**Volunteer Screening and Supervision Policy**

**Head Start Program Performance Standards**:

A program must ensure that children are never left alone with volunteers.

**Licensing Rules for Child Care Centers:**

Supervised volunteers shall receive a public sex offender registry (PSOR) clearance prior to contact with children in care. Unsupervised volunteers shall complete the Child Care Background Check (CCBC) and be found “eligible” prior to contact with children in care.

**Policy:** To ensure the safety and well-being of all children in care, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ will screen all potential volunteers following the Head Start Program Performance Standards and the Licensing Rules for Child Care Centers. As \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ shall adhere to the most stringent rules and requirements, volunteers shall not be left unsupervised with children in care.

**Procedures:** Prior to contact with children in care, all potential volunteers shall undergo the following screening procedures: a PSOR clearance, complete the HS Annual Pre-Service Orientation Training (APOT), and obtain a medical and tuberculosis (TB) clearance, as applicable. **The PSOR clearance and APOT must be completed on an annual basis for returning volunteers**

**Volunteers include, but are not limited to, the following:** ISD staff, Mental Health Consultants, guest speakers, and parents/family members of enrolled children. **\*\*\*Parents who spend time in the classroom, outside of regular drop off and pick up times, are considered volunteers and must complete the required screening paperwork.**

**Screening Process:**

* All supervised volunteers shall receive a public sex offender registry (PSOR) clearance **before** having any contact with a child in care. A copy of this clearance must be kept on file at the center.
	+ ***Any individual listed on the PSOR is prohibited from having contact with any child in care.***
* In addition to a PSOR clearance, the center will review the **HS** **Annual Pre-Service Orientation Training (APOT)** forms with the supervised volunteer. This includes signing the **Staff and Volunteer Mandated Reporting Policy** acknowledging the following information:
	+ The individual is aware that abuse and neglect of children is against the law.
	+ The individual has been informed of the center’s policies on child abuse and neglect.
	+ The individual knows that all staff and volunteers are required by law to immediately report suspected abuse and neglect to Children’s Protective Services (CPS).
* A center shall keep on file at the center evidence to verify that each volunteer who has contact with children at least 4 hours per week for more than 2 consecutive weeks is free from communicable tuberculosis (TB). Verification of TB status is required within 1 year before employment or volunteering. Volunteers are responsible for the cost of their TB test.

**Volunteering in the Classroom:**

* Volunteers shall be supervised at all times by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ staff and shall not have unsupervised contact with children.
* All volunteers shall provide appropriate care and supervision of children at all times.
* All volunteers shall act in a manner that is conducive to the welfare of children.
* The volunteers’ interests shall determine their role in the classroom.
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ staff shall provide guidance and clear expectations with volunteers to assist them in successfully carrying out assigned duties.

**PSOR Instructions:**

* Go to [Michigan State Police Sex Offender Registry](https://www.michigan.gov/msp/0%2C4643%2C7-123-1878_24961---%2C00.html): [https://www.michigan.gov/msp/0,4643,7-123-1878\_24961---,00.html](https://www.michigan.gov/msp/0%2C4643%2C7-123-1878_24961---%2C00.html)
* Click on “**Search Michigan State Police Sex Offender Registry**.”
* On the next screen, click “**Search for Offenders in your Area**” in the top left corner.
* Click on the “**Name”** tab: type in the name of the volunteer and click on “**Search**.”
* Review the results of the search:
	+ Individuals without a profile or match on the PSOR may continue the volunteer process.
	+ Individuals with a detailed profile on the PSOR shall **NOT** have contact with any child in care.
* **Print a copy of the search screen, regardless of the profile results; a copy must be kept on file at the center.**

**Distribution:** Original - Post in a place visible to staff and parents P:\Head Start Files\CollaborativeCenter\APOT forms\APOTChecklist

**Reference: HSPPS 1302.90 (c), 1302.94 (a)(b); Licensing R 400.8103 (h)(i), R 400.8125, R 400.8128** 7/21 (07/2020)