

NATIVITY SCHOOL SAFETY & SECURITY PROTOCOL

As of 9/1/06

WHO IS A NATIVITY APPROVED VOLUNTEER?

A volunteer over the age of 21 who has been Diocesan Background Checked and Safe Environment Trained that volunteers with children, vulnerable adults, or wishes to drive on behalf of Nativity Church or School. They will be identified by their unique Nativity Approved Volunteer Badge.

NATIVITY APPROVED VOLUNTEERS (NAVS) are the only volunteers that will be allowed on campus without a staff escort during the school day. NAVS will never be placed in a situation where they supervise children as the school faculty is entrusted with that responsibility.

WHAT IF I AM UNDER 21 YEARS OF AGE?

Please remember that volunteers under the age of 21 are encouraged to volunteer, support, and assist NAVS.

WHAT HAPPENS IF I NEED TO COME ON CAMPUS?

- ALL visitors MUST check in at one of three (3) locations: School Office, Stewardship and Advancement Office, or Faith Formation Office. You may not go to the nurse's office, lunchroom, media center, playground, etc. without checking in at one of these locations.
- ALL visitors MUST scan their driver's license at one of the three locations in order to receive a VISITOR STICKER. You must wear the visitor sticker at all times.
- If you ARE a Nativity Approved Volunteer you simply wear both the Visitor Sticker and your Volunteer Badge at all times and you're good to go!
- If you are NOT a Nativity Approved Volunteer please know you will be politely asked to remain at one of the three check-in locations. We must supervise every visitor in order to ensure our children's safety.
- If you do not have a Visitor Sticker and/or a Volunteer Badge, do not be surprised or alarmed when a staff member politely escorts you back to a check-in location.

I WANT TO VOLUNTEER AS MUCH AS HUMANLY POSSIBLE! CAN YOU PLEASE TELL ME HOW I BECOME A NATIVITY APPROVED VOLUNTEER?

Certainly! It's very easy! The 2 requirements to obtain your Volunteer Badge are:

1. BACKGROUND CHECK (BKGD) - Once every 5 years you must complete both pages of the Diocesan Volunteer Application found at:

http://www.nativitycatholicsschool.org/Church/Volunteer_Application_Form.pdf

**We do need your social security number and driver's license to complete the background check. Please be assured your information is kept strictly confidential between Nativity and the Diocesan Safe Environment Office. **

2. SAFE ENVIRONMENT (SET) – Once every 3 years you must attend a Diocesan Safe Environment Training Class. PLEASE RSVP! Session dates and locations, along with RSVP contact info can be found at:

http://www.nativitycatholicsschool.org/Church/Training_Sessions_in_the_Diocese_7-24-2006.pdf

WHEN & WHERE DO I RECEIVE MY VOLUNTEER BADGE?

You may pick up your Volunteer Badge at the School Office check-in location within a few weeks of you completing both requirements. It will contain your name, a “valid through” date and a small notation on the bottom left that says either SET or BKGD, which signifies what requirement you will need to fulfill again before your badge expires.

DO I NEED TO WEAR THE VISITOR STICKER AND VOLUNTEER BADGE EVERY TIME I COME ON CAMPUS?

Yes, you must wear both at all times and every time you come on campus. In fairness to our 100+ person staff it is the only way we can identify you as a Nativity Approved Volunteer.

HOW DO I KNOW IF I AM CLEARED TO DRIVE?

The school office and church office will have a list of volunteers who are approved to drive. If you have a question or are unsure as to your driving status, please call the School Office 689-3395.

WHAT IF I NEED TO VOLUNTEER RIGHT AWAY, LIKE TOMORROW?

While we will diligently update our reports and information please remember that Background Checks sometimes take weeks to process and the next Safe Environment Training Class may be a few weeks away. Please do not wait until the day before to fulfill these 2 easy requirements!

If your badge is not yet available, or if you have questions about your driving status please call the School Office far enough ahead of time to the date you plan on volunteering.

DO I EVER GET TO JUST VISIT?

No. That is because we are trying to do everything possible to keep our campus safe and secure. We need to know who is on our campus and where they are at all times. While there may be special events that are constantly under faculty or staff supervision, it is best to have your Volunteer Badge with you at all times.

MAY I HAVE LUNCH WITH MY CHILD IN THE LUNCHROOM?

No. We do encourage you to become a Nativity Approved Volunteer and obtain your Volunteer Badge and volunteer in our lunchroom during the year. We always need lunchroom volunteers. However, the lunchroom is not a time for family and friends to socialize with their children. It is a time for our students to socialize with their classmates and to reenergize for the rest of their action packed day at Nativity.