

# **BARC Developmental Services**

## **Volunteer Policy**

BARC Developmental Services appreciates and acknowledges the contributions of volunteers for offering their time and skills to the agency to assist in a variety of ways. Volunteers are visitors, however, and as such, are asked to schedule their visit in advance with the location supervisor, or their designee.

All volunteers should arrive and depart through the front reception entrance of the BARC Developmental Services locations where they will report, except for the residential homes where visitors should knock or ring the doorbell before being admitted by staff. Volunteers must sign the Visitors' Log at each work location, and may be asked to produce identification.

Associates must treat volunteers cordially. Volunteers must maintain a high regard for the privacy and confidentiality of the rights of the people we support. It is important to remember that the homes are personal and private residences for the individuals who live there, and as such, volunteers should not enter any individual's bedrooms.

As volunteers, the BARC Developmental Services' Communication and Courtesy Standard must be adhered to, and any interactions that are perceived as disrespectful or disruptive will necessitate the volunteer being asked to leave. Please remember, pets are not permitted at any BARC Developmental Services location without the pre-approval of the supervisor or their designee. Many associates and individuals supported have animal allergies as well as personal preferences not to be around animals. Volunteers should also inquire of the location supervisor before bringing food, as many individuals supported may have food allergies or special diets.

### **Pre-Volunteer Procedures and Clearances:**

Volunteers are required to provide an Emergency Contact's name, address and mobile phone number so that in the event of an emergency situation, this person can be reached to provide whatever type of information, support or transportation is needed.

Prior to volunteering in any capacity, BARC Developmental Services will submit requests for the following clearances. Upon the receipt of all three of these documents indicating that no record exists, volunteer activities may begin.

1. Report of Criminal History from the Pennsylvania State Police
2. Child Abuse History Clearance from the Department of Human Services
3. A fingerprint based federal criminal history (FBI) submitted through the Pennsylvania State Police or its authorized agent

### **Volunteer Activities:**

Volunteer activities are intended to be a method to allow community members to interact with BARC Developmental Services supported individuals and associates while learning about the agency and offering the time and skills of the person volunteering. The tasks completed by the volunteer are supplemental in nature and meant to assist the associates performing the task at hand. At no time may an associate request or indicate that a volunteer is expected or permitted to complete the comprehensive functions of a BARC Developmental Services associate.

**Volunteer Oversight:**

A volunteer will be assigned a BARC Developmental Services associate who will oversee and supervise their time spent volunteering. Typically, this is a manager. The associate assigned to oversee the volunteer will ensure that the volunteer is aware of the tasks expected of them; their start and end time for volunteering, where to report, and will provide guidance on completing the tasks required to volunteer, including interacting with supported individuals, if required.

**Prohibited Practices:**

At no time may a volunteer be alone with an individual for any reason, in any location. When providing volunteer services, there must always be a line of sight between at least one BARC Developmental Services associate and the volunteer. The associate responsible for providing this line of sight to the volunteer must be fully aware that they are required to provide it and also not be required to provide other care that precludes them from being able to provide the line of sight to the volunteer. Volunteers are not permitted to assist individuals with any type of personal care, regardless if the supported individual requests this assistance. Volunteers are prohibited from driving a BARC Developmental Services vehicle.

**Volunteer Opportunities by Department:**

Residential:

- Assist with Track and Field Day game set up, running games, game break down, serving food
- Assist with setting up for dances, serving food
- Socialization / Recreational events to assist individuals to complete arts and crafts projects

Support Services:

- Committee members
- Fundraising events

Vocational:

- Assist with feeding individuals
- Support individuals with craft activities

**Additional Signed Documentation Requirements:**

1. BARC Developmental Services Communication and Courtesy Standard
2. BARC Developmental Services Confidentiality and Non-Disclosure Agreement

**ACKNOWLEDGMENT**

*I have received the BARC Developmental Services Volunteer Policy. I have reviewed this standard, and I have had the opportunity to ask questions. By signing this acknowledgment, I understand the importance of complying fully with this policy. I also understand that I can ask for further clarification at any time.*

\_\_\_\_\_  
Name Printed

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date Signed