

Dear Beacon Servants,

You are receiving a screening form that is to be filled out by all who work with our children/youth here at Beacon. Please fill out this form if you desire to serve in any of the following children/youth ministries:

- Nursery – held Sunday mornings
- Promiseland – held Sunday mornings during both services
- Mothers of Preschoolers (MOPS) Babysitting – 1st and 3rd Thursdays of the month
- Youth Groups – covering grades 7 through 12
- Youth Mission Trips
- Overnight Retreats
- Upward Basketball
- Day Camp

Our Child Protection Committee has been in operation since 1995 with the purpose of overseeing ministries to our children and our youth, making sure that all who work with them are properly screened. Additionally, this screening process and the accompanying background check and are required by our liability insurance carrier as is the attached abuse & misconduct policy. Our goal is to honor the Lord and do our part in protecting the children and young people under our care. We are thankful for your willingness to help, and wish we still lived at a time when this type of screening was not necessary. However, times change and we must adapt accordingly, responsibly and in a manner that pleases our Lord. Everyone who presently works with any of our youth ministries has already gone through this screening process. The completed forms are in a secure filing cabinet in the church office.

Attached are four items for your review: the Screening form, the Child Protection Policy, the Abuse & Misconduct Policy and the information on Bullying. Please fill out the Screening form, read the Child Protection Policy and Bullying information then read and sign the acknowledgment of receipt of the Abuse & Misconduct Policy and Bullying Prevention Policy. Return **three** signed forms (the screening form, the acknowledgment of receipt of abuse & misconduct policy and bullying prevention policy) to the church office. These are re-processed every three years as you continue to serve.

Thank you for your willingness to serve.

In Christ,

Pastor Pete

For the Child Protection Committee

Rev 5-30-19

CONFIDENTIAL SCREENING FORM FOR CHILDREN/YOUTH WORK
Beacon Evangelical Free Church
420 South 6th Ave, Galloway, NJ 08205

This application is to be completed by all persons for any activity or position, either volunteer or compensated, involving the supervision and/or custody of minors. This form is being used to help the church provide a safe and secure environment for minors who participate in our programs and use our facilities. *This is not an employment application form.*

PERSONAL INFORMATION

Name: _____
(Last) (Maiden) (First) (MI)

Address: _____
(Street) (City) (State) (zip)

Previous Address: (if less than 5 years at current address)

(Street) (City) (State) (zip)

Phone: _____ Email: _____

Briefly share how and when you became a Christian, and on what do you base your salvation?

Please indicate what type of youth or children's work you prefer.

Please indicate the date you would like to begin.

Please provide your Social Security number: _____

Please provide your date of birth: _____

Have you ever been charged and/or convicted of any crime?
No _____
Yes _____
If yes, please explain, attaching a separate page, if necessary.

Are you presently taking any prescription medication on a regular basis which could affect your mood and/or judgment?

No _____

Yes _____ What are the medications and what do they treat? _____

Do you have any medical conditions that we should be aware of? (i.e. diabetes, seizure disorder, etc.)

No _____

Yes _____ Please list condition(s): _____

CHURCH HISTORY AND PRIOR YOUTH WORK

Are you a member of Beacon?

No _____

Yes _____

List other churches you have attended regularly during the past five years, including the name and address of each.

List all previous church work involving children and/or youth ministry or activities, including the name and address of each church, if different than above. (Attach a separate page if necessary.)

List all previous non-church work involving children and/or youth, including the type of work performed, dates performed, and the name and address of each organization involved with. (Attach a separate page if necessary.)

Provide the name, address and telephone number of two personal references who are not present/former employers or relatives.

APPLICANT'S STATEMENT

The information contained in this application is correct to the best of my knowledge. I understand and agree that the information provided in this form will be used to conduct a criminal records check into my background. I authorize the references, organizations and/or churches listed in the application to give any information (including personal opinions) that they may have regarding my character and fitness for children or youth work. In consideration of the receipt and evaluation of this application by Beacon Evangelical Free Church, I hereby release any individual, church, youth organization, charity, employer, reference, or any other person or organization, including records custodians, both collectively and individually, from any and all liability for damages of whatever kind or nature which may at any time result to me, my heirs, or family, on account of compliance or any attempts to comply, with this application. I waive any right that I may have to inspect any information provided about me by any person or organization identified by me in this application.

