



VOLUNTEER SUPERVISION POLICY

1. All volunteers shall provide appropriate care and supervision of children at all times.
2. All volunteers shall be of responsible character and suitable to meet the needs of children.
3. A criminal history check using the Michigan department of state police internet criminal history access tool (ICHAT) shall be completed before making an offer of employment. A copy of the ICHAT will be kept on file at the center.
4. A volunteer shall not be present in the center if he or she has been convicted of child abuse, child neglect, or a felony involving harm or threatened harm to an individual within the 10 years preceding the date of hire.
5. Documentation from the department of human services that a volunteer has not be named in a central registry case as the perpetrator of child abuse or neglect shall be on file at the center before having unsupervised contact with the child in care.
6. If a volunteer has resided outside of this state as an adult within the 10 years immediately preceding the date of hire, a criminal history check equivalent to Michigan department of state police internet criminal history access tool (ICHAT) and the department of human services central registry clearance shall be requested for all states of previous residence during those 10 years. These will be kept on file at the center.
7. Criminal background checks shall be renewed every 2 years.