



The mission of St. PJ's Children's Home is to serve the needs of children and families by providing a safe, nurturing community to heal body, mind and spirit, shape successful adults, and break the cycle of abuse and neglect.

**Values:
Respect-Integrity-Communications-Responsiveness**

VOLUNTEER POLICY

Definition

A volunteer is a person who provides services under the auspices of the agency without monetary compensation. All volunteers have closely monitored access to children under the direct supervision of a St. PJ's employee. A volunteer may not perform any employee function, role or responsibility. All volunteers must be 14 years of age or older. Volunteers/visitors shall be considered without regard to race, color, national origin, gender, marital status, sexual preference, and/or disability.

Youth Volunteers: Any approved volunteer or agency visitor ages 14-17 must be accompanied by a parent or organization guardian with at least a 1:8 adult child ratio.

Recurring Program Volunteers

A recurring volunteer is a person that has child contact or possible child contact while volunteering on campus and volunteers more than one time per year.

Special Event Volunteers

A special event volunteer is a person that has child contact or possible child contact while volunteering on campus and volunteers no more than one time per year.

Agency Visitors

An agency visitor is a person or organization providing services under the auspices of the agency without monetary compensation. An agency visitor is not a volunteer. Visitors are not allowed access to children in care and under the direct supervision of a St. PJ's employee.

Visitor Express (Scanner)

Visitor Express (Scanner) is an immediate background check that all volunteers and agency visitors must submit to prior to volunteering on St. PJ's campus every time they arrive on campus. All volunteers/visitors must provide a date of birth and a valid picture ID upon their arrival. A current Texas

Driver's License (TDL) or a Texas ID (TID) is preferred. When a significant number of volunteers/visitors are anticipated, the group leader may be asked to provide the name and date of birth for all of their volunteers to help speed the check in process, but the volunteers/visitors will still be required to bring their valid picture ID when arriving on campus. Please note: This information is for verifying background information/internal use only and will be kept confidential. St. PJ's will not distribute any of the information.

Process

Individuals interested in providing recurring volunteer services at St. PJ's must complete the following process:

1. Each recurring volunteer applicant must complete and sign a Volunteer Application & Agreement, Confidentiality Policy, Discipline Policy, Drug Policy, Dress Code Policy and the Archdiocese of San Antonio Criminal Background Search & Release Form. Volunteer applicants must provide personal references (including contact information) and submit to a state criminal background search and Tuberculosis screening.
2. The recurring volunteer applicant is interviewed by the Development Associate to determine the qualifications of the volunteer and their commitment to fulfill the requirements of the volunteer services. Interviews may be conducted in person or over the phone at the Development Associate's discretion.
3. Upon approval, the recurring volunteer will complete an orientation that includes an overview of program expectations, duties and responsibilities, and a short presentation on Sexual Misconduct.

Requirements

Recurring Domestic Program Volunteers

- Be at least 14 years old
- Application process completed (application, background check, FBI fingerprint check where applicable, etc.
- Both adults and youth
- Negative TB Test within the last 12 mos
- Orientation/Sexual Harassment Training
- **Each time arrive on campus**
 - Visitor Express (Scanner)
 - Sign in
 - Complete Liability Form
 - Supervised by PJ's representative at all times

Recurring International Program Volunteers

- Be at least 14 years old
- Application process completed (application, background check, FBI fingerprint check)
 - Please note: it is a Federal requirement that all recurring volunteers for the international program complete a FBI fingerprint background check.
- Both adults and youth
- Negative TB Test within the last 12 mos
- Orientation/Sexual Harassment Training
- **Each time arrive on campus**
 - Visitor Express (Scanner)
 - Sign in
 - Complete Liability Form
 - Supervised by PJ's representative at all times

Special Event Volunteers

- Visitor Express (Scanner)
- Sign in
- Complete Liability Form
- Supervised by PJ's representative at all times
- Onsite Orientation

Agency Visitors

- Visitor Express (Scanner)
- Sign in
- Complete Liability Form
- Supervised by PJ's representative at all times
- Onsite Orientation

A volunteer record must be maintained for each recurring volunteer. The volunteer record must include a statement signed and dated by the volunteer indicating he/she must report any suspected incident of abuse, neglect or exploitation to the Child Abuse Hotline and the St. PJ's Staff representative.

Before having contact with children in care, all recurring volunteers must be screened for tuberculosis as follows:

- All recurring volunteers must have a documented tuberculosis screening conducted as recommended by the Center for Disease Control, before beginning to volunteer at St. PJ's unless the person:
 - (1) Has lived, worked or volunteered at a regulated residential child-care operation within the previous 12 months, and
 - (2) Provides documentation of a tuberculosis screening.

Documentation must consist of a copy of the results of the baseline tuberculosis screening or chest radiograph, which must be in the volunteer record before beginning to volunteer at St. PJ's. Documentation of the results of treatment (if treatment is required) must also be maintained in the volunteer's record. Except on the advice of a physician, no additional screening is required for a volunteer who continues to volunteer at St. PJ's.

A person who is on probation or parole, or is referred for community services through the courts because of criminal activity (including as an alternative to incarceration), **may not** volunteer at St. PJ's. This prohibition applies even if the services do not involve contact with children in care.

Volunteers are responsible for maintaining the confidentiality of all information to which they are exposed to while serving as volunteers, whether this information involves employees, volunteers, or other persons involved with St. PJ's.

