



Volunteer Application – Type Two

Type Two volunteers are individuals who are not the parent(s) and/or legal guardian(s) of one or more youth receiving services at Southwest Youth and Family Services and are not otherwise affiliated with an organization that is working at SWYFS. Type Two volunteers are NOT permitted to be alone with youth. **This form may NOT be used for Type One or Type Three volunteers.**

To be completed by volunteer:

Name: _____
Last Name First Name Middle Name

Birth Date: _____ Other names used: _____

Address: _____
Street – Apt # City/State ZIP Code

Phone No.: _____
Primary Secondary Cell

Email Address(s): _____
Home Email Address Work Email Address Other

Emergency Contact: _____ Relationship: _____ Phone No.: _____

I am interested in volunteering in the following area(s):

- Tutoring Early Learning Support Admin (data entry, mailings) Events Marketing/PR Job Shadow Field Trip Chaperone
 Photography Graphic Design Food Service Other (please be specific) :

Date Volunteering will start: _____

Date Volunteering will end: _____

How did you hear about Southwest Youth and Family Services?



For the purposes of participant safety, I understand that Southwest Youth and Family Services will conduct a Washington State Patrol online WATCH (Washington Access To Criminal History) background check on all Type Two volunteers. I also understand that providing false or incomplete statements on this application may result in Southwest Youth and Family Services terminating my volunteer status immediately. Southwest Youth and Family Services reserves the right to terminate or revoke a volunteer's status at any time.

Yes No

Have you been convicted of any crime against a minor, a developmentally disabled person or a vulnerable adult?

Yes No

Have you been convicted of any violent crimes?

Yes No

Have you been convicted of any crime involving driving?

Yes No

Are you currently under investigation for any crime or are there any outstanding criminal charges and/or warrants pending against you?

A copy of your Washington State driver's license or ID and/or US passport will be sent to the district's Human Resources department for completion of a background check (attach copy to this application).

As a Type Two volunteer, I agree that I will not be alone with youth. I agree to sign in at the office when I arrive and leave SWYFS, and I will comply with all agency rules and instructions of SWYFS staff. I have read the Confidentiality policy, Child Abuse Reporting policy, and Non-Violence policy (below) and will comply with those policies. I agree that failure to follow these rules may result in losing the ability to volunteer at SWYFS. I agree that if any of the information in this application changes, I will notify my volunteer supervisor, who will notify the SWYFS Human Resources department.

By signing this agreement I agree to undergo a background check completed by Southwest Youth and Family Services, and I will not volunteer in this school until I have been cleared to volunteer. I agree that if any of the information in this application changes I will notify my volunteer supervisor who will notify the human resources department.

Signature of Volunteer

Date

For Office Use Only:

Results of background check from HR: _____.

I acknowledge that _____ (name of volunteer) will be volunteering at _____ (name of site).

Date

Signature of volunteer supervisor

Attach copy of Washington State driver's license or ID and/or US passport (if necessary)



Confidentiality Policy

As a condition of my service relationship with **Southwest Youth & Family Services**, I agree to the following:

I am bound by 42 Code of Federal Regulations (CFR) Part 2, federal regulations governing Confidentiality of Alcohol and Drug Abuse Patient Records; by 45 CFR Parts 160 and 164, the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"); and by Revised Code of Washington (RCW) 70.96A, Treatment of Alcoholism, Intoxication, and Drug Addiction.

I certify not to divulge to any unauthorized third party any information concerning a client, other than to another **Southwest Youth & Family Services** staff member, except when:

- a) I have written authorized consent for the release of such information from the client.
- b) I am reporting child abuse or neglect per RCW 26.44.
- c) I am reporting information concerning a crime, which is threatened to be committed either at the program, or against any person who works for the program.
- d) The disclosure is a requirement of a court order, or of federal or state laws and regulations.
- e) I am reporting a medical emergency that poses an immediate threat to the health of any individual and requires immediate medical attention.
- f) I am ordered by a court order, which satisfies the requirements of 42 CFR Part 2.
- g) I am reporting a crime a patient has committed on the premises of/or against agency personnel.
- h) I have an executed data sharing agreement for research activity that has been approved by a recognized institutional review board (IRB).

