

Catholic Social Services

VOLUNTEER POLICY AND PROCEDURES

Effective: January 2015

Policy

It is the policy of Catholic Social Services of Fall River (CSS) to conduct background checks and training for volunteers as necessary, and to supervise volunteers as required to ensure the safety of all individuals on CSS/Diocesan property and in CSS/Diocesan programs.

CSS provides a wide variety of services to a diverse clientele and some programs or services require specific volunteer skills. It is the prerogative of Catholic Social Services to refuse to allow any individual to volunteer.

Procedures

General safety

All individuals wishing to volunteer in any Catholic Social Services (CSS) program/service must agree to do the following:

- Fully comply with the Diocesan Code of Conduct (2013);
- Submit to a background check every 12 months, as required by MA law;
- Complete a Volunteer Questionnaire (first time volunteers only);
- Successfully complete an authorized Abuse Prevention Training, unless an exception is made by the Office for Child Protection (OCP);
- Fully comply with the Diocesan Abuse Prevention Policies and Procedures (2015);
- Comply with Catholic values while engaged in volunteer activities.

Anyone refusing to comply with the requirements shall not be allowed to volunteer.

Agency tracking

All CSS volunteers must do the following:

- Wear the CSS volunteer lanyard and ID whenever s/he is engaged in a CSS-sponsored activity or event;
- Complete the agency form for tracking volunteer hours; and
- Inform the program supervisor of any issues, problems, or inability to complete the volunteer activity.