

# **LANAKILA BAPTIST CHURCH & SCHOOLS**

## **Rules, Standards & Expectations of Conduct for Employees/Volunteers**

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What follows are non-exhaustive, generalized statements of conduct/behavior expected of all employees or volunteers who serve in any capacity of ministry or activity supervision/oversight.

- 1) **VISABILITY**: Adults must be alert to their surroundings. Strive to keep all activities highly visible and public. Never should an adult be alone with any child in any location that is not clearly open to public view.
- 2) **TWO-ADULTS**: All activities, insomuch as is practicable, should have at least two adults present. When this is not possible, Rule 1) above **MUST** be enforced and followed with absolute care.
- 3) **PROFESSIONAL DISTANCE**: A professional distance must be maintained between the employee/volunteer and the child participant. Never become “casual” in matters of physical contact! Hugging, kissing, patting, slapping, sitting in the lap or other such gestures, no matter how innocently performed, could be easily misinterpreted or understood.
- 4) **NO OVER-NIGHTS**: There are very few appropriate occasions for a staff or volunteer to require students/children be away from their parents overnight. Except for certain sporting events, highly publicized “camping” activities or specialized classwork seminars, overnights are not allowed. For those events where such overnights are required, descriptive forms, which include names and number of all adult chaperones, must be completed and approved in advance.
- 5) **DECORUM OF RESPECT**: Students should never be allowed to call adult volunteers, chaperones or supervisors by their first names, unless preceded by Brother or Sister. Any other titles preferred, Mr., Mrs., Miss, etc., should be clearly articulated to students that address you.
- 6) **PEER OBSERVATION**: Lanakila does not expect its employees/volunteers to “spy” on each other. However, when any ‘authority peer’ is conducting himself or herself in a manner that violates the letter or spirit of these rules, it is expected that you will advise and counsel them against further violation. Further, if not corrected, additional counsel from administration should be sought.
- 7) **CLOSED CAMPUS**: Strangers should not be permitted to roam around on either of our campuses. During school hours such visitors should be directed immediately to the school office/administration. After school hours, adults in supervisory/oversight positions should determine whether such persons may be waiting on students or need to be asked to leave the campus.
- 8) **CONTACT NUMBERS**: Each adult tasked with child/student supervision, must be certain to have at their immediate disposal all necessary contact telephone numbers. These should include, but are not limited to: Police/Fire, Administration, Principal, Parent emergency contacts, etc.
- 9) **DECLARATION OF MORAL INTEGRITY**: In most cases, employees and volunteers will be asked to read and sign the “Declaration” mentioned here. Its purpose being to obtain your personal commitment to matters of moral and ethical conduct. This signed “Declaration” is kept securely on file in our office.