

DISTRICT VOLUNTEER SCREENING PROCESS/ FOR PRINCIPALS OR VICE PRINCIPALS

AS PER ADMINISTRATIVE PROCEDURE 258

- If the volunteer does not have children at the school, have the potential volunteer complete a School Volunteer Application (Form 258-2).
- Depending on the nature of the activity, the extent of supervision undertaken by the potential volunteer and if the volunteer is not known to the principal, an interview will take place to determine why they want to volunteer and record responses on the Volunteer Interview Sheet (Form 258-4).
- Request the volunteer to provide a Police Information Check for the Vulnerable Sector (where the volunteer will not be under direct supervision of a teacher or administrator or will have regular and ongoing involvement with students).
- Document all information received.
- As necessary, review the School Volunteer Code of Conduct (Form 258-3) with the volunteer and obtain the volunteer's signature.

The principal or vice principal will only approve volunteers who possess personal qualities and skills appropriate to assisting within a school setting. The volunteer screening process provides an opportunity for an ongoing matching function between school needs and the demonstrated interests and talents of the volunteer. The volunteer screening process guidelines provide principals or designates with a check list and should be used in conjunction with Form 258-2 (School Volunteer Application) and Form 258-3 (School Volunteer Code of Conduct).

Last reviewed: October 2023