

**Safe Harbor Family Crisis Center
Volunteer Information**

Today's Date: _____

Name _____ Date of Birth ____/____/____

Address _____ Graduating Date (if student): _____

Telephone: (Home) _____ (Cell) _____ (Work) _____

Is your home a private line? _____ Can we call you at work? _____

Email address: _____

Marital Status: _____

Children Living at Home _____ Age _____

_____ Age _____

_____ Age _____

Educational Level completed: _____

Vocational or special training: _____

Are you employed outside your home? _____ If yes, please describe _____

Have you had previous volunteer experience? _____ If yes, please describe _____

Reasons you stopped previous volunteer services _____

Have you ever been battered in a relationship? _____

If yes, has that relationship been resolved? _____

Do you feel that you have recovered from the situation? _____

Has anyone close to you been in a violent relationship? _____

How did you hear about Safe Harbor? _____

Will you be able to make a minimum commitment of 6 months to the volunteer program?

Area of interest for volunteering: (i.e. staff support, crisis line, group work, court services, sorting donations, special events)

CONFIDENTIALITY POLICY AND EXPECTATIONS

Volunteers of Safe Harbor Family Crisis Center will maintain strict confidentiality related to personal information of staff, volunteers, and clients. This includes names, phone numbers, addresses and personal data that may have been shared in training, group sessions, or individual conferences. All persons who participate in the programs of Safe Harbor Family Crisis Center, including volunteers, have the right to expect any disclosures to be kept confidential.

PRIVILEGED COMMUNICATION OF THE IDVA:

Only domestic violence workers with 40 hours of domestic violence training are covered by the privileged communication provision of the Illinois Domestic Violence Act (IDVA). All program workers who provide direct client services must have 40 hours of domestic violence training in specific areas. This training must be completed before any direct service is provided, including volunteering on the crisis line.

GROUP COUNSELING:

All group members and volunteers are expected to maintain strict confidentiality. Breach of confidentiality will result in removal from direct services at Safe Harbor Family Crisis Center and/or possible dismissal. Confidentiality protects anyone receiving services and anything that is said or that may occur in the Crisis Center.

CONFIDENTIALITY EXCEPTIONS:

In order to discuss any aspects or circumstances of a client or their services at Safe Harbor Family Crisis Center, the client may sign an authorization for a release of information specific to their case. The only time confidentiality is not binding and there is not a release of information from the client, is in cases of child abuse. As a volunteer at Safe Harbor Family Crisis Center, you are a mandated child abuse reporter. Anytime child abuse is witnessed or suspected you are obligated to report or cause a report to be made to the Child Abuse Hotline. When disclosing information during a child abuse investigation, the information should include only that which is pertinent to the incident of abuse or neglect that was reported. The responsibility to disclose information ends when determination has been made as to whether the case is founded or unfounded. No information should be released in an on-going investigation without a signed written release of information from the client, except by juvenile court order.

SAFE HARBOR FAMILY CRISIS CENTER
1188 WEST MAIN STREET
GALESBURG, ILLINOIS 61401

STAFF/VOLUNTEER CONFIDENTIALITY AGREEMENT

I, _____, as a staff member or volunteer of Safe Harbor Family Crisis Center, with a legitimate need to know client information in the performance of my duties, agree to the following stipulations:

1. I shall abide by all the policies and procedures regarding client confidentiality as outlined in the written Confidentiality Policy of Safe Harbor Family Crisis Center.
2. I shall NEVER, in verbal or written language, divulge outside Safe Harbor Family Crisis Center, any information about the client(s) of said Crisis Center, which I have learned in the performance of my duties.
3. I shall consider these promises binding henceforth, including after I terminate employment or volunteer status with Safe Harbor Family Crisis Center.
4. I understand and agree that aside from moral consideration, I am also legally responsible and liable in the event that I choose to break this trust.
5. A violation of this agreement will automatically terminate my relationship with Safe Harbor Family Crisis Center.

I acknowledge that I have read, understand and agree to the provisions of Safe Harbor Family Crisis Center's Confidentiality Policy.

Staff Member/Volunteer Signature

_____/_____/_____
Date

Witness

ILLINOIS GUIDE FOR MANDATORY REPORTERS OF CHILD ABUSE

Every concerned citizen should report suspected child abuse or neglect. Some people are identified by their profession as “mandatory reporters” and are required by Illinois law to make reports. This guide is provided to aid those designated as mandatory reporters to better understand Illinois’ laws concerning child abuse.

