



## **VOLUNTEER POLICY OF KIPP CHARLOTTE**

### **I. Introduction**

KIPP Charlotte is dedicated to providing a safe, healthy environment for our children. As part of that commitment, we will screen volunteers and those persons who work with children in and around our schools through the KIPP Charlotte Volunteer Policy. Persons who will be screened include: school volunteers, field-day helpers, volunteers at athletic events, test proctors and others as deemed necessary by the school. Our screening process will not extend to special events, such as a “father’s lunch” or PTA meetings, where parents and staff are present.

The screening methods used will be based upon the specific task(s) assigned, the risks associated with the performance of those tasks, and the designation of supervised versus unsupervised student contact. The KIPP Charlotte Volunteer Chart sets forth in detail the various volunteer job descriptions and the types and frequencies of screening required for each task.

### **II. Responsibility for screening**

The School Leader or his/her designee is responsible for assuring that all volunteers are screened. The assigned staff person will review the work a volunteer will be doing to determine the appropriate level of screening. The kinds of task assignments and levels of screening are set forth in the KIPP Charlotte Volunteer Chart. Volunteers who are referred through other agencies are subject to screening requirements consistent with those listed in the attached Volunteer Chart. The School Leader or designee must maintain a record of screening data.

### **III. KIPP Charlotte employees as volunteers**

Current employees are eligible to volunteer at KIPP Charlotte and are exempt from the screening procedures set forth in the KIPP Charlotte Volunteer Chart.

### **IV. Volunteers in community-based organizations**

Volunteers with community-based volunteer programs working on KIPP Charlotte property with KIPP Charlotte students referred by the school (such as Communities in Schools) must be screened by KIPP Charlotte. KIPP Charlotte does not screen volunteers involved with a community-based organization if the program provided by the organization does not occur on KIPP Charlotte property or is one to which the participants were not referred by KIPP Charlotte, even though the organization may serve children who are KIPP Charlotte students.



## **V. Screening methods**

All volunteers must fill out the KIPP Charlotte Volunteer Profile form.

Other screening methods include but are not limited to:

- Volunteer sign-in (which will be on-going)
- Initial and periodic:
- Interviews
- Orientation
- Verification of date of birth from Drivers License
- Reference Checks
- Record checks [criminal history, driving history (for field trips), credit bureau (for bookkeeping, fundraising or financial positions)]

The specific screening methods that will be used are determined by the nature of the task assignment. The KIPP Charlotte Volunteer Chart sets forth the levels of task assignments and the screening methods used for each one.

## **VI. Nametags**

Volunteers must register in the school office at the beginning of each school visit. KIPP Charlotte requires that each volunteer wear a nametag while in the building.

## **VII. Criminal history record checks**

For volunteers who have resided in North Carolina for a continuous seven-year period immediately prior to the date of submission of the KIPP Charlotte Volunteer Profile Registration, KIPP Charlotte staff will conduct criminal history record checks when such checks are required by the KIPP Charlotte Volunteer Chart. Prospective volunteers must authorize these record checks. For volunteers who have not continuously resided in North Carolina for seven years immediately prior to the date of submitting the Volunteer Profile Registration, KIPP Charlotte will conduct a national criminal history record check for the preceding seven years. In addition, KIPP Charlotte will conduct a criminal history record check for the period of time the volunteer has resided in North Carolina. Criminal history record checks are valid for one calendar year, unless information is received that may indicate the need for an additional check.



### **VIII. Confidentiality**

Volunteers are to be held to professional standards for maintaining the confidentiality of student records and will not be given access to student records without parent/guardian permission. The School Leader or his/her designee will advise volunteers on the issues and importance of confidentiality of student information.

### **IX. Volunteer records**

KIPP Charlotte will maintain certain records on volunteers. In accordance with Section 115C-209.1 of the North Carolina General Statutes, those records are not public records and shall not be open to inspection, except in accordance with that law. Any person who applies to be a volunteer shall be notified at the time that he/she applies to volunteer that KIPP Charlotte will maintain a volunteer file on the individual and that the information in that file may be open to inspection in accordance with the foregoing law.

