



CATHOLIC INDEPENDENT SCHOOLS OF KAMLOOPS DIOCESE

ADMINISTRATION VOLUNTEERS – 315

Rationale

The CISKD Board of Directors supports the use of volunteers in schools.

Volunteers can enhance the curricular and extra-curricular programs and offerings of the school in a variety of ways such as:

1. providing adult supervision in situations such as field trips.
2. providing assistance to the teacher in the classroom by helping prepare instructional materials.
3. providing assistance to the teacher by marking objective assignments (e.g. mathematics).
4. assisting in the instruction of children by reading to children or listening to them read.
5. sharing a particular gift or talent with children (e.g. playing an instrument).

Policy

Volunteers form an integral part of our school communities. They provide important services including, but not limited to, curricular and extra-curricular program support, governance, facility operations, supervision, fundraising, maintenance, and special events. Whenever volunteers work directly with students, policies and procedures must be in place to best facilitate the enhancement of the programs being provided and to ensure the safety and well-being of students.

Procedures

1. Volunteers can make significant contributions to the local school community in many ways such as the following:
 - classroom material preparation;
 - instructional assistance as a resource person to provide expertise;
 - supervising students in the presence of a certified teacher;
 - sharing talents and skills within the instructional program planned by the teacher;
 - marking student work by using a teacher prepared answer key.
2. All volunteers in the school must be approved by the principal.
3. Those who work directly with students or who have, or potentially have, unsupervised access to students must successfully complete a criminal record



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check process at least every 5 years, or at the request of the principal. (Unsupervised access should only occur in a public place or where there is no reasonable expectation of privacy.) Criminal record checks required by this policy will be a local school expense.

4. Schools using volunteers shall ensure appropriate orientation and ongoing supervision.
5. Volunteers will be supervised by school employees.
6. Volunteers must:
 - adhere to school and CISKD policies and regulations
 - speak and act with respect
 - deal judiciously with students
 - respect complete confidentiality with regard to any student matters that they may come in contact with
 - report all incidents of student or personal injury to staff
 - maintain confidentiality with regard to personnel matters
7. Volunteers must complete a Volunteer Application Form and agree to comply with the Volunteer Code of Conduct and the Volunteer Confidentiality Agreement.
8. If the information provided on the volunteer application form changes, the volunteer must notify the school of the change.
9. A volunteer file will be maintained in a private location at the school office and updated on a regular basis (minimum once per school year).

The file should contain:

- Criminal record checks
- Volunteer Application Forms
- Signed Code of Conduct/Confidentiality agreements
- (optional items) other pertinent information (driver's information, medical information, relevant certification and training)



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VOLUNTEER CODE OF CONDUCT

As a volunteer of _____ School (CISKD), I understand that:

- I will be supervised by a school employee and must follow that person's directions.
- I must adhere to the policies of the school and CISKD and the rules of the school in which I am volunteering.
- I must treat staff, parents and students with politeness and respect.
- I must deal judiciously with students and defer to the teacher's authority in all matters relating to the classroom.
- If I am uncertain about my role or any other matter, I will seek advice from the teacher with whom I am working or the principal, as appropriate.

VOLUNTEER CONFIDENTIALITY AGREEMENT

Students, staff and others working in the school have a right to expect that information about them will be kept strictly confidential by volunteers.

Therefore:



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- I will not communicate anything I learn about any student or anything that I observe in the course of my volunteering to anyone other than appropriate school employees.
- I will not share information about students, even with others who may be genuinely interested in a student's welfare, such as social workers, recreational leaders, family friends, physicians, etc. except when legally required to do so.
- I will keep anything I learn about school employees or other volunteers strictly confidential.
- If I am asked for information concerning a student or staff members, I will refer the request to the teacher or principal before doing so.
- If I am in doubt about whether I may divulge information concerning a student or staff member, I will consult with the school principal before doing so.

DECLARATION

- I have read and agree to comply with the Volunteer Code of Conduct and the Volunteer Confidentiality Agreement.

SIGNATURE: _____

DATE: _____

CISKD Volunteer Application Form

SCHOOL NAME: _____ DATE: _____

VOLUNTEER

NAME:

Surname *Given Names*

ADDRESS:

Street *City* *Postal Code*



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TELEPHONE NUMBERS:

Home

Work

EMERGENCY CONTACT:

Name

Phone

MEDICAL NUMBER: _____

AREAS OF INTEREST:

TIME(S) AVAILABLE:

VOLUNTEER SITUATIONS PREFERRED (PLEASE CHECK):

___ Classroom Volunteer, Grades _____
___ Library Volunteer
___ Technology Volunteer
___ Recycling Program Volunteer
___ Office Volunteer

___ Lunch Program
___ Fundraising
___ Social Events
___ Phone Parent
___ Other _____

REFERENCES

1. _____

Name

Phone number

Relationship

2. _____

Name

Phone number

Relationship

CRIMINAL RECORD CHECK

- I am willing to submit to a criminal record check at no financial cost to myself.

SIGNATURE: _____ DATE: _____

Signature of Volunteer

APPROVAL: _____ DATE: _____