

Solomon Lutheran School Volunteer Policy

We are truly grateful to the many volunteers who serve in the children's ministry of Solomon Lutheran School. It is our desire to make Solomon's activities the BEST time of every child's week by teaching them about the incredible love of God, and by providing programs and activities that help them grow both personally and spiritually.

It is with the help of volunteers that we provide a safe environment where the children can enjoy great learning and loving relationships through their church and school activities.

In order to protect the children we serve, and in response to certain legal requirements, we have developed a screening process for our volunteers.

In accordance with the Ohio Revised Code, Solomon will utilize the "best practices" set forth by the Ohio Community Service Council. **All** current and potential volunteers will be required to complete:

- Notice of Receipt of Ohio Revised Code 109.575

Current and potential volunteers who have **regular unsupervised** access to children will also be required to complete:

- Solomon Volunteer Application
- Privacy Policy and Release by Prospective Volunteer
- A BCII (and FBI backgrounds check if the potential volunteer has lived out of state within the last 5 years).

"Unsupervised" means that "no person 18 years or older is present in the same room with the child and/or if outdoors, no other person 18 years or older is within a 30 yard radius of the child or has visual contact with the child."

The following Solomon volunteer positions have been identified as having regular unsupervised access to children and will require the completion of the Solomon Volunteer Application, Privacy Policy and Release by Prospective Volunteer and fingerprint checks:

- Basketball Coaches
- Cheerleading Advisor
- Pep Club Advisor
- Athletic Director
- Chimes Leader
- Choir Director
- Overnight Camp Volunteers

Potential volunteers with **regular unsupervised** access to children will be required to complete the forms and background checks prior to placement into the volunteer position. Background checks will be redone every five years.

Required forms will be given to current and potential volunteers by the Christian Day School Administrator, the chairperson of the sponsored event or the classroom teacher.

Completed forms and background check information will be reviewed by the Solomon School Administrator to determine the suitability of the volunteer to participate in children's activities at Solomon.

If it is discovered through any method (fingerprint checks, references, county checks, self-disclosure, or otherwise) that a volunteer has a felony record of one the offenses listed within the legislation, the employee will be disqualified from the position. See Attachment "A" for the list of disqualifiers.

Volunteers are responsible for the payment of their background checks, unless otherwise specified.

Solomon is committed to protecting the privacy of its volunteers, and information will be kept secure and confidential in a locked file in the school administrator's office. Access to personal information will be granted only to persons who legitimately need the information to evaluate suitability to be a volunteer in children's activities at Solomon.

All volunteer positions will be reviewed to determine whether persons in the position will have **unsupervised** access to children annually and at the creation of any new position.

The Solomon Lutheran School Volunteer Policy will be reviewed annually by the Solomon Christian Day School Committee to remain in compliance with the "best practices" set forth by the Ohio Community Service Council and the Ohio Revised Code.

Information of Where and How to Obtain Checks can be obtained from the School Administrator.

Attachment "A"

**SOLOMON LUTHERN CHURCH AND SCHOOL
305 Main Street
Woodville, Ohio 43469
(419) 849-3600**

Background Screening, List of Disqualifiers

<u>Ohio Revised Code Section</u>	<u>Offense</u>
2903.01	Aggravated Murder
2903.02	Murder
2903.03	Voluntary Manslaughter
2903.04	Involuntary Manslaughter
2903.11	Felonious Assault
2903.12	Aggravated Assault
2903.13	Assault
2903.16	Failing to Provide for a Functionally Impaired Person
2903.21	Aggravated Menacing
2903.34	Patient Abuse and Neglect
2905.01	Kidnapping
2905.02	Abduction
2905.04	Child Stealing
2905.05	Criminal Child Enticement
2907.02	Rape
2907.03	Sexual Battery
2907.04	Corruption of a Minor
2907.05	Gross Sexual Imposition
2907.06	Sexual Imposition
2907.07	Sexual Importuning
2907.08	Voyeurism
2907.09	Public Indecency
2907.12	Felonious Sexual Penetration
2907.21	Compelling Prostitution
2907.22	Promoting Prostitution
2907.23	Procuring
2907.25	Prostitution
2907.31	Disseminating Matter Harmful to Juveniles
2907.32	Pandering Obscenity
2907.32.1	Pandering Obscenity Involving a Minor
2907.32.2	Pandering Sexually Oriented Material Involving a Minor

