



Standard Operating Procedures (SOP)

General Operations - Administration

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Title of SOP Author	Executive Director	Date of Approval	N/A

Policy	Children Volunteering in the Workplace
Purpose	Often times, employees ask to bring their children with them to volunteer in the summertime. Kids need something productive to do and nonprofits need volunteers. With some structure, we feel this can be a mutually beneficial opportunity on a temporary basis. YVEDDI desires to help the youth in our community, spark interests in leadership and create new opportunities to explore careers for future success.
References	Safe practice; agency insurance/liability avoidance.
Scope	This policy applies to all staff concerning the use of child volunteers. This policy refers to children between the ages of 14-17. No child below the age of 14 may volunteer, as this may encourage misuse or be seen as a babysitting service. Policies and procedures for the use of adult volunteers reside separately with the programs.
Definitions	Head Start (HS)
Procedure	<ul style="list-style-type: none"> ▪ <u>Employee must submit a written request</u> to the program director or when it's a program director's child, a request is submitted to the Executive Director. ▪ Directors will evaluate the following: <ul style="list-style-type: none"> ○ Child's presence will not cause compliance issues (teacher/child ratios in HS Classrooms, or meal counts at nutrition sites). ○ Child's age is 14 or older ○ There is adequate work available and its appropriate for the volunteer ○ There will be no known hazards (power tools, ladders, mowers, etc.) ○ There will be no risk for breach of confidentiality (files, stuffing envelopes, etc.) ▪ The applicable Program Director must ensure the work environment is safe and productive and must issue <u>written prior approval</u>, before an employee may bring a child to work. ▪ The Director has the discretion to approve or disapprove the child volunteer, or may withdraw a previously approved request if the volunteer disrupts the workplace, does not have enough work to do or causes concern. ▪ The child volunteer should be under direct supervision of parent at all times. Children may not be left unattended or in the care of other staff at any time. ▪ The employee must accept full responsibility for their child's safety and well being. ▪ An employee may not bring a child to work if s/he is sick.