

**PROCEDURE FOR:**

- **SUPERVISED CHAPERONES**
- **VOLUNTEERS**

**Definition:** *Persons who are under the supervision or direction of one or more school employees and are not left alone with children.*

Those wishing to work in the schools as unpaid Supervised Chaperones or Volunteers will complete their paperwork at the local school with the school designated employee. Check with your school's office to find out who this is.

- The school designated employee will give the prospective supervised chaperone or volunteer the *Agency of Human Services Consent for Release of Registry Information form - Form C* for completion.
- The prospective supervised chaperone or volunteer will need to provide one form of photo ID, which the school designated employee will copy.
- The school designated employee will forward the completed and signed Form C and the photo ID copy to the Central Office.
- Central Office personnel will go online and perform the necessary search on the Agency of Human Services Abuse Registry and the Vermont Internet Sex Offender Registry (VISOR).
- Upon successful completion of the searches (5-10 days), the applicant will be added to the Supervised Chaperone and Volunteer list, indicating they have received clearance. The school designated employee will have access to check this list for all applicants' clearances.
- In the event that there are questions or concerns regarding the applicant's eligibility based on registry search results, the HR Director or Central Office administrator will make the final determination of eligibility.

Note: Overnight chaperones are considered "Unsupervised Chaperones" and will be subject to the Criminal Record Check registry process at the CSSU central office (please see the procedure information for Unsupervised Chaperones).