



S U M M I T W E S T
Independent School

POLICY TITLE:

Volunteers

Board Approval:

Board Review:

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 schools 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
 - 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 Program Director 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 Program Director 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 Executive Director shall ensure that school volunteers are covered by the Board's liability insurance while they are performing their assigned tasks.