

Valor Christian School International Student Protection Policy

All policies concerning teacher-student interaction will be clearly communicated to parents and students as well as teachers.

- Sex abuse prevention training is mandatory for the VCSI staff.
- All staff members (including substitutes) and volunteers who have direct and regular contact with students will have criminal background checks, reference checks, and Head of School interviews as part of the hiring process prior to beginning work.
- Notes will be taken and kept as part of the personnel file concerning reference checks over the phone or in person.
- To avoid even the appearance of inappropriateness, all interaction between students and staff members/volunteers should take place in areas that are both observable and interruptible.
- Staff members/volunteers are never to be with individual students in private or secluded areas (e.g. cars, offices, behind closed doors, in classrooms after or before school, secluded areas of the campus, etc).
- Staff members/volunteers should always include a parent when using phone calls, texting, social media, emails, or similar technology to have one-on-one private communication with students.
- If a staff member/volunteer needs to contact a student (e.g. illness, injury, missing work, etc.) all communication must go include the parent.
- Staff members/volunteers should not be transporting students except with Head of School approval for school related events.
- Staff members/volunteers with their own students enrolled in the school need to exercise extreme caution in regards to other current/former students being in their home.
- Staff members/volunteers should be cautious using current/former students as babysitters or for other work at/in their home.
- If a VCSI student, other than your own, is in your home, staff members or their spouses should never be alone with that visiting student and always should be in an observable and interruptible place.
- Staff members/volunteers who are tutoring an individual student should do this in a highly visible area.
- Staff members/volunteers who have regular ongoing meetings with a student (for something such as tutoring or counseling) should notify both the Head of School and parents with schedule and location stated in advance.
- Staff members/volunteers should be very cautious concerning counseling students about sensitive issues. The question should be asked: Is that staff member the best person to be counseling that student.
- The Head of School should be aware of any counseling that is going on, as well as the parent if appropriate. Written documentation of the conversation with the topic, date, time, location needs to be available.

- Staff members/volunteers should never agree to or suggest that secrets be kept from school officials or parents.
- Coaching sessions should always have at least two players or two coaches present and never be one-on-one.
- All of these same concerns for adults and children should be taken into account when allowing older students to be alone with younger students.
- Any exceptions to any of these policies must have prior approval in writing from the Head of School.
- Staff members/volunteers are required to inform the Head of School and board chairman of any violations of the above policies and regulations that they observe.
- Any violations of the above policies and regulations should be reported by students and parents to the Head of School and the board chairman.
- Staff members/volunteers who violate any of these regulations will at least be officially reprimanded in writing. This will take place in a meeting involving the Head of School and/or board chairman. The first offense may lead to immediate termination and notification of authorities depending on the circumstances.
- Subsequent violations will result in termination and authorities being notified that an employee intentionally violated policies set up to protect students.
- Staff members/volunteers who are involved in or accused of child sexual abuse will immediately be removed from any contact with our students and the situation will be quickly and thoroughly investigated by the school administration and school board.
- Per state law and school policy, any evidence or accusations of child sexual abuse will be immediately reported to appropriate authorities.
- The reason for termination in the personnel file will state that the employee was terminated for violation of our student protection policy. The specific rules that were violated will be indicated. It will be shared that despite the policy being clearly communicated and a warning issued, the employee continued to engage in acts that violated our policy.

I have read and will adhere to the above Student Protection Policy.

Name: _____

Signature: _____ **Date:** _____