



# Holy Spirit Academy

4, 21 Street SE

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## Volunteer Program Handbook



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**Christ the**

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**Redeemer**

Phone 403 - 652 - 2889

**Catholic**

**Schools**

Welcome to all our Volunteers,

We thank you for being part of our community as volunteers at our school. As Christians we are called to help others and I think helping children is the greatest calling of all.

Beyond the Christian caring you demonstrate by volunteering, other benefits of an effective volunteer program are evident. Volunteers add richness to programs and assist student learning. Volunteers enhance student success and provide added opportunities for special attention. Volunteers demonstrate positive attitudes towards education, which has shown to have a tremendous influence on student achievement.

On behalf of our entire school community, I welcome you to Holy Spirit Academy and hope that you find being a volunteer a rewarding experience.

Sincerely yours in Christ,

Pat MacDonald  
Principal

/cw

## Holy Spirit Academy's Volunteer Handbook

### Volunteer Guidelines:

#### **Background**

Christ The Redeemer (CTR) Catholic Schools recognizes and appreciates the many volunteers in our schools as they form an integral part of our school communities. They provide important non-instructional services which assist teachers and staff directly or indirectly in achieving educational objectives. Volunteers are to be encouraged and are to be treated as valuable resources.

Whenever volunteers work directly with students in a variety of capacities, policies and regulations must be in place to best ensure the safety and well-being of students and to facilitate the enhancement of the programs being provided.

A "volunteer" is any individual who without compensation assists in the school or assists students during a school related activity, including a field trip, either in groups or on a one-on-one basis, and includes a volunteer driver that transports students, but does not include a guest speaker, a visitor to the school, a parent/guardian assisting his/her own child, a post-secondary institution practicum student, a school council member or parent fundraising group acting solely in that capacity, or any district student or employee.

In offering to volunteer in our schools, parents and community members truly provide the students with real life models of service. Volunteers have played a major role in Catholic education since the time when parishioners joined their efforts to establish the first Catholic schools. The tradition of volunteerism has been strong in our schools and each year grows stronger as more people, parents, as well as community members, become involved. CTR Catholic students will be served in a safe, caring and nurturing environment by a committed team of adults who model Catholic values and virtues.

#### **Procedures**

##### 1. Volunteers

- 1.1. Principals shall be responsible for volunteers present in the school or performing volunteer activities for the school while not on school premises. The principal shall be advised of and approve all volunteer positions in the school.
- 1.2. Volunteers shall at all times act in accordance with Division policies and regulations, school policies and rules, and endeavor to conduct themselves in such a manner to be in keeping with the Division's vision, mission and fundamental beliefs.
- 1.3. All volunteers shall be required to complete a "Volunteer Registration Form" annually and prior to commencing any volunteer activities in the school.

- 1.4. All volunteers who are to be assisting with school activities at a school on any given day shall register at that school office at the beginning of each day. Schools staff shall be instructed that a volunteer register or log shall be kept and made available to the school principal at all times. The volunteer register shall contain legible names of the volunteers and their expected location or classroom assignment during the course of their duties during the day. While engaged in volunteer activities, all volunteers shall wear appropriate identification.
  - 1.5. All volunteers are subject to the direction of the principal at all times. In appropriate circumstances, the principal may delegate such authority to a staff member. In the event that there is a conflict between the direction of a staff member and the principal, the principal's authority shall prevail.
  - 1.6. Principals are encouraged to develop processes and procedures that may be unique to their school environments and communicate these to their volunteer communities in a manner befitting the environment.
2. Provision of Criminal Declaration, Records and Child Welfare Checks
    - 2.1. All individuals, including minors under the age of eighteen, assuming volunteer duties with a school shall declare a criminal record.
    - 2.2. All individuals, including minors under the age of eighteen, assuming volunteer activities with a school, shall be required to advise and declare in writing whether or not they now have or have ever had a criminal record, prior to assuming any volunteer duties regarding:
      - 2.2.1. Involvement with sports teams
      - 2.2.2. Overnight field trips
      - 2.2.3. Activities involving the supervision of students where Division staff members are not in attendance at all times
      - 2.2.4. Driving students in Division or non-Division owned vehicles
    - 2.3. Criminal record checks may also be required at the sole discretion of the principal or the Superintendent in any circumstances where it is deemed appropriate. Under exceptional circumstances, the Superintendent may waive the requirement for the provision of a criminal record check.
    - 2.4. In circumstances where a criminal record identifies prior convictions or investigations, the nature and date of the offence/investigation, and any other relevant factors shall be considered by the principal prior to allowing the individual to assume any volunteer activities on behalf of the school. In circumstances where the principal requires assistance in making this determination, the principal shall contact the Superintendent. Where it is determined that circumstances are incompatible with the participation of the volunteer in school activities, the volunteer shall not be allowed to volunteer. This determination by the principal, or by the principal and Superintendent is final. If circumstances are such that a material change occurs, the individual may be reconsidered for a volunteer activity at a later date.
    - 2.5. If in the course of volunteering with the school, a volunteer is charged with an offence under the Criminal Code of Canada, the volunteer must immediately notify the principal of all criminal charges laid, excluding minor traffic offences unless the volunteer is engaged in activities involving the use of a motor vehicle. Such events may lead to a suspension of the volunteer's duties until such time as the matter is determined by the courts or otherwise settled.

2.6. Costs associated with the provision of the criminal record check shall be the responsibility of the school.

3. Collection, Use and Disclosure of Volunteer Personal Information

3.1. All Volunteer Registration forms shall be kept for two years from the date of completion.

3.2. The volunteer register shall be kept for two years from the date of completion by the school.

3.3. In the circumstance where an 'incident' occurs during a school activity and which involved, directly or indirectly, a volunteer, the principal shall supply all relevant documentation to the Superintendent for retention.

3.4. All criminal record checks shall be provided directly to the principal in a sealed envelope by the prospective volunteer. Upon being provided to the principal, the principal shall review such criminal record checks and thereafter ensure that such records are kept in a secure location within the school, and be available for review by the principal or the Superintendent.

Under no circumstances shall criminal reference checks be shared with individual school staff members. Where the principal is responsible for making the determination of whether an individual shall assume volunteer duties, the principal may discuss the potential role and responsibilities of the volunteer position, but shall not disclose any criminal history of the individual whatsoever.

VOLUNTEER CONFIDENTIALITY AGREEMENT

I, \_\_\_\_\_ agree that I will act at all times to preserve the confidentiality of all personal information of which I become aware during the course of fulfilling my duties as a volunteer at Holy Spirit Academy.

I further agree that in particular I will preserve the confidentiality of any personal information which I receive with respect to students, parents, staff and administration. I will hold all such information in the strictest of confidence and I shall not use, copy or disclose such information to any other individual within or outside of the district, in whole or in part, in any manner or form, unless I have obtained the permission of the Principal.

Executed and witnessed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

(Print Name of Volunteer): \_\_\_\_\_

(Signature of Volunteer): \_\_\_\_\_

(Signature of Principal): \_\_\_\_\_

