

VOLUNTEER SCREENING POLICY OF IMMANUEL LUTHERAN SCHOOL

POLICY STATEMENT

All employees and volunteers who work with children at Immanuel Lutheran School must comply with the screening procedures as listed in this volunteer screening policy. This policy includes, but is not limited to establishing a volunteer application, procedures for reporting abuse, signed statements from the applicant stating that the applicant has never been formally accused, found guilty, or entered a guilty plea in a court of law to any form of child abuse or neglect, and background checks on the applicant.

PURPOSE

It is the goal of Immanuel Lutheran School to provide:

- 1) A safe environment for all children involved in any school sponsored program or activity.
- 2) Comfortable working conditions for all employees and volunteers working with children.

OBJECTIVES:

- 1) That all children be treated with courtesy, respect, and Christian love while attending the programs and activities of Immanuel Lutheran School.
- 2) That the activities and programs of Immanuel Lutheran School are conducted in a safe and secure environment and the children are properly supervised while participating in these activities and programs.
- 3) That volunteers and employees who work with children receive appropriate training to properly supervise and conduct the activities and programs, and respond to and report dangerous or inappropriate situations.

VOLUNTEER SCREENING REQUIREMENTS

Immanuel Lutheran School welcomes and encourages involvement from parents, grandparents, community members, businesses, community organizations, and representatives of other educational institutions. In order to provide students with a safe environment and allow for a variety of opportunities for volunteering, volunteer participation is classified into four categories. Depending upon the category, certain processes must be completed by district school prior to volunteering. All volunteers will be screened annually.

CATEGORY A

Volunteers with unrestricted exposure, who work with children and may be unsupervised by school staff.

This volunteer likely will have direct and unsupervised interaction with children. Typical examples could include athletic coaches and assistants, classroom aides, and substitute teachers.

Screening requirements:

- Be sponsored by a school employee
- Be able to present some form of current government-issued photo identification (driver's license, passport, military ID, or other US government identification).
- Complete and submit for approval the School Volunteer Application
- Submit to a criminal background check via the national criminal & sex offender registry.

- During school hours, sign in on the school approved “Volunteer/Visitor sign-in sheet” in the main office, which includes a criminal disclosure.

CATEGORY B

Volunteers with classroom exposure, who work with children and are generally supervised by school staff.

This could include direct contact with supervision. Typical examples could include tutors, classroom assistants, cadet teachers, media center helpers, and field trip drivers. Conditions typically are classrooms or areas where staff or other adults can observe at most times. These occasionally include short solitary time with children and short duration of obstructed view.

Screening requirements:

- Be sponsored by a school employee
- Be able to present some form of current government-issued photo identification (driver’s license, passport, military ID, or other US government identification).
- Complete and submit for approval the School Volunteer Application
- Submit to a criminal background check via the national criminal & sex offender registry.
- Volunteer drivers for field trips must have a current driver’s license and provide proof of insurance
- Sign in on the school approved “Volunteer/Visitor sign-in sheet” in the main office, which includes a criminal disclosure.
- Be required to display a volunteer identification badge to be surrendered at the conclusion of the day’s volunteer activity.

CATEGORY C

Volunteers with group exposure who have little or no direct unsupervised exposure or contact with children.

Typical examples could include non-classroom volunteers such as office helpers, copy parents, non-classroom assistants, organized functions associated with organizations such as PTL, Athletic Council and certified teachers of public schools.

Screening requirements:

- Be sponsored by a school employee
- Be able to present some form of current government-issued photo identification (driver’s license, passport, military ID, or other US government identification).
- Complete and submit for approval the School Volunteer Application
- Sign in on the school approved “Volunteer/Visitor sign-in sheet” in the main office, which includes a criminal disclosure.
- Be required to display a volunteer identification badge to be surrendered at the conclusion of the day’s volunteer activity.

CATEGORY D

Volunteers or guests who enter a school for a one-time visit.

This person has no unsupervised exposure or contact with children. Typical examples could include guest readers, guest speakers, and service personnel.

Screening requirements:

- Be sponsored by a school employee
- Be able to present some form of current government-issued photo identification (driver's license, passport, military ID, or other US government identification).
- Sign in on the school approved "Volunteer/Visitor sign-in sheet" in the main office, which includes a criminal disclosure.
- Be required to display a visitor identification badge to be surrendered at the conclusion of the day's activity.

TRAINING

Volunteer training is the responsibility of the immediate supervisor within the functional area (i.e. athletic director and coach, office help and secretary, classroom aide and teacher). It is expected that the duties and responsibilities of the volunteer activity be clearly communicated to the volunteer by the supervisor. Specific training rules for coaches who have close interaction with students are written in the coaches' handbook.

