

PROCEDURE FOR USE OF VOLUNTEERS

Volunteers provide a wide range of essential services to enhance the academic, spiritual, and extra-curricular activities of the school. Since volunteers have regular access to school children, minimum requirements are established to protect the student, school, and the volunteer from health and safety risks.

Each regular volunteer must submit and the school must receive the following documents before the volunteer can begin his or her support of school activities:

1. PA Residents: **PA State Police Check** (Request for Criminal Record Check)
2. Out of State Residents: **PA State Police Check** and **FBI Background Check**
3. **Department of Public Welfare Check** (Pennsylvania Child Abuse History Clearance)
4. **Tuberculin Skin Test**
  - a. Volunteer will submit to the school a form, completed and signed by the physician responsible for performing the test, that indicates either of the following:
    - (1) **A nonsignificant Mantoux test reaction** using the two-step skin test procedure, or a **nonsignificant multiple puncture test reaction**.
    - (2) A significant tuberculin skin test reaction, **with a negative chest x-ray for current tuberculosis disease**.
  - b. The form submitted shall state that the volunteer is free of active infectious Tuberculosis disease and shall indicate that the applicant was or was not referred for preventive antituberculosis chemotherapy.

The school must maintain a file on each volunteer that contains the documentation required by this policy.

Each regular volunteer should receive information concerning the use of **Universal Precautions** (See Policy 5150.5).

This policy becomes effective for implementation during the 1998-1999 school year.

September 1, 1998

NCD/Bishop of Harrisburg