

## **1.0. School Administration**

### **1.A. General**

#### **1.A. VOLUNTEERS**

**Policy Reference: EL-1.2**

**Reviewed by Committee: October 28, 2014, May 26, 2020, November 29, 2022**

Volunteers are to be approved by the Principal after consultation with the teaching staff.

Volunteers are to work under the direct supervision of a Teacher or Principal.

Volunteers are not to have access to confidential records of student progress reports.

Volunteers involved in any activities involving direct, unsupervised contact with students are to be required to submit to a police criminal records check as noted in *Regulation and Procedure 1.4 – Criminal Record Search and Provincial Child Abuse Registry Check*.

Direct, unsupervised contact with students is when a volunteer is:

- a. left alone with students during the regular school day (this includes driving students anywhere during the regular school day); or
- b. coaching students without a regular staff member present; or
- c. at any other time as determined by the Principal in consultation with the Superintendent responsible for staffing.

There is to be no charge for these checks.