

SAFE CHILD POLICY and PROCEDURES

for

CHILDREN, YOUTH, VOLUNTEERS, AND STAFF

Grace Evangelical Lutheran Church

115 East King Street

Boone, NC 28607

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SAFE CHURCH POLICY AND PROCEDURES HANDBOOK

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SECTION I

INTRODUCTION

STATEMENT OF PURPOSE

The purpose of this Safe Child Policy, and the accompanying procedures, for Grace Evangelical Lutheran Church is to demonstrate our commitment to conduct a Children and Youth Ministry Program that ensures the safety and spiritual growth for all involved. The Safe Child Policy and Procedures will be available to all parents and volunteers working with children.

This policy will:

- Follow reasonable safety measures in the selection and recruitment of paid staff and volunteers.
- Implement operational procedures for all programs and events involving children and youth.
- Educate wherever possible all workers and caregivers concerning these policies and safety methods
- Have a clearly defined procedure for reporting and responding to a suspected incident of abuse that conforms to state law.

DEFINITIONS

- “Children” - children from birth through 5th Grade
- “Youth” - 6th through 12th Grade
- “Adult” - 18 years of age or older
- “Paid staff” - anyone receiving compensation from Grace Evangelical Lutheran Church for full or part-time work with children or youth.
- “Volunteer” - anyone serving children in a voluntary basis
- “Youth Leader” - anyone who serves as a part of the team working with Jr. or Sr. High youth two or more times a month in a role with responsibility or risk.
- “Drivers” - anyone who volunteers for driving responsibility or overnight responsibility.

OTHER ORGANIZATIONS USE POLICY

Any organizations that use church facilities for children/youth activities will be provided a copy of this policy and required to follow the guidelines. The organization must sign a policy statement along with the Facilities Use Policy and return both to the Administrative Secretary prior to use.

SECTION II
POLICIES FOR SELECTION, SCREENING AND
TRAINING STAFF AND VOLUNTEERS

STATEMENT OF PURPOSE

Opportunities to teach and supervise children/youth are a privilege offered by Grace Evangelical Lutheran Church. As a church, we believe that nurturing the spiritual, emotional, and physical well-being of children/youth is vital. This policy is intended to ensure that all interactions between adults and children/youth are consistent with the example and teachings of Jesus Christ. All adults who are entrusted with the care of our children/youth must strive to be worthy of the example of Christ. Adults must understand the importance of providing a safe and secure environment and of avoiding any conduct that might appear inappropriate. Grace Evangelical Lutheran Church affirms the right of children and youth to be protected from sexual or physical abuse and neglect, and the right of volunteers and staff to be protected from unfounded allegations of abuse or neglect.

SELECTION, SCREENING, AND TRAINING GUIDELINES

The following selection and screening guidelines will be used by Grace Evangelical Lutheran Church in reviewing applicants for volunteer and paid staff positions in children's and youth ministry.

Six-Month Rule

Volunteers working with children or youth must have been a member or regular attendee of Grace Evangelical Lutheran Church for at least 6 months. Any exceptions will provide three references and be approved by the Faith Formation Team or the Pastor.

Minimum Age

When practical, two workers who are at least 18 years of age or older should supervise programs and events. Younger persons may assist, but they may not take the place of adult workers.

Familiarity with Safe Child Policy

All paid staff and volunteers working with children or youth must read the Grace Evangelical Lutheran Church Safe Child Policy and sign a statement acknowledging their understanding.

Orientation and Policy Trainings

It is recommended that all paid staff and volunteers working with children or youth attend a Safe Child Policy Orientation and Training Session. Training will cover the (a) expectations and guidelines of the Safe Church Policy, (b) issues related to physical and sexual abuse and allegations of abuse, and (c) general safety practices, including first aid, CPR, and positive discipline practices. Training should occur annually or as deemed necessary. If volunteers change positions related to the children and youth programming of Grace Evangelical Lutheran Church, they may be encouraged to attend additional training events.

