



Rationale

Volunteers form an integral part of our school communities. They provide important services including, but not limited to, curricular and extra-curricular program support, governance, facility operations, supervision, fundraising, maintenance, and special events. Whenever volunteers work directly with children or who have, or potentially have, unsupervised access to children policies and regulations must be in place to best facilitate the enhancement of the programs being provided and to ensure the safety and well-being of students.

Policy

The Board of Directors supports the use of volunteers in schools, in a manner that enhances and promotes the safety of students and the quality of student learning.

Regulation

In order that the safety of students is ensured and that the best interest of the school is served, procedures should be established for the recruiting, training and supervising of volunteers.

The Principal is responsible for overseeing the use of volunteers who work directly with students in an unsupervised capacity.

The Principal is responsible for ensuring that the Volunteer Policy has been communicated to new parents prior to their acceptance into the school. This can be communicated through the application process and/or interview.

The Principal should ensure that the Volunteer Policy is communicated to current parents registered in the school on an annual basis through the school website, school newsletter, etc.

Volunteers can enhance the curricular and extra-curricular program of a school in a variety of ways:

- Providing adult supervision in situations such as field trips.
- Providing assistance to the teacher in the classroom by helping prepare instructional materials.



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- Assisting in the instruction of children by reading to children or listening to them read.
 - By sharing a particular gift or talent with children (e.g. playing an instrument).

Guidelines

1. Application Form - all volunteers who work directly with children must complete an application form and agree to comply with the Volunteer Code of Conduct and Volunteer Confidentiality Agreement. If the information on the application form changes the volunteer must notify the school of the change.
2. Criminal Record Check - all volunteers who work directly with children or who have, or potentially have, unsupervised access to children must successfully complete a criminal record check every five (5) years. Volunteers applying for a Criminal Record Check may be subject to a Vulnerable Sector Check which includes fingerprinting as per RCMP/Local Police directives.

Situations where a CRC is not required include low risk events where an individual is not directly supervising children such as:

- large public events such as a walkathon, cross country or swim meet.
- a one-time visit by a volunteer guest speaker, theater group etc. if they do not have or potentially have, unsupervised access to children.

If a Criminal Record Check comes back positive the report must be forwarded to the Diocese Responsible Ministry Coordinator for a decision about the volunteer's suitability as a school volunteer. The individual cannot commence volunteering until a decision has been made by the Diocese Responsible Ministry Coordinator.

3. Volunteer file- A file shall be maintained and stored in a secure location in the school office. The file should contain:
 - i. Criminal Record Checks
 - ii. Volunteer application forms
 - iii. Signed code of conduct/confidentiality agreements.
 - iv. Other info as required- driver abstract, medical info, relevant training



4. Training - All volunteers should have a competency at the task for which they are asked to provide volunteer service. This competency may be achieved through an informal process of volunteer orientation and training or through a process of specific and formal training and or certification. The level of training required will be determined by the school principal and may vary according to the task(s) for which volunteer service is provided.

5. Supervision
 - i. The Principal will provide supervision guidelines.
 - ii. The Teacher will be responsible for supervision of volunteers in the classroom.
 - iii. Other volunteers will report to the immediate supervisor who will be designated by the principal.

Reference:	Approved
	Date Approved: June 1995
Cross-reference:	Date(s) Revised: March 2012



Island Catholic Schools

STAFF PERSONNEL

VOLUNTEERS

426



**ISLAND CATHOLIC SCHOOLS
VOLUNTEER APPLICATION**

SCHOOL NAME: _____ **DATE:** _____

Name: _____

Address: _____

Home Phone: _____

Work Phone: _____

Email Address: _____

SPECIAL TRAINING, SKILLS, AREAS OF INTEREST:

TIME(S) AVAILABLE:

Daytime__ **Evening**__ **Weekends**__ **at Home**__

VOLUNTEER SITUATIONS PREFERRED (PLEASE CHECK):

Classroom Volunteer, Grades _____

Lunch Program __

Library Volunteer __

Fundraising __

Social Events __

Phone Parent __

Office Volunteer __

Other _____

CRIMINAL RECORD CHECK

As a volunteer, I understand and agree, as stated in the ICS Volunteer policy, that:

All volunteers who work directly with children or who have, or potentially have, unsupervised access to children must successfully complete a criminal record check every three (3) years. Volunteers applying for a Criminal Record Check may be subject to a Vulnerable Sector Check which includes fingerprinting as per RCMP/Local Police directives.

Initial _____

VOLUNTEER CODE OF CONDUCT

As a volunteer I understand that:

I will be supervised by a school employee and must follow that person's directions.

I must adhere to the policies of the school and CISDV and the rules of the school in which I am volunteering.

I must treat staff, parents and students with politeness and respect.

I must deal judiciously with students and defer to the teacher's authority in all matters relating to the classroom.

If I am uncertain about my role or any other matter, I will seek advice from the teacher with whom I am working or the principal, as appropriate.

VOLUNTEER CONFIDENTIALITY AGREEMENT

Students, staff and others working in the school have a right to expect that information about them will be kept strictly confidential by volunteers.

Therefore:

I will not communicate anything I learn about any student or anything that I observe in the course of my volunteering to anyone other than appropriate school employees.

I will not share information about students, even with others who may be genuinely interested in a student's welfare, such as social workers, recreational leaders, family friends, physicians, etc. except when legally required to do so.

I will keep anything I learn about school employees or other volunteers strictly confidential.

If I am asked for information concerning a student or staff members, I will refer the request to the teacher or principal.

If I am in doubt about whether I may divulge information concerning a student or staff member, I will consult with the school principal before doing so.

DECLARATION

I have read and agree to comply with the Volunteer Code of Conduct and the Volunteer Confidentiality Agreement.

SIGNATURE: _____ **DATE:** _____
Signature of Volunteer

APPROVAL: _____ **DATE:** _____
Signature of Principal

