

Volunteer Supervision Policy Overview

Legal Reference:

Statute Reference:

MCL 722.119(4)

Each child care organization shall establish and maintain a policy regarding supervision of volunteers including volunteers who are parents of a child receiving care at the child care organization.

Rule Reference:

R400.11101(o)

“Staff Member” means either paid employee or a volunteer who has responsibility for the direct care or supervision of campers or who has unsupervised contact with campers.”

Technical Assistance:

The camp operator has the responsibility to account and provide oversight of all individuals at the camp. They must know who the staff members are as defined by R400.11101 and who are not staff members but fall under the category of “supervised volunteers”. Staff members (employees or unsupervised volunteers) must be suitable, have had their background check according to statute and administrative rule, and possess staff training according to R400.11109(9). The administrative rules do not address supervised volunteers screening or training. However, MCL 722.115(2) reads that the “services and facilities are conducive to the welfare of the children”. This means that both staff members (employees and unsupervised volunteers) and supervised volunteers act in a manner that assures the safety and welfare of children in care.

Camp operators are required under MCL 722.119(4) to develop and maintain a volunteer supervision policy. Answering the following questions will assist in the development of the camp's volunteer supervision policy.

- Does the camp allow supervised volunteers? If so, what circumstances are they allowed.
- What are the screening procedures for supervised volunteers? Does the camp utilize criminal background check, central registry, or PSOR check? Is there an application, references, or other requirements?
- What circumstance(s) might exclude a person from a position as a supervised volunteer?
- What are the expectations placed on staff related to the supervision of volunteers?
- What are the separate duties and restrictions for both supervised and unsupervised volunteers?

The written volunteer supervision policy must also be communicated to all staff members, unsupervised volunteers, and supervised volunteers. The policy should be clearly written, reviewed in training/orientation, and reinforced with the staff members, unsupervised volunteers, and supervised volunteers.