

Volunteer Policies & Procedures

Background Checks & Training

All volunteers must complete a background check at least 2 weeks prior to their volunteering commitment. All volunteers must read the Volunteer Policies and Procedures Handbook, including the child abuse and neglect information page. If the school administration deems a volunteer unfit to engage with students due to background check findings or observation of previous inappropriate interactions, the school administration has the right to decline volunteering opportunities and participation for that individual.

Supervision

While volunteering in K-5th grade classrooms, adult volunteers will not be permitted to be alone one-on-one with students in the classroom, bathroom, or other areas of the school premises. Volunteers may be alone with groups of students for short periods of time such as lunchroom help or classroom help. Volunteers must engage with, assist, and support students in the capacity of the volunteering opportunity. Volunteers should not use their time engaging with other adults as in a social setting or be on their phone, but must focus their attention on the children or the task they were assigned. Siblings are not permitted to attend volunteering opportunities with parents.

Discipline

Every behavior a child demonstrates is rooted in an underlying reason, positive or negative. Positive reinforcement or redirection are the initial forms of discipline with children. If the above methods do not succeed in helping the child demonstrate appropriate behavior, then the next method of discipline should be removal from the area to a safe space where the behavior can be addressed and resolved. Behaviors requiring removal from the activity or space should be brought to an OCS staff member immediately. The following forms of discipline are prohibited:

- Corporal punishment such as hitting, spanking, shaking, biting, pinching, or any other form of physical punishment.
- Placing substances such as soap, vinegar, etc. in a child's mouth.
- Restricting a child's movement by binding or tying him/her.
- Inflicting mental or emotional punishment, such as humiliating, shaming, intimidating, or threatening.
- Depriving of meals, snacks, rest, or necessary toilet use.
- Excluding a child from outdoor play or other gross motor activities, unless they are posing harm to themselves or others during the gross motor activity. In that case they should be moved to a safe space to resolve the behavior and re-engage when ready.
- Excluding a child from daily learning experiences.
- Confining a child in an enclosed area, such as a closet, locked room, or other enclosure.

Conduct

OCS staff and administration believe that students need a safe and supportive environment to thrive socially, learn, and achieve the high academic standards that are expected of them. Since students learn from example, staff, faculty and volunteers are expected to uphold the safe and civil environment built throughout our school community. All members of the community are to demonstrate grace, forgiveness,

compassion, and use the biblical principles of respect and conflict resolution. All volunteers are to uplift each student and show them respect, care, and love.

Safety Procedures & Protocols

- All staff members have been trained in all safety procedures and protocols. If an emergency arises, please follow all staff instructions in order to keep you and others safe.
- Parents must sign in and out at the front desk when reporting for volunteering opportunities.
- When volunteering, please report directly to the staff member you are working with after signing in and wait for their instructions. Please do not wander the school grounds or visit classrooms unaccompanied by a staff member.
- In order to ensure the safety of our students, please report any suspicious visitors or individuals on the premises.
- If you witness a conflict or physical altercation between two or more students, please get an OCS staff member to address the situation immediately. Please give the staff member as much information as possible so they can work with the students on resolving the conflict.
- Student privacy is important and we ask that you not share information about anything you saw regarding other students with other parents. Inform a staff member of any noteworthy observations.
- Volunteers are asked not to be on their phones during their volunteering. If you need to take a phone call please let the supervising teacher know so you can step away from your volunteering responsibilities. Students are not permitted to engage with a volunteer's phone in any capacity during field trips, recess, lunch, or during in-class activities.

Dress Code

Volunteers may wear clean, casual clothing in a modest style. Volunteers may not wear crop tops or midriff baring tops, low cut tops, or clothing with mature messages or images. Clothing should not hinder the volunteer's ability to engage with or assist students in a variety of activities and tasks including active movements. Specifically when helping outside, athletic shoes are recommended. On field trips you are encouraged to wear your child's class color to show your class/ school spirit.

All volunteers must sign and return the Volunteer Child Safety Agreement Statement on Page 4 of this document before volunteering with children at Oakland Christian School.

Oakland Christian School

Child Safety Protocols and Policies

All staff are mandated reporters, meaning if child abuse or neglect is suspected or proven, staff members must report the findings to child protective services within 24 hours of identifying or suspecting child abuse or neglect. Staff members are required to complete a yearly mandated reporter training. Volunteers should report any suspected child abuse or neglect to a teacher immediately.

Background Checks:

Supervised volunteers will complete an iChat, Central Registry Clearance, and Public Sex Offenders Clearance before they are allowed in the classroom.

Discipline: Every behavior a child demonstrates is rooted in an underlying reason, positive or negative. Positive reinforcement or redirection are the initial forms of discipline with children. If the above methods do not succeed in helping the child demonstrate appropriate behavior, then the next method of discipline should be removal from the area to a safe space where the behavior can be addressed and resolved. Behaviors requiring removal from the activity or space should be brought to an OCS staff member immediately. Any behavior correction that is not received by the student should be taken to an OCS staff member immediately. **The following forms of discipline are prohibited:**

- Corporal punishment such as hitting, spanking, shaking, biting, pinching, or any other form of physical punishment.
- Placing substances such as soap, vinegar, etc. in a child's mouth.
- Restricting a child's movement by binding or tying him/her.
- Inflicting mental or emotional punishment, such as humiliating, shaming, or threatening.
- Depriving of meals, snacks, rest, or necessary toilet use.
- Excluding a child from daily learning experiences.
- Confining a child in an enclosed area, such as a closet, locked room, or other enclosure. -Excluding a child from outdoor play or other gross motor activities, unless they are unable to keep others around them safe and they need to sit out for a short period of time while addressing unwanted behavior.

Non-severe and developmentally appropriate discipline or restraint may be used when reasonably necessary, based on a child's development, to prevent a child from harming himself or herself or to prevent a child from harming another persons or property, excluding those forms of punishment prohibited by the above rules.

Oakland Christian School

Volunteer Child Safety Agreement Statement

I _____ have been informed and understand the following information:
(Printed Name Of Volunteer)

- When with students I shall act in a manner that is conducive to the welfare of children.
- I am aware that abuse and neglect of children is against the law.
- I have been informed of Oakland Christian School's policies on child abuse and neglect and volunteer expectations.

OCS will perform a background check through iChat, Central Registry, and the Public Sex Offender Registry (PSOR) clearance on all volunteers before any contact with a child in care. Any individual registered on the public sex offender registry is prohibited from having contact with any child in care.

I _____ truthfully state the following:
(Printed Name Of Volunteer)

- I have no criminal convictions filed against me.
- I have never been convicted or have charges pending against me for child abuse, child neglect, sex offender, or a violent crime.
- I have been informed and understand the volunteer policies and procedures and agree to the conditions of volunteering at Oakland Christian School.

Signature of Volunteer: _____ Date: _____