

High Point Christian Academy

Volunteer Policy

2025-2026

OFFICE USE ONLY:

Paid Cash: _____

Paid Check: _____

- **Purpose:** This policy sets the expectation for a volunteer as a role model for students. A volunteer is a person who serves in a position of trust, leadership and has regular contact with students and parents (e.g. classroom helpers, chaperones, library workers, etc.)
- **Background:** Recognizing the importance of volunteers to our school and in order to ensure the safety and security of our students, the school will review volunteers.
- **Policy:** The volunteer will manifest by daily example the highest Christian virtue. Therefore, the volunteer is expected to be a role model in judgment, dignity, respect and Christian living.
- **Background Check:** required for all volunteers who accompany students on off-campus field trips. The cost is \$15.00 and is to be paid for by the volunteer. A signed release will be required prior to HPCA conducting a background check. **Background checks are valid for 3 years; however, the Volunteer Information Form must be completed annually.**
- *All volunteers must complete the Volunteer Information Form at the beginning of each school year.*

	Visitors	Procedure
	• Family members/former students/ministers who are visiting with students during lunch, chapel, etc.	Check in at the Front Desk and receive a visitor's tag.

	Volunteer Capacity	Required Items
Level One	• Assisting teachers in clerical situations. • Assisting teachers with class parties. • Assisting students in the classroom with teacher supervision. • These volunteers are never to be alone with a student.	1. Volunteer Information Form 2. Copy of Child Abuse and Reporting Policy (page 3)
Level Two	• Chaperoning/supervising students on off-campus field trips.	1. Volunteer Information Form 2. Background Check 3. Copy of Child Abuse and Reporting Policy (page 3)
Level Three	• Transporting students by school bus or personal vehicle.	1. Volunteer Information Form 2. Background Check 3. Volunteer Driver Application is required if using personal vehicles to transport students. 4. Copy of Child Abuse and Reporting Policy (page 3)

Volunteer Information

Name: _____

First

Middle

Last

Address: _____

Street

City

Zip

Phone: _____ Email: _____

Name(s) of Student(s) attending HPCA:_____
Student Name_____
Grade_____
Student Name_____
Grade_____
Student Name_____
Grade_____
Student Name_____
Grade**Relationship to students listed above:** _____

(Only parents and grandparents are allowed to be chaperones. Exceptions must be approved by administration.)

Church attending: _____

Are you currently a member of this church? Yes ____ No ____ In membership process ____

What ways are you involved in your church? _____

Have you been charged with a criminal offense? Yes ____ No ____

If yes, please explain: _____

Have you ever been charged of child abuse or sexual abuse or been involved in any activities related to molesting or abusing children/youth? Yes ____ No ____

If yes, please explain: _____

I certify that all the information provided on this form is true and complete. I understand that any false information or omission may disqualify me from further consideration and may result in my removal if discovered at a later date. I have read and agree to abide by the High Point Christian Academy Volunteer Policy and Child Abuse and Reporting Policy (see attached.)

Signature: _____ **Date:** _____

Volunteer Background Check

(To be completed by Level 2 and 3 volunteers)**Allow 4-5 business days for processing (make checks payable to HPCA for \$15)**

Last Name	Legal First Name	Middle Name	
Current Address	City, State, Zip	County	How Long?
Social Security #	Date of Birth (mo/day/yr)	Male/Female	

I, _____, hereby authorize High Point Christian Academy and/or its agents to make an independent investigation of my background, criminal or police records, including those maintained by both public and private organizations and all public records for the purpose of confirming the information contained on my volunteer form and/or obtaining other information which may be material to my qualifications for volunteering now and, if applicable, during the tenure of volunteering for HPCA.

I release HPCA and/or its agents and any person or entity, which provides information pursuant to this authorization, from any and all liabilities, claims and lawsuits in regards to the information obtained from any and all above referenced sources used.

Signature of Volunteer (for Background Check only)_____
Date

Child Abuse and Reporting Policy

The state of North Carolina requires citizens to report allegations of suspected child abuse to the Department of Social Services (DSS) when there is cause to suspect that physical or emotional abuse, sexual abuse or exploitation, inadequate supervision, or other forms of abuse have occurred at home, at the academy, or at school-sponsored events. This abuse could be from a parent, guardian, student, employee, etc. If a volunteer suspects that child abuse is occurring, the volunteer must report the suspected abuse to a teacher, principal, or the Head of School. An investigation will be conducted and a report filed with DSS if deemed necessary. If the academy decides not to file a report with DSS and the person who reported it does not agree with that decision, that person is required by law to file his/her own report with DSS. (See guidelines below about recognizing child abuse.)

From NC Department of Health and Human Services Website: Reporting Suspected Abuse and Neglect

While most of us want nothing but the best for our children, child abuse and neglect are too common. While the words “abuse” and “neglect” are often used interchangeably, each type of maltreatment is distinct. Abuse is the intentional maltreatment of a child and can be physical, sexual or emotional in nature. Neglect, on the other hand, is the failure to give children the necessary care they need. The emotional scars of both types of maltreatment are often deep and no child deserves to be maltreated.

If you suspect that a child is being abused or neglected, or if you think a child may have died from being mistreated, you must report what you know to the county Department of Social Services. This is the law. Do not be afraid to report. As long as you are acting in good faith, you cannot be held liable by law.

Recognizing Child Abuse

The following signs may signal the presence of child abuse or neglect. It is important to note that any one of these things could mean anything or nothing. There are many reasons a child may not want to go home on a particular day or may be overly compliant when they are trying to please a favorite teacher. However, when you have a cluster of two or more of these, this should raise a red flag to at least talk to the child and or parent, or at most call your local Child Protective Services agency. It is also important to remember that issues related solely to poverty are not considered child maltreatment issues.

The Child:

- Shows sudden changes in behavior or school performance
- Displays overt sexualized behavior or exhibits sexual knowledge that is inconsistent with their age
- Has not received medical attention for a physical injury that has been brought to the parents' attention
- Has learning problems that cannot be attributed to specific physical or psychological causes
- Is always watchful, as though preparing for something bad to happen
- Is overly compliant, an overachiever or too responsible
- Comes to school early, stays late and does not want to go home
- Has unexplained burns, bites, bruises, broken bones or black eyes
- Has bruises or marks in non-prominent, “fleshy” areas of the body (for example, inside of biceps or behind the knees)
- Has fading bruises or other marks noticeable after an absence from school
- Seems frightened of the parents and protests or cries when it is time to go home from school
- Shrinks at the approach of adults
- Reports injury by a parent or another adult caregiver

The Parent or Other Adult Caregiver:

- Shows little concern for the child, rarely responding to the school's requests for information, conferences or home visits
- Denies the existence of or blames the child for problems in school or at home
- Asks the classroom teacher to use harsh physical discipline if the child misbehaves
- Sees the child as entirely bad, worthless or burdensome
- Demands perfection, or a level of physical or academic performance the child cannot achieve
- Offers conflicting, unconvincing or no explanation for the child's injury
- Describes the child as “evil” or in some other very negative way
- Is abusing alcohol, prescription drugs or illegal drugs, and that abuse is having an adverse impact on the child
- Uses harsh physical discipline with the child
- Has a history of abuse as a child