

# Christian Life School Volunteer Policy

## ***POLICY***

Parents and members of our Christian Life School community are encouraged to share in the educational enterprise by becoming involved as volunteers in the schools.

## ***PREAMBLE***

Volunteers make valued and appreciated contributions to enhancing student success, the enjoyment of school and enriching school climate. This policy sets out the manner and conditions in which volunteers may become involved in school life.

## ***DEFINITIONS:***

**"Volunteer"** is an unpaid individual who has made a commitment to assist Christian Life School.

## **REGULATIONS:**

1. The role of volunteers is to assist Christian Life School (CLS) in providing curricular, extracurricular and other school-related activities and services. Volunteers shall not be used to provide services that would result in the displacement of an employee.
2. All school-related volunteer activities must be approved in advance by the principal in consultation with the staff.
3. All volunteers have a "wait time" of six (6) months if new to CLS/C community, as per the Christian Life School/Centre Insurance Policy requirements.
  - 3.1 If volunteer is "known" to CLS/C, then wait time may be waived.
4. All volunteers in the school must be approved by the CLS principal. All volunteers must successfully complete a criminal record check process at least every three years, or at the request of the principal.
  - 4.1 If a volunteer is charged with or convicted of an offence subsequent to a criminal record check, the volunteer must promptly provide to the school authorization for a further criminal record check.
  - 4.2 Current volunteer approval and/or status would be immediately suspended in the event of item 4.1.
5. All volunteers must have minimum of 2 successful background checks.
6. Christian Life School shall ensure appropriate orientation and ongoing supervision of volunteers.
7. Volunteers will be supervised by Christian Life School employees.
8. Volunteers must:
  - 8.1 Adhere to the bylaws, policies and regulations of the CLS Board.
  - 8.2 Speak and act with respect.
  - 8.3 Deal judiciously with students.
  - 8.4 Respect complete confidentiality with regard to any student matters that they may come in contact with.
  - 8.5 Report all incidents of student or personal injury to staff.
  - 8.6 Maintain confidentiality with regard to personnel matters.
9. Volunteers must complete a Volunteer Application Form and agree to comply with the Volunteer Code of Conduct and the Volunteer Confidentiality Agreement (see Appendix).
  - 9.1 If the information provided on the volunteer application form changes, the volunteer must notify the school of the change.

CHRISTIAN LIFE SCHOOL  
VOLUNTEER APPLICATION FORM

SCHOOL NAME: Christian Life School

DATE: \_\_\_\_\_

VOLUNTEER

NAME: \_\_\_\_\_  
*Surname* *Given names*

ADDRESS: \_\_\_\_\_  
*Street* *City* *Postal Code*

TELEPHONE NUMBERS: \_\_\_\_\_  
*Home* *Work*

EMERGENCY CONTACT: \_\_\_\_\_  
*Name* *Phone*

AREAS OF INTEREST: \_\_\_\_\_  
\_\_\_\_\_

TIME(S) AVAILABLE: \_\_\_\_\_  
\_\_\_\_\_

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: \_\_\_\_\_

APPROVAL: \_\_\_\_\_  
*Signature of Administrator*

DATE: \_\_\_\_\_

## VOLUNTEER CODE OF CONDUCT

### **As a volunteer in Christian Life School, I understand that:**

- I will be supervised by a school employee and must follow that person's directions.
- I must adhere to the policies and rules of Christian Life 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:**

- 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 Christian Life School employees or other volunteers strictly confidential.
- If I am asked for information concerning a student or staff member(s), I will refer the request to the teacher or principal, as appropriate.
- If I am in doubt about whether I may divulge information concerning a student or staff member, I will consult with the Christian Life School principal before doing so.

#### DECLARATION

- I have read and agree to comply with the Volunteer Code of Conduct and the Volunteer Confidentiality Agreement (attached), and I understand that this is an unpaid position.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_