

Volunteer Procedure

Purpose

Volunteers are valuable resources who bring many ideas and talents to the classroom. Their skills and strengths can be learned by getting to know them. Conduct a brief interview to find out the volunteer's interests, give clear instructions, and explain your expectations.

Guidance

Specific requirements must be met before volunteers work in the classroom. They need to understand valuable information, such as policies, procedures and program standards, and be trained on their role and responsibilities. Each center must create a consistent approach to training volunteers. Training can be done one-on-one, through a written handbook, group training, or any combination of these approaches. All volunteer training must be documented.

Procedure

Volunteers must be at least 18 years of age or older. Our program has a specific staff to child ratio that must be maintained at all times to ensure classrooms are safe and productive; therefore, we cannot allow volunteers to bring any other children with them. Regularly scheduled volunteers must be volunteers who are scheduled to work one time per week or more, or five or more hours within a month. They are persons that will have ongoing contact with the children in our classrooms and must be directly supervised by program staff at all times.

Volunteers must complete the following:

- Volunteer Application
- The Washington Access to Criminal History (WATCH) background check, which is also required to help on field trips
- Annual Program Standards of Conduct Agreement
- TB Test results
- Proof of MMR Vaccine or proof of immunity
- Training on preventing, identifying and reporting child abuse and neglect
- Food Worker Card (if they prepare food)

For Licensed Child Care Sites Only:

A Washington State Department of Children, Youth and Families (DCYF) Portable Background check which takes longer to clear than the WATCH check.

The Volunteer's documents must be kept in a file at the site and copies must be given to the Professional Development Program Manager.

Procedures for Washington State Patrol Check

Washington State Patrol (WSP) has a check, the Washington Access to Criminal History (WATCH). (This screening process is required for regular volunteers; a parent or community person who volunteers at least once a week or more and for volunteers who go on field trips).

- When a parent becomes a regular volunteer in the classroom or two weeks before field trip, parents/guardians will be asked to fill out the Request for Criminal History Information Child/Adult Abuse Information Act RCW 43.44.830 through 43.43.845 and the Applicant Disclosure Statement.
- Completed forms are turned into the Professional Development Program Manager.
- The Professional Development Program Manager turns the request forms into the appropriate OESD staff. They will be checked through the Internet WATCH process. Results will be given to the site within a week under normal circumstances.
- The site keeps record of returned WATCH reports that have no findings. Reports that come back with a finding are discussed with the site staff.
- The site supervisor and/or Professional Development Program Manager or Director will let the volunteer know of the results.
- This procedure applies to regular community volunteers as well as parent volunteers. If there is a finding on a returned WATCH for a community volunteer, the volunteer coordinator and site supervisor will be notified.