

Volunteers and Substitutes Orientation Checklist

Directions

Use this checklist to orient substitutes and volunteers (defined as in the classroom once a month or more). Confirm that the required information is completed by dating and initialing each step as it is completed. Maintain this checklist for 3 years.

Name of Volunteer/Substitute _____(print name)

Name of staff member verifying completion _____ initials _____

Date
completed

Requirements

Criminal Background Check

Food Handler’s Card (if preparing food)

Complete a one-step Mantoux tuberculosis (TB) skin test unless there is written proof of one of the following:

- Negative Mantoux TB test in the 12 months prior to volunteering
- Medication therapy to treat TB
- A recent negative chest x-ray and a statement from a health care provider that the volunteer does not pose a risk to others.

Preparations

Explain check-in procedures for the school and the classroom

- ECEAP use Volunteer Sign-In Sheet
- Head Start use In-Kind Volunteer Services Sign-In Sheet
- Head Start use In-Kind Professional Services Donations (when applicable)

Show where to put belongings, adult bathroom is located, where to take breaks, etc.

Introduce the volunteer or substitute to other staff and the children

Talk about their role – what they are expected to do in the classroom, who they talk to if they have a question or concern, etc.

The classroom and children

Schedule of the day

Information about the different learning areas of the room

Toileting routines and bathroom supervision

Information specific to health and safety of children (e.g. special needs, food allergies)

Family style meal service

Sanitation and Safety

Basic food handling procedures – sanitizing the tables, washing hands, wearing gloves for food handling, etc.

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Overview of policies

- _____ Child Abuse & Neglect
- _____ Community Complaint
- _____ Diversity and Classroom Celebration
- _____ Drug-Alcohol Free Workplace (no smoking on field trips or in cars on school grounds)
- _____ Safe Arrival/Departure
- _____ Standard of Conduct: Confidentiality Policy
- _____ Standard of Conduct: Child Guidance Behavior Support Policy

Emergency procedures

- _____ Emergency phone numbers and how to dial out posted by the telephone
- _____ Location of fire extinguisher, fire drill procedures and evacuation routes
- _____ Location and contents of first aid kit
- _____ Universal precautions procedure
- _____ Location of emergency health plans (for substitute staff only)
- _____ Emergency plans for disasters – lockdown, volcano, earthquake, etc

I _____ (name) have completed all of the requirements, have reviewed and understand all policies, procedures and philosophies and agree to participate in the Early Learning classroom with the understanding of the above.

Signature

Date