



POLICY STATEMENT

All employees, interns, and volunteers who work with children at the Foundry Home, Stepping Stones Parent Visitation Program, Child Advocacy Center 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 Affirming Heart Victim Services is:

Our mission is to provide compassionate and comprehensive support to survivors of child abuse, domestic violence, and sexual assault. We are committed to creating a safe and empowering environment where survivors can heal and rebuild their lives. We strive to raise awareness about these issues, and work towards preventing future instances of abuse. Our organization values diversity, inclusivity, and social justice, and we are dedicated to serving all survivors regardless of their background or circumstance.

VOLUNTEER SCREENING REQUIREMENTS

Our agency welcomes involvement from schools, universities, 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 four categories. All volunteers will be screened annually.

A. Maintenance/Cleaning/Fundraising Volunteers

Volunteers with no exposure to children and are loosely supervised by agency 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 Affirming Heart Victim Services Volunteer Application.

B. Office Assistance/Host Volunteer

Volunteers with limited to high exposure to child victims and their families, who work with children and are supervised by agency 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 Affirming Heart Victim Services 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 agency 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 Affirming Heart Victim Services 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. Intern/Volunteer Victim Advocate/Parent Coach

Intern/Volunteer Victim Advocates/Parent Coaches, who work with victims and their families are supervised by the Victim Advocate Coordinator, Rise Up Counseling Coordinator, Stepping Stones Coordinator and/or the Executive Director.

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

Volunteer conditions typically are at the Child Advocacy Center during forensic interviews, post interview meetings with victim/victim's family and MDT or follow up and case management in person or by phone or on-site at the Rise Up Counseling Building or Foundry Home. Volunteer conditions with the Stepping Stones Parent Visitation Program may occur within the community in public spaces.

There may be occasions where volunteers 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 Affirming Heart Victim Services 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 services.
- Volunteers will wear Affirming Heart identification anytime they are performing services outside of the agency. Foundry Home volunteers must wear a Foundry Home staff shirt while volunteering on- or off-site.
- Be able to accomplish all tasks related to services and be free from any type of distraction during the performance of services.

TRAINING

Intern and volunteer training is the responsibility of agency staff within the functional area (i.e. office help and secretary, prevention assistance, victim advocacy, parent support, clinical work). It is expected that the duties and responsibilities of the volunteer activity be clearly communicated to the volunteer by agency staff.

RULES FOR INTERNS and VOLUNTEERS WORKING WITH CHILDREN

General rules which apply to all interns and volunteers working with children:

1. All interns and volunteers must submit to the rules, recommendations, and requests of the Executive 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 interns and 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 any Affirming Heart Victim Service program atmosphere, but cause of legal action could be argued.

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



VOLUNTEER APPLICATION

Thank you for your interest in volunteering at Affirming Heart Victim Services. Your intern and/or volunteer contribution is valued. At our agency, our first commitment is to the victims of abuse that we serve. We take very seriously our ability 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, our agency 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 our agency.

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 someone at the agency 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 Affirming Heart Victim Services: _____

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 Affirming Heart Victim Services?

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 agency 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 Affirming Heart Victim Services 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