

Appendix A

Screening

DISCLOSURE AND AUTHORIZATION
[(IMPORTANT – PLEASE READ CAREFULLY BEFORE SIGNING AUTHORIZATION)]

DISCLOSURE REGARDING BACKGROUND INVESTIGATION

_____ ("the Company") may obtain information about you for employment purposes from a third party consumer reporting agency. Thus, you may be the subject of a "consumer report" and/or an "investigative consumer report" which may include information about your character, general reputation, personal characteristics, and/or mode of living, and which can involve personal interviews with sources such as your neighbors, friends, or associates. These reports may contain information regarding your credit history, criminal history, social security verification, motor vehicle records ("driving records"), verification of your education or employment history, or other background checks. You have the right, upon written request made within a reasonable time after receipt of this notice, to request disclosure of the nature and scope of any investigative consumer report. Please be advised that the nature and scope of the most common form of investigative consumer report obtained with regard to applicants for employment is an investigation into your education and/or employment history conducted by LexisNexis Screening Solutions Inc, P.O. Box 105108, Atlanta, GA 30348-5108, 1-800-845-6004. The scope of this notice and authorization is all-encompassing, however, allowing the Company to obtain from any outside organization all manner of consumer reports and investigative consumer reports now and throughout the course of your employment to the extent permitted by law. As a result, you should carefully consider whether to exercise your right to request disclosure of the nature and scope of any investigative consumer report.

New York and Maine applicants or employees only: You have the right to inspect and receive a copy of any investigative consumer report requested by the Company by contacting the consumer reporting agency identified above directly.

ACKNOWLEDGMENT AND AUTHORIZATION

I acknowledge receipt of the DISCLOSURE REGARDING BACKGROUND INVESTIGATION and A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT and certify that I have read and understand both of those documents. I hereby authorize the obtaining of "consumer reports" and/or "investigative consumer reports" by the Company at any time after receipt of this authorization and throughout my employment, if applicable. To this end, I hereby authorize, without reservation, any law enforcement agency, administrator, state or federal agency, institution, school or university (public or private), information service bureau, employer, or insurance company to furnish any and all background information requested by LexisNexis Screening Solutions Inc., P.O. Box 105108, Atlanta, GA 30348-5108, 1-800-845-6004, another outside organization acting on behalf of the Company, and/or the Company itself. I agree that a facsimile ("fax"), electronic or photographic copy of this Authorization shall be as valid as the original.

New York applicants or employees only: By signing below, you also acknowledge receipt of Article 23-A of the New York Correction Law.

Minnesota and Oklahoma applicants or employees only: Please check this box if you would like to receive a copy of a consumer report if one is obtained by the Company.

California applicants or employees only: By signing below, you also acknowledge receipt of the NOTICE REGARDING BACKGROUND INVESTIGATION PURSUANT TO CALIFORNIA LAW. Please check this box if you would like to receive a copy of an investigative consumer report or consumer credit report at no charge if one is obtained by the Company whenever you have a right to receive such a copy under California law.

Last Name _____ First _____ Middle _____

Signature: _____ Date: _____

** If you will be requesting driving records, we recommend that you have this form notarized.

Employer please note: If a Minnesota or Oklahoma consumer checks "YES" regarding the consumer report, or if a California consumer checks "YES" regarding the credit report (and you do request a credit report), please fax this form to your LexisNexis service center. If consumer checks "YES" regarding the full consumer report, and consumer resides in California, you will need to provide the individual with a copy of their consumer report, unless you have made prior arrangements for LexisNexis to do so on your behalf. Account Number: _____

Please note: Nothing contained herein should be construed as legal advice or guidance. Employers should consult their own counsel about their compliance responsibilities under the FCRA and applicable state law. LexisNexis expressly disclaims any warranties or responsibility or damages associated with or arising out of information provided herein,

Consumer Information

Last Name _____ First _____ Middle _____
Other Names/Alias _____
Social Security # _____ Date of Birth* _____
Driver's License # _____ State of Driver's License** _____
Present Address _____ Phone Number _____
City/State/Zip _____
Former Employer _____ Position _____ Dates of Employment _____

*This information will be used for background screening purposes only and will not be used as hiring criteria

Please note: Nothing contained herein should be construed as legal advice or guidance. Employers should consult their own counsel about their compliance responsibilities under the FCRA and applicable state law. LexisNexis expressly disclaims any warranties or responsibility or damages associated with or arising out of information provided herein.

