



Denbigh Baptist Christian School

# Volunteer Agreement

Please read and sign below.  
Return to School Office.

Denbigh Baptist Christian School appreciates the valuable contribution made to the school by parents and community members who volunteer their time and talents. Prior to volunteering, a volunteer must read and sign this Volunteer Agreement.

## **Signing In and Out**

Please sign in and out of the building when volunteering. There is a volunteer sign-in book in the school office. Sign-in is required for the safety and security of students, staff, parents and the community.

## **Supervision**

Volunteers shall operate under the direction of a DBCS staff member and shall be within sight or sound of a licensed staff member while working with students. Any person authorized by the administration of DBCS to volunteer in a position having direct unsupervised contact with students, (i.e. volunteer coaches), will be required to undergo a background check.

## **Christian Perspective**

Volunteers must maintain a Christian perspective when volunteering. Volunteers must profess their faith in Christ and demonstrate this by the Christ centered ways they relate to students.

## **Safety/Emergency Procedures**

Volunteers should intervene if the safety of a child is in question; however, volunteers should not discipline students. Volunteers should follow teacher and staff instruction during fire drills and any emergency situation such as a lockdown.

## **Confidentiality**

Volunteers must protect the teachers' and students' rights to privacy. Volunteers may not disclose school information or personal matters. Student problems or concerns should only be discussed with the teacher or staff member with whom the volunteer works or with the administration.

## **Professionalism**

Although the job is voluntary, the commitment is professional. Besides being responsible for maintaining an attitude of mutual respect and confidence, you should also become familiar with school and classroom policies and procedures. Volunteers working with the teaching or child development staff are required to be flexible and willing to follow directions. As a courtesy to others, please turn cell phones to the silent mode while in the school building. Volunteers are asked to dress in a manner appropriate to the setting in which they are working.

## **Dependability & Punctuality**

Students, teachers and staff members rely on the services performed by volunteers. We ask that you contact the school office, if you are unable to volunteer on your scheduled day.

**Disclosure**

Volunteers must disclose whether they have been convicted of any crime other than a traffic violation. The administration will decide whether or not the individual may volunteer in the school.

**Child Abuse Laws and Reporting**

All employees of DBCS have an obligation and legal responsibility to report professional misconduct by instructional personnel and school administrators, which affects the health, safety, or welfare of a student. Suspected cases of professional misconduct should be reported to the administration.

I have read, understand, and agree to abide by all the policies and procedures set forth in the Volunteer Agreement of Denbigh Baptist Christian School.

Volunteer Name \_\_\_\_\_ Date \_\_\_\_\_

Volunteer Signature \_\_\_\_\_