Should my application be accepted, I agree to be bound by the By-Laws and policies of Beacon Evangelical Free Church, and to refrain from unscriptural conduct in the performance of my duties on behalf of the church. This form will be re-processed every five years as long as you continue to serve.

I further state that I have carefully read the foregoing release and know the contents thereof, and I sign this release as my own free act. This is a legally binding agreement which I have read and understood.

(Applicant's signature)

(Date)

(Signature of witness)

(Date)

Child Protection Policy – (modification 11-12-18)

It's our desire to honor God by putting in place a safeguard for the youngest in our church family. One of the unfortunate realities we live with is that there are predatory individuals who may target churches as a way to take advantage of young boys or girls. In light of that danger, we institute the following policy:

Every person 18 and older who works with our children age birth to 17 years of age in a volunteer or paid position, will be asked to do the following:

1. Complete and turn in a Child Protection Form. If you presently possess a Galloway Township "KidSafe" card, NJ Criminal History Record clearance (teachers), Law Enforcement Background Check which we will copy. All workers will be reprocessed every three years.
2. Refrain from working with our children/or youth ministries until clearance is given from our church office.

The church will:

1. Review all applications.
2. Screen workers through NJ background check.
3. Make sure applications are kept on file
4. Keep an updated list of volunteers and staff who have been cleared to work with our children.
5. As much as possible, the church will keep to the 2-Adult Rule. (see below)
6. Adhere to other guidelines that are ministry specific. (see below)

Accountability

How are we accountable to carry out the Child Protection Policy? This policy applies to all ministries involving children birth to 17 years of age. Oversight for ensuring that the policy is followed falls to the staff person responsible for the particular area (i.e., Nursery, Children's Ministry, Youth Ministry). In the case of a volunteer ministry, a staff member will be assigned to make sure the policies are followed.

Two Adult Rule

- Every effort will be made to have two adults present at all of Children/Youth activities and classes for children. Whenever possible, a person new to the church will be paired with a longer-term member of the church.
- If absolutely necessary, a teacher may work alone if there is visual access to the room (open door, or room with a window in the door). However, nursery care-givers must work in pairs.
- Exceptions may be made to this rule when teenagers are baby-sitting groups of children in the church building during adult classes, Potluck dinners etc., and when a

teenager is paired with an adult for supervision of pre-school children on Sunday mornings. However, at least 2 baby-sitters must be present.

Nursery

- Only female child care workers will toilet or change the diapers of an infant or toddler.
- A married couple will not be allowed to be the only child care workers in a room.
- Only parent/guardian of a child (Funland/Promiseland) who has possession of the Child's Check In label will be able to retrieve the child from a class in the nursery.

All Ministries

- There will be windows in all youth/class rooms that will allow people to view the classroom.
- The ratio of children to adults/teenage workers should not exceed 12 to 1.
- No ministry leader can ride in a car alone with a youth/child +without prior permission from a guardian

**PHYSICAL OR MENTAL ABUSE AND
SEXUAL ABUSE AND SEXUAL MOLESTATION POLICY**

Addendum to Beacon's 'Child Protection Policy' – September 9, 2013

Beacon EFC does not permit actual or threatened acts of physical or mental abuse, sexual abuse, sexual molestation or sexual misconduct (“prohibited conduct”) to occur in the workplace or at any activity sponsored by or related to it. In order to make this “zero-tolerance” policy clear to all employees, volunteers and staff members, we have adopted mandatory procedures that employees, volunteers, family members, board members, individuals and victims must follow when they reasonably suspect, learn of or witness prohibited conduct.

Abuse or molestation means each, every, and all actual, threatened or alleged acts of physical or mental abuse, sexual abuse, sexual molestation or sexual misconduct performed by one person or by two or more persons acting together.

Reporting Procedure

All staff members who learn of, or have a reasonable suspicion of prohibited conduct must immediately report it to the **Senior Pastor**. If the victim is an adult, abuse or neglect will be reported by this designee to the local or state police and/or Adult Protective Services (APS) Agency. If a child is the victim of abuse or neglect the designee will report it to the local or state police and/or Child Abuse Agency. Appropriate family members of the victim must be notified immediately of suspected child abuse or neglect.