Procedure for Evaluating Risk

NOTE: In cases of sexual misconduct a perpetrator should never be allowed to work with minors or other vulnerable persons.

If a church receives any information from an applicant or reference suggesting that the applicant may pose a risk to harm others, then the church must proceed with caution a) by evaluating all of the evidence using the criteria listed below and b) by seeking professional counsel. The goal in this process is to make an informed judgment about the suitability of this applicant for service in a given area.

In evaluating evidence the following should be considered:

- a). *Type of misconduct* – Does the type of offense relate to the position that the applicant wants to fill?
- b) *Chronic behavior* – Repeated behavior should be given careful consideration as there is potential for repeated offenses. Chronic behavior may be determined by the duration of a person's misconduct, the number of incidents, or the number of victims.
- c). *When the prior incident occurred* – The length of time that has passed since the misconduct occurred will be taken into account, except in the cases of sexual misconduct, see NOTE above.
- d) *Relationship of trust* – Misconduct occurring in the context of a relationship of trust should be viewed more seriously.
- e). *Arrest without conviction* – Churches should only ask applicants about criminal convictions and not arrests. If, however, a criminal case that is pending is known to the church it is an area that needs further screening.

If a decision to accept or reject an applicant is determined the identity of the applicant in question will be protected and the circumstances of risk will be the topic considered.

Appendix B

Youth Programs

12. Staff-Child Ratios

AGES OF CHILDREN	NUMBER OF STAFF
6 weeks to 18 months (infants)	1 staff member to 5 infants
12 months to 36 months	1 staff member to 5 toddlers
24 months to 36 months	1 staff member to 7 toddlers
2-1/2 years to 3 years	1 staff member to 8 children
3 years to 4 years	1 staff member to 10 children
4 years to 5 years	1 staff member to 12 children
5 years and older	1 staff member to 15 children
Mixed age group 2-1/2 years to 6 years	1 staff member to 10 children

- a. In other preschool age combinations, the staff ratio for the youngest child must be utilized if more than 20% of the group is composed of younger children. This does not apply to infants and toddlers. The ratio for toddler groups is based on the youngest child in the group.
- b. Drop-in child care centers may follow a ratio of one (1) adult for every eight (8) children for children in a mixed age group of 2 years of age to 12 years. 1-2 children 1 year of age to 2 years of age may join the preschool age group of children for short periods of time for structured activities as long as the 1 year old children are safely confined in a toddler seat or high chair.

13. Maximum Group Size for Children

AGES OF CHILDREN	MAXIMUM GROUP SIZE
6 weeks to 18 months	10 infants
12 months to 36 months	10 toddlers
24 months to 36 months	14 toddlers
2-1/2 years to 3 years	16 children
3 years to 4 years	20 children
4 years to 5 years	24 children
5 years and older	30 children
Mixed age group 2-1/2 to 6 years of age	20 children

Mount Calvary Lutheran Church
Health & Medical Release and Permission Form

For participants in elementary school and younger.

In case of emergency, I understand that every effort will be made to contact parent(s), guardian(s), or relative(s) listed below. If these contacts cannot be reached, I hereby give the adult leader(s) permission to act on my behalf in seeking emergency treatment for my child in the event that such treatment is deemed necessary. I understand that the adult volunteers are not responsible for any or all related injuries that may occur during these church-sponsored events.

Name of Participant: _____ Grade: _____ Birthdate: _____ M or F
Name of Participant: _____ Grade: _____ Birthdate: _____ M or F
Name of Participant: _____ Grade: _____ Birthdate: _____ M or F

Parent/Guardian Name: _____
Address: _____ City: _____
Parent Email(s): _____
Home Phone: _____ Cell Phone(s): _____

Medical Insurance Co.: _____
Medical Insurance Co. Address: _____
ID#: _____ Group #: _____ Policy Holder's Employer: _____

If parent/guardian named above cannot be reached, please call the following relative:
Name: _____
Address: _____
Relationship: _____ Phone(s): _____

Please list any allergies, special dietary needs, activity restrictions, etc. that might limit your child's participation:
Participant 1: _____
Participant 2: _____
Participant 3: _____

- _____ I give permission for my child(ren) to participate in Faith Formation events with Mount Calvary for the 2017-2018 program year (September through August).
- _____ I give permission to adult leaders to use any pictures/videos taken at the event for in print and/or social media (Facebook, church websites, etc.)
- _____ I give permission for my child to travel with adult leaders to and from church events when necessary, in personal or church vehicles.
- _____ The undersigned agrees to hold Mount Calvary Lutheran harmless from any claim for injury to the above-named youth arising out of or in any way connected to Faith Formation events.

Parent/Guardian Signature: _____ Date: _____

Initial and Date if information is the same:

2018-2019 _____ Date: _____ 2019-2020 _____ Date: _____

**Boulder Lutheran Youth
Health & Medical Release and Permission Form**

For participants in middle and high school.

In case of emergency, I understand that every effort will be made to contact parent(s), guardian(s), or relative(s) listed below. If these contacts cannot be reached, I hereby give the adult leader(s) permission to act on my behalf in seeking emergency treatment for my child in the event that such treatment is deemed necessary. I understand that the adult volunteers are not responsible for any or all related injuries that may occur during these church-sponsored events.

Name of Participant: _____ Grade: _____ Birthdate: _____ M or F
Name of Participant: _____ Grade: _____ Birthdate: _____ M or F
Name of Participant: _____ Grade: _____ Birthdate: _____ M or F

Parent/Guardian Name: _____
Address: _____ City: _____
Parent Email(s): _____
Home Phone: _____ Cell Phone(s): _____

Medical Insurance Co.: _____
Medical Insurance Co. Address: _____
ID#: _____ Group #: _____ Policy Holder's Employer: _____

If parent/guardian named above cannot be reached, please call the following relative:

Name: _____
Address: _____
Relationship: _____ Phone(s): _____

Please list any allergies, special dietary needs, activity restrictions, etc. that might limit your child's participation:

Participant 1: _____
Participant 2: _____
Participant 3: _____

_____ I give permission for my child(ren) to participate in youth activities led by Boulder Lutheran churches (Mount Calvary, Atonement, Trinity, Grace, Shepherd of the Hills) for the 2017-2018 program year (September through August).

_____ I give permission to adult leaders to use any pictures/videos taken at the event for in print and/or social media (Facebook, church websites, etc.)

_____ I give permission for my child to travel with adult leaders to and from church events when necessary, in personal or church vehicles.

_____ The undersigned agrees to hold Boulder Lutheran churches harmless from any claim for injury to the above-named youth arising out of or in any way connected to church-sponsored youth activities.

Parent/Guardian Signature: _____ Date: _____

Initial and Date if information is the same:

2018-2019 _____ Date: _____ 2019-2020 _____ Date: _____

Appendix C
Abuse Reporting

Reporting Suspected Abuse

Contact Page

State Authorities

Colorado Child Abuse and Neglect Hotline

1-844-CO-4-KIDS (844-264-5437)

co4kids.org

Boulder Police Department

303-411-3333

1805 33rd St, Boulder, CO 80301

Rocky Mountain Synod Office of the Bishop

303.777.6700

7375 Samuel Drive, Denver, Colorado 80221

REPORT OF SUSPECTED CHILD ABUSE

This report serves as a written documentation for an incident or disclosure. Use this form to report to congregational leaders. You may also use this form in preparation of making a call to state authorities. For a FAQ of what to expect when making the call, visit

<http://co4kids.org/faq/faqs#faq-2>.

Colorado Child Abuse and Neglect Hotline: 1-844-264-5437

Name of Child _____ D.O.B. _____

Age of Child _____ Sex _____ Phone # _____

Parent/Guardian _____ Phone # _____

Address _____

Street City State Zip

School Child Attends _____

Describe the nature and extent of child's injuries, including observations of previous suspected injuries, statements, dates, and time. Include photographs if available.

Alleged Perpetrator (Supply all information you may have.)

