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# **Child Protection Policy — Trinity Evangelical Lutheran Church, Latrobe, PA**

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## **General Purpose Statement**

Trinity Evangelical Lutheran Church seeks to provide a safe and secure environment for the children who participate in our programs and activities.

## **General Definitions**

According to the Pennsylvania Child Protective Services Law (CPSL [Title 23 PA.C.S. Chapter 63]), child abuse includes any of the following.

1. Any recent act or failure to act by a perpetrator which causes non-accidental serious physical injury to a child under 18 years of age;
2. An act or failure to act by a perpetrator which causes non-accidental serious mental injury to or sexual abuse or sexual exploitation of a child under 18 years of age;
3. Any recent act, failure to act or series of such acts or failures to act by a perpetrator which creates an imminent risk of serious physical injury to or sexual abuse or sexual exploitation of a child under 18 years of age;
4. Serious physical neglect by a perpetrator constituting prolonged or repeated lack of supervision or the failure to provide essentials of life, including adequate medical care, which endangers a child's life or development or impairs the child's functioning."

According to the Pennsylvania Child Protective Services Law (CPSL), the definition of child sexual abuse or exploitation is:

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

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

Sexual abuse and harassment can include the following:

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

# Child Protection Policy — Trinity Evangelical Lutheran Church, Latrobe, PA

## ***Child Protection Definitions:***

A **child or youth** is 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 mentally and/or physically incompetent is considered to be a child under this Policy irrespective of his/her age.

- The **Administrative Pastor (AP)** is the pastor, or senior pastor, under “call” to the congregation.
- A **volunteer** is anyone who provides services for the church and who receives no compensation in the form of salary, wages, or benefits.
- An **underage volunteer** is anyone under 18 years of age who works under the supervision of two approved adults.
- An **Approved Adult** is anyone over 18 years of age who has satisfied all the requirements of the Child Protection Policy and the application procedure for Approved Adults. An Approved Adult can be a volunteer or an employee of the congregation.

### **Approved Adults include:**

- Sunday school teachers
  - Vacation Bible school teachers
  - Children’s leaders
  - Mentors
  - Children’s choir directors
  - Other adults who have satisfied all the requirements of Approved Adults, such as nursery volunteers
- An **Authorized Adult** is anyone over 18 years of age who is not a parent or guardian of a child, but is able to take responsibility for a child when a parent or guardian is not present at a church sponsored event.

## **The Child Protection Policy Committee (CPPC)**

The CPPC shall consist of six 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. The CPPC chair shall be elected by the committee or appointed under the care of the Administrative Pastor.

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

1. Review and make recommendations to the congregation for revising congregation policy regarding the safety of our children.
2. Provide training for all staff and volunteers working with the children regarding child abuse (physical and sexual) and congregation policy. Training should be presented prior to work with children.
3. Accept all applications of church members desiring to become an **Approved Adult**.

# Child Protection Policy — Trinity Evangelical Lutheran Church, Latrobe, PA

4. Delegate to the chair of the CPPC and the Administrative Pastor the task of reviewing all applications.
5. Obtain clearances from employees and/or volunteers as required by Pennsylvania state child protection laws.
  - a. The cost of the clearances will be covered by Trinity Evangelical Lutheran Church through funds determined by the finance committee.
6. Monitor Approved Adults to ensure that policies are being followed.
7. Keep a file of all permission slips, which will be stored in the church office.
8. Permission slips will be kept for eighteen years following the event. If an incident of abuse is reported relating to an event, the permission slips for that event will be maintained indefinitely.
9. Keep Congregation Council apprised of all activities of the committee.
10. Have a posted list of **Approved Adults** in the church office as a reference.
11. Determine appropriate disciplinary action or disqualification in response to a violation or violations of the Child Protection Policy.

## Selection of Approved Adults

- ★ Any adult who is currently involved with children as of the adoption of this policy will be exempt from this process, **but will be required to obtain clearances with the cost incurred by Trinity Evangelical Lutheran Church.** In addition, all current adults working with children will sign and submit the *Child Protection Covenant*.

