved Adult in a paid or non-paid capacity, as well as permission slips for an overnight activity or any activity that takes place away from church grounds, and incident reports are located at the end of this Child Protection Program as attachments. A brief description of each form follows.

1. Approved Adult Application

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

2. Release of Background Check Information

To be completed by all applicants desiring to become an Approved Adult.

3. Personal Interview Form

To be completed by the ID (or designee) during the personal interview of applicants desiring to become an Approved Adult. This form is signed by the applicant and the ID and placed in the applicant's file following the interview.

4. Permission Slip

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

5. Incident Report Form

Used to document suspected incidents of Child Abuse and/or Sexual Abuse or Exploitation to the proper authorities; provided, that all Child Abuse and/or Sexual Abuse or Exploitation must be immediately reported to the PA Department of Public Welfare prior to completion of the Incident Report Form. All completed Incident Forms should be submitted to the Administrative Pastor.

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 Child Abuse and Sexual Abuse and/or physical abuse, and to protect Approved Adults from false allegations of abuse, the Committee has adopted the following guidelines:

1. Child Abuse and Sexual Abuse or Exploitation Prohibited: Approved Adults shall not engage in any Child Abuse and/or Sexual Abuse or Exploitation as defined herein.

2. Approved Adult Rule: A minimum of two non-related Approved Adults must be present during any child or youth church related activity. Where possible, doors should be left open or a window should allow easy observation of the room. An adult should avoid being alone with a child.

3. Empty Room Guideline: After an activity, check rooms to ensure that all participants have vacated the rooms and that the doors are left open. The doors are not required to be left open in the administrative and support areas (for example the offices, mechanical, storage, and toilet rooms).

4. 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.

- Any body-to-body embrace, a touch on private areas (those areas covered by a bathing suit), or any type of kiss is inappropriate.

5. 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 slip will list a minimum of two non-related Approved Adult who will serve as organizer.

6. Overnight Rule: At least two non-related Approved Adults must be present at overnight activities involving children and youth. If the event involves children of both genders, then there should be at least one Approved Adult of each gender.

7. Transportation of Children: When children and youth are transported for church related activities they shall be transported in groups with at least one Approved Adult in each vehicle. Drivers shall provide a photocopy of current driver's license, insurance, and vehicle registration for church records.

8. Personal Vehicle Transportation. To transport children in a personal vehicle, the driver must be 21 years of age or older.

G. Reporting Suspected Child Abuse and/or Sexual Abuse or Exploitation

An Approved Adult who witnesses or has reasonable cause to suspect that a child involved in a childcare program or activity has been subject to Child Abuse and/or Sexual Abuse or Exploitation by anyone (including the child's family, guardians, an Approved Adult, or volunteer) must report such knowledge or reasonable suspicions to the Pennsylvania Department of Human Services ChildLine and Abuse Registry (ChildLine) by (1) calling 800-932-0313 and

completing a CY-47 form and faxing to county CYS (http://www.dhs.state.pa.us/cs/groups/webcontent/documents/form/c_137044.pdf); or (2) submitting a report electronically via the Child Welfare Portal (www.compass.state.pa.us/cwis). Following the report to ChildLine, the Approved Adult shall notify the Administrative Pastor.. The Approved Adult and the congregation will cooperate fully with government authorities investigating allegations of abuse. The initiative for investigating alleged abuse resides with the Department of Human Services and should not be carried out by the congregation.

The Administrative Pastor should forward the report of child abuse to the president of Congregation Council and any other person designated by Congregation Council.

All allegations of Child Abuse and/or Sexual Abuse or Exploitation will be taken seriously by the pastor(s), Congregation Council, and the 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 Administrative Pastor and a Congregation Council president involved so that there can be verification of the reporting activity. The Administrative Pastor and/or the Congregation Council president shall notify the Office of the Synodical Bishop immediately about any report to ChildLine; provided that this notice will redact all identifying information of the parties involved with the incident and incident reporting, and will provide the minimum amount of information necessary to inform the Synod that a report of suspected Child Abuse and/or Sexual Abuse or Exploitation was made .

