

9.13 Volunteer Policy

Dates: Approved: August, 2021

Objective: The objective of this policy is to ensure that volunteers are safe and well-managed as we keep our students safe.

Scope: The volunteer policy is to be used on and off campus with all volunteers.

Definitions:

1. *Volunteer*: A volunteer is any individual who serves on a regular scheduled basis (for example, reads to kindergartners once a week) or on an ad hoc basis or for a one-time project (for example, drives on a field trip or works on a landscaping project) and does not receive a wage.
2. *Guest*: A guest is a parent, grandparent, sibling, immediate relative and special speaker.
3. *Supervisor*: A paid staff member or a qualified volunteer under the supervision of a paid staff member.
4. *Working directly with students*: Working directly with students means that a volunteer has direct contact with students in a teaching capacity, non-teaching assistant or as a driver.

Guidelines:

A. General Guidelines:

1. All volunteers working directly with students must have a volunteer application on file for the current year. Volunteers working directly with students as only a driver must have a volunteer driver application form but are not required to have a volunteer application form.
2. All volunteers working directly with students except drivers are required to have a background check either by Morning Star or the sponsoring agency (e.g. Junior Achievement). All volunteers must have an indemnity and release form signed -- this includes youth volunteers -- for the current school year. Volunteer drivers must have a volunteer driver application form completed for the current school year.
3. Volunteers are requested to donate, if able, \$20 towards the expense of their background check.
4. Volunteers and non-relative guests are not to be alone with a student one-on-one.
5. Guests are not to be alone with students.
6. All volunteers and guests are to be directed to the staff restroom as much as possible.

B. Supervision:

1. All volunteers will be supervised by