

CVA Volunteer Policies and Information

Specific volunteer assignments are arranged for and directly supervised by teachers and various program supervisors under the direction of an administrator.

Individuals who are interested in volunteering at CVA are invited to contact the school at (407) 281-6244 to have your questions regarding the volunteer program answered and how you can become a volunteer. ALL VOLUNTEERS WILL BE REQUIRED TO WEAR A VOLUNTEER BADGE at all times while on campus, issued by the CVA administrators.

Volunteer Positions

Volunteer activities at CVA can be done in a supervised or unsupervised capacity, as listed below.

Supervised Activities

Activities in this category will always occur under the direction and supervision of CVA staff members so they do *not* require that a criminal background check be done. Items listed below are meant to give volunteers an idea of the areas where their services could be used. The list is not comprehensive and any questions about activities not listed should be directed to the administrator.

- Activities that do not involve direct contact with students (assembling mailings, coordinating events, preparing bulletin boards, etc.)
- Assisting teachers with in-classroom activities (reading with students, tutoring individual students or small groups, helping with special projects, etc.)
- Helping with a special speaker for a class or special event (speaking about career opportunities, positive choices, or safety issues, demonstrating science experiments, etc.)
- Working in areas of the school other than the classroom (organizing books in the library, acting as a lab monitor, etc.)

Unsupervised Activities

Activities in this category will always occur under the direction of CVA staff members but may not be directly supervised by those staff members. Volunteers who will participate in the activities listed below or hope to volunteer in an area where they may be with students in an unsupervised capacity *must* agree to a background check by CVA. Examples of unsupervised activities are:

- Volunteer athletic coaches and advisors of other extracurricular activities
- Chaperone of field trips where no staff person is attending **
- Child care provider during parent events (Parent/Teacher Conferences, parenting workshops, etc.)
- Group activities during the school day that may be confidential in nature.

** Please see the section titled Transporting Children

Background Checks

For the safety and security of our students, a complete background check will be completed by CVA staff. Information obtained in the process will be kept in the strictest confidentiality.

Code of Ethics & Confidentiality

There are certain rules all of us must follow when working in the school.

1. DO NOT discuss individual children outside of the school.
2. Do not compare children within the school.
3. Never publicly discuss parents, children, teachers or other volunteers.
4. You may not see confidential records of children. Teachers are not permitted to share any private information with volunteers regarding students.

Dependability

The staff you work with will depend on YOU to be present at your scheduled time. Their days are planned with your help in mind. If you find you will not be able to volunteer on a particular day, please notify the school office as soon as possible.

Sign-in

All visitors to the school, including volunteers, are required to report to the office each time they visit during normal school hours. At that time, volunteers will be given a badge to wear. The badge will signify to the staff that a volunteer is in the building and to the students that there is one more caring adult available for them. If a volunteer is seen in the building without a badge, that volunteer will be asked to go immediately to the CVA office to check in.

Dress

Volunteers are required to adhere to the CVA Dress Code at all times while on campus.

What Volunteers Cannot Do

Administer Discipline – If you have concerns about anything you see in the classroom or on school grounds, speak to the teacher or school administrator.

Administer Medications = Prescription or over the counter medication, including cough drops.

Concerns in Working with Children

Child Abuse/Neglect – Volunteers should report to school staff if they know or suspect a child has been abused or neglected. The school administration or child's teacher should be sought out under these circumstances.

Discipline – Each student has a right to educational opportunities. Discipline is designed to produce behavior changes that will enable students to develop the self-discipline that is necessary to function successfully in their education and social environment. The major objective of discipline in the schools is to teach the following concepts for living:

1. Respect for the rights, dignity, and safety of all individuals within the school and community.
2. Respect for the law and observance of school's policies, procedures, and local regulations.
3. Respect for public and private property rights. Student behavior that unduly disrupts classwork, involves substantial disorder, or invades the rights of others will not be tolerated.

Insurance

Personal items that are lost, stolen, or damaged are not covered under any school insurance. Volunteers are advised to leave valuables at home or securely locked in their car.

Transporting Children

You must obtain permission from the school principal and the parents of each student you are transporting. A Permission Slip is required to be filled out and returned to the school BEFORE the school activity day. You assume liability if you transport school children in your own vehicle without following procedures and obtaining proper permission. You are required to carry auto insurance if you transport any CVA student to any school activity.

Injuries & Accidents

Injuries to the volunteer or others must be reported immediately to the school office. If an injured child cannot be taken to the office, send someone for help immediately. Injured children should be watched closely.

Volunteer Agreement

I plan to be a volunteer only in supervised activities.

Please complete everything except the information in the box.

I plan to be a volunteer in both supervised and unsupervised activities.

Please complete everything including the information in the box.

Name _____
Last First Middle

Address _____
Street City State Zip

Phone _____ E-mail _____

Background Check Agreement

It is the policy of Christian Victory Academy to require all unsupervised volunteers to complete this Disclosure Statement. Subsequently, CVA will complete a background check through "Edge," which will cost the volunteer \$50.

Social Security Number: _____ Number of years at the above address: _____

Date of Birth: ___/___/___ Driver's License Number: _____

Have you ever been convicted of or do you have any charges pending for felonies, misdemeanors and/or ordinance violations other than minor traffic violations? YES NO

If yes, please fill in the information below and include date, location, nature and circumstances of offense. _____

I authorize Christian Victory Academy to review my personal background. I consent to having Christian Victory Academy conduct a full and complete criminal background check. I understand that any misrepresentation on this statement may result in immediate disqualification for any volunteer service within Christian Victory Academy. I understand that Christian Victory Academy will verify the information I have provided above. I hereby release CVA, its Board and its agents, as well as all providers of information, from any liability related to furnishing and receiving information related to arrests and convictions.

I have read, understand, and accept the policies written in the CVA Volunteer Policies.

Signed _____

Date _____