



THE SCHOOL DISTRICT OF
PHILADELPHIA

Volunteer Orientation

Expectations & Responsibilities





AGENDA



The School District of Philadelphia: Who We Are

The Need: Why Volunteers Matter

Overview: The Volunteer Packet

Volunteer Code of Conduct

How to Volunteer: Obtaining Your Clearances

Safety & Reporting Procedures

Test Your Knowledge





TRAINING OBJECTIVES

By the end of this training, you will...

Understand the need in our schools and how critical volunteers are in filling that need.

Understand the components of the Volunteer Packet and know how to complete the packet.

Feel confident about how to go about volunteering in your school.

Understand that you are a mandated reporter, and what this means.

Know how to identify signs of child abuse and steps to take in response.

Feel excited to volunteer!





THE SCHOOL DISTRICT OF
PHILADELPHIA

THE SCHOOL DISTRICT OF PHILADELPHIA: WHO WE ARE





THE SCHOOL DISTRICT OF PHILADELPHIA: *WHO WE ARE*

All students can and will
learn.

High quality instruction is
at the core of our work.

Our Values

Parents and families are
our partners.

We are trusted stewards
of public resources.





THE SCHOOL DISTRICT OF PHILADELPHIA: *WHO WE ARE*

Our Vision

For **all** children,



a **great** school,



close to where they live.





THE SCHOOL DISTRICT OF PHILADELPHIA: *WHO WE ARE*

**What
grounds
our work?**

100% of
students will
graduate, ready
for college and
career.

100% of 8-
year-olds will
read on grade
level.

100% of
schools will
have great
principals and
teachers.

We will have
100% of the
funding we need
for great
schools, and
zero deficit.

**Our
Anchor
Goals**



THE SCHOOL DISTRICT OF PHILADELPHIA: *WHO WE ARE*

134,041 Students

0.20% American Indian/Alaskan Native
8.30% Asian
50.49% Black/African American
20.07% Hispanic/Latino
7.06% Multi-racial
0.07% Native Hawaiian/Pacific Islander
13.81% White





THE SCHOOL DISTRICT OF
PHILADELPHIA

THE NEED: WHY VOLUNTEERS MATTER





WHY VOLUNTEERS MATTER

We depend on volunteers to help our students **grow** and reach their full potential.



Raising the next generation is a **shared responsibility** that we should all take part in.





WHY VOLUNTEERS MATTER

The story of



the Starfish





THE SCHOOL DISTRICT OF
PHILADELPHIA

OVERVIEW: THE VOLUNTEER PACKET





WHAT IS THE VOLUNTEER PACKET?

In order to start volunteering, you will need to turn in a Volunteer Packet to the Main Office at your school.

The Volunteer Packet must include:

- ☒ Volunteer Code of Conduct Agreement
- ☒ Child Abuse History Clearance
- ☒ PA State Criminal Background Check
- ☒ FBI Background Check OR Signed Volunteer Affirmation Sheet
- ☒ Certificate of Volunteer Orientation Completion





WHO NEEDS TO TURN IN THE VOLUNTEER PACKET?

Only adults who are in the school as volunteers need to turn in a Volunteer Packet.

Adults who are visitors to the school do NOT need to turn in a Volunteer Packet.

Volunteers	vs.	Visitors
<p>An adult applying for or holding an unpaid position with a school or program, activity, or service, or a person responsible for a child's welfare or having direct volunteer contact with children.</p> <p>Examples include:</p> <ul style="list-style-type: none">• Tutors/mentors• Members of SAC, HSA, or PTA• Library Helpers• Front Desk Helpers• Field Day/Party Helper• Field Trip Chaperone		<p>Individuals attending and/or observing an event or activity without providing a service to the students, staff, or school and who would not be responsible for the care, supervision, guidance, or control of children.</p> <p>Examples include:</p> <ul style="list-style-type: none">• Back-to-School Night• Parent/Teacher Conferences• School Assemblies• School Concerts• Holiday Parties





TURNING IN YOUR VOLUNTEER PACKET

Who should I give my paperwork to?