All persons who desire to work with the children participating in our programs and activities will be screened. This screening includes the following:

### a) *Six Month Rule*

No volunteer will be considered for any position involving contact with minors until she/he has been involved with Trinity Evangelical Lutheran Church for a minimum of six (6) months. This time of interaction between our leadership and the applicant allows for better evaluation and suitability of the applicant for working with children.

- 1) An exception to this rule would be school teachers/teachers' aides or parent helper as long as two approved adults are present.

### b) *Written Application*

All volunteers seeking to work with children must complete and sign a written application in a form to be supplied by us. The application will request basic information from the applicant and will inquire into previous experience with children, previous Trinity Evangelical Lutheran Church affiliation, reference, and employment information, as well as disclosure of any previous criminal convictions. The application form will be maintained in confidence on file at Trinity Evangelical Lutheran Church.

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## c) *Reference Checks*

Before an applicant is permitted to work with children, at least two of the applicants' references will be checked. It is *preferred* that references be of an institutional nature as opposed to personal or family references, preferably from organizations where the applicant has worked with children in the past. Documentation of the reference checks will be maintained in confidence on file at Trinity Evangelical Lutheran Church.

## d) *Clearances*

Those clearances as required by PA state child protections laws are required for all volunteers who work with children: (Less than one year of date of request).

All employees (regardless of position) are required to have above clearances and FBI clearance.

- Those who will be involved in our Sunday Church school/school/preschool/daycare center;
- Those who will be involved in overnight activities with children;
- Those counseling children;
- Those involved in one-on-one mentorship of children; and
- Those having occasional one-on-one contact with children (such as, church sponsored athletic team coaches and vehicle drivers).

The **administrative pastor** on a case-by-case basis considering all the surrounding circumstances will determine what constitutes a disqualifying offense that will keep an individual from working with children. Generally, convictions for an offense involving children and/or for offenses involving violence, dishonesty, illegal substances, indecency, and any conduct contrary to our mission will preclude someone from being permitted to work with children. Failure to disclose a criminal conviction on the application form will also be a disqualifying event.

The background check authorization form and results will be maintained in confidence on file at Trinity Evangelical Lutheran Church.

## Safe Supervision Practices

### ***Two Adult Rule:***

It is our goal that a minimum of two unrelated **Approved Adult** workers will be in attendance at all times when children are being supervised during our programs and activities. Some youth classes may have only one approved adult teacher in attendance during the class session; in these instances, doors to the classroom should remain open and there should be no fewer than three students with the adult teacher. We do not allow minors to be alone with one adult on our premises or in any sponsored activity unless in a counseling situation.

### ***Overnight Accommodations:***

A minimum of two unrelated adult leaders should be present at any overnight activity. If youth participants include males and females, ideally the adult leaders would be males and females. If this condition cannot be met, the event will be canceled or rescheduled. When minors and adults must share a tent, bedroom, or hotel room for the sake of safety and/or cost-efficiency, parents must provide written consent prior to the commencement of the activity. An adult will not occupy the same bed as minor unless it is the child of the parent of the same gender. Private homes will never be used for overnight events.

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## ***Transportation of Children:***

The exception to the two adult rules is when transporting children and youth in vehicles. Though every effort should be made to secure two approved adults when transporting children, Trinity Evangelical Lutheran Church recognizes that this is not always possible. When only one approved adult is present in a vehicle, the front passenger seat can be occupied only by those who meet minimum height and weight requirements. If the front passenger seat must be occupied by a youth, consideration should be given so that there is an appropriate balance of power in the seating arrangement. A child or youth should never be alone in a vehicle with one adult, unless that adult is the child or youth's parent. When going on trips or outings with multiple vehicles, every attempt should be made for vehicles to "caravan" for accountability purposes.

