

MIDDLETOWN

CHRISTIAN SCHOOLS

Volunteer Policy

Objective:

- To promote and encourage individuals, parents, or families to volunteer their time and talents to the ministries of Middletown Christian Schools.

Purpose:

- To provide MCS the needed resources that allow the ministry to operate all the necessary programs and events while efficiently and effectively controlling costs and expenses.
- To encourage interaction between parents, teachers, and administrative staff while enhancing our programs.

POLICY STATEMENT: CHILD SEXUAL ABUSE PREVENTION

The members and staff of Middletown Christian Schools are committed to maintaining a safe environment in which children and youth are protected from sexual abuse, physical abuse and/or neglect. Our goals are to protect children and youth, to educate workers and caregivers concerning abuse issues and to protect staff and volunteers, as well as the ministries of MCS from potential allegations of abuse and neglect.

I. Policy Statement regarding the Screening of Volunteers.

- 1) All volunteers will complete a Screening Form and a criminal background check. The background check will be performed and reviewed prior to volunteering.
- 2) Personal interviews may be required for volunteers.
- 3) Reference checks of two sources may be required for volunteer workers.
- 4) All information provided in the Screening Forms, as well as any information collected through reference checks or other investigation or inquiries, is to be considered confidential school property (unless requested by a subpoena or law enforcement). It is not to be released to any other party except on a need-to-know basis with the approval of the MCS Superintendent.

II. Policy Statement for Volunteers.

- 1) Persons who have been convicted of, or pled guilty to, physical and/or sexual abuse of children, or against whom such charges are pending, will not be allowed to volunteer at MCS.
- 2) Persons who have been convicted of, or pled guilty to, other serious crimes against persons (rape, assault, domestic violence, etc.), or against whom such charges are pending, will not be allowed to volunteer at MCS.

III. Procedures for Reporting Incidents of Abuse of a Child or Youth.

- 1) Incidents of abuse or reasonably suspected incidents of abuse of children or youth will be reported as soon as possible to an individual on the MCS Administrative Team.
- 2) The person reporting the incident will document, in writing, all known facts and circumstances at the time of reporting.
- 3) MCS leadership and the reporting employee will report all suspected abuse to the proper authorities and document it accordingly.

VOLUNTEER SCREENING FORM

****OFFICE USE ONLY****

Name: _____ Date: _____

First

Middle (req'd)

Last

Street Address: _____

City: _____ Zip Code: _____

How long at this address? _____

If less than five years, give previous address and number of years:

Years: _____ Address: _____

Social Security Number: _____ - _____ - _____ DOB (mm/dd/yyyy): _____

Cell Phone: _____ Email Address: _____

MCS Student name: _____ Relationship to Student: _____

Do you have any medical training and/or are you CPR certified? _____

Is there any health-related reason that would keep you from effectively working with or cause any potential harm to children? Yes No

Do you have a personal relationship with Jesus Christ? _____

Briefly describe: _____

Please list two professional references:

Name _____ Phone number: _____

Name _____ Phone number: _____

The questions listed below are a part of our interview process to help provide a safe and secure environment for our children, volunteers, and/or paid staff. Thank you for your understanding.

Please answer each question; your response will be kept strictly confidential.

1. As an MCS volunteer, do you agree to observe all policies regarding working with youth or children?
 Yes No
2. As an MCS volunteer, do you agree to voluntarily place yourself under the authority of the MCS staff or faculty leader you will be serving with?
 Yes No
3. Do any of the following circumstances apply to you? (Please check the box of all that apply.)
 - Convicted for use or sale of drugs.
 - Hospitalized or treated for alcohol or substance abuse.
 - Arrested for a criminal offense, excluding minor traffic violations.
 - Accused, arrested, or convicted for any sexually related crimes.
 - Accused, arrested, or convicted for any abuse related crimes.
 - Any circumstances involving your lifestyle or your background that would call into question your ability to work with children.

Applicant's Statement

The information contained in this Volunteer Screening Form is correct to the best of my knowledge. I authorize any references, or any other organizations listed in this application to give you any information they may have (including opinions) regarding my character and fitness for volunteering and I hereby release all such references, churches, or other organizations from liability for damages of whatever kind of nature that may result from furnishing such evaluations to you. I waive any right that I may have to inspect any information provided about me by any person or organization identified by me in this application.

Should my application be accepted, I agree to follow the Policies of Middletown Christian Schools and to refrain from unscriptural conduct (immoral activities such as, but not limited to: drug use, sexual misconduct, drunkenness, etc.) in the performance of my services, on behalf of the ministry. To this end, I have voluntarily placed myself under the authority of the MCS staff, faculty, or ministry leader I will be serving with.

I have received Middletown Christian School's "Policy Statement: Child Sexual Abuse Prevention" and hereby agree to abide by the safeguards provided within.

I authorize that a Criminal Records Check will be conducted on me and that any information which pertains to any record of convictions in police files, or any criminal file maintained on me whether state or local be released to the church/school. In so authorizing, I release any law enforcement agencies, Middletown Christian Schools, or those individuals receiving the results of the check from any and all liability resulting from such disclosure.

I further state that I HAVE CAREFULLY READ THE FOREGOING RELEASE AND KNOW THE CONTENTS THEREOF AND I SIGN THIS RELEASE AS MY OWN FREE ACT. I have read and understand the rules and expectations of this document. I understand that personal information will be held confidential by the church/school staff.

Applicant's Signature: _____ Date: _____

INFORMATION / DISCLOSURE RELEASE

The purpose of this agreement is to inform you that as part of our procedure for processing your Screening Form, an outside agency will make an investigative report and present it to us for review. The report will consist of a Criminal Background search. By signing this document, you are releasing any and all persons, companies, agencies, or others from liability resulting from your background investigation.

Volunteer Applicant Signature: _____ Date: _____