

VULNERABLE PERSONS PROTECTION POLICY

ADVENT LUTHERAN CHURCH
MELBOURNE, FLORIDA

30 June 2006 Revision

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INTRODUCTION

Advent Lutheran Church (ALC) is committed to providing a safe, healthy environment for all people to worship God and grow spiritually, but especially those considered to be vulnerable persons. We are making an active effort to prevent abuse in any form and will take all such allegations seriously. As a part of our risk reduction program, this policy has been adopted by the ALC Council effective 01 July 2006; henceforth, it will be implemented and enforced by the ALC Council, the Executive Committee, and the Vulnerable Persons Protection Committee (V3P-C).

Any individual who witnesses an act, which they believe to be of concern, shall follow the procedures for abuse reporting spelled out in Article VII of this document. A summary of these procedures are posted in the narthex of the sanctuary, the education building, and the Knoedler Center; copies of the complete procedure are available from the Pastor(s), Christian Education Director, or Youth Director.

In addition to the V3P policies set forth in this document and attachments, the ALC Christian Education Commission, Sunday School, Vacation Bible School and Youth Ministry may develop policies specific to their programs which may be more restrictive and which shall supplement the policies set forth in this document and attachments. The provisions of V3P supplement other ALC, the Florida-Bahamas Synod, and ELCA policies regarding sexual harassment and misconduct applicable to ALC as well as certain provisions in our insurance policies related to driving. In no event, shall such supplemental policies be less restrictive than the V3P policies set forth herein.

ALC has made a concerted effort to be thorough in developing this policy. However, it is neither possible nor desirable to perform a background check on every adult who comes to ALC and might have incidental contact with a vulnerable person as this could serve to foster a level of suspicion contrary to Christian charity and the laws of the United States of America. ALC recognizes that there can be no substitute for prudent, ethical, Christian behavior and sound common sense on the part of staff, volunteers, members, and persons attending functions at ALC.

DEFINITIONS

ALC: The congregation of Advent Lutheran Church, Melbourne, Florida.

ALC Council: The elected officers of ALC.

ALC Employees: Those persons employed directly by ALC, e.g., Pastor(s), Christian Education Director, Youth Director, Administrative Secretary, Pre-School staff, Choir Director(s), Nursery Attendants, Sexton, etc. Independent contractors are specifically excluded from this definition.

Approved Adult: A volunteer or ALC employee who has successfully completed the background check process, been named as approved by the V3P-C, completed training in V3P policies and procedures, and agreed to abide by all of the V3P policies and procedures.

Child Abuse: Intentional physical or mental injury to a child;

- An intentional act that could reasonably be expected to result in physical, mental, or emotional injury of a child;
- Active encouragement of any person to commit an act that results or could reasonably be expected to result in physical, mental, or emotional injury to a child;
- Sexual contact between a child and an adult or older child:
 - * It may or may not involve physical contact;
 - * It may or may not be violent;
 - * Non-physical sexual abuse may mean indecent exposure, photography of a nude child, or exposure of a child to pornography or adult sexual activity;
 - * Non-violent sexual abuse means fondling, touching sexual organs, or sex play;
 - * Violent sexual abuse means forcible rape, sodomy, or oral sex.
- Any act deemed to be child abuse under the applicable laws of the State of Florida, or any applicable Federal laws as amended from time to time.

Congregation Spokesperson: In the event of an allegation of abuse or neglect, the Senior Pastor shall serve as the sole contact with the media and shall be the point of contact for all investigating authorities and insurers.

Counselee: Herein, this term refers specifically to an individual seeking counseling from a person employed by ALC.

Counselor: Herein, this term refers specifically to an ALC staff member, e.g., a Pastor, Christian Education Director, or Youth Director, who provides or is considered to provide counseling in a Christian, Church setting, whether or not that individual has specific training in the provision of counseling services.

DCF: The Florida Department of Children and Families and/or any successor entity charged with the investigation of allegations of child abuse or neglect.

Interview Committee: Any committee constituted or appointed by ALC or ALC Council incident to the interview of a new ALC staff person including a Call Committee constituted to call a Pastor.

Program Supervisor/Director: The individual in charge of any program or any part of a program involving vulnerable individuals, e.g., the Director of Christian Education, Youth Director, Christian Service Commissioner, Choir Director, Praise Band Director, etc.

Reporting Adult: Any ALC staff member, volunteer or other adult who makes a report to the Abuse Hotline or witnesses a vulnerable person make such a report.

Two-Person Rule: Two approved adults (any combination of volunteers and/or staff) should be present during all activities involving one or more vulnerable persons. If two adults are not available, the room door shall be propped open if there is no unobstructed window in the door or the room, and a designated approved adult identifiable to the other approved adult(s) shall be monitoring.

V3P: Vulnerable Persons Protection Policy.

V3P-C: Vulnerable Persons Protection Policy Committee (see Continuing Resolution in Appendix A).

Volunteer: Any individual, eighteen years of age or over, who serves in any capacity connected with ALC or an ALC program at the church property or in the community involving one or more vulnerable persons.

Vulnerable Person: Any child; any individual under eighteen (18) years of age.

I. CONFIDENTIALITY OF APPLICANT RECORDS

A. Submission of an application

1. All applications, personal information, and related documents shall be submitted by the applicant to V3P-C in a specially marked, sealed, application envelope.

a. The applicant is to sign the application envelope across the sealed flap.

b. Sealed application envelopes shall be received in the Church office either by the Administrative Secretary or Pastor.

(1) *The envelope is to remain sealed.*

(2) Upon receipt of an application envelope, the Administrative Secretary or Pastor shall enter the name of the applicant and the date the envelope was received in a log kept for that purpose.

(3) The sealed envelope should then be placed in a secure, locked location until claimed by a V3P-C member.

c. V3P-C members are to reconcile the application envelopes with the log of received applications.

2. Application envelopes may only be opened by a member of V3P-C in a setting that provides for the security of the information and application.

3. No portion of any application, personal information, or related documents should ever leave the premises of ALC.

B. Background checks are to be performed on a boot password and firewall - protected computer accessible only to the V3P-C member(s) responsible for conducting screenings. Background check results shall be maintained on hard copies or on portable CD's or similar devices but NOT on the computer hard drive or on any server used by ALC.

B. All applications, personal information, results of drug and alcohol screening, reference checks, and any other information collected during V3P screening of volunteers, applicants for employment, and ALC employees will be accessible only to the V3P-C and shall be kept in locked storage in perpetuity.

1. Records may be stored electronically at ALC on a CD disc or external memory USB device and/or by hard copy, at the discretion of ALC's insurer and the V3P-C.

2. Background checks, all records/results of background checks, and approval or denial of an individual's application to volunteer with vulnerable persons must be kept in perpetuity, as current Florida law contains no statute of limitations on allegations of child sexual abuse.

3. Other supporting documents such as applications, personal information, and reference checks, may, at the discretion of ALC's insurer and the ALC Council, be shredded by a professional document shredding company, or by two or more V3P-C members using a cross cut shredder, after seven (7) years.

4. A written record identifying generally the items shredded shall be maintained by V3P-C.

D. All persons with access to confidential information shall be required to abide by and sign the Confidentiality Agreement (Appendix B) requiring that this information shall be kept strictly confidential in perpetuity and never misused or inappropriately disclosed.