Stops should be made together and drivers are required to keep each other informed if issues arise that necessitate a change in route or other travel plans. Youth are not allowed to drive other youth to or from any church-related activity. However, youth may drive themselves to church-related activities.

## ***Personal Vehicle Transportation:***

To transport children in a personal vehicle, the driver must be 18 years of age or older.

## ***Open Door Policy:***

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

## ***Child supervision:***

Children should be chaperoned at any church sponsored event until released to a parent/guardian or authorized adult. At least one, preferably two, **Approved Adults** should stay with the child until he/she is released to the parent/guardian or authorized adult.

If a parent/guardian is unable to pick up his/her child after a church sponsored event then a written note must be provided from the parent/guardian listing the person(s) to whom the child will be released. Written permission should be submitted to an **Approved Adult** and forwarded to the administrative pastor. If a note cannot or has not been provided then verbal confirmation from a legal parent or guardian must be obtained by an **Approved Adult** prior to releasing the child to any authorized adults.

If child is 16 years of age or older, he or she is permitted to be released from a church sponsored event without a parent or guardian provided prior written or verbal confirmation has been acquired from a legal parent or guardian.

## ***Underage Volunteers:***

We recognize that there may be times when it is necessary or desirable for babysitters (paid or volunteer) who are themselves under age 18 to assist in caring for children during programs or activities. The following guidelines apply to underage volunteers:

- Must be under the supervision of two approved adults and must never be left alone with children.



## Child Protection Policy — Trinity Evangelical Lutheran Church, Latrobe, PA

- If a parent/guardian desires to have a child between the ages of 13-17 take responsibility for a sibling or siblings at a church sponsored event written permission must be provided by a legal parent or guardian and submitted to an **Approved Adult**.

### ***Discipline Policy:***

It is the policy of Trinity Evangelical Lutheran Church not to administer corporal punishment, even if parents have suggested or given permission for it. There should be no spanking, grabbing, hitting, or other physical discipline of children.

**Approved Adults** should consult with a pastor or director of children, youth, and family ministry if assistance is needed with disciplinary issues.

### ***Restroom Guidelines:***

Children seven years of age and younger, an approved adult should escort a group of children to the hallway bathroom. They should always go in a group, never taking a child to the bathroom alone. The approved adult should check the bathroom first to make sure that it is empty, and then allow the children inside. The approved adult(s) should then remain outside the bathroom door and escort the children back to the classroom. If a child is taking longer than seems necessary, the **Approved Adult** should open the bathroom door and call the child's name. If a child requires assistance, the **Approved Adult** should prop open the bathroom door, and leave the stall door open as they assist the child.

For children over the age of seven, at least one approved adult male should take boys to the restroom and at least one approved adult female should take girls. The approved adult should check the bathroom first to make sure that the bathroom is empty, and then allow the children inside. The approved adult should then remain outside the bathroom door and escort the children back to the classroom.

For the protection of all, **Approved Adults** should *never* be alone with a child in a bathroom with the door closed and never be in a closed bathroom stall with a child. Parents are strongly encouraged to have their children visit the bathroom prior to each class.

It is recommended that during times of worship and other church activities that children be escorted to the bathroom by parent or guardian.

### ***Accidental Injuries to Children:***

If a child or youth is injured while under our care, the following steps should be followed:

1. For minor injuries, scrapes, and bruises, workers will provide First Aid (Band-Aids, etc.) as appropriate and will notify the child's parent or guardian of the injury at the time the child is picked up from our care.
2. For injuries requiring medical treatment beyond simple First Aid, the parent and/or guardian will immediately be summoned in addition to the approved adult supervisor. If warranted by circumstances, an ambulance will be called.
3. Once the child has received appropriate medical attention, an incident report will be completed in the case of injuries requiring treatment by a medical professional.

