

# Community Volunteers Procedure

Volunteers are people that spend unpaid time doing something that benefits the program. Volunteer opportunities can be with or without children present to help with a classroom, group event, field trip, office setting, or committee/board membership.

Volunteers work with the teaching staff, family service staff, or management staff to schedule their volunteer time ahead of time.

The volunteers will complete a Volunteer In-Kind card to track their time and type of volunteer activities.

Those that volunteer **on site** with no children present will comply with:

- Confidentiality Policy & Procedures.
- Drug & Alcohol Policy & Procedures.
- Maintaining a positive work environment.

Volunteers that will be with children will complete volunteer orientation training, prior to volunteering. This training will include:

- The iSpring “Introduction to Program Volunteer Guidelines - Volunteer Training”  
\*includes volunteer opportunities, guidelines, confidentiality, relating positively with children, challenging behaviors, diapering and toileting restrictions, handwashing, and positive interactions.
- Program Standards of Conduct Policy & Procedure
- Confidentiality Policy & Procedure
- Drug & Alcohol Policy & Procedure
- Scheduling
- Training Records

Volunteers with children will also:

- Complete and pass a DHS background study.
- Be supervised.
- Adhere to policies and procedures.
- Maintain positive and supportive environments for children.
- Interact with children in an age-appropriate manner, using positive guidance techniques.
- Comply with Program Standards of Conduct, Confidentiality, Drug & Alcohol policies and procedures.

Any volunteers caring for infants must also complete Sudden Unexpected Infant Death training during orientation, and each calendar year thereafter.

Volunteers will NOT:

- Be left alone with children.
- Release children.
- Buckle children.
- Toilet or diaper children.
- Administer medications to children.

Arrowhead Head Start's Health and Mental Health Services Advisory Committee will be consulted regarding communicable disease screenings for volunteers. The program will follow the advice of the committee to not have volunteers complete health screenings as the State of MN does not require it at this time. Arrowhead Head Start will update this decision when the State of MN requires it or the HMHSAC vote changes.

Any concerns regarding volunteers need to be addressed with the site Supervisor. The site Supervisor may request additional support from the Program Director and other IDT members.

Any violations of policies and procedures may result in termination of volunteer status, including immediate removal from facility.