You should bring all of the above paperwork to your school and give it to the school secretary, who will then give it to the principal or Volunteer Coordinator for review.

After your paperwork is reviewed, it will be kept on file in a secure storage unit.

When can I begin volunteering?

Once the principal signs off on your Volunteer Code of Conduct Agreement, you can begin volunteering!





TURNING IN YOUR VOLUNTEER PACKET



Do I need to turn in a new Volunteer Packet every school year?

No. Your Volunteer Packet will be valid for 60 months (5 years).

If you want to volunteer at another school or if your child switches schools, you can use your existing Volunteer Packet in the new school (if the paperwork is fewer than 60 months old). Just sign a new Volunteer Code of Conduct so the principal can approve you!





THE SCHOOL DISTRICT OF
PHILADELPHIA

VOLUNTEER CODE OF CONDUCT





VOLUNTEER CODE OF CONDUCT

All volunteers in the School District of Philadelphia must follow these standards:

I will sign in at the school's main office immediately upon arrival.

I will follow the directions of the building administrators, teachers, and/or appropriate staff members.

I agree to conduct myself in a professional, respectful manner at all times. I understand that the volunteers are role models for students, and will conduct myself accordingly.

I understand that I am responsible for following the policies and procedures of the School District of Philadelphia. I understand that SDP has a strong commitment to diversity and inclusion of all students. I will uphold those policies and values while volunteering. I will not share my personal or political views with students while volunteering. If I have any questions about this, I will ask the teacher or principal.

I will share with teachers and/or school administrators any concerns that I may have related to student welfare and/or safety.

I will use only adult bathroom facilities.





VOLUNTEER CODE OF CONDUCT

All volunteers in the School District of Philadelphia must follow these standards:

I will not possess weapons of any type while on school property or during school events off premises.

I will not possess or use tobacco or any nicotine-related products and will not possess or be under the influence of alcohol, marijuana, or illegal drugs on school property or during school events off premises.

I understand that in the course of volunteering, I may learn private or sensitive information about students, families, or staff. I agree to maintain confidentiality outside of school. I will not share information that I learn about students or staff with anyone except to carry out my volunteer duties and as outlined in this code of conduct.

I agree to avoid exploiting or unduly influencing a student into engaging in an illegal or immoral act or any other behavior that would subject the student to discipline for misconduct, whether or not the student actually engages in the behavior.

I agree not to engage in sexual harassment of students, other volunteers, or school employees. I will avoid having inappropriate contact with any student, whether or not on school property, which includes all forms of sexual touching, sexual relations, or romantic relations, any touching which is unwelcome by the student or inappropriate given the age, sex, and maturity of the student. I will refrain from touching or hugging students, even if the student instigates the physical contact.

I agree to notify immediately the school if I am arrested for a misdemeanor or felony, sex, drug, assault, or weapon related offense.





THE SCHOOL DISTRICT OF
PHILADELPHIA

HOW TO VOLUNTEER: OBTAINING YOUR CLEARANCES





OBTAINING YOUR CLEARANCES

**All volunteers
need 3 clearances:**

1. Child Abuse
History Clearance

2. PA State
Criminal Record
Check

3. FBI Background
Check with
Fingerprinting OR
Signed Volunteer
Affirmation





CHILD ABUSE & CRIMINAL RECORD CHECK

**FREE
&
Available
Online!**

1.

Child Abuse History Clearance

<https://www.compass.state.pa.us/CWIS/Public/Home>

2.

PA State Criminal Record Check

<https://epatch.state.pa.us/Home.jsp>

How do I get started?

- Create an account.
- Enter your information as prompted.
- Your clearance will be sent to your email address.

No email? No problem!

- ✓ Reach out to your Family Engagement Liaison.
- ✓ Fill out and mail a printed copy.
- ✓ Go to the Parent & Family Resource Center at 440 N. Broad St.





