



**Confidential Child Safety Screening for Adult
Paid Employees and Volunteers (age 18 and over)**

St. Paul Lutheran Church & School of Aurora, Illinois

We desire to provide a safe and secure environment for the children and youth entrusted to our care. The following information will assist us in doing so.

Are you 18 years of age or older? Yes No (If no, please request a youth form to fill out rather than the adult form)

Name: _____

Address/City/State/Zip: _____

Are you a member of St. Paul Lutheran Church/School? Yes No

If no, what church do you attend? _____

Previous involvement and memberships with other churches: _____

Please list all present or previous work involving children either paid or unpaid. Identify the situation and type of work. Also indicate any specialized training. (I.E.: CPR, first aid, lifeguarding, etc.) Use the back of sheet if needed:

Have you ever been convicted of or pled guilty to child abuse or a crime involving actual or attempted sexual misconduct or sexual molestation of a minor?
 Yes No (If yes, please explain) Use back if needed:

Please provide the name and telephone number of three individuals who are not related to you. These references should be able to describe you in a way that is relevant to your involvement in child and youth ministries.

1. _____ Phone _____
2. _____ Phone _____
3. _____ Phone _____

By signing below:

I certify that all of the information I have provided in the process of submitting this form is true and correct to the best of my knowledge.

I voluntarily and knowingly authorize any person/church named herein as a contact to give St. Paul Lutheran Church/School any information they may have regarding my character and fitness for working with children and fully release and discharge all such contacts from liability for information provided.

I have read the Child Safety Guidelines of St. Paul Lutheran Church/School, Aurora, Illinois. I understand what is expected of me and I agree to comply with the guidelines and its procedures.

I hereby certify that I have read and understand the attached provisions of the State of Illinois Abused and Neglected Child Reporting Act. (Section 4 and 7)

Signature

Date

St. Paul Lutheran School, Aurora, IL.

Volunteer Guidelines

We are thankful that God has provided a great number of dedicated volunteers for our various school programs. Our programs would not be as good as they are if we didn't have our wonderful volunteers.

- A. Student Safety: Student safety is of paramount concern at St. Paul Lutheran School.
 - 1. Injuries
 - a. Report all injuries to the appropriate teacher for the injured child.
 - b. Administer first aid if needed.
 - c. Contact 911 and then notify appropriate staff in a life-threatening situation.
 - d. Fill out the appropriate written incident report. (Available in the school office)
 - 2. Open Door Policy:
 - a. When meeting with children, always stay visible to at least one other adult and keep the door to the room open unless hallway noise makes that too difficult.
 - 3. Never Meet a Student Off Campus:
 - a. For a variety of reasons, contact with students for school purposes should only happen on the St. Paul campus.
 - 4. No Inappropriate Touching
 - a. St. Paul does not allow corporal punishment by anyone.
 - b. As relationships are built with students, a hug or similar gesture may be appropriate, but always make sure it is done within sight of other adults.
- B. Background Checks:
 - 1. All volunteers will be background checked against the National Sex Offender Database.
- C. Promptness/Reporting Absences:
 - 1. Even though no pay is exchanged, we are counting on you to be present at the agreed upon time. Your promptness is expected and a good example for the children.
 - 2. Contact the school office as soon as you know that you will be absent. The sooner, the better.
 - 3. Sign in at the school office each time you report for duty.
- D. Attire:
 - 1. No inappropriate or suggestive clothing is to be worn.
 - 2. Dress for the activity in which you will be participating.
- E. Behavior of Volunteer:
 - 1. Christian behavior is expected from all adults.
 - 2. Coming to school while intoxicated or under the influence of drugs is grounds for dismissal from volunteer duties.
 - 3. No profanity or harsh language is permitted.
 - 4. Outward expressions of an unchristian life-style will be addressed.
 - 5. Ridicule of others is NEVER allowed.
- F. Dealing with Inappropriate Student Behavior:
 - 1. Never physically discipline a child.
 - 2. Report inappropriate behavior to the student's teacher.
 - 3. Seek the advice of the teacher if inappropriate behavior persists.
- G. The Principal is Your Supervisor:
 - 1. If you have any questions, suggestions, or complaints, please contact the principal.
 - 2. Similarly, the principal will discuss suggestions and complaints with you.
 - 3. In many of our volunteer positions, the classroom teacher or another staff person will have daily direct contact and supervision with the volunteer.