

VOLUNTEER SERVICES POLICY

Policy: Volunteers will be selected, trained, and supervised to provide support to staff, participants, and children at the Center.

- Procedures:**
1. All volunteers will:
 - a. Have qualifications appropriate to the services they render;
 - b. Adhere to the confidentiality form signed prior to volunteering;
 2. All volunteers must be at least 13 years of age.
 3. All volunteers must submit documentation of a negative tuberculosis screening dated within 12 months prior to or 21 days after volunteering.
 2. Duties and responsibilities of all volunteers shall be clearly defined in writing.
 3. The Intergenerational Coordinator along with additional support staff will be responsible for overall selection, supervision, orientation, and evaluations of volunteers.
 4. All volunteers shall be under the supervision of a designated staff person when participants are present.
 5. Volunteers may be counted in the staff-to-participant/child ratio if both the following criteria are met:
 - a. These volunteers meet the qualification and training requirements for staff;
 - b. For each volunteer, there shall be at least one staff member also counted in the staff-to-participant/child ratio.
 6. Criminal history record checks are not required for volunteers, however, no volunteer shall be permitted to serve in an adult or child day care center without the permission or unless under the

supervision of a person who has received a criminal record clearance pursuant 63.2-1720 of the code of Virginia.

8. Prior to beginning volunteer services, all volunteers shall attend an orientation including information on their duties and responsibilities, participant's rights, confidentiality, emergency procedures, infection control, the name of their supervisor, and reporting requirements. All volunteers shall sign and date a statement that they have received and understand this information.