FBI Background Check *OR* Volunteer Affirmation

If you have lived in Pennsylvania for the past 10 years...

- Sign the Volunteer Affirmation sheet
- Found online at www.philasd.org/face

If you have **NOT** lived in Pennsylvania for the past 10 years...

- Complete the FBI Background Check with Fingerprinting
- Cost: \$24.25
- Fill out Registration Form online at www.pa.cogentid.com
- Go to a designated Fingerprinting Location to obtain fingerprinting services





SUMMARY OF CLEARANCES



All volunteers need the following clearances on file:

- Child Abuse History Clearance
- Criminal Record Check
- FBI Background Check OR Volunteer Affirmation



Clearances are valid for **60 months** (5 years)





COMMON CLEARANCE QUESTIONS

What happens if something comes up on my background clearances?

- The School District of Philadelphia considers:
 - The safety of our students and staff.
 - The nature and gravity of the offense(s).
 - The time that has passed since the conviction and/or sentence.
 - The nature of the volunteer work for which the applicant is requesting to volunteer.
 - The positive impact the individual has had within the community since the offense.

Who reviews background clearances?

- Principals will review all background clearances.
- If principals have questions about information disclosed on background clearances, they should email the Deputy Chief of Employee Relations.

Can I appeal my principal's decision about my background clearances?

- Any volunteer who is barred from volunteering in a school as a result of a clearance may appeal the school-based decision by emailing parentappeals@philasd.org.

Can individuals without Social Security Numbers still volunteer?

- Yes, as long as these individuals have their Child Abuse and Criminal Record Check clearances on file (these do NOT require a SSN) and a School District employee with them as a supervisor at all times.





THE SCHOOL DISTRICT OF
PHILADELPHIA

SAFETY & REPORTING PROCEDURES





ACT 126: CHILD ABUSE RECOGNITION & REPORTING ACT



Volunteers are responsible for knowing the **signs of child abuse** and **reporting** potential cases of child abuse.

Protecting our students is a shared responsibility in which we expect volunteers to take part.





MANDATED REPORTERS

WHAT?

Mandated reporters are **legally required** to report suspicions of child abuse and neglect.

WHO?

All School District of Philadelphia employees, independent contractors, and **volunteers** are mandated reporters.

WHY?

Policy 906 on Child Abuse (adopted May 2016) requires staff, contractors, and volunteers to be mandated reporters. Policy 916 on Volunteers (adopted June 2017) requires all volunteers to receive training on how to recognize and report child abuse.





WHAT IS CHILD ABUSE?

At its most basic form, child abuse and neglect is defined under federal law as:

Any recent act or failure to act which results in death, serious physical or emotional harm, sexual abuse, or exploitation of a child

An act or failure to act which presents an imminent risk of serious harm to a child





APPROPRIATE & INAPPROPRIATE INTERACTIONS BETWEEN ADULTS AND CHILDREN

	Appropriate	Inappropriate or Harmful
Verbal	<ul style="list-style-type: none">• Praise• Positive reinforcement for good work or behavior	<ul style="list-style-type: none">• Sexually provocative or degrading comments• Risqué jokes
Physical	<ul style="list-style-type: none">• Patting a child on the back• Holding the hand of a young school-age child as they get off the bus• Brief hugging as long as the child appears comfortable and the contact is not romanticized or sexually intimate	<ul style="list-style-type: none">• Patting the buttocks• Intimate, romantic, or sexual contact• Corporal punishment• Showing or involving a child in pornographic activities





TYPES OF CHILD ABUSE: PHYSICAL ABUSE

DEFINITION

Any **physical injury** or death inflicted by other than accidental means.



WHAT TO LOOK FOR

- Unexplained burns
- Unexplained bruises on the face, lips, mouth, back, buttocks, and thighs
- Dental or head injuries
- Human bites
- Multiple hospital visits
- Child seems frightened of parents and does not want to go home
- Fear of being with a particular staff member
- Physical force used by caregivers
- Child seems too eager to please others





TYPES OF CHILD ABUSE: PHYSICAL ABUSE

MYTH:

Good parents don't get frustrated or angry with their children's behavior.