Investigation & Follow Up

We take allegations of prohibited conduct seriously. Once the allegation is reported we will promptly, thoroughly and impartially initiate an investigation to determine whether there is a reasonable basis to believe that the prohibited conduct has occurred and that it was committed by the target(s) of the investigation. The investigation may be undertaken by an internal team comprised of fellow employees or we may hire an independent third party. We will cooperate fully with any investigation conducted by law enforcement or regulatory agencies and we may refer the complaint and the result of our investigation to those agencies. We reserve the right to place the target(s) of the investigation on an involuntary leave of absence or reassigning that person to responsibilities that do not involve personal contact with individuals or students. To the fullest extent possible, but consistent with our legal obligation to report suspected prohibited conduct to appropriate authorities, we will endeavor to keep the identity (ies) of the target(s) and the alleged victim(s) confidential.

If the investigation substantiates the allegation, our policy provides for disciplinary penalties, including but not limited to termination of the target's relationship with our organization.

Retaliation Prohibited

We prohibit retaliation against anyone including an employee, volunteer, board member, student or individual, who in good faith reports prohibited conduct. Retaliation against a participant in the investigation is also prohibited.

Anyone who retaliated against someone who has made a good faith allegation of prohibited conduct or intentionally provides false information to that effect will be subject to discipline up to and including termination.

Please sign and return the below as receipt of this document. Maintain document for your records.

**ACKNOWLEDGMENT OF RECEIPT OF PHYSICAL OR MENTAL ABUSE
OR SEXUAL ABUSE, SEXUAL MISCONDUCT AND MOLESTATION POLICY**

I, _____, acknowledge that I have received and read the physical or mental abuse and sexual abuse, sexual misconduct and sexual molestation policy immediately preceding my signature below. I understand that I am bound to follow the policy and understand the consequences in the event that I fail to do so.

Dated: _____

Print Name of Employee/Volunteer

Signature

What Is Bullying

Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Both kids who are bullied and who bully others may have serious, lasting problems.

In order to be considered bullying, the behavior must be aggressive and include:

- **An Imbalance of Power:** Kids who bully use their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.
- **Repetition:** Bullying behaviors happen more than once or have the potential to happen more than once.

Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose.

Types of Bullying

There are three types of bullying:

- **Verbal bullying** is saying or writing mean things. Verbal bullying includes:
 - Teasing
 - Name-calling
 - Inappropriate sexual comments
 - Taunting
 - Threatening to cause harm
- **Social bullying**, sometimes referred to as relational bullying, involves hurting someone's reputation or relationships. Social bullying includes:
 - Leaving someone out on purpose
 - Telling other children not to be friends with someone
 - Spreading rumors about someone
 - Embarrassing someone in public
- **Physical bullying** involves hurting a person's body or possessions. Physical bullying includes:
 - Hitting/kicking/pinching
 - Spitting
 - Tripping/pushing
 - Taking or breaking someone's things
 - Making mean or rude hand gestures

Where and When Bullying Happens

Bullying can occur during or after programming hours. While most reported bullying happens in the building, a significant percentage also happens in in the community. It can also happen on the Internet.

Who Is at Risk

No single factor puts a child at risk of being bullied or bullying others. Bullying can happen anywhere—cities, suburbs, or rural towns. Depending on the environment, some groups—such as lesbian, gay, bisexual, transgender or questioning (LGBTQ) youth, youth with disabilities, and socially isolated youth—may be at an increased risk of being bullied.

Children at Risk of Being Bullied

Generally, children who are bullied have one or more of the following risk factors:

- Are perceived as different from their peers, such as being overweight or underweight, wearing glasses or different clothing, being new to a school, or being unable to afford what kids consider “cool”
- Are perceived as weak or unable to defend themselves
- Are depressed, anxious, or have low self esteem
- Are less popular than others and have few friends
- Do not get along well with others, seen as annoying or provoking, or antagonize others for attention

However, even if a child has these risk factors, it doesn't mean that they will be bullied.

Children More Likely to Bully Others

There are two types of kids who are more likely to bully others:

- Some are well-connected to their peers, have social power, are overly concerned about their popularity, and like to dominate or be in charge of others.
- Others are more isolated from their peers and may be depressed or anxious, have low self esteem, be less involved in school and church, be easily pressured by peers, or not identify with the emotions or feelings of others.

