

1003.3 Volunteers

1. Specific processes should be in place for:
 - 1.1. Recruitment procedures: Identifying needs within the school and seeking volunteers to cater to those needs;
 - 1.2. Orientation procedures: for staff and volunteers highlighting roles and responsibilities of each;
 - 1.3. Educating volunteers regarding appropriate Division policy;
 - 1.4. Monitoring volunteers in the school; and
 - 1.5. Recognition of volunteers.
2. Volunteer Registration Form 1003.3.1 is to be completed annually. This form may be included as part of the registration package at the start of the year, and paired with Form 700.3.1 Volunteer Driver Authorization, as appropriate.
3. In the school setting, supervision of students by volunteers shall be monitored by staff, and therefore volunteers shall work with students in settings where they are visible to school staff at all times.
4. Criminal Records Checks and Vulnerable Sector Checks must be provided by volunteers accompanying students on overnight activities. The cost of the Criminal Records Check is the responsibility of the volunteer.
5. Volunteer coaches for secondary sports are required to provide a Criminal Records check and Vulnerable Sector Check. The cost of the Criminal Records Check is the responsibility of the school.
6. Schools shall use a method of identifying volunteers (i.e., nametags).