



# PARENTS AND VOLUNTEERS

## Volunteers Working with Students 3100

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### **RATIONALE**

The safety, security, and privacy of our students, both in and outside of the school precinct, is of paramount importance. Extreme care must be exercised to ensure their safety when using volunteers in the school. A common practice throughout the schools of the province is "to target" specific situations where volunteers are involved and to require that criminal record checks are executed and to require that volunteers maintain confidentiality as required by Personal Information Protection Act.

### **POLICY**

The CISND is committed to a practice which protects children from harm.

### **PROCEDURES**

1. Criminal record checks will be required for ALL volunteers working in the presence of children (i.e. coaches of all sports teams, volunteers who drive with students, helpers in classrooms, etc.).
2. Criminal record checks must be no older than one year as of the date of submission. A criminal record check from another organization is acceptable provided it is certified by the management of that organization as an exact photocopy of the original. Proof of current membership in professional organizations (~~i.e. BCCT~~), which require criminal record checks, is acceptable.
3. Criminal record checks will be filed in the school in a secure location.
4. School volunteers are under the direct supervision of the Principal to perform duties in the school. All volunteers are likewise expected to promote the Catholic atmosphere of the school. If the word or the actions of any volunteer show disregard for this important aspect of the operation of the school, such volunteer will not be permitted to continue work in the school.
5. All volunteers are required to maintain confidentiality at all times. Volunteers are not to discuss any information about a student except with the classroom teacher or administration.

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| <b>Date Approved: November 2004</b>                         |
| <b>Date(s) Revised: May 2006, November 2006, March 2008</b> |
| <b>Date Reviewed: December 2020</b>                         |