I will consult management for direction anytime I am unclear as to the interpretation of confidentiality regulations or the legality of requests made of me for information.

I agree to be bound by procedures for safeguarding client information, including:

- a) All charts, notes, and other written materials will be stored in a secure room or locked up when not in use.
- b) Discussions regarding clients will be held in staff offices or in other places providing assurance of privacy.
- c) No privileged information will be shared with other agencies, professionals, friends, or family members without prior written authorization from the patient.
- d) I will deny requests for access to patient files by anyone not employed by the agency, and refer such requests to the Executive Director.

I understand that an unauthorized disclosure of patient information or records may subject me to a civil action for damages of \$1,000 or three times the amount of actual damages sustained by a willful release of confidential information under RCW 71.05.440, or state and federal criminal prosecution in accordance with 42 CFR Part 2 and 45 CFR Parts 160 and 164 as follows:

42 CFR Part 2 Penalties

- Not more than \$500 for the first offense and up to \$5,000 for each subsequent offense.

45 CFR, Part 160 and 164 Penalties

- \$100 civil fine per violation, with a maximum of \$25,000 per calendar year for each standard violation. 42 USC §1320d-5(a).
- \$50,000 maximum criminal fine and up to one year imprisonment if an individual knowingly makes a wrongful disclosure or wrongfully obtains protected information.

42 USC §1320 d.6.

- \$1,000,000 maximum fine and 5 years imprisonment if offense is committed under false pretenses.
- \$250,000 maximum fine and 10 years imprisonment if offense is committed with intent to sell, transfer, or use the protected information for commercial advantage, personal gain or malicious harm.

I understand my Oath of Confidentiality and these requirements do not cease at the time I terminate my relationship with the company. I agree to be permanently bound by this oath and by the regulations of confidentiality henceforth.



Child Abuse Reporting Policy

Note: For the purposes of this policy and guideline, "staff" includes volunteers. "Parent/s" includes guardians, caretakers, step parents, and all persons living in a child's household.

All staff of the SWYFS are considered "mandated reporters" under state law and are required by law to report suspected or known child abuse and neglect to either CPS or law enforcement. Child abuse and neglect must be reported within 48 hours of suspecting or having reason to believe that abuse or neglect has occurred. Reporting child abuse or neglect to another staff person or a supervisor DOES NOT fulfill the reporting requirement. The report MUST be made to CPS or the police.

A staff person may cause a report to be made; that is, if a supervisor or parent makes the report in the presence of the staff person, the reporting requirement is also fulfilled. In this case, document that the report was made and by whom.

Failure by a mandated reporter to report suspected or known child abuse or neglect carries penalties under state law. In addition, failure by staff to follow this policy may result in discipline up to and including termination of employment at SWYFS.

What MUST be reported?

Staff are not required to report "bad" parenting. While staff CAN report suspect behavior or suspected abuse, only actions legally defined as child abuse and neglect MUST be reported.

Child abuse is legally defined as:

"Child abuse or neglect shall mean the injury, sexual abuse, or negligent treatment of a child by any person under circumstances which indicate that the child's health, welfare and safety is harmed thereby." (RCW 26.44.020)

Negligence is legally defined as:

"Negligent treatment or maltreatment shall mean an act of omission which evinces a serious disregard of consequences of such magnitude as to constitute a clear and present danger to the child's health, welfare and safety." (RCW 26.44.020)

In most cases, the person reported will be a parent, or a person acting in a parental role, such as a guardian, foster parent, or person living in the child's household. CPS will investigate only those cases involving persons such as these. Other abuse and neglect committed by persons who are not the child's parent or not acting in a parental role to the child, are considered "third party" offenses. Staff is still required to make a report. CPS will forward the information to the appropriate police department. Staff may choose to contact the police directly. When contacting the police rather than CPS, follow the same steps for documenting the report.

