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## VOLUNTEER PROCEDURE

**Head Start of Washington County, Inc. is committed to providing volunteer opportunities that allow adults to have a positive impact on the education of the children in our program. It is also important to insure that these adults are safe and appropriately trained in order to maintain the highest standards of program quality.**

**PARENTS; LEGAL GUARDIANS; GRANDPARENTS that would like to volunteer must take the following steps:**

**(Volunteering includes all Head Start programs and/or attending field trips as permitted by the teacher)**

1. All adults who are interested in volunteering will complete the brief information sheet (1/2 sheet) offered at the First Home Visit from the Teacher. These forms can also be completed at any point throughout the school year. The Teacher will send all completed forms to the Program Assistant - Data for review.
  
2. The Program Assistant - Data will check each name against the State of Maryland Judiciary Case Search and Sex Offender Registry databases. In order to provide the safest environment possible for all children in the program, the following list of offenses (provided by MSDE) will exclude an individual from volunteering in our centers if they have received a conviction, a probation before judgment disposition, a not criminally responsible or nolle prosequi, or has a pending charge for the commission of a crime included in this list.
  - (1) A crime involving:
    - (a) A child;
    - (b) Cruelty to animals;
    - (c) Domestic violence; or
    - (d) A weapons or firearms violation of federal or state laws;
  - (2) A sex offense;
  - (3) A violent crime classified as a felony;
  - (4) Abduction or kidnapping;
  - (5) Abuse of a child or an adult;
  - (6) Confinement of an unattended child;
  - (7) Manufacturing, distributing, or dispensing a controlled dangerous substance;
  - (8) Perjury;

(9) Pornography;

(10) Possession with intent to manufacture, distribute, or dispense a controlled dangerous substance; or

(11) Reckless endangerment.

**\*In some instances of non-violent, non-child related offenses, an individual may be allowed to volunteer if the offense was more than 3 years ago. Also, parents or legal guardians who may be excluded from volunteering or attending field trips as a result of past criminal offenses are still welcomed and encouraged to come into and out of Head Start centers to drop off or pick up their child and observe them in their classrooms. They are also encouraged to attend all activities and socializations specifically designed for parent involvement when parents attend with their children. Parents can also request “at home” volunteer opportunities from their child’s teacher.\***

3. All family members and legal guardians are asked not to volunteer until October, as this gives the child time to become accustomed to the classroom routines and schedules. It also allows the Program Assistant - Data sufficient time to review the information on all potential volunteers.

#### **FOR THOSE VOLUNTEERING REGULARLY/FREQUENTLY IN THE PROGRAM :**

**“Regular” Volunteers** are defined as those volunteering one or more times per week, regardless of their relationship to the child. These volunteers must complete the following steps:

1. **At the end of the month of October**, staff must submit a list of regular volunteers (those volunteering one or more times per week) to the Program Assistant - Data. **If, at any time after October, a staff member becomes aware that a person is volunteering one time or more per week, that name must be reported to the Program Assistant - Data immediately.**
2. The Program Assistant - Data then sends the Standards of Conduct, Confidentiality, and Volunteer Job Description to the Teacher for the parent, legal guardian or grandparent to sign when they begin to volunteer. This packet should be returned to the Program Assistant – Data upon completion.
3. Each “regular” volunteer will be contacted and must complete a volunteer application with references, be fingerprinted, and receive a TB test, all paid for by Head Start.
4. The volunteer makes arrangements to receive the TB Test paperwork from the Program Assistant - Data
5. Once the volunteer has completed the TB testing process, the results are mailed to the Financial/HR Assistant.
6. The Volunteer will then contact the HR/Financial Assistant to set up the day/time for their Fingerprinting.
7. The Financial/HR Assistant will forward the TB documentation to the Program Assistant - Data, who will place the documentation into the volunteer’s file.
8. If any concerns arise during the process of checking the references, fingerprinting, or TB, the volunteer will be notified.
9. When all paperwork has been completed and reviewed, all “regular” volunteers will receive a Head Start Volunteer Name Badge, which must stay at the center where the volunteer will be working.

**OTHER FAMILY MEMBERS AND COMMUNITY VOLUNTEERS must take the following steps:**

1. Attend a Volunteer Training offered by Head Start. Training sessions will be held in October and January. Other trainings will be arranged with small groups as needs arise.
2. At the Volunteer Training, each participant must complete a Volunteer Application, Standards of Conduct, Confidentiality Policy, and a Volunteer Job Description (applicable to certain volunteer opportunities, such as classroom or kitchen volunteering).
3. The Program Assistant - Data will check each name against the State of Maryland Judiciary Case Search and Sex Offender Registry databases. Any person found to be on this list will not be permitted to serve as a volunteer. The appropriate staff (Site Director, Teacher, Teacher's Assistant, Family Service Worker, Home Visitor and Manager) will also be notified.
4. Information on the Volunteer Application will also be used in the approval process.
5. Within two weeks of the volunteer training, volunteers will be notified as to their volunteer status.
6. Once approved, the Program Assistant - Data will confirm placement with the site director and the staff at the  
site where the person will be volunteering.

**PLEASE NOTE:** If the person is not the parent, legal guardian, grandparent or household resident and has completed the volunteer approval process in the past, they will need to contact the Program Assistant - Data at 301-733-0088, extension 105 to update their information and re-activate their volunteer approval.

Those volunteers deemed "**Professional Volunteers,**" i.e. staff providing services through community agencies such as the Health Department, college interns, etc. are exempt from the requirements for Community Volunteers.

It is not the responsibility of HSWC to fulfill an individual's volunteer hours as required by DSS or The Housing Authority. HSWC will use volunteers on a coordinated and approved basis to supplement approved staffing and program needs.

**Any volunteer who violates any policies or procedures mentioned above may be subject to having their volunteer opportunities suspended and/or terminated.**

*Updated by Paul Pittman- May 2016  
Approval BOD ()  
Approved by Policy Council ()*