St. PJ's accepts the service of volunteers with the understanding that such service is at the sole discretion of the agency. Volunteers understand that St. PJ's may at any time, for whatever reason, decide to end the volunteer relationship.

The Development Associate is responsible for the assignment and tracking of all volunteers. The Development Associate is available to the volunteer for consultation and assistance.

Qualifications

Youth Volunteers: All volunteers/visitors must be at least 14 years of age or older. Volunteer applicants who have not reached 18 years of age must present a written consent of a parent or guardian to the Development Associate prior to volunteering. Any approved volunteer/visitor ages 14-17 must be accompanied by a parent or organization guardian with at least a 1:8 adult child ratio who is an authorized volunteer must accompany minors under the age of 18 while completing volunteer functions.

The volunteer assignment for a minor should be in a non-hazardous environment and should comply with all appropriate requirements of child labor laws.

Recurring Volunteers: All applicants must submit to criminal background and Tuberculosis screening; results must be received before performing any volunteer function. All volunteer applicants must submit to random drug testing in accordance with St. PJ's Drug Policy for volunteers.

Recruitment

Volunteers shall be recruited by the Development Associate with the intent of broadening and expanding the volunteer involvement of the community. Volunteers shall be recruited without regard to race, color, national origin, gender, age, marital status, sexual preference, and/or disability. Volunteers may be recruited either through an interest in specific functions or through a general interest in volunteering which will later be matched with a specific function. The Development Associate is the first contact for potential volunteers. Once all requirements have been met and the volunteer is approved for service, the volunteer will be directed to the appropriate staff member for scheduling the activity.

Smoking Policy

Smoking and/or Vaping is **PROHIBITED** anywhere on the St. PJ's Children's Home Campus.

Workplace Safety

Safety is important to all of us. Volunteers should conduct themselves in a way that promotes safety of themselves, staff, and children. Volunteers should never put themselves or others into a situation that makes them fearful or uncomfortable. If you feel uncomfortable, please notify a staff member immediately.

Volunteer Injury

Any personal injury that occurs while volunteering for St. PJ's Children's Home should immediately be reported to a staff member. Volunteers are not covered under the organizations insurance for injury to themselves.

Dress Code

As representatives of St. PJ's, volunteers are responsible for presenting a positive and professional image. Volunteers shall adhere to the Dress Code Policy for volunteers throughout the duration of their service to St. PJ's.

All volunteers are expected to observe basic principles of personal hygiene (i.e. clean clothing, skin and hair). Body piercing ornaments and simulated ornaments may be worn on the ears only. Earrings must not present a danger to staff, volunteers, or children nor interfere with activity performance or present an unprofessional appearance. All visible art must be covered while at work.

The following clothing items are **prohibited** for all volunteers:

- Muscle shirts or thin t-shirts
- Short shorts
- Transparent clothing
- Low cut or loose necklines
- Halter tops, exposed midriffs, strapless or spaghetti strap on tops
- Holes in clothing
- Head covering that are unprofessional
- Clothing with inappropriate advertising, images, or statements that are offensive or inflammatory (e.g. alcohol, guns, nudity, cigarettes, drugs) are strictly prohibited

Sexual Harassment Policy

St. PJ's adheres to the following policy:

St. PJ's has a zero-tolerance policy for all forms of sexual abuse, sexual harassment, and inappropriate sexual behavior. St. PJ's will take coordinated action necessary to ensure that all children are protected from sexual abuse, sexual harassment and inappropriate sexual behavior to include notification of local law enforcement and the Texas Abuse Hotline. All recurring volunteers must complete Sexual Abuse Awareness training prior to volunteer service. This training will be provided during the Initial St. PJ's Volunteer Orientation

Violations of this policy will lead to termination of volunteer assignment or and possibly a criminal complaint or civil suit. For the purpose of this policy, sexual harassment will be defined as:

- Inflicting unwanted sexual attention on another person, whether verbal, physical or both.
- Creating a hostile, intimidating or offensive work environment for a person, whether by demeaning a person simply on the basis of his or her gender, or by unwanted sexual attention.
- Causing tangible adverse job consequences on the basis of gender or unwanted sexual attention.

Sexual harassment is prohibited regardless of the gender of the victim and perpetrator. Sexual harassment can be male to female, male-to-male, female-to-female or female to male. Infliction of sexual harassment by a superior or supervisor on a person over whom he or she has authority will be dealt with most severely.

Reporting Child Abuse and Neglect

All volunteers are obligated by state law to report any suspected incidents of abuse and/or neglect of children at St. PJ's to their immediate supervisor/St.PJ's staff representative or any member of management or designee within 1 hour of the suspected abuse or neglect. Any volunteer observing or receiving a client's report of alleged abuse and/or neglect shall document the details of the incident on an Incident Report provided by St. PJ's staff representative.

Upon receiving the details of the alleged abuse and/or neglect, the Program Director will discuss the incident with the Chief Executive Officer or designated official. A report will be made immediately thereafter, and no later than twenty-four (24) hours after first suspecting the abuse or neglect to Texas Department of Family and Protective Services (TDFPS).

Within 24 hours of the report, the case manager will contact the child's CPS caseworker, parent, guardian or managing conservator (if appropriate), to notify them of the report. The contact shall be documented in the file.

If any suspected child abuse and/or neglect is observed outside of St. PJ's a report must be made to the Child Abuse Hotline 1-800-252-5400.

St. PJ's Children's Home would like to thank you for your service to the children in our community!