E. Disclosure incident to investigation of allegations of abuse by law enforcement officers; the Florida Department of Children and Families or any successor entity; lawful subpoena; or upon order of or directive of a Court of Law, shall be the sole exceptions to confidentiality of applicant information (refer to Article VII for additional information).

1. Copies of any portion of any V3P documents shall only be made by a V3P-C member for use by investigating authorities during the course of an investigation.

2. The original record shall be retained by ALC, unless ordered by a Court of law to surrender the original document, in which event, a true and accurate copy of all items surrendered shall be kept by ALC V3P-C.

3. Accurate documentation of what information has been disclosed, to whom it has been disclosed, the date of disclosure, and by whom it has been disclosed, shall be maintained in V3P-C files.

4. During the course of an investigation, no portion of any V3P-C documentation shall be destroyed.

II. INDIVIDUALS EXCLUDED FROM WORKING WITH VULNERABLE PERSONS

A. Any individual who has been convicted of an act of sexual misconduct, child abuse or neglect of a child, domestic violence, or who has accepted a no contest (nolo contendere) plea, had adjudication withheld, or been placed under judicial or other state supervision on such a charge, or been convicted of any felony under the laws of any state or the federal government shall be prohibited from serving or working with vulnerable persons.

1. Persons who have received a full pardon should refer to Article II.D., below.

B. Any individual not excluded under Article II.A., who has completed a pre-trial intervention program, who has had adjudication withheld, or whose arrest has been resolved programmatically as a result of criminal misdemeanor or felony charges shall follow procedures in Article II.D., below.

C. Any individual who completed a pre-trial intervention program as a juvenile as a result of sexual assault charges, charges of child abuse, child neglect, domestic violence, assault, and/or battery shall follow procedures in Article II.D., below.

D. An individual who meets the criteria specified in II.A.1., II.B., or II.C., above or any individual who was the victim of child sexual abuse, physical abuse, or neglect shall meet either with the Senior Pastor, his/her professional designee, or a knowledgeable mental health professional for the express purpose of evaluating whether or not he or she may constitute a risk to vulnerable persons.

1. This evaluation should be completed prior to completing and submitting the Application, Consent, and Release form to V3P-C for screening. A signed, dated, summary of the findings and recommendations should accompany the Application, Consent, and Release in a separate specially marked, sealed envelope addressed to V3P-C and signed across the flap by the author.

2. The summary of findings and recommendations from the Senior Pastor, his/her designee, or the mental health professional shall include, at a minimum, written documentation to V3P-C that the individual does not appear to be a threat to vulnerable persons, that the individual may constitute a threat, or any limitations to said individual working with vulnerable persons.

3. Should new information, which would change a professional's endorsement of an applicant's ability to work with vulnerable persons arise, said professional may provide V3P-C written notification of modification or withdrawal of his/her endorsement at any time.

III. SCREENING OF APPLICANTS FOR EMPLOYMENT: All Interview and Call Committees, in conjunction with the Personnel Committee must abide by the following procedures regarding background checks and drug testing of a potential ALC employee:

- A. All applicants for employment at ALC subsequent to the date this policy is adopted shall undergo a screening process that will include, at a minimum:
1. Criminal background and driving record check by a vendor acceptable to ALC and ALC's insurer.
 - a. Complete and submit an Application, Consent, and Release (Refer to Appendix C - 1: Application, Consent, and Release) to the V3P-C at least ten (10) working days prior to commencing employment with ALC.
 - b. The application is to be sealed in the specially marked envelope accompanying the application, signed across the sealed flap by the applicant, and mailed or hand delivered to the ALC office.
 - c. Failure or refusal to complete and submit within the noted time frame, the Application, Consent, and Release shall constitute the applicant's refusal of any offer of employment made by ALC.
 - d. Unsatisfactory results on any portion of the criminal background or driving record check shall be grounds for termination of any offer of employment.
 - e. ALC shall pay the cost of the criminal and driving record background checks required as a part of this pre-employment screening process.
 2. Drug testing (refer to Appendix C - 2: Drug Testing).
 - a. Complete drug testing at ALC's contracted clinical laboratory at least five (5) days and no more than fifteen (15) days prior to the anticipated start of employment at ALC.
 - b. Provide written verification to V3P-C of completion of drug testing within the requisite time period on the first day of employment, whether or not the results of said testing have been received by V3P-C.
 - c. Failure or refusal to complete drug testing within the requisite time period shall constitute the applicant's refusal of the offer of employment.
 - d. Failure to satisfactorily pass the initial required drug testing may result in a request for additional testing, termination of the offer of employment, or termination of employment at ALC.
 - e. ALC will pay the cost of the initial pre-employment drug test.
 - f. V3P-C will determine, on a case-by-case basis, whether the cost of any requested subsequent tests is the responsibility of the applicant/new employee or ALC.
 3. Reference checking (refer to Appendix C - 3a: Employment Reference Checking Form).
 - a. Reference checking shall be the responsibility of the Interview or Call Committee.

- b. Any Interview or Call Committee must contact at least three (3) references and complete, at a minimum, all of the items set forth in the Reference Checking Form.
 - c. An Interview or Call Committee may ask additional questions of references; these must be submitted to and approved by both V3P-C and the Personnel Committee prior to incorporating such items in any reference checking process.
 - d. V3P-C or the Personnel Committee may require a Interview or Call Committee to ask references for additional information, specific to the position, beyond that included on the Reference Checking Form.
 - e. Any Interview or Call Committee shall provide the completed Reference Checking Forms on any prospective ALC employee to V3P-C and provide copies to the Personnel Committee at least five (5) working days prior to making an offer of employment to an applicant.
4. Interview(s).
- a. All candidates for employment at ALC shall complete a face-to-face interview with, at a minimum, the Interview or Call Committee constituted for that purpose.
 - b. Any Interview or Call Committee shall submit a written list of the questions to be asked during interviews along with the rating or evaluation process to be used to V3P-C and the Personnel Committee for review and comment at least ten (10) days prior to the start of the interviewing process.
 - c. V3P-C and the Personnel Committee may submit specific questions relevant to V3P or personnel concerns to the Interview or Call Committee, which must be included in the interviewing process.
 - d. Any Interview or Call Committee must submit the results of the interview process to V3P-C and the Personnel Committee at least five (5) days prior to ALC Council's making an offer of employment at ALC.
 - (1) V3P-C will prepare the necessary packet regarding criminal background, driving record, and drug testing and provide the packet to the Interview or Call Committee.
 - (2) The Interview or Call Committee is responsible for ensuring the applicant receives the pack such that the applicant is able to meet the terms of Article III.A.1.a-d. and Article III.A.2.a-f.
 - (3) V3P-C members shall be the only persons with access to the completed forms and the written results of the background checks and drug testing.
 - (4) V3P-C shall thereafter inform the Interview or Call Committee, Personnel Committee, and ALC Council whether a background check and/or drug testing result was acceptable or unacceptable, but not the confidential facts and details.

