

Big Sandy Area C.A.P., Inc. – HEAD START  
Program Policies and Procedures

## Volunteer Orientation and Training

### POLICY:

Parents and community volunteers will have the opportunity to volunteer in the Head Start program after receiving an orientation training.

*This policy relates to Head Start Performance Standards 45 CFR Part 1302.90, 1302.92, 1302.94*

### PROCEDURE:

1. Program managers, family advocates, and teachers will work together to plan the volunteer orientation training. More than one training may be needed per year, depending on turnover and attendance.
2. ALL volunteers will be given an orientation training prior to being allowed to volunteer in the classroom. Items that will be covered include:
  - Head Start philosophy/goals
  - Confidentiality policy
  - Standards of Conduct policy
  - Appropriate staff-child interaction
  - Safety and emergency procedures
  - School hours and daily schedule
3. Volunteers will be given a Volunteer Handbook with a verbal description of its use.
4. Volunteers will sign necessary forms:
  - Head Start volunteer TB assessment
  - Confidentiality statement
  - Child abuse/neglect declaration statement
5. A “Regular Volunteer” is defined as an individual that is scheduled to volunteer in a Head Start classroom on a consistent basis (*i.e. at least one day each week*).
6. All regular volunteers will adhere to a criminal background check and child abuse & neglect (CAN) check.

7. Staff will make specific arrangements for volunteers according to their interests.
8. Teachers and Family Advocates will discuss volunteer opportunities and participation with parents/families during home visits and other contacts.

*Approved by the Policy Council – October 2023*