WHO IS A MANDATORY REPORTER OF CHILD ABUSE?

According to Illinois law, the following requirements are necessary for the person to be a mandatory reporter:

The person is in one of the professions listed below as a mandatory reporter of child abuse and the child is known to them in their professional or official capacity and the person has reasonable cause to believe the child may be an abused child or a neglected child.

Persons required by law to make report include:

Medical Personnel: Physicians, psychiatrists, surgeons, residents, interns, dentists, dentist hygienists, medical examiners, pathologists, osteopaths, coroners, Christian Science practitioners, chiropractors, podiatrists, registered and licensed practical nurses, emergency medical technicians, substance abuse treatment personnel, hospital administrators and other

personnel involved in the examination, care or treatment of patients.

School and Child Care Personnel: Teachers, school personnel, educational advocates assigned to a child pursuant to the School Code, truant officers, directors and staff assistants of day care centers and nursery schools, and child care workers.

Law Enforcement: Truant officers, probation officers, law enforcement officers, and field personnel of the Department of Corrections.

State Agencies: Field personnel from the Departments of Children and Family Services, Public Health, Public Aid, Mental Health and Developmental Disabilities, Corrections, Human Rights, Rehabilitation Services. Also includes supervisors and administrators of general assistance under the Illinois Public Aid Code.

Others: Social workers, social service administrators, substance abuse treatment personnel, domestic

violence program personnel, crisis line or hotline personnel, foster parents, homemakers, recreational program or facility personnel, registered psychologists and assistants working under the direct supervision of a psychologist, members of the clergy.

WHAT DOES A MANDATORY REPORTER REPORT AS CHILD ABUSE?

“Abused Child”, means a child whose parent or immediate family member or any person responsible for the child’s welfare, or any individual residing in the same home as the child, or a paramour of the child’s parent:

1. Inflicts, causes to be inflicted, or allows to be inflicted upon such child physical injury, by other than accidental means, which causes death, disfigurement, impairment of physical or emotional health, or loss or impairment of any bodily function;

2. Creates a substantial risk of physical injury to such child by other than accidental means which would be likely to cause death, disfigurement, impairment of physical or emotional health, or loss or impairment of any bodily function;
3. Commits or allows to be committed any sex offense against such child, as such sex offenses are defined in the Criminal Code of 1961 as amended, and extending those definitions of sex offenses to include children under 18 years of age;
4. Commits or allows to be committed an act or acts of torture upon such child; or
5. Inflicts excessive corporal punishment.

“Neglected Child” means:

1. Any child whose parent or other person responsible for the child’s welfare withholds or denies nourishment or medically indicated treatment including food or care denied solely on the basis of the present or anticipated mental or physical impairment as determined by a physician acting alone or in the consultation with other physicians or otherwise does not provide the proper or necessary support, education as required by law, or medical or other remedial care

recognized under State law as necessary for a child’s well-being, including adequate food, clothing and shelter; or;

2. Who is abandoned by his or her parents or other persons responsible for the child’s welfare.

A child shall not be considered neglected or abused for the sole reason that such child’s parent or other person responsible for his or her welfare depends upon spiritual means through prayer alone for the treatment or cure of disease or remedial care as provided under Section 4 of this Act.

Illinois law defines a **child** as any person under the age of 18 years, unless legally emancipated by reason of marriage or entry into a branch of the United States armed services.

Illinois law defines a **person responsible for the child’s welfare** as:

1. The child’s parent, guardian, or foster parent;
2. Any person responsible for the child’s welfare in a public or private residential agency or institution;
3. Any person responsible for the child’s welfare within a public or private profit or not-for-profit child care facility; or
4. Any person responsible for the child’s welfare at the

time of the alleged abuse or neglect, or any person who came to know the child through an official capacity or position of trust, including, but not limited to health care professionals, educational personnel, recreational supervisors, and volunteers or support personnel in any setting where children may be subject to abuse or neglect.

Explanation: Abuse of children by persons not responsible for their care is handled by law enforcement or licensing, regulatory or employing agencies.

