**Section 401.360 Use of Volunteer Services**

a) Volunteers may be used in any position for which they are qualified in child care facilities supervised by the child welfare agency. Volunteers may not be used within the child welfare agency to fill the positions of executive director, child welfare supervisor, child welfare worker, or licensing worker. If volunteers are used as replacement or supplemental staff, as defined in Section 401.40 (Definitions), as support personnel or in other positions not specifically prohibited by this Section, the volunteer shall comply with the background check requirements of 89 Ill. Adm. Code 385 (Background Checks), and becomes mandated to report suspected child abuse or neglect upon acceptance of the volunteer position.

b) Volunteers used to transport children must comply with the requirements of Section 401.450 (Transportation).

c) Records shall be maintained on all volunteers who are used as replacement or supplemental staff. Such records shall contain the volunteer's name, address, phone number, and verification of the volunteer's qualifications for the assigned duties. In addition, any acknowledgments or certification required to verify compliance with the requirements of this Part shall be included in the volunteer file.

(Source: Added at 22 Ill. Reg. 10329, effective May 26, 1998)