Information/Background Checks

All full or part-time staff who work with children and youth must complete a background check prior to the start date of their employment conducted by the Financial Secretary. Signatures on this form authorize Grace Evangelical Lutheran Church to check references and background information.

All volunteers who work with children and youth and/or agree to serve in the programs and activities may be asked to complete a background check.

Personal Interviews and References

Personal interviews and reference checks will be conducted with all paid employees and follow the Grace Evangelical Lutheran Personnel Policies. Interviews may also be conducted with volunteers as deemed necessary.

Confidentiality of Information

All personal information voluntarily disclosed, the results of background and reference checks, or the refusal of any person to participate in a program or activity because of Safe Child Policy requirements will be kept confidential in a locked file provided by the church. Screening information will be stored with limited access afforded only to the Pastors and the Financial Secretary.

STAFFING GUIDELINES

Grace Evangelical Lutheran Church has a goal of using the following ratios of adults and leaders to children/youth. The church recognizes that in some circumstances achieving these ratios may not be feasible, such as when an unexpected number of children attend an event.

- Recommended Child/Youth to Leader Ratio
 - Nursery, Age 0-1 year 6 infants to 2 adults
 - Toddler, Age 1-2 years 8 toddlers to 2 adults
 - Preschool, Age 2-3 years 10 preschoolers to 2 adults
 - Preschool, Age 3-5 years 12 preschoolers to 2 adults
 - Children Programs, Grades K-1st 12 children to 2 adults
 - Children Programs, Grades 2nd-5th 16 children to 2 adults
 - Youth Programs, Grades 6th-12th 18 youth to 2 adults

Policy Supervision

The Faith Formation Team will receive reports of guideline misuse and reports of abuse. It is the responsibility of the Faith Formation Team to ensure that reports of alleged abuse incidents are documented and to inform all relevant parties of the abuse allegations.

The Faith Formation Team is responsible for reviewing the Safe Child Policy annually to ensure that policies and procedures are relevant, up to date, and that Church programs are adhering to the policies. It is also the responsibility of this committee to review the training of all staff and volunteers and to serve as a resource.

SECTION III

GENERAL GUIDELINES FOR CHILDREN AND YOUTH MINISTRY

INTRODUCTION

The following guidelines and procedures apply to everyone who works with children or youth at Grace Evangelical Lutheran Church. The Faith Formation Team is responsible for ensuring that proper supervision is in place for programs and activities. The Safe Church Policy and guidelines are created to affirm, support, protect, and advocate for children/youth.

CODES OF CONDUCT FOR ADULT AND CHILDREN/YOUTH

- Staff and volunteers in teaching/leadership positions should exemplify a lifestyle consistent with the beliefs of the church. They should model biblical principles and values to our children and youth. Their behavior must reflect the highest standards of Christian maturity, foster trust, and be above reproach.
- Adults engaged in church-related events and activities with children/youth present should never engage in sexually suggestive behavior or inappropriate touching.
- Adults will not consume alcohol or use illegal drugs during any church-related activity involving children/youth. Violation of this policy will result in immediate suspension and removal from the activity.
- Possession of firearms is forbidden.
- All adults working with children/youth shall abide by applicable laws and regulations.

SUPERVISION OF PROGRAMS AND EVENTS

For all activities, events, and programs that occur as ministries to children and youth, a responsible adult must be designated as a leader. In most cases, it will be the staff person or adult who is responsible for the planning, organizing, or directing the event. The adult leader will ensure that the Safe Child Policy appropriate to the age, gender, number of participants and activity planned is implemented. Planning for each event is critical to ensure the safety and well-being of all children and youth involved.

TWO ADULT RULE

It is recommended that two adults are present during programs or activities involving children and youth. If this rule cannot be accomplished due to unusual circumstances, the Pastor and the Faith Formation Team may authorize one adult to supervise children/youth on the Church premises in a classroom setting or for a special event. In that case, an adult monitor will occasionally check rooms/events where there is only one supervising adult.

