

WSSD Volunteer Clearances Information Sheet

According to state law, clearances are required for those volunteers *responsible for the care, supervision, guidance or control of children, and who have routine interaction with children.*

CLEARANCE GUIDELINES

You **WILL NOT** need clearances if:

- You are volunteering during the instructional day under the supervision of the teacher.
- You are working with students as part of a larger group that is personally monitored by a certificated staff member at all times.

You **WILL** need clearances if:

- You are volunteering with after-school programs where classroom teachers are not present.
- You chaperone a group of students on a field trip.
- You are a volunteer coach.

Please note that clearances are only sent to that person requesting their own record. Records ARE NOT sent directly to any other agency.

It is the volunteer's responsibility to forward all clearance reports to the agency requesting the clearance. For that reason we advise that volunteers start the process early to allow for time to submit the records to the WSSD Human Resources office. We encourage all parents to get clearances proactively so that you are prepared when opportunities arise to help with any of your child's school activities. Clearances are good for five years.

CLEARANCE FORMS INFORMATION

The following forms and detailed directions are located on the Wallingford-Swarthmore School District website (www.wssd.org) in the "Volunteer" section under the "Departments" tab.

The WSSD Personal Information Sheet for Non-Staff Volunteer Applicants:

- All volunteers must fill out and submit this form to the staff member in charge of the activity.

The PA Child Abuse Clearance and the PA Criminal Background Check:

- Both are required of ALL volunteers.
- Free for volunteers.
- Available online – it generally takes just a few minutes to fill out these forms.

The FBI Federal Background Check:

- Only necessary if you have not lived in PA for at least 10 years and/or you have been convicted of any crime that is listed on the WSSD Personal Information Sheet for Non-Staff Volunteer Applicants.
- FBI background check cost is \$27.00. After registering online or by phone, you must schedule an appointment for fingerprinting at a local site.

Most reports are produced online, in which case you can save the report to your device. Once you have procured your clearance reports contact the WSSD Human Resources Department to submit your records by email, fax or mail.