

Volunteer Documents

Volunteer Form

Please complete the volunteer form prior to submitting your volunteer documents. The form can be found at www.dorothydaymemphis.org/volunteer.

Release and Waiver of Liability

Please read carefully! This is a legal document that affects your legal rights.

1. Release and Waiver. Volunteer does hereby release and forever discharge and hold harmless the Dorothy Day House and its successors and assigns from any and all liability, claims, and demands of whatever kind or nature, either in law or in equity, that arise or may hereafter arise from Volunteer's Activities with the Dorothy Day House.

VOLUNTEER UNDERSTANDS THAT THIS RELEASE DISCHARGES THE DOROTHY DAY HOUSE FROM ANY LIABILITY OR CLAIM THAT THE VOLUNTEER MAY HAVE AGAINST THE DOROTHY DAY HOUSE WITH RESPECT TO ANY BODILY INJURY, PERSONAL INJURY, ILLNESS, DEATH, OR PROPERTY DAMAGE THAT MAY RESULT FROM VOLUNTEER'S ACTIVITIES WITH THE DOROTHY DAY HOUSE, WHETHER CAUSED BY THE NEGLIGENCE OF THE DOROTHY DAY HOUSE OR ITS OFFICERS, DIRECTORS, EMPLOYEES, OR AGENTS OR OTHERWISE. VOLUNTEER ALSO UNDERSTANDS THAT THE DOROTHY DAY HOUSE DOES NOT ASSUME ANY RESPONSIBILITY FOR OR OBLIGATION TO PROVIDE FINANCIAL ASSISTANCE OR OTHER ASSISTANCE, INCLUDING BUT NOT LIMITED TO MEDICAL, HEALTH, OR DISABILITY INSURANCE IN THE EVENT OF INJURY OR ILLNESS.

2. Medical Treatment. Volunteer does hereby release and forever discharge the Dorothy Day House from any claim whatsoever which arises or may hereafter arise on account of any first aid, treatment, or service rendered in connection with the Volunteer's Activities with the Dorothy Day House.

3. Assumption of the Risk. The Volunteer understands that the Activities may involve work that may be hazardous to the Volunteer, including, but not limited to, construction, loading and unloading, and transportation to and from the work sites. The Volunteer hereby expressly and specifically assumes the risk of injury or harm in the Activities, and releases the Dorothy Day House from all liability for injury, illness, death, or property damage resulting from the Activities.

4. Insurance. The Volunteer understands that, except as otherwise agreed to by the Dorothy Day House in writing, the Dorothy Day House does not carry or maintain health, medical, or disability insurance coverage for any Volunteer. Each Volunteer is expected and encouraged to obtain his or her own medical or health insurance coverage.

5. Photographic Release. Volunteer does hereby grant and convey unto the Dorothy Day House all right, title, and interest in any and all photographic images and video or audio recordings made by the Dorothy Day House during the Volunteer's Activities with the Dorothy

Day House, including, but not limited to, any royalties, proceeds, or other benefits derived from such photographs or recordings.

6. Other. Volunteer expressly agrees that this Release is intended to be as broad and inclusive as permitted by the laws of the State of Tennessee, and that this Release shall be governed by and interpreted in accordance with the laws of the State of Tennessee. Volunteer also agrees that in the event that any clause or provision of this Release shall be held to be invalid by any court of competent jurisdiction, the invalidity of such clause or provision shall not otherwise affect the remaining provisions of this Release which shall continue to be enforceable.

IN WITNESS WHEREOF, Volunteer has executed this Release as of the day and year first above written.

