

Requirements for Volunteering at Wissahickon School District

Effective August 2016

To ensure the safety and welfare of students and personnel in the district and to comply with state and federal laws, Wissahickon School District implemented new school volunteer policies, [WSD Board Policy #902](#) and [Policy #806](#) related to the Child Protective Services Law and the School Code. Please review the requirements for new and previous volunteers.

Requirements for New Volunteers

STEP ONE:

Prior to volunteering, **ALL** new volunteers are required to sign a [Wissahickon School District Volunteer Disclosure Statement](#) and submit the form to the school your child attends. If there are children in different buildings, submittal of one set of paperwork to one building is sufficient. The Disclosure Statement must be submitted on an annual basis.

STEP TWO:

ALL new volunteers must complete and submit a Pennsylvania State Police Criminal History Clearance and PA Child Abuse History Certification to the school your child attends. Volunteers are also required to submit an FBI clearance **UNLESS** the person has been a resident of Pennsylvania continuously for the prior 10 years and submitted their Disclosure Statement. Clearances are in effect for 60 months after submission to WSD. [See instructions on obtaining clearances.](#) **Please note that it can take 2-3 weeks to receive your Child Abuse clearance from the state after you mail the form and 2-3 weeks after fingerprinting to receive your FBI clearance. Please submit clearances and your Disclosure Statement at the same time.**

STEP THREE:

After the clearances and Disclosure Statement are submitted, **ALL** new volunteers must complete a Child Abuse Recognition Training that can be done in about 20 minutes on-line in the comfort of your home. The Administration Office will email you with instructions on completing the training.

STEP FOUR:

The Administration Office finalizes all paperwork and online training, you will be notified via email that you are cleared for volunteering!

Requirements for Previous Volunteers with Clearances

STEP ONE:

If you volunteered in any capacity last year, you are required to sign a [Wissahickon School District Volunteer Disclosure Statement](#) and submit the form to the school your child attends. If there are children in different buildings, submittal of one set of paperwork to one building is sufficient. The Disclosure Statement must be submitted on an annual basis.

STEP TWO:

If you completed and submitted the Pennsylvania State Police Criminal History Clearance and PA Child Abuse History Certification and FBI Clearance (only required if you haven't been a resident of Pennsylvania continuously for the prior 10 years), the Administration Office will email you with instructions on completing a Child Abuse Recognition Training that can be done in about 20 minutes on-line in the comfort of your home. Clearances are in effect for three years after submission to WSD. Questions about the expiration of your clearances should be directed to the Administration Offices.

STEP THREE:

After you have completed the online training, you will be notified by email that you are cleared for volunteering!

Requirements for Previous Volunteers without Clearances

STEP ONE:

If you volunteered in any capacity last year, you are required to sign a [Wissahickon School District Volunteer Disclosure Statement](#) and submit the form to the school your child attends. If there are children in different buildings, submittal of one set of paperwork to one building is sufficient. The Disclosure Statement must be submitted on an annual basis.

STEP TWO:

If you have previously volunteered, but not submitted clearances, you must complete and submit Pennsylvania State Police Criminal History Clearance and PA Child Abuse History Certification. Volunteers are also required to submit an FBI clearance **UNLESS** you have been a resident

of Pennsylvania continuously for the prior 10 years and complete the Disclosure Statement. All completed clearances should be submitted to the school your child attends. Clearances are in effect for three years after submission to WSD. [See instructions on obtaining clearances.](#)

Please note that it can take 2-3 weeks to receive your Child Abuse clearance from the state after you mail the form and 2-3 weeks after fingerprinting to receive your FBI clearance. Please submit clearances and your Disclosure Statement at the same time.

STEP THREE:

After the clearances and Disclosure Statement are submitted, the Administration Office will email you with instructions on completing a Child Abuse Recognition Training that can be done in about 20 minutes on-line in the comfort of your home.

STEP FOUR:

You will be notified by the Administration Office that you are cleared for volunteering!