

Lutheran Social Services (Upbring)

Family Services Policies and Procedures

August 2016

No. 1022

Contract Staff and Volunteers

- 1) Purpose: To establish policy for volunteers and contractors providing services with Upbring.
- 2) Scope: The scope of this policy is to outline the requirements for individuals to serve in a voluntary or contractual capacity with Upbring.
- 3) Policy: Upbring Family Services utilizes volunteers and contractors in some situations. This policy provides the detailed requirements.
 - a. Requirements:
 - i. Upbring Family Services maintains a personnel record for each volunteer, and includes the following:
 1. A statement signed and dated by the volunteer indicating the volunteer must immediately report any suspected incident of abuse, neglect or exploitation to the Texas Abuse and Neglect Hotline and the agency's administrator or their designee. This duty may not be delegated.
 - ii. A volunteer or contractor who is part of another organization is subject to Upbring Family Services policies and procedures unless the other organization provides screening and training. Upbring Family Services must confirm that the organization provides adequate screening, training, and supervision.
 - iii. A volunteer or contractor must meet the relevant requirements of Upbring Family Services policies and procedures.
 - b. An organization may be another licensed operation.
- 4) Responsibility: Revisions to this policy are made at the direction/discretion of the Senior Vice President of Programs Operations. Policy is executable through August 2018, unless applicable standards or contractual changes require revision prior to that date. Upbring's Board of Directors reviews this policy annually.
- 5) Guidelines: As set forth in this policy.

6) References:

- a. Texas Department of Family and Protective Services, Minimum Standards for Child Placing Agencies, §749.761-771.
- b. Commission on Accreditation of Rehabilitation Facilities, Child and Youth Services Standards, 1.I.7.a-h.
- c. Residential Child-Care Contract, No. 200322-901.

7) Revisions: Replaces Policy No 103.06 dated September 1, 2010