Volunteer Name (Printed) _____

Volunteer Signature _____

Parent/Guardian Signature (if applicable):

Date ____/____/____

Statement of Confidentiality

Respecting the privacy of our clients, donors, members, staff, volunteers, and of the Dorothy Day House itself is a basic value of the DDH. Personal and financial information is confidential and should not be disclosed or discussed with anyone without permission or authorization from the Executive Director. "Confidential" means that you are free to talk about the Dorothy Day House and about your program and your position, but you are not permitted to disclose clients' names or talk about them in ways that will make their identity known. Care shall also be taken to ensure that unauthorized individuals do not overhear any discussion of confidential information and that documents containing confidential information are not left in the open or inadvertently shared. Employees, volunteers, and board members of the Dorothy Day House may be exposed to information which is confidential and/or privileged and proprietary in nature. It is the policy of the Dorothy Day House that such information must be kept confidential both during and after employment or volunteer service. Unauthorized disclosure of confidential or privileged information is a serious violation of this policy and will subject the person(s) who made the unauthorized disclosure to appropriate discipline, including removal/dismissal.

I have read the Dorothy Day House's Statement of Confidentiality presented above. I agree to abide by the requirements of the policy and inform my supervisor immediately if I believe any violation (unintentional or otherwise) of the policy has occurred.

Volunteer Name (Printed) _____

Volunteer Signature _____

Parent/Guardian Signature (if applicable): _____

Date ____/____/____

Dorothy Day House Child Safe Policy

Policy Intent

The Child Safe Policy is intended to promote a safe and positive environment for children when living at or visiting Dorothy Day House or attending any DDH related activities. This child safe policy demonstrates that DDH is taking its duty of child safety seriously by providing the foundation for procedures and decision-making about DDH staff, house residents, and volunteer interactions and involvement with children.

Ensuring a Safe Environment

When one-on-one time with a child is necessary, DDH will make sure it happens in a place that is observable or that the activity can be interrupted easily.

All youth are properly supervised, especially in private/isolated areas.

All DDH staff, house residents, and volunteers will adhere to the Code of Conduct policy established while engaging in any DDH related business

All DDH staff, house residents, and volunteers are required to report inappropriate behavior as outlined below.

Reporting of Inappropriate Behavior

Every staff, house residents or volunteer is required to report inappropriate behavior to the local police or child protective services at child abuse hotline at 1.877.237.0004 (toll free). Tennessee's law says that ALL persons SUSPECTING child abuse or neglect must report their suspicions to the proper authorities. Failure to report is a Class A misdemeanor with a fine of \$2,500.

After reporting inappropriate behavior to the police or child protective services, staff, house residents or volunteers should report incident to DDH's Executive Director and complete incident form. Retaliation for reporting inappropriate behavior will not be tolerated under any circumstances.

Dorothy Day House Child Safe Code of Conduct

1. To protect DDH staff, volunteers, and house residents, at no time should a staff person, house resident or volunteer be alone with a single child where they cannot be observed by others. If necessary, inform DDH Executive Director or Volunteer Coordinator of situation prior to situation occurring.
2. Staff, house residents and volunteers shall never leave a child unsupervised.
3. Staff, house residents or volunteers shall not abuse children or use corporal punishment of any kind. This includes physical abuse, verbal abuse, sexual abuse, mental abuse, or neglect. Any type of abuse will not be tolerated and is cause for investigation.
4. Staff, house residents, and volunteers will respect children's rights not to be touched in ways that make them feel uncomfortable. A child's right to say "No" is to be encouraged and respected (ie hugs, embraces, sitting on lap). Children parents' wishes should be respected as well. Please do not kiss children under any circumstances.
5. Staff, house residents and volunteers will use positive techniques of guidance, including redirection, positive reinforcement, and encouragement rather than competition, comparison, and criticism.
6. Staff, house residents and volunteers will not give gifts or special favors to individual children or show preferential treatment to a child or group of children to the exclusion of others. All gifts need approval from the Executive Director.
7. Staff, house residents and volunteers will not have private interactions through social media, computer or handheld devices with any children living in or associated with DDH. If sending a text to a child, ensure either the parent or another staff, house residents or volunteer is included.
8. Staff, house residents and volunteers will respond to children with respect and consideration and treat all children equally regardless of gender, race, religion, sexual identity, or culture.
9. Under no circumstance should staff, house residents or volunteers release children to anyone other than the authorized parent, guardian, or other adult authorized by the parent or guardian.
10. Staff, house residents and volunteers are required complete the incident report form to immediately if suspicion of child abuse or maltreatment is disclosed or suspected. Reports will be directed to the proper authorities.
11. Child Safety training will be conducted with Child Advocate Center for all staff and applicable volunteers.

