



POLICY TITLE:
Volunteers

Board Approval: August 11, 2015
Board Review: April 25, 2023

OBJECTIVE:

To encourage the participation of volunteers in performing tasks under the direction and supervision of staff while helping to ensure the safety and security of students, staff, and volunteers.

DEFINITIONS:

1. A parent volunteer is a parent or guardian who currently has a child enrolled in and attending Summit West Independent School, or is a member of the community who continues as a volunteer in a school without interruption after the child has left the school.
2. A community volunteer is any member of the community who does not have a child enrolled in the school and who agrees to undertake, without pay, a designated task which supports a classroom, a school, or a system-wide program.
3. When not specifically stated, the word volunteer refers to both parent and community volunteers.

POLICY:

1. The Board supports and values the involvement of parent and community volunteers in the school. A co-operative team approach for the management of volunteers in the school and out of school (e.g., Bingos, Casinos, and field trips) is supported.
2. The purpose of inviting volunteers to assist students in our schools is to:
 - a. encourage participation in order to enhance school-based activities and academic learning; and
 - b. increase communication and positive relationships between the school, parents, and the community.

3. In order to reinforce a sense of community, volunteers are encouraged from within the community, and efforts should be made to involve a wide representation of the community.
4. The Principal shall ensure that the following documentation is kept on file for all volunteers and updated annually as required:
 - a. Contact information
 - b. Police background check, including vulnerable sector
 - c. First Aid & CPR certificates, where available
 - d. Record of times, dates and tasks completed by volunteer
5. The Principal shall ensure that all volunteers are familiar with the following policies and procedures:
 - a. Emergency Preparedness & Response
 - b. Fire Drills & Evacuation
 - c. Lockdown
 - d. Health Issues Protocol & Policy
6. The Principal shall ensure that school volunteers are covered by the Board's liability insurance while they are performing their assigned tasks.