

WALLINGFORD  **SWARTHMORE**
SCHOOL DISTRICT

Volunteer Guidelines and Directions

Background:

Pursuant to past practice and recent legislative changes, volunteers may be required to secure up to three background clearances prior to volunteering in any public school. According to state law, clearances are required for those volunteers *responsible for the care, supervision, guidance or control of children, and who have routine interaction with children*. The Wallingford-Swarthmore School District has developed the following guidelines to ensure the safety of all students and staff, and to continue encouraging the participation of parents and other community members as volunteers within our schools.

Directions:

1. Complete the *Personnel Information Sheet, Non-Staff Volunteer Applicants*. Electronic users click [here](#).
Personnel Information Sheets must be submitted each year even though you may have volunteered in the same activity last year.
2. Once completed, submit to the staff member in charge of the activity.
3. The District will then determine if background clearances are required for the activity you desire to volunteer for. If clearances are required, the District will notify you.

Guidelines about Clearances:

- Directions and forms for completing background clearances are located on the Wallingford-Swarthmore School District website in the volunteer section under the Departments tab. Electronic users click [here](#).
- The FBI fingerprint background check will not be necessary if you have lived in PA for at least 10 years and have not been convicted of any crime, as listed on the Information Sheet.
- Presently, the cost for volunteers to get the child abuse and criminal background checks has been waived. The cost for the FBI check is \$27.00.
- Clearances must be renewed after three years or after a break in volunteer service of greater than one year.
- To give you an idea of those individuals that will or will not need clearances, the District will be using the following general guidelines:
 - ✓ Classroom volunteers working in the classroom or hallways during the instructional day under the general supervision of the teacher **WILL NOT** need clearances.

- ✓ Volunteers working after school to provide after-school programs where classroom teachers are not present **WILL** need clearances.
- ✓ Volunteer Coaches **WILL** need clearances.
- ✓ Chaperones independently responsible for groups of students **WILL** need clearances.
- ✓ Chaperones working with students as part of a larger group that is monitored by a certificated staff member **DO NOT** need clearances.

All information and forms are also located on the Wallingford-Swarthmore School District website in the volunteer section under the departments tab.