OPEN DOOR POLICY

Whenever possible, events will practice an "Open Door Policy" where doors remain open and/or windows in doors remain unobstructed. Parents, workers, and church members have a right to observe any activity if they are able to do so without disrupting the activity.

STAFFING

NAME TAGS - Volunteers and Staff working in classrooms and programs should wear name tags so that parents know who is working with their child, who is in charge, with whom to leave instructions, and who is accepting responsibility for their children.

FACILITIES AND EQUIPMENT

- **BATHROOMS AND DIAPER CHANGING FACILITIES:** Bathrooms that are used by younger and older children are located in the office hallway. A diaper changing table is available in the nursery.
- **EQUIPMENT:** Age appropriate toys and equipment are provided in all children's classrooms. Toys and equipment will be checked regularly to ensure good working condition and proper regulations.
- **SANITIZING:** Children's areas will be kept clean and sanitary. Toys and equipment used by young children will be disinfected regularly to minimize any health risks. After every use and after every church service the toys and equipment will be disinfected.
- **PLAYGROUNDS:** Outside playground facilities will be checked regularly for safety and to make sure that equipment is in good working order. Signs posted in playground areas indicate appropriate ages for equipment use.

CHILD SECURITY

- **INFORMATION FORMS:** Parents must complete appropriate Child/Youth Information Forms required by the church's children's programs (e.g., Sunday School, VBS). These forms will be kept on file for the leaders/volunteers who work in the programs. Parents should complete them by the designated deadline dates and have the option of registering their children/youth through the online process.
- **DROP OFF:** Parents or guardians should escort children to the door of the appropriate classroom or activity at the appropriate start time. Leaders should ask parents each week of any concerns, needs, joys, etc. related to their child. For children who are dropped off at the church for activities that are not part of Sunday morning programming, a designated place for drop off should be identified. An adult leader should be stationed at that door or place.

- **PICK UP:** It is recommended that children (Preschool age - 1st Grade) be released to parents or the person designated to pick up. Children (2nd - 5th Grades) may leave their classrooms on Sunday mornings to meet their parents. In other programs, children will be released to parents or designated person. For activities that are not part of Sunday morning programming, a designated pickup place should be identified. An adult leader should be stationed in that location and should remain with participants until everyone is picked up. For all children and activities, leaders should be notified in writing if anyone other than the parents is designated to pick up. Parents should honor pick-up times. Leaders shall never leave a child alone for parent pick up.

- **DIFFERENT LOCATIONS:** Parents should be able to find their child at any time and should feel welcome to visit their children's activity areas or classrooms. If children are in a different location than usual, parents should be notified. If children are taken outside, more adult supervision may be required.

- **ADVANCE NOTICE:** Parents will be given advance notice and information regarding any church-related activities that are a change in the normal routines. (i.e. courses of study, special service projects, etc.) If the event requires special permission forms, they will be provided by the leaders. If parents fail to return completed forms, the child will not be allowed to participate.

SAFETY PRECAUTIONS

- Leaders should conduct a safety count before and after moving children from place to place within the church, outside, or for any special events or activities (e.g., classroom to playground, sanctuary to classroom).

- Children should be well-supervised to avoid accidents if traveling in church hallways.

- If a child needs to leave a classroom to find a parent, the child should be accompanied by an adult leader.

UNSCHEDULED TIME

No adult will be alone with another adult's child or youth in any of Grace Evangelical Lutheran Church buildings at unscheduled times without permission from the child's parent.

Children and Youth who accompany a parent to meetings, etc., in the Church will not be allowed to go to other classrooms or areas of the church unattended or without the direct supervision of a responsible child care provider. The responsible parent should supervise their children.

APPROPRIATE PHYSICAL CONTACT

Physical contact should be appropriate for the age and temperaments of the child or youth. Touching must be initiated by the child or youth and should never be based on the need of the adult. Touching behavior must always be above reproach and should never be forced upon a child or youth. Workers are responsible for protecting the children/youth in their care from inappropriate touching. All questionable behavior must be promptly reported.

