

PRINCE WILLIAM COUNTY DEPARTMENT OF SOCIAL SERVICES

Rules of Conduct at JDC

1. The volunteer **must** respect confidentiality. During the course of a volunteer's activity, any information learned about a client and their family, or about the operation of the programs/services of the Department of Social Services, **must not** be divulged to anyone except DSS staff and/or appropriate legal/court personnel.
2. *If working directly with children*, the volunteer **must not** contact a child once the child has left the facility, i.e. Juvenile Detention Center, Molinari Emergency Shelter Home, Outreach to Detention, and Homeless Services.
3. *If working directly with children*, the volunteer **must not** deliver mail, messages, or in any way contact someone outside of the facility for a child.
4. *If working directly with children*, the volunteer **must not** correspond with a child, i.e. letter, card, message, etc., unless it is addressed to all the children at the facility.
5. *If working directly with children*, the volunteer **must not** give a child a gift unless provisions are made to give all the children the same or similar gift.
6. *If working directly with children*, the volunteer **must not** give a child his/her home or business address and respective telephone number/s.
7. *If working directly with children*, the volunteer **must not** bring anything into the facility for a child without prior approval of on-site personnel/staff. **Absolutely nothing** is to be taken out of the facility for any child for any reason.
8. *If working directly with children*, the volunteer **must not** attempt to interpret or otherwise advise a child about the adjudication or outcome of his or her status. This advice is best left to the child's family members and legal/court personnel, i.e. attorney, probation counselor, etc.
9. *If working directly with children*, the volunteer **must immediately report** to the staff any information learned about a child's intent to harm himself/herself, or some other person/s, or in anyway violate the security of the facility.
10. *If working directly with children*, the volunteer **must understand** that all persons and their possessions are subject to search when entering or leaving a facility.
11. The volunteer **must not** perform professional services unless certified or licensed to do so and has prior approval by on-site personnel/staff.

I acknowledge the regulations and policies listed above and agree to abide by them. If I fail to adhere to the rules, my position, as a volunteer, will be terminated immediately.

Signature

Date