# Child Protection Policy — Trinity Evangelical Lutheran Church, Latrobe, PA

## ***Sick Child Policy:***

It is our desire to provide a healthy and safe environment for all the children at Trinity Evangelical Lutheran Church. Parents are encouraged to be considerate of other children when deciding whether to place a child under our care. In general, children with the following symptoms should NOT be dropped off:

- Fever, diarrhea, or vomiting within the last 48 hours
- Green or yellow runny nose
- Eye or skin infections
- Other symptoms of communicable or infectious disease

Children who are observed by our approved adults to be ill will be separated from other children and the parent or guardian will be contacted to request that the child be picked up for the day.

## ***Medications Policy:***

It is the policy of Trinity Evangelical Lutheran Church not to administer either prescription or non-prescription medications to the children under our care. Medications should be administered by a parent at home. Parents are reminded of our sick child policy.

Exceptions to the medications policy may be granted to parents of children with potentially life-threatening conditions (such as asthma or severe allergic reactions). Parents of such children should address their situation with the approved adult responsible for the event to develop a plan of action. If medications must be administered by an approved adult, then the parent of the child must sign a release form.

## **Behavioral Guidelines for Church Approved Adults**

1. Do not provide anything prohibited by law to minors.
2. Any digital communication (i.e., texting, social media, email, etc.) with children should also be sent to the legal parent or guardian of the child.
3. For overnight co-educational events or activities, male children and youth will be supervised by male chaperons and female children and youth will be supervised by female chaperons.
4. Speaking to a minor in a one-on-one situation should be done in public settings where paid staff or volunteers are in sight of other people. In cases of pastoral care in which a rostered person receives a request to speak one-on-one with a minor, the rostered person may meet with that minor in a setting with the door ajar. Paid ministry staff should make another paid ministry staff aware that the meeting is to take place. A second approved adult must be apparently present outside of the meeting space. When deemed appropriate by the paid ministry staff conducting the meeting, parental permission prior to the meeting can be sought and documented.

## Child Protection Policy — Trinity Evangelical Lutheran Church, Latrobe, PA

5. Love and affection are part of church life and ministry. There are many ways to demonstrate love and care for children and youth while simultaneously maintaining safe boundaries.

**Appropriate** forms of affection include but are not limited to:

- a. Brief “sideways” hugs
- b. Pats on the shoulder or back
- c. Handshakes
- d. “High fives” and hand slapping
- e. Verbal praise
- f. Holding hands while walking with young children
- g. Sitting beside small children
- h. kneeling or bending down for hugs with young children
- i. voluntary hand-holding during prayer
- j. Pats on the head when culturally appropriate

**Inappropriate** forms of affection that are prohibited include but are not limited to:

- a. Lengthy embraces and/or embraces which are “front-to-front” body contact
- b. Kisses on the mouth
- c. Holding children over three years old on the lap
- d. Touching bottoms, chests, or genital areas other than for appropriate diapering or toileting of infants and toddlers
- e. Any show of affection in isolated areas such as bedrooms, closets, staff-only areas, empty classrooms, or other rooms which are isolated from other people
- f. Touching knees or legs of children or youth (*except in the case of first aid administration*)
- g. Wrestling with children or youth
- h. Tickling children or youth
- i. Piggyback rides
- j. Any type of massage given by a child or youth to an adult
- k. Any type of massage given by an adult to a child or youth
- l. Any form of unwanted affection
- m. Comments or compliments (spoken, written or electronic) that relate to physique or to body development
- n. Snapping bras or giving wedgies or similar touch of underwear whether or not it is covered by other clothing
- o. Private meals with individual children or youth outside of church activities

## Responding to Allegations of Child Abuse

Approved Adult workers may have the opportunity to become aware of abuse or neglect of the children under our care. If an individual involved in the care of children at Trinity Evangelical Lutheran Church becomes aware of suspected abuse or neglect of a child under his/her care, this should be reported immediately to Childline (1-800-932-0313) and the administrative pastor for further action including reporting to authorities as may be mandated by state law.

