

SAFETY POLICY MANUAL

Thank you so much for your interest in public school outreach. We highly value you and the ministry you provide to our public school students. We also value our students and want to provide for them an environment that is safe and nurturing so that they can actively learn about the God who loves them. We have established this manual, including our policies and procedures, to protect not only our students but also, you, your church, volunteers, and our club. It is therefore imperative that you know and observe the rules listed in this manual.

After carefully reading this manual please sign and date the acknowledgement page and email, mail, or text it back to Partner with Schools.

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The purpose of this manual is to provide policies and procedures for Partner with Schools and the churches, individuals and organizations who work with our ministry.

VISION AND VALUES

Mission

To teach character education in public schools via both faith-based and standard curricula helping students to find their God given identity and self worth.

Vision

Inviting all students to know Christ in a way that transforms their daily lives and the lives of those around them.

Values

We believe that God's word is foundational truth, and it is our heart to train every student to use it as their guide, authority, and conscience in everything.

Relational

We believe that life-change happens best in the context of relationships. Gifted, godly, and passionate adults who exhibit Christ to students, their families, and each other will show students how to do the same. This modeling will impact God's Kingdom for generations to come.

Fun

We believe that our walk with God is FUN and that "it is a sin to bore a student while presenting the Gospel of Jesus Christ." Therefore, it is our commitment to challenge students beyond mere christian teaching toward a vibrant growing relationship with Christ. We understand that not everyone is an extrovert but we all have unique gifts through which we we can sincerely connect with students.

Innovative

We believe in inspiring students to greatness by pursuing excellence in our programs, risking in our attempts to be innovative, and ruthlessly examining everything we do in order to remain biblical, relevant, and effective.

Nurturing

We believe that spiritual growth happens best in an atmosphere of emotional safety, physical security, and sanitary conditions. We are committed to exceptional standards in these areas.

VOLUNTEER APPLICATION PROCESS

Because we love students and desire to protect them, Partner with Schools requires all volunteers working with students to complete the following volunteer application steps.

Application

All PARTNER WITH SCHOOLS volunteers must complete the Volunteer Application, including providing references and signing the Consent to Background Checks

Reference Check

All references will be contacted and asked to assess the applicant's suitability/capability for working with students.

Policies & Procedures

Volunteers are required to review the policies contained in this manual and sign the last page indicating that he or she has read and understood the material and agrees to comply with policy requirements.

Criminal History Check

Partner with Schools uses, subscribes, and pays for the services of a reputable public data screening firm in order to check the background of all volunteers and employees for possible criminal history and/or registered sex offender information.

Individuals who have been arrested for, charged with, are on deferred adjudication or regular probation for, or have been convicted of sexually oriented or sex related crimes, either misdemeanor or felony, cannot serve in any area of PARTNER WITH SCHOOLS. Partner with Schools utilizes a comprehensive background check and relies upon the truthful answers of applicants and their references for this information.

Interview

All volunteers must be willing to submit to an interview by either a Director or Coordinator. Partner with Schools reserves the right to revoke any volunteer's ability to serve with PARTNER WITH SCHOOLS.

STUDENT ABUSE AND PROTECTION POLICY

Partner with Schools supports and maintains a zero tolerance policy against student abuse and neglect. Student abuse and neglect include physical or mental injury, sexual abuse, negligent treatment, or maltreatment. Sexual abuse is defined as the use, persuasion, or coercion of any student to engage in any sexually explicit conduct (or any simulation of such conduct) for the purpose of producing any visual depiction of such conduct or rape, molestation, prostitution, or incest with students. It is against the law and against Partner with Schools's policy for any volunteer or employed staff, male or female, to physically, sexually, or mentally abuse or neglect any student. Partner with Schools reserves the right to refuse membership, to dismiss, or to exclude from affiliation with Partner with Schools any volunteer or employee who is or has been convicted of student abuse or neglect of any student.

Partner with Schools will neither condone nor tolerate:
Infliction of bodily injury upon any student or physically or sexually abusive behavior towards a student.

Physical neglect of students, including failure to provide adequate safety measures, care, and supervision in relation to our walk with God activities.

Emotional mistreatment of students, including verbal abuse and/or verbal attacks.

Partner with Schools staff members have been trained to recognize behaviors intended to “groom” students for sexual abuse. These behaviors will be immediately investigated and reported to the appropriate authorities.

