



VOLUNTEER FREQUENTLY ASKED QUESTIONS

VOLUNTEER: A person providing a volunteer service within a Child Serving Entity and has direct access to children pursuant to their duties assigned MUST complete the volunteer process. The volunteer's services are requested by the District OR the volunteer is providing services to students. These individuals will have Direct Access to students while volunteering and carrying out assigned duties requested by the District.

Examples: Chaperones, Coaches, Tutors, Guest Speakers, Student Teachers, After-School activities operated by outside organizations at the request of the District.

VISITOR: A person who visits a BSD school, office, or property to attend an event as a guest. This person is not given any assigned duties to complete on behalf of or at the request of the school personnel or District. Their attendance is encouraged, but not required by the District. Visitors will not have Direct Access to children given the State definition, as there are no opportunities for personal contact as a result of assigned duties, as there are no duties assigned to visitors. These individuals DO NOT need to complete the volunteer process.

Examples: Family members/friends attending a sporting event, concert attendees (with no school assigned responsibilities at the concert), guardians at pick up or drop off, external organizations that rent/utilize spaces in District buildings paid for by families (YMCA, Boys and Girls Club, etc.), Graduation Attendees, Parent/Community members attending award ceremonies, after hours Booster/PTA sponsored events for students NOT being done at the request of the District

If I am attending a concert, sporting event, or classroom party as a visitor of my child's school, do I need to complete the volunteer process?

No, if you are attending an event at any BSD school as a visitor (meaning your attendance is not requested by the school or District, but encouraged) and you are not carrying out any duties assigned by the school or District, you will not need to complete this process in order to attend an event. These events include concerts, graduations, sporting events, or any event where the adult is merely an observer, not completing any assigned duties.

If I had a criminal background check (CBC) done for my employer or for another school district, can I use that as my Criminal Background Clearance for Brandywine?

No, in order to be considered to provide volunteer services for BSD, you MUST have a background check on file that was done specifically for Brandywine School District. The only way a prospective volunteer can obtain that Criminal Background Check is by following the instructions in the volunteer packet, and scheduling their CBC appointment online through IdentoGO, using the code for BSD 27RY2Z.

I already received my Criminal Background Clearance results; can I send that to the school to get approved?

No. Your Criminal Background Clearance results will be sent directly to BSD from the Delaware State Police; this is the only way a CBC can be accepted. A prospective volunteer's criminal history record will not be accepted by any school secretary due to the confidential nature of the document. Please DO NOT share your criminal history records, as the District will receive them from the State.

Once the District receives your completed volunteer packet and receipt showing the background check was done, the Delaware Child Protection Registry clearance will be initiated. This is a State clearance that verifies that any prospective volunteer does not appear on any registry in the State of Delaware for any substantiated cases of Child Abuse or Neglect. BSD has no control over how quickly these results arrive from the State. Upon receipt of favorable results, a volunteer may be approved to provide volunteer services in the District. The District will use the email address provided by the prospective volunteer to share the suitability report which confirms clearance to begin volunteering.

I'm only volunteering for one trip; do I still need to complete the volunteer process?

Yes. Any person having direct access to children or the OPPORTUNITY to have physical contact with a child pursuant to their duties being carried out at the request of the school or District must complete a volunteer packet and be approved by BSD HR, even if it is a one-time event.



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Once I'm an approved volunteer, how often will I need to update my volunteer clearances?

As stated in State regulations, a Criminal Background Check obtained under Delaware Regulations for school volunteers shall only be valid for twelve months. Therefore, all volunteers must complete a background check every 12 months if they wish to continue volunteering with BSD.

The State of Delaware procedures for Public Schools for Volunteer requires that The Public School in accordance with 31 Del.C shall make a determination of suitability as an Employee, Contractor or Volunteer in each person it requested to initiate the Criminal Background Check process. That determination shall be communicated to the person in writing.

How long after I submit my packet will it take to get approved? I'd like to volunteer for an event this week!

From the time a completed packet reaches the District Office to the day a volunteer is approved, it usually takes approximately 7-10 business days, but it could take longer. As a reminder, Human Resources must initiate the Child Protection Registry Clearance for all prospective volunteers and receive favorable results before a volunteer may be approved and cleared to provide services.

If I have children in more than one school, do I need to fill out a separate packet for each school?

No, you do not. On the Volunteer Information Form, there is a space for you to list your children's name and their perspective schools. When a volunteer is approved, District Office notifies all schools listed in the packet for the volunteer's approval.

How will I know once I'm approved?

The school/department you listed in your volunteer packet should reach out to the volunteer directly to advise of approval. Additionally, Human Resources will email a copy of the Suitability Determination Form to the email address we have on file.

If I filled out a packet and did my background check last year, do I have to do it all again?

In accordance with State Regulations, BSD volunteers must complete a background check every 12 months in order to continue to volunteer with the District. For those who have completed a packet in the past 12 months, and just need to update their background check and forms, you will fill out a "RETURNING VOLUNTEERS" Packet. This will contain the background check code and process, an updated DE Child Protection Registry Consent Form, and a Volunteer Info Sheet to be updated with your most accurate information. These packets can be obtained online or from your child's school secretary. For those who would like to volunteer with the District for the first time, a "NEW VOLUNTEERS" Packet would need to be filled out. Both forms, upon completion, can be submitted to your child's school secretary to begin processing.

Who can I reach out to if I have any questions about the process?

BSD Human Resources Department
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