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Ohio Revised Code

29207.32.3

Offense

Illegal Use of a Minor in Nudity
Oriented Material or Performance

2911.01

Aggravated Robbery

2911.02

Robbery

2911.11

Aggravated Burglary

2911.12

Burglary

2911.13

Breaking and Entering

2912.12

Unlawful Abortion

2912.13

Endangering Children

2912.14

Contributing to the Unruliness or
Delinquency of a Child

2912.15

Domestic Violence

2923.12

Carrying Concealed Weapon

2923.13

Having Weapons While Under
Disability

2923.14

Improperly Discharging Firearm at or
into Habitation or School

2925.02

Corrupting Another with Drugs

2925.03

Trafficking in Drugs

2925.04

Shall Not Cultivate or Manufacture
Drugs

2925.05

Shall Not Provide Money to Another
if the Recipient is to Use the Money
to Purchase any Controlled Substance

2925.06

Shall Not Administer, Prescribe, or
Dispense any Anabolic Steroid Not
Approved by the US FDA

2925.11

Drug Abuse, Shall Not Obtain,
Possess or Use a Controlled Substance

3706.11

Adulterated Food

SOLOMON LUTHERAN CHURCH AND SCHOOL
305 Main Street
Woodville, OH 43469
(419) 849-3998

PRIVACY POLICY AND RELEASE BY PROSPECTIVE VOLUNTEER

As part of the screening process for you to be a volunteer in the children's ministry at Solomon, it is necessary to collect and maintain personal information about you. It is important that you know up front that Solomon Lutheran School is committed to protecting your privacy by keeping the information we receive about you secure and confidential. Access to personal information will only be granted to persons who legitimately need that information to evaluate your suitability to be a volunteer in children's activities as Solomon. We have developed security measures to help protect your personal information from unauthorized access, destruction, loss or alteration.

I hereby acknowledge receipt of the foregoing Privacy Policy. Further, I hereby release Solomon Lutheran Church and School, its employees, officers, agents, and/or its or their heirs, successors, and assigns from any and all liability for damages of whatever kind, known or unknown, anticipated or unanticipated, which may at any time result to me, my heirs, my family or associates as a result of the collection, maintenance, use and possible misuse of my personal information.

Date: _____

NAME _____

SOLOMON LUTHERAN CHURCH AND SCHOOL

**305 Main Street
Woodville, OH 43469
(419) 849-3998**

NOTICE

(O.R.C. 109.575)

We are grateful that you are willing to serve as a volunteer in the children's ministry of Solomon Lutheran School. It is our desire to make Solomon's activities the BEST time of every child's week by teaching them about the incredible love of God, and by providing programs and activities that help them grow both personally and spiritually.

It is with the help of volunteers that we provide a safe environment where the children can enjoy great learning and loving relationships through their church and school activities.

In order to protect the children we serve, and in response to certain legal requirements, we have developed a screening process for our volunteers. As part of this screening process and as required by Ohio Revised Code Section 109.575, please be advised that **YOU MAY BE REQUIRED TO BE FINGER PRINTED AND A CRIMINAL RECORDS CHECK MAY BE PERFORMED.** This would be at your cost, unless specified otherwise. The creation of a secure, safe environment for our children is of utmost importance and is one of our key values at Solomon.

Please acknowledge receipt of the Notice by signing and dating the extra copy of this Notice.

Again, thank you for your willingness to serve as a volunteer in our children's ministry.

RECEIPT

I hereby acknowledge receipt of the foregoing Notice from Solomon Lutheran Church and School.

Date: _____
NAME _____

Solomon Volunteer Application

Name: _____ Date: _____

Address: _____

Daytime Phone: _____ Evening Phone: _____

Are you a member of Solomon Lutheran Church? _____ If so, how long? _____

Occupation: _____

Employer: _____

Current Job Responsibilities and Schedule: _____

Previous Work Experience:

Previous Volunteer Experience: _____

Special Interests, Hobbies and Skills: _____

Do you have a valid driver's license? _____

Do you have liability insurance? (list policy limits and name of carrier)

Why would you like to volunteer as a worker with children and/or youth?

What qualities do you have that would help you work with children and/or youth?

Have you ever been charged, convicted of, or pled guilty to a crime, either a misdemeanor or a felony (including but not limited to drug-related charges, child abuse, other crimes of violence, theft, or motor vehicle violations)? _____ NO _____ YES

If yes, please fully explain:

List all previous work involving youth (list each church's name and address, type of work performed, and dates)

List all previous non-church work involving youth (list each organization's name and address, type of work performed, and dates)

Please List All States In Which You Have Lived:

States Dates Reason for Move