Appropriate touching is as follows:

- Adults are encouraged to give children or youth a high five or hand shake.
- Adults and youth workers can respond to child-initiated hugs with a side hug. Adults should never ask for hugs or kisses.
- It is inappropriate for an adult to sit children who are above preschool age on their lap.
- Touching between an adult and a youth/child should only occur in the presence of other adults.
- A youth or child's preference not to be touched should be respected by everyone.

HEALTHY DISCIPLINE

- No punishment that involves physical pain, emotional distress, or discomfort may be used. Corporal punishment or the threat of corporal punishment is forbidden.
- Children or youth may only be physically restrained if they are in danger of hurting themselves or others. Only those who are trained in restraint techniques should be allowed to use them, as some of them carry risk of harm if used improperly.
- Disruptive children or youth may be removed from the group to another part of the room or into the hallway. If another adult is not present, the child/youth should remain in full view and the door should remain open. The teacher should explain to the child in the hallway that his/her particular behavior is unacceptable.
- If disruptive behavior persists, the parents should be contacted and asked to help. Parents may come into the class to observe or assist as long as necessary until the child or youth can demonstrate self-control. If the behavior continues the parent may be asked to remove the child from the classroom.
- Grace Evangelical Lutheran Church is committed to working with children or youth to allow them to participate fully, but not to the detriment of other children in the class.

CONFIDENTIALITY

Paid staff and volunteers must follow the highest standards of confidentiality when working with children and youth. Parents must be confident that information about their children will not be repeated inside or outside of church. When reporting incidents to a parent, the staff person or volunteer should not name other children, but refer to them as "another child" or classmate.

COUNSELING

Counseling needs of children (infancy through adolescence) should be referred to the Pastors.

WORKERS NOT FOLLOWING GUIDELINES

Workers must avoid even the appearance of misconduct. This is critical for maintaining parent confidence, to avoid allegations, and to reflect Grace Evangelical Lutheran Church's commitment to the safety of children and youth. Workers who violate these guidelines may be re-assigned or relieved of their duties at the discretion of the Pastor.

REPORT SUSPECTED ABUSE

Any violations of the Safe Church Policy should be reported to the Faith Formation Team. Any volunteer or staff worker who is concerned about the safety or welfare of a child must bring these concerns to the Faith Formation Team. The Pastor and/or appropriate staff members shall review any incidents or violations to determine if the volunteer and/or staff worker should be removed from continued service in the Faith Formation Ministry.

EMERGENCY SITUATIONS AND EVACUATION PROCEDURES

EVACUATION PLANS

An emergency preparedness plan (including a fire response) and an emergency evacuation plan delineating routes to the nearest exits will be posted in each classroom.

In the event of a medical emergency, disciplinary event, etc. that requires a child or youth to leave a classroom or activity, the child/youth will be accompanied to the appropriate destination (e.g., restroom, church office) by an adult. Parents should be notified promptly.

Hallways and entrances and exits to areas occupied by preschool and elementary aged children will be monitored as deemed necessary by a volunteer or a member of the Faith Formation Team. This adult will lock hallway doors and as necessary, report any suspicious persons or intruders, and assist classroom leader if children need to leave their classroom, etc.

FIRST AID

First Aid Kits are stationed in specific hallways and Fellowship Hall locations. Volunteers and staff will be advised of those locations. First Aid Kits should not be removed from those locations. Kits should be stocked quarterly by the Facilities Manager.

Accidents should be documented by an adult supervising the activity and reported to the staff person in charge of the event. An Accident Report Form should be completed. Parents should be notified immediately.

OFF-SITE / OVERNIGHT EVENTS

A Grace Evangelical Lutheran Church sponsored off-site or overnight event requires prior approval of the Faith Formation Team and the Council. All procedures in the Safe Child Policy apply during such events. The staff person or the volunteer leader in charge of such activities is responsible for planning, organizing, directing, and getting approval for the event.