H. Response to the Reporting of Suspected Child Abuse and/or Sexual Abuse or Exploitation

1. Subject to the initial notice under paragraph “G”, the Administrative Pastor or Congregation Council president will notify parents or guardians of all children involved in an alleged incident, unless the parents or guardians are the persons suspected of the abuse. The phone call or visit will be documented.

2. The Administrative Pastor or Congregation Council president will provide to the Congregation Council a written report and all the steps taken afterwards; provided that the written report will redact all identifying information of the parties involved with the incident and incident reporting, and will provide the minimum amount of information necessary to inform the Congregation Council that a report of suspected Child Abuse and/or Sexual Abuse or Exploitation was made.

3. The Congregation Council 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 confirming that report will also be sent to the insurance broker and/or carrier.

4. The Congregation Council will determine whether the Christ Lutheran Church should engage legal counsel in consultation with the insurance carrier.

5. The Administrative Pastor or the Congregation Council president shall 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 and/or Sexual Abuse or Exploitation will be approved in advance by the Congregation Council and will as far as possible be documented by them.

7. All communications within the congregation, if any, regarding the report of Child Abuse and/or Sexual Abuse or Exploitation 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.

I. The Child Protection Program Committee

The Child Protection Program Committee (Committee) shall consist of four members, with two year staggered terms, plus the Administrative Pastor and Congregation Council president. The Administrative Pastor and Congregation Council president will appoint members with the approval of the Congregation Council.

J. The Responsibilities of the Child Protection Program Committee

1. On an annual basis (or more often as necessary), review and make any recommendations to the congregation council to improve, revise, or update the Child Protection Program.

2. Provide training criteria for all applicable church employees and volunteers working with the children regarding Child Abuse and Sexual Abuse or Exploitation. Training must be completed prior to becoming an Approved Adult.

3. Accept all applications of individuals desiring to become an Approved Adult.

4. Delegate to the Administrative Pastor (or designee) the task of reviewing all applications including background checks.

5. Submit a list of qualified candidates for Personal Interviews. Standard Personal Interview forms will be completed by the ID and will be included in the personnel file for each candidate.

6. Monitor Approved Adults to ensure that guidelines are being followed.

7. Keep a file of all permission slips and drivers information, which will be stored in the congregation office. Permission slips and drivers information will be kept for a minimum of three years following the event, if an incident of abuse is reported relating to an event, the permission slips and drivers information for that event will be maintained indefinitely.

8. Keep Congregation Council apprised of all activities of the Committee.

9. 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.

10. Determine appropriate disciplinary action or disqualification in response to a violation or violations of the Child Protection Program guidelines.

K. Violations of Child Protection Program Guidelines

Persons who admit to or plead guilty to or are convicted in a court of law of any form of Child Abuse and/or Sexual Abuse or Exploitation will be immediately, permanently, and completely disqualified by the Committee from working with children and youth in the congregation.

Persons who admit to the Committee any type of physical, emotional, 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 Committee and Congregation Council shall disqualify any person from

working with children in the congregation while allegations of sexual, emotional, or physical abuse are being investigated.

Alleged violations of the program guidelines, other than Child Abuse and/or Sexual Abuse or Exploitation, shall be immediately reported to the Committee. The alleged violations of the Child Protection Program guidelines will be investigated by the Committee that shall meet with the person(s) involved. If the person(s) is found to be in violation of the program guidelines, then the Committee will determine what disqualification or disciplinary action, if any, is necessary. Notwithstanding the foregoing, the Committee can temporarily or permanently disqualify any person(s) from working with children as the Committee deems appropriate.

Application For Approved Adult Status

This application is a required 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 have direct contact with the children of Christ Lutheran Church must complete this application process.

PERSONAL INFORMATION

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

(1) Name _____

(2) Date of Application _____

(3) Last four digits of 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 (optional) _____

(10) Permanent addresses you have maintained during the last ten 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 review the "Definitions" section above for the definitions of Child Abuse and 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 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 under 18 years of age?)

Yes No

If yes, please explain.

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

Yes No

If yes, please explain.

(15) 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

CHURCH OR CHILD-RELATED WORK

(16) Names and addresses of all churches you have attended at any time during the last five years.

