

Volunteer Training

What is “Kidz Night Out”?

Respite care is a need that has been identified numerous times for foster parents, adoptive parents and those providing kinship care. “Kidz Night Out” is a program that allows kinship, foster and adoptive parents a few hours of respite while the kids enjoy a few hours of fun activities. It is modeled after a similar program in Larimer County.

Goals:

- To serve foster, adopted and children living in kinship families, and the biological children in the family.
- To provide fun, safe and well supervised activities to the children participating in “Kidz Night Out.”
- To provide a few hours of respite care to those who care for these children.

Volunteers:

- We need at least 15-20 volunteers at each event!
- Volunteers need to arrive 1 hour early to be trained and to help set up.
- All Volunteers will go through background checks through Jefferson County.
- Volunteers will do tasks such as leading groups, crafts, games, snacks and registration.

Confidentiality:

- It is imperative that all volunteers keep incidental information confidential
- Privacy is important to the families we work with. If a volunteer was to meet/see a family or child outside of “Kidz Night Out” don’t approach them. Let the family or child choose if they would like to make contact with you.

Safety:

- All parents of the children attending “Kidz Night Out” and volunteers sign medical and legal waivers.
- No child is allowed to leave or be picked up from “Kidz Night Out” without going through the sign-in and sign-out process.
- Do frequent head counts to make sure all children in your group are accounted for
- Never be alone with a child
- Make sure children are never alone together
- Provide ‘line of sight supervision’ at all times
- Make sure you can see children’s feet in the bathroom stalls and make sure another adult can see you when you supervise bathroom activities.
- Due to the issues some of the kids may be dealing with and lack of boundaries please limit hugs, lap sitting, hair petting and other touching.
- Use ‘high fives’ and words as signs of affection.
- Kids may be sensitive to touch, so beware and let the kids initiate.
- If you find a child missing and can not be accounted for, have your group sit quietly with a co-group leader while the other group leader notifies the coordinator. The

coordinator will conduct a search of the building and notify the parents and the police as necessary.

- If children begin to fight try to calm the situation by separation and taking rest time. If you can not calm the situation, ask the coordinator for assistance.
- If a child is causing disruption for the group as the Coordinator to assign a 'floater' volunteer to the child. The child may just need one on one attention.
- If a child sustains an injury notify the Coordinator. The Coordinator will respond appropriately. The volunteer who witnessed the incident is required to fill out an incident report form. Incident report forms are to be copied and one copy given to the caregivers/parents.
- In case of a fire, gather the children in your group and have them hold hands and form a line. Find the nearest exit and gather in the parking lot farthest away from the building. Inform the coordinator that all of your group – children and adults are accounted for.
- If you see any signs of abuse, notify the Coordinator.

Leadership:

- Be assertive, you are the volunteer in charge.
- No physical discipline is allowed, use re-direction and rest time.
- Call upon the Coordinator for assistance if you have a situation you can not handle.
- If you need to separate kids, don't hesitate to call the Coordinator and have your group modified.

Questions/Concerns/Ideas:

- If you have any concerns please inform the Coordinator
- Please to not hesitate to share ideas with the Coordinator. Safety and fun are the priorities. If you can see a way to improve either of these please let someone know!

HAVE FUN!☺