

Statement of Policy

Greater Saskatoon Catholic Schools recognizes the value and expertise offered by community members who volunteer to work within our schools.

Rationale

We recognize that the safety and overall well-being of students is paramount when volunteers are working with students. In light of this and the important role that may be assumed by volunteers, Greater Saskatoon Catholic Schools has put the following policy in place.

Whereas Greater Saskatoon Catholic Schools is a Catholic school division founded on the principles and values taught by the Catholic Church, school volunteers must respect and align their practice with such principles and values.

Authority

- Criminal Records Act and Privacy Act

Definitions

Does not require a Basic Criminal Record Check:

Curricular Resource Volunteer: is an individual approved by the school division with expertise in a particular area that has the potential to enrich the delivery or understanding of curriculum. These volunteers interact with students under the direct supervision of a staff member.

Extra Curricular Driver: Drivers within city limits

Requiring a Basic Criminal Record Check:

Extra Curricular Driver: Drivers outside of city limits.

Independent Volunteer: is an individual approved by the school division with expertise or experience in a particular area that have the potential to enrich the delivery or understanding of a school's curricular or extra-curricular program. Though independent volunteers will be supervised by a staff member, these volunteers may interact with students when a staff member is not present. This includes driving out of city limits.

Requiring a Criminal Record Check and Vulnerable Sector Check:

Volunteer Coach: Volunteer coach assignments fall under policy JCD – Volunteer Coach (non-Staff) in addition to JCC. Volunteer coaches will require a Vulnerable Sector Check in addition to their Criminal Record Check.

Volunteer for a Chaperone for an Overnight Trip: These volunteers would be responsible for chaperoning students on an overnight trip such as a camping or extra-curricular trip.

Procedures/Guidelines

In situations where a school principal believes the use of authorized volunteers will assist in the delivery of curricular and extra-curricular programming, schools may utilize volunteers.

1. The school principal shall approve and direct all aspects of volunteer activity within the school program following the *Volunteer Criminal Record Check and Vulnerable Sector Check: Process and Decision Matrix* (Document 1).
2. The school principal shall provide volunteers with the Volunteer Companion Document (Document 2) and Division Letter either Basic Criminal Record Check **or** Basic Criminal Record Check and Vulnerable Sector Check.
3. The school principal is responsible to ensure procedures and regulations found within the policy are followed prior to volunteers becoming active in schools.
4. Independent volunteers are assigned to a specific staff member. The staff member is responsible to ensure direct supervision of volunteer activities.
5. All volunteers are bound by a code of confidentiality. It is inappropriate to discuss outside the scope of their duties information collectively or individually that comes to the individual as a result of the volunteer assignment.
6. Volunteers' relationship with students shall be limited to the activity set out by the school staff member. Under no condition shall volunteers enter into discussion with parents/guardians assessing a student's ability or conduct.
7. Volunteers shall be covered by the school division's third-party liability insurance while engaged in their volunteer assignment. This coverage does not provide insurance for injury or damage to a person's vehicle while being driven.
8. Volunteers shall follow the *Transportation of Students: Liability Policy* (Document 3) and complete the *Application for Automobile Driver Authorization* (Document 4).

In addition to the procedures outlined above, independent volunteers are subject to the following:

A current Criminal Record Check. The school division defines "current" as one calendar year. The Saskatoon Police Service (SPS) will provide an interim Criminal Record Check if the security check takes time to clear. Documents 5 and 6 will assist in the application process.

Documents

Document 1: Volunteer Criminal Record Check: The Process and Decision Matrix
Document 2: Volunteer Companion Document
Document 3: Memorandum – Transportation of Students
Document 4: Application for Automobile Driver Authorization
Document 5: Criminal Record Check application-Saskatoon Police Service and RCMP
Document 6: Letter to the Saskatoon Police Service Basic Criminal Record Check
Document 7: Letter to the RCMP (For volunteers residing out of Saskatoon) Basic Criminal Record Check
Document 8: Letter to Saskatoon Police Service Vulnerable Sector Check
Document 9: Letter to RCMP Vulnerable Sector Check

Date Approved

January 27, 2013

Amended

August 2014
September 2022
April 2023

Volunteer Criminal Record Check and Vulnerable Sector Check: The Process and Decision Matrix

School principal provides the volunteer with the GSCS volunteer package: Policy and documents

- If the volunteer will have to chaperone or directly supervise students overnight, they will require **both** a basic Criminal Record Check **and** a Vulnerable Sector Check.
- Coaches and assistant and/or head coaches require both a basic Criminal Record Check and a Vulnerable Sector Check.
- Most other volunteers **only** require a basic Criminal Record Check

Volunteer completes the Criminal Record Check and/or Vulnerable Sector Check form and submits it to the Saskatoon Police Service or RCMP

Volunteer provides the Criminal Record and/or Vulnerable Sector Check to the school principal.

Principal assesses the Criminal Record Check

No Criminal Record- Volunteer is cleared to supervise students if the principal authorizes

Criminal Record- A decision point follows

No clearance to volunteer given by Principal

Principal has a conversation with potential volunteer to learn more about the history of the criminal record. Principal contacts the Superintendent of Human Resources for direction prior to making a final determination regarding the volunteer status of the

Volunteer Companion Document

Volunteers are asked to review the following information to clarify the role of a volunteer. When you offer your time, it is our understanding that you are aware of the role of school volunteers. Volunteering means working with staff to provide a productive educational experience. Teachers maintain the overall responsibility for all aspects of student activities and volunteer involvement.

We always need volunteers to:

- Assist in the library.
- Work with children in the classrooms.
- Accompany classes on out-of-school educational experiences.
- Transport students to and from out-of-school events.
- Help in many other ways (photocopying, laminating, preparing classroom materials, reinforcing skills already taught, reading to and with students, reinforcing computer skills).

Suggestions:

- Give respect and expect respect.
- Move closer to students whose behaviour is inappropriate.
- Ask probing questions about a task to redirect/refocus student energy back on topic.
- Accompany stragglers.
- Watch for items dropped/left behind.
- Anticipate problems and intervene.

Transportation and Safety:

- All drivers must be approved by the principal.
- Vehicles must be in good operating condition.
- Seat belts must be worn by all occupants.
- Drivers must hold a valid driver's license and have a good driving record.
- Any driving infractions are the responsibility of the driver. (e.g., Speeding ticket, parking violation, etc.).
- Any accidents must be reported immediately to the police and the school principal.
- Vehicles used for the transportation of students should have a "package" or "extended insurance" policy. (Document 3: *Memorandum- Transportation of Students: Liability Policy*)
- Within city limit transportation. i.e., sporting event at another school
 - Volunteer drivers should not deviate from the intended route.
- Outside of city limits transportation. i.e., camp
 - A current Criminal Record Check is required.
 - Volunteer drivers should not deviate from the intended route.

For out-of-school experiences, you can assist the teacher by:

- Arriving a few minutes early.
- Asking for a copy of any handouts/instructions that are being given to students – ask for clarification.
- Enforcing expectations of a particular venue.
- Being vigilant in maintaining safety for all.
- Asking questions early to ensure understanding of expectations and procedures.
- Keeping the teacher informed of all issues, incidents and concerns.
- Accompanying young children to the washroom.
- Unless otherwise specified, do not supply special treats to children.