REPORTING & INVESTIGATIONS

Student abuse is a serious crime, and Partner with Schools intends to prosecute student abuse in any form to the fullest extent of the law. You are under these obligations as a volunteer:

Reporting requirements

All volunteers and employees shall immediately report and document any incident of abuse or violation of the two-adult policy of which they have knowledge or which they have observed. Any person making such a report shall keep the information strictly confidential.

Incident of abuse defined

An “incident of abuse” means any occurrence in which any person:

Has threatened to inflict or has inflicted physical injury upon a student, youth worker, or vulnerable adult, other than by accidental means, or is reasonably suspected to have done so.

Commits or allows to be committed any sexual offense against a student, youth, or vulnerable adult, or is reasonably suspected to have done so.

With respect to a student, youth, or vulnerable adult makes any kind of sexual advance, or makes a request for sexual favors, or engages in sexually motivated physical contact, or is reasonably suspected to have done so.

Exposes a student, youth, or vulnerable adult to verbal, visual, or physical conduct of a sexual nature, or is reasonably suspected to have done so.

Imminent threat

In all cases where an imminent threat of continued or actual abuse exists, any witness shall immediately contact a Partner with Schools staff member to request that immediate steps be taken to ensure the safety of the alleged victim. After the safety of the alleged victim has been secured, the person witnessing or with knowledge of the incident of abuse shall complete a written report of the incident of abuse and submit the report to Partner with Schools.

Obligation to report to Law Enforcement

In all cases where any volunteer or staff member has reasonable cause to believe that a student or youth, known to the volunteer or staff member in a professional capacity, has been or may be abused or neglected by either known or unknown persons inside or outside of Partner with Schools, the worker shall make a report to the local law enforcement agency’s student abuse investigators within 24 hours of the determination of reasonable cause. If the volunteer or staff member is in doubt regarding whether a report should be made, he or she shall telephone the agency anonymously and discuss the situation with an investigator to determine whether the report should be made. The volunteer or staff member shall make a written record of the name and the title of the investigator with whom he or she spoke and the recommendation made by the investigator, then submit a copy of the written record to the student’s Torch Club teacher of the church who is ministering in that school and to Partner with Schools. This report can be submitted anonymously if so desired.

Internal Reporting Procedure

The person reporting an incident of abuse shall contact the Students's Torch Leader and Partner with Schools. The reporter shall provide information regarding all relevant facts with respect to the incident of abuse. Upon receiving a report of an incident of abuse, the person receiving the report, together with the reporter, shall complete a written report of the incident and submit a copy of the report to Partner with Schools. However, in all cases where the alleged wrongdoer is the person to whom a report should be made, he or she shall be considered absent for the purposes of this reporting procedure and the report should be submitted to another appropriate Partner with Schools representative.

Responding to the report

When someone receives a report of an incident of abuse, he or she shall immediately take steps to ensure the safety of the alleged victim. After the safety of the alleged victim has been secured, and after the report has been appropriately documented, the person receiving the report shall:

Immediately contact the PARTNER WITH SCHOOLS Director or who will then contact the parents or guardian of the alleged victim to inform them of the incident.

Partner with School's legal counsel shall -- within 72 hours of the report -- conduct an investigation and determine (along with the Director of PARTNER WITH SCHOOLS) whether there is reasonable cause to believe that the abuse may have occurred.

Take all reasonable steps necessary to ensure that the alleged wrongdoer has no contact with the alleged victim pending investigation.

Take all steps necessary to ensure that the alleged wrongdoer is barred from further work with students, youth, or vulnerable adults pending the investigation.

Conclusion of no abuse

If Partner with Schools's legal counsel concludes that there is not reasonable cause to believe the abuse may have occurred, Partner with Schools's legal counsel shall provide a written report documenting the conclusions reached and the basis for those conclusions. The contents of the report presented by legal counsel where no abuse was found shall be confidential unless requested by law enforcement officials.

The written report shall:

Identify the alleged victim, the alleged wrongdoer, and all witnesses identified and contacted.

Set forth the allegations and the steps taken to investigate the allegations.

Set forth the facts revealed by each significant witness.

Set forth the temporary actions to be taken by the Board of Elders as well as a recommendation of additional actions to be taken by the Board of Elders.

In addition, Partner with Schools's legal counsel shall:

Report the incident of abuse to any other appropriate authorities.

Conduct all further investigations as directed.