- B. Applicants who can provide written documentation to V3P-C of satisfactory background screening from another source (school board, employer, etc.) acceptable to V3P-C and ALC's insurer may do so.
1. In such a case, V3P-C may elect to waive some or all portion(s) of the foregoing requirements.
 2. Such documentation shall be maintained in the ALC V3P-C records in accordance with the provisions of Article I of V3P.
- C. Satisfactory completion of a criminal background check, driving record check, and drug testing is a condition of employment at ALC and must be completed prior to commencing work at ALC.
1. All employment contracts at ALC shall have, as a condition precedent to the effectiveness of the contract and commencing work, compliance with this condition of employment, whether or not it is expressly stated in the contract.
 2. All applicants who are granted an interview shall be apprised of the basic terms of V3P at the time of the interview, including this condition of employment.
 3. Applicants who are offered employment at ALC shall be provided with a copy of V3P and all relevant forms to be completed at the time an offer of employment is made.
 4. It is the responsibility of the Interview or Call Committee to communicate with V3P-C about the status of the Interview process in a timely manner to meet the terms of all preceding portions of this Article (III).
 5. The Interview or Call Committee is responsible for ensuring that any applicant for employment is notified of the requirements of V3P, including this condition precedent.
- D. Notification of results of screening.
1. Applicants will be notified in writing (confidential; addressee only) regarding the results of the requested screenings.
 2. A list of persons who have been denied employment for cause shall be maintained in perpetuity by the V3P-C in accordance with the confidentiality procedures noted in Article I., above.

IV. SCREENING OF EMPLOYEES

A. All persons employed by ALC, at the time this policy is adopted shall undergo a screening process that will include, at a minimum:

1. Criminal background and driving record check by a vendor acceptable to ALC and ALC's insurer.
 - a. Complete and submit an Application, Consent, and Release (Refer to Appendix C - 1: Application, Consent, and Release) to the V3P-C within ten (10) working days of being requested to do so by V3P-C.
 - b. The application is to be sealed in the specially marked envelope accompanying the application, signed across the sealed flap by the employee, and mailed or hand delivered to the ALC office.
 - c. Failure or refusal to complete and submit within the noted time frame, the Application, Consent, and Release may constitute grounds for termination of employment at ALC.
 - d. Unsatisfactory results on any portion of the criminal background or driving record check may be grounds for termination of employment or a change in the employee's normal duties, which may result in renegotiation of any contract or terms of employment between ALC and said employee.
2. Drug testing (refer to Appendix C - 2: Drug Testing).
 - a. Complete drug testing at ALC's contracted clinical laboratory within ten (10) days of being requested to do so by V3P-C.
 - b. Provide written verification to V3P-C of completion of drug testing within the requisite time period, whether or not the results of said testing have been received by V3P-C.
 - c. Failure or refusal to complete drug testing within the requisite time period may constitute grounds for termination of employment at ALC.
 - d. Failure to satisfactorily pass the required drug testing may result in a request for additional testing, referral to a Certified Addictions Professional for further evaluation and/or drug or alcohol abuse or dependency treatment, termination of employment at ALC, or renegotiation of any contract or terms of employment between ALC and said employee.
 - (1) Continued employment at ALC, in any capacity, may involve mandatory evaluation for and/or treatment of drug or alcohol abuse or dependency as a condition of continued employment by ALC.
 - (2) Failure to comply with and satisfactorily complete any required drug or alcohol abuse or dependency evaluation or treatment shall constitute grounds for termination of employment by ALC.
 - e. ALC will pay the cost of the initial drug test.
 - f. V3P-C will determine, on a case-by-case basis, whether the cost of any requested subsequent testing is the responsibility of the employee or ALC.

3. Reference checking (refer to Appendix C - 3a: Employment Reference Checking Form).
 - a. Reference checking for existing staff who may not have been subject to this as a part of a previous Interview process may be required at the discretion of the V3P-C and/or the Personnel Committee.
 - b. Any such reference checks shall be the responsibility of the Committee requesting the checks.
 - c. At least three (3) references must be contacted.

B. All ALC employees shall complete an updated criminal background and driving record check at least every five (5) years; repeat drug or alcohol screening may also be required.

1. Updated criminal background and driving record screening may be requested by the Personnel Committee, upon request of the employee's supervisor to the Personnel Committee, or by V3P-C at any time during the course of employment at ALC.
2. Updated drug or alcohol screening may be requested by the Personnel Committee or upon request of the employee's supervisor to the Personnel Committee.
3. All requests for repeat screenings, whether routine five (5) year screenings or special requests, shall be forwarded to the V3P-C and conducted in accordance with the aforementioned procedures in this Article (IV).
3. The Personnel Committee and the ALC Council shall be notified by V3P-C within forty-eight (48) hours after such time as an employee has been determined to have refused or failed any portion of his/her screening requirements.
4. Employees who can provide to V3P-C written documentation of recent, within one (1) year of the requested update, satisfactory background screening from another source (school board, employer, etc.) acceptable to V3P-C and ALC's insurer may do so.
 - a. In such a case, V3P-C may elect to waive some or all portion(s) of this requirement.
 - b. Such documentation shall be maintained in the V3P-C records in accordance with the provisions of Article I.

C. Notification of results of screening.

1. Employees will be notified in writing (confidential; addressee only) of the results of the requested screenings within thirty (30) days of submitting their application (See Appendix C - 5: Notification Letter).
2. All provisions of Article IV.A.1 through 2.f., inclusive, shall apply to employees subject to initial and any updated screening requirements.
3. In the event an employee is terminated for cause under any provision of V3P, that individual's name shall be included upon the list of persons who have been denied for cause which shall be maintained in perpetuity by the V3P-C in accordance with the confidentiality procedures noted in Article I., above.

V. SCREENING OF VOLUNTEERS

A. All volunteers who want to or may be expected to work with vulnerable persons shall undergo a screening process that will include, at a minimum:

1. Standard criminal background and driving record check through a vendor acceptable to ALC and ALC's insurer.
 - a. Complete and submit an Application, Consent, and Release (Refer to Appendix C - 1: Application, Consent, and Release) to the V3P-C fifteen (15) working days prior to the time they anticipate commencing volunteer work with vulnerable persons at ALC.
 - b. The application is to be sealed in the specially marked envelope accompanying the application, signed by the volunteer applicant across the sealed flap, and mailed or hand delivered to the ALC office.
2. The V3P-C may recommend that the applicant meet with the Senior Pastor, her/his designee, or a mental health professional (see Excluded Individuals, Article II).
3. The V3P-C may, but is not obligated to, contact references and/or verify dates and other information on the application.
 - a. Refer to Volunteer Reference Check Form (Appendix C - 3b).
 - b. If information and/or references provided by the applicant cannot be verified, the applicant may not work with vulnerable persons until additional information and/or references provided by applicant have been satisfactorily verified.
4. Upon completion of background checks, the Senior Pastor or his/her designee shall review the list of potential volunteers prior to final approval and shall have the right to reject any individual due to confidential knowledge she/he may have about said individual.
5. Volunteers shall submit to an updated background check if they have been inactive for twelve (12) months or more, for other good cause, or upon the request of the V3P-C.
6. Incomplete applications will result in automatic denial of approval to work with vulnerable individuals.
7. Volunteers or potential volunteers who can provide documentation of satisfactory background screening from another source (school board, employer, etc.) acceptable to V3P-C and ALC's insurer may do so.
 - a. In such a case, such documentation shall be maintained in the V3P-C records and the V3P-C may elect to waive some or all portion(s) of this requirement.
8. Satisfactory completion of a background check is a condition of volunteer work with vulnerable persons at ALC and must be completed prior to starting such volunteer work at ALC.

B. Volunteers shall complete an updated screening at least every five (5) years.

1. Updated screening may be requested by ALC or its insurer at any time during the course of volunteer work for any volunteer(s).
2. V3P-C shall maintain a written log of all such screening and the projected dates for scheduled five-year rescreening of each volunteer.

