

**VOLUNTEER SCREENING POLICY****POLICY STATEMENT**

All employees and volunteers who work with children at the Cavern City CAC or in classrooms during prevention programs must comply with the screening procedures as listed in this volunteer screening policy. This policy includes, but is not limited to establishing a volunteer application, procedures for reporting abuse, signed statements from the applicant stating that the applicant has never been formally accused, found guilty, or entered a guilty plea in a court of law to any form of child abuse or neglect, and background checks on the applicant.

PURPOSE

The mission of the Cavern City CAC is:

- To provide child abuse prevention and awareness training to children within their reach;
- To provide forensically sound child interviews to service agencies;
- To provide SANE (Sexual Assault Nurse Examiner) services;
- To refer victims to appropriate follow-up services.

All these services and any other are to be provided with the ultimate goal of protection and enhancement of the well-being of victims and children.

VOLUNTEER SCREENING REQUIREMENTS

Cavern City CAC welcomes involvement from community members, businesses, community organizations, and representatives from other like-minded agencies.

In order to provide child victims and their families with a safe environment and allow for a variety of opportunities for volunteering, volunteer participation is classified into three categories. All volunteers will be screened annually.

A. Maintenance/Cleaning/Fundraising Volunteers

Volunteers with no exposure to children and are loosely supervised by Cavern City CAC staff.

Screening requirements:

- Be recommended or referred by someone who would be able to speak to your character.
- Be able to present some form of current government-issued photo identification (driver's license, passport, military ID, or other US government identification).
- Complete and submit for approval the Cavern City CAC Volunteer Application.

B. Office Assistance/Host(ess) Volunteer

Volunteers with limited to high exposure to child victims and their families, who work with children and are supervised by Cavern City CAC staff and multidisciplinary team members.

Screening requirements:

- Be recommended by two people who would be able to speak to your character.
- Be able to present some form of current government-issued photo identification (driver's license, passport, military ID, or other US government identification).
- Complete and submit for approval the Cavern City CAC Volunteer Application.
- Submit to a criminal background check via the national criminal & sex offender registry.

C. Prevention/Education Volunteer

Volunteers with classroom exposure, who work with children and are generally supervised by Cavern City CAC and school staff.

This would include direct contact with children with supervision.

Conditions typically are classrooms or areas where staff or other adults can observe at most times. These occasionally include short solitary time with children and short duration of obstructed view.

Screening requirements:

- Be recommended by two people who would be able to speak to your character.
- Be able to present some form of current government-issued photo identification (driver's license, passport, military ID, or other US government identification).
- Complete and submit for approval the Cavern City CAC Volunteer Application.
- Submit to a criminal background check via the national criminal & sex offender registry.
- Volunteer drivers for prevention programs must have a current driver's license and provide proof of insurance if they will drive their vehicle during the delivery of programs.
- Sign in on the school approved "Volunteer/Visitor sign-in sheet" in the main office of each school where prevention programs are delivered.
- Be required to display a volunteer identification badge to be surrendered at the conclusion of the day's volunteer activity.

D. Inter/Volunteer Victim Advocate

Volunteer Victim Advocates, who work with victims and their families are supervised by the CAC Volunteer Victim Advocate Coordinator and the CAC Director.

This would include direct contact child and adult victims with and without supervision.

Conditions typically are at the CAC during forensic interviews, post interview meetings with victim/victim's family and MDT or follow up and case management in person or by phone.

There may be occasions where victim advocates will spend short periods of solitary time with children or be asked to be present during a sexual assault or domestic violence exam.

Screening requirements:

- Be recommended by two people who would be able to speak to your character.
- Be able to present some form of current government-issued photo identification (driver's license, passport, military ID, or other US government identification).
- Complete and submit for approval the Cavern City CAC Volunteer Application.
- Submit to a criminal background check via the national criminal & sex offender registry.
- Volunteer drivers must have a current driver's license and provide proof of insurance if they will drive their vehicle during the delivery of advocacy services.
- Volunteer Victim Advocates will wear CAC t-shirt/polo and/or a CAC lanyard any time they are performing victim advocacy services outside of the CAC.
- Be able to accomplish all tasks related to advocacy and be free from any type of distraction during the performance of victim advocacy services.

TRAINING

Volunteer training is the responsibility of the Cavern City CAC staff within the functional area (i.e. office help and secretary, prevention assistance, victim advocacy). It is expected that the duties and responsibilities of the volunteer activity be clearly communicated to the volunteer by the Cavern City CAC staff.

