CCFI Volunteer Minimum Requirements

Our Promise to Protect Children

CCFI provides a safe environment for children and youth to heal and grow. Our agency works to protect those we serve from abuse and maltreatment by carefully screening staff and volunteers, providing training on topics such as physical, emotional and sexual abuse awareness and prevention, and by continually monitoring adult-child relationships.

Liability Release

As a volunteer of the Center for Children and Families, Inc. (CCFI), I understand that:

- I am about to undertake certain activities as a volunteer to the CCFI, of my own free will and entirely upon my own initiative.
- I am aware that participating in these above described activities may result in, injury to my body, general health, and wellbeing.
- In consideration of CCFI permitting me to participate and to engage in all activities related to the performance of such volunteer activities, I hereby voluntarily assume all risks associated with these activities, and agree to waive, release, exonerate, save harmless, and indemnify CCFI, its agents, servants, and employees from any and all liability, claims, causes, of actions, or demands of any kind and nature whatsoever which may arise by or in connection with my participation in the above activities.
- By signing below, the terms hereof shall serve as a release and assumption of risk for my heirs, estate, executor, administrator, assignees, and all members of my family.

Photo Release

As a volunteer, I understand that my photo may be used in publications and I hereby consent to the following:

- My image or likeness may be used by Center for Children and Families, Inc. its assigns or successors, in whatever way they desire for future promotional pieces (i.e. social media). Furthermore, I hereby consent that such photographs, films, and electronic images shall be their sole property and Center for Children and Families, Inc. has the right to duplicate and reproduce the images as they desire, free and clear of any claim on my part. This authorization shall remain in effect until revoked by me in writing.

Confidentiality Statement

As a volunteer of the Center for Children and Families, Inc. (CCFI), understand and agree to the statements outlined below regarding Confidentiality of the clients served:

- The clients involved in the agency must know that the CCFI is a safe place they can trust, and what they or their children say or do while in the agency will be kept private. With this in mind, we ask that our volunteer sign the following confidentiality agreement.
• I promise that I shall hold in confidence all information regarding participants of the programs of CCFI. I will not violate the confidential relationships between CCFI, its volunteers, staff, and the participants in the program. I accept full responsibility for maintaining the confidential and private nature of all participate information.

• Furthermore, I understand that if I have reason to believe that any participant of the programs of CCFI is in danger, I have a “duty to warn”. I will cooperate with law enforcement, child welfare, and other program staff/volunteers to protect the safety of the participants and report and suspected child abuse and/or neglect. I understand that duty to warn is my legal obligation and overrides participant confidentiality. If I have any questions about this agreement or a concern about the safety of a participant, I will contact the program staff member or volunteer/resource coordinator immediately.

Volunteer Code of Conduct

As a volunteer, I agree to adhere to the following code of conduct:

1. At all times my actions will remain focused on the best interests of the children participating in services.
2. I will take care to not form a special relationship with one or more children and will seek guidance from my supervisor to help maintain the boundaries of my role.
3. At no time will I be alone with a single child in a location that we cannot be observed by other staff or volunteers including in bathroom areas.
4. I will never leave a child alone and unsupervised.
5. I will at all times refrain from all of the following types of abuse
   a. Physical abuse- to strike, spank, shake, slap
   b. Verbal abuse- to humiliate, intimidate, threaten
   c. Sexual abuse- to inappropriately touch or speak in a sexual manner
   d. Mental abuse- to shame, withhold kindness, be cruel
   e. Neglect- to withhold food, water, basic care such as medical or bathroom needs
6. I will respect a child’s right not to be touched in ways that make them feel uncomfortable.
7. I will use positive techniques of behavior management, including redirection, positive reinforcement, and encouragement.
8. I will never use physical restraint unless I have been specifically trained to do so.
9. I will respond to children, other staff and parents with respect and consideration and treat all equally regardless of gender, race, religion, sexual orientation, economic background, or any type of physical or mental ability.
10. I will refrain from intimate displays of affection towards other staff in the presence of children, parents, and staff.
11. I will come to work clean, neat, and appropriately attired at all times wearing my volunteer t-shirt or badge.
12. I will never come to work under the influence of alcohol, or illegal drugs any prescription drug that may impair my judgement or take any such substances during working hours or on CCFI premises.
13. I will never smoke or use of tobacco in the presence of children or participants.
14. I will not use profanity, inappropriate jokes, or sharing intimate details of my personal life in the presence of children, or other participants.
15. I will notify my supervisor and not come to work if I have a contagious condition or if I am too sick or stressed to work.
16. I will inform my supervisor if I have a physical or mental disability and believe I need reasonable accommodation to safely and effectively perform my duties.
17. I will portray a positive role model for youth by maintaining an attitude of respect, loyalty, patience, courtesy, tact, and maturity.
18. I will not form a relationship with a CCFI client outside of services. This includes babysitting, tutoring, visiting their home, inviting a child to my home or taking them places. I will report any pre-existing relationships to my supervisor.
19. I will never give children my personal contact information, including, but not limited to social networking websites, personal e-mail or home addresses and phone numbers.
20. I will never take photos of children with my personal device and will never post photos or info about children.
21. I will never transport children in my personal vehicle unless expressly authorized by my supervisor.
22. I will never give a personal gift or money to any CCFI participant.
23. I will never release children to anyone other than the authorized parent, guardian, or other adult as documented by the parent or guardian on file.
24. I will immediately report any suspicion of child abuse or neglect to my supervisor and to the proper authorities as per CCFI policy.
25. In the event that a child discloses that they have been abused, intend to harm themselves or someone else I will listen to them but under no circumstances will I tell them that I will not disclose the information that they gave me. I will immediately seek guidance from my supervisor or staff member.
26. I will all times adhere to CCFI policies and procedures and follow directions provided to me during my orientation, training and ongoing supervision.
27. I will consult with my supervisor regarding any ethical dilemma or concerns related to this code of conduct.

Grounds for Dismissal

As a volunteer, I understand that I can be dismissed from service at any time for the following:

- Failure to abide by CCFI’s volunteer policies and procedures
- Failure of consistent attendance, absence and tardiness
- Failure to satisfactorily perform assigned duties
- Gross misconduct or insubordination
- Conduct endangering the life, safety, mental or physical health of others.
- Any kind of harassment or sexual, physical, mental or financial abuse of a client, volunteer, employee or member of the public
- Retaliation against anyone who reports harassment or abuse.
- Use of tobacco, illegal drugs or alcohol while volunteering
• Arriving at the volunteer placement under the influence of drugs or alcohol
• Failure to disclose or conviction for violation of any criminal drug or alcohol or other offense related to volunteer service.

**Volunteer Statement of Commitment**

I agree to fulfill the duties of my position and adhere to CCFI’s philosophy, policies and procedures, including:

- Maintaining strict confidentiality according to CCFI’s policies and procedures
- Holding the best interests of the children as may paramount concern
- Adhering to my agreed upon schedule because children are dependent on me being present

**The Center for Children and Families, Inc. Statement of Commitment:**

- Provide pre-service training, supervision and continuing education to volunteers
- Offer fulfilling opportunities to serve for the betterment of the community
- Create opportunities for both professional and/or personal growth

*Agree to the Volunteer Minimum Requirements by signing the Volunteer Application Short Form.*