

KVC Volunteer Policies and Procedures



Personal Responsibilities

- Preserve the integrity and the confidentiality of sensitive information pertaining to its clients including names, ages, health information, etc.
- Maintain the highest standards of conduct including appropriate dress and punctuality while representing KVC.
- Notify the volunteer coordinator as soon as possible in the case of illness or emergency that will prevent you from volunteering at a KVC event.
- Arrive 15 minutes prior to the volunteer assignment or event
- KVC is not responsible for damage to or loss of personal property of volunteers at KVC events.
- Abide by the Kansas Code of Conduct and agree to be a mandated reporter of abuse and/or neglect of a child.

Guidelines and Safety

- Utilize positive forms of discipline when volunteering as a child care volunteer. Disciplinary acts which cause pain, such as hitting, beating, shaking, cursing, threatening, binding, closeting, prolonged isolation, denial of meals and derogatory remarks about the child or his or her family are not acceptable.
- Harassment of/by KVC employees or KVC volunteers will not be tolerated. This includes all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment.
- When working with children, do not allow children to use volunteer's cell phones or other electronic devices. No photos/videos of children are allowed at any time.
- The use of tobacco products, drugs or alcohol before/during volunteering is prohibited.
- No sexual or romantic advance, contact, or relationship is allowed, even if it is "consensual" or initiated by a client
- Volunteers may not use profanity or talk about alcohol, drugs, or other activities illegal to minors.
- Volunteers may not influence or persuade students on religious or political matters.
- Volunteers may not contact clients outside of KVC events in any form.

By signing below, I agree to abide by the rules set forth by KVC to ensure the safety of its employees, volunteers, and clients.

Print Name

Signature

Date