Types and examples of abuse and neglect which **must** be reported include:

Physical injury

Non-accidental injury or injuries such as bruises, burns, fractures, bites, internal injuries, auditory (hearing), ocular (vision), or brain damage, etc. Injuries may be temporary or permanent; in general, bruises or red marks are considered injuries if they last 24 hours or more.

Most spanking and hitting are not considered abuse subject to mandatory reporting, unless injury occurs. However, some actions are considered in and of themselves to be abuse: hitting with an object, especially in vulnerable parts of the body, (spanking with a stick and not leaving bruises is legal,) kicking, throwing, choking or suffocating a child or shaking an infant. These acts are considered inherently dangerous, and committing them is considered reportable abuse regardless of injury.

Mental injury

Damage to the intellectual, psychological or emotional functioning which is clearly attributable to non-accidental acts or omissions of the parent or care taker. Examples include a pattern of rejecting, isolating, ignoring, corrupting or terrorizing a child. This kind of abuse should be reported if the staff person sees a clear connection between the abuse and the child's behavior, or if the act seems unusual or beyond the norm. For instance, simply calling a child names is not generally required to be reported, whereas an instance of a parent making a child wear a sign that said "I am stupid" would be reported.

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Sexual abuse

There is a wide range of sexual offenses defined in Washington State criminal code involving sexual abuse, including: indecent liberties, communication with a minor for immoral purposes, sexual exploitation of a minor, child molestation, sexual misconduct with a minor, rape of a child and rape.

Sexual abuse of children is different from other kinds of abuse in that the act itself constitutes abuse, regardless of the result or the intent. The child is always considered to have been harmed or injured by the act. Sexual abuse is never considered to be accidental. For instance, one may hit a child, and if no injury results, abuse is not considered to have taken place. Or, a child may be injured, but the injury may be accidental; for instance, if one stumbles while carrying a child, and the child is injured, child abuse is not considered to have taken place. Sexual abuse is different in that one MAY NOT sexually touch a child, or molest a child under any circumstances: injury of harm DOES NOT have to be proven, or even alleged, as long as the ACT occurred. Staff MUST report any known or suspected acts of child sexual abuse, regardless of whether injury or harm is known, suspected or feared.

Neglect

Examples of neglect include:

Failure to provide adequate food, clothing, shelter, emotional nurturing or health care. Poverty or lack of resources is not considered neglect if parents are endeavoring to provide an adequate environment for their children to the best of their ability.

Failure to provide adequate supervision in relation to a child's level of development, such as leaving a two year old home alone while the parent goes to the store.

An act of abandonment "whereby the person legally responsible for the child has evidenced, by statement or conduct, intent to forego, for an extended period of time, all parental rights or responsibilities despite an ability to do so."

Acts of exploitation such as requiring a child to be involved in a criminal activity, imposing unreasonable work standards, etc.

Acts of reckless endangerment such as driving with children present while under the influence of alcohol or drugs or failing to put an infant in a car seat.

Death

Death of a child may result from either abuse or neglect. A report should be made to CPS whenever a person has reason to believe that a child's death may have been the result of abuse and/or neglect.

HOW TO MAKE A CPS REPORT AT SWYFS

It is the policy of SWYFS that, whenever possible, we will involve the parent or care taker in making the report. This means that we prefer to discuss our concern directly with the parent/caretaker whenever possible, and ask that person to make the report on his or her own behalf. However, if the parent or caretaker refuses or declines to make the report or be involved in making the report, staff are still required to make the report within 48 hours of having reason to believe that abuse or neglect has occurred.

If appropriate, staff may also involve a youth who has reported or disclosed the abuse or neglect in making the report to CPS.

In making a CPS report, the health, safety and well-being of the child is of primary importance, so there may be times when staff choose NOT to involve that parent or caretaker in making the report. These circumstances include:

- Instances when staff has reason to believe the child will be further abused if the parent is involved;
- Instances when staff has reason to believe that the child and/or parent will become unavailable if the necessity of making a CPS report is known to the parent;
- Instances in which involving the parent will mean that the 48 hour deadline for reporting cannot be met.