RULES FOR VOLUNTEERS WORKING WITH CHILDREN

General rules which apply to all volunteers working with children, and included in any volunteer training manuals, include,

- 1) All volunteers must submit to the rules, recommendations, and requests of the immediate supervisor. The supervisor is ultimately responsible for all occurrences and must be allowed to use his experience to preclude any detrimental situations.
- 2) Lights are to remain on and door windows are not to be covered. Should lights need to be turned off for video viewing, the immediate supervisor will be present.
- 3) All volunteers should use good judgment when needing to speak to a student alone. Doors and window blinds should be open at all times. It is always preferable to have a second adult in the room when a one on one conversation is needed with a student.
- 4) Topics, vocabulary and attire should not be used/worn which may portray a negative message to students or parents.
- 5) Adult volunteers should not use alcohol during a scheduled activity or prior to it.
- 6) All volunteers should use good judgment when having physical contact with students. Do not pat them on the bottom or touch them in any way that would seem intimate, threatening, or frightening. Students should not sit on your lap or kissed. Under no circumstances should you treat a child roughly. Do not yell at him, intimidate him, threaten him, grab him by his arm firmly, shake him, forcibly sit him in a chair or strike him. Not only would such occurrences be inappropriate to ILS atmosphere but cause of legal action could be argued.
- 7) Volunteers will always maintain a professional posture in dealing with students, avoiding emotional attachment and aware of the powerful attraction of adults in positions of authority and trust. If the development of personal or physical attraction is developing, the supervisor will be notified immediately.
- 8) If a volunteer believes that a student is in an unsafe or abusive home, he shall report it to the immediate supervisor.

Volunteer Application

Thank you for your interest in volunteering at Immanuel Lutheran School. Your volunteer contribution is valued by Immanuel Lutheran School. At Immanuel, our first commitment is to our students. We take very seriously our reasonability to safeguard students while they are in our care. Unfortunately, in this day and age, not everyone has good intentions and we cannot in good conscience overlook the possible threat to student safety that could be posed by some people.

To protect against that risk, the school has implemented a volunteer screening program. The program involves potential school volunteers completing a brief questionnaire online or in the office and in some cases agreeing to allow a background check.

All personal information involved in this process, including birth date, social security number, driver's license number and the results of the background check are held in the strictest confidence. Information is not released beyond the school office.

This form should only take a few moments of your time. We regret the inconvenience this may cause, but believe it is a necessary aspect of ensuring student safety.

After completing the form, (if a category A or B volunteer) your name will be submitted for a background check. Only criminal matters will be flagged. Credit and financial information will not be checked. You will be contacted by the school office once the screening process is complete.

We appreciate your help in helping us care for our students.

Name: _____ Date of birth (m/d/yr) _____ S.S. number _____

Home Address: _____ City: _____ Zip: _____

Volunteering activity at Immanuel Lutheran School _____

List all present or previous work, either paid or volunteer, involving children/youth. Identify the institution and type of work.

Have you belonged or do you belong to any groups, organizations or clubs in your church or outside community?

____ Y
____ N

If yes, list them

Y or N

____ Have you ever been convicted of a felony? ____ Do you use controlled substances?

____ Have you ever been found in any dependency action to have sexually assaulted or exploited any minor or exploited any minor or physically abused any minor?

____ Have you ever been found by a court in any disciplinary board final decision to have sexually or physically abused or exploited any minor or developmentally disabled person or to have abused or financially exploited any vulnerable adult?

If driving for a field trip, please fill out the back side of the volunteer application

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Office use only-

If background check is needed: cleared _____ not cleared _____
initials of verifying staff _____ date _____

Driving Record

Driver's Name: _____

Driver's License Number: _____

I certify that the following is a true and complete list of traffic violations (other than parking violations) for which I have been convicted or acknowledged through payment during the past 12 months.

Date	Offense	Location
_____	_____	_____
_____	_____	_____
_____	_____	_____

If no violations are listed above, I certify that I have not been convicted of a traffic violation or acknowledged guilt through payment of a violation within the past 12 months.

Date: _____ Driver's signature: _____

Please return this volunteer application with copies of your current driver's license and proof of insurance to the school office. Documents should be presented to the office where they will be copied.

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OFFICE USE ONLY
Proof of Insurance expiration date _____
Driver's license expiration date _____

Volunteer applications and driver's license records will be kept on file in the office for one year from the date of application. Expirations of driver's licenses and proof of insurance will be checked by office personnel before each field trip.