Volunteer Name (Printed) _____

Volunteer Signature _____

Date ____/____/____

Acknowledgement of Receipt of Manual

I acknowledge that I have been given a copy of the Dorothy Day House Volunteer Manual. I understand that this Manual summarizes the Dorothy Day House's personnel guidelines, and that it is furnished to me solely for my information. I further understand that volunteering with the Dorothy Day House is not for a specified term and is at the mutual consent of me and the Dorothy Day House. Accordingly, the Dorothy Day House or I can terminate the volunteer relationship at will, with or without cause, at any time. I also understand that the Dorothy Day House may modify or rescind any of its policies, or practices described in the Manual at any time, except for those policies required by law. I acknowledge that it is my responsibility to read and become familiar with the contents of the Manual.

Volunteer Name (Printed) _____

Volunteer Signature _____

Date ____/____/____

Volunteer Resources

NOTE: You do not need to sign the following documents. These documents are for your reference only.

Emergency Procedures

Review emergency exit procedures – where exits are located, when to use them, never to block them

SEVERE WEATHER: all people are to go to the basement in the event of a tornado warning or any type of weather or other threat to personal safety

IN CASE OF FIRE: leave the house immediately – do not take any personal items with you - and move to safe location away from house

1429 Poplar – safe location is across the street in front of the gray house

1178 Peabody – safe location is across the street at 1161 Joseph’s House or the St. John’s church parking lot

1161 Peabody – safe location is across the street at 1178 Loretta’s House or the St. John’s church parking lot

STRANGER DANGER: do NOT answer the front or back door – do not allow unknown persons or groups to enter the house at any time

There is a dead-bolt lock on the top of the back door – be sure it is used at night and any time young children are present to keep them from going out unattended

KITCHEN: All kitchens are equipped with automatic fire suppression systems over the stove.

In the event of a kitchen fire, the Ansul System will automatically dispense foam/liquid to put out the fire. There are fire extinguishers located throughout the house.

No one under the age of 13 is allowed to cook anything with any appliance

Do not climb on chairs or kitchen counters to reach top shelves in pantry or cabinets

SICKNESS/PERSONAL ACCIDENTS: Medications/First Aid – cabinet located in kitchen marked First Aid

Poison control number: 1-800-222-1222

BATHROOMS: never leave children unattended especially in the bathtub or bathroom for any reason

Never use pure bleach to clean the toilet, bathtub, sink or floor: There are appropriate cleaners to use for bathroom cleaning available

VEHICLE AND CARSEAT SAFETY

Vehicles – must be locked at all times and belongings stored out of sight in trunk or glovebox

Appropriate child restraints/car seats must be used to transport children when leaving the house

Use caution when pulling in to and out of the driveways – there could be children in the parking lot and pedestrians use the sidewalk in front of the entrance and exit to the house

Incident Report Form

Name of person completing this form:
Signature of person completing this form:
Date Completed:

Incident

Date and time of incident:
Name(s) of person(s) involved in incident:
Description of incident (be as detailed as possible, attach additional sheets if necessary):
Injuries (indicate location):
Actions taken immediately:
Were there any witnesses to the incident? Yes _____ No _____ <i>If yes, attach separate sheet with names, addresses, and phone numbers of witnesses if available.</i>
For suspected child abuse, report was made to designated state authorities: Child Abuse Hotline _____ Police _____ Other _____

FOR OFFICE USE ONLY

Name of person taking the report:	Date & Time report was made:
Reference/Case number if provided:	
Executive Director Received (signature):	Date:

Follow up action

Description of actions to be taken: