

**5015-R**

**Screening Procedures According to Volunteer Role**

Teachers, principals and other professionals are expected to use their professional judgment in reviewing the position descriptions and in determining the appropriate level of screening needed for volunteer roles.

<b>Position Description</b>	<b>Screening Tools</b>	<b>Possible Examples</b>
<p>*Note: The examples are for illustration only. Risk factors inherent in each role may differ across schools. <b>School personnel should carefully consider the position descriptions to ensure that volunteers are appropriately screened.</b></p>		
<p><b>Level 1</b>            Job takes place in highly public settings under supervision and involves little or no student contact</p> <p>Descriptors:            1. Highly public            2. Unrestricted access – Staff or adults can enter and observe at any time            3. No solitary time with student            4. Always within unbroken view of school staff or multiple adults</p>	<p>+ Volunteer signs in</p>	<p>School fairs            Athletic concessions            Resource speakers            Read-a-Thon            Field Day            PTA Fundraising activities            Clerical duties            Field trips</p>
<p><b>Level 2</b>            Job takes place in classroom under supervision</p> <p>Descriptors:            1. Highly public            2. Unrestricted access – Staff or adults can enter and observe at any time            3. No solitary time with student            4. Always within sight of school staff or multiple adults, but ability of staff to monitor volunteer's interactions with students limited by own responsibilities or other factors.</p>	<p>+ Volunteer signs in            + Prior dialogue/interaction with school staff or volunteer coordinator in person, in writing or by phone            + Registration for non-parent volunteers</p>	<p>Classroom tutors            Classroom helpers            Proctors – State test</p>
<p><b>Level 3</b>            Job involves direct contact with students under limited supervision by school staff</p> <p>Descriptors:            1. Public setting at school            2. Unrestricted access – staff or adults can enter/observe at any time            3. Could have solitary time with student(s)            4. May be outside of view of school staff or multiple adults for brief periods            5. May involve access to confidential student information            6. Likely to have frequent contact with child over extended period of time            7. May include chaperones, coaches, etc. in any athletic or extra-curricular activity</p>	<p>+ Volunteer signs in            + Task Description            + Registration/Application            + Interview            + Reference checks            + <b>Criminal history checks required</b>            + <b>Registered Sex Offender check required</b></p>	<p>Coaching or assisting with sports            Working with a group of students in a separate room            Sick room volunteer            Tutoring 1-on-1 in a separate room            Mentoring            Field trip – overnight (chaperone when sharing room with students)</p>