Name _____ Relationship _____

Address _____

Street City State Zip

Report to: _____ Dept of Social Services _____ Law Enforcement

Representative's Name/Position _____

Reporting Party

Name _____ Relationship _____

Organization _____ Position _____



Diseases and Conditions

Child abuse

By Mayo Clinic Staff

Any intentional harm or mistreatment to a child under 18 years old is considered child abuse. Child abuse takes many forms, which often occur at the same time.

- **Physical abuse.** Physical child abuse occurs when a child is purposely physically injured or put at risk of harm by another person.
- **Sexual abuse.** Sexual child abuse is any sexual activity with a child, such as fondling, oral-genital contact, intercourse or exposure to child pornography.
- **Emotional abuse.** Emotional child abuse means injuring a child's self-esteem or emotional well-being. It includes verbal and emotional assault — such as continually belittling or berating a child — as well as isolating, ignoring or rejecting a child.
- **Medical abuse.** When someone purposely makes a child sick, requiring medical attention, it puts the child in serious danger of injury and unnecessary medical care. This may be due to a mental disorder called factitious disorder imposed on another, such as a parent harming a child.
- **Neglect.** Child neglect is failure to provide adequate food, shelter, affection, supervision, education or medical care.

In many cases, child abuse is done by someone the child knows and trusts — often a parent or other relative. If you suspect child abuse, report the abuse to the proper authorities.

A child who's being abused may feel guilty, ashamed or confused. He or she may be afraid to tell anyone about the abuse, especially if the abuser is a parent, other relative or family friend. In fact, the child may have an apparent fear of parents, adult caregivers or family friends. That's why it's vital to watch for red flags, such as:

- Withdrawal from friends or usual activities
- Changes in behavior — such as aggression, anger, hostility or hyperactivity — or changes in school performance
- Depression, anxiety or unusual fears or a sudden loss of self-confidence
- An apparent lack of supervision
- Frequent absences from school or reluctance to ride the school bus

- Reluctance to leave school activities, as if he or she doesn't want to go home
- Attempts at running away
- Rebellious or defiant behavior
- Attempts at suicide

Specific signs and symptoms depend on the type of abuse and can vary. Keep in mind that warning signs are just that — warning signs. The presence of warning signs doesn't necessarily mean that a child is being abused.

Physical abuse signs and symptoms

- Unexplained injuries, such as bruises, fractures or burns
- Injuries that don't match the given explanation
- Untreated medical or dental problems

Sexual abuse signs and symptoms

- Sexual behavior or knowledge that's inappropriate for the child's age
- Pregnancy or a sexually transmitted infection
- Blood in the child's underwear
- Statements that he or she was sexually abused
- Trouble walking or sitting or complaints of genital pain
- Abuse of other children sexually

Emotional abuse signs and symptoms

- Delayed or inappropriate emotional development
- Loss of self-confidence or self-esteem
- Social withdrawal or a loss of interest or enthusiasm
- Depression
- Headaches or stomachaches with no medical cause
- Avoidance of certain situations, such as refusing to go to school or ride the bus
- Desperately seeks affection
- A decrease in school performance or loss of interest in school
- Loss of previously acquired developmental skills

Neglect signs and symptoms

- Poor growth or weight gain
- Poor hygiene
- Lack of clothing or supplies to meet physical needs

- Taking food or money without permission
- Eating a lot in one sitting or hiding food for later
- Poor record of school attendance
- Lack of appropriate attention for medical, dental or psychological problems or lack of necessary follow-up care
- Emotional swings that are inappropriate or out of context to the situation
- Indifference

Parental behavior

Sometimes a parent's demeanor or behavior sends red flags about child abuse. Warning signs include a parent who:

- Shows little concern for the child
- Appears unable to recognize physical or emotional distress in the child
- Denies that any problems exist at home or school, or blames the child for the problems
- Consistently blames, belittles or berates the child and describes the child with negative terms, such as "worthless" or "evil"
- Expects the child to provide him or her with attention and care and seems jealous of other family members getting attention from the child
- Uses harsh physical discipline or asks teachers to do so
- Demands an inappropriate level of physical or academic performance
- Severely limits the child's contact with others
- Offers conflicting or unconvincing explanations for a child's injuries or no explanation at all

Although most child health experts condemn the use of violence in any form, some people still use corporal punishment, such as spanking, as a way to discipline their children. Any corporal punishment may leave emotional scars. Parental behaviors that cause pain or physical injury — even when done in the name of discipline — could be child abuse.

