

Harper's Choice Middle School



Volunteer Training



HARPER'S CHOICE
MIDDLE SCHOOL

Welcome to our school family!

Thank you for offering your
time and talents to help our
students learn and grow!

Outcomes

Participants Will:

- Understand their responsibilities and the policies on Child Abuse and Neglect Reporting
- Understand the volunteer and chaperone Code of Ethics
- Understand additional HCPSS policies
- Register as a trained chaperone and volunteer at HCMS

Child Abuse & Neglect Reporting

Child Abuse and Neglect Reporting

MD State Law & HCPSS Policy 1030:

- Requires employee or service providers of the Howard County Public School System to report any suspicion of child abuse or neglect to Howard County Department of Social Services
- Provides immunity from civil liability or criminal penalty for a report made in good faith
- Failure to report may result in suspension or termination of services

Child Abuse and Neglect Reporting

MD State Law & HCPSS Policy 1030:

- Also requires service providers/volunteer to make a report if there is a reason to believe that abuse or neglect possible occurred. Reports should be made without attempts to do any further investigation
- If needed, service providers/volunteers may consult with the school's Child Abuse Liaison. Liaisons cannot make the report to Department of Social Services on your behalf

Child Abuse and Neglect Reporting

Role of Child Abuse Liaison:

- Coordinates support for students suspected of being abused or neglected
- Acts as resource for information relating to child abuse and neglect reporting procedures
- Assists with completion of child abuse reporting forms as needed

HCMS Child Abuse Liaison:

Ms. Flores, School Counselor

(410) 313-6931 or monique_flores@hcpss.org

Child Abuse and Neglect Reporting

Reporting Child Abuse or Neglect:

- Make oral report immediately to Department of Social Services
- Follow up with written report within 48 hours
- Tell administrator and child abuse liaison that a report was filed
- Do not place copy of report in student educational record

Child Abuse and Neglect Reporting

Unattended Children

Source: Department of Social Services

- Children must be 8 years old to be left unattended for short periods of time
- When an adult is not present, a child must be 13 years old to be in charge of siblings or other children

Additional Information about Howard
County Public School System Board
of Education Policy 1030 Child Abuse
and Neglect Reporting may be found
on our website

www.hcpss.org

Volunteer and Chaperone Code of Ethics

Volunteer and Chaperone Code of Ethics

Confidentiality

Any information to which you have access to in the school or classroom is confidential.

As a volunteer, you are required to protect the confidentiality of all student information that you see or hear while volunteering. FERPA (Family Educational Rights and Privacy Act), a federal law, as well as state regulations, protect student information.

Volunteer and Chaperone Code of Ethics

- Sign In and Out - We ask that you always sign-in and sign- out at the front office and wear your volunteer sticker at all times while in the building. It will take just a moment of your time and will help ensure the safety of our children.
- Please leave younger children at home and turn off or silence cell phones.

Volunteer and Chaperone Code of Ethics

Safe Actions:

- It is a good practice to never be alone with a child in locations where you are not visible to others
- Use verbal positive praise rather than touch to recognize good effort
- Use adult restrooms rather than student restrooms

We welcome chaperones and volunteers at Harper's Choice and hope that this presentation has provided an overview of the goals and responsibilities of the chaperone and volunteer program at our school.

CERTIFICATE OF COMPLETION

- Please print and complete the Certificate of Completion on the next slide
- Return the completed form to Ms. Flores in the Guidance Office

THE HOWARD COUNTY PUBLIC SCHOOL SYSTEM

Child Abuse and Neglect Reporting Procedures
Online Training

Certificate of Completion

*In compliance with HCPSS Policy #1030, I have completed this
training.*

Name (Printed)

Signature

Volunteer

Role/Responsibility

Harper's Choice Middle

School

For additional information about
this training, please call
Ms. Flores at 410-313-6931