



HOLY COMMUNION LUTHERAN CHURCH

P.O. Box 55

621 Old Fallston Road

Fallston, Maryland 21047-0055

443-299-6134

holycommunionlc@comcast.net

holycommunionfallston.org



Child Protection Policy

Effective September 2013

Holy Communion Lutheran Church Child Protection Policy

TABLE OF CONTENTS

MISSION STATEMENT	3
DEFINITIONS	3
CHILD PROTECTION POLICY-SPECIFIC DEFINITIONS	4
APPLICATION PROCESS	4
APPROVED ADULT CRITERIA	4
APPROPRIATE BEHAVIORAL GUIDELINES	5
REPORTING	6
RESPONSE TO THE REPORTING	6
CONFIDENTIALITY	6
CHILD PROTECTION POLICY COMMITTEE (CPPC)	7
RESPONSIBILITIES OF THE CPPC	7
CREATING A SAFE CHURCH ENVIRONMENT	7
VIOLATIONS OF THE POLICY	8
RESOURCES.....	9
APPENDIX A / APPLICATION TO BECOME AN APPROVED ADULT.....	10
CHILD PROTECTION COVENANT.....	11
PERSONAL INTERVIEW FORM.....	12
PERMISSION SLIP.....	13
INSTRUCTIONS FOR REPORTING.....	14
INCIDENT REPORT.....	15
DRIVER INFORMATION.....	16
MEDICAL HEALTH HISTORY AND PERMISSON TO TREAT FORM.....	17

CHILD PROTECTION POLICY OF HOLY COMMUNION LUTHERAN CHURCH

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

In Baptism, parents and sponsors promise to help children live in the covenant of Baptism and in communion with the Church. Parents and sponsors promise faithfully to bring children to the services of God's house, to teach them the Lord's Prayer, the Creed, and the Ten Commandments, to place in their hands the Holy Scriptures and to provide for their instruction in the Christian faith. The purpose of this congregation's ministry with children and youth is to support parents in fulfilling these responsibilities and to invite into participation those children and youth who have not yet been baptized. This congregation assembles weekly around Word and sacrament. This community of faith provides opportunities for children and youth to learn about Christian faith, to develop an identity as part of the Christian community, and to serve others, following the example of our Lord Jesus.

This congregation's ministry with children and youth begins by striving to provide a safe environment and to provide caring and effective leaders. In an effort to promote this safe environment, the congregation binds itself to the Child Protection Policy described in this document. To protect the safety of our children and youth, employees and volunteers will be screened as to their acceptability for working with children and youth. They will be required to subscribe to our "Two Approved Adult Rule," (stated on page 5) and they will follow the guidelines set forth in this Child Protection Policy. Application forms to become an Approved Adult are located in the Appendix of this document. The Child Protection Policy Committee (CPPC) is committed to implementing and following this Child Protection Policy.

B. Definitions

Child Protective Services Definitions

According to Maryland Child Protective Services, child abuse includes any of the following:

- Physical injury *not necessarily visible* of a child under circumstances that indicate that a child's health or welfare is harmed or at substantial risk of being harmed.
- The failure to give proper care and attention to a child including leaving a child unattended where the child's health or welfare is harmed or a child is placed in substantial risk of harm.
- An act or acts involving sexual molestation or exploitation whether physical injuries are sustained or not.
- Identifiable and substantial impairment of a child's mental or physiological ability to function.
- Finding credible evidence that has not been satisfactorily refuted that physical abuse, neglect or sexual abuse occurred.

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, innuendoes, 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 Definitions

An **Approved Adult** is anyone 18 years or older 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

A **child (or youth)** is any person considered a minor under the laws of Maryland, that is, a person who is under 18 years of age. A person who is incompetent is considered to be a child under this Policy irrespective of his/her age.

A **pastor** refers to the regularly called, ordained Rostered leader to that congregation. In the absence of a called pastor, the Congregation Council shall appoint a Rostered and/or lay congregational leader and/or ordained leader as the main point of contact until a called pastor assumes his/her duties in the congregation. The pastor may also appoint such a person to serve in their place as preferred.

Social media is forms of electronic communication (as Web sites for social networking and micro blogging) through which users create online communities to share information such as ideas, personal messages, and other content (as videos)

A **volunteer** is anyone who provides services for the church and who receives no compensation in the form of salary, wages, or benefits.

