

VOLUNTEERS

Purpose:

To provide guidelines and structure to the volunteer program at the Child Advocacy Center.

Policy:

It shall be the policy of the Child Advocacy Center that any person who provides assistance to the agency without remittance will be classified a volunteer and will be required to complete orientation and training in compliance with applicable laws and good-practice guidelines. All volunteer services will be subject to the terms and conditions of the Center's policy on Equal Employment Opportunity.

Procedure:

Screening

All volunteer will complete an application form. References will be required and checked to determine that volunteers are of such character and competence as to meet the agency's needs.

In accordance with state regulations, all volunteers will undergo and TBI screening. The agency shall document this screening in the volunteers file. Additionally, all volunteers who provide direct services to clients will provide a written statement from a professional health care provider that they are in good physical health. (CAPTA compliance)

Volunteer Files

An individual file will be maintained by the Executive Director or volunteer coordinator and will include:

- Application
- Results of TBI screening (criminal record check and check of the child abuse screening registry)
- Letters of reference
- Statement of good health (CAPTA compliance)

Training

Periodic orientation sessions will be scheduled and volunteer applicants will be notified of the training. Opportunities for volunteers will be explained so that they may determine in which services or activities they wish to perform their volunteer duties. All persons who indicate they want to work directly with children will undergo training specific to working with the children. Similarly, persons interested in office or clerical support will be training for this experience.

Volunteers will be provided a minimum of 12 hours of training the first year, nine of which must be provided prior to assignment. This training will include the following topics:

- Types and definitions of child abuse, including orientation and instructions related specifically to child abuse detection, reporting and prevention which must be documented in the volunteer's file with the agency
- Supervision
- Family dynamics
- Confidentiality

On-going training for volunteers must include six hours per year of training, three of which must be provided by sources outside the agency. (CAPTA compliance)

Liability Insurance and Workers Compensation

The general liability insurance of the Child Advocacy Center covers volunteers while they are performing activities/duties at the facility that relate to their specific volunteer functions. Travel to and from volunteer work at the Center will not be covered under this policy.

Volunteers are not covered by worker's compensation insurance.

Benefits

Volunteers are not eligible for regular benefits of the Child Advocacy Center. However, volunteers may be honored at special appreciation events at the discretion and planning of the Center's administration.

Rules of Conduct

Volunteer are subject to the same dress code and rules of conduct established for all employees of the Child Advocacy Center.

Duties of Volunteers

Volunteers shall serve the Center in a supportive capacity, under the supervision of the employee who has oversight for the specific duties of the volunteer. Student interns will received additional direct supervision in accordance with the learning plan from the University.