FACT:

All parents get angry at their children sometimes. It is okay to be angry, but it is not okay to hurt your children in anger.





What would you do?

Scenario



It's the first warm day of spring, and Jordyn, age 10, is wearing shorts. You notice she has circular burn marks up and down her thighs. They are the size and shape of a cigarette. You ask her what happened to her legs, and she says, "Nothing."





What would you do?

You Say



“Jordyn, that looks like it really hurt. I want to help you. You can tell me what happened.”





What would you do?

Take Action



- Call Childline and describe your observation.
- Report the incident to your principal.





TYPES OF CHILD ABUSE: SEXUAL ABUSE

DEFINITION

Occurs when a person uses power over a child, and directly involves the child in **any sexual act**, involves the child in **pornography**, or forces the child to **witness sexual acts**.



WHAT TO LOOK FOR

- Child suddenly refuses to participate in physical activities
- Difficulty/pain in walking or sitting
- Frequent and unexplained sore throats
- Yeast or urinary infections
- Torn or bloody underclothes
- Aggressively initiates sexual contact with another child
- Unusual sexual knowledge or behavior
- Child-to-child sexual contact
- Bruises on inner-thighs
- Fear of being alone with a particular individual
- Sleep disorders
- Anxiety, irritability, or constant inattentiveness





What would you do?

Scenario



Amelia's 19-year-old brother is coming to pick her up today from her after-school program. She tells you she loves her brother and they have "secrets" in her room at night.





What would you do?

You Say



“Amelia, there are some kinds of secrets that are OK to tell grown-ups and teachers about. We’re going to call some people who it’s OK to talk to.”





What would you do?

Take Action



- Call Childline and describe the incident.
- Report the incident to your principal.





What would you do?

Scenario



Mr. Jay works for the organization that manages an after-school program at the school.

A child tells you Mr. Jay's "pee-pee is bigger than his."





What would you do?

You Say



This is a situation in which it is best to say nothing. You do not want to bias or influence the child's story. Report what you heard.





What would you do?

Take Action



- Call Childline and report what you heard.
- Immediately tell the school principal so that Mr. Jay can be re-assigned to a role that does not involve interaction with children while the report is investigated.





TYPES OF CHILD ABUSE: EMOTIONAL ABUSE

DEFINITION

A pattern of harmful interactions between the parent/guardian and child such as **criticizing, belittling, rejecting, or withholding love** resulting in impaired psychological growth and development.



WHAT TO LOOK FOR

- Eating disorders (anorexia, bulimia)
- Nervous habits (biting nails, washing hands excessively, extreme anxiety)
- Cruel behavior – using physical force or words to hurt another person or animal
- Lack of emotional attachment to parent/guardian
- Delayed physical or emotional development
- Has attempted suicide





What would you do?

Scenario



The after-school program is making a family quilt. A 7-year-old, Tommy, says there is nothing he likes to do with his parents. He refuses to make a square for the quilt. The team has noticed he ignores his family when they arrive at the program.





What would you do?

You Say



“Tommy, I’ve noticed you seem upset with your family. Are you OK?”





What would you do?

Take Action



- Continue observing for patterns and document what you see.
- Let the appropriate staff member know about the conversation so that they can also continue observing for signs of maltreatment.