Children who have these factors are also more likely to bully others;

- Are aggressive or easily frustrated
- Have less parental involvement or having issues at home
- Think badly of others
- Have difficulty following rules
- View violence in a positive way

- Have friends who bully others

Remember, those who bully others do not need to be stronger or bigger than those they bully. The power imbalance can come from a number of sources—popularity, strength, cognitive ability—and children who bully may have more than one of these characteristics.

Warning Signs for Bullying

There are many warning signs that may indicate that someone is affected by bullying—either being bullied or bullying others. Recognizing the warning signs is an important first step in taking action against bullying. Not all children who are bullied or are bullying others ask for help.

It is important to talk with children who show signs of being bullied or bullying others. These warning signs can also point to other issues or problems, such as depression or substance abuse. Talking to the child can help identify the root of the problem.

Signs a Child Is Being Bullied

Look for changes in the child. However, be aware that not all children who are bullied exhibit warning signs.

Some signs that may point to a bullying problem are:

- Unexplainable injuries
- Lost or destroyed clothing, books, electronics, or jewelry
- Frequent headaches or stomach aches, feeling sick or faking illness
- Changes in eating habits, like suddenly skipping meals or binge eating.
- Difficulty sleeping or frequent nightmares
- Reports of declining grades or not wanting to go to school
- Sudden loss of friends or avoidance of social situations
- Feelings of helplessness or decreased self esteem
- Self-destructive behaviors such as running away from home, harming themselves, or talking about suicide

If you know someone in serious distress or danger, don't ignore the problem. Get help right away.

Signs a Child is Bullying Others

Kids may be bullying others if they:

- Get into physical or verbal fights
- Have friends who bully others
- Are increasingly aggressive

- Have unexplained extra money or new belongings
- Blame others for their problems
- Don't accept responsibility for their actions
- Are competitive and worry about their reputation or popularity

Why don't kids ask for help?

Statistics from the [2012 Indicators of School Crime and Safety - PDF](#) show that an adult was notified in less than half (40%) of bullying incidents. Kids don't tell adults for many reasons:

- Bullying can make a child feel helpless. Kids may want to handle it on their own to feel in control again. They may fear being seen as weak or a tattletale.
- Kids may fear backlash from the kid who bullied them.
- Bullying can be a humiliating experience. Kids may not want adults to know what is being said about them, whether true or false. They may also fear that adults will judge them or punish them for being weak.
- Kids who are bullied may already feel socially isolated. They may feel like no one cares or could understand.
- Kids may fear being rejected by their peers. Friends can help protect kids from bullying, and kids can fear losing this support.

Effects of Bullying

Bullying can affect everyone—those who are bullied, those who bully, and those who witness bullying. Bullying is linked to many negative outcomes including impacts on mental health, substance use, and suicide. It is important to talk to kids to determine whether bullying—or something else—is a concern.

Kids Who are Bullied

Kids who are bullied can experience negative physical, school, and mental health issues. Kids who are bullied are more likely to experience:

- Depression and anxiety, increased feelings of sadness and loneliness, changes in sleep and eating patterns, and loss of interest in activities they used to enjoy. These issues may persist into adulthood.
- Health complaints
- Decreased academic achievement—GPA and standardized test scores—and school participation. They are more likely to miss, skip, or drop out of school.

A very small number of bullied children might retaliate through extremely violent measures. In 12 of 15 school shooting cases in the 1990s, the shooters had a history of being bullied.

Kids Who Bully Others

Kids who bully others can also engage in violent and other risky behaviors into adulthood. Kids who bully are more likely to:

- Abuse alcohol and other drugs in adolescence and as adults
- Get into fights, vandalize property, and drop out of school
- Engage in early sexual activity
- Have criminal convictions and traffic citations as adults
- Be abusive toward their romantic partners, spouses, or children as adults

Bystanders

Kids who witness bullying are more likely to:

- Have increased use of tobacco, alcohol, or other drugs
- Have increased mental health problems, including depression and anxiety
- Miss or skip school, church, and other social activities

What Is Cyberbullying

Cyberbullying is bullying that takes place over digital devices like cell phones, computers, and tablets. Cyberbullying can occur through SMS, Text, and apps, or online in social media, forums, or gaming where people can view, participate in, or share content. Cyberbullying includes sending, posting, or sharing negative, harmful, false, or mean content about someone else. It can include sharing personal or private information about someone else causing embarrassment or humiliation. Some cyberbullying crosses the line into unlawful or criminal behavior.

