

**Volunteer Supervision and Screening Policy**

**Policy:**

Parent and community volunteers will be supervised by NMCAA staff and will not have unsupervised contact with children. As required by LARA, unsupervised volunteers, consultants (ISD and others), and contractors (such as mental health consultants and others) will be screened following the Head Start Program Performance Standards, Great Start Readiness Program Requirements and Child Care Licensing Rule requirements.

**Definitions:**

**Supervised Volunteer**- A person 16 years of age or older, who provides service for a child care center that is not compensated, and who is supervised at all times when children are in care.

**Unsupervised Volunteer-** An individual who is 18 years of age or older, who provides a service for a child care center that is not compensated, and who has been determined eligible by the department to be unsupervised with children.

* A volunteer does not include the rare occasions when parents accompany their child on a special activity such as a classroom event or field trip, when the parent is only with their child and has no responsibility for classroom activities.
* Infrequent or one-time visitors are not considered volunteers (firefighters, dental hygienists, private therapists, etc.).
* Frequent or regular visitors are considered volunteers (parents, community member, practicum student, weekly readers, nutrition program facilitators, etc.).

**Volunteers will be supervised by NMCAA staff and will not have unsupervised contact with children.**

**Procedures:**

* Volunteers are supervised at all times by NMCAA staff and will not have unsupervised contact with children.
* Volunteer interest determines their role in the classroom.
* Guidance and clear expectations are shared with the volunteer to assist them in successfully carrying out assigned duties.
* All staff and volunteers shall provide appropriate care and supervision of children at all times.
* All staff and volunteers shall act in a manner that is conducive to the welfare of children.
* All supervised volunteers shall receive a public sex offender registry (PSOR) clearance **before** having any contact with a child in care. A copy of this clearance must be kept on file at the center.
* Any individual registered on the public sex offender registry (PSOR) is prohibited from having contact with any child in care.
* Prior to volunteering, the center will review the **HS/GSRP** **Annual Pre-Service Orientation Training** forms with the supervised volunteer. This includes signing the **Staff and Volunteer Mandated Reporting Policy** acknowledging the following information:
  + The individual is aware that abuse and neglect of children is against the law.
  + The individual has been informed of the center’s policies on child abuse and neglect.
  + The individual knows that all staff and volunteers are required by law to immediately report suspected abuse and neglect to children’s protective services.
* A center shall keep on file at the center evidence to verify that each volunteer who has contact with children at least 4 hours per week for more than 2 consecutive weeks is free from communicable tuberculosis (TB). Verification of TB status is required within 1 year before employment or volunteering. Volunteers are responsible for the cost of their TB test.

**PSOR Process:**

* Go to: Michigan State Police Sex Offender Registry
* Click on: Search Michigan State Police Sex Offender Registry
* NOTE: Due to the volume of users, the Public Sex Offender Registry may be unavailable from time to time. Should you be unable to access the registry, please check back later.
* It will take you to another screen.
* Top left: Click Search for Offenders in your Area Tab (magnifying glass icon)
* Click on: Name Tab
* Type in Name of Volunteer
* Click Submit
* Notice if the person does or does not have a Sex Offender Registration Profile. Then print page (profile or not) and save copy in file.

Original: Post in a place visible to staff and parents

Reference: Licensing R 400.8103, 8107, 8125, 8128, HSPPS 1302.90, 1302.94

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