

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. Supervision of students by volunteers shall be monitored and directed by assigned staff.
4. Criminal Record Checks and Vulnerable Sector Checks must be provided by volunteers for the following duties:
 - 4.1 Involvement in sports teams;
 - 4.2 Overnight field trips;
 - 4.3 Activities involving the supervision of students where Division staff members are not in attendance at all times; or
 - 4.4 Driving students in Division or non-Division owned vehicles.
- 5 Volunteer coaches for secondary sports are required to provide a Criminal Record 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).