A **youth volunteer** is anyone who provides services for the church and who receives no compensation in the form of salary, wages, or benefits, and is under 18 years of age. Such a person should work under the supervision of two approved adults.

C. Application Process to Becoming an Approved Adult

1. Register with "Protect My Ministry" online in order to complete the following:

- Application
- Background Check
- Training modules
- Covenant
- All other required forms

*New background checks are required for all applicants. Previous checks from other sources are not valid for this process.

2. Some individuals may be asked to participate in a personal interview with the Pastor and/or persons designated by the Pastor.

D. Approved Adult Criteria

Approved Adults have:

- Successfully completed all online training and registration requirements
- Had experience working with children, or demonstrated ability to learn, and are called by God to serve in the global community.
- Participated in church activities with this congregation for six months or more

E. Appropriate Behavioral Guidelines

To ensure that a nurturing Christian environment for children and youth is maintained within the congregation, to protect children and youth who participate in activities sponsored by the church from sexual and/or physical abuse, and to protect the congregation's members from false allegations of abuse, the congregation has adopted the following policy:

1. Child Abuse Prohibited: Those who accept the special responsibility of working with the congregation's children and youth shall not violate that responsibility by causing physical injury and/or mental injury, which includes non-accidental; and sexual abuse or serious physical neglect of children.

2. Sexual Abuse Prohibited: Those who accept the special responsibility of working with the congregation's children shall not violate that responsibility by having any interaction with a child where the child is being used for sexual stimulation of the adult or a third person. The behavior may or may not involve touching.

3. Two Approved Adults Rule: Two Approved Adults should be present during any children's church activity. Where possible, doors should be left open or a window should allow easy observation of the room.

4. Empty Room Policy: After an activity, check rooms to ensure that all participants have vacated the room and that the main exterior doors are locked. This will prevent situations where abuse might occur.

5. Building Supervision: Children should not be left unsupervised in a room on or off church property.

6. Expressions of Affection: True expressions of affection toward children can be a manifestation of Christ's love for all of us. A kind word of encouragement to a child or a pat on the back can be a small but significant act for both the adult and the child. That being said, adults must use caution and common sense when physically expressing affection toward children.

- Respect a child's refusal of affection.
- Never make a child feel uncomfortable.
- Be aware of appropriate hand placement. A child or an observer could misinterpret a pat on the bottom or a bear hug.
- Note that a body-to-body embrace, a touch on private areas (those areas covered by a bathing suit), or any type of kiss is inappropriate.

7. Reporting all Suspicious Activities

Report all suspected incidents of alleged misconduct to the proper authorities. See Section F for Reporting procedures.

8. Social Media – Best Practices for Online Presence: We live in a digital age, and many of the young people and their parents with whom we work have a presence in online communities (Facebook, Twitter, Google Plus, Tumbler, etc.).

We encourage our team to also be present on these communities. Our best practice for an adult presence on Social Media is to not initiate contact with a young person, but upon accepting a friend request from a young person, they will abide by the guidelines stated above in section E. It is equally important to remember that the pages and materials that we post to those pages are viewed by our young people and need to be consistent with the ministry we do with them. Our pages should not have inappropriate postings, photos, etc... on them. It is also important to note that with regard to information posted or sent online, our general practices on confidentiality apply. Specific youth should not be identified or "tagged" in any way. This includes "tagging" any related adults.

Adults are highly discouraged from using private messaging except in certain circumstances when it is used to facilitate additional appropriate communication. If a youth initiates a private message with an adult, the adult should move the conversation away from social media, i.e. phone conversation or other means of consultation.

We also will occasionally come across content on social networking sites that the young people and/or volunteers in our programs post that might be considered inappropriate. If we do, and if in our judgment it will jeopardize the relational ministry we might do with that young person, it is our best practice to contact them about the appropriateness of that posting.

Relationships with young people, whether hosted with Social Media or not, are precious and therefore should be handled in the same appropriate manner.

9. Permission Slips: Youth must have permission to participate in any overnight activity or any activity that takes place away from church grounds. That permission must be in writing, signed by a parent or guardian. It must identify the activity in

which the youth will be participating. It should include the date, time, medical release and emergency contact. The permission slips will list Approved Adults who will serve as chaperones.