C. High school students, or any person under the age of majority, who volunteers with persons younger than themselves or serves in a supervisory leadership role with vulnerable persons shall complete background screening in accordance with the procedures outlined in Article V., A.1. through B.2., inclusive no more than sixty (60) days after reaching their eighteenth (18th) birthday.

1. The provisions of V3P apply to the interaction of all individuals volunteering with vulnerable persons, regardless of the age of the volunteer.

2. High school graduates who were youth program participants and who want to volunteer with the youth program after graduation shall complete background screening prior to commencing such volunteer work.

D. Notification of results of screening.

1. Volunteer applicants will be notified in writing (confidential; addressee only) if their application has been accepted or denied within thirty (30) days of submitting their application (See Appendix C Acceptance/Denial Letter).

2. A list of applicants who have been denied for cause shall be maintained in perpetuity by the V3P-C in accordance with the confidentiality procedures noted in Article I., above.

3. Program Supervisors will be provided with an updated list of approved adult volunteers at least annually by V3P-C; only approved adult volunteers may be used.

VI. PROCEDURES FOR WORKING WITH VULNERABLE PERSONS

A. General, for all activities.

1. The two-person rule shall be followed with all ages of children, birth until attainment of age of majority (eighteen years old).
 - a. Two approved adults (any combination of volunteers and/or staff) shall be present during all activities involving vulnerable persons. If two approved adults are not available, the room door shall be propped open if there is no unobstructed window in the door or the room and a designated approved adult(s) identifiable to the other approved adult(s) shall be monitoring.
 - b. At the conclusion of events at ALC involving vulnerable persons, vulnerable person(s) shall be supervised by two approved adults until every vulnerable person is picked up by her/his parent, guardian, or authorized person.
 - c. In the event a vulnerable person needs to use the bathroom, the designated approved adult(s) shall be informed of the destination of the vulnerable person on the way to the bathroom.
 - d. If the vulnerable person needs assistance in the bathroom, assistance shall be provided with two approved adults present, after first encouraging the vulnerable person to handle as much of the process as he/she can.
 - e. Employees or approved adult volunteers changing diapers should do so in an open area in a manner that protects the privacy and safety of the child.
2. Vulnerable person disciplinary problems should be reported to the parent, guardian, or authorized caregiver and the supervising staff before the vulnerable person leaves ALC on the day of the problem.
3. Parents, guardians, or authorized caregivers shall be permitted to observe an activity at any time; staff or volunteers may inform the parent when his/her presence may be disruptive to the vulnerable person or the activity.
4. Physical, non-sexual, affection should be used appropriately. Touching to comfort or affirm a vulnerable person in an age-appropriate manner that aids healthy emotional and social development is both permitted and encouraged.
5. Approved adult volunteers new to ALC shall participate in a period of mentoring and training under the supervision of the applicable program director for the first six (6) months of their service at ALC. Such mentoring and training shall be in addition to the mandatory annual or other training required of all volunteers under V3P.

B. Christian Education Commission policies and procedures on identification, drop-off, pick-up, etc. shall be followed on Sunday mornings and at other times as specified by Christian Education.

C. Travel

1. If there are fewer than three vulnerable persons in the vehicle, two approved adults shall be required in the vehicle.

2. However, One approved adult may be present per car or van as long as there are at least three vulnerable persons in the vehicle.
3. An approved adult is not to be alone in a vehicle with only one vulnerable person present unless said adult is the parent, legal guardian, or authorized caregiver of said vulnerable person.

D. Off-site activities

1. The two-adult-rule shall apply.
2. Males and females shall be segregated into same-sex groups for sleeping, showering, changing, and restroom use.
3. Whenever possible, adults should not share sleeping, showering, changing, and restroom facilities with vulnerable persons.
 - a. The two-adult rule shall apply if restroom, showering, or changing facilities must be shared by adults and vulnerable persons.
 - b. If adults must share sleeping accommodations with vulnerable individuals, an adult of the same sex as the involved vulnerable persons shall sleep in his/her own bed or cot.
 - c. There must be at least three vulnerable persons in the sleeping facility if it is to be shared with an approved adult.
 - d. An exception to the adult to vulnerable individual ratio shall be made when a parent, guardian, or caregiver shares accommodations solely with her/his own child or children.
 - e. No vulnerable person should be permitted to use public restroom, changing, or showering facilities unescorted.
 - f. If no approved adult chaperones of the same sex as the vulnerable person are available to accompany a vulnerable person to the restroom, changing, or showering facility, two approved adults shall accompany the vulnerable person to the facility and call out to determine if the room is empty and if it is not, the vulnerable person shall be asked to wait until the occupants leave; if the room is empty, the vulnerable person may enter alone while the adults remain outside; individuals attempting to enter the room while the vulnerable person is in the room alone shall be asked to wait until the vulnerable person comes out.
 - g. Young people who are twelve (12) years of age and older or are in the sixth grade of school or above may use public restroom, showering, and changing facilities in groups of three (3) or more without direct monitoring by an approved adult.

E. Nursery (children birth to approximately three years of age)

1. The two-adult rule shall apply whenever possible.
2. If two approved adults are not available, the nursery shall be located in an area that is open and in full view of other people.

F. Counseling

1. Counseling shall be conducted only by screened adult ALC staff, e.g., a Pastor, Director of Christian Education, Youth Director, etc.; refer to definitions, above.

2. Every effort should be made to protect the confidentiality and privacy of any counselee.
 - a. Counseling sessions shall be held in an office with an unobstructed window.
 - b. The counselor is to be clearly visible through the window; the counselee may be seated out of sight.
 - c. In the event that an office with an unobstructed window is not available, the session should be held with the door slightly ajar, again with the counselor visible to passersby.
3. Counselors shall explain the limits to confidentiality regarding allegations of abuse or neglect prior to commencing a counseling relationship and at any point in the counseling relationship when they have reason to believe that a counselee may disclose information that may be reportable.

VII. RESPONDING IN THE EVENT OF AN ALLEGATION OF ABUSE

(A summary of this Article VII shall be prominently posted in the Narthex of the Sanctuary, the Knoedler Center, and the Education Building; copies of this article are available from the Pastor(s), the Christian Education Director, or Youth Director).

A. Chapter 39 of the Florida Statutes requires that *any person* who knows or has reasonable cause to suspect that a child is abused, neglected, or abandoned by a parent, guardian, caregiver, or other person responsible for the child *shall immediately report* such knowledge or suspicion to the Florida Abuse Hotline (1-800-96-ABUSE, 1-800-962-2873).

1. FAILURE TO REPORT KNOWN OR SUSPECTED ABUSE MAY RESULT IN CRIMINAL PROSECUTION.

2. *Intentionally filing a false report of abuse may result in criminal prosecution.*

B. Notification to authorities.

1. Complete the Abuse Report Form in Appendix E and call the Abuse Hotline at 1-800-962-2873 in accordance with the following procedures:

2. Vulnerable persons who have made allegations of abuse or neglect may wish to report this to the Abuse Hotline themselves; they should be encouraged to do so with the support and supervision of the adult in whom they have confided.

a. If the adult does not witness the vulnerable person make the report, they remain legally responsible for making a report themselves.

b. Follow the documentation procedures contained in this Article, (VII), for all reports, whether made by vulnerable persons or a reporting adult.

3. If it appears that the vulnerable individual may be going into an unsafe environment, contact the Abuse Hotline immediately for instructions.

