



Holy Spirit Lutheran Church

Documentation of Exception to the 2 Adult Rule

This form is to be completed in compliance with the Safe Haven Policy when there has been an exception to the 2 Adult Rule as explained in Section #1 of the Safe Haven Policy. This document will be kept in the Safe Haven File in a locked and secure location on HSLC campus.

Person filing out Form: _____

Date: _____ Phone #: _____

Address: _____ City _____ State _____

Email _____

Please document the situation and reasoning for the absence of a second adult with a minor, including date and time. Turn completed form into program supervisor or pastor.

Did you notify the parents of the minor? YES NO If not, why not? _____

Do you anticipate this situation arising again? YES NO

If so, will you address it in the same way? YES NO

If not, how will you address it? _____

I have to the best of my knowledge, accurately and truthfully documented the circumstances which lead to an exception to the 2 Adult Rule from the Safe Haven Policy.

Signature

Print Name

Date

Please turn completed form into the church office.

Revision Date 5/2016