### **X. Effective date**

This policy is effective Aug. 1, 2009.

<b>KIPP CHARLOTTE VOLUNTEER CHART (SUPERVISED)</b>			
<b>Position Description</b>	<b>Screening Tools</b>	<b>Examples of Tasks*</b>	<b>Responsible Party</b>
<p>Task takes place under supervision of school staff in classroom or other group setting</p> <p>Descriptors:</p> <ol style="list-style-type: none"> <li>1. Public setting</li> <li>2. No solitary time with student</li> <li>3. Always within unbroken view of school staff or multiple adults</li> </ol>	<ul style="list-style-type: none"> <li><input type="checkbox"/> KIPP Charlotte Volunteer Profile Registration</li> <li><input type="checkbox"/> List of volunteers and volunteer sign-in record</li> <li><input type="checkbox"/> Personal interview with school staff</li> <li><input type="checkbox"/> Criminal History Records Check**</li> </ul>	<ul style="list-style-type: none"> <li>• Classroom tutors</li> <li>• Lunch Buddies</li> <li>• Reading Buddies (in classroom)</li> <li>• Classroom helpers</li> <li>• Field Days</li> <li>• Athletic concessions</li> <li>• School fairs</li> <li>• Resource speakers</li> <li>• Clerical assistant</li> <li>• PTA Fundraising activities</li> <li>• Outdoor projects</li> </ul>	<ul style="list-style-type: none"> <li>▪ School staff</li> <li>▪ School Leader or designee</li> </ul>

\*Task titles are provided by way of illustration only. Other tasks may fall into each category.

## KIPP CHARLOTTE VOLUNTEER CHART (UNSUPERVISED)

Position Description	Screening Tools	Examples of Tasks*	Responsible Party
<p>Task allows unsupervised contact with student on campus or at off-campus*** KIPP Charlotte activities</p> <p>Descriptors:</p> <ol style="list-style-type: none"> <li>1. Staff or adults can enter/observe at any time</li> <li>2. Can have solitary time with student(s) on a regular basis</li> <li>3. May be outside of view of school staff or multiple adults for brief periods</li> <li>4. May involve access to confidential student information (only if parent consents)</li> <li>5. Overnight trips</li> </ol> <p>*** Student must have a signed parental consent form</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> KIPP Charlotte Profile Registration</li> <li><input type="checkbox"/> List of volunteers and volunteer sign-in record</li> <li><input type="checkbox"/> Personal interview with school staff</li> <li><input type="checkbox"/> Criminal History Record Check**</li> </ul> <p>(Other screening methods such, home visits and driving history checks may be added as necessary)</p> <p><b>**Criminal History Record check must be conducted at least every year. KIPP Charlotte reserves the right to conduct criminal history and other records checks on a more frequent basis.</b></p>	<ul style="list-style-type: none"> <li>• Mentor</li> <li>• Field trip chaperone</li> <li>• Small group sessions (in separate room)</li> <li>• Reading Buddies (in separate room)</li> <li>• Tutor 1-on-1 (in separate room)</li> </ul>	<ul style="list-style-type: none"> <li>▪ School staff</li> <li>▪ School Leader or designee</li> </ul>
<h3>Unsupervised Providing Transportation</h3>			
<p>Task requires volunteer to transport student in own vehicle.#</p> <p># KIPP Charlotte does not provide liability insurance for volunteers driving students. School staff must inform volunteers of this provision.</p>	<p>Final decision by School Leader or designee</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> KIPP Charlotte Volunteer Profile form</li> <li><input type="checkbox"/> Evidence of valid driver's license and liability insurance</li> <li><input type="checkbox"/> Driving history check</li> <li><input type="checkbox"/> Personal interview with school staff</li> <li><input type="checkbox"/> Criminal History Record Check**</li> </ul>	<ul style="list-style-type: none"> <li>• Driving a student home or to appointment</li> <li>• Driving students on field trip</li> </ul>	<ul style="list-style-type: none"> <li>▪ School Leader or designee</li> </ul>



## Volunteer Background Check Consent and Release

Name: \_\_\_\_\_

The staff or volunteer position you have applied for upholds considerable responsibilities. It is the policy of KIPP Charlotte that each volunteer who is to be screened must sign an authorization/waiver/indemnity form giving approval to KIPP Charlotte to perform a criminal background search.

