

Code J: School-Community Relations

POLICY TITLE AND CODE

VOLUNTEERS – SELECTION AND REGULATIONS

JCC

STATEMENT OF POLICY

Greater Saskatoon Catholic Schools recognizes the value and expertise offered by community members who volunteer to work within our schools.

RATIONALE

We recognize that the safety and overall well-being of students is paramount when volunteers are working with students. In light of this and the important role that may be assumed by volunteers, Greater Saskatoon Catholic Schools has put the following policy in place.

Whereas Greater Saskatoon Catholic Schools is a Catholic school division founded on the principles and values taught by the Catholic Church, school volunteers must respect and align their practice with such principles and values.

DEFINITIONS

Resource Volunteer: is an individual approved by the school division with expertise in a particular area that has the potential to enrich the delivery or understanding of curriculum. These volunteers interact with students under the direct supervision of a staff member. A Criminal Occurrence Security Check is not required for resource volunteers. A resource volunteer includes drivers within city limits.

Independent Volunteer: is an individual approved by the school division with expertise or experience in a particular area that have the potential to enrich the delivery or understanding of a school's curricular or extra-curricular program. Though independent volunteers will be supervised by a staff member, these volunteers may interact with students when a staff member is not present. This includes driving out of city limits. A Criminal Occurrence Security Check is required for independent volunteers.

Volunteer Coach: Volunteer coach assignments fall under policy JCD – Volunteer Coach (non Staff) in addition to JCC.

PROCEDURES

In situations where a school principal believes the use of authorized volunteers will assist in the delivery of curricular and extra-curricular programming, schools may utilize volunteers.

1. The school principal shall approve and direct all aspects of volunteer activity within the school program following the *Volunteer Criminal Occurrence Security Check: The process and Decision Matrix* (Document 1).
2. The school principal shall provide volunteers with the Volunteer Companion Document (Document 2).
3. The school principal is responsible to ensure procedures and regulations found within the policy are followed prior to volunteers becoming active in schools.
4. Resource volunteers are assigned to a specific staff member. The staff member is responsible to ensure direct supervision of volunteer activities occur at all times.
5. All volunteers are bound by a code of confidentiality. It is inappropriate to discuss outside the scope of their duties information collectively or individually that comes to the individual as a result of the volunteer assignment.
6. Volunteers' relationship with students shall be limited to the activity set out by the school staff member. Under no condition shall volunteers enter into discussion with parents/guardians assessing a student's ability or conduct.
7. Volunteers shall be covered by the school division's third party liability insurance while engaged in their volunteer assignment. This coverage does not provide insurance for injury or damage to a person's vehicle while being driven.
8. Volunteers shall follow the *Transportation of Students: Liability Policy* (Document 3) and complete the *Application for Automobile Driver Authorization* (Document 4).

In addition to the procedures outlined above, independent volunteers are subject to the following:

1. A current Criminal Occurrence Security Check. The school division defines "current" as one calendar year. The Saskatoon Police Service will provide an

interim Criminal Occurrence Security Check if the security check takes time to clear. Document 5 and 6 will assist in the application process.

DOCUMENTS

Document 1: Volunteer Criminal Occurrence Security Check: The Process and Decision Matrix

Document 2: Volunteer Companion Sheet

Document 3: Memorandum – Transportation of Students

Document 4: Application for Automobile Driver Authorization

Document 5: Letter to the Saskatoon Police Service (SPS)

Document 6: SPS – Criminal Occurrence Security Check Application

Document 7: Letter to the R.C.M.P. (For volunteers residing outside of Saskatoon.)

Please note: Application form will be provided at the R.C.M.P. Detachment and must be completed on location.

