

HEAD START VOLUNTEER AFFIDAVIT

HEAD START VOLUNTEER STANDARDS OF CONDUCT

This policy applies to all persons who volunteer in the Head Start Program.

Immoral Conduct: No volunteer shall commit or attempt to encourage students or others to commit acts of immoral conduct.

Profanity & Tobacco: Volunteers, while in the presence of children, shall not use profanity and shall not use tobacco in any form. Tobacco use is not permitted anywhere on school grounds.

Alcohol & Illicit Drugs: Volunteers shall not possess or use alcohol or any illicit drug or prescribed drug which affects judgment, in the presence of Head Start children. Recognizing that these substances can affect judgment and function for an extended period of time, volunteers must abstain from their use in the hours prior to being in the presence of children so as to be free of the effects of these substances once they are in the presence of children.

Consequences of violation of the Standards of Conduct: If a volunteer is found to be out of compliance with any of the conduct areas, the following procedures are to be used:

1. The teacher and/or teacher assistant, as well as other staff, have the right to decide whether the behavior of a volunteer is out of compliance. She/he will ask the volunteer to leave the room to discuss the matter.
2. The volunteer may be shown the policy related to the staff concern, and the staff member will explain his/her observations and concerns.
3. The volunteer may be given the choice of leaving or volunteering in some other capacity, if possible, out of the presence of children.
4. If the volunteer disagrees with the staff member's observation, the issue will be brought to the Head Start Director or designee for further discussion and/or action.
5. If a volunteer appears profoundly impaired due to alcohol or drugs, the staff member will:
 - a. Offer to call a friend to pick him/her up.
 - b. Offer to call a taxi.
 - c. If threatened, call the police.
6. If a volunteer repeats the inappropriate behavior, he or she will be asked not to volunteer again, or until the problem behavior is addressed.
7. Law enforcement agencies will be notified when the conduct appears to conflict with the law.
8. The Director or designee will be notified about the incident by the staff member; the staff member who dealt with the incident will then document the incident in the family file/HSFIS.
9. The Director or designee will inform the Parent/Community Involvement Manager about the incident.

CONFIDENTIALITY AGREEMENT

Confidentiality is the staff member's, volunteer's and family's right to the protection of private, personal information (written and verbal) shared with the Head Start program. This right is protected by federal law, state law, program policies & regulations, ethical practice and professionalism. Information shared or overheard is never passed on in any form to anyone except a program manager where the information would be used for program purposes only.

I have read the confidentiality statement above and understand the need for absolute confidentiality in my role as a volunteer in the Pocatello/Chubbuck School District #25 Head Start program. Each and every child, family, staff person is entitled to the protection of confidentiality. I do hereby, agree to maintain and accept the responsibility for absolute confidentiality.*

Volunteer Signature

Date

**A breach in this confidentiality agreement on the part of the volunteer could result in the loss of further volunteer privileges*

PROTECTION OF CHILDREN

I am aware that for the protection of the children attending this program, Pocatello/Chubbuck School District #25 Head Start acts in accordance with Idaho Legislature Senate enacted Bills 1297 & 1298, which prohibits Adult Sex Offenders from access to school children if currently registered or required to register as a sex offender. Such individuals may temporarily enter the school grounds only when picking up or dropping off his or her own child (or a child for which he/she is a legal guardian) and to attend scheduled school functions with the child. Such individuals may not volunteer in any classroom, or in any other capacity on the premises.

I am aware that for the protection of the children, Pocatello/Chubbuck School District #25 Head Start requires and conducts Sexual Predator checks on all volunteers and spot background checks are conducted on school volunteers. I hereby approve of such a check on my background.

I (circle one) have not have been convicted of a violent felony or a crime of a sexual nature.

Explanation _____

(If preferable, make a conference appointment with the Director or the Parent/Community Involvement Manager).

Please PRINT Full Volunteer Name _____

Volunteer Signature

Date

Staff Signature

Date

INSTRUCTIONS FOR VOLUNTEER AFFIDAVIT

- ALL volunteers must complete this form on or before the first time volunteering with Pocatello/Chubbuck SD#25 Head Start.
- READ entire affidavit before signing
- COMPLETE all questions/statements
- SIGN Volunteer Affidavit in the presence of a staff member. This is an official witness to your signature
- Volunteer keeps pink copy
- Staff member turns the white copy in to the Parent & Community Involvement Manager
- Parent & Community Involvement Manager places an asterisk * after the volunteer's name in the Head Start Family Information System (HSFIS), once this form is received and a Sexual Predator check has been completed
- Spot background checks will be indicated on the white copy as they occur