

Volunteers and Substitutes Procedure

Purpose

This document explains the requirements that need to be met before volunteers and substitutes can be involved in activities at a center.

Guidance

Specific requirements must be met before volunteers and substitutes work in the classroom. They need to understand important information, such as policies, procedures, and practices at your center. Each center must create a consistent approach to training volunteers and substitutes. Training can be done one-on-one, through a written handbook, video, group training, or any combination of these approaches. All volunteer and substitute training must be documented.

Procedure

1. Prior to working with children or families, substitutes and persons who volunteer on a weekly or more frequent basis with PSESD Early Learning-funded children or their families must complete a criminal record check, in accordance with the *Criminal Record Check Procedure*.

Volunteers are never to be left alone with children.

2. Complete a one-step Mantoux tuberculosis (TB) skin test unless there is written proof of one of the following:
 - a. Negative Mantoux TB test in the 12 months prior to volunteering
 - b. Medication therapy to treat TB
 - c. A recent negative chest x-ray and a statement from a health care provider that the volunteer does not pose a risk to others.
3. Volunteers and Substitutes must have a valid Food Handler's Card (if preparing food).
4. Prior to working at the center, all volunteers and substitutes must complete training on the topics listed in the *Volunteer and Substitute Checklist*. Training must be documented on this checklist.

Related Documents

Criminal Record Check Procedure

Volunteer and Substitute Orientation Checklist