RULES FOR VOLUNTEERS WORKING WITH CHILDREN

General rules which apply to all volunteers working with children, and included in any volunteer training manuals, include,

1. All volunteers must submit to the rules, recommendations, and requests of the CAC Director. The supervisor is ultimately responsible for all occurrences and must be allowed to use his/her experience to preclude any detrimental situations.
2. Lights are to remain on and windows are not to be covered. Should lights need to be turned off for some reason, the immediate supervisor must be present.
3. All volunteers should use good judgment when needing to speak to a child alone. Doors and window blinds should be open. It is always preferable to have a second adult in the room when a one on one conversation is needed with a child.
4. Topics, vocabulary and attire should not be used/worn which may portray a negative message to children or their families.
5. Volunteers should not use alcohol/drugs during a scheduled activity or prior to it.
6. All volunteers should use good judgment when having physical contact with children. Do not pat them on the bottom or touch them in any way that would seem intimate, threatening, or frightening. Children should not sit on your lap or be kissed. Under no circumstances should you treat a child roughly. Do not yell at them, intimidate them, threaten them, grab them by their

arm firmly, shake them, forcibly sit them in a chair or strike them. Not only would such occurrences be inappropriate to the Cavern City CAC atmosphere but cause of legal action could be argued.

7. Volunteers will always maintain a professional posture in dealing with children and their families and investigators - avoiding emotional attachment.
8. If a volunteer believes that a child is in an unsafe based on something overheard by the child or the child's family, s/he shall report it to a multidisciplinary team member immediately.
9. Volunteers are not permitted to view live or recorded CAC interviews.
10. Volunteers must agree to keep confidential any information regarding open or closed case investigations they may be privy to, including: case files, discussions with multidiscipline team members, children or their families or any information gathered during case follow-up in person, telephone or electronic correspondence.



CAVERN CITY CHILD ADVOCACY CENTER

VOLUNTEER APPLICATION

Thank you for your interest in volunteering at the Cavern City Child Advocacy Center. Your volunteer contribution is valued. At the Cavern City CAC, our first commitment is to the victims of abuse that we serve. We take very seriously our responsibility to safeguard our clients while they are in our facility.

Unfortunately, in this day and age, not everyone has good intentions and we cannot in good conscience overlook the possible threat to client safety that could be posed by some people.

To protect against that risk, the Cavern City CAC has implemented a volunteer screening program. The program involves potential volunteers completing a brief questionnaire and in some cases agreeing to allow a background check.

All personal information involved in this process, including birth date, social security number, driver's license number and the results of the background check are held in the strictest confidence. Information is not released beyond the Cavern City CAC.

This form should only take a few moments of your time. We regret the inconvenience this may cause, but believe it is a necessary aspect of ensuring client safety.

After completing the form, (if a category B, C, or D volunteer) your name will be submitted for a background check. Only criminal matters will be flagged. Credit and financial information will not be checked. You will be contacted by the Cavern City CAC once the screening process is complete.

We appreciate your help in helping us care for our most vulnerable clients.

Name: _____

Date of Birth: _____

Social Security: _____ - _____ - _____

Home Address: _____

City: _____

State: _____

Zip: _____

Phone #: _____

Volunteering activity at the Cavern City CAC _____

Please give the name and number of two (2) people who can speak to your character.

List all present or previous work, either paid or volunteer, involving children/youth. Identify the institution and type of work.

Have you belonged or do you belong to any groups, organizations or clubs in your church or outside community?

Yes No If yes, list them:

How did you learn about volunteering at the CAC?

Have you ever been convicted of a felony?

Yes No

Do you use controlled substances?

Yes No

Have you ever been found in any dependency action to have sexually assaulted or exploited any minor or exploited any minor or physically abused any minor?

Yes No

Have you ever been found by a court in any disciplinary board final decision to have sexually or physically abused or exploited any minor or developmentally disabled person or to have abused or financially exploited any vulnerable adult?

Yes No

Please answer the following victim services screening questions:

Our advocacy center serves runaway youth, victims of child abuse and victims of sexual and/or domestic violence. In what manner have you worked with these populations?

If you have suffered from trauma in your personal life (abuse, violence) please talk about steps you have taken to heal from this.

What is the difference between 'listening' and 'giving advice'?

What are boundaries? Please describe.

How do you handle stress/trauma?

How do you work with people you are not comfortable with? What do you do in these situations?

Please provide an example of confidentiality in the workplace. Is there a time that breaking confidentiality would be ethical? When would that be?

Are you able to make a minimum 6-month commitment to the Child Advocacy Center as a volunteer? If no, what commitment can you make?

Additional comments/observations/concerns:

I certify that the information given on this application is true to the best of my knowledge.

Printed Name

Signature

Date