4. In all cases, *calls to the Abuse Hotline must be made within 24 hours* of the time an incident of abuse or suspected abuse comes to the attention of any ALC employee or volunteer.

5. Document the first name and ID number of the Hotline worker taking the call along with the date and time of the call on the report form.

6. If the Abuse Hotline worker asks that local law enforcement be contacted, do so and document the name of the officer, ID number, date and time of the call on the abuse report form.

C. Notification to ALC.

1. Notify at least one member of the V3P-C by telephone immediately after making a report to the Abuse Hotline and/or law enforcement.

a. The reporting adult must speak directly with a member of V3P-C; do not leave messages with any other person or on voicemail.

b. See Appendix E for V3P-C names and contact numbers.

- c. If a V3P-C member cannot be reached, call the other V3P-C members until you reach one whom you can inform about the report to the Abuse Hotline.
 - d. The V3P-C member(s) shall document in writing in the V3P-C records the name of the reporter, the date and time of the report, and other relevant information.
 - 2. Submit the completed abuse report form to the V3P-C in sealed envelope.
 - 3. The V3P-C is responsible for notifying the Congregational Spokesperson, the Florida-Bahamas Synod office, and ALC's insurer.
 - 4. The reporting adult is responsible for notifying the Program Supervisor either prior to or just after making a report.
 - 5. If the alleged abuser is **not** the parent, guardian, or custodial caregiver of the vulnerable person, the reporting adult must consult with the Senior Pastor or his/her designee about notification of the family.
- D. Confidentiality of Reported Information.
 - 1. Except as may be necessary to comply with the above reporting requirements, every effort must be made to protect the confidentiality of the alleged victim.
 - 2. Information must be divulged to V3P-C, local law enforcement, the Department of Children and Families, the program supervisor, the Senior Pastor or his/her designee, ALC's insurer, and possibly to the family of the alleged victim, but to no one else.
 - 3. Any time information must be divulged, the individual requesting information should be asked for identification prior to being given any information.
- E. Safety of the alleged victim is paramount.
 - 1. Any individual alleged to have had inappropriate contact with a vulnerable person shall immediately cease all work and service with vulnerable persons.
 - a. Such persons shall be considered to be under suspension.
 - b. The suspension shall remain in effect pending the results of any investigation.
 - c. If the suspended individual is an employee, whether or not the suspension is with or without payment of wages shall be determined by the Personnel Committee and ALC Council.
 - 2. If the investigating authority determines there is insufficient grounds to pursue the investigation or determines that the allegations of abuse or neglect are unfounded, the volunteer(s) or staff person(s) shall meet with the V3P-C to determine if it is advisable for the volunteer(s) or staff person(s) to resume his/her normal duties.
 - 3. If the investigating authority determines that there are sufficient grounds to pursue further legal action against the suspended individual, the suspension shall remain in effect during the course of any legal proceedings.
 - a. The provisions of Article II, INDIVIDUALS EXCLUDED FROM WORKING WITH VULNERABLE PERSONS, shall apply.

b. Suspended individuals found not guilty shall meet with the V3P-C to determine if it is advisable for the volunteer(s) or staff person(s) to resume his/her normal duties.

F. Investigation

1. Investigations are performed by the Department of Children and Families, any successor entity, or law enforcement.
2. **It is not the responsibility of ALC, any ALC volunteer, or staff member to investigate any allegations - ever.**
3. It is the responsibility of ALC volunteers and staff to cooperate with investigating agencies.
4. Consult with V3P-C regarding questions or concerns about the investigation.
5. Do not discuss the report with anyone other than DCF, law enforcement, V3P-C, ALC's insurer, or the Senior Pastor who shall be the Congregation Spokesperson.
6. Always ask individuals requesting information for identification and keep a written record of the individual's name, badge or ID number, date, and time of the conversation.

G. Copies of records, whether paper or electronic, regarding background checks, references, personal information, and/or other documents related to the V3P approval process for ALC employees or volunteers directly or incidentally involved in an investigation of an allegation will *only* be provided to investigating agencies, law enforcement, insurers, attorneys, or the Court upon receipt of a lawfully issued and served subpoena or pursuant to Court order.

1. Procedures delineated in Article I.E.1. though 4, inclusive shall be followed for all required disclosure of information during the course of any investigation.
2. Only a V3P-C member may release such information.
3. A detailed notation about the specific information released, date of release, recipient of the information, and the initials of the V3P-C member releasing the information must be made on the bottom of the subpoena.
4. Such subpoenas are to be kept with the originals or duplicate originals of the records that have been released.

H. **OFFICIAL ALC CHURCH SPOKESPERSON**

1. **The Senior Pastor shall be the Congregational Spokesperson responsible for all contact with the media; other persons involved in any investigation are NOT to speak with representatives of the media about any aspect of any investigation at anytime.**
2. The Senior Pastor is the point of contact for investigating authorities and agencies during the course of any investigation of an allegation.

VIII. TRAINING

- A. V3P-C shall develop a training program regarding V3P policies and procedures for employees and volunteers.
- B. Employees.
1. Training shall be provided annually to all employees and program supervisors/directors by V3P-C in June of each year.
 2. It is the responsibility of the new employee's supervisor to arrange appropriate training in V3P within the first ten (10) days of employment.
 3. Employees may, at the discretion of the supervisor, participate in the annual training required of volunteers as a means of meeting this requirement.
 4. All employees who have completed training must sign an affidavit attesting to the completion of annual training, understanding of the policies and procedures set forth herein, understanding of any additional policies and procedures specific to the particular job, and attesting to the employee's willingness to abide by all provisions of V3P.
- B. Volunteers.
1. Program Supervisors are responsible for ensuring that all approved adult volunteers receive training prior to starting volunteer work as well as prior to the start of each program year.
 2. Program Supervisors are responsible for contacting V3P-C to arrange training in a timely manner.
 3. All approved adult volunteers who have completed training must sign an affidavit attesting to the completion of the annual training, understanding the policies and procedures set forth herein, understanding any additional policies and procedures specific to the program they will be volunteering with, and attesting to their willingness to abide by all provisions of V3P.

Appendix A: Continuing Resolution on V3P-C

Vulnerable Persons Protection Policy Committee (V3P-C)

The committee shall be composed of three (3) persons appointed by ALC Council. Preference shall be given to individuals who, as a part of their employment or training, are familiar with confidentiality processes and procedures, e.g., medical professionals, mental health professionals, attorneys, clergy, accountants, etc. Spouses, close relatives, and persons living in the same home may not serve together on V3P-C. Individuals related to one another who do not live in the same home may, with special permission of ALC Council and the Senior Pastor, serve together on V3P-C.

The V3P-C is charged with conducting pre-employment background checks and drug screening, periodic re-checks of employees, and background checks on all persons wishing to volunteer in any capacity with vulnerable persons in accordance with the Vulnerable Persons Protection Policy (V3P). Information obtained during the course of the background checks is confidential in perpetuity and will be held in secure, locked storage at ALC according to the provisions of the most current edition of the Vulnerable Persons Protection Policy. The information shall only be accessible to current V3P-C members on a need to know basis.

V3P-C shall develop a training program for employees and volunteers, and shall annually provide a training seminar to all program supervisors/directors in June of each year. The program supervisors/directors shall train all volunteers annually, and V3P-C members shall be available to assist if requested by the program supervisors/directors. All new volunteers added during the course of the year shall be trained by the program supervisors/directors prior to commencing volunteer work with vulnerable persons.