10. Overnight Rule: All chaperones must have previously completed a background check and child safety training via online “Protect my Ministry” website prior to participating in overnight activities. Overnight activities involving children shall be chaperoned by at least two Approved Adults. If the event involves children of both genders, then there must be at least one Approved Adult of each gender.

11. Transportation of Youth: When youth under the age of 18 are transported for church activities, they shall be transported in groups with at least one Approved Adult in each vehicle. In the event that there is only one youth in the vehicle, and that youth is not the driver’s child, the youth must be seated in the back seat. *Laws addressing the location of youth under a certain height and weight must be adhered to. All drivers must be at least 25 years of age, have zero points on their driving record, no major moving violation, and no more than one minor moving violation within the previous three years.

F. Reporting Suspected Child Abuse

A person who witnesses or has reasonable cause to suspect that a child has been abused by anyone (including the child’s family, guardians, an Approved Adult, or volunteer) must report such knowledge or reasonable suspicions by contacting Harford County Department of Social Service by calling **410-836-4955, at 2 South Bond Street, Bel Air MD 21014** or by Email: **jreyerso@dhr.state.md.us** within 24 hours as required by law.

- Reporting may be done in consultation with the Pastor, Rostered leader and/or chairperson of the Child Protection Policy Committee (CPPC).
- For specific instructions on reporting, refer to the “How to Report Suspected Child Abuse Guide”

G. Response to the Reporting of Suspected Child Abuse

1. The Pastor and/or Rostered leader may take action when appropriate to council involved. The phone call or visit will be documented.
2. The Pastor and/or Rostered leader will contact the Bishop’s office and brief the office of youth and family ministry of the occurrence.

H. Confidentiality

Church leadership must respect the confidentiality of information which they have acquired in the course of abuse accusation and investigations. Therefore, the Pastor, Council President, and lay volunteers in the church should:

- Discuss the nature of confidentiality and its limitations at the beginning of volunteer opportunities, with assurance that confidentiality will be respected.
- Disclose confidential information only for compelling professional reasons or as required by law.
- Exercise great care to limit the content of shared information when disclosure is necessary.
- Safeguard the confidentiality of information maintained in notes and files or by electronic means.

*All files pertaining to these events are to be stored in a secure fireproof location known by the Pastor and/or Rostered leader.

All communications within the congregation regarding the report of suspected child abuse shall attempt to protect the dignity and privacy of those persons affected by the report including the alleged child victim and the person suspected of child abuse while at the same time ensuring that persons in responsibility and law enforcement authorities remain fully informed.

There are times when allegations of abuse prove to be unsubstantiated and without merit. The Pastor and/or Rostered leader should work to insure the confidentiality of the allegations and take measures to protect the reputation and standing of the individual in the life of the church and the community.

I. The Child Protection Policy Committee

The CPPC shall consist of five members, with two year staggered terms, plus the Pastor and Congregation Council president. The 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 Pastor.

J. 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 and background screening for all staff and volunteers working with the children regarding child abuse (physical and sexual) and congregation policy. Training must be completed prior to work with children.
3. Review in consideration all applications of church members desiring to become an Approved Adult.
4. Delegate to the chair of the CPPC, council president, and/or the Pastor the task of reviewing all applications.
5. Monitor Approved Adults to ensure that policies are being followed.
6. Keep a file of all permission slips, which will be stored in the congregation office. Permission slips will be kept indefinitely following the event within a secure and limited access location within the church building.
7. Keep Congregation Council apprised of all activities of the committee.
8. Submit periodic educational statements regarding the activities of the committee for publication in the church newsletter. Have a posted list of Approved Adults as a reference on file in the church office.
9. Determine appropriate disciplinary action or disqualification in response to a violation or violations of the Child Protection Policy.

K. Creating a Safe Church Environment

In addition to creating a church where Approved Adults are trained to keep children safe from abuse, the church should be a place which is safe and hospitable for children of all ages throughout the facility. Among the many areas to consider, the following are suggestions of ways to create a safe and healthy church environment:

- Toys and books for younger children, whether in nursery or Sunday school classrooms or in activity bags for use during worship, should be safe, clean, and age appropriate.
- Cleaning supplies and other harmful chemicals should be kept in higher cabinets which are secured which child-proof latches. Similarly, rooms which can be unsafe for children, such as workrooms, basements, cleaning closets, and boiler/HVAC rooms, should be kept locked at all times.
- Electrical outlets should be properly child-proofed.
- Care should be taken when making decisions about furniture and accessories throughout the building.

