



## **Parent/Guardian Volunteer Guidelines for 2022-2023**

The State of California has issued new guidelines for parent/guardian volunteers in direct contact with, or supervising, children.

AB 506 – Youth Service Organizations Background Check and Mandated Reporting Requirements — went into effect on January 1, 2022. SF Day will join our peer schools in the California independent school community in participation in and compliance with this regulation. While at first, the new requirements may seem onerous, it is important to remember that this is all designed to keep children safe, and also that similar requirements have always been followed by SF Day faculty and staff, and have also long existed for volunteers in public schools.

### ***WHO IS CONSIDERED A “REGULAR VOLUNTEER?”***

Parent/guardian volunteers support SF Day in many capacities. AB-506 defines “regular volunteers” as those having direct contact with, or supervision of, children for more than 16 hours per month or 32 hours per year. SF Day has not traditionally tracked parent/guardian volunteer hours, so you may be wondering whether your volunteer work at SF Day will make you a “regular volunteer.” If you plan to volunteer in any of these three categories, the answer is YES:

- Any parent or guardian who drives and/or chaperones an overnight Outdoor Education trip
- Any parent or guardian who drives and/or chaperones a field trip
- Any parent or guardian who volunteers to support their child(ren)’s classroom or specials teachers (this does not include visiting their child(ren)’s class, for example, for a family share, mystery reader, guest expert, or other similar “one and done” curriculum-related visit)

We expect that there will be parents/guardians who fall under one, or perhaps even more than one, of these categories, but who will not reach 32 hours of direct contact with, or supervision of, students at SF Day in the course of the school year. We nonetheless ask you to follow the new requirements, keeping in mind that AB-506 was designed to help protect all children.

## **WHAT ARE THE NEW REQUIREMENTS FOR “REGULAR VOLUNTEERS?”**

There are three requirements under AB-506:

1. Livescan background check
2. Training in child abuse and neglect identification and reporting
3. Certificate showing that the volunteer has submitted to a tuberculosis risk assessment. (If tuberculosis risk factors are identified, the volunteer will then have to submit proof of examination and that they are free of infectious tuberculosis.)

+ SF Day’s additional existing requirement for volunteer drivers:

4. the Volunteer Driver Form

## **HOW DO I COMPLY WITH THE VOLUNTEER REQUIREMENTS?**

- SF Day hosted Live Scan events for our parent/guardian community on August 26, 2022 and September 6, 2022. A [third event](#) is planned during Parent Teacher Conferences (PTCs) on October 28, 2022. Any parents/guardians who are unable to participate in these school-sponsored events may complete the Live Scan process independently. Details follow below under “CHECKLIST.”
- Complete [Mandated Reporter Training](#)
- Requirements for TB testing come from the [California Department of Public Health](#). Regular parent/guardian volunteers must ask their health care provider to complete the [California Adult Tuberculosis Risk Assessment](#) form and submit a copy of the completed form to Luis Martinez, Director of Finance and Corporate Treasury at [lmartinez@sfd.org](mailto:lmartinez@sfd.org). Here is [a list of clinics](#) in San Francisco that may also be able to assist with TB risk assessment and/or testing.
- Submit [SF Day Volunteer Driver Form](#)

## **FAQs**

**How much does a Livescan cost?** SF Day will cover the cost for our parent/guardian volunteers to complete the Livescan process. Details follow below under “CHECKLIST.”

**What if I have already completed a background check for my employer or for another organization?** You must still complete a Livescan linked to SF Day. An applicant's Live Scan form acts as a release for a criminal history response to be sent to the specified requesting agency only. The response is confidential and may not be shared with any other entity.

**How often will I have to complete a Livescan?** Only once while your child(ren) are enrolled at SF Day.

**How often will I have to complete a TB Risk Assessment?** TB Risk assessment tests are valid for four years.

**But school hasn't even started/I don't know what my child(ren)'s year will look like and if I will volunteer!** Generally speaking, there are more frequent opportunities to volunteer in the classroom in the Lower School. There is a history of parent/guardian volunteers providing support to LS teachers in Art, Library, and Science classes. Additionally, the LS classes take more frequent field trips and require a greater number of chaperones. SF Day's overnight Outdoor Education programs begin in third grade.

**I have a question!** You may contact Luis Martinez, Director of Finance and Corporate Treasury at [lmartinez@sfday.org](mailto:lmartinez@sfday.org), with any questions about Livescan, and PA President Laura Brown at [Laura@moonspider.com](mailto:Laura@moonspider.com) with any questions about volunteering at SF Day.

## REVIEW/CHECKLIST

Parents/guardian volunteers who will have direct contact with or supervision of, SF Day students should either attend a Live Scan event at SF Day or complete the Livescan process on your own. Here is the form: [Livescan form](#). Here is a [list of Livescan providers authorized by the State of California](#).

Some UPS stores offer this service, following is a list of those close to SF Day:

- 3145 Geary Street. (415) 751-6644
- 1819 Polk Street (415) 441-4954
- 601 Van Ness Ave (415) 775-6644
- 1288 Columbus Ave (415) 885-7177

For those parents/guardians who complete the Live Scan process on their own, you may submit a request for reimbursement for any Livescan charges incurred to Luis Martinez, Director of Finance and Corporate Treasury at [lmartinez@sfday.org](mailto:lmartinez@sfday.org).

Attend [Mandated Reporter Training](#)

Complete TB Risk Assessment with my health care provider and submit results to Luis Martinez, Director of Finance and Corporate Treasury at [lmartinez@sfday.org](mailto:lmartinez@sfday.org).

Complete [SF Day Volunteer Driver Form](#), if you anticipate driving for any field trips, sports events, or service learning events.