

VOLUNTEER RISK MANAGEMENT POLICY

Introduction:

St. Croix Catholic School is committed to providing the highest quality school to the community at large. The school is blessed by literally hundreds of volunteers who help carry out our goals. There is a profound recognition of the importance of trust between those enrolled and their parents and the people who provide it. This trust is founded on the mandate of the gospels, the teaching of the church, and the reverence for the God given dignity of each person. To ensure that this trust is not diminished or lost, the school offers the following policies to protect the people served by our school and the volunteers who share their time and talent with the school.

Definitions:

- Volunteers are defined as anyone who either offers their services to the school and children but receive no material goods, services, and/or money.
- The school is defined as any services completed on school grounds, or off of school grounds, representing St. Croix Catholic School.
- Children will be defined as people from infant to 16 years of age.
- Misconduct is any activity that occurs that is illegal under federal, state, or local laws. Misconduct is also defined as unethical conduct or lack of judgment that somehow places participants in danger or duress as determined by the staff person in charge of the event.

Scope of the Policy:

This policy covers all volunteer services for St. Croix Catholic School and pertains to all areas of the school as defined above.

The expected implementation of these policies will depend on the area of service and all areas should be ready to comply by August 31, 2005. Policy will be reviewed yearly.

Policy:

1. The school will provide a safe and nurturing environment where children can receive an education and participate in any programs.
2. For those school activities that do not occur on school property the school will assure safe transportation of all participants.
3. All information on any person provided to the volunteers by the school is to be considered confidential. When relevant, this information can be shared with other volunteers involved in the same service.
4. All school volunteers will receive a copy of these policies, the position description (where applicable), risk management guidelines specific to the area of service, the procedure for disputing allegations of misconduct, and a copy of the St. Croix Catholic's Harassment and Sexual Misconduct Policy, and other applicable policies.
5. Use of alcohol and/or illegal drugs by volunteers during the performance of service is not allowed.
6. All reports of misconduct will be taken seriously by volunteers and are to be reported immediately to school staff.

DISPUTE RESOLUTION FORM

Name of Applicant: _____

Volunteer Position: _____

Date: _____

Consideration of the Dispute Resolution at each stage will be based on the facts and background included in this report. Clear, factual and complete information is therefore essential. Include all relevant information in your possession. Include if possible: outline of complaint, facts involved, any previous actions taken to remedy the concern, and the outcome of those actions and the resolution hoped for.

I, the undersigned, claim that:

Therefore I request that:

Signature of applicant: _____

FOR OFFICE USE ONLY

- | | |
|--|-------------|
| <input type="checkbox"/> Other party notified | Date: _____ |
| <input type="checkbox"/> Committee struck | Date: _____ |
| <input type="checkbox"/> Meeting Date | Date: _____ |
| <input type="checkbox"/> Withdrawal by: <input type="checkbox"/> Applicant | Date: _____ |
| <input type="checkbox"/> School | |

Anti-Bullying Policy

Bullying is when someone with more power unfairly hurts someone with less power over and over again.

Examples of bullying include, but are not limited to:

- Hurting someone physically by hitting, tripping, pushing, and so on.
- Stealing or damaging another person's things.
- Ganging up on someone.
- Teasing someone in a hurtful way.
- Using put-downs, such as insulting of someone's race or making fun of someone for being a boy or girl.
- Touching or showing private body parts. (Also see Harassment and Sexual Misconduct Policy)
- Spreading rumors about someone.
- Leaving someone out on purpose to trying to get other kids not to play with someone.

Staff and Volunteers will do the following things to prevent bullying and help children feel safe at school:

- Closely supervise students in all areas. Especially during "unstructured time" for example the school playground, lunch or break time.
- Watch for signs of bullying and stop it when it happens.
- Teach and model DWP.
- Look into all reported bullying incidents.
- Assign consequences for bullying based on the school discipline code.
- Provide immediate consequences for retaliation against students who report bullying.

Students at our school will do the following things to prevent bullying:

- Treat each other respectfully.
- Refuse to bully others.
- Refuse to let others be bullied.
- Refuse to watch, laugh, or join in when someone is being bullied.
- Try to include everyone in play, especially those who are often left out.
- Report bullying to an adult.

HARASSMENT AND SEXUAL MISCONDUCT POLICY

Policy:

It is the policy of St. Croix Catholic School to provide a volunteering and participation environment in which each member should be able to realize his or her full potential. Harassment and Sexual Misconduct, in any form or degree, is destructive of such favorable volunteer and participation environment and will not be tolerated.