L. Violations of Child Protection Policy

Persons who admit to or plead guilty to or are convicted in a court of law of any form of physical or sexual abuse of a child will be immediately, permanently, and completely disqualified by the CPPC from working with children in the congregation.

Persons who admit to the CPPC any type of physical or sexual abuse of a child but who have not appeared in a court of law will be disqualified from working with children in the congregation. The CPPC and Congregation Council shall disqualify any person from working with children in the congregation while allegations of sexual or physical abuse are being investigated. The CPPC can temporarily or permanently disqualify any person(s) from working with children as the committee deems appropriate. Alleged violations of the policy, other than abuse, shall be immediately reported to the CPPC chair who will report it to the Pastor and/or Rostered leader, if deemed appropriate. The alleged violations of the policy will be investigated by the CPPC that shall meet with the person(s) involved. If the person(s) is found to be in violation of the policy the CPPC will determine what disqualification or disciplinary action, if any, is necessary. The CPPC can temporarily or permanently disqualify any person(s) from working with children as the committee deems appropriate.

Resources

- For a completely online resource: www.protectmyministry.com
- Social Media Resource: <http://www.elca.org/Who-We-Are/Our-Three-Expressions/Churchwide-Organization/Communication-Services/Resources/Web-Ministry/Social-Media.aspx>
- Social Networking <http://www.netsmartz.org/parents>
- 1-800-THE-LOST
- Missingkids.com
- National Child Advocacy- www.ncaonline.org
- National Child Abuse Hotline- 800-422-4453
- Childware.gov
- Cdc.gov
- Child Protective Services- 410-836-4713

APPENDIX A



Holy Communion Lutheran Church
621 Old Fallston Rd Fallston, MD 21047
(443) 299-6134

Application to Become an Approved Adult

This application is a 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 a special position of trust and confidence. Therefore, all adults (18 years of age or older) seeking to work with the children of Holy Communion Lutheran Church [the “Congregation”] must complete this application.

PERSONAL INFORMATION

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

(1) Name _____ (2) Date of Application _____

(3) Current Residence and Mailing Address _____

(4) Tel (home) _____ (5) Tel(work) _____ (6) Cell Phone _____

(7) E-mail Address _____

(8) Permanent addresses you have maintained during the last five years, beginning with the most recent.

Before you answer questions 12 through 18 on this application, please read the page attached to this application on which appear definitions of child abuse and child sexual abuse or exploitation. In the questions below, the words “abuse,” “abusing a child” or “child abuse” are intended to include the conduct described in the definitions of child abuse and child sexual abuse or exploitation.

(10) Is there an age group you prefer to work with? Yes No
If yes, please explain.

(11) Have you ever been involved in a child abuse investigation as a witness, alleged victim, or alleged abuser?
Yes / No
If yes, please explain.

(12) Have you ever been arrested for or convicted of or plead guilty to a criminal offense against a person?
Yes /No
If yes, please explain

CHURCH OR CHILD-RELATED WORK

(13) Name and address of church (if any) of which you are now a member, if other than the congregation.

(14) Names and addresses of all churches you have attended on a regular basis at any time during the last five years.

(15) Describe any church work you may have done with children at any time during the last five years. Include the church's name, address, dates of participation, and the names of persons that would know about your work.

(16) Describe any non-church related work you may have done with children at any time during the last five years. Include the organization's name, address, dates of participation, and the names of persons that would know about your work.

(17) List your talents, training, education, etc, that might help enrich the lives of our children. Describe the type of work you prefer.

SOCIAL MEDIA

(18) Do you actively participate in any level of Social Media? (Facebook, Twitter, Google Plus, Tumbler, ect.)
Yes No

If so, what applications do you access? _____

PERSONAL REFERENCES

(19) Give the name, address, and phone number of two persons, not relatives, who have known you for at least five years.

(1) _____

(2) _____

I agree that the information contained in this application is correct to the best of my knowledge.

