



## Volunteer Information

2022-2023

We are so glad that you are volunteering your time and talents at Calvary. Whether you're involved with stuffing envelopes, lunch room servers, math and/or reading tutors, it's a joy to have you involved with our staff and students. In order to ensure security and safety for the students at Calvary, please fill out the following information (including the attached packet) and return it to the School Office:

Name: \_\_\_\_\_

Volunteer Area: \_\_\_\_\_

Times I Volunteer: \_\_\_\_\_

Days I Volunteer: \_\_\_\_\_

Staff Member(s) You Work With: \_\_\_\_\_

## Statement of Confidentiality

I, \_\_\_\_\_, understand that I, in my volunteer position at Calvary Lutheran School and/or Calvary Early Education Center, will abstain from discussing any and all private educational information concerning a student with my family, friends, or anyone else; thus, adhering to all FERPA (Family Educational Rights and Privacy Act) laws. This information is confidential and is to be used for school purposes only.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

*Signatures required on 4<sup>th</sup> page also*

# **CHILD PROTECTION PROGRAM OF CALVARY LUTHERAN SCHOOL**

## **A. Overview**

It is the policy of Calvary Lutheran School that a caring, nurturing environment be provided to all participants of all activities associated with Calvary Lutheran School. As part of the constant efforts to provide a nurturing Christian environment, Calvary Lutheran School has adopted the following child protection policy. It is the policy of Calvary Lutheran School that physical or sexual misconduct by persons participating in events sponsored or related to the activities of the Church or School are contrary to Christian principles and expectations of all personnel of the Church and School. All persons who participate in activities of Calvary Lutheran School must comply with this policy, as well as all applicable federal and state laws pertaining to actual or suspected sexual misconduct.

This policy is intended to make all persons participating in events sponsored or related to the activities of the Church or School aware of the potential for physical or sexual misconduct, to heighten the awareness of participants to potential inappropriate conduct, and to provide guidance to participants of Calvary Lutheran School activities regarding addressing actual or suspected physical or sexual misconduct.

## **B. Physical Contact**

Physical contact that is done for the sexual satisfaction or pleasure of the participant is expressly forbidden. A participant can include, but is not limited to, a ministry leader, adult, person in authority, volunteer, or other person serving on behalf of Calvary Lutheran School. This would also include any contact with another individual's chest, genital region, upper legs, and buttocks. Furthermore, seductive or suggestive contact is prohibited. This would include contact with either an adult or a child. Generally, inappropriate contact may also include demanding hugs and kisses, or any touching used to express power or control over a child.

Physical contact may, under appropriate circumstances, be a positive expression of caring, nurturing, and support. Appropriate physical contact can include non-demanding, gentle touch of shoulders, hands, arms, head, and back, as well as other physical contact that expresses affirmation and is not done for the sexual gratification or pleasure of a participant. Individuals must, foremost, be concerned about the best interests of the child or adult and be careful of activities that may be viewed as inappropriate, and similarly also be mindful of the actions of other individuals.

## **C. Duty to Report**

Any person associated with Calvary Lutheran School who has actual knowledge or reasonable cause to suspect an incident of sexual misconduct that is committed against a child under the age of 18, by a ministry leader, adult, person in authority, volunteer, or other person serving on behalf of Calvary Lutheran School, shall report the misconduct.

In the event that any person views the activities of any other individuals as being physically inappropriate, or raising questions of inappropriate behavior, these concerns should be raised with the Principal, School Board Chairperson, or Pastor. Also see mandatory State of Missouri reporting requirements below. Calvary Lutheran School has not adopted a strict reporting hierarchy for allegations of suspected physical misconduct. As such, any individual should raise their concerns with any individual identified above, with whom that person feels the greatest level of comfort. In the event that the reporting person does not believe that the concerns of inappropriate physical

misconduct have been adequately addressed, that person should feel free to raise his or her concerns with other members of the Principal, School Board Chairperson, or Pastor.

#### ***D. Child Abuse Reporting Requirements***

Missouri has adopted specific statutes that require child abuse or neglect be reported by (a) health care professional; (b) public or private school official or employee; (c) social worker or worker in a family care home, foster care home, or day care center; (d) mental health professional; (e) peace officers; (f) psychologist; or photographic print processor. Any other person may report known or suspected child abuse, including sexual misconduct, to the local law enforcement agency or the county or district department of social services. In any case where any person is uncertain about whether reports to the authorities should be made, these concerns can be raised with the Principal, School Board Chairperson, or Pastor.

#### ***E. Discipline***

Appropriate child discipline includes:

1. Praising good behavior;
2. A firm, gentle voice addressing the issue;
3. Confidential parental discussion when necessary.

Inappropriate child discipline includes:

1. Corporal punishment of any kind;
2. Any words or tone that would cause a child to think that he/she is a “problem” rather than a specific behavior being addressed;
3. Any words that could cause feelings of condemnation or shame in a child about any aspect of their person, including derisive reference to anything physical, emotional, mental, or position or station of life.

#### ***F. Security***

Efforts should be made to insure that two care providers, when practical, are available at all times with the children. Care providers should avoid circumstances in which they are alone with one or two children. It is recognized that circumstances will present themselves in which care providers are alone with a child. This should, however, be the exception rather than the norm in providing care. In the event that a care provider is viewed as placing him or herself in circumstances where he or she is alone with a child, under circumstances where such one on one contact is unwarranted or unusual, the conduct should be brought to the attention of the pastoral leadership, a member of the Personnel Team, or ministry leader.

#### ***G. Acknowledgment***

Each individual, to whom this policy has been provided, as a instructor, youth leader or volunteer of any Calvary Lutheran School activity, shall acknowledge receipt of this policy by completing the attached Acknowledgment Form, and providing the executed Acknowledgment Form to the Church Office.



**ACKNOWLEDGEMENT OF RECEIPT  
OF CHILD PROTECTION POLICY  
OF CALVARY LUTHERAN SCHOOL**

I acknowledge that I have received and read the Child Protection Policy of Calvary Lutheran School, understand the School's policy, and agree to adhere to the policy of Calvary Lutheran School.

**DATED** \_\_\_\_\_

\_\_\_\_\_  
Name (signature)

\_\_\_\_\_  
Name (printed)

\_\_\_\_\_  
Title of individual or role served in the ministry

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Telephone Number-Please indicate home, business or cell