- **Adult Volunteers:** Off-site and/or overnight events require the presence of at least two, unrelated volunteers or staff, both of whom have been approved by the Faith Formation Team. For overnight events, there shall be two adults of each gender whenever possible and practical. An exception would be dormitory accommodations.

- **Permission Forms/Medical Releases:** Written parental or guardian permission and medical release forms must be obtained for each participant. Copies of forms will be taken to the scheduled off-site event.

- **Information for Parents/Guardians:** Before the event, parents will be given the agenda, address, contact telephone numbers, an itinerary, and the anticipated departure and return times. Any activity with risk (e.g. swimming, river rafting, rock climbing, challenge courses) requires the presence of an experienced and/or certified guide, instructor, or lifeguard. Instructions for any special equipment for use in an activity should be posted or given verbally. Participants should follow the instructions.

- **First Aid/CPR** - A first aid kit should be taken on any off-site or overnight event. The leader should assure that the kit is properly equipped. If possible, a paid staff member or volunteer who is certified in first aid and CPR should attend off-site and overnight events.

- **Medications:** For all off-site and overnight events for children, all medicines belonging to a child/youth will be held by the staff member or volunteer who is in charge and will be dispensed as prescribed. Leaders will keep a log of medications dispensed and treatments administered. For children or youth who require medication or medical attention that is out of the realm of expertise of the paid staff or volunteer leaders, parents may be required to accompany their child for off-site or overnight events.

- **Adult/Child Ratio and Restrictions:** All participants in off-site or overnight events for children or youth will remain in groups of three or more. All children will have an adult in their group.

- **Overnight Accommodations/Privacy:** For overnight events, boys and girls will sleep in separate rooms and have access to separate bathroom facilities. Exceptions may occur as a result of a shortage of chaperones or the nature of the space.

- Adults must respect the privacy of children/youth when changing clothing or showering to the extent that safety and the facilities allows. Adults will not be nude in front of children/youth.

TRANSPORTATION AND DRIVER REQUIREMENTS

VEHICLE TRANSPORTATION

Vehicles used for transportation during events with children and youth shall meet all legal requirements and safety inspections. Leaders will make sure that children have proper equipment and follow safe practices (e.g., car seats, safety belts). There should be two adults in each vehicle transporting children and youth. These guidelines apply to both Church and personal vehicles. Drivers are forbidden from using their cell phones while the vehicle is moving.

DRIVERS

Drivers must possess a valid driver's license and insurance. Drivers of Church vehicles must be on the Church's approved drivers list. Drivers for Church sponsored events, transporting children or youth, must be at least 21. For any Church related activity, parental permission must be given for the designated drivers.

WALKING, BIKING, SKATEBOARDING TRANSPORTATION

If a child/youth walks, bikes, or skateboards to and from an activity or event sponsored by Grace Evangelical Lutheran Church, they must have advance written parental permission.

GUIDELINES SPECIFIC TO THE NURSERY

- ONLY ASSIGNED WORKERS and parents/guardians should be in the nursery.
- Diapering will be done in designated areas with full classroom view. Diaper areas will be disinfected and hands will be washed after each child is changed.
- Only approved volunteer and staff workers, and the child's parent, may change diapers.
- When the Church hallway bathrooms are used by children who are potty training, they must be accompanied by an adult. The adult may stand outside the bathroom door. If the child needs assistance, volunteers and staff must leave the bathroom door open. The adult assisting the child will ensure that the toilet is flushed and that the child washes their hands when finished.

GUIDELINES SPECIFIC FOR YOUTH MINISTRY

INFORMAL CONTACT

Informal contact refers to phone calls, letters, e-mails, other internet communication, or face-to-face contact between an adult worker and a youth that is not connected to official church activities. The church recognizes that informal contact between workers and youth frequently occurs. This interaction is usually legitimate and beneficial. However, youth leaders should seek permission of parents before having informal contact with their youth and clearly describe the nature of the contact. Parents are responsible for monitoring this informal contact.