The most common places where cyberbullying occurs are:

- Social Media, such as Facebook, Instagram, Snapchat, and Twitter
- SMS (Short Message Service) also known as Text Message sent through devices
- Instant Message (via devices, email provider services, apps, and social media messaging features)
- Email

Special Concerns

With the prevalence of social media and digital forums, comments, photos, posts, and content shared by individuals can often be viewed by strangers as well as acquaintances. The content an individual shares online – both their personal content as well as any negative, mean, or hurtful content – creates a kind of permanent public record of their views, activities, and behavior. This public record can be thought of as an online reputation, which may be accessible to schools, employers, colleges, clubs, and others who may be researching an individual now or in the future. Cyberbullying can harm the online reputations of everyone involved – not just the person

being bullied, but those doing the bullying or participating in it. Cyberbullying has unique concerns in that it can be:

Persistent – Digital devices offer an ability to immediately and continuously communicate 24 hours a day, so it can be difficult for children experiencing cyberbullying to find relief.

Permanent – Most information communicated electronically is permanent and public, if not reported and removed. A negative online reputation, including for those who bully, can impact college admissions, employment, and other areas of life.

Hard to Notice – Because teachers and parents may not overhear or see cyberbullying taking place, it is harder to recognize.

Cyberbullying Tactics

It is important to understand how children are cyberbullied so it can be easily recognized and action can be taken. Some of the most common cyberbullying tactics include:

- Posting comments or rumors about someone online that are mean, hurtful, or embarrassing.
- Threatening to hurt someone or telling them to kill themselves.
- Posting a mean or hurtful picture or video.
- Pretending to be someone else online in order to solicit or post personal or false information about someone else.
- Posting mean or hateful names, comments, or content about any race, religion, ethnicity, or other personal characteristics online.
- Creating a mean or hurtful webpage about someone.
- Doxing, an abbreviated form of the word documents, is a form of online harassment used to exact revenge and to threaten and destroy the privacy of individuals by making their personal information public, including addresses, social security, credit card and phone numbers, links to social media accounts, and other private data.

Prevent Cyberbullying

Be Aware of What Your Kids are Doing Online

A child may be involved in cyberbullying in several ways. A child can be bullied, bully others, or witness bullying. Parents, teachers, and other adults may not be aware of all the digital media and apps that a child is using. The more digital platforms that a child uses, the more opportunities there are for being exposed to potential cyberbullying.

Warning Signs a Child is Being Cyberbullied or is Cyberbullying Others

Many of the warning signs that cyberbullying is occurring happen around a child's use of their device. Some of the warning signs that a child may be involved in cyberbullying are:

- Noticeable increases or decreases in device use, including texting.
- A child exhibits emotional responses (laughter, anger, upset) to what is happening on their device.
- A child hides their screen or device when others are near, and avoids discussion about what they are doing on their device.
- Social media accounts are shut down or new ones appear.
- A child starts to avoid social situations, even those that were enjoyed in the past.
- A child becomes withdrawn or depressed, or loses interest in people and activities.

What to Do When Cyberbullying Happens

If you notice warning signs that a child may be involved in cyberbullying, take steps to investigate that child's digital behavior. Cyberbullying is a form of bullying, and adults should take the same approach to address it: support the child being bullied, address the bullying behavior of a participant, and show children that cyberbullying is taken seriously. Because cyberbullying happens online, responding to it requires different approaches. If you think that a child is involved in cyberbullying, there are several things you can do:

- **Notice** – Recognize if there has been a change in mood or behavior and explore what the cause might be. Try to determine if these changes happen around a child's use of their digital devices.
- **Talk** – Ask questions to learn what is happening, how it started, and who is involved.
- **Document** – Keep a record of what is happening and where. Take screenshots of harmful posts or content if possible. Most laws and policies note that bullying is a repeated behavior, so records help to document it.
- **Report** – Most social media platforms and the church have clear policies and reporting processes. If a child is cyberbullying, report it the church. You can also contact app or social media platforms to report offensive content and have it removed. If a child has received physical threats, or if a potential crime or illegal behavior is occurring, report it to the police.
- **Support** – Peers, mentors, and trusted adults can sometimes intervene publicly to positively influence a situation where negative or hurtful content posts about a child. Public Intervention can include posting positive comments about the person targeted with bullying to try to shift the conversation in a positive direction. It can also help to reach out to the child who is bullying and the target of the bullying to express your concern. If possible, try to determine if more professional support is needed for those involved, such as speaking with a guidance counselor or mental health professional.

