



CAPITAL
SCHOOL DISTRICT

Board of Education Policy

Section: Home, School and Community
Title: Volunteer Policy
Policy #: 400-09
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Volunteer Policy

Purpose: To enact a system of safeguards and procedures for the use of volunteers within the school and related school functions.

- 1. All volunteers, with the exception of visitors and one-time volunteers who remain at school, must complete a volunteer application packet which includes the following:**

- Enrollment Form on the district website
- Criminal History Record Check
- Delaware Child Protection Registry Check
- Volunteer Confidentiality and Discrimination Statement

- 2. Volunteer application packets must be renewed each year**, including the Delaware Child Protection Registry Check.

Volunteer interests, availability and emergency contact information may change from year to year and should be current at each site where a volunteer works.

A Criminal History Record Check must be completed with the first volunteer application and thereafter when the student moves up to William Henry Middle School and Dover High School.

The Capital School District reserves the right to deny a volunteer application based on the results of a Criminal Background History Record and/or Delaware Child Protection Registry Check.

- 3. Visitors and one-time volunteers do not need to complete an application UNLESS they accompany students off campus (field trips).**

One-time volunteers and visitors who remain under the direct supervision of teachers and staff while at school DO NOT need to complete the application packet. These volunteers should not be left alone with or have unsupervised contact with individuals or groups of students.

Examples of one-time volunteers: grandparent visiting a classroom; person presenting information to the class on a one-time basis; parents, friends or relatives who attend a class party or one-time event in the classroom.

Any volunteers accompanying students off campus, however, must complete a volunteer packet. Volunteers on field trips are more likely to be alone with students, take students in small groups, and are responsible at a different level than at school.

Failure to be approved prior to the date of the field trip may cause a volunteer not to be permitted to attend a field trip.

4. A copy of the volunteer packet must be on file at each school.

A school receiving a volunteer's application packet should send a copy of the packet to each school where the individual plans to volunteer.

5. All volunteers, including one-time volunteers and visitors must:

- Sign in and out at their school/site location.
- Wear identification badges during their volunteer activity or experience.
- Acknowledge that "relationships developed with children at school need to remain at school" and that, for their own protection, "volunteers should never be left alone with a child that is out of view of school personnel or another adult volunteer."