

BOURBON COUNTY HEAD START

Volunteers/Visitors

Policy

The security and safety of children, families and staff require that any person defined as a volunteer, participating in Head Start activities during operational periods, meet certain criteria, including background checks, orientation and training. Volunteer opportunities exist primarily in the classroom and child centered activities with limited opportunities for family service or administrative and operational activities. Volunteers and visitors are not allowed to have unsupervised contact with children in the program.

Definitions

- Volunteer
 - Any non staff individual 18 years or older (including parents/guardians of program children) who intend to perform duties for the program.
 - Must be on the districts approved volunteer list, complete a background check, child abuse and neglect check, volunteer orientation and TB test.
- Visitor/Guest
 - Program parents/guardians, who do not meet the definition of volunteer, will not perform program duties nor have unsupervised contact with children in the program other than contact with their own child. They may visit classrooms where their child is currently in attendance.
 - Community visitors who do not meet the definition of Volunteer may visit the center and classrooms for a limited time (less than 4 hours per year) with program approval. They must always be under the

direct supervision of a staff person. They will not perform duties nor have unsupervised contact with any child. (Student Observer, presenter, story teller, etc.)

Responsibility

- Coordinators must directly approve the use of and placement of any volunteer in the program and ensure that staff understand the criteria, requirements and restrictions for any individuals who are volunteering or visiting the program where children and/or staff are present during operational hours.
- Parent , Family and Child Engagement Coordinator will track and maintain volunteer data, including background checks, child abuse and neglect checks, TB tests, orientation, hours
- Staff will be responsible to ensure that volunteers having contact with children are on the approved Volunteer list.
- Staff will monitor the restrictions and limitations for all visitors and guests as noted in this policy.

Procedure:

1. Individuals will complete the volunteer requirements.
2. District will maintain a list of volunteers who are cleared to perform duties and have contact with children.
3. Recruit volunteers who speak the home languages of the children enrolled in the classrooms.
4. A volunteer orientation will be held in September each calendar year.

This policy complies with Head Start Performance Standards

45CFR Section 1304.40(d)
 1304.52(k)

Policy Council Approval: 6/9/14