Applicant's Signature _____ Date _____



Holy Communion Lutheran Church
621 Old Fallston Rd Fallston, MD 21047

(443) 299-6134

Child Protection Covenant

I accept the responsibility to nurture the Christian faith and wellbeing of the children and youth of **Holy Communion 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

When I am representing the congregation on any social networking site such as Facebook, YouTube, Twitter, or similar sites, I understand and agree to comply with the following:

I will use my own name;

I understand I represent the congregation’s ministry and my postings will be appropriate to the mission;

I will keep all confidential and sensitive information private and will not post such information;

I have read the “Social Media-Best Practice for Online Presence” on use of the internet and social media; and if

I have a question, uncertainty or concern about the proper nature of a posting, I will consult with my supervisor and/or leadership before posting.

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

Signature _____
Date

Signature of Witness _____
Date



Holy Communion Lutheran Church
621 Old Fallston Rd Fallston, MD 21047
(443) 299-6134

Personal Interview Form

Interview Date: _____ Final Approval Date _____
Interviewed By: _____

Name of Applicant _____
Address _____

Phone (home) _____ Phone (work) _____ Phone (cell) _____

[The interviewer should carefully read the application completed by the applicant and ask any relevant questions raised by the applicant’s answers to the questions on the application. If the answers on the application do not raise any questions, the Interviewer, at a minimum, should read each question below to the applicant and mark the appropriate response.]

Yes No

Have you read and understand the **[Holy Communion Lutheran Church’s]**
Child Protection Policy? _____

1. Do you have any specific questions regarding that policy?
(If so, please list below.) _____

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

3. Concerning your previous experience with children, what would you say have been the highlights of that
experience? (Please list specifics.)

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

Event Date: _____
Return Slip by: _____

Holy Communion Lutheran Church
621 Old Fallston Rd, Fallston, MD 21047
(443) 299-6134

1

Permission Slip

**1, 6 and 7 should be completed by the parent or guardian.
2 through 4 should be completed by the organizer(s) of the event.**

(1) _____ has my permission to participate in the following child/youth group activity, (2) _____, on _____.

(3) The group will leave from the church at _____ and return at _____.

(4) Chaperons for this event will be: _____

(5) Your child is asked to bring _____

(6) In case of emergency, call _____

(7) In am willing to chaperon/drive if needed: YES NO

Signature of Parent or Guardian

Date



Holy Communion Lutheran Church
621 Old Fallston Rd, Fallston, MD 21047
(443) 299-6134

• **How to Report Guide Suspected Child Abuse**Step 1 before you report:

Gather your thoughts and write down the following information:

- Who: (Who is involved, who knows about it)
- What: (What exactly happened, step by step?)
- Where: (What address, location, room, etc. the incident occurred in).
- When: (Date and time of incident, or when you became aware of an incident)

• **Step 2 - There are 2 basic ways to report:**

1. Reporting may be done in consultation with the Pastor, Rostered leader and/or chairperson of the CPPC.
 - a. The Pastor and/or Rostered leader should forward the incident report of child abuse (see step 3) to the president of the Congregation Council and the chairperson of the CPPC.
 - a. If you prefer, you can report an incident independently, by placing a call to Harford County Department of Social Services at **410-836-4955**. Even if you are not certain child abuse occurred, you may call without fear of repercussions when the report is made in good faith.

If you choose to report an incident independently, you must contact the Pastor, Rostered leader and/or chairperson of the CPPC to make them aware of the reported incident. It is imperative that these parties be involved so that there can be verification of the reporting activity.

- **Step 3 – Paperwork** (After reporting an incident or suspicion, you need to follow up with by filling out an incident report with Holy Communion Lutheran Church. These forms are kept available in the secretary’s office.
 - After reporting an incident or suspicion, the reporter should follow up with by filling out an incident report with Holy Communion Lutheran Church.

The congregation will cooperate fully with government authorities investigating allegations of abuse. The initiative for investigating alleged abuse resides with the Harford County Department of Social Services and should not be carried out by the congregation.

****Never agree to keep sexual abuse a secret-it is illegal to keep that promise!**

All allegations of child abuse or serious physical neglect will be taken seriously by the pastor(s), Congregation Council, and the CPPC. All reporting steps taken will be documented, including a log of phone calls, personal visits, and written reports. Whenever possible there should be at least the Pastor and a Congregation Council member involved so that there can be verification of the reporting activity.

Phone Numbers:

Holy Communion Lutheran Church Office: _____ Pastor, John Burk: _____

Vicar, Chasity Wiener: _____ Council President, David Warren: _____

CPPC Chair, Penny Sadler-Vocke: _____

NOTE: Remember, by law you must follow this reporting process and contact Social Services and HCLC within 24 hours of becoming aware of the incident.