DATING

At no time shall paid staff, youth leaders, or assistants working with youth pursue a dating relationship with a youth participant. Volunteer and staff workers should always be sensitive to youth with "crushes."

YOUTH PERMISSION/INFORMATION

- Some activities (e.g., challenge courses, rafting, rock climbing) require additional safety/release forms.

- Annual mission trips require a special permission form and information about medical insurance, passports, etc.
- Some trips and events require specific covenants that are either established by the group or the church. These covenants establish clear expectations for the specific trip or event.
- All forms will be provided in advance to give parents time to complete and return them by the deadline. The Faith Formation Team may deny permission for participation if requested forms are not submitted or participants refuse to sign covenants.

ADDITIONAL TRANSPORTATION AND DRIVING RULES FOR YOUTH

- Parents are responsible for providing or arranging transportation and are discouraged from asking leaders or youth leaders to transport youth. However, if the leader or a youth leader does transport a youth, parental permission must be obtained. It is the responsibility of this driver to inform the parent when he/she will be leaving and when they expect to arrive at their destination.
- Youth are discouraged from driving themselves to out-of-town events. If, due to extenuating circumstances, a youth needs to drive to such an event, written parental permission is required. Keys for the automobile will be held by a designated adult leader during the event.
- Youth are discouraged from driving other youth participants to an event. Under extenuating circumstances, a youth who needs to ride to an event with another youth must have written parental permission and written release of church liability.

VISITORS

Visitors are encouraged and welcomed to all youth group activities. Visitors are expected to abide by all guidelines and procedures set out in the Safe Church Policy, and Grace Evangelical Lutheran Church Youth Covenant.

SECTION IV

PROCEDURES FOR REPORTING AND RESPONDING TO INCIDENTS OF ABUSE

There are five primary categories of abuse:

- Physical Abuse - a person deliberately and intentionally causes bodily harm to a child/youth.
- Emotional Abuse - a person exposes a child/youth to spoken and/or unspoken violence or emotional cruelty.
- Neglect - a person endangers a child/youth's health, welfare, and/or safety through negligence.
- Sexual Abuse - sexual contact occurs between a child/youth and an adult or older, more powerful youth. The child/youth victim is not capable of consenting to, or resisting, such contact.
- Ritual Abuse - physical, sexual, or psychological violence intentionally inflicted on a youth in a stylized way by those with responsibility for the child's welfare.

The following steps are to be taken in the event of an incident or allegation of abuse. Discretion is paramount. The confidentiality of everyone involved must be safeguarded.

1. Inform Church Officials – incidents, and suspected incidents, of abuse of children or youth must be reported to Pastor or a member of the Faith Formation Team as soon as possible.

2. Ensure Safety of Victim – If the incident is ongoing, remove the child/youth from the situation immediately. The safety and security of the child must be ensured before further steps are taken. The alleged abuser will not be notified until victim is safe. The person who received the allegation of abuse will place the alleged victim in a secure area, under the supervision of at least two adults not involved in the abuse incident, until the child's parents arrive.

3. Notify Parents - If an allegation of abuse is made against a youth leader or church member, the Pastor and member of the Faith Formation Team will notify the child's parents immediately.

4. Inform Alleged Abuser – The alleged abuser will be told of the allegation promptly. This person will be removed from further participation in church-sponsored programs that involve children and youth. Based on the final outcome of the abuse allegation, the person's future involvement in programs for children and youth will be at the discretion of the Pastor and member of the Faith Formation Team.

5. Document the Report – The person who receives the allegation of child abuse will complete the Incident Form within 24 hours of receiving the report. The completed form will be given to the Pastor. The Pastor will share the completed form with appropriate authorities, the Church's insurance agent, and others needed to complete the investigation of abuse. The form will be kept in a locked file in the church office.

6. Inform Appropriate Authorities – The Pastor or his/her designate will notify the Department of Social Services (DSS) to report the alleged abuse incident within 24 hours of receiving the allegation. Any person with responsibility for the care of children is also required to make a report to DSS. The Pastor or staff person in charge will contact the Church's insurance agent, the Church's attorney, and the Church's designated media spokesperson, as appropriate. The media spokesperson will make any necessary statements or responses to the news media. The identities of those involved will remain confidential.

