

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 must receive a public sex offender registry (PSOR) clearance prior to contact with children in care.

NMCAA Policy: To ensure the safety and well-being of all children in care, NMCAA will screen all volunteers following the Head Start Program Performance Standards, Great Start Readiness Program requirements, and the Licensing Rules for Child Care Centers. NMCAA will adhere to the most stringent rules and requirements. Unsupervised volunteers must be added to the Child Information Record by the parent/guardian. Supervised volunteers shall be supervised at all times by NMCAA staff and shall not have unsupervised contact with children.

NMCAA Procedures: Prior to contact with children in care, all volunteers shall undergo the following screening procedures: a PSOR clearance, complete Annual Pre-Service Orientation Training (APOT)-Volunteer, provide proof of Covid-19 vaccination or exemption, and obtain a tuberculosis (TB) screening, as applicable. **The PSOR clearance and APOT must be completed on an annual basis for returning volunteers.** Copies must be kept on file at the site until the person no longer volunteers at the center.

Volunteers may include, but are not limited to, the following: ISD staff, Mental Health Consultants, guest speakers, interns, 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.
 - **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 **Annual Pre-Service Orientation Training-Volunteer** forms with the 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 volunteer who has contact with children at least four hours per week for more than two consecutive weeks must be free from communicable tuberculosis (TB). Verification of TB status is required within one year before volunteering. Volunteers are responsible for the cost of their TB test.
- Copies must be kept on file at the site until the person no longer volunteers at the center.
- Provide proof of Covid-19 vaccination or exemption as required by the Office of Head Start. Proof will remain with the Human Resources Department.

PSOR Instructions

- Go to [Michigan State Police Sex Offender Registry: https://www.michigan.gov/msp/0,4643,7-123-1878_24961---.00.html](https://www.michigan.gov/msp/0,4643,7-123-1878_24961---.00.html)
- Click on "Search the Michigan Sex Offender Registry."
- On the next screen, click "Search for Offenders in your Area" at the bottom of the screen.
- 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 must **NOT** have contact with any child in care.
- **Print a copy of the search screen, regardless of the profile results. INCLUDE the name of the potential volunteer and date the record search was conducted to the printed copy.**
- The [United States Department of Justice National Sex Offender Public Website \(nsopw.gov\)](https://www.nsopw.gov) can also be used to meet this requirement

Volunteering in the Classroom

- 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.
- Volunteer 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.

Distribution: Original - Post in a place visible to staff and parents

Reference: HSPPS 1302.90 (c), 1302.94 (a)(b); Licensing R 400.8103 (h)(i), R 400.8125, R 400.8128, Cross reference with Volunteer/Substitute Procedure, NMCAA Head Start COVID-19 Vaccine Policy and Procedure.