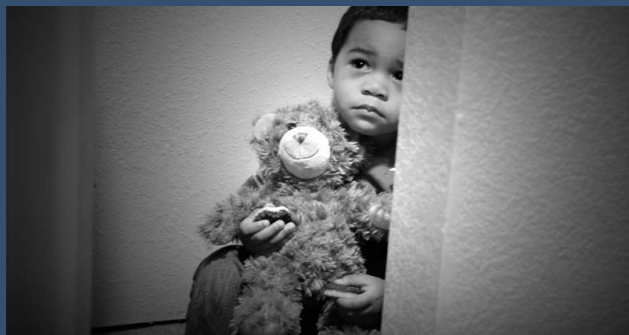




TYPES OF CHILD ABUSE: NEGLECT

DEFINITION

The failure of a parent/guardian to provide for a child's **basic** needs (food, shelter, supervision, clothing), **educational** needs, or **medical** needs. Neglect may exist because of the **refusal** to provide or because the family does not have the **financial means** to provide for their child.



WHAT TO LOOK FOR

- Child begs for or steals money or food
- Poor hygiene
- Unsuitable or dirty clothing
- Low height and weight average
- Excessive absences
- Chronic hunger
- Assuming adult responsibilities (ie, caring for younger siblings, cooking meals)
- Behavior is dull, lethargic
- Overly tired
- Inappropriate seeking of attention



TYPES OF CHILD ABUSE: **NEGLECT**





What would you do?

Scenario



6-year-old Marjorie tells you she had to make dinner for her two younger siblings (ages 1 and 2) when her mom went to work. No other adults were in the home.





What would you do?

You Say



“Wow, I bet that was hard.”

With a child of this age, it might be best not to elaborate on the story. Make the report and let Child Protective Services investigate.





What would you do?

Take Action



- Call Childline and report what you heard.
- Find out if the family needs help finding babysitters or building social connections.





What would you do?

Scenario



Zach's mom has not brought in a replacement for his empty rescue inhaler. Zach has severe asthma and needs the medication.





What would you do?

You Say



To the mother/caregiver:

“Mrs. Jones, Zach’s emergency inhaler is empty. We can’t keep him here safely without the inhaler.”





What would you do?

Take Action



- Make sure Zach's mom has access to needed medical services.
- If the problem persists, call Childline.





HOW TO MAKE A REPORT

Mandated reporters must make an **immediate** and **direct** report of suspected child abuse to Childline.

There are 2 ways to do so:

Electronically at
www.compass.state.pa.us/cwis

Orally by
Calling 1-800-932-0313



MAKING THE CALL



MAKING THE CALL





AFTER MAKING THE CALL: NEXT STEPS



Immediately notify the school principal or the designee of the principal.



If an oral (phone) report was made to Childline:

- A report of suspected child abuse (CY-47) must also be completed and forwarded to the county children and youth agency within 48 hours of making the report.
- This form can be obtained at www.KeepKidsSafe.pa.gov or from the children and youth agency.



If a report is made electronically, no CY-47 is required to be completed.





WHEN TO REPORT

In any of the following situations, you should make a report to Childline:

You come into contact with a child during volunteering (either at the school or off school grounds) and suspect the child has been abused.

You are responsible for the care, supervision, guidance, or training of a child and suspect they have been abused.

An individual discloses to you that a child is a victim of abuse.

A person 14-years-of-age or older discloses to you that they have committed child abuse.





WHAT IF A CHILD CONFIDES IN ME?

Follow these steps:

1. Listen to the child.
2. Reassure the child.
3. Remain calm and collected.
4. Provide any immediate help you can offer the child to ensure safety.
5. Do not promise the child that you will not tell anyone; you are **REQUIRED** in the School District of Philadelphia to report.
6. Do not share the information that the child disclosed to you with their alleged abuser.





DETERMINING CHILD ABUSE

Child abuse is never black and white – it's often unclear whether to report or not...

Rule of thumb:
Always err on the side of the child

Remember your role is to REPORT FIRST!

- Do NOT investigate
- Do NOT interrogate
- Let the experts from Childline determine what happened and conduct the investigation

Your report will be taken seriously, and you will NOT be subject to any adverse action as long as the report is made in good faith, even if the allegations prove false





MYTH

When you make a child abuse report, the child will be removed from their family.