7. Inform Congregation – The Pastor or his/her designate may prepare a brief statement about the allegation of abuse to share with the congregation. The statement will inform the congregation that an allegation of child abuse has been made without giving unnecessary details, placing blame, or revealing the identities of the child/youth, the parents, or the alleged abuser.

Conclusion

It is of utmost importance that children and youth participating and attending events at Grace Evangelical Lutheran Church feel respected and safe and that parents feel confident in the programs offered. In adopting the policies established in this document, we accept the responsibility of supporting and nurturing the children and youth in the example and teachings of Jesus Christ.

Child/Youth Information Form

Grace Evangelical Lutheran Church
115 King Street Boone NC 28607 828.264.2206

To be filled out by parent or guardian as appropriate to age:

Student Information

Name _____ Date of Birth _____

Grade _____ School Attending _____

Sibling/s

Home Phone # _____ Youth Cell # _____

Youth email _____

Address

T-Shirt Size _____ Date of Baptism _____ Date of Confirmation _____

Special Interests or Hobbies

Please list any special interests or hobbies your child/youth participates in:

Are there activities or events your child/youth or you would like the Faith Formation Team to consider doing? Be specific.

Parent Information

Mother _____ Best contact phone # _____

Email address _____

Father _____ Best contact phone # _____

Email address _____

Emergency Contact Information:

Name _____

Relationship _____

Phone # _____

Please list any allergies or health issues:

Does child/youth carry an Epi-Pen? _____

Please share any other information that would be helpful to know about your child/youth?

Permission/Liability

I give permission for my child _____ to participate in the supervised activities by Grace Evangelical Lutheran Church. I understand that there are inherent risks involved in any youth activity and I hereby release Grace Evangelical Lutheran Church, it's staff and volunteers/chaperones from any liability for any injury, loss, damage to person or property that may occur during the course of my child's involvement in said activities.

Date _____

Authorization

I (parent) _____ authorize Grace Evangelical Lutheran Church to use photographs and videos of my child _____ taken during Faith Formation activities. This includes use on Grace Evangelical Lutheran Church website, Facebook account and child/ youth bulletin boards on the church facility.

Date _____

Vehicle Consent and Release

Grace Evangelical Lutheran Church
115 King Street Boone NC 28607 828.264.2206

I, parent/guardian of _____(youth)
hereby give my permission to ride in the vehicle of an adult leader/chaperone designated by
Grace Evangelical Lutheran Church for the ministry event below on behalf of myself and my
youth.

Name of event _____

Location of event _____

Date(s) of event _____

I have discussed these arrangements with my youth, the adult leader and with the adult designat-
ed by Grace Evangelical Lutheran Church and agree to release and hold harmless Grace Evan-
gelical Lutheran Church and its leadership, employees, volunteers, and any other persons on its
behalf for any and all claims from the transportation that may arrive of my youth with respect to
the above event.

Signature of parent/guardian_____

Date_____

Incident Report

Grace Evangelical Lutheran Church
115 King Street Boone NC 28607 828.264.2206

Date of Incident _____ Time of Incident _____

Name _____ Age and Birthdate _____

Parent/Guardian _____ Phone Number _____

Address

Location of incident

Name(s) and phone number(s) of those who witnessed the incident:

Please describe incident as witnessed:

Please describe action taken:

Please document additional information:

Form completed by _____ Signature _____

Date _____

Accident Report

Grace Evangelical Lutheran Church
115 King Street Boone NC 28607 828.264.2206

Date of Accident _____ Time of Accident _____

Name of person injured

Name of parent/guardian (if applicable)

Address

Name/s of person/s who witnessed accident _____

Location of accident

Please describe in detail the accident and injury:

Please describe in detail the actions taken:

Please document additional information:

Form completed by _____ Signature _____

Date _____