



SPRING EDUCATION GROUP

VOLUNTEER POLICY

VOLUNTEER POLICY

SPRING EDUCATION GROUP'S SCHOOL VOLUNTEER POLICY

Spring Education Group, Inc. encourages the involvement of volunteers within appropriate programs and activities of its schools. The purpose of this policy is to provide overall guidance and direction to school staff and volunteers engaged in the volunteer process.

Definition of a 'Volunteer'

A 'volunteer' is a parent or family member aged 18 or over of a student who without compensation or expectation of compensation performs a task at the direction of and on behalf of the school. Volunteer are not considered employees.

Application Process

Every volunteer applicant must complete and submit a Volunteer Application form to the school management (such as the principal or head of school) at the specific school campus with which he or she wishes to volunteer. The school management will review the form and discuss with the volunteer applicant their availability and interests. Volunteer applications are reviewed with consideration of current volunteer opportunities.

Volunteer Onboarding

If a current volunteer opportunity exists for the applicant, the applicant will become involved in the volunteer onboarding process. Spring Education Group implements safety guidelines that it strictly enforces throughout the school day. These safety guidelines extend to volunteers assisting in our schools. The applicant must read, understand, and agree to abide by the policies and procedures outline in the Volunteer Handbook. The volunteer must acknowledge via their signature that they have read the Volunteer Handbook and agree to a waiver of liability.

All parents who volunteer at any school campus on a recurring basis (at least once per week) or as a chaperone on an overnight field trip are required to undergo background checks which may include the following, depending on applicable licensing requirements by state and age.

- ❖ Criminal Background Check
- ❖ Suspected Child Abuse Index
- ❖ Fingerprint Clearance (completed where required)

Successful completion of the background checks and clearances showing no criminal history and/or suspected child abuse is an absolute requirement to become a volunteer.

Volunteer Assignments

All volunteers will have a clearly identified supervisor/teacher who is responsible for direct management of the volunteer. All volunteers will receive a general orientation on the nature and operation of the program or activity for which they are involved. They will be provided with the information and skills necessary to perform their volunteer assignment. The supervisor/teacher will be available to the volunteer for consultation and assistance.

Parents who regularly volunteer and/or go on an overnight field trip will be provided with educational material related to sexual predators. The goal is to increase volunteer awareness of the grooming behaviors of predators.

Volunteer Dismissal

Any volunteer that refuses to follow the outlined policy and procedures should be dismissed immediately. If on a field trip, discuss options for arranging transportation home.