VOLUNTEER/Student PROTECTION

Partner with Schools intends to ensure the health, safety, and well-being of volunteers and students. As a precaution and to ensure strict accountability from one adult to another, volunteers must follow these rules:

Two Volunteer Policy

Two volunteers should remain together with students at all times. If a volunteer needs to leave a group of students, a hostess or staff member must be notified so that the two volunteer policy can be upheld. Students are old enough where they do not need assistance to go to the bathroom. Students are allowed to go to the bathroom by themselves according to individual school policies.

Physical contact

Partner with Schools is committed to protecting students in its care and recognizes that appropriate touch is part of a positive, nurturing environment in a healthy setting.

The following guidelines are to be carefully followed by Partner with Schools volunteers. Using good judgment, the following are appropriate ways to touch students:

- an arm around the shoulder
- walking hand in hand
- short congratulatory or greeting hugs
- a brief, assuring pat on the back or shoulder
- handshakes, high-fives, and knuckles
- other than quick greeting hugs, side hugs are our preferred method.

The following are actions a volunteer should NEVER take:

- never touch a student in anger or disgust
- never touch a student in any manner that may be construed as sexually suggestive
- never touch a student between the navel and the knee
- never touch a student's private parts (with the exception of diaper or bathroom procedures)

Physical contact in any form should be above reproach. The personal behavior of staff members and volunteers must foster trust at all times.

Do not force physical contact, touch, or affection on a reluctant student. A student's preference not to be touched must be respected.

Sensitive topics

Certain topics of discussion are best left for parents and their students. If you have a question about the propriety of discussing one of these topics, speak with the teacher or leader:

- Denominations
- Doctrinal differences
- Human sexuality or reproduction
- Political or World view differences

Verbal interactions

Verbal interactions between volunteers and students should be positive and uplifting. Partner with Schools volunteers should strive to keep verbal interactions encouraging, constructive, and mindful of their mission of aiding parents in the spiritual growth and development of students. To this end, volunteers should not talk to students in a way that is or could be construed by any reasonable observer as harsh, threatening, intimidating, shaming, derogatory, demeaning, or humiliating. In addition, volunteers are expected to refrain from swearing in the presence of students.

Visibility & Security

It is important that all interaction between students and volunteers happens in a location where others can observe what is going on for safety and accountability purposes. At no time should a student and volunteer disappear behind a closed door with no visibility to outsiders.

VOLUNTEER ATTENDANCE

Partner with Schools takes seriously the obligations to its students and asks volunteers to abide by the following guidelines.

Arrival

Volunteers must arrive 15 minutes prior to the event at which they are serving or as otherwise instructed by leadership.

Departure

Volunteers must remain at the PARTNER WITH SCHOOLS event until the last student has been picked up by a parent or until relieved by another volunteer.

Absences

Volunteers are responsible for their assigned shifts. Should the need arise for a volunteer to be absent it is the volunteers' responsibility to secure a substitute. The volunteer must (1) seek out an approved substitute (from a list provided by their team leader), (2) contact their team leader to inform them of their upcoming absence, replacement status, and the name of their replacement.

INTOXICANTS

Staff members and volunteers are prohibited from the use, possession, or being under the influence of alcohol, tobacco, or any illegal drugs while working with or supervising students at Partner with Schools.

ATTENDANCE

Attendance roll has to be done the beginning of every club. Students who are on the roster but absent need to be accounted for. You can ask other students in the class if a student was absent due to sickness earlier in the day as or if the student was dismissed early. You need to have at least two or three students know of this. Otherwise you need to report this to the school coordinator. The coordinator will most likely know the whereabouts of a student. Either way the school coordinator will handle this situation.

PARENT INVOLVEMENT

Parents are encouraged to visit any and all services and programs in which their student is involved at Partner with Schools. Parents have an open invitation to observe all programs and

activities in which their student is involved. However, parents who desire to participate in or have continuous, ongoing contact with their students's programs at Partner with Schools will be required to complete the Partner with Schools volunteer application and screening process.

DISCIPLINE

Physical discipline, such as spanking, is never permitted. Using physical restraint to prevent a student from doing something disruptive or dangerous is permitted and may, in some instances, be necessary. Affirmation and encouragement is always preferred.

Follow these rules for discipline:

Consistency

Discipline must be consistent to be effective. Do not threaten a consequence without the intention to follow through.

Response

Make a prompt and individualized response to inappropriate behavior. Correct a behavior the first time and every time.

Resolution

Seek to both resolve the conflict and reconcile relationships.

