

# Single Event Volunteer Personal Identification Form

## St. Paul Lutheran Church, Mount Vernon, Iowa

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St. Paul Lutheran Church cares deeply for our children. It is our mission to lead them into a growing relationship with Jesus Christ. Physical, sexual, and emotional abuses endanger that mission. Thus, we are committed to following policies and procedures that safeguard our children. We ask for your cooperation in making our children and youth programs safe. We ask for your support and assistance in complying with the guidelines of our Child and Volunteer Safety Program.

### Personal Information

Full name: \_\_\_\_\_

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

Birth date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Phone: (H) \_\_\_\_\_ (C) \_\_\_\_\_

Name of child: \_\_\_\_\_

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

Activity date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Type of Activity: \_\_\_\_\_

### Participant Guidelines

As an adult participant in the above activity:

1. I have no direct supervision or instruction responsibility.
2. I will report any misconduct to the person in charge of this activity.
3. I will follow and support the directions of the person in charge of the activity.
4. I will use appropriate language and conversation.
5. I will abide by the conduct rules listed on back side.
6. I will not smoke or drink during the duration of this activity or on campus.
7. I realize that I can be removed by the person in charge of the activity if deemed appropriate.
8. I understand that I will serve only twice in this capacity in a year or become certified in order to serve more often.

- I hereby attest that I am of good moral character.
- I agree to conduct myself according to the policies and procedures of St. Paul Lutheran Church.
- I will refrain from any unscriptural conduct in my participation in this activity.

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Signature: \_\_\_\_\_

## Activity Guidelines

### 1. The Common Sense Rule

The overlying principle of all activity guidelines is dictated by the Common Sense Rule. Common sense dictates that, except in special circumstances, a one adult and one child alone situation is to be avoided. It is also common sense to provide extra adult supervision at high risk activities (such as athletics) to ensure the safety of the participants. Volunteers are to use common sense and do “what a reasonable parent would do” in any situation.

### 2. The Open View Rule

Classroom and meeting room doors with a window should have an unobstructed view of the room through the window; the door may be open or closed. Doors without a window should be left open during the activity.

### 3. The Instruction Rule

- a. Each instructional activity shall be under the leadership of a Staff Member or Level 1 Volunteer.
- b. Each respective ministry area will define its age appropriate adult-to-child ratio for an instructional activity.
- c. Staff Members and Level 1 Volunteers may be used as sole instructors.
- d. Level 2 Volunteers may be used in instructional roles under the direct supervision of a Staff Member or Level 1 Volunteer.
- e. As a general principle, no instructional activity shall intentionally include a situation involving one adult and one child alone together. This instructor must be a Staff Member or Level 1 Volunteer. This shall be considered part of the “Common Sense” Rule.

### 4. The Supervision Rule

- a. Each supervision activity shall be under the leadership of a Staff Member or Level 1 Volunteer.
- b. Each respective ministry area will define its age appropriate adult-to-ratio for a supervision activity. Recommended ratio levels are: babies to 23 months, 1:4; 2 year olds, 1:6; 3 year olds, 1:8; 4 year olds, 1:12; 5 year olds and up, 1:15.
- c. Staff Members and Level 1 Volunteers may be used in individual supervision roles.
- d. Level 2 Volunteers may be used in supervision roles under the direct supervision of a Staff Member or Level 1 Volunteer.
- e. As a general principle, no supervision activity shall intentionally include a situation involving one adult and one child alone together. This supervisor must be a Staff Member or Level 1 Volunteer. This shall be considered part of the “Common Sense” Rule.

### 5. The Family or Intergenerational Activity Rule

Any event promoted as a “family” or “intergenerational” activity (examples: Rally Day, Family Retreat, Fellowship Activities) shall not require all participants to be certified as a Level 1 Volunteer. It will be assumed that parents/guardians will be responsible for supervising their children and the guests that they may bring. If specific activities within the main event are

planned for children, the other rules of this Child and Volunteer Safety Policy shall apply. Organizers of the event shall make provisions for dealing with children who arrive without parental supervision in keeping with the other rules of this Child and Volunteer Safety Policy.

