



EMPLOYEE PROTOCOLS for FACILITATING the VOLUNTEER PROCESS

Clayton County Public Schools welcomes all volunteers. With the changes in state statute O.C.G.A. 19 -7-5 mandating school volunteers be included as mandated reports of child abuse; it is paramount that school district employees understand their roles in the process of both approving and monitoring volunteers. Below are the responsibilities of employees by job classification/department as it relates to volunteers.

Parent Liaison/Volunteer Program Designee

- In most cases, the first contact with volunteer-candidates.
- Respond to offers for volunteer services.
- Facilitates the viewing of the Mandated Reporting Video.
- Review *Volunteer/Criminal History Consent Form* for completeness and identifies the level of service (level 1, 2, and 3) and location(s).
- Ensures the *Volunteer/Criminal History Consent Form* is signed by the volunteer-candidate and notarized (no fee).
- Gives Volunteer a Copy of the MANDATORY REPORTING-CHILD ABUSE information form.
- Contacts volunteer-candidate of approval/denial.

Department of Safety and Security

- Review *Volunteer/Criminal History Consent Form* for completeness and checks level of service (level 1, 2, and 3) and location(s).
- Schedule and Conduct background/fingerprint checks on volunteer-candidates.
- Evaluates check results and provides the parent liaison/Volunteer Program Designee with the written results of the check.
- Address questions/concerns about backgrounds.
- Keeps *Volunteer/Criminal History Consent Forms*.
- Investigates claims of child abuse.

Administrators

- Be familiar with the volunteer process.

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- Be the contact or have a designee administer the process.
- Approve or deny the applicants request and/or application.
- Ensure that site personnel are aware of their responsibilities.
- Investigate matters of concern and report to the Area Assistant Superintendents.
- Report allegation against employees to Human Resources.
- Report all allegations to the Department of Safety and Security.
- Ensure reports are made to DFACS.
- Ensure no volunteer starts without appropriate approval.

Social Worker/Counselors

- Make appropriate report to DFACS following established practices.
- Assist with the referral and investigative process.

Personnel Review Officer

- Follow investigative procedures on matters where employee wrongdoing is alleged.