

Volunteer Guidelines

Mission Statement : We exist to identify and proactively address the needs of homeless women/children. We believe, by providing a supportive and constant care environment, women can be restored to physical, emotional, and spiritual wholeness.

Being a residential home, our desire is to promote a home environment; an atmosphere of trust and safety so that the women/children can reach their long terms goals. This is put into practice through spiritual growth, good counsel; in regard to relationships and self care, management of finances, and skill building in parenting and education.

Building healthy relationships between our residents, volunteers and staff is key. We have need and opportunity for volunteers to help with service oriented projects from time to time, but our greatest need is for volunteers who can regularly join us in caring for the women and children in various supportive roles. These interactions help build trusting relationships, provide emotional and spiritual support and give accountability.

All volunteers who work one-on-one with the women/children are encouraged to initially meet with staff for a get -to-know-you interview, receive volunteer packet, sign/provide clearances, schedule a time to informally meet the women and children. Pray about and schedule volunteer time.

- **Volunteers are generally scheduled in advance.** Advance notice of who will be at the house, leads to good planning, helps reduce the uneasiness or feeling that they are someone's "project", and simply prepares everyone for who will be at the house and the activities. As staff we value the opportunity to know our volunteers and communicate the dynamics of the house as is appropriate to share.

Minors kindergarten age and older can serve as volunteers when accompanied by a parent or designated guardian, with a signed parental release. For children under 12 years of age, we allow a maximum of two children, per parent/guardian volunteer and expect your children are under your direct supervision. This will only be prohibited if inclusion of the volunteer's children exceeds adult/child ratios (See chart below). Please be aware that occasionally your children could be exposed to inappropriate language, other children's tantrums, and difficult interpersonal relations. Please consider whether or not it is in your children's best interest to accompany you and if you can effectively meet the needs of your volunteer position with your children present.

Service Projects will be advertised in advance. Individuals, families, and youth groups (minors) are welcome under the supervision of their leaders. Disclosure statements and parental consents will be signed prior to the event. No interviews required.

Donations: We appreciate the generosity of our community, but currently we don't accept open donations. Needs will be communicated via our staff and our Wish List, which can be accessed on our website. www.hannahshopministriesreading.org. If you desire to donate a particular item please inquire if we have need by calling 610-655-7716. Thank you for understanding.

Child Protective Procedures - Hannah's Hope Ministries

1. A **minimum of two unrelated people**: Reasonable and appropriate effort should be made to ensure that, at all times, no less than two unrelated adults are in supervision of children and youth
2. **Open door** policy while children are using the bathroom
3. If a parent and minor child are serving together, they are **legally viewed as one** person
4. **Please use gloves** when changing diapers. Residents should bring child to program hour freshly changed and leave you with diaper, in case needed
5. **Incident Report**: If a medical incident, involving injury occurs, please request an Incident Report
6. **Breaches of these policies** should be brought to the attention of staff as soon as possible. Written documentation will be maintained, reporting all relevant details of the incident reported.
7. **Clearances must be on file** for childcare workers (PA Criminal, Child Abuse, FBI)
8. **Ratios: In a mixed group of children:**
 - if the youngest member is an infant (younger than 12 month) ratio is 1:4
 - if the youngest member is a young toddler (1yr - 2yr) ratio is 1:5
 - if the youngest member is an older toddler (2-3yr) ratio is 1:6
 - if the youngest member is a preschooler (3-5 yr) ratio is 1:10
 - if the youngest member is school-age (over 5 years old) ratio is 1:12

Your child's age	No more than this number of children per trained adult (child-to-adult ratio)	Maximum number of children in each group or class (group size)	Total number of adults in a full group or class
Infant (younger than 12 months)	1 trained adult should not care for more than 3-4 infants	No more than 6-8 infants together in a group	2 trained adults should always be present in a full group of 6-8 infants
Young toddler (1-2 years)	1 trained adult should not care for more than 3-6 young toddlers	No more than 6-12 young toddlers in a group or classroom	2 trained adults should always be present in a full group of 6-12 young toddlers
Older toddler (2-3 years)	1 trained adult should not care for more than 4-6 older toddlers	No more than 8-12 older toddlers in a group or classroom	2 trained adults should always be present in a full group of 8-12 older toddlers
Preschooler (3-5 years)	1 trained adult should not care for more than 6-10 preschoolers	No more than 12-20 preschoolers in a group or classroom	2 trained adults should always be present in a full group of 12-20 preschoolers
School age	1 trained adult should not care for more than 10-12 school-age children	No more than 20-24 school-age children in a group or classroom	2 trained adults should always be present in a full group of 20-24 school-age children

