

 <p>Jarvis Community Christian School SCHOOL POLICY BINDER</p>		POLICY NUMBER 411	PAGE NUMBER 1 of 2
		TITLE: Volunteers	
PREVIOUS REVISION DATES: June 14, 2010		DATE OF APPROVAL: February 14, 2012	
		SIGNATURE OF CHAIRMAN: Martin Adema	
LAST REVIEWED: 2018	REVIEW MONTH: February of even numbered years		

Background

The School recognizes the partnership role that parents and the community play in the education of our School's children. The School also believes that the appropriate use of parent and community volunteers can enhance the quality of educational experiences offered students.

The School encourages the use of parent and community volunteers in the school to support and enhance educational programs.

Definitions

Volunteer means a person who assists the school and/or students either in curricular or extra-curricular activities and students volunteering outside their school, but does not include guest speakers, presenters, or visitors to the school.

Criminal record means a statement of all convictions registered under any federal act or regulation and for which an official pardon granted under section 3 of the Criminal Record Act has not been granted.

Criminal record check means a certified disclosure of a criminal record background completed by a law enforcement agency.

Procedures

1. Volunteers may engage in a variety of roles including:
 - 1.1. Resource Volunteers - persons who have a relevant area of experience and expertise and who are involved on a short-term basis to enhance the education program. Their visits are planned, supervised and evaluated by a staff member.

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- 1.2. Support Service Volunteers - persons who directly or indirectly assist teachers or groups of teachers in achieving educational objectives by providing non-educational services.
2. Volunteers will be governed by regulations determined by the COO regarding the internal operations of the school and by School procedures.
3. The recruitment, selection, assignment and evaluation of volunteers must be made by the COO and the cooperating teacher. A pre-service orientation will be provided by the COO or designate.
4. Volunteers will be considered agents of the Board under the School Insurance Act while engaged in their volunteer tasks.
5. All applicants for volunteer positions must declare a criminal record.
6. Applicants for volunteer positions must submit a criminal record check. In some cases, the COO may waive this requirement with a notation to this effect placed on the application.
7. The COO is responsible for establishing and implementing a procedure to screen volunteers and ensure that they function with students in a manner consistent with the mission, goals and values of the School.