



Volunteers and Work Study Procedure

Policy B2 Volunteers and Work Study Students

Date Last Updated: March 20, 2018

Specific Procedures Outline:

The screening process utilized by the ANWSD shall minimally include a name and birth date check with the Vermont Internal Sex Abuse Registry for any person being considered as a volunteer or work study student. A person who is on the Vermont Internet Sex Offender Registry shall not be eligible for volunteer work or to be a work study student.

Each building administrative assistant will be responsible for processing appropriate paperwork for volunteers and when completed send to the Central Office, Human Resources Office.

The Human Resource person will notify administrative assistants when the volunteer is cleared for volunteering in the school.

Any volunteer or work study student who will have extended unsupervised contact with students shall participate in the same comprehensive criminal records check as all employees