

COMPLIANCE PROCEDURES FOR VOLUNTEERS
(Ref. Form #F009, School Personnel Report)

We have received many calls regarding F009, School Personnel Report. Which volunteers should be listed, and which among those listed must be fingerprinted, has not been clear.

- **First, a “volunteer” on this document is defined as a person who works one day or more per month.**
- **However, PLEASE NOTE that volunteers who work less than one day per month must be CAREFULLY instructed in the limitations of their role and INTENSIVELY supervised.**

Having said that:

1. All volunteers (who work one day or more a month) in whatever capacity **MUST** be listed.

It is important for audit purposes that a record be kept of all volunteers, current and past. It is recommended that the current list be updated as new volunteers come and others phase out. However, it is also recommended that a supplemental list of inactive volunteers be maintained with their years of service noted.

All volunteers, in whatever role they serve, should receive the safe environment training on an annual basis. This can be done through the use of the orientation video and/or outside resources such as your local police agency.

This does not mean all volunteers need to be fingerprinted.

2. Who needs to be fingerprinted (undergo a criminal history background check)?
 - Those who have independent access to or influence over minors or vulnerable adults.
 - Those who are supervising minors or vulnerable adults in any capacity, i.e., lunchroom monitors, playground monitors, volunteers in classroom or library, coaches and coaching assistants.
3. Who does **not** need to be fingerprinted? Those who by the determination of the principal and the compliance representative:
 - do not have independent access to or influence over minors or vulnerable adults, e.g., some cooks in our schools are **NEVER** around children, others are, depending on the individual school's lunchroom procedures.
 - are **NEVER** alone with minors or vulnerable adults and are **ALWAYS** supervised by someone who has been fingerprinted and screened.
 - work in offices or areas in which they are not in proximity to minors or vulnerable adults.

Be cautious in making these determinations.

4. Documentation of exceptions:
 - Your school/parish “Compliance Plan” should make very clear which categories of volunteers are exempted and why. The “Compliance Plan” represents the overall plan of each school to reduce risk of harm to those we serve. It should be updated annually.
 - Individuals **CANNOT** be exempted – only **CATEGORIES** can be exempted.

*Please note: in the future, F009 will be revised to indicate the fingerprint (date) as the fingerprint **clear** date. This will help you determine when fingerprinting is needed for each, individual volunteer.*