This policy applies to all volunteers, staff, guests, and others who act on behalf of St. Croix Catholic School. It applies whenever and wherever a school program takes place. Anyone who violates this policy is subject to disciplinary action, which may include separation from the volunteer services at St. Croix Catholic School.

Definition:

Harassment is unwelcome verbal or physical conduct which has the purpose or effect of unreasonably interfering with an individual's performance, or which creates an intimidating, hostile, or offensive working, learning or participation environment. The basis for harassment may be any protected class, including age, creed, color, disability, national origin, race, marital status, status with regard to public assistance, religion, gender and sexual orientation.

Sexual Harassment consists of unwelcome sexual advancements, requests for sexual favors, sexual motivated physical contact or other verbal or physical conduct or communication of a sexual nature which substantially interferes with an individual's education, or participation, or creates a hostile, intimidating, or offensive environment. It also includes situations where submission to such behavior affects decisions about the individual's education or participation. Sexual harassment may be directed to a member of the same or opposite sex.

Sexual Harassment includes, but is not limited to:

- teasing or joking of a sexual nature, sexual name calling, making references to past or present sexual activity, spreading sexual rumors, or making derogatory or dehumanizing sexual remarks;
- subtle pressure for sexual activity;
- intentional brushing against a person's body;
- display of offensive pictures, posters, or other graphics;
- leering, inappropriate patting or pinching, and other forms of unwelcome touching;
- otherwise creating a hostile, intimidating, or offensive environment.

Sexual Misconduct includes any of the following unwelcome behaviors:

- A. **Sexual Abuse** is the subjection of a child or vulnerable adult, by any person responsible for their care, to any sexual act, which is a violation of the Minnesota Criminal Sexual Code of Conduct.
- B. **Sexual Exploitation** is any kind of sexual contact between a volunteer and a child regardless of whether it was initiated by the volunteer or the child.

Procedure for Reporting Harassment:

Any member of the St. Croix Catholic School community who experiences or witnesses sexual or protected class harassment is encouraged to deal with the situation immediately by politely but firmly advising those involved that the behavior is inappropriate and should stop. However, if the individual does not wish to deal with the problem directly or if a request to stop is not respected, he or she should report the incident to an appropriate official (the administration, or in the case of a complaint against the administration, the Canonical Administrator).

The administration will assume responsibility for investigation of all complaints, whether formal or informal, verbal or written, of sexual or protected class harassment. Based on the investigation, appropriate action, including but not limited to counseling, disciplinary warnings, or other disciplinary actions will be taken. An investigative report documenting interviews, conclusions and recommendations will be completed.

The complainant, the alleged harasser and their parents (if either is a minor) will be advised of the outcome of the investigation verbally and in writing. In cases involving minors, a report to the Child Protection Agency or to the police will be filed if required by law.

The alleged harasser will be warned, in writing, that retaliation or intimidation directed towards anyone who makes a complaint or assists in the investigatory process will not be tolerated. The complainant should be invited to report recurrences or retaliation, and the situation monitored as the administration deems appropriate.

Procedure for Reporting Sexual Misconduct:

Any member of the St. Croix Catholic School community who experiences or witnesses sexual misconduct is encouraged to deal with the situation immediately. He or she should report the incident to an appropriate official (the administration, or in the case of a complaint against the administration, the Canonical Administrator).

The administration will make a determination if the misconduct is an illegal act. In the case of illegality, the police or appropriate authorities will be contacted. An investigative report documenting interviews, conclusions and recommendations will be completed. During the investigation the alleged perpetrator will be suspended from all volunteer activity in the school. He or she will receive notification of the suspension in writing. The school may provide counseling to the complainant and alleged perpetrator where this is legally appropriate.

The complainant, the alleged perpetrator and their parents (if either is a minor) will be advised of the outcome of the investigation verbally and in writing. When the investigation is complete a determination will be made to reinstate the alleged perpetrator to volunteer service.

A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. For more information, including information about additional rights, go to www.ftc.gov/credit or write to: Consumer Response Center, Room 130-A, Federal Trade Commission, 600 Pennsylvania Ave. N.W., Washington, D.C. 20580.

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment - or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer-reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
 - A person has taken adverse action against you because of information in your credit report;
 - You are the victim of identity theft and place a fraud alert in your file;
 - Your file contains inaccurate information as a result of fraud;
 - You are on public assistance;
 - You are unemployed but expect to apply for employment within 60 days.

In addition, by September of 2005 all consumers will be entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.ftc.gov/credit for additional information.

- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer-reporting agency, the agency must investigate unless your dispute is frivolous. See www.ftc.gov/credit for an explanation of dispute procedures.