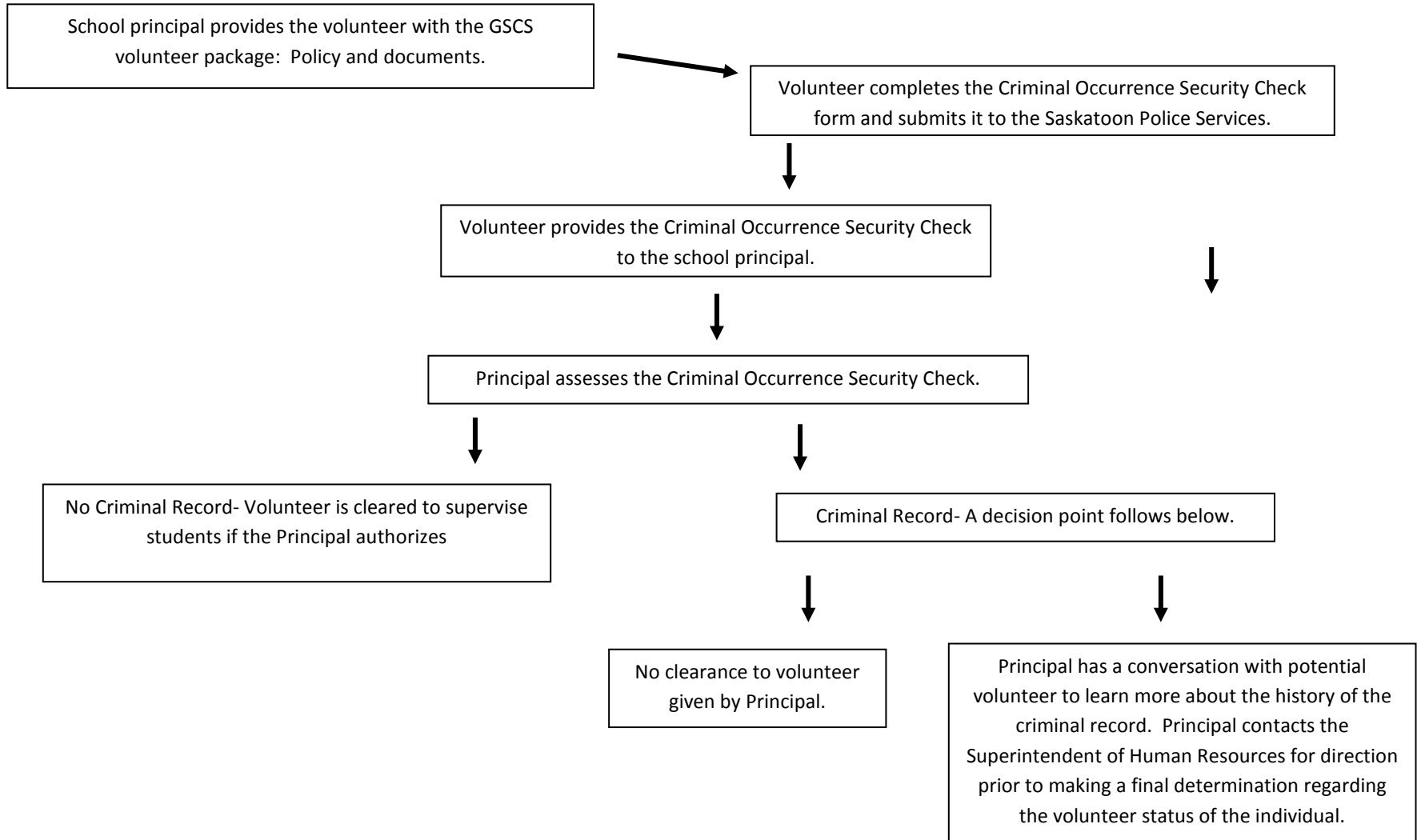
DATE APPROVED

January 27, 2013

AMENDED

August 2014

Volunteer Criminal Occurrence Security Check: The Process and Decision Matrix



Volunteer Companion Document

Volunteers are asked to review the following information to clarify the role of a volunteer. When you offer your time, it is our understanding that you are aware of the role of school volunteers. Volunteering means working with staff to provide a productive educational experience. Teachers maintain the overall responsibility for all aspects of student activities and volunteer involvement.

We always need volunteers to:

- Assist in the library.
- Work with children in the classrooms.
- Accompany classes on out-of-school educational experiences.
- Transport students to and from out-of-school events.
- Help in many other ways (photocopying, laminating, preparing classroom materials, reinforcing skills already taught, reading to and with students, reinforcing computer skills).

Suggestions:

- Give respect and expect respect.
- Move closer to students whose behaviour is inappropriate.
- Ask probing questions about a task to redirect/refocus student energy back on topic.
- Accompany stragglers.
- Watch for items dropped/left behind.
- Anticipate problems and intervene.