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 _____

Were there any other witnesses? Yes _____ No _____

Please comment _____

- | |
|---|
| <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. |

***You may contact Harford County Department of Social Services directly by calling 410-836-4955**

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 _____



Holy Communion Lutheran Church
 621 Old Fallston Rd Fallston, MD 21047
 (443) 299-6134

DRIVER INFORMATION for HOLY COMMUNION LUTHERAN CHURCH

Each driver must provide signature.

By signing this form drivers (employees and volunteers) understand that a Motor Vehicle Record (MVR) may be secured for a record of their driving history. Drivers also give permission for subsequent MVRs to be run, without the need for a new signature.

***NOTE: Please read this entire form carefully before signing.**

In the event that a driving record changes, the driver is responsible for notifying the CPPC chair, council president or Pastor.

<i>DRIVER'S NAME</i> As shown on License PLEASE PRINT	M/F	DATE OF BIRTH	<u>DRIVERS</u>	<u>LICENSE</u>	VEHICLE DRIVEN	DRIVER SIGNATURE
			Number	State		
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

** If there are more than 10 drivers, please copy this form for use. **

PLEASE ENSURE YOU ADHERE TO THE FOLLOWING:

- It is strongly recommended that **ALL** employees/volunteers who drive their personal vehicles for insured activities have minimum liability limits of \$100,000/\$300,000/\$100,000.
- Personal Vehicles: Drivers must be 18 years of age or older.
- Rented or church owned vehicles: Drivers must be 25 – 70 years old. Youth Pastor can be 21-70 years old, **NO** moving violations in the past three years.
- Drivers must have **NO** major moving violation and **NO MORE THAN ONE** minor moving violation for the prior three years. See list of violations below.

MAJOR	MINOR
Driving while intoxicated or under the influence of drugs.	Speed equal to less than 10 mph over the limit.
Failure to stop and report accident involvement.	Moving violation resulting in filing of evidence of Financial Responsibility.
Homicide/Assault while operating a vehicle.	Altered license or unlawful use of license or permit.
Driver's license suspended, revoked, cancelled, or barred	Driving on the wrong side of the road or in the wrong direction.
Violation of Open Container Law	Any passing violation.
Possession of alcohol or drugs	School bus or school zone.
Motor vehicle theft	Failures to yield at intersection, stop sign, or traffic device.
Manslaughter or vehicular homicide.	Failure to yield to emergency vehicle.
Carrying a concealed weapon.	
Felony use of a motor vehicle	
Careless/reckless driving.	
.Drag racing or participating in speed contests.	
Speed in excess of 10 mph over the limit	



Holy Communion Lutheran Church
 621 Old Fallston Rd, Fallston, MD 21047
 (443) 299-6134

Medical Health History and Permission to Treat

<i>Child's Name and Age</i>		<i>Child's DoB</i>	
<i>Address</i>			
<i>Parent/Guardian's Name and Address (if different from Child's Address above)</i>			
<i>In Case of Emergency, please notify:</i>	Name:		
	Relationship:		
<i>Emergency Contact Info (list alternation numbers): Family Medical/Hospital Insurance Carrier:</i>			Policy and/or Group Number:
	Name of Primary Policyholder		

Part 2: Illness and Injuries (check those that apply and that are consider chronic or recurring):

- Ear Infection Bleeding Musculoskeletal Issues Diabetes
 Heart Disease/Defect Seizures Asthma
 Other (explain):

Part 3: Allergies

- Animals Plants Hay Fever Pollen Insects Other (explain):
 Medications/drugs (explain): _____ Food (explain): _____

Part 4: Behavioral Conditions:

- Bed wetting Constipation Menstrual Cramps Motion Sickness Sleep disturbances
 Emotional disturbances Hearing Impairment ADD/ADHD

Please explain any items that are checked. Indicate any information useful to the adult in charge in relation to any of these health concerns. Also, indicate any activities to be encouraged or restricted.

Are all immunizations current?
 Yes No

Medications:
 List any medications that your child should take (Note: ALL pills should be in the original container, and directions clearly labeled from the pharmacy or physician).

My child can or cannot administer this medication independently.

By signing this form, I give permission of the event to seek urgent medical attention.

Name _____ Date _____