In summary, for an incident to reported as child abuse:

1. The alleged victim must be a **child** (under 18 years of age); and
2. The child must have suffered **child abuse** as defined in Illinois law; and
3. The child abuse must have been the result of acts or omissions of the person responsible for the care of the child.

HOW DOES A PERSON REPORT CHILD ABUSE?

According to Illinois law all suspected child abuse or neglect reports shall be made immediately to a central register or a single state-wide, toll-free number or in person at the nearest Department office. An officer of a local law enforcement agency,

designated employee of the Department, or a physician treating a child may take or retain temporary protective custody of the child without consent of the person responsible for the child's welfare if:

1. He has reason to believe that the circumstances or conditions of the child are such that continuing in his place of residence or in the care and custody of the person responsible for the child's welfare, presents an imminent danger to that child's life or health; and
2. There is not time to apply for a court order under the Juvenile Court Act of 1987 for the temporary custody of the child;
3. The person taking or retaining a child in temporary custody shall make every reasonable effort to notify the person responsible for the child's welfare and shall immediately notify the Department;
4. The Department shall promptly initiate proceedings under the Juvenile Court Act of 1987 for the continued temporary custody of the child. If it appears that the immediate safety or well-being of a child is endangered, that the family may flee or the child disappear, or that the facts otherwise so warrant, the Child

Protective Service Unit shall commence an investigation immediately, regardless of the time of day or night. In all other cases, investigation shall be commenced within 24 hours of receipt of the report, except that in cases of educational neglect, investigation shall begin within 72 hours of the receipt of the report. All of the reports by persons mandated to report shall be confirmed in writing to the appropriate Child Protective Service Unit, which may be on forms supplied by the Department, within 48 hours of any initial report. A 24-hour hotline is provided for the reporting of the child abuse. The hotline number is: **1-800-22-2873** or **1-800-25A-BUSE**. By law, information cannot be withheld on grounds of preserving patient or client confidentiality. Mandatory reporters should be prepared to include the following information in all oral and written reports when making a report of child abuse:

1. **Child:** Name, address, current location or residence, age, the nature of the child's condition including any evidence of previous injuries or disabilities;

2. **Parents:** Name, address, current location or residence
3. **Caretaker (if other than parent):** Name, address, current location or residence of other persons having the child's custody;
4. **Suspected Abuser:** Name, address, current location or residence and their relationship to the child;
5. **Other Information:** Provide any other information that might be helpful in establishing the cause or proof of abuse and the identity of the abuser:
 - a. Name, age, and condition of other children in the same household,
 - b. Condition of the other household members, the conduct and condition of the parent or caretaker and perpetrator, and the cause of the child's condition.
 - c. Names and addresses of persons knowledgeable about the child's circumstances.
6. **Reporter:** Your name, address, phone number, and relationship to the child and incident.

SAFE HARBOR FAMILY CRISIS CENTER
ACKNOWLEDGEMENT OF MANDATED REPORTER STATUS

I, _____, understand that when I act as a volunteer with Safe Harbor Family Crisis Center, I will become a mandated reporter under the Abused and Neglected Child Reporting Act (Ill. Rev. Stat. 1985, ch. 23, pars. 2051 et seq.) This means that I am required to report or cause a report to be made to the child abuse Hotline number (1-800-25 ABUSE) whenever I have reasonable cause to believe that a child known to me in my professional or official capacity may be abused or neglected. I understand that there is no charge when calling the Hotline number and that the Hotline operated 24 hours per day, 7 days a week, 365 days a year.

I further understand that the privileged quality of communication between clients and myself would not be grounds for failure to report suspected child abuse or neglect. I know that if I willfully fail to report suspected child abuse or neglect, I may be found guilty of a Class A misdemeanor. This does not apply to physicians who will be referred to the Illinois State Medical Disciplinary Board for action.

I also understand that if I am subject to licensing under the Illinois Nursing Act, the Medical Practices Act, the Psychologist Registration Act, the Social Workers Registration Act, the Dental Practices Act, the School Code, or "AN ACT to regulate the practice of Podiatry", I may be subject to license suspension or revocation if I willfully fail to report suspected child abuse or neglect.

I affirm that I have read this statement and have knowledge and understanding of the reporting requirements, which apply to me under the Abused and Neglected Child Reporting Act.

_____/_____/_____
Date

Signature