When to see a doctor

If you're concerned that your child or another child has been abused, seek help immediately.

If the child needs immediate medical attention, call 911 or your local emergency number.

Depending on the situation, contact the child's doctor, a local child protective agency, the police department, or a 24-hour hotline such as Childhelp National Child Abuse Hotline (800-422-4453).

Keep in mind that health care professionals are legally required to report all suspected cases of child abuse to the appropriate county or state authorities.

Factors that may increase a person's risk of becoming abusive include:

- A history of being abused or neglected as a child

- Physical or mental illness, such as depression or post-traumatic stress disorder (PTSD)
- Family crisis or stress, including domestic violence and other marital conflicts, single parenting, or young children in the family, especially several children under age 5
- A child in the family who is developmentally or physically disabled
- Financial stress or unemployment
- Social or extended family isolation
- Poor understanding of child development and parenting skills
- Alcoholism or other forms of substance abuse

Some children overcome the physical and psychological effects of child abuse, particularly those with strong social support who can adapt and cope with bad experiences. For many others, however, child abuse may result in physical, behavioral, emotional or mental issues — even years later. Below are some examples.

Physical issues

- Death
- Physical disabilities and health problems
- Learning disabilities
- Attention-deficit/hyperactivity disorder (ADHD)
- Substance abuse

Behavioral issues

- Delinquent or violent behavior
- Abuse of others
- Withdrawal
- Suicide attempts or self-injury
- High-risk sexual behaviors or teen pregnancy
- Problems in school
- Limited social and relationship skills

Emotional issues

- Low self-esteem
- Difficulty establishing or maintaining relationships
- Challenges with intimacy and trust
- An unhealthy view of parenthood that may perpetuate the cycle of abuse
- Inability to cope with stress and frustrations
- An acceptance that violence is a normal part of relationships

Mental disorders

- Eating disorders
- Personality disorders
- Depression
- Anxiety
- Post-traumatic stress disorder (PTSD)
- Sleep disturbances
- Attachment disorders

Talk therapy, also called psychotherapy, can:

- Help a child who has been abused learn to trust again
- Teach a child about normal behavior and relationships
- Teach a child conflict management and boost self-esteem

Several different types of therapy may be effective, such as:

- **Trauma-focused cognitive behavioral therapy.** This type of therapy helps an abused child to better manage distressing feelings and to deal with trauma-related memories. Eventually, the nonabusing parent and the child are seen together so the child can let that parent know exactly what happened.
- **Child-parent psychotherapy.** This treatment focuses on improving the parent-child relationship and on building a stronger attachment between the two.

Psychotherapy can help parents:

- Discover the roots of abuse
- Learn effective ways to cope with life's inevitable frustrations
- Learn healthy parenting strategies

If the child is still in the home, social services may schedule home visits and make sure essential needs, such as food, are available. Children who are placed in foster care because their home situation is too dangerous will often need mental health services and therapies.

Places to turn for help

If you need help because you're at risk of abusing a child or you think someone else has abused or neglected a child, there are organizations that can provide you with information and referrals, such as:

- Childhelp National Child Abuse Hotline: 800-4-A-CHILD (800-422-4453)
- Prevent Child Abuse America: 800-CHILDREN (800-244-5373)

If a child tells you he or she is being abused, take the situation seriously. The child's safety is most important. Here's what you can do:

