

Volunteer Screening, Supervision, and Professional Boundaries Policy

Effective Date: July 2026

1. Purpose

The purpose of this policy is to ensure student safety by establishing volunteer eligibility requirements, supervision standards, and professional boundaries consistent with California Senate Bill 848 (SB 848) and applicable child abuse prevention laws. SB 848 requires schools to establish professional boundary expectations and expands child safety protections for individuals who interact with students.

This policy differentiates between **Regular Volunteers** and **Qualified Volunteers** based on the level of supervision and access to students.

2. Definitions

A. Regular Volunteer

A **Regular Volunteer** is an individual who:

- Provides volunteer services on a school campus or at a school activity.
- Is **at all times under the direct supervision of a school employee** while interacting with students.
- Does not have responsibility for supervising students independently.
- Does not transport students.
- Does not have unsupervised access to students.

Examples may include:

- Classroom volunteers
- Library volunteers
- Event helpers
- Campus activity assistants working under employee supervision

B. Qualified Volunteer

A **Qualified Volunteer** is an individual who:

- Interacts with students **outside the direct supervision of a school employee**;
OR
- Is responsible for supervising, transporting, chaperoning, or monitoring students independently.

Examples include, but are not limited to:

- Field trip chaperones
- Overnight trip chaperones
- Athletic event chaperones
- Volunteer coaches (as applicable)
- Van drivers
- Volunteers supervising student groups without a school employee present

Qualified Volunteers are considered to have a higher level of responsibility and student access and therefore must meet additional screening and training requirements.

3. Volunteer Clearance Requirements

A. Regular Volunteers

Prior to service, a Regular Volunteer must:

- 1) Complete the **Visitor Aware Volunteer Application**.
- 2) Be approved by the school or district.
- 3) Comply with all volunteer expectations and professional boundaries outlined in this policy.

No additional fingerprinting or mandated reporter training is required for volunteers who remain under the direct supervision of a school employee at all times while interacting with students.

B. Qualified Volunteers

Prior to service, a Qualified Volunteer must:

- 1) Complete the **Qualified Volunteer Clearance Form**.
- 2) Successfully complete and clear a **Live Scan background check**.
 - a) Send completed form to Susanne DeJong, Director of Human Resources; sdejong@redlandschristian.org
- 3) Complete required **Mandated Reporter Training**.
 - a) California State Mandated Reporter Training (free) – 2.5 hours in duration
 - i) Send Certificate of Completion to Susanne DeJong, Director of Human Resources; sdejong@redlandschristian.org
- 4) Receive approval via email from Susanne DeJong before participating in any activity involving independent student supervision.
- 5) If volunteering to transport students, Qualified Volunteers must also complete the **Driver's Clearance Application** and submit all required documents.

Qualified Volunteers may not begin service until all clearance requirements have been completed and approved.

4. Additional Requirements for Volunteer Drivers

Any Qualified Volunteer who will transport students in a school-approved van or vehicle must additionally:

- 1) Complete the **Driver's Clearance Application**.
- 2) Provide a copy of your current, valid driver's license.
- 3) Provide proof of current automobile insurance.
- 4) Submit required documentation to the **Transportation Coordinator**, Erin Ryan, eryan@redlandschristian.org

- 5) Meet all school transportation requirements before transporting students.

Failure to maintain current driving credentials or insurance may result in immediate suspension of driving privileges.

5. Professional Boundaries

All volunteers must maintain professional and appropriate boundaries with students at all times. In accordance with SB 848 requirements regarding professional boundaries and the prevention of child abuse, volunteers shall: [\[aedn.assembly.ca.gov\]](http://aedn.assembly.ca.gov), [\[lcwlegal.com\]](http://lcwlegal.com)

Volunteers Shall:

- Treat all students with respect and professionalism.
- Maintain interactions that are transparent, observable, and related to the school's educational mission.
- Follow all directions from school administrators and staff.
- Ensure meetings and interactions with students occur in approved and appropriately supervised environments.
- Immediately report suspected child abuse, neglect, misconduct, or safety concerns in accordance with district procedures.

Volunteers Shall Not:

- Meet alone with students in private or isolated locations without authorization.
- Exchange personal gifts, favors, or money with students.
- Communicate with students through personal social media accounts.
- Engage in private texting, messaging, or electronic communications unrelated to school-authorized activities.
- Share personal information that is not appropriate for a school setting.
- Transport students without district authorization and required clearances.
- Engage in any conduct that could reasonably be perceived as grooming, exploitation, abuse, or inappropriate favoritism.

6. Electronic Communication

To protect students and maintain transparency:

- Communication with students must occur only through authorized-approved methods when authorized.
- Parents/guardians and appropriate school personnel should be included whenever practical.
- Volunteers shall not initiate or maintain private electronic communications with students for personal purposes.
- Social media interactions between volunteers and currently enrolled students are prohibited unless specifically authorized for an approved school activity.

7. Reporting Responsibilities

Any volunteer who observes, suspects, or receives information regarding:

- Child abuse or neglect,
- Boundary violations,
- Grooming behaviors,
- Student safety concerns, or
- Misconduct involving any student must immediately notify school administration and follow district reporting procedures.

Qualified Volunteers who complete Mandated Reporter Training are expected to understand and comply with all applicable reporting requirements.

8. Violation of Policy

Failure to comply with this policy may result in:

- Immediate removal from volunteer activities;
- Revocation of volunteer privileges;
- Restriction from future school activities; and/or
- Referral to law enforcement or child protective agencies when appropriate.

9. Acknowledgment

All volunteers shall acknowledge that they have read, understood, and agree to comply with this Volunteer Screening, Supervision, and Professional Boundaries Policy before volunteering for Redlands Christian Schools.