FACT

Less than 5% of children reported for abuse or neglect are removed from the home and usually it is not long-term. For those who are not removed, their families are provided with services to ensure the safety of the child.





MAKING IMMEDIATE REPORTS



Why is it important to report directly and immediately to Childline?

- Minimizes the re-victimization of the child by streamlining the investigation
- Reduces unnecessary trauma that may result from repetitive, detailed questioning of child
- Maximizes the possibility of holding offenders accountable
- Ensures that subject matter experts are leading the investigation
- Screens out unfounded cases promptly

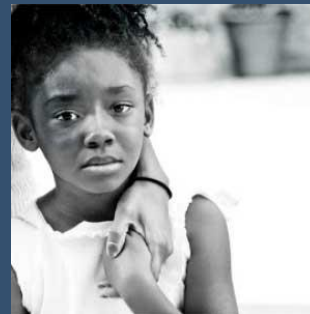




REPORT FOLLOW-UP

What happens after a report is made?

- Report goes to local county children and youth agency
- Local agency investigates the report to determine if the allegations can be substantiated as child abuse/neglect
 - Must begin an investigation within 24 hours
 - Arranges for or provides the services that are needed to prevent the further maltreatment of the child and to preserve the family unit
- Child abuse inquiry must be completed within 30 days unless the agency provides justification as to why the investigation cannot be completed



DEPARTMENT OF
**HUMAN
SERVICES**

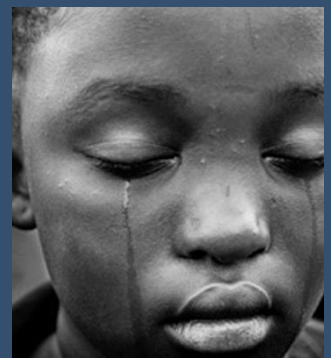
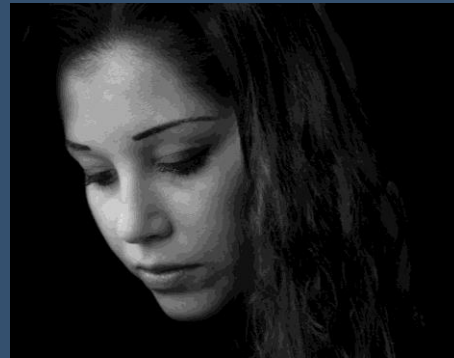




POTENTIAL PENALTIES FOR FAILING TO REPORT

What if a mandated reporter fails to follow the law?

The penalties for a mandated reporter who willfully fails to report child abuse range from a misdemeanor of the second degree to a felony of the second degree.





COMMON QUESTIONS

Does a mandated reporter have to know for sure that the child was abused?

- No. A mandated reporter is responsible for making the report when they **suspect** a child is a victim of abuse.

Are mandated reporters required to report when they learn of the abuse from someone other than the child who was allegedly abused?

- Yes. Nothing requires a child to come before the mandated reporter in order to make a report.

Must a mandated reporter give their name?

- The law requires that the mandated reporter identify themselves and where they can be reached. This information is helpful so that if clarification on the situation or additional information is needed, the children and youth caseworker can contact the mandated reporter.





COMMON QUESTIONS, CONTINUED

Will the name of the mandated reporter be released?

- The identity of the person making the report is kept confidential with the exception of being released to law enforcement officials or the district attorney's office.

Will a mandated reporter have to testify in court?

- Mandated reporters may be required to testify in a civil or criminal court case, including a juvenile or criminal court proceeding.

How does a mandated reporter learn what happened on the report they made and what the agency is doing to protect the child from further abuse?

- Mandated reporters will receive information from the Department regarding the final status of the report, whether it was unfounded, indicated, or founded, and the services planned or provided to protect the child.





THE SCHOOL DISTRICT OF
PHILADELPHIA



Questions?

volunteer@philasd.org





THE SCHOOL DISTRICT OF
PHILADELPHIA

TEST YOUR KNOWLEDGE: MANDATED REPORTER QUIZ

