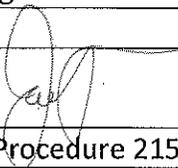


 VERMONT DEPARTMENT FOR CHILDREN AND FAMILIES Woodside Juvenile Rehabilitation Center		<h1>215</h1>
Chapter:	Personnel and Training	
Subject:	Volunteer and Interns	Page 1 of 5
Approved:	Jay Simons, Director. 	Effective: 3/1/18
Supersedes	Woodside Policy and Procedure 215	Dated: 9/2002

Purpose

Volunteers and interns are important resources to our Center and its residents. To ensure the safety and security of the Center, staff, volunteers/interns, and residents, as well as to ensure productive and meaningful experiences for volunteers/interns, Woodside must set forth guidelines and procedures that clearly and flexibly protect the best interests of the Center and its residents.

Related Policies

Woodside Policy 214: Training Program

Definitions

Volunteer: Volunteers, including tutors, are individuals or an organization/group of individuals who donate time free of charge.

Intern: Interns are individuals receiving credit or monies for educational work experiences performed at Woodside, yet receive supervision from an outside agency.

Policy

Volunteers

Woodside will utilize volunteers only after an interview, orientation and mutual agreement of specific activities has been performed:

- 1) Volunteer, or head of a volunteer organization, contacts a member of the Woodside Management Team, or designated Volunteer Coordinator (VC).
- 2) Volunteers complete a Tutor/Volunteer Information Application with references, sign a Confidentiality Contract, a Declaration of Substantiation and sign a Consent for Release of Information. The Consent for Release of Information allows for a criminal records



and Child Protection Registry checks to be completed and shared with the Woodside Director.

- 3) A Manager or VC interviews the prospective volunteer. The interview consists of, but is not limited to:
 - a) Woodside population served,
 - b) daily operations and program,
 - c) security overview,
 - d) discussion of mutually agreed specific activity to be performed,
 - e) volunteer's background,
 - f) need for reference and criminal records and child protection registry checks, and
 - g) possible dates for activities.

- 4) See Appendix I for a list of questions that must be asked at the interview. If the candidate answers Yes to any of the questions, he or she will automatically be barred from Woodside.

- 5) Woodside Manager or VC approves or requests additional information from the volunteer, makes reference checks, requests VCIC and child protection registry checks. If the volunteer is approved, the Manager or VC will work out a schedule with the volunteer.

- 6) Woodside Manager or VC places volunteer's schedule on the calendar and alerts others affected by the times the volunteers will be working in the Center.

- 7) Since volunteer led activities will be supervised or monitored by staff at all times, the volunteers/interns need to know the following:
 - a. Woodside chain of command
 - b. what to do in case of fire, riot, hostage taking, medical emergency, escape attempt, or suicide situations
 - c. items they are allowed to bring into the secure perimeter (contraband)
 - d. Volunteers/interns will not be allowed to have personal or Woodside keys and will be instructed not to participate in restraining anyone. They may defend themselves in cases of assault.



- 8) Volunteers will participate in Prison Rape Elimination Act (PREA) initial training, as well as reviewing Woodside policies 104 and 111, pertaining to sexual harassment and mandatory reporting of abuse and neglect.

Interns

Procedures are as follows:

- 1) Prospective intern, college advisor, or other person contacts Woodside Director or designee.
- 2) Woodside Director or designee requests goals and conditions of internship and schedules time for an interview.
- 3) Woodside Director or designee selects a staff member willing to provide field instruction to the intern.
- 4) A learning agreement will be developed in partnership with the student, filed Instructor and University Liaison.
- 5) The University Liaison will work the Woodside Director/designee to ensure that the VCIC and child protection registry checks are completed, and references are contacted and evaluated prior to the start of the internship. If acceptable, the intern will be approved to complete the learning objectives at Woodside.
- 6) See Appendix I for a list of questions that must be asked prior to the intern entering the secure portion of the facility. If the candidate answers Yes to any of the questions, he or she will automatically be barred from Woodside.
- 7) Intern's work schedule will be determined and announced to staff.
- 8) Interns will participate in Prison Rape Elimination Act (PREA) initial training, as well as reviewing Woodside policies 104 and 111, pertaining to sexual harassment and mandatory reporting of abuse and neglect.
- 9) Undergraduate interns will be supervised at all times while they are within the secure perimeter of the Center.



- 10) Graduate interns will receive field instruction from the Woodside designee, and may work with identified Woodside residents in specified areas of the Center, as determined by ongoing development of discrete internship goals.

- 11) Interns will be given ongoing feedback on their performance as well as more formal evaluation as specified in the learning agreement. All written materials that will be submitted to the school by the intern will be reviewed by the Woodside Field Instructor.

- 12) No confidential materials, files, etc. can leave the building. All interns will sign the computer user's and confidentiality agreements.



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Appendix – Questions to ask at Interview of Potential Volunteer

If the candidate answers Yes to any of the following questions,
he or she will automatically be barred from Woodside.

1. Have you ever engaged in sexual abuse in a prison, lock up, community confinement facility, juvenile facility, or other institution?¹
2. Have you been convicted of engaging in or attempting to engage in sexual activity in the community facilitated by force, overt or implied threats of force, or coercion, or if the victim did not consent or was unable to consent or refuse?²
3. Have you ever been civilly or administratively adjudicated to have engaged in sexual activity in the community facilitated by force, overt or implied threats of force, or coercion, or if the victim did not consent or was unable to consent or refuse?³
4. Have you ever been substantiated for child abuse or neglect?⁴
5. Have you ever been the perpetrator in an incident of sexual harassment?⁵

¹ 28 C.F.R. § 115.317 (a) (2)

² 28 C.F.R. § 115.317 (a) (2)

³ 28 C.F.R. § 115.317 (a) (3)

⁴ Licensing Regulations for Residential Treatment Programs 402

⁵ 28 C.F.R. § 115.317 (a) (3) (b)