

VOLUNTEERS

Background

The Division believes that volunteers can have a significant and positive impact on the educational environment and so encourages their involvement in schools. The Division has the responsibility of ensuring the safety of all students and staff.

Definition

A “volunteer” is any individual who without compensation assists in the school or assists during a school related activity, including a field trip, either in groups or on a one-on-one basis, and includes a volunteer driver that transports students, but does not include a guest speaker, a visitor to the school, a parent/guardian assisting his/her own child, a post-secondary practicum student, a school council member acting solely in that capacity, or any Division student or employee.

Procedures

1. Principals shall be responsible for volunteers present in the school or performing volunteer activities for the school while not on school premises. The principal shall be advised of and approve all volunteer positions in the school.
2. Volunteers shall at all times act in accordance with Division policies and regulations, school policies and rules, and endeavor to conduct themselves in such a manner to be in keeping with the Division’s core values.
3. All volunteers shall be required to complete a “Volunteer Registration Form” prior to commencing any volunteer activities in the school.
4. All volunteers who are to be assisting with school activities on any given day shall register at the school office at the beginning of each day. The volunteer register shall contain legible names of the volunteers and their expected location or classroom assignment within the school during the course of their duties during the day.
5. While engaged in volunteer activities, all volunteers shall wear appropriate identification.
6. All volunteers are subject to the direction of the principal at all times. In appropriate circumstances, the principal may delegate such authority to a staff member. In the event that there is a conflict between the direction of a staff member and the principal, the principal’s authority shall prevail.
7. Principals are encouraged to develop processes and procedures that may be unique to their school environments and communicate these to their volunteer communities in a manner fitting the environment.



8. A Volunteer orientation will take place annually for all Volunteers (new and experienced). Volunteers must be made aware of the guidelines, expectations, and limitations.

Provision of Criminal Declaration, Records and Intervention Record Checks

1. All individuals, including minors under the age of eighteen, assuming volunteer duties with a school shall declare a criminal record.
2. All individuals, including minors under the age of eighteen, who may be engaged in the following volunteer activities, shall be required to provide a Police Information Check and an Intervention Record Check once every three years and prior to assuming any volunteer duties regarding:
 - 2.1 Involvement with sports teams;
 - 2.1 Overnight field trips;
 - 2.2 Activities involving the supervision of students where Division staff members are not in attendance at all times; or,
 - 2.3 Driving students in Division or non-Division owned vehicles.
3. Police Information Checks and/or Intervention Record Checks may also be required at the sole discretion of the principal, and/or the Superintendent in any circumstances where it is deemed appropriate. Under exceptional circumstances, the Superintendent may waive the requirement for the provision of a Police Information Check and/or Intervention Record Check.
4. In circumstances where a Police Information and/or Intervention Record Check identifies prior convictions or investigations, the nature and date of the offence/investigation, and any other relevant factors shall be considered by the principal prior to allowing the individual to assume any volunteer activities on behalf of the school. In circumstances where the principal requires assistance in making this determination, the principal may contact the Superintendent or designate. Where it is determined that circumstances are incompatible with the participation of the volunteer in school activities, the volunteer shall not be allowed to volunteer. This determination by the principal or by the principal and Division senior management is final. If circumstances are such that a material change occurs, the individual may be reconsidered for a volunteer activity at a later date.
5. If in the course of volunteering with the school, a volunteer is charged with an offence under the Criminal Code of Canada, the volunteer must immediately notify the principal of all criminal charges laid, excluding minor traffic offences unless the volunteer is engaged in activities involving the use of a motor vehicle. Such events may lead to a suspension of the volunteer's duties until such time as the matter is determined by the courts or otherwise settled.

