



Kids in the Village

Volunteer

Handbook

7/1/2026

1. Background Check Requirements

- Volunteers with **direct, unsupervised access** to children must complete the full HHS background check process (DHS 595-1487).
- Volunteers who are **always supervised** by cleared staff may not need full checks, but centers must document:
 - Their role
 - Their supervision plan
 - That they never count in ratio
- Required documentation includes:
 - Iowa Criminal History Check
 - Child Abuse Registry Check
 - National Sex Offender Registry Check
 - Fingerprinting (if applicable)

2. Supervision Requirements

- Volunteers **cannot** be left alone with children.
- Volunteers **cannot** be counted in ratio.
- Volunteers must be within **sight and sound** of a cleared staff member at all times.
- Staff remain responsible for all caregiving, discipline, and safety decisions.

3. Mandatory Reporter Information

- Volunteers are **not** mandatory reporters under Iowa law unless they are employed by the center.
- However, volunteers must:
 - Report concerns immediately to the Director or Lead Teacher
 - Follow the center's internal reporting chain
 - Understand the signs of abuse and neglect

4. Prohibited Discipline

Iowa HHS prohibits:

- Corporal punishment
- Threats or shaming
- Withholding food, rest, or bathroom access
- Rough handling
- Isolation from supervision

Volunteers must use only the center's **positive guidance** approach.

5. Health & Safety Requirements

Volunteers must follow:

- Handwashing procedures
- Illness exclusion rules
- Cleaning and sanitizing expectations
- Emergency procedures (fire, tornado, intruder, evacuation)
- Safe sleep rules (volunteers cannot place infants in cribs or handle sleep equipment unless trained)

6. Confidentiality

Volunteers must:

- Keep all child and family information private
- Never discuss children outside the center
- Never take photos or videos
- Never post about the center on social media without permission

7. Code of Conduct

Clear expectations for:

- Professional boundaries
- Appropriate language
- Dress code
- Use of cell phones (typically prohibited in classrooms)
- Respectful interactions with children, families, and staff

8. Volunteer Roles & Approved Tasks

To match what you've described for KITV, roles may include:

- Classroom helper (supervised only)
- Cutting/laminating materials
- Deep cleaning projects
- Playground cleanup
- Putting together furniture
- Organizing storage areas
- Assisting with events
- Reading to children (with staff present)

9. Orientation Checklist

Iowa HHS requires centers to orient volunteers to:

- Emergency procedures
- Child supervision expectations
- Prohibited discipline
- Health and safety practices
- Center-specific policies

10. Required Signatures

- Volunteer Agreement
- Confidentiality Statement
- Code of Conduct
- Background Check Consent (if applicable)
- Orientation Completion Form

VOLUNTEER ROLE DESCRIPTIONS

Classroom Support Volunteer

Purpose: Support teachers with non-caregiving tasks while helping maintain a warm, safe learning environment.

Supervision Requirement: Must remain within *sight and sound* of cleared staff at all times.

Approved Tasks:

- Reading books aloud
- Helping children with simple activities (with staff present)
- Assisting with transitions (lining up, cleaning up)
- Preparing materials for activities

Modeling positive interactions

- **Not Allowed:**
- Providing direct caregiving (diapering, toileting, feeding)
- Managing behavior independently
- Being alone with children
- Placing infants in cribs or handling sleep routines

Classroom Materials & Prep Volunteer

Purpose: Support teachers by preparing learning materials and organizing classroom supplies.

Approved Tasks:

- Cutting, laminating, sorting, labeling
- Assembling activity kits
- Organizing shelves, storage, and curriculum materials

Cleaning toys and materials following center procedures

- **Not Allowed:**
- Entering classrooms without staff present
- Handling confidential child files or assessments

Facility & Environment Volunteer

Purpose: Help maintain a clean, safe, and welcoming environment for children.

Approved Tasks:

- Deep cleaning projects (with staff guidance)
- Organizing storage rooms

- Playground cleanup and equipment checks

Light maintenance tasks (tightening screws, assembling furniture)

- **Not Allowed:**
- Using chemical cleaners not approved by the center
- Repairing electrical or structural components

Event & Community Volunteer

Purpose: Support center events, family engagement activities, and community outreach.

Approved Tasks:

- Setting up and tearing down event spaces
- Assisting with food distribution (no cooking for children)
- Greeting families

Running activity stations (with staff present)

- **Not Allowed:**
- Supervising children independently
- Managing money or confidential information

VOLUNTEER SIGNATURE PAGE

Kids in the Village Volunteer Handbook Acknowledgment

I, _____, acknowledge that:

- I have received and reviewed the **Kids in the Village Volunteer Handbook**.
- I understand that volunteers must remain within *sight and sound* of staff at all times.
- I understand that volunteers may **never** be left alone with children or counted in ratio.
- I agree to follow all safety, health, and emergency procedures.
- I agree to maintain confidentiality of all child and family information.
- I agree to use only positive guidance and follow all prohibited discipline rules.
- I understand that I am not a mandatory reporter but must report concerns immediately to the Director or Lead Teacher.
- I agree to follow all center policies, including dress code, cell phone use, and social media guidelines.
- I understand that failure to follow these policies may result in dismissal from volunteer service.

Volunteer Signature: _____

Date: _____

Director/Designee Signature: _____

Date: _____