

RULES FOR VOLUNTEERS WORKING WITH CHILDREN

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

- 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.
- 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.
- 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.
- Topics, vocabulary and attire should not be used/worn which may portray a negative message to students or parents.
- Adult volunteers should not use alcohol during a scheduled activity or prior to it.
- 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.
- 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.
- 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.

Volunteer/Coach/Substitute Teacher
Please Print

Activity area

Immediate Supervisor
Please Print

Signature

Signature