- In addition, it may occasionally be necessary to call the police immediately, rather than to call CPS. If a child's life or well-being seem in imminent danger, if for instance a parent or caretaker is actively injuring a child, or has injured a child, CALL 9-1-1.

ALL CPS reports must be documented at every step of the process. The following steps should be taken whenever possible.

- Discuss the issue or incident with another staff person or a supervisor. Prepare a planned approach or strategy for talking with the parent or caretaker.
- Sit down in person whenever possible with the parent. Explain that you have a legal requirement to report what you have seen or suspected, and ask for the parent's involvement. You can ask for a release of information from the parent so that CPS can give you information about the investigation either now or later, if appropriate.
- Call CPS at 721-4115. Provide all required information, including names, children's ages addresses, complete, full and accurate information about the specific incident/s being reported, information about the family's known strengths and risk factors. Be as comprehensive and as specific as possible.
- Ask the CPS intake worker what will happen. Will the report be investigated? When and how? Get a name and a "case number". If you disagree with the intake worker's assessment, for instance if the worker says the incident will not be investigated, ask to speak with that person's supervisor.
- Document in writing all steps taken, including the date and times the steps were taken, and share this information, if appropriate, with the parent. Provide a copy of this information to your supervisor.
- SW Family Center staff should also let the CPS intake worker know what resources the SW Family Center can provide for the family, and ask to have the assigned case worker call back. Share information with the case worker about what resources the SW Family Center can provide. Be clear, if necessary, that the Family Center will NOT evaluate the parent in any way, but will provide services as available, and will report ONLY on the parent's level in any involvement in those services. For instance, staff can report that a parent has attended all, or 6 of 8, sessions of a parenting class, or has attended certain support group sessions. Family Center staff will not offer an opinion as to the fitness of the parent.

DECIDING TO MAKE A REPORT

When the circumstance clearly indicate reason to suspect or believe abuse or neglect has occurred, a report MUST be made. However, there will be many circumstances in which it is unclear that a report MUST be made. In these circumstances, staff should either speak with a supervisor and/or contact CPS for further guidance. DO NOT ignore possible abuse or neglect simply because the circumstances are unclear. Discussion with CPS, colleagues and other staff is the best way for all staff to continue to improve our ability to protect children and strengthen families.

All staff at SWYFS are required to read, understand and follow the policy outlined above.



Non-Violence Policy

Southwest Youth & Family Services maintains zero tolerance toward acts or threats of violence in our workplace. This includes, but is not limited to, all forms of harassment.

Southwest Youth & Family Services is committed to a safe, violent free workplace. Threats or intimidation of employees, clients, participants, volunteers, and/or guests will not be tolerated. Any employee or volunteer, who fears for his/her personal safety (internal or external factors) for any reason, should discuss his/her concerns with any member of management. All reported incidents involving the use of physical aggression or threat of aggression against an employee, client, participant, and/or guest, will be investigated and addressed. Any employee or volunteer who uses physical aggression or violence against another SWYFS employee, client, participant, volunteer, and/or guest, etc., will be subject to immediate termination of employment.

Any employee or volunteer who has questions or concerns about this policy should contact Human Resources or a member of the Management Team.



Permission to use Quote, Personal Information, or Photograph

YES: I, the undersigned, do hereby grant permission to Southwest Youth & Family Services to publish, reprint, or reproduce in whole or in part: statements, photographs, endorsements or quotations, associated with myself and my children, to be used in various publications for educational and/or promotional purposes. I understand that this information could be available to anyone on the internet. I save and hold harmless for any damages.

OR

NO: I, the undersigned do not grant permission to Southwest Youth & Family Services to publish, reprint, or reproduce in whole or in part: statements, photographs, endorsements or quotations associated with myself or my children.

I understand that I can withdraw/change this permission at any time. I also understand that I will not receive any monetary compensation for my permission.

Name of adult/parent/guardian

Signature of adult/parent/guardian

Date