

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
OFFICE OF EDUCATION SERVICES
Policies and Procedures**

VOLUNTEERS

Effective Date: February 28, 2002
Original Effective Date: July 1, 2001
Reference:

PURPOSE:

To provide regulations and safeguards regarding volunteers on campus.

TARGET GROUP:

All OES Employees

POLICY:

Volunteers are defined as individuals or groups of individuals who assist the school and work directly with students on a repeated basis.

Selection, recruitment and screening of volunteers is done by the individual school.

Volunteer tracking procedures will be developed by individual schools.

Each volunteer will be provided orientation training appropriate to their designated role on campus. Training provided will include sign-in procedures, pertinent issues such as school wide discipline, safety procedure issues regarding confidentiality and critical health policies such as universal precautions.

Documentation of the training provided will remain on file.

The school will insure that each volunteer submit appropriate documentation regarding the appropriate health clearance and maintain said records on file.

Volunteers are bound by the standards of conduct for school employees.

Volunteers will work under the direct supervision of school personnel.

The continuation of the services of a volunteer shall be at the school director's discretion.

Appropriate recognition of volunteer services shall be made annually by the school director.

All volunteers must submit to and receive clearance on a state criminal record check before becoming eligible to volunteer.