(17) Describe any church/non-church related work you may have done with children during the last five years. Include the organization’s name and address.

(18) List how you would like to work with children (i.e. teacher, music, etc.).

PERSONAL REFERENCES

(19) 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 entity's 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.

I further state that I have read and understand the Child Protection Program of Christ Lutheran Church, and agree that if I am approved to become an Approved Adult, I will abide by said Program.

Applicant's Signature _____ Date _____

Release of Background Check Information

For employees: I have completed the following background checks: (1) PA State Police Criminal History; (2) PA Department of Human Services Child Abuse Clearance; and (3) FBI Federal Criminal History. I acknowledge that these certifications are required every 36 months.

For volunteers: I have completed the following background checks: (1) PA State Police Criminal History; (2) PA Department of Human Services Child Abuse Clearance; and (3) FBI Federal Criminal History¹. I acknowledge that these certifications are required every 60 months.

I hereby consent to the release of the background check information to Christ Lutheran Church and any of the congregation's agents or officials, any information pertaining to me that it may have or have access to regarding the arrest for or conviction of a crime or regarding any Child Abuse and/or Sexual Abuse or Exploitation history. I hereby release Christ Lutheran Church, including its respective agents and employees from any and all liability resulting from such disclosure.

Signature _____ Date _____

Print Complete Name _____

Print Maiden Name (if applicable) _____

Print all aliases _____

Date of Birth _____ Place of Birth _____

Last four digits of Social Security Number _____

Is there anything that you would like to share before the background checks are submitted?

Circle one: Yes No

If yes, please explain

¹ The FBI Federal Criminal History is not required if the applicant confirms the provisions in the Attestation to the Release of Background Check Information.

Attestation to the Release of Background Check Information

The Pennsylvania Child Protective Services Law requires persons and entities, including Christ Lutheran Church (CLC), to require an employee or volunteer applicant to have selected background checks on record with the person or entity before the applicant has any direct contact with children. The background check includes the following three clearances: (i) PA State Police Criminal History; (ii) PA Department of Human Services Child Abuse Clearance; and (iii) FBI Federal Criminal History. However, an applicant is required to submit only the PA State Police Criminal History and the PA Department of Human Services Child Abuse Clearance if (1) the position the applicant is applying for is unpaid; (2) the applicant has been a resident of the Commonwealth of Pennsylvania during the entire ten-year period from the date of the applicant's Application For Approved Adult Status; and (3) the applicant affirms in writing that he/she is not disqualified from employment and has not been convicted of an offense similar in nature to those crimes on the "Reportable Offense" list attached to this Attestation to the Request for Background Checks as Appendix 1.

A. _____ I state that I have been a Pennsylvania resident continuously for ten years prior to the date of my Application For Approved Adult Status.

B. Check the following that apply:

_____ I state that I have not been arrested for (charged with a misdemeanor or felony) or convicted of any offense on Appendix 1 since the date of my Application For Approved Adult Status or my most recent background check.

_____ I state that I have been arrested for (charged with a misdemeanor or felony) or convicted of an offense or offenses on Appendix 1. For any arrest or conviction of any Reportable Offense, specify in the space below (or on additional attachments if necessary) the crime for which you have been arrested (charged with a misdemeanor or felony) or convicted, the date and location of arrest and/or conviction, and the applicable court.

Signature: _____

Full Legal Name (Last First MI): _____

Date of birth: _____

Date: _____

By signing above, I agree to provide written notice to the Administrative Pastor of any arrest or conviction for an offense enumerated in Appendix 1 within seventy-two (72) hours after such an arrest or conviction. Should I be unsure about the applicability of my arrest or conviction of a Reportable Offense, I agree to disclose the information to the Administrative Pastor for further review.

