

**Southwest Youth and Family Services
Volunteer Application**

VOLUNTEER INFORMATION:

Last Name

First Name

Middle Initial

DOB (MM/DD/YYYY)

Social Security Number*

How long have you resided in Washington?

____ - ____ - _____

*Please provide if one of the following applies to you (for background check):

- Age 18 or over AND volunteering w/ youth
- Age 18 or over AND have lived in Washington State for less than 3 years

ADDRESS:

Street

City

State

Zip

Email

DAY PHONE _____

EVENING PHONE _____

IN CASE OF EMERGENCY NOTIFY:

Name:

Home Phone

Cell Phone:

Address:

I am interested in volunteering at SWYFS in the following capacity. Please specify specific interest:

Tutoring (please specify subject area)

Marketing/PR

Admin (data entry, IT, mailings, etc.)

Early Learning Support

Career Information/Guest Speaker

Special Project (one day) interest:

Events

Special Project (ongoing) interest:

**Southwest Youth and Family Services
Volunteer Application**

Are you required to report your volunteer hours to a school or court? Yes No

- If yes, is there a form that must be used for reporting hours? Yes (please provide form)
 No

Please provide the contact information for the agency to whom you must report hours:

The best times for me to volunteer are:

DAYS: _____

TIMES: _____

LENGTH OF SERVICE (e.g., 30 hours, 2 months)

Volunteers will be added to the agency email mailing list. If you would like to opt out, please indicate below

- I would like to opt out of the SWYFS mailing list**

Site _____

Supervisor _____

Volunteer Signature: _____

Date: _____

ADMIN USE ONLY

- | | |
|--|--|
| <input type="checkbox"/> CPS Reporting Policy | <input type="checkbox"/> WSP Criminal History Request |
| <input type="checkbox"/> SWYFS Non-Violence Policy | <input type="checkbox"/> Fingerprints (Over 18 yrs.) |
| <input type="checkbox"/> SWYFS Confidentiality Agreement | <input type="checkbox"/> Nationwide Background Check (if applicable) |

WASHINGTON STATE PATROL

Identification and Criminal History Section

PO Box 42633

Olympia WA 98504-2633

(360) 534-2000

<http://watch.wsp.wa.gov>



REQUEST FOR CONVICTION CRIMINAL HISTORY RECORD (RCW 10.97)

INSTRUCTIONS: PLEASE COMPLETE THIS FORM WHEN REQUESTING **CONVICTION** CRIMINAL HISTORY RECORD INFORMATION BASED ON NAME AND DATE OF BIRTH. MAIL REQUEST TO ADDRESS NOTED ABOVE WITH \$16.00 CHECK OR MONEY ORDER. FOR REQUEST BASED ON FINGERPRINTS, MAIL A COMPLETED FINGERPRINT CARD AND FEE OF \$38.00. YOU MAY ALSO COME TO OUR OFFICE AT 3000 PACIFIC AVENUE, OLYMPIA, WA. **NOTE: IT MAY TAKE 7 TO 14 BUSINESS DAYS FOR RESPONSE WHEN MAILED. FOR AN IMMEDIATE RESPONSE, ACCESS OUR WEB SITE LISTED ABOVE TO CONDUCT YOUR CRIMINAL HISTORY REQUEST BY NAME AND DATE OF BIRTH FOR \$12.00 USING A CREDIT CARD.**

NOTARIZED LETTERS ARE AN ADDITIONAL \$10.00 PER NOTARY SEAL _____ Notarized Letter(s)

NOTE: The requested record information is furnished solely on the basis of name and/or description similarity with the subject of your inquiry. Positive identification or non-identification can only be effected upon receipt of fingerprints. Applicant may be advised of inquiry.

A

SUBJECT INFORMATION: (Please type or print clearly)

Applicant's Name: _____
Last First Middle

Alias/Maiden Name: _____

Date of Birth: _____ Sex: _____ Race: _____
Month/Day/Year

B

REQUESTOR INFORMATION: (Please type or print clearly)

DATE: ____ / ____ / ____ (print) Name/Title of Requestor Requestor's Signature
Mo. Day Yr.

Provide e-mail to receive background results electronically. Phone No. () _____

E-mail address Password (must be at least 8 characters)

REQUESTOR'S ADDRESS: (type or print clearly)

Subject's Right Thumb Print (Optional)

Name

Address

City State ZIP Code

CONFIDENTIALITY POLICY AND PROCEDURES: CLIENT RECORDS AND COMMUNICATION

To safeguard the right of privacy of counseling clients and families served by Southwest Youth and Family Services (SWYFS), and to enhance trust by youth and the general community in SWYFS as a resource, the following practices, based on the commitment that all information about a client will be held strictly confidential, will be strictly adhered to by all staff at SWYFS. Interpretation of a vague or ambiguous law or regulation shall be resolved in favor of non-disclosure and confidentiality.

Disclosure and review of SWYFS client records and communications by and between SWYFS staff is restricted to authorized staff of SWYFS who have a direct and responsible duty or service to render or perform for or on behalf of the client. In such instances of disclosure of information between SWYFS staff, the disclosure shall be limited to such disclosure necessary to perform the service, evaluation or treatment.

All staff will strive to insure that no unauthorized persons in the SWYFS office have access to confidential material. This is especially important in areas that may be exposed to the public. Prior to verbally discussing any confidential information with anyone (including other SWYFS staff), each person will assure that confidentiality will not be violated by the presence of persons not bound by rules of confidentiality.

