

Bradford-Tioga Head Start, Inc. Volunteer Orientation & Training

When a community/parent wants to be Bradford-Tioga Head Start, Inc. Volunteer, he/she will complete the following volunteer training with the appropriate staff (all items/training material included in packet).

1. **Family Advocate** - The Family Advocate may take the parents/volunteers as a group or individually and review:
 - Explanation of a Bradford-Tioga Head Start, Inc. Volunteer
 - ***Explain that no volunteer is ever alone with a child or children (without a paid staff) at any time.***
 - Review the “Volunteers Are Great” Information (EDFS118a)
 - Confidentiality, have parent/volunteer sign the Volunteer/Participant Confidentiality and Ethics Acknowledgement (EDFS118d), if not completed
 - Explain volunteer hours in and out of the classroom
 - Review recording volunteer time and mileage
 - Review volunteer schedule
 - Introduce staff to parents/volunteer
 - Review lunch process when volunteering a full day
 - Train on Mandated Child Abuse Reporting (attached)
 - Explain Policy Council
 - Review Head Start schedules
 - Review communication process i.e. newsletters

To ensure safety, a staff member will be the only one ever to accompany children to the bathroom or opening secured entry doors into the classroom.

2. **Teaching Staff**- During free play (or another designated time), the teaching staff will review the following with parents and volunteers:
 - Positive Discipline (and that it is the role of a staff, never a volunteer or parent to discipline a child)
 - How children learn (hands on)
 - An overview of the Bradford-Tioga Head Start, Inc. curriculum as well as offer the opportunity to review the curriculum materials
 - How parent(s)/volunteers can help with children including specific duties (use the “Volunteers Are Great” Information sheet as a reference). Walk the parents/volunteers through each classroom area as the children play & describe the kinds of things volunteers can do.
 - Explain that volunteers are never alone with a child at anytime.
 - Encourage parents/volunteers to participate with children during class activities
 - Show the parents/volunteers where the plan book is located and where to look in the plan book to see the type of activity they could be involved in for the day.