

SCHOOL VOLUNTEERS PROCEDURE

This regulation is intended to guide school leaders in planning and preparing for volunteers at their sites. This includes during the school day or after school hours for school initiated/sanctioned activities.

- (1) Volunteers shall be encouraged to work in the schools under the supervision of the principal and teachers.
- (2) Any individuals who may come into contact with students must complete a Child Abuse Registry form and other safeguards as determined by the principal.
- (3) A principal may decide to require a volunteer to submit to a Criminal Record Check at any time it is deemed prudent to do so or as required in other divisional policy statements.
- (4) Unless there are extenuating circumstances, students shall not be left in the care of a volunteer. School staff shall ordinarily be present and provide supervision at all times.
- (5) Volunteers driving on behalf of the school must complete a Volunteer Driver Form (IJOA-6).
- (6) The Division shall keep a record of volunteers cleared by Child Abuse Registry and Criminal Record Checks. As needed, this information will be accessible to principals and divisional leaders.
- (7) All information collected will be kept confidential.
- (8) The recruitment, selection, training and recognition of the volunteers shall be the responsibility of the principal.

Effective Date:	March 21, 2023	Review Date:
Amended Date:		
Board Motion(s):	66/23	
Legal/Cross Reference:	IJOA-E6 – Volunteer Driver Form; IJOC – School Volunteers	