

Volunteers & Work Study Students Procedure

9/3/19

Background Checks for Volunteers

Volunteer applications are required for any volunteers who will be working with children. Volunteer background checks are performed under the National Child Protection Act (NCPA) and Vermont State Statute 16 VSA § 255. This will include the information required by policy and reference checks.

There are two levels of volunteer positions within our schools. Level 1 volunteer positions do not require fingerprint-supported background checks and Level 2 volunteer positions require fingerprint-supported background checks. Principals will decide whether a volunteer is considered a Level 1 or Level 2 volunteer. Level 1 volunteers are those that will not have unsupervised contact with students, such as parents who might be visiting in a classroom for the day while a teacher is present at all times. Level 2 volunteers are those that will have unsupervised contact with students, such as going with students on an overnight field trip, coaching or mentoring a student alone. All volunteers will be submitted to the WCUUSD Central Office for screening.

Level 1: The screening process will include a check of the name of the volunteer through online database resources: Vermont Agency of Human Services for checks against the Vermont Child Abuse & Neglect Registry and the Vulnerable Adult Abuse and Neglect Registry to determine if there is a substantiated claim against the person, National Sex Offender Public Website and Vermont Sex Offender Registry to determine if there are convictions against the person, Agency of Education Disciplinary Actions for violations in a school setting and Vermont Criminal Information Center for any convictions. A person who is on the Vermont Sex Offender Registry shall not be eligible to be a volunteer. A person found to have a substantiated claim on either of the other registries will be able to appeal their listing on either of these registries to the Agency of Human Services. The volunteer will not be allowed to volunteer as long as their name remains on the registry.

Level 2: The screening process will include the same information as noted for Level 1 volunteers, with the additional requirement to have fingerprinting done through the Vermont Criminal Information Center (VCIC) under the NCPA. The superintendent shall maintain such records in accordance with the state law.

Volunteer packet to include:

- Welcome letter
 - Application
 - Consent for Release of Child/Adult Registry Information
 - B2: Volunteers & Work Study Students Policy & Procedures
 - Family & Student Handbook** (*Your school will provide this.*)
- For Level 2 volunteers: All of above, plus Criminal Background Check Instructions for volunteers, NCPA FBI National Record Release Form, and VCIC Fingerprint Authorization Certificate, Consent for Release of Child /Adult Registry Information, check for \$11.25

Required

**WASHINGTON CENTRAL UNIFIED
UNION SCHOOL DISTRICT**

Board of Directors' Policy

POLICY: **B2**

WARNED: **6/1/19**

ADOPTED: **6/12/19**

EFFECTIVE: **7/1/19**

**VOLUNTEERS AND WORK
STUDY STUDENTS POLICY**

Policy

Washington Central Unified Union School District recognizes the valuable contributions made by volunteers and work study students. It further recognizes that appropriate supervision of volunteers and work study students will enhance their contributions, as well as fulfill the responsibility that the district has for the education and safety of its students.

Definitions

For the purposes of this policy and procedures developed pursuant to this policy:

1. **Volunteer:** A volunteer is any individual including parents not employed by the School District who works on an occasional or regular basis assisting with educational activities including coaches, chaperones, in or out of the school setting. A volunteer works without compensation or economic benefits.
2. **Work Study Student:** A work study student means a post-secondary student who receives compensation for work performed at a school operated by the district as part of a work experience program sponsored or provided by the college or university at which he or she is enrolled. A student working toward a teaching credential who may be placed at a school as a student teacher is not a work study student.

Implementation

The Superintendent shall develop procedures to ensure that volunteers and work study students are appropriately screened prior to entering into service in the school district. The screening process utilized by the school district shall include different levels of background checks depending upon the type of contact the volunteer or work study student will have with children. All background checks shall at a minimum include use of the tools currently recommended by the State of Vermont for checking for substantiated findings of child or vulnerable adult abuse/neglect and sex offender convictions. A person who is a convicted sex offender shall not be eligible to be a work study student or volunteer. In the case of a person with a substantiated finding of child or vulnerable adult abuse/neglect, the Superintendent shall determine the person's eligibility to serve as a work study student or volunteer.

<i>Legal Reference(s):</i>	<i>4 V.S.A. §1102(b)(8)(Unauthorized disclosure)</i>
	<i>16 V.S.A. §564 (Harassment & hazing prevention)</i>
	<i>16 V.S.A. §260 (Supervision policy requirement)</i>
	<i>20 V.S.A. §§2062, 2063 (Fees)</i>
	<i>20 V.S.A. §2056c (Dissemination of criminal history)</i>
	<i>21 V.S.A.</i>