

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 program so Immanuel Lutheran School are conducted in a safe and secure environment and the children should be properly supervise 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.

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.

Volunteer & Supervisor

The training of each volunteer is the responsibility of the immediate supervisor as listed below. Each supervisor will conduct and implement a training program appropriate to the needs of the activity.

New Substitute teachers
Coaches
Librarians

Principal
Athletic Director
Faculty library staff

Field trip chaperons
Office workers

Grade level teacher
Secretary

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 be 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.

This Volunteer Policy should be signed by the volunteer and supervisor after completion of the background check.

I verify that I have read the volunteer rules noted above, I agree with the mission of Immanuel that seeks a partnership with parents to enable students to live a life of service to God.