SWYFS STAFF AND VOLUNTEER/INTERN OATH OF CONFIDENTIALITY:

The oath of confidentiality shall be taken by all volunteers/interns and paid staff members of SWYFS. The oath must be taken prior to performing any services on behalf of SWYFS.

DEFINITION OF A CLIENT AND OF CLIENT RECORDS AND COMMUNICATIONS:

- A SWYFS client is any person, who interviews for, applies for, or who receives any type of service from the Counseling Center at SWYFS.
- Client records are any information, whether written, oral, taped or otherwise obtained, received in connection with any type of service from SWYFS Counseling Center.

PHYSICAL LOCATION OF COUNSELING CENTER CLIENT RECORDS:

Client records must be kept in the client file cabinets in the filing room at all times **except when in use by staff or interns**. All files containing confidential information will be locked every evening, at any other such times as the office is not occupied by staff, or at any other times felt necessary or appropriate by staff present. Client files must not be left in staff mailboxes or offices except when in use during regular working hours.

CONSENT TO DISCLOSURE:

Under no circumstances, not for any purpose, will information about a client and/or his/her family, be given to any person not part of SWYFS staff, EXCEPT:

Information regarding minor clients receiving counseling related services: Any youth age 13 years or older may execute consent to release confidential information or release of records. For information or records to be released regarding a youth age 12 or younger, that youth's parent or legal guardian must execute the consent. A disclosure of confidential information will not be made if it is determined that such disclosure would be injurious or cause danger to the life or safety of any individual. The disclosure shall be limited to such disclosure necessary to perform the service, evaluation or treatment.

- a. **Release of information or records without client consent:** There are varying laws that apply to release of confidential information without client consent. "Mandatory Disclosures" include (a) the reporting of child abuse, including physical abuse, sexual abuse and neglect, (b) the reporting of adult/dependency abuse, and (c) the "Duty to Warn" (when the client poses an immediate threat to another) and (d) in response to a court order (not subpoena). "Permitted Disclosures" include (a) the client being at risk of suicide.

USE OF AUDIO TAPES AND VIDEO TAPES: Audio and Video Recordings are permitted for educational purposes. Supervisory approval is required. Consent from any and all individual's being taped is also required. If the client is below the age of 13, parent/legal guardian consent is required. Consent must be obtained in writing on the proper forms and maintained in the client file. All tapes must be erased or destroyed once the educational purpose is met.

SUBPOENAS AND COURT ORDERS: If served with a subpoena or court order for client information or records, immediately inform the Program Manager. Only Program Managers may approve a response to court orders and/or subpoena for production of client records or files.

DISCLOSURE OF CHILD ABUSE: The laws on child abuse require reporting of such instances to the proper law enforcement agency or CPS. Agency personnel are expected to conform to WAC Codes concerning reports of abuse or potential harm to or by clients. See SWYFS CPS Reporting Policy.

STAFF OATH OF CONFIDENTIALITY

The following oath shall be taken by all paid and volunteer/intern staff of SWYFS.

I, _____ hereby certify that I have reviewed and am familiar with the SWYFS Confidentiality Policy and Procedures of SWYFS related to Confidentiality and Security of Client Records, Communications, and Privacy Practices under HIPPA specifically dealing with the confidentiality to be accorded client communications, records, and privacy practices.

I further acknowledge and agree as follows, in accordance with the foregoing:

- a. That in receiving, storing and otherwise dealing with any information pertaining to clients of SWYFS. I am fully bound by the requirements of federal, state or local statutes governing confidentiality.
- b. That I will follow all SWYFS policies and procedures for safeguarding of such information, and particularly any and all information which could lead to client identification.

Further, I do certify no to divulge, publish, or otherwise make known to any unauthorized third party, orally or in writing, any information obtained from or on behalf of a client of SWYFS, other than to other staff or volunteer/intern member of SWYFS who has the direct and responsible duty or service to render or perform for or on behalf of the client, unless: (1) properly consented to in writing by the client, or (2) required to do so by appropriate federal or state law or regulation or (3) it relates to child, adult or dependency abuse which must be reported under RCW 26.44, or (4) it relates to the "Duty to Warn" requirement when clients pose an immediate threat to a specific other person.

I further acknowledge that an unauthorized disclosure of client information or records may result in disciplinary action, civil liability and/or legal action as defined by Federal and State law as well as in SWYFS policy and procedures. I also understand that any person may bring an action against me and/or SWYFS should I *willfully* release confidential information or records.

I hereby agree to abide by the conditions regarding confidentiality as stated above and in the law. I understand that my obligations to protect client confidentiality continue despite any termination of employment or change in job responsibilities.

Dated this _____ day of _____, 201__.

Signature: _____

Printed Name: _____

Acknowledgement of Receipt of
CPS REPORT REPORTING POLICY
Southwest Youth & Family Services

I have read and understand the circumstances under which I must report suspected child abuse and neglect to Child Protective Services. If I have questions about this policy or its implementation at any time, I understand that I must contact my supervisor at the first possible opportunity.

Signature

Date

Printed Name

CPS REPORT REPORTING POLICY
Southwest Youth & Family Services

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.

CHILD ABUSE REPORTING POLICY

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.

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

**Southwest Youth and Family Services
Non Violence Policy
Acknowledgment Form**

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 and/or guests will not be tolerated. Any employee 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 who uses physical aggression or violence against another SWY&FS employee, client, participant and/or guest, etc. , will be subject to immediate termination of employment.

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

I have read and understand the above policy and agree to do my part in maintaining a violence free workplace.

Signature: _____

Date: _____