6. The Congregation Activity Rule

Any event held for the entire congregation (such as worship or meetings) shall not be subject to the requirements for supervision.

7. The Counseling Rule

Counseling situations in which one child and one adult will be alone together should be arranged in an "open view" area (visible access; no concealed area).

8. The Transportation Rule

Any program of St. Paul Lutheran that includes the transportation of children off the main campus of the church will observe the following procedures:

- a. A parent or legal guardian must provide advance written permission for the child to be transported to or from any scheduled activity.
- b. Staff Members, Level 1 and Level 2 Volunteers should be used to transport children to or from the scheduled activity. Level 1 and Level 2 Volunteers must be 21 years of age with a valid driver's license and insurance. Single Event Volunteers may be utilized to drive when circumstances require it. The Single Event Volunteer will not have fewer than two children in the car and should be considered as an attendee once the destination is reached.
- c. All drivers will provide a copy of their current driver's license and proof of insurance.
- d. All drivers must sign the Driver's Covenant before the event to verify that they have read and agree to obey the driving expectations. In the case that a different driver is picking up from the off-campus location, the Staff Member or Level 1 Volunteer should collect the Driver's Covenant before the trip.
- e. Drivers shall at all times follow the law, including the vehicle capacity and the use of safety restraints and/or booster seats.
- f. St. Paul Lutheran may use professionally certified transportation where appropriate.
- g. Staff and the ministry organizing the event reserve the right to ask a volunteer not to drive on the spot or beforehand.

9. The Overnight Rule

Any program of St. Paul Lutheran that includes the supervision of children during overnight activities (any activity which extends beyond 10:00 p.m.) will observe the following procedures:

- a. A sign in/sign out sheet will be kept at the location of the program.
- b. All those over the age of 18 who attend the overnight portion of an activity will either have a Level 1 or Level 2 volunteer certification or be included in the participant count for supervision ratios. There will be two Staff Members or Level 1 Volunteers on site with the participants at all times during the event.
- c. Children will not be allowed to leave the location of the overnight event with anyone except a parent or legal guardian. Children may leave with a non-parent/legal guardian only if permission is secured in advance from parents/legal guardians, including the name of the person with whom the child may leave.

- d. Children will not be allowed to leave the location of the overnight event early without the advance permission of the parent or legal guardian.
- e. Lodging: Prior parental consent must be secured related to all lodging arrangements.

10. The Discipline Rule

- a. No St. Paul Lutheran employee, volunteer, or adult participant may use physical punishment to discipline a child in the course of St. Paul Lutheran activities.
- b. An adult other than the parent or legal guardian may physically restrain the child only when the child is in danger of injuring himself or someone else. Staff Members or Volunteers will contact parents or legal guardians before restraining whenever possible.
- c. Staff Members or Volunteers will use other methods to provide discipline. Removal of privileges, time out, and verbal correction can be used to preserve order and safety in the programs and activities of the organization.
- d. In difficult cases, Staff Members or Volunteers will request the parent or legal guardian to assist in forming a discipline plan for the child whose behavior is frequently disruptive.

11. The Suspicious Behavior Rule

Any inappropriate conduct or interaction between an adult and a child or between a child and child will be confronted immediately. A report of the incident and any other official documents required by law will be filed with the administrator of the Safety Committee and any organization required by law.

12. The Multi-Congregational/Organization Rule

In the case where an event is held jointly with another congregation or organization, St. Paul Lutheran volunteers are responsible for our participants only. The other congregation(s)/organization(s) are responsible for their own participants and should be notified by the St. Paul Lutheran lead volunteer for this event. St. Paul Lutheran volunteers are encouraged to help responsibly when needed.