



## **Volunteer Consent Forms**



## VOLUNTEER HANDBOOK ACKNOWLEDGEMENT

I, \_\_\_\_\_ have received and read the The Baltimore Station  
(PRINT NAME)  
Volunteer Handbook. I have had the opportunity to ask any questions I have  
regarding the contents of the handbook.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Group Name

Contact Information:

\_\_\_\_\_  
Email

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City/State/Zip

## **SEXUAL ABUSE AND MOLESTATION PREVENTION POLICY**

The Baltimore Station, Inc. does not permit or allow sexual abuse or molestation to occur in the workplace or at any activity sponsored by or related to it. In order to make this “ZERO—TOLERANCE” policy clear to all volunteers and staff members that we have adopted mandatory procedures that staff, volunteers, family members, board members, Individuals and victims must follow when they learn of or witness sexual abuse or molestation. Sexual abuse takes the form of inappropriate sexual contact or interaction for the gratification of the actor who is functioning as a caregiver and is responsible for the client’s care. Sexual abuse includes sexual assault, exploitation, molestation or injury. It does not include. Sexual harassment, which is another form of behavior which is prohibited by The Baltimore Station, Inc.

### **Reporting Procedure**

All Staff Members/Volunteers who learn of OR suspect sexual abuse being committed must immediately report it to any 1 of the following 3 individuals:

- 1) Executive Director
- 2) Director of Operations
- 3) Clinical Director

***THE 3 SEPARATE INDIVIDUALS LISTED ABOVE ARE LISTED IN NO SPECIFIC ORDER. There are 3 individuals listed so that ANY allegation can be effectively reported no matter who the allegation is against.***

If the victim is an adult, the alleged abuse will be reported by one of the individuals above to the local or state Adult Protective Services (APS) Agency.

### **Investigation & Follow Up**

We take allegations of sexual abuse seriously. Once the allegation is reported we will promptly, thoroughly and impartially initiate an investigation to determine whether there is a reasonable basis to believe that sexual abuse has been committed. Our investigation may be undertaken by either an internal team or we may hire an independent third party. We will cooperate fully with any investigation conducted law enforcement or regulatory agencies and we may refer the complaint and the result of our investigation to those agencies. We reserve the right to place the subject of the investigation on an involuntary leave of absence or reassigning that person to responsibilities that do not involve personal contact with individuals. To the fullest extent possible, but consistent with our legal obligation to report suspected abuse to appropriate authorities, we will endeavor to keep the identities of the alleged victims and investigation subject confidential.

If the investigation substantiates the allegation, our policy provides for disciplinary penalties, including but not limited to termination of the actor’s relationship with our organization.

**Signs of sexual abuse:**

There are a number of “red flags” that suggest someone is being sexually abused. They take the form of physical or behavioral evidence.

**Physical evidence of sexual abuse includes, but is not limited to:**

- Sexually transmitted diseases;
- Difficulty walking or ambulating normally;
- Stained, bloody or torn undergarments;
- Genital pain or itching; and
- Physical injuries involving the external genitalia

**Behavioral signals suggestive of sexual abuse include, but are not limited to:**

- Fear or reluctance about being left in the care of a particular person;
- Recoiling from being touched;
- Bundling oneself in excessive clothing, especially night clothes;
- Discomfort or apprehension when sex is referred to or discussed; and
- Nightmares or fear of night and/or darkness.

**Retaliation Prohibited**

We prohibit any retaliation against anyone, including an employee, volunteer, board member, or individual, who in good faith reports sexual abuse, alleges that it is being committed or participates in the investigation. Intentionally false or malicious accusations of sexual abuse are prohibited.

Anyone who improperly retaliates against someone who has made a good faith allegation of sexual abuse, or intentionally provides false information to that effect, will be subject to discipline, up to and including termination.

**ACKNOWLEDGMENT OF RECEIPT OF SEXUAL ABUSE POLICY**

I, \_\_\_\_\_, acknowledge that I have received and read the sexual abuse policy immediately preceding my signature below. I understand that I am bound to follow the policy and understand the consequences in the event that I fail to do so.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Waiver of Liability for Volunteers

To help protect The Baltimore Station and to minimize liability, please read the following conditions that apply to your service as a volunteer.

1. I wish to volunteer my time, effort, and services as a volunteer to assist The Baltimore Station.
2. I have read and signed the volunteer handbook and policies of The Baltimore Station. I understand the expectations of me as a volunteer and I agree to follow them.
3. As a volunteer, I donate my time, effort, and services to The Baltimore Station and understand that I will receive no compensation in return.
4. I recognize and understand that my volunteer activities for The Baltimore Station may expose me to the possibility of injury to my person and property and that I may suffer injury as a result of an accident and other unforeseen circumstances.
5. I recognize that as a volunteer, I am not covered by any workers compensation or similar insurance that would pay my medical bills incurred because of any injury I may receive while performing services as a volunteer.
6. Despite this risk of injury and lack of workers compensation or other medical insurance coverage from The Baltimore Station, I knowingly and voluntarily waive any and all claims, actions, or causes of action against The Baltimore Station and agree to hold the agency, its, agents, affiliates, and employees harmless for any injury or damage that I may suffer as a result of my activities as a volunteer for The Baltimore Station.
7. In return for my agreement to these conditions, The Baltimore Station accepts my services as a volunteer.

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Signature

Date