Transportation and Safety:

- All drivers must be approved by the principal.
- Vehicles must be in good operating condition.
- Seat belts must be worn by all occupants.
- Drivers must hold a valid driver's license and have a good driving record.
- Any driving infractions are the responsibility of the driver. (e.g. Speeding ticket, parking violation, etc).
- Any accidents must be reported immediately to the police and the school principal.
- Vehicles used for the transportation of students should have a "package" or "extended insurance" policy. (Document 3: *Memorandum- Transportation of Students: Liability Policy*)
- Within city limit transportation. ie. sporting event at another school
 - Volunteer drivers should not deviate from the intended route.
- Outside of city limits transportation. ie. camp
 - A current Criminal Occurrence Security Check is required.
 - Volunteer drivers should not deviate from the intended route.

For out-of-school experiences, you can assist the teacher by:

- Arriving a few minutes early.
- Asking for a copy of any handouts/instructions that are being given to students – ask for clarification.
- Enforcing expectations of a particular venue.
- Being vigilant in maintaining safety for all.
- Asking questions early to ensure understanding of expectations and procedures.
- Keeping the teacher informed of all issues, incidents and concerns.
- Accompanying young children to the washroom.
- Unless otherwise specified, do not supply special treats to children.



Memo

To: Elementary and High School Principals
From: J. Lloyd, Superintendent of Administrative Services
Date: February 7, 2014
Re: TRANSPORTATION OF STUDENTS: LIABILITY POLICY NO. SSBA 8603954

The following is to clarify the limits of liability insurance regarding the transportation of students.

The liability insurance policy of the school division is third part liability insurance for loss or damage arising from the use or operation of any automobile, not owned by the school division.

If an employee/ volunteer is using their own vehicle while traveling on school board approved activities, the school division's liability policy would respond for bodily injury and property damage of others, for which the employee/ volunteer is responsible. The plate insurance of the driver would respond first, followed by their package policy, followed by the third party liability insurance policy of the school division. This is the normal practice that is followed in insurance settlements.

The liability insurance policy of the school division does not respond to provide coverage for the employee/ volunteer's injuries or the damage of their own vehicle. The employee/ volunteer's package policy should include coverage for the injuries of the employee/volunteer and damage to their vehicle. The intent of the liability insurance policy of the school division is to provide excess to third party liability cover for catastrophic losses.

Requirements for Drivers who Transport Students on School Sponsored Activities

1. All drivers must be approved by the Principal.
2. Vehicle must be in good operating condition.
3. Seat belts must be worn by all occupants.
4. Driver must hold a valid driver's licence and have a good driving record.
5. Any driving infractions are the responsibility of the driver, i.e. speeding ticket, parking violation, etc.
6. Any accidents must be reported immediately to the police and the school Principal.
7. Vehicles used for the transportation of students should have a package policy or extended liability policy with liability coverage of no less than \$1,000,000.

The additional liability insurance recommendation for drivers protects the assets of the school division but more importantly the driver. In some instances, a driver can be held personally liable for actions that caused damages or injuries. The basic plate liability insurance provided by SGI is only \$200,000 which can be insufficient if an amount awarded is above the no-fault maximums.



**APPLICATION FOR AUTOMOBILE DRIVER AUTHORIZATION
(For Current School Year Only)**

A. School Name: _____

School Year: _____

B. Driver's Name: _____

Driver's Address: _____

Telephone: _____ Driver's Licence Number: _____

Class: _____ Expiry Date: _____

Has your driver's licence been suspended in the last three years? Yes No

If yes, please provide date of reinstatement: _____

Have you been involved in any accidents as a driver during the last three years? Yes No
If yes, please give details:

C. VEHICLE: _____ / _____ / _____

Second Vehicle (if any): _____ / _____ / _____
Make Model Capacity

Make Model Capacity

Plate #: _____ Plate Expiry; _____ Plate #: _____ Plate Expiry; _____

Vehicle Owner's Name: _____ Telephone: _____

Vehicle Owner's Address: _____ Postal Code: _____

Date: _____

Saskatoon Police Service
c/o Criminal Occurrence Security Checks
76 25th Street East
Box 1728
Saskatoon SK S7K 3R6

Dear Sir or Madam:

This letter is to advise the Saskatoon Police Service that _____
(Name)
has volunteered to assist with school activities for Greater Saskatoon Catholic Schools.

Greater Saskatoon Catholic Schools conducts Criminal Occurrence Security Checks for all volunteers.

We appreciate the Police Service providing this service to volunteers at no cost.

This letter authorizes a Criminal Occurrence Security Check for _____
(Name).

If you have any questions about this applicant or the process, please contact the Superintendent of Human Resource Services at Greater Saskatoon Catholic Schools (306-659-7048).

