

## VFES Policy for Volunteers

VFES values the contributions of volunteers and welcomes volunteers to assist in program activities and special events. To ensure the safety of all students, VFES abides by all clearance requirements established by the Pennsylvania Department of Human Services (DHS) for adult volunteers working with children. This includes parents volunteering directly with VFES and parents volunteering at VFES through The Vanguard School's Parent-Teacher Organization (PTO).

**Effective August 25, 2015, all adult volunteers must obtain the three (3) clearances listed below.** No adult will be eligible to volunteer in any capacity until VFES Human Resources has received these documents. Clearances will be valid for a period of 60 months based on the date of each individual clearance. Volunteers are responsible for obtaining updated clearances as needed.

### HOW TO OBTAIN YOUR CLEARANCES:

#### 1) PA Child Abuse History Clearance (CY-113)

**Website:** [www.compass.state.pa.us/CWIS](http://www.compass.state.pa.us/CWIS)

Click on "Create a New Account" and create your Keystone ID. A temporary password will be emailed to you. Return to the website and log in using your Keystone ID and temporary password. You will be prompted to change your password and log in again. Click "Create Clearance Application" and follow instructions. The fee is waived for volunteers.

#### 2) PA State Criminal Record Check (SP 4-164)

**Website:** <https://epatch.state.pa.us>

Click on "Submit A New Record Check". Accept the terms and complete the online application. **Print** the certificate. The fee is waived for volunteers.

#### 3) Federal Criminal History Check

**Website:** [www.pa.cogentid.com](http://www.pa.cogentid.com)

- **Click on** Department of Education and follow the directions for completing online registration. There is a \$27.00 fee that is charged to a credit card. Print your registration ID/receipt.
- **Go to** a fingerprint site. A list of print site locations is found on the PA Cogent ID website. You will need to bring your driver's license and your registration ID/receipt to the fingerprint site.
- **Bring your registration ID/receipt** to VFES Human Resources who will access & print the results.

### HOW TO SUBMIT YOUR CLEARANCES:

The adult interested in volunteering must bring the originals of all 3 clearances to the VFES Central Administration Building so that Human Resources can make a copy of each clearance to retain on file. The adult will also be required to sign a disclaimer affirming that there are no charges pending that would prohibit selection as a volunteer. At that time, the adult can obtain a reimbursement form if he/she would like to be reimbursed for the cost of obtaining the FBI clearance. The VFES Human Resources office is open Monday to Friday, 8AM to 4PM. To schedule an appointment, please call 610-296-6725, ext. 161.

### PARENTS AS VISITORS:

Under the following circumstances, parents are Visitors and are **not** required to obtain and submit clearances, but must sign in at the appropriate VFES/Vanguard office and provide a photo ID:

- Parents attending IEP meetings or conferences
- Parents dropping off items for their child
- Parents attending special events (a concert, a musical, a picnic)