

Volunteer & Visitor Policy (6.7)

Good Days Adolescent Special Needs Center, LLC – Fort Myers, FL

Purpose

The purpose of this Volunteer & Visitor Policy is to establish guidelines for welcoming and managing volunteers and visitors at Good Days Adolescent Special Needs Center (GDC). This policy ensures that all individuals entering the Center maintain a safe, supportive, and confidential environment for students and staff.

Section 1: Policy Statement

GDC values community involvement and encourages participation from volunteers, families, and community members in Center activities. To maintain safety and confidentiality, all visitors and volunteers must comply with established procedures, including sign-in, supervision, and background screening as applicable.

Section 2: Definitions

- ****Volunteer**** – An individual who offers their time or services to the Center without financial compensation, under staff supervision.
- ****Visitor**** – A parent, guardian, or community member entering the Center for a short-term, approved purpose such as meetings, events, or observations.

Section 3: Visitor Procedures

To ensure student safety and program continuity, all visitors must follow the established sign-in and approval process. Unannounced visits are discouraged to minimize disruption to programming.

Visitor requirements include:

- Signing in at the front desk upon arrival and obtaining a visitor badge.
- Presenting a valid photo ID when requested.
- Remaining in designated areas and under staff supervision at all times.
- Signing out before leaving the premises.

Section 4: Volunteer Requirements

All volunteers must be pre-approved by the Director and complete all required documentation before participating in any activity involving students. Volunteers are expected to maintain the same professional standards as staff members while on site.

Volunteer onboarding includes:

- Completion of a Volunteer Application Form (E18).
- Review and acknowledgment of confidentiality and conduct policies.
- Level 2 background screening in accordance with Florida law.
- Orientation training covering safety, supervision, and emergency procedures.

Section 5: Supervision of Volunteers and Visitors

Volunteers and visitors are never permitted to be alone with students or provide direct supervision. They must remain within sight of assigned staff members at all times.

Supervision standards:

- Volunteers must report directly to their assigned staff supervisor.
- Visitors must be escorted to and from meeting or observation areas.
- Staff are responsible for ensuring compliance with supervision and safety requirements.

Section 6: Confidentiality and Conduct

All volunteers and visitors must respect the privacy and confidentiality of students, families, and staff. Personal information or observations obtained during visits may not be disclosed outside of the Center.

Expectations include:

- Refraining from discussing student behavior, diagnoses, or personal details.
- Using respectful and inclusive language at all times.
- Following staff directions and maintaining professional boundaries.

Section 7: Restrictions and Dismissal

The Director reserves the right to deny or revoke visitor or volunteer privileges if behavior, conduct, or background information presents a safety risk or violates Center policy.

Grounds for dismissal may include:

- Breach of confidentiality or inappropriate conduct.
- Failure to follow supervision or safety requirements.
- Disruptive or unsafe behavior while on site.

Section 8: Volunteer and Visitor Identification

All volunteers and visitors must wear visible identification badges while on the premises. Badges must be returned to the front desk before leaving.

Section 9: Documentation and Recordkeeping

Records of volunteer applications, background checks, and sign-in logs will be maintained securely by administration. Documentation will be retained in accordance with the Record Retention and Data Security Policy (1.5).

Section 10: Acknowledgment

All volunteers and visitors must review and acknowledge this Volunteer & Visitor Policy prior to participation. Acknowledgment is documented through the Policy Acknowledgment Form (E1).

Approved: December 2025

Next Review: December 2026