- **Encourage the child to tell you what happened.** Remain calm as you assure the child that it's OK to talk about the experience, even if someone has threatened him or her to keep silent. Focus on listening, not investigating. Don't ask leading questions — allow the child to explain what happened and leave detailed questioning to the professionals.
- **Remind the child that he or she isn't responsible for the abuse.** The responsibility for child abuse belongs to the abuser. Say "It's not your fault" over and over again.
- **Offer comfort.** You might say, "I'm so sorry you were hurt," "I'm glad that you told me," and "I'll do everything I can to help you." Let the child know you're available to talk or simply listen at any time.
- **Report the abuse.** Contact a local child protective agency or the police department. Authorities will investigate the report and, if necessary, take steps to ensure the child's safety.
- **Seek medical attention.** If necessary, help the child seek appropriate medical care. Seek immediate medical attention if a child has signs of an injury or a change in consciousness.
- **Help the child remain safe.** Ensure the child's safety by separating the abuser and the child, and by providing supervision if the child is in the presence of the abuser.
- **Consider additional support.** You might help the child seek counseling or other mental health treatment. Age-appropriate support groups also can be helpful.
- **If the abuse has occurred at school,** make sure the principal of the school is aware of the situation, in addition to reporting it to the local or state child protection agency.

You can take simple steps to protect your child from exploitation and child abuse, as well as prevent child abuse in your neighborhood or community. The goal is to provide safe, stable, nurturing relationships for children. For example:

- **Offer your child love and attention.** Nurture your child, listen and be involved in his or her life to develop trust and good communication. Encourage your child to tell you if there's a problem. A supportive family environment and social networks can foster your child's self-esteem and sense of self-worth.
- **Don't respond in anger.** If you feel overwhelmed or out of control, take a break. Don't take out your anger on your child. Talk with your doctor or therapist about ways you can learn to cope with stress and better interact with your child.
- **Think supervision.** Don't leave a young child home alone. In public, keep a close eye on your child. Volunteer at school and for activities to get to know the adults who spend time with your child. When old enough to go out without supervision, encourage your child to stay away from strangers and to hang out with friends rather than be alone — and to tell you where he or she is at all times. Find out who's supervising your child — for example, at a sleepover.
- **Know your child's caregivers.** Check references for baby sitters and other caregivers. Make irregular, but frequent, unannounced visits to observe what's happening. Don't allow substitutes for your usual child care provider if you don't know the substitute.
- **Emphasize when to say no.** Make sure your child understands that he or she doesn't have to do anything that seems scary or uncomfortable. Encourage your child to leave a threatening or frightening situation immediately and seek help from a trusted adult. If something happens,

encourage your child to talk to you or another trusted adult about the episode. Assure your child that it's OK to talk and that he or she won't get in trouble.

- **Teach your child how to stay safe online.** Put the computer in a common area of your home, not the child's bedroom. Use the parental controls to restrict the types of websites your child can visit, and check your child's privacy settings on social networking sites. Consider it a red flag if your child is secretive about online activities. Cover ground rules, such as not sharing personal information; not responding to inappropriate, hurtful or frightening messages; and not arranging to meet an online contact in person without your permission. Tell your child to let you know if an unknown person makes contact through a social networking site. Report online harassment or inappropriate senders to your service provider and to local authorities, if necessary.
- **Reach out.** Meet the families in your neighborhood, including parents and children. Consider joining a parent support group so you have an appropriate place to vent your frustrations. Develop a network of supportive family and friends. If a friend or neighbor seems to be struggling, offer to baby-sit or help in another way.

If you worry that you might abuse your child

If you're concerned that you might abuse your child, seek help immediately. These organizations can provide information and referrals:

- Childhelp National Child Abuse Hotline: 800-4-A-CHILD (800-422-4453)
- Prevent Child Abuse America: 800-CHILDREN (800-244-5373)

Or you can start by talking with your family doctor. He or she may offer a referral to a parent education class, counseling or a support group for parents to help you learn appropriate ways to deal with your anger. If you're abusing alcohol or drugs, ask your doctor about treatment options.

If you were a victim of any type of child abuse, get counseling to ensure you don't continue the abuse cycle or teach those destructive behaviors to your child.

Remember, child abuse is preventable — and often a symptom of a problem that may be treatable. Ask for help today.

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Oct. 07, 2015

Original article: <http://www.mayoclinic.org/diseases-conditions/child-abuse/basics/symptoms/con-20033789>

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Appendix D

Transportation

Mount Calvary Lutheran Church

Guidelines for Travel

Drivers must be 25 years of age or older and have a valid driver's license that has not been suspended or revoked for any reason. Drivers of private vehicles have limited liability coverage under Mount Calvary's umbrella policy, but are expected to have liability insurance on their private vehicle as required by Colorado state law.