If an incident of abuse or neglect is alleged to have occurred at Trinity Evangelical Lutheran Church or during our sponsored programs or activities, the following procedure shall be followed:

1. If an individual involved in the care of children at Trinity Evangelical Lutheran Church becomes aware of suspected abuse or neglect of a child under his/her care then
  - a. The incident should be reported immediately to Childline (1-800-932-0313).

## **Child Protection Policy — Trinity Evangelical Lutheran Church, Latrobe, PA**

- b. The incident should be reported to the administrative pastor for further action including reporting to authorities as may be mandated by state law.
  - c. As per the discretion of the reporting individual, the police should be called if the child is in imminent danger and should not be sent home with a parent or guardian.
2. If an incident of abuse or neglect (by parents, grandparents, or anyone at Trinity) is alleged to have occurred at Trinity Evangelical Lutheran Church or during our sponsored programs or activities, the following procedure shall be followed.
  - a. Childline (1-800-932-0313) will be notified, and Trinity Evangelical Lutheran Church will comply with the state's requirements regarding mandatory reporting of abuse as the law then exists. Trinity Evangelical Lutheran Church will fully cooperate with the investigation of the incident by civil authorities
  - b. The police should be called.
3. The parent or guardian of the child will be notified.
4. The worker alleged to be the perpetrator of the abuse or misconduct will immediately be placed on leave from working with children pending an investigation and instructed to remain away from the premises during the investigation.
5. Our insurance company will be notified, and we will complete an incident report. Any documents received relating to the incident and/or allegations will immediately be forwarded to the insurance company.
6. The administrative pastor will be our spokesperson to the media concerning incidents of abuse or neglect, unless he or she is alleged to be involved. We will seek the advice of legal counsel before responding to media inquiries or releasing information to the congregation. All other representatives of the church should refrain from speaking to the media.
7. A pastoral visit will be arranged for those who desire it.
8. Any person who is not found innocent of the alleged abuse or misconduct will be removed from their position working with children or youth.

### **Training**

Trinity Evangelical Lutheran Church will provide training on this child protection policy to all volunteers and paid and will strive to provide opportunities for additional training classes or events on an annual basis. All volunteers and paid staff are required to attend these training events.

### **Appendices with Forms**

1. Application to become an approved adult – volunteer and staff
2. Reference Questionnaire – volunteer and staff
3. Child Protection Covenant – volunteer and staff
4. Parental Consent for Church Youth Activities / Permission Slip
5. Incident Report

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# Child Protection Policy — Trinity Evangelical Lutheran Church, Latrobe, PA

## Application to become an Approved Adult – volunteer and staff

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

### Personal Information

Name: \_\_\_\_\_ Date of application: \_\_\_\_\_

Current residence and mailing address:

\_\_\_\_\_

Telephone number:

Home: \_\_\_\_\_

Work: \_\_\_\_\_

Cell: \_\_\_\_\_

1. Are you 18 year of age or older? ☐ yes ☐ no

### Church or Child-Related Work

2. Name and address of church (if any) of Church you are now a member if other than the Trinity Latrobe ELCA?
3. Names and address of all churches you have attended on a regular basis at any time during the last five years.
4. Describe any church work you may have done with children at any time during the last five years.
5. Describe any non-church related work you may have done with children at any time during the last five year. Include the organization's name, address, dates of participation, and the names of person that would know about your work.
6. List your talents, training, education, etc. that might help enrich the lives of our children. Describe the type of work you prefer.
7. Why do you want to take part in volunteer activities at Trinity Lutheran Church?

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## Background Screening:

1. Do you currently use illegal drugs? ☐ Yes ☐ No If yes, provide details.
2. Do you abuse the use of alcohol? ☐ Yes ☐ No  
If yes, provide details.
3. Have you ever been convicted for the use or sale of drugs?  
☐ Yes ☐ No If yes, provide details.
4. Have you ever been convicted of child abuse or neglect? ☐ Yes ☐ No  
If yes, provide details.
5. Have you ever been convicted of a criminal offense other than those listed in 3 and 4?  
☐ Yes ☐ No  
If yes, provide details.

