

# **NATIVITY SCHOOL SAFETY & SECURITY PROTOCOL**

## **WHO IS A NATIVITY APPROVED VOLUNTEER?**

A volunteer over the age of 21 who has been Diocesan Level II Background Checked and Safe Environment Trained that volunteers with children and/or vulnerable adults. 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! To obtain your Volunteer Badge, the following is required:

1. **DIOCESAN VOLUNTEER APPLICATION FORM** – Please complete both sides of the Diocesan form. The form may be downloaded by clicking on [http://www.nativitycatholicsschool.org/Church/Volunteer\\_Application\\_Form.pdf](http://www.nativitycatholicsschool.org/Church/Volunteer_Application_Form.pdf).  
\*\*We do need your social security number and driver's license. Please be assured your information is kept strictly confidential between Nativity and the Diocesan Safe Environment Office.\*\*
2. **SAFE ENVIRONMENT (SET)** – Attend a Diocesan Safe Environment Training Class. Session dates and locations, along with RSVP contact info can be found by clicking on the Safe Environment tab on the Nativity Catholic School website, or by visiting <http://cal.catholicweb.com:8086/dosp/safeenvironment>. PLEASE RSVP!
3. **LEVEL II BACKGROUND CHECK (LEVEL II BKGD)** – Please register at [https://www.priderockholdings.com/SafeSupport/instructions.php?comp\\_id=132](https://www.priderockholdings.com/SafeSupport/instructions.php?comp_id=132) and follow the instructions provided. This site will also allow you to make your appointment to be electronic fingerprinted. The cost of the fingerprinting is \$50.00. Please remit payment to Nativity Catholic School and submit along with your Volunteer Application form to the school office.

**PLEASE NOTE:** If you have previously taken a Safe Environment Training Course in the past but it's been five years, it's time to renew. You may renew online by going to <http://www.shieldthevulnerable.org/> and following the instructions provided. Once you have completed the online course, make sure you print the two certificates of completion. One is a certificate for "Child Abuse" and the other is "Detecting Predators." Please submit both certificates to the school so that your information may be updated and a new volunteer badge can be issued to you.

If you have any questions regarding any of the above Safe Environment Training requirements, please contact Kathy Damico via email at [finadminast@nativitycatholicchurch.org](mailto:finadminast@nativitycatholicchurch.org) or by calling (813) 681-4608 ext. 2226.

### **WHEN & WHERE DO I RECEIVE MY VOLUNTEER BADGE?**

Your Volunteer Badge will be sent home with your eldest child after you have completed all requirements, and we have received the Level II background clearance from the Diocese of St. Petersburg. Your Volunteer Badge will contain your name, and "EXP DATES", 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.

### **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, 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.

**Revised 9/20/10**