Thank you for your assistance.

School

School Principal
(Please Print)

School Principal
Signature



SASKATOON POLICE SERVICE

CRIMINAL OCCURRENCE SECURITY CHECK

(Application form must be completed in FULL before your request will be processed.)

LAST NAME:		GIVEN NAME:		MIDDLE NAME(S):	
ALL PREVIOUS LAST NAMES USED: (include Maiden name)		DATE OF BIRTH: (Year/Month/Day)		PLACE OF BIRTH:	GENDER: MALE / FEMALE
ADDRESS (must be a resident of Saskatoon):		POSTAL CODE:		HOME PHONE:	Business / Cellular Phone:
REASON FOR RECORD CHECK: (please circle one) Employment Volunteer School Immigration Adoption Record Suspension Waiver Travel Other					
JOB TITLE & ORGANIZATION/COMPANY NAME:					
IF CONSENT FORM IS NOT BEING DELIVERED IN PERSON, please attach a NOTARIZED copy of your Identification					
TWO PIECES OF <u>GOVERNMENT ISSUED IDENTIFICATION</u> : One must have a valid photo					
ID Type & #: _____			ID Type & #: _____		

1. STATEMENT OF CONSENT:

I understand and consent to a search of all records available at the time the search is conducted; including charges before the courts, findings of guilt or convictions and court orders registered in my name in the National Repository and local records available to the Police Service. I understand that if a possible record exists, it will not be disclosed until identification has been confirmed by either myself or by fingerprints.

Dated this ____ day of _____ 20 ____ Signature: _____

2. WAIVER FOR CONSENT OF RELEASE OF INFORMATION TO THIRD PARTY:

I consent to the release of any and all information from available records to the authorized person of the above indicated Organization/Company/Firm.

Dated this ____ day of _____ 20 ____ Signature: _____

3. CONSENT FOR PERSONS APPLYING FOR POSITIONS WITHIN THE VULNERABLE SECTOR:

(Example: teacher, coach, foster parent, nurse, doctor, security guard, caregiver, etc.)

If your position will be with a person or organization responsible for the well-being of one or more children, seniors, or vulnerable persons, and if the position is a position of authority or trust relative to those children or vulnerable persons, please complete the following consent:

Description of the position: _____

Provide details regarding the children or vulnerable persons: (example: age, number of persons, nature of vulnerability, etc.)

I consent to a search being made in the automated criminal records retrieval system maintained by the Royal Canadian Mounted Police to determine if I have been found guilty or convicted of, and/or have been granted a pardon for, any of the sexual offences that are listed in the schedule to the *Criminal Records Act*.

I understand that, as a result of giving this consent, if I am suspected of being the person named in a criminal record for one of the sexual offences listed in the schedule to the *Criminal Records Act* in respect of which a pardon was granted or issued, that record may be provided by the Commissioner of the Royal Canadian Mounted Police to the Solicitor General of Canada, who may then disclose all or part of the information contained in that record to a police service or other authorized body. That police service or authorized body will then disclose that information to me. If I further consent in writing to disclosure of that information to the person or organization referred to above that requested the verification, that information will be disclosed to that person or organization by the Saskatoon Police Service.

Dated this ____ day of _____ 20 ____ Signature: _____

BELOW FOR POLICE USE ONLY

LOCAL		KEY #		THUMB PRINT:
CPIC				
CNI				
RECIPT #				
TYPE:		# COPIES	M/O or P/U	
CR CONFIRMED APPLICATION SIGNATURE: YES/NO				
CONFIRMED BY:		DATE:		

Date: _____

R.C.M.P. Detachment Office for
Greater Saskatoon Area

Dear Sir or Madam:

This letter is to advise the R.C.M.P. Detachment applicable to the _____
(City/Town)
area that _____ has volunteered to assist with school activities
(Name)
for Greater Saskatoon Catholic Schools.

Greater Saskatoon Catholic Schools conducts Criminal Occurrence Security Checks for
all volunteers.

We appreciate the R.C.M.P. Detachment office for providing this service to volunteers at
no cost.

This letter authorizes a Criminal Occurrence Security Check for _____.
(Name)

If you have any questions about this applicant or the process, please contact the
Superintendent of Human Resource Services at Greater Saskatoon Catholic Schools
(306-659-7048).

Thank you for your assistance.

School

School Principal
(Please Print)

School Principal
Signature