Members of V3P-C shall be bound by strict confidentiality that remains in effect in perpetuity. The information received during the exercise of this position may not be disclosed outside of V3P-C for any reason other than investigation, by law enforcement, DCF or any successor entity, the Courts, or ALC's insurer, of an allegation of abuse or neglect on the part of an individual approved by the committee to serve in a capacity with vulnerable persons. The information received during the exercise of this position shall not be used for any purpose other than evaluation for approval or denial of work/service with vulnerable individuals at ALC and investigations as noted herein, above and in the V3P documents.

V3P-C members shall be appointed by ALC Council.

V3P-C members will serve for three (3) years. One of the members appointed in 2005 shall rotate off in 2007, another in 2008, and the final in 2009. Members may serve consecutive terms, but may not serve more than three (3) consecutive terms.

V3P-C will provide confidential notification to all applicants about acceptance or denial of their application.

V3P-C will provide a list of approved volunteers to program directors at least annually.

V3P-C will maintain a list of individuals who have been denied approval for cause in perpetuity.

An annual audit of the process, but not of confidential information, by an audit committee appointed by the ALC Church Council, shall be conducted at the end of the program year in May or June to allow for modifications to be made prior to the start of the next program year.

The Senior Pastor shall be the Congregational Spokesperson responsible for all contact with the media and is the point of contact for investigating authorities and agencies in the event of an investigation of an allegation.

All Interview and Call Committees as well as the Personnel Committee shall conform to V3P in all aspects of Interview and employment and shall be given written notification of the results of background checks on all persons being considered for employment at ALC within two business days from the time the completed background check information is received by V3P-C.

ADVENT LUTHERAN CHURCH

**VULNERABLE PERSONS PROTECTION
POLICY COMMITTEE (V3P-C)**

CONFIDENTIALITY AGREEMENT

I, _____ (print name) as a person on the Advent Lutheran Church Vulnerable Persons Protection Policy Committee (V3P-C), or as a person otherwise receiving or having access to confidential information contained in V3P Application, Consent and Release forms, background checks, criminal records checks or other resources, forms, information and data pertaining to applicants seeking to work with children and/or youth at Advent Lutheran Church, and persons approved to work with children and youth at Advent Lutheran Church, for good and valuable consideration, **DO HEREBY AGREE TO MAINTAIN THE CONFIDENTIALITY OF ALL SUCH INFORMATION PERTAINING TO ALL SUCH APPLICANTS AND PERSONS SCREENED FOR POSSIBLE WORK WITH CHILDREN AND/OR YOUTH AT ADVENT LUTHERAN CHURCH FOREVER. THIS IS AN IRREVOCABLE, PERPETUAL AGREEMENT, WHICH CANNOT BE REVOKED AND SHALL REMAIN BINDING UPON ME DURING MY LIFETIME AND UPON MY ESTATE, PERSONAL REPRESENTATIVE, AND HEIRS.**

I also agree to not discuss such confidential information with any person other than the applicant, members of the V3P-C, and/or other persons properly having access to such confidential information so long as such persons have signed a CONFIDENTIALITY AGREEMENT having the same form and content of this agreement and such conversation is for a proper purpose related to Advent Lutheran Church. I further agree that I will not otherwise publish, republish or otherwise disseminate such confidential information to any third party not a proper recipient of such information verbally, in writing, via computer or internet, or otherwise.

Provided however, nothing herein contained shall preclude me if a member of V3P-C from properly conducting a background check of any applicant per the terms, conditions and provisions of the V3P standard form Application, Consent and Release signed by applicants, nor shall it preclude me from properly responding to a lawful subpoena, or lawful order of Court, or directive of a Judge of a Court of proper jurisdiction requiring me to provide confidential information pertaining to an applicant or person working, or having worked, with children or youth at Advent Lutheran Church.

In signing this CONFIDENTIALITY AGREEMENT, I understand that great trust, respect and confidence is being placed in me to serve on V3P-C or in another capacity

where I will have access to confidential information pertaining to applicants desiring to work, and persons working, with children and youth at Advent Lutheran Church, and to maintain in complete confidence all confidential information about which I become aware. I also understand that I cannot discuss this information with my spouse or any other person not having proper access to such information and also signing a CONFIDENTIALITY AGREEMENT having the same form and content as this agreement. I further understand that even with respect to discussing confidential information with another person having proper access to such information, such discussion can only occur if incident to a proper purpose incident to the needs and best interests of Advent Lutheran Church, and under no circumstances will any such discussion occur in any public place where one or more persons who have not signed a CONFIDENTIALITY AGREEMENT having the same form and content as this agreement may be present, overhear or otherwise obtain access to such discussion.

I agree that this confidentiality agreement is an enforceable agreement and may be enforced against me by injunctive or other relief in a Court of competent jurisdiction by Advent Lutheran Church, by any person whose confidential information I have not maintained in accord with this confidentiality agreement, or any other party having standing to enforce this confidentiality agreement, and that venue for any such legal proceeding shall be Brevard County, Florida.

I HEREBY CONFIRM, AGREE, WARRANT AND ACKNOWLEDGE THAT PRIOR TO SIGNING THIS CONFIDENTIALITY AGREEMENT I HAVE READ THE ADVENT LUTHERAN CHURCH VULNERABLE PERSONS PROTECTION POLICY (V3P), THAT I UNDERSTAND THE V3P AND THE IMPORTANCE OF MAINTAINING CONFIDENTIAL ALL INFORMATION AS STATED ABOVE WHICH I LEARN BY REASON OF MY INVOLVEMENT WITH V3P, AND THAT I WILL MAINTAIN SUCH CONFIDENTIALITY FOREVER PURSUANT TO THE TERMS, CONDITIONS AND PROVISIONS OF THIS CONFIDENTIALITY AGREEMENT. I FURTHER CONFIRM, AGREE, WARRANT AND ACKNOWLEDGE THAT I HAVE READ THIS CONFIDENTIALITY AGREEMENT AND UNDERSTAND ITS TERMS PRIOR TO SIGNING IT, AND THAT I HAVE SIGNED THIS CONFIDENTIALITY AGREEMENT FREELY AND VOLUNTARILY AS MY OWN FREE ACT.

Signature of V3P-C member

Witness Signature (Senior Pastor or his/her designee)

Printed name of V3P-C member

Printed name of witness & title

Date signed

Date witnessed

ADVENT LUTHERAN CHURCH

VULNERABLE PERSONS PROTECTION POLICY (V3P)

APPLICATION, CONSENT, and RELEASE

I hereby apply to work with children and youth at Advent Lutheran Church (ALC). I certify that the information provided by me contained in this application, consent, and release consisting of six (6) pages is true, accurate and correct to the best of my knowledge and belief, and I consent to verification of this information by ALC in accord with the Vulnerable Persons Protection Policy (V3P).

I understand, agree, and consent to a complete background investigation, including at a minimum a criminal records check. A driving record, and/or drug and alcohol screening, may also be required with respect to me. I understand that the cost of criminal records, motor vehicle license, and the initial drug and alcohol screening shall be born by ALC. Further, I understand that my application must be approved by ALC in accord with V3P before I am permitted to work with children or youth at ALC.

