



Title: Volunteers Driving or Working with Children, Youth or Vulnerable Adults

Policy #: 31

EXPIRES: When Replaced

ISSUED BY: Church Council

SIGNED:

1 History

VERSION	DATE APPROVED	UPDATED BY	PURPOSE FOR CREATION/UPDATE
1.0	3/17/15	S. TRAKEL	TO PROTECT OUR CHILDREN, YOUTH AND VULNERABLE ADULTS
2.0	10/17/17	ELDER TEAM	TO INCLUDE BOY SCOUT INFORMATION
3.0		S. TRAKEL	TO INCLUDE DRIVER RECOMMENDATIONS FROM OUR INSURANCE COMPANY

2 Scope

This policy is part of St. Paul Lutheran Church's organizational policies. This policy applies to any volunteer who works with children, youth or vulnerable adults at St. Paul Lutheran Church. This includes volunteers in The Gathering Place and Able Fellowship.

3 Policy

Volunteers over the age of 18 working with children, youth or vulnerable adults will be required to have a background check completed every three years. Volunteers working with children and youth, including High school aged leaders, will be required to complete an online Child Safety Training for Abuse Prevention course every three years. If the volunteer is not a member of St. Paul Lutheran Church, they must work with another adult over the age of 18 that is a member for a minimum of six months. Windows must be in the doors of any area when groups of children, youth or vulnerable adults are meeting or the door must be kept open.

4 Procedure

- Volunteers will meet with the Director of the Ministry they are volunteering.
 - The Director will ensure the volunteer receives proper training, which includes sharing this policy with them.
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- Every three years volunteers must complete an online Child Safety Training for Abuse Prevention course. A short quiz is taken at the end of the course and the results are then forwarded to the Director. Volunteers will have 30 days to complete the course or they will be unable to volunteer until the course is completed. Adult Boy Scout leaders are exempt from this requirement since they are required annually to take the scouting training course.
- If the volunteer is not a member of St. Paul Lutheran Church, they will not be allowed to work alone with a child, youth or vulnerable adult alone for a minimum of six months.
- The Director will track the volunteer's time and notify them once the six months have passed.
- Background checks will be done on any volunteer over the age of 18 that is working with youth or children in a leadership role. Background checks will be done on any volunteer over the age of 18 working with vulnerable adults. Background checks will be done every three years.
- Volunteer drivers must be at least 21 years old to drive others 21 and older. Drivers must be at least 23 years old to drive anyone younger. Proof of driver's license, proof of insurance and a driver screening form must be submitted in advance. If driving a 15 passenger van, online training must be taken.

5 Forms

- Background Information Disclosure (BID)
- Adult Day Care & Family Adult Day Care Background Character Verification
- X123 – Ministry Driver Screening Form
- X124 – Vehicle Insurance Verification Form

6 Definitions

Vulnerable Adult

An adult that is unable to function cognitively or to adequately undertake basic day-to-day functions without the help or oversight of someone not impaired in these ways.