Other than the above matters, is there any fact or circumstance involving you or your background that would call into question your being entrusted with the supervision, guidance, and care of young people? If yes, please explain.

## Personal references:

Give the name, address, and phone number of two person, 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: \_\_\_\_\_

# Child Protection Policy — Trinity Evangelical Lutheran Church, Latrobe, PA

## Child Protection Covenant

Volunteer and Staff

I accept the responsibility to nurture the Christian faith and wellbeing of the children and youth of Trinity Evangelical Lutheran Church, and to care for them as Christ cares for me.

“I...will tend the flock of God that is in my charge...willingly, as God would have me do it...”

--I Peter 5:2

I have read and understand and agree to abide by the Child Protection Policy of Trinity Evangelical Lutheran Church.

I acknowledge that I am expected to engage in the Child Protection training offered through Trinity and/or the Synod.

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

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

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

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



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# Child Protection Policy — Trinity Evangelical Lutheran Church, Latrobe, PA

## *Permission Slip*

### **Parental Consent for church youth activities**

This form gives consent for your child to participate in ministry opportunities sponsored or endorsed by Trinity Evangelical Lutheran Church.

#### **Youth Information:**

Full Name: \_\_\_\_\_

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

Telephone: Home \_\_\_\_\_ Cell \_\_\_\_\_

Date of Birth \_\_\_\_\_ E-mail address \_\_\_\_\_

School \_\_\_\_\_ Grade \_\_\_\_\_

While your child is in our care it would be helpful for us to know whether he or she suffers from any allergies or phobias, has any medical conditions or disabilities.

Medication details - please ensure an adequate supply is brought to events, if it could be needed. Please give the medication to one of the organizers with child's name, medication dosage and times, and instructions in a clear zip-lock bag. Along with emergency contact information.

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

Details of any dietary requirements \_\_\_\_\_

\_\_\_\_\_

Parent or guardian's name and contact (at least 2 numbers)

Phone Number \_\_\_\_\_ Mobile Number \_\_\_\_\_

Contact person If parent or guardian is not available (at least 2 phone numbers)

Phone Number \_\_\_\_\_ Mobile Number \_\_\_\_\_

Family doctor's name, \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Other important information \_\_\_\_\_

\_\_\_\_\_

### **Parent/ Guardian Consent Form**

I give consent to my child taking part in group ministry events, including trips off the property of Trinity Lutheran Church.

I agree to photographs and short videos of activities including my child to be taken for use within the church community and for possible publication.

I agree to any emergency treatment to be given as considered necessary.

The medical profession takes the view that a parent's consent to medical treatment cannot be delegated. Medical consent forms have no legal status and a doctor has the right to insist parental consent before treating a child. We have found, however, that medical professionals find this type of general consent helpful.

We recognize that circumstances/information changes and if it does it is my responsibility as a parent/guardian to make the organizers aware in writing so that changes can be made to the existing form or a new form can be completed.

Signed \_\_\_\_\_ Date \_\_\_\_\_

# Child Protection Policy — Trinity Evangelical Lutheran Church, Latrobe, PA

## Incident Report

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

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

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

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

Description of incident

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

Please comment

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

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

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

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

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

Signature \_\_\_\_\_

Date \_\_\_\_\_

## **Child Protection Policy — Trinity Evangelical Lutheran Church, Latrobe, PA**

**(Office Use Only)**

### Reference Questionnaire

**--Confidential--**

Name of Reference: \_\_\_\_\_

Phone: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

1. In what capacity have you known this applicant?
2. For how long have you known the applicant? \_\_\_\_\_
3. How would you describe his/her personal characteristics?
4. Please tell us about the candidate's strengths and/or skills. How would you say this person relates with children and/or youth?
5. Please comment on the candidate's qualifications to lead children and/or youth?