

## 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/or volunteering through The Vanguard School's Parent-Teacher Organization (PTO).

**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 are valid for a period of 60 months. Volunteers are responsible for updating their 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:** <https://uenroll.identogo.com>

- **Enter Service Code: 1KG6TR** for Non-Public Schools, then select *Schedule or Manage Appointment* and follow the prompts.
- **Select an Enrollment Center** and print your Confirmation Page. It will also be emailed to you.
- **Go to the Enrollment Center** you selected and bring your ID. There is a fee of \$22.60 that is due at your appointment. Cash/checks are not accepted.
- **After you are fingerprinted**, you will receive an email with a link to your unofficial report. The link only works once! Please follow the link and print the cover letter with your UE ID# and unofficial report. Bring both the letter and the unofficial report to VFES Human Resources.

### HOW TO SUBMIT YOUR CLEARANCES:

Bring the original reports for all 3 clearances to the Central Administration Building so that Human Resources can make a copy of each clearance to retain on file. You will also sign a disclaimer affirming that there are no charges pending that would prohibit your selection as a volunteer. At that time, you can obtain a reimbursement form if you would like to be reimbursed for the cost of 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)