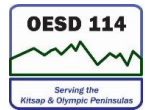




VOLUNTEER PROCEDURE



Head Start Performance Standards	ECEAP Performance Standard
1302-94	PDTR-7

Purpose

Volunteers are valuable resources. They increase the diversity of culture, perspective, language, and ideas within a classroom and in our program. It is an opportunity to increase skills and acquire valuable experience for professional growth. Volunteer time also supports our non-federal match.

Procedure

Specific requirements must be met before volunteers can work in a classroom. Regular volunteers are defined as volunteers scheduled to work in a classroom once a week or more, or five or more hours within a month. Regular volunteers must be trained in relevant program policies, procedures, and their role and responsibilities. They will have ongoing contact with the children and cannot be allowed to have unsupervised access to children. Regular volunteers must complete and have the following items on file at the site and main office.

Regular Volunteers must:

- Be 14 years of age or older.
- Complete a [Volunteer Application](#)
- Clear a [criminal history background check](#) (WATCH)
 - If applicable, obtain a Certificate of Parental Improvement per RCW 74.13.720 (b)
 - For licensed sites, must complete a Washington State Department of Children, Youth, and Families (DCYF) [Portable Background Check](#) in MERIT
- Obtain a Tuberculosis (TB) test.
- Show proof of MMR vaccine or proof of immunity.
- Sign an [Annual Standards of Conduct Agreement](#)
- Have a [Food Worker Card](#) (if preparing food)
- Complete training on preventing, identifying, and reporting child abuse and neglect.
- Must receive a site-based orientation to include:
 - Health and safety expectations (active supervision, handwashing, three step cleaning process)
 - Emergency processes, including location of emergency supplies and equipment.
 - Site-specific information such as adult bathrooms, storage of personal items, etc.

All Volunteers:

- are not to be counted in staff-child ratios and must always be supervised by staff.
- may not bring children with them.
- must maintain confidentiality and abide by the program's [confidentiality policies](#).
- must complete and sign a [volunteer time sheet](#) to document all hours worked.

The Professional Development Program Manager will review and maintain all volunteer records.