I authorize and consent to the release of all relevant information to ALC (its authorized employees, agents, or representatives) that may be required to arrive at a decision regarding my application to work with children and youth at ALC by those churches, schools, persons, previous employers, agencies, and other organizations named in this application.

For good and valuable consideration, I hereby release ALC and all such churches, schools, persons, previous employers, agencies and other organizations from any and all liability they might otherwise incur as a result of statements made to or received or from any such churches, schools, persons, previous employers, agencies and other organizations.

I understand that any misrepresentation or omission of a material fact on my application may be justification for refusal or dismissal without advance notice from service with children and youth.

Should my application be accepted, I agree to be bound by the ALC Vulnerable Persons Protection Policy (V3P) and other applicable policies of ALC, the Florida-Bahamas Synod, and the ELCA and to conduct myself in a Christian manner.

I understand that beginning and continuing service with children and youth at ALC depends, in part, on satisfying ALC's requirements concerning my criminal history, driving record, drug and/or alcohol abuse, reference checks, and documents and as may otherwise be required by law or ALC's insurer.

PLEASE READ V3P MANUAL AND THEN COMPLETE THIS APPLICATION, CONSENT AND RELEASE IN ITS ENTIRETY PRIOR TO DATING AND SIGNING.

NOTE: *Persons who have committed acts of sexual misconduct are strictly prohibited from serving in any capacity with vulnerable persons at ALC under V3P.*

PERSONAL DATA *(Please Print)*

Name _____ Birth Date ____/____/____
Last First Middle

Home Address _____ Length _____
Street # & Name Yrs/Mos

Home Phone(____)____-____ SSN____-____-____ City State Zip code Age _____

Driver's License _____
State Expiration Date

Others names (maiden, former, AKA, nicknames, etc.) _____

Previous Address [*Complete only if at current address less than seven (7) years*]

Address _____
Street # & Name

City State Zip code

Current Employer _____ Length of Employment _____
Circle one: Yrs/Mos

Occupation _____ Work Phone (____)____-____

Address _____
Street City State Zip code

Previous Employer [*Complete only if with current employer less than five (5) years*]

Employer _____ Length of Employment _____
Circle one: Yrs/Mos

Occupation _____ Work Phone (____)____-____

Address _____
Street City State Zip code

AREAS OF INTEREST (check all that apply)

Nursery Sunday School VBS
 Choir Acolytes/Crucifers Youth Group
 Chaperone Transportation Other (specify) _____

CHURCH & PRIOR YOUTH WORK HISTORY

Current Church Membership

Congregation Name _____ Denomination _____ Length (circle) Yrs/Mos _____
Address _____ (____)____ - _____
Street # & Name City State Zip code Phone #

Previous Congregation(s) [List churches in which you have been active or attended regularly during the past seven (7) years]

Congregation Name _____ Denomination _____ Length (circle) Yrs/Mos _____
Address _____ (____)____ - _____
Street # & Name City State Zip code Phone #

Congregation Name _____ Denomination _____ Length (circle) Yrs/Mos _____
Address _____ (____)____ - _____
Street # & Name City State Zip code Phone #

List all pertinent work, church, and other volunteer experience involving children and youth that you feel may qualify you for service with children and youth at ALC (include type, place, and dates) _____

List any special gifts, callings, training, education or other factors that have prepared you for work with children and youth _____

REFERENCES [Please provide information on three (3) persons who are not members of your family]]

Name _____ Title _____
Relationship to you _____ Phone (____)____ - _____
(Circle one: home work cell)
Address _____ Best time to call _____ AM/PM
Street # & Name

		Length of acquaintance _____
City	State Zip code	Circle one: Yrs/Mos
Name _____		Title _____
Relationship to you _____		Phone (____) _____ - _____
		(Circle one: home work cell)
Address _____		Best time to call _____ AM/PM
Street # & Name		
		Length of acquaintance _____
City	State Zip code	Circle one: Yrs/Mos
Name _____		Title _____
Relationship to you _____		Phone (____) _____ - _____
		(Circle one: home work cell)
Address _____		Best time to call _____ AM/PM
Street # & Name		
		Length of acquaintance _____
City	State Zip code	Circle one: Yrs/Mos

SCREENING ISSUES

Have you ever been convicted of or pleaded guilty to a crime? Yes No

If yes, please explain _____

Have you ever been *accused* of being a pedophile or child abuser? Yes No

Have you ever been **convicted** of being a pedophile or child abuser? Yes No

If you answered yes to either of the two (2) previous questions, please explain (you may provide copies of relevant court, other legal, or treatment documents in addition to your explanation) _____

Were you a victim of abuse or molestation while a minor? [You may refuse to provide a written response to this question. However, if you wish to proceed with the application process, you must retain your application and make an appointment with the Senior Pastor or his/her designee or a mental health professional to discuss your answer. Please refer to and follow the procedure delineated in Article II.D. 1-3 of the V3P, attached. Answering yes or leaving this question blank and providing the necessary documentation will not automatically disqualify you from working with children or youth.] Yes No _____

Is there any other fact or circumstance about your background that would call into question the advisability of entrusting you with the supervision, guidance, and/or care of children or youth? Yes No If yes, please explain _____

CODE OF ETHICS

As part of my compliance with the V3P, I shall abide by the following code of ethics:

1. Staff and/or volunteers will not verbally, physically, emotionally, or sexually abuse a youth or child.
2. Staff and/or volunteers will not be alone with children or youth, observing the 2-person rule, in keeping with the V3P.
3. Staff and/or volunteers will report any suspected abuse of a child or youth to the Abuse Hotline, their immediate supervisor, and a member of the V3P-C in accordance with V3P.
4. Staff and/or volunteers will, at all times, portray a positive role model for children and youth, treating all persons, regardless of age, race, religion, ethnicity, gender, or disability with respect, compassion, and kindness.
5. Staff and/or volunteers will, whenever possible, use positive techniques of guidance and discipline, such as anticipation and prevention of potential problems, positive reinforcement, time out, encouragement, and redirection.
6. Staff and/or volunteers will never leave a child or youth unsupervised during any classes, activities, or events.
7. Relationships of a romantic nature between an adult staff member or volunteer in a position of trust and a child or youth are unacceptable.

I understand that ALC (its authorized employees, agents or representatives) must cooperate with its insurance carrier pursuant to its liability insurance policy and with governmental authorities in accord with Florida law regarding investigations of allegations of abuse or neglect of children and/or youth at ALC, and hereby consent to same. Further, for good and valuable consideration, I hereby release, indemnify, and hold harmless ALC (its authorized employees, agents or representatives) from any and all liability or damage, which I might incur as a result of any such investigation relating to children and/or youth at ALC by ALC's insurer or any governmental entity.

I hereby acknowledge, represent, and warrant that I have read the ALC Vulnerable Persons Protection Policy (V3P), that I am eligible as an applicant under V3P, and that I will at all times abide by the terms, conditions and provisions of V3P. I also acknowledge, represent, and warrant that I have read this Application, Consent, and Release, including all portions completed by me, that the information provided by me herein after is true and correct, that I know the contents of this document, and that I am signing this Application, Consent, and Release as my free act and deed after having fully reviewed and completed all portions of this Application, Consent, and Release as set forth herein above and herein after.

NOTE: YOU MUST ATTACH A PHOTOCOPY OF YOUR DRIVER LICENSE OR OTHER STATE RECOGNIZED PHOTO ID WITH THIS APPLICATION.