REPORTABLE OFFENSE LIST

Appendix 1

(1) An offense under one or more of the following sections of the Pennsylvania Criminal Code:

- Chapter 25 (relating to criminal homicide)
- Section 2702 (relating to aggravated assault)
- Section 2709.1 (relating to stalking)
- Section 2901 (relating to kidnapping)
- Section 2902 (relating to unlawful restraint)
- Section 2910 (relating to luring a child into a motor vehicle or structure)
- Section 3121 (relating to rape)
- Section 3122.1 (relating to statutory sexual assault)
- Section 3123 (relating to involuntary deviate sexual intercourse)
- Section 3124.1 (relating to sexual assault)
- Section 3124.2 (relating to institutional sexual assault)
- Section 3125 (relating to aggravated indecent assault)
- Section 3126 (relating to indecent assault)
- Section 3127 (relating to indecent exposure)
- Section 3129 (relating to sexual intercourse with animal)
- Section 4302 (relating to incest)
- Section 4303 (relating to concealing death of child)
- Section 4304 (relating to endangering welfare of children)
- Section 4305 (relating to dealing in infant children)
- A felony offense under section 5902(b) (relating to prostitution and related offenses)
- Section 5903(c) or (d) (relating to obscene and other sexual materials and performances)
- Section 6301(a)(1) (relating to corruption of minors)
- Section 6312 (relating to sexual abuse of children)
- Section 6318 (relating to unlawful contact with minor)
- Section 6319 (relating to solicitation of minors to traffic drugs)
- Section 6320 (relating to sexual exploitation of children)

(2) An offense designated as a felony under the Pennsylvania Controlled Substance, Drug, Device and Cosmetic Act.

(3) An offense similar in nature to those crimes listed above in clauses (1) and (2) under the laws or former laws of:

- the United States or one of its territories or possessions; or
- another state; or
- the District of Columbia; or
- the Commonwealth of Puerto Rico; or
- a foreign nation; or
- under a former Pennsylvania law

Personal Interview Form

[To be completed by Interview Dyad ID) when interviewing an applicant seeking to become an Approved Adult.]

Interviewed By (printed names):

Interview Date:

Name of Applicant

The ID shall carefully read the application completed by the applicant to ensure completeness (including address and phone numbers) 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 ID, at a minimum, shall read each question below to the applicant and mark the appropriate response. (Circle one.)

1. Have you read and understand the Child Protection Program of Christ Lutheran Church?

Yes No

2. Do you have any questions regarding the Child Protection Program?

Yes No

(If yes, please explain.)

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

Yes No

(If yes, please explain.)

4. What are your gifts regarding working with children? (Please provide specifics.)

5. In what specific areas would you particularly like to work with children? (e.g., Sunday School, Youth Group, etc.)

Notes:

Check Personal References [The ID (or designee) shall check the applicant's references and verify the name, number of years known, and any relevant notes above.]

Reference Checked by – Signature _____ Date _____

As the applicant, I hereby state that I have carefully read this interview form, understand its content, and agree that this document accurately reflects what was discussed during the interview, and that the information is correct to the best of my knowledge.

Applicant's Signature _____ Date _____

Based on the application process, the ID recommends this person as an Approved Adult.

Yes No

Notes:

Interviewer's Signature _____ Date _____

Interviewer's Signature _____ Date _____

Date applicant's training completed: _____

Permission Slip For Church Related Activity

1 through 5 should be completed by the organizer(s) of the event.

6 through 10 should be completed by the parent or guardian.

(1) Child/youth group activity:

(2) Date, time and location:

(3) Transportation (circle one):

Meet at (location) to carpool;

Meet at activity location (parent/guardian provides transportation to & from activity)

(4) Approved Adults attending event (there must be a minimum of 2):

(5) In case of emergency, call:

(6) I am willing to chaperone/drive if needed (circle one): YES NO

(7) Print child/youth's name: _____ has my permission to participate in the
aforementioned church related activity.

(8) Please list any medications, dietary restrictions, or special needs:

(9) Your child is asked to bring:

(10) Parent/Guardian's signature _____ Date _____
primary number: (____) _____ secondary number: (____) _____

Incident Report

Name of Approved Adult: _____

Name of child _____

Date report made to the Pennsylvania Department of Public Welfare: _____

Method of Report to DPW (check one):

- 1. Phone to ChildLine with completed CY-47 form faxed to county CYC: _____
- 2. Electronic via Child Welfare Portal: _____

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 _____

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

I have received this report and agree to follow CPP program procedures.

Signature _____ Date _____