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ALL INFORMATION PROVIDED WILL BE KEPT CONFIDENTIAL

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I hereby authorize KIPP Charlotte to schedule and complete a personal background check, including a criminal history. \_\_\_\_\_ (Initial)

Have you ever used another name?  Yes  No

If yes, please provide any additional information relative to the change of name or nickname necessary to enable a check on your background. \_\_\_\_\_

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Full Name (please print): \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Place of Birth: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Drivers License Number: \_\_\_\_\_ State: \_\_\_\_\_

I hereby give my permission to KIPP Charlotte to obtain information to my criminal history. The criminal history record, as received from the reporting agencies, may include arrest and conviction data, as well as plea bargains and deferred adjudication, and delinquent conduct committed as a juvenile. I understand that this information may be used in part to determine my eligibility as a volunteer with this organization. I understand that I will have the opportunity to review the criminal history if I dispute the records as received. I also understand that the criminal history could contain information presumed to be expunged.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

If applicant is under 18 years of age, please complete the following:

Parent/Guardian Signature \_\_\_\_\_ Date: \_\_\_\_\_



### Volunteer Information Form

Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_  
 E-mail \_\_\_\_\_

#### In case of Illness/Injury, notify:

Name \_\_\_\_\_ Relation \_\_\_\_\_  
 Phone \_\_\_\_\_ Phone \_\_\_\_\_

#### Relinquishment of Claims Against KIPP Charlotte

I/We recognize and acknowledge that there are risks in my presence and participation in this program. I agree to indemnify, hold harmless, waive and relinquish all claims I may have against KIPP Charlotte including any negligence claims on their part and its officers, agents, employees, representatives or volunteers arising out of, in connection with the transportation to and/or from the event, or any activity I participate in while attending the school sponsored program.

#### Release and Waiver of Liability

This release and Waiver of Liability is executed on this day by the signee below in favor of KIPP Charlotte, a non-profit organization, its directors, officers, employees and agents. The volunteer desires to work as a volunteer for KIPP Charlotte and engage in the activities related to being a volunteer. The Volunteer does hereby freely, voluntarily and without duress execute this release under the following terms:

- 1. Waiver and Release-** Volunteer does hereby release and forever discharge and hold harmless KIPP Charlotte and its successors and assigns from any and all liability, claims and demands of whatever kind or nature, either in law or in equity, which arise or may hereafter arise from Volunteer's work for KIPP Charlotte. Volunteer understands that this release discharges KIPP Charlotte from any liability or claim that the Volunteer may have against KIPP Charlotte with respect to any bodily injury, personal injury, death or property damage or any other harms or claims that may result from Volunteer's work for KIPP Charlotte, whether caused by the negligence of KIPP Charlotte, or its officers, directors, employees, or agents or otherwise. Volunteer also understands that KIPP Charlotte does not assume any responsibility for or obligation to provide financial assistance or other assistance, including, but not limited to, medical, health or disability insurance in the event of injury or illness.
- 2. Medical Treatment-** Except as otherwise agreed to by KIPP Charlotte in writing, the Volunteer does hereby release and forever discharge KIPP Charlotte from any claims whatsoever that arise may hereafter arise on account of any first aid, treatment, or service rendered in connection with the Volunteer's work with KIPP Charlotte.
- 3. Assumption of the Risk-** The volunteer expressly and specifically assumes the risk of injury or harm in these activities and releases KIPP Charlotte from all liability for injury, illness, death, or property damage resulting from the activities of the Volunteer's work for KIPP Charlotte.
- 4. Photographic Release-** Volunteer does hereby grant and convey unto KIPP Charlotte all rights, title and interest in any and all photographic images and video or audio recordings made by KIPP Charlotte during the volunteer's work for KIPP Charlotte, including, but not limited to, any royalties, proceeds or other benefits derived from such photographs or recordings.

Volunteer Name (Print) \_\_\_\_\_

Volunteer Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_