

<b>CFS</b> Child & Family Services <b>Operations          Manual</b>	<input type="checkbox"/> Program Information <input checked="" type="checkbox"/> Procedure <input checked="" type="checkbox"/> Policy
	Document Title: <u>Volunteers Policy &amp; Procedure</u>
	Content Area: _____
	Policy Council Approval Date: <u>12/15/20</u> Board Approval Date: <u>12/16/20</u> Issue Date: <u>1/25/07</u>
	Other Rec/App. Required: _____ Reviewed on: <u>12/1/20</u>
	Regulatory References: _____
	Key Word1: _____ Key Word2: _____
Related Documents: _____	

Child and Family Services (C&FS) will create and support opportunities for parents and members of the larger community to volunteer in its program. This includes opportunities for persons involved in schools and other programs to use C&FS settings to do his/her practicum, job exploration, and other required experiential work. Parents of currently enrolled children shall be recruited to volunteer in the classroom or in other capacities for C&FS.

**DEFINITIONS - For the purposes of this policy:**

“Volunteer” is defined as an unpaid person who is trained to assist in conducting ongoing program activities under the supervision of a staff person in areas such as health, education, nutrition and management.

**TYPES OF PROGRAM VOLUNTEERS:**

**Regular** – Purpose to assist with program activities. Person who has a set schedule and attends regularly on a month to month basis. Examples include: Practicum/Intern students, ASPIRE, Foster Grandparent.

**Non Regular** – Purpose is time limited. Examples include: Day of caring, playground clean up, field trips.

**Parent (Intermittent)** – Purpose to enrich connections with child’s classroom. Examples include: helping in the classroom, sharing individual skills/abilities/talents such as guitar playing and building projects.

**PROCEDURES - All volunteers:**

1. C&FS staff will actively recruit parent and community volunteers on an on-going basis.
2. Volunteers shall be provided with regular feedback regarding his/her contributions and impact.
3. All volunteers will document his/her time by completing program In-Kind forms.
4. All volunteers are expected to demonstrate behavior appropriate for the setting. This includes adhering to the requirements outlined in the Confidentiality policy, Code of Conduct, and the Peaceable Workplace policy, demonstrating appropriate behaviors when working with children, and communicating questions or concerns to the supervisor.

**Early Childhood Education Vocational Student Requirements:**

1. Written professional recommendation upon entry into the vocational program
2. Orientation from vocational instructor includes:
  - a. Code of Conduct
  - b. Confidentiality
  - c. Mandated Reporter Training
  - d. Licensing Requirements
3. Immunization Records on file at sending schools

4. Upon 18 years of age, a State Bureau of Investigation background check is to be completed and filed by the vocational program

*High School students enrolled in Early Childhood Education Vocational programs are additionally under the supervision of an instructor.*

*School districts who wish to place a volunteer in our collaborative preschool programs will follow the KVCAP policy and paperwork requirements.*

## **PROCEDURES – Regular volunteers**

1. Persons interested in volunteering will be directed to contact the Program Support Coordinator who will communicate with staff to determine an appropriate placement.
2. Volunteer placements shall be made in order to: accommodate the needs of the program/site, assure appropriate “fit” of volunteer with the work to be completed, assure supervision by an assigned C&FS staff member. Volunteer placements may be ended immediately at the discretion of the supervisor if they feel that it is no longer an appropriate placement.
3. Volunteers who are using C&FS to complete another program’s requirements shall have the responsibility for assuring that his/her program requirements are met.
4. Prior to starting, volunteers will be required to meet with a Child & Family Services staff person to determine his/her appropriateness for a C&FS setting, complete all paperwork, provide requested information and receive an orientation, including policy review and what is required to be read or submitted prior to placement.
5. Community members who are over the age of 18 shall be required to undergo a DHHS and an SBI background check prior to start date, and annually thereafter.
6. All currently enrolled parent volunteers who desire to become a regular volunteer shall be required to undergo an SBI background check prior to start date. A DHHS background check will be completed following start date. If there are findings on either background check persons shall only be accepted as a volunteer upon discretion of the C&FS Chief Operating Officer, Program Director, Human Resource Director, and Policy Council will review as needed.
7. If a person is being considered for a placement, a minimum of two reference checks shall be completed prior to his/her start date.
8. C&FS will consider, but not assume, paying for the cost of background checks and the cost of meals for volunteers when eating with children. In instances when the volunteer is a parent of an enrolled child, C&FS will pay for any physical screenings that C&FS requests. Volunteers who are meeting the requirements of a school or other agency program will be expected to have that program pay for all costs associated with that site placement.
9. Volunteers shall be provided with opportunities to access training related to child development, program practices, and other topics of interest throughout his/her volunteerism.
10. All paperwork and information related to a volunteer will be kept in a locked file by the volunteer’s supervisor during the volunteerism. Upon completion of volunteering, all files will be submitted to the Program Support Coordinator to be kept for a period no less than one (1) year.

## **PROCEDURES - Volunteer Background Check**

All volunteers over the age of 18 are required to have DHHS and SBI background checks completed before regular volunteer placement in C&FS and annually thereafter.

- Volunteer candidates over the age of 18 will complete appropriate DHHS and SBI release forms.
- Staff supporting the volunteer candidate will submit forms to the Grants & Onboarding Coordinator and notify anticipated placement site/option.
- SBI Background Check forms will be processed via the Maine Criminal History Record web site.
- DHHS background check form will be sent by e-mail or fax to the State contact person for processing
- Response will be sent by email from SBI, and US Mail from DHHS to the Grants and Onboarding Coordinator who will share as follows:
  - If no “findings” the Grants and Onboarding Coordinator will notify the designated staff person overseeing the volunteer assignment.
  - If any “findings” the Grants and Onboarding Coordinator will contact the volunteer for additional information regarding the finding and forward the response to the C&FS Chief Operating Officer for review for determination regarding placement. Policy Council will review as appropriate. The Grants and Onboarding Coordinator will contact the volunteer with the decision and also inform the Associate Director.
- If the applicant becomes a volunteer, the results of these background checks will be scanned and maintained electronically in the confidential file for that volunteer.