SCREENING OF VOLUNTEERS

Background

The District recognizes and welcomes the participation of volunteers to support student activities.

To ensure the safety of students, the Superintendent directs school administration to screen all volunteers, ensure students are not left alone with volunteers unless a Criminal Record Review has been done, ensure students understand the role of volunteers in the classroom and provide teachers with in-service on "working with volunteers".

Procedures

1. The Principal will be aware of all volunteers in the school.

2. Volunteers who may be left alone with students without the near presence of a District employee must undergo a Criminal Record Review (i.e., coach, club or activity sponsor, drivers).

3. Criminal Record checks will be sent to the Director of Human Resources. The Criminal Record checks will be filed at the District Office for review.

4. The sponsoring Teacher or Administrator must ensure that volunteers are oriented as to their obligations and responsibilities, school procedures, and District policies and procedures regarding safety. The sponsor Teacher or Administrator will provide the volunteer with procedures regarding emergencies, reporting of incidents and confidentiality requirements.

5. A Criminal Record check will be valid for five (5) years.

Reference: Section 7.1, 17, 20, 22, 26.1, 65, 85 *School Act*
Freedom of Information and Protection of Privacy Act
Collective Agreement

Adopted: April 9, 2002
Reviewed June 21, 2016
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