

# One Hope Volunteer Policies

## Interacting with Children

- Always be positive and encouraging in your interaction with the children.
- Never, ever be rough with a child or hit, strike, or harm a child in any way.
- Look for opportunities to encourage children and praise their work.
- Maintain an attitude of respect towards children and their families. Speak of and about children and their families in a way that communicates that respect.
- Do not allow a child to use your cell phone for any reason; if they need to call home, direct them to their teacher.
- It is inappropriate for a volunteer to give money and gifts to children without the approval of the getAHEAD Director
- It is inappropriate for a volunteer to transport children without the approval of the getAHEAD Director.
- If you are ever concerned that a child may be a danger to himself/herself or others or that the child may be in an unsafe home situation, please share that information with the getAHEAD Director immediately.
- If a serious problem arises, please seek assistance from an appropriate staff member; do not take the situation into your own hands.

## Volunteer Conduct

- Make every effort to be on time and consistent.
- Be familiar with the getAHEAD standards and encourage the kids to obey them.
- Look for opportunities to be of help whenever possible, such as asking a staff member how you can be of assistance; we always need people to help clean up.
- Be a good and positive role model.
- getAHEAD is not the time to hang out with other volunteers; make sure a conversation you are having with another volunteer is not distracting from what is going on with the children.
- Refrain from using your cell phone when you are with the children.
- Please do not post pictures of the children on social media without the permission of the getAHEAD director.
- Profanity, gossip, sexually suggestive jokes or conversations, and other inappropriate language are absolutely unacceptable.
- Listen actively, pay attention, and demonstrate excitement regardless of whether or not you personally find something interesting
- Never speak in a derogatory way to a child about getAHEAD or about the getAHEAD staff. If you have a concern, please come to the getAHEAD Director or to a getAHEAD teacher
- Do not attempt to handle discipline issues by yourself; defer to your classroom teacher or the getAHEAD Director; if you disagree with how an issue is being handled, please talk to the teacher or the getAHEAD Director after getAHEAD is over
- If you are unable to make your regularly scheduled volunteer time, you need to contact both your classroom teacher and the getAHEAD Director.

### Volunteer Dress Code

- No exposed midriffs, short shorts, spaghetti straps, see-through shirts, skin-tight shirts or pants, leggings as pants, explicit-content on t-shirts, or visible undergarments.
- No headphones in during getAHEAD.

### Medical Policies

- If it's wet and it's not yours, don't touch it. Use a paper towel or gloves to clean it up.
- Please do not administer medication to students (yours or theirs). Send them to the office if they say they are sick or if they seem to need medical care.