Subject : Volunteers

Source: 1304.52(h)(1)

<u>**Policy**</u>

Training and Development Procedures for Volunteers

In accordance with Texas State Day Care Licensing and Federal Head Start Standards requirements, North Texas Parent and Child Development, Inc. (NTPCD) requires all volunteers to undergo the following:

- TB Test Screening Questionnaire
- Complete criminal background check,
- Fingerprint Applicant Services of Texas (FAST) application if person has lived out of the state for five years
- Three Volunteer Services References forms completed
- Sign Early Head Start Confidentiality Policy

<u>**Procedure**</u>

REQUIRED VOLUNTEER TRAINING
Head Start requires training in certain areas for volunteers. These areas are discussed below.

Program Orientation
Head Start policy specifically states that volunteers should receive an orientation to the program.

Training for Position
Head Start policy states that volunteers should receive on-the-job training.

Identifying Child Abuse and Neglect
Early Head Start policy requires all staff and volunteers to be trained to identify and report cases of child abuse and neglect. The training will cover the program's policy regarding sexual abuse, physical abuse, and neglect and also include information on working with children who are victims.

With an increasing number of abused or neglected children being referred to Head Start/Early Head Start, staff and volunteers must be sensitive to these children and their caregivers. We must also know how to respond to behaviors that result from being victimized.

Confidentiality
Early Head Start policy also requires that staff and volunteers be trained in issues of confidentiality.

Training in issues of confidentiality will cover the following:

- The program's policy on confidentiality

- The importance of keeping confidential any information that children give about their home lives

North Texas Parent and Child Development Inc.
Policy and Procedures
Social Services

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- The need to respect children and families' privacy.

RECOMMENDED VOLUNTEER TRAINING

In addition to the training required to accomplish the tasks outlined in their job descriptions, volunteers in Head Start programs should receive some training addressing the topics listed below.

Basic Child Development

Because Head Start is an early childhood development program, all staff and volunteers--from bus drivers to the director--should have some knowledge of basic child development. They should know:

- Normal stages of development.

- Appropriate activities for each stage of development.

- Basic child guidance principles.

Emergency Procedures

Staff, volunteers, and parents need to know all emergency procedures in the center, on the bus, or in other areas where they work. Volunteers will receive training sessions on first aid and other emergency treatment. If our program has children with specific health needs, all staff and volunteers who work with these children will need special training on appropriate emergency procedures.

Child Guidance and Redirection

All volunteers should know the center's discipline policy and appropriate child guidance strategies.

IMPORTANCE OF VOLUNTEER TRAINING

Volunteerism in Head Start/Early Head Start has always been seen as a way of developing new skills that may lead to employment opportunities. For this reason, volunteers need to be given as much information as possible. For those volunteers who are also parents, the training provides opportunities to gain skills and understanding in child development and guidance that will help them become better parents. Knowledge dispels the illusion that "curriculum" and "teaching" are for teachers only. It also encourages parents to stay involved as their children progress through the school system.