Drivers are expected to follow all state laws while driving others during church-sponsored events, and should never be on their phone – calling, texting, or operating smartphone apps. Another member in the car can assist the driver if communication is necessary.

Responsibilities on the Road (From Church Mutual)

Drive Defensively. Keep your eyes moving, be courteous to other drivers, use caution, plan ahead, maintain adequate following distance, be prepared.

Drive with your full attention. No phones ever.

Recognize human limitations. Be aware of blind spots and how passenger affect the way a vehicle drives. Fatigue, distraction, and substance use affects reaction time and should be avoided.

Drive for the weather conditions you have!

Visibility

- Drive with headlights on regardless of conditions as it improves visibility.
- If you can't see a safe distance ahead, reduce speed or pull off the roadway and stop.
- Use the center line or the edge of roadway as a guide when visibility is reduced.

Wet Pavement

- Remember, highways are most slippery just after rain starts to fall.
- Reduce speed
- Increase following distance
- Keep to the right to allow room for maneuvering to the side of the road if evasive action becomes necessary
- Don't lock the breaks. Apply brakes intermittently when stopping, especially in vehicles that lack anti-lock breaks

Ice and Snow

- Accelerate gently
- If you slip or tires spin, ease up on the accelerator
- Do not lock the wheels when braking
- If possible, stop in clear or sanded patches of roadway to improve traction
- Increase following distance and keep steady slow speed

Highway Emergencies (from Church Mutual)

Even perfectly maintained vehicles can break down once in a while. Here is the best way to handle emergencies on the road:

- ❖ Turn emergency flashers on.
- ❖ Raise the hood.
- ❖ Tie a white hankerchief to the antenna or left door handle.
- ❖ Place traffic warning signals at the following locations:
 - At the traffic side of the vehicle, about 10 feet from approaching traffic
 - Approximately 100 feet to the rear, in the center of the occupied lane.
 - Approximately 200 feet to the rear, in the center of the occupied lane.
 - Use flares at the intervals described above, on the shoulder of the road.
- ❖ Stay in the vehicle until help arrives, or send 2 adult passengers for help.

What to do in case of an accident (from church mutual)

- ❖ Call 911.
- ❖ If anyone is injured, make them as comfortable as possible. **DO NOT ATTEMPT TO MOVE THE INJURED PERSON.** Keep him or her warm. Administer first aid only if you have the proper training.
- ❖ Without leaving the injured person unattended, send someone to call for help.
- ❖ Get the names and telephone numbers of any witnesses.
- ❖ Call the pastor or staff and let them make follow-up phone calls to families of injured persons.

Appendix E

Building Security

MOUNT CALVARY LUTHERAN CHURCH
3485 STANFORD COURT
BOULDER, COLORADO 80305

KEY REQUISITION

Requisitioner: _____

Address: _____

Telephone Number: _____

E-mail address: _____

Door to be accessed (be specific): _____

Reason for Access: _____

Today's Date: _____

+++++ Council Use Only +++++

Approved/Disapproved by Property Committee Date: _____

Authorized signature: _____

Date of Issue: _____

Special Instructions/Notes: _____

NOTE: *Keys can not be duplicated. – Non-church members will be required to leave a \$20.00 deposit for any key issued by the Church Council.*

7/27/06
Revised 9/14/17

**PLEASE RETURN COMPLETED REQUISITION TO OFFICE PROFESSIONAL'S
MAILBOX**

CHECKLIST FOR LOCKING UP AFTER SUNDAY WORSHIP

- Be sure left (as you're facing it from the inside) exit door in the Narthex is latched at both top and bottom before locking the right exit door.
- Check the exterior door on the south side of the sanctuary to be sure it is secured. If you will be using this door to exit the building, please be sure it is secured before walking away.
- Check all doors in the breezeway and Sullivan Room; lock any left unsecured.
- Check the exterior entrance door in the All Purpose Room; lock if unsecured.
- Check both sets of doors at the south lobby entrance; lock if unsecured.
- Check that all classroom doors in the upstairs education wing are closed and locked.
- If not exiting through the south lobby and using your key to lock the door from the outside, be sure the door you exit through is secured before walking away.