Respond to Bullying

Stop Bullying on the Spot

When adults respond quickly and consistently to bullying behavior they send the message that it is not acceptable. Research shows this can stop bullying behavior over time. There are simple steps adults can take to stop bullying on the spot and keep kids safe.

Do:

- Intervene immediately. It is ok to get another adult to help.
- Separate the kids involved.
- Make sure everyone is safe.
- Meet any immediate medical or mental health needs.
- Stay calm. Reassure the kids involved, including bystanders.
- Model respectful behavior when you intervene.

Avoid these common mistakes:

- Don't ignore it. Don't think kids can work it out without adult help.
- Don't immediately try to sort out the facts.
- Don't force other kids to say publicly what they saw.
- Don't question the children involved in front of other kids.
- Don't talk to the kids involved together, only separately.
- Don't make the kids involved apologize or patch up relations on the spot.

Get police help or medical attention immediately if:

- A weapon is involved.
- There are threats of serious physical injury.
- There are threats of hate-motivated violence, such as racism or homophobia.
- There is serious bodily harm.
- There is sexual abuse.
- Anyone is accused of an illegal act, such as robbery or extortion—using force to get money, property, or services.

All information in this packet obtained at www.stopbullying.org. You can visit that site for more information on bullying, cyberbullying, and the current effort to address both of those concerns.

BULLYING PREVENTION POLICY

Addendum to Beacon's "Child Protection Policy" – December 19, 2018

Beacon EFC does not permit actual or threatened acts of bullying to occur in the workplace or at any activity sponsored by or related to it. In order to make this "zero-tolerance" policy clear to all employees, volunteers, and staff members, we have adopted mandatory procedures that employees, volunteers, family members, board members, individuals and victims must follow when the reasonably suspect, learn of, or witness bullying.

Bullying is defined as an unwanted, aggressive behavior amongst individuals that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time.

Beacon does provide annual training for volunteers interacting with children birth to 17 years of age reviewing what bullying and cyberbullying are, warning signs to observe, and appropriate manners of responding.

Reporting Procedure

All employees, staff members, or volunteers who learn of, witness, or have reasonable suspicion of bullying behavior must immediately report it to the Senior Pastor or the Associate Pastor responsible for their area of ministry. If it is determined that abuse or neglect has occurred, then the Physical or Mental Abuse and Sexual Abuse and Sexual Molestation Policy will be followed. Otherwise, an investigation will be conducted into what occurred and appropriate action will be determined by the staff members responsible.

Investigation & Follow Up

We take allegation of bullying seriously. Once the allegation has been reported, we will promptly, thoroughly and impartially initiate an investigation to determine whether there is a reasonable basis to believe that bullying has occurred and was committed by the target(s) of the investigation. The investigation may be undertaken by an internal team comprised of employees or we may hire an independent third party. We will cooperate fully with any investigation conducted by law enforcement or regulatory agencies and we may refer the complaint and the result of our investigation to those agencies. We reserve the right to place the target(s) of the investigation on an involuntary leave of absence or reassigning that person to responsibilities that do not involve personal contact with individuals or students. To the fullest extent possible, but consistent with our legal obligation to report suspected prohibited conduct (abuse and/or neglect) to appropriate authorities, we will endeavor to keep the identity (ies) of the target(s) and the alleged victim(s) confidential.

If the investigation substantiates the allegation of bullying, our policy provides for disciplinary penalties, including but not limited to termination of the target(s) relationship with our organization.

Retaliation Prohibited

We prohibit retaliation against anyone including an employee, volunteer, board member, student or individual, who in good faith reports bullying behavior. Retaliation against a participant in the investigation is also prohibited.

Anyone who retaliated against someone who has made a good faith allegation of bullying behavior or intentionally provides false information to that effect will be subject to discipline up to and including termination.

Please sign and return the below as a receipt of this document. Maintain document for your records.

Acknowledgement of Receipt of Bullying Prevention Policy and Training Packet

I, _____, acknowledge that I have received and read the Bullying Prevention Policy and the Bullying Prevention Training Packet immediately preceding my signature below. I understand that I am bound to follow the policy and review the Training Packet on an annual basis and understand the consequences in the event that I fail to do so.

Date: _____

Print Name of Employee/Volunteer

Signature