Collection, Use and Disclosure of Volunteer Personal Information

1. All Volunteer Registration forms shall be kept for three years from the date of completion.



2. In the circumstance where an 'incident' occurs during a school activity and which involved, directly or indirectly, a volunteer, the principal shall supply all relevant documentation to the Superintendent or designate for retention.
3. All Police Information Checks and Intervention Record Checks required to be provided to the school shall be provided directly to the principal in a sealed envelope by the prospective volunteer.
4. Upon being provided to the principal, the principal shall ensure that the records are secured in a locked file cabinet/room and will be available for review only by the Principal, Vice-Principal, and Superintendent or designate.
6. The names of approved volunteers shall be kept on file in the school office.
7. Under no circumstances shall Police Information Checks or Intervention Record Checks be shared with individual school staff members. Where the principal is responsible for making the determination of whether an individual shall assume volunteer duties, the principal may discuss the potential role and responsibilities of the volunteer position, but shall not disclose any criminal or intervention record history of the individual whatsoever.



MEDICINE HAT CATHOLIC BOARD OF EDUCATION Volunteer Registration Form

Medicine Hat Catholic Schools appreciates the services of all of its volunteers. In order to ensure your safety and the safety of all our students, all volunteers must complete this registration form. Please print legibly and complete the entire form. The information on this form will be held in strict confidence. This volunteer registration form will be held for three years from date of completion. Those individuals involved with the following mentioned activities shall be required to provide a Police Information Check and an Intervention Record Check prior to assuming duties. (Involvement with sport teams, overnight field trips, activities involving supervision where Division staff members are not in attendance at all times, driving students).

Last Name	First Name	Middle Name
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Home Address:

Apt.#	Street	City	Province	Postal Code
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Home Phone: _____ Work#: _____ Cell #: _____

Email: _____

Name of School you will be volunteering in:

Do you have a child/children attending this school? ____ Yes ____ No

If yes, please list by name and grade:

Name	Grade
Name	Grade
Name	Grade

If no, children attending, please list at least two references we may contact:

Name/Address	Phone number
Name/Address	Phone number



As a volunteer we advise you of the following conditions:

1. Principals are responsible for all volunteers present in the school or performing volunteer activities for the school while not on school premises. All volunteers are subject to the direction of the principal at all times.
2. Volunteers shall at all times act in accordance with Division policies and regulations, school policies and rules and will conduct themselves in such a manner in keeping with the Division's core values.
3. Any information collected, used, generated and stored by Medicine Hat Catholic Schools including student, instructional, financial or administrative information is strictly confidential and to be used only in the performance of volunteer duties.
4. Volunteers may not disclose, communicate, publish, take, alter, copy, interfere with or destroy any information unless you are specifically authorized to do so by the principal.
5. All volunteers are required to complete the Volunteer Registration form once every three years, prior to commencing any activities in the school.
6. All volunteers who may be engaged in the following activities shall be required to provide a Police Information Check and an Intervention Record Check prior to assuming any volunteer duties.
 - 6.1 Involvement with sports teams;
 - 6.2 Overnight field trips;
 - 6.3 Activities involving the supervision of students where Division staff members are not in attendance at all times; or,
 - 6.4 Driving students in Division or Non-Division owned vehicles.
7. All volunteers are to register with the school office at the beginning of each day, and, while engaged in volunteer activities, will wear appropriate identification.
8. If a volunteer is charged with a criminal offence during the course of volunteering, the volunteer must immediately notify the principal of the school of all charges laid, excluding minor traffic offences.
9. Failure to comply with any of these conditions may result in termination of a volunteer's duties.

Have you completed a Police Information Check (PIC)? _____ (Yes or No)

Do you have a criminal record for which you have not received an official pardon?
_____ (Yes or No)

Have you completed a Child Services Intervention Record Check (CSIRC)?
_____ (Yes or No)

Have you ever been investigated by Children and Youth Services? _____ (Yes or No)

Signed this _____ day of _____, 20_____.

Signature

Print Name

Parent/Guardian Signature (if volunteer is under 18 years of age)

Signature

Print Name

Reference: Section 20, 27, 60, 61, 113 School Act; Freedom of Information and Protection of Privacy Act