Reward

Acknowledge and reward positive behavior. Encourage students who are behaving well and following the rules.

Preparation

Read the lesson before you arrive at your classroom on Sunday. Often the best deterrent to discipline problems is a confident, prepared teacher.

Prayer

Pray for your students and your patience consistently. Ask the Lord to guide you throughout the class.

Discipline Steps

Students are to be disciplined using time-outs and other non-physical methods of behavior management. In employing this procedure, volunteers should observe the following guidelines:

a) Verbally redirect the student before physically intervening. Some physical redirection may be necessary (for example, removing the student from bothering another student).

b) If the behavior does not cease, remove or direct the student away from the group to a corner of the room where the group is meeting (avoid being alone with the student).

c) Provide the student with a simple, understandable reason for the time-out, and provide the student with a clear explanation of your expectations. ("Jamie, you didn't stop hitting Chris when I asked you to, so you need to sit quietly in the blue chair for three minutes.") In addition, be verbally reassuring, as being removed from the group will likely upset the student. Do not physically hold the student in time-out.

d) Monitor the student through the entire time-out without giving your undivided attention. For longer time-outs give intermittent praise to reassure the student and keep them on task. (“Jamie, you’re doing a great job of sitting quietly – just 2 more minutes.”)

e) Praise the student once he or she has completed the time-out and tell them that their reward is being able to rejoin the group. Remind them that repeating their initial behavior will result in further time-out. Follow this with praise.

If the behavior continues, volunteers should contact the school coordinator for assistance.

LEADER/VOLUNTEER TRAINING

Ongoing training is an important, effective, and required step in fulfilling your responsibility as a volunteer.

New Volunteer Training

Each new volunteer shall attend the initial teacher training meeting.

Ongoing Training

Volunteers are required to attend any ongoing training sessions as designated by the Coordinator or Director of his/her area of ministry.

Periodic Training

From time to time, Partner with Schools will provide training sessions to address specific needs and/or topics of interest for volunteers.

DISMISSAL

A student may be released the following way.

1. Bus
2. Parent picking up student
3. Walking home (certain schools have walk policies which need to be observed)

Volunteers will need to stay until last student is dismissed. One of the volunteers will accompany the students and wait with them outside the school until parent will pick up students. If parents are late the student is brought into the school office for the coordinator to handle the situation.

SECURITY

Please follow these rules to make sure our students are safe.

Student custody issue:

Due to the nature of student custody laws, volunteers must act diligently in making sure the correct people are picking up their students. Please be aware that only parents with custody of their student may pick up the student. If there are any questions regarding this procedure, please notify the school coordinator, or director for clarification.

EMERGENCY PROCEDURES

In case of an emergency, do the following:

Medical concerns

Immediately report any medical needs or concerns to the school coordinator or director. The notified person will decide if 911 should be called. The volunteer should remain calm and divert the attention of the other students. The victim should be kept quiet and still. Do not attempt to move a severely injured person unless in imminent danger.

Hazardous weather

In the event of dangerous weather volunteers should follow the guidelines below. Further instructions will be given by a staff member or over the PA system.

Stay calm.

Move your classroom in a quiet and orderly manner to a bathroom or interior stairwell.

Take paper roster with student names.

Await further instructions.

Fire

The first priority in any fire is that all students and volunteers' safety is maintained. Any attempt by volunteers to put out a fire is absolutely forbidden unless judgment to do so is unquestionable and presents no possible danger to anyone present.

Volunteers should follow the directions below in the event of a fire.

1. How will you know of an alarm?
 - a. Audible sound of alarm
2. What do you do?
 - a. Stay calm
 - b. Follow Room Ready Procedures (posted in every classroom)
 - c. Get your paper roster
3. When do you go?
 - a. When ordered to evacuate over PA system or by a staff member
 - b. Or when you are in immediate danger (see smoke or flames)
4. Where do you go?
5. Follow evacuation map in classroom

STATEMENT OF ACKNOWLEDGEMENT AND AGREEMENT

I have received and read a copy of the Torch Club Safety Training Manual and understand the importance of the material in the manual. I agree to abide by these guidelines while serving at Partner with Schools.

I acknowledge and understand that the materials and guidelines contained in this manual in no way express or imply a contractual employment relationship. I acknowledge and agree that I will receive no monetary compensation for hours worked.

I understand it is my responsibility to review new guidelines which may be created and distributed.

Signature

Date

Printed Name