

## Volunteers in Schools

1. Volunteers must meet all of the criteria of conduct and deportment required by the District staff and as outlined in the volunteer booklet.
2. Volunteers must be carefully screened and selected by the principal or designate.
3. Principals will require a criminal record check for potential volunteers in any situation or circumstance where the principal deems such checks to be appropriate. Such circumstances may include:
  - a. Situations where volunteers are alone with children without the near company of other adults; and,
  - b. Situations where there is minimal direct supervision by staff.
4. Where a volunteer is found to have a criminal record, the record and nature of the offence(s) will be referred to the Superintendent's Office. The Superintendent's Office will determine if the offence(s) are such to prohibit participation in District and/or school volunteer programs.
5. When engaged in school sanctioned/authorized activities, volunteers are covered by the Schools Protection Program insurance and liability provisions.
6. Volunteer participation must be authorized by the principal and be responsible to the principal or school staff.
7. No paid staff position will be displaced or replaced by the use of volunteers.