THIS IS A LEGALLY BINDING AGREEMENT, WHICH, BY MY SIGNATURE BELOW I ACKNOWLEDGE THAT I HAVE READ, UNDERSTAND AND AGREE TO FOLLOW.

Applicant Signature

Date Signed

Printed Name of Applicant

Appendix C - 2: Drug and Alcohol Screening Authorization and Consent

Insert form(s) supplied by ALC's contracted lab/vendor

Appendix C - 3a: *Employment Reference Checking Form*

APPLICANT NAME _____ DATE _____

REFERENCE NAME _____

INTERVIEW:

“Hello, *reference’s name*. My name is *your name* and I am calling you on behalf of Advent Lutheran Church in Melbourne, Florida. Your name has been given to me by *applicant’s name* as a reference for their application for employment at Advent Lutheran Church. May I ask you a few questions please?

1. What is your relationship to applicant? _____

2. How long have you known the applicant? _____

3. What do you think is ___’s main strength in working with youth or children?

4. What do you consider might be a limitation _____ may have in working with youth and children? _____

5. Do you know of any reason why _____ might not be suited to working with children or youth, or do you have any concerns about _____ working with children or youth?

6. Is there anything else you feel we should consider in making a decision about _____’s application to work at Advent Lutheran Church? _____

Thank you so much for taking the time to answer my questions

Appendix C - 3b: Volunteer Reference Checking Form

APPLICANT NAME _____ DATE _____

REFERENCE NAME _____

INTERVIEW:

“Hello, *reference's name*. My name is *your name* and I am calling you on behalf of Advent Lutheran Church in Melbourne, Florida. Your name has been given to me by *applicant's name* as a reference for their application to volunteer with children or youth at Advent Lutheran Church. May I ask you a few questions please?

1. What is your relationship to applicant? _____

2. How long have you known the applicant? _____

3. What do you think is ___'s main strength in working with youth or children?

4. What do you consider might be a limitation _____ may have in working with youth and children as a volunteer? _____

5. Do you know of any reason why _____ might not be suited to working with children or youth, or do you have any concerns about _____ working with children or youth?

6. Is there anything else you feel we should consider in making a decision about _____'s application to work with children or youth? _____

Thank you so much for taking the time to answer my questions

Appendix C - 4 : Post-Credentialing Interview Format

DIRECTIONS:

- *For Use by V3P-C ONLY if questions have arisen regarding a volunteer, employee, or applicant for employment.*
- *Questions 1 through 3 are to be asked of everyone.*
- *Question 6 should be asked of any individual where there is a discrepancy between the information on the application and what was found in the background check.*
- *Other questions are to be asked only if the specific situation referred to in the question applies to the individual being interviewed.*
- *NO LESS THAN TWO and preferably ALL V3P-C members shall be present during the interview.*

INTERVIEW

We have asked you here today because some questions have arisen about the information you have provided in your application and/or the information obtained as a result of the background check. We would appreciate your candid answers to help us in making a decision about your situation. All of the information you provide to us today is confidential under the terms of V3P.

1. Tell us how come you are interested in volunteering with children or youth here at ALC.

2. Tell us what you believe to be the strengths or skills you would bring to working with children or youth.

3. All people have limitations, as well as strengths. What do you think your limitations are when it comes to working with children or youth?

4. On your application, you noted that you were a victim of abuse as a child. You were asked to meet with the Senior Pastor, his/her designee, or a mental health professional to provide documentation that you would not represent a danger to children or youth, but you have elected not to do so. Please explain your reasons for your choice.

5.a. On your application, you noted that: *(choose applicable statement)*

- you received a full pardon for _____,
- adjudication was withheld for _____,
- you accepted a no contest plea for _____,
- a charge of _____ was resolved programmatically,
- a charge of _____ was resolved through a pretrial intervention program.

Please tell us what led to the charge(s) and the resolution.

5.b. Please explain what you have learned from this experience and what you think the positive and negative effects this experience might have on your ability to work with children or youth.

6. *(This question should be asked of all individuals where information comes to light during the course of the background check that the individual did not disclose on the application. There may be legitimate reasons for the discrepancy, such as identity theft, of which the individual may be unaware. It would be a real disservice, in such a situation, to not inform the individual and give them the opportunity to salvage their good name.)*

During the course of the background check, some information that you did not note your application was revealed. Please explain _____ *(specify the relevant information)*.

Information contained in this letter is confidential and is to be read only the recipient named below.

V3P-C
00/00/200X

SAMPLE

Dear _____:

___ Your application to work with vulnerable individuals has been approved. Your name has been submitted to the supervisor(s) of the program(s) you expressed interest in. Please contact the program supervisor at your convenience.

___ Your application to work with vulnerable individuals has been denied because the file was incomplete. Please feel free to resubmit a completed application at any time.

___ Your application to work with vulnerable individuals has been denied. Please contact a member of the V3P-C if you would like additional information about this matter.

___ Your application remains under consideration. Please contact a member of the V3P-C to arrange an interview.

Sincerely,

XXX

XXXX

XXXXX

c: V3P-C files

Appendix C - 6: **Cover Letter**

V3P-C
00/00/200X

SAMPLE

Dear _____:

Thank you for applying as a volunteer with children and youth at Advent Lutheran Church (ALC).

ALC is committed to providing a safe environment for children, youth, and our volunteers. Please read both the enclosed V3P Manual in its entirety prior to reading and then completing the enclosed Application, Consent, and Release. Completion of background checks on all employees and volunteers who work with children or youth, as well as other procedures relating to the safety of children and youth, have been mandated by ALC's insurer. If you have questions about any portion of the enclosed material, please contact the director of the program you wish to volunteer with or a member of the V3P-C (Appendix E in the V3P Manual) prior to completing the Application, Consent, and Release. We appreciate the time and effort you put into this process.

All of your personal information shall be kept confidential. Please note the provisions that have been made for confidentiality and secure storage of this information contained in V3P. Upon completion of the Application, Consent, and Release, sign and date the form and follow the procedures for submission of your application set forth in Article I.A. of V3P, as follows:

- A. Submission of an application
 1. All applications, personal information, and related documents shall be submitted by the applicant to V3P-C in a specially marked, sealed, application envelope.
 - a. The applicant is to sign the application envelope across the sealed flap.
 - b. Sealed application envelopes shall be mailed to or dropped off at the Church office either with the Administrative Secretary or Pastor.

You will be notified of the status of your application in writing within thirty (30) days of the receipt of your signed Application, Consent, and Release. If you are approved, you should contact the Director(s) of the program(s) you are interested in for training and to start serving at ALC.

ALC appreciates its volunteers, and the members of the V3P-C appreciate the time and effort needed to complete the application and screening process for working with children and youth.

Sincerely,

XXX

XXXX

XXXXX

Enc: Specially marked return envelope
Vulnerable Persons Protection Policy (V3P)
Application, Consent, and Release form

c: V3P-C files, XXX [name of program director(s) who have submitted applicant name]

Appendix D: *V3P-C Member Contact Information*

Jim Knudson (serves from 2005 to)
Home 321- 636-3297
Cell 321- 543-9844
Work 321- 631-2218

Kim Duncan (serves from 2005 to)
Home 321- 635-9787
Cell 321- 604-5690
Work 321- 255-7118

Position currently vacant XXXX (serves from 2006 to)
Home 321
Cell 321
Work 321

Appendix E: ***Abuse Reporting Form***

(2 p. form available from DCF, which will be inserted in the packet)

