

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 participate in volunteer training.

*. This policy relates to Head Start Performance Standards 45 CFR Part 1304.41*

### PROCEDURE:

1. Program managers, FSW/Home Visitors, and Teachers will work together to plan volunteer orientation and training. More than one orientation and training may be needed per year, depending on the turnover and attendance.
2. Orientation will be offered to all volunteers before they volunteer and may include:
  - a. Head Start philosophy/goals
  - b. Confidentiality expectations
  - c. In-kind requirements
  - d. Supervision
  - e. Where and when to report
  - f. School hours/daily schedule
  - g. Classroom arrangement/interest areas
  - h. Safety and emergency procedures
  - i. Classroom rules (*see Child/Adult Interactions and Child Guidance/Behavior policies*)
  - j. Various ways to volunteer
  - k. TB skin test requirements
  - l. Blood borne pathogens
3. Volunteers will be given a Volunteer Handbook with a verbal description of its use.
4. Volunteers will sign necessary forms:
  - . Criminal records check
  - . Confidentiality statement
  - . Child abuse/neglect declaration statement
  - . Drug free workplace policy

- . In-kind forms
  - . Volunteer risk assessment for Tuberculosis
5. All volunteers at the Model City Head Start will adhere to a Criminal Record check as well as a Child Abuse & Neglect (CAN) check in accordance with KAR 2:110 Section – 3(12)(b) of the Child-care Provider Requirements.
  6. All volunteers at the Model City Head Start must be at least 16 years of age.
  7. Determine who will be regular volunteers and coordinate scheduling.
  8. Staff will make specific arrangements for volunteers according to their interests.
  9. Teachers and FSW/Home Visitors will discuss volunteer opportunities and participation with parents/families during home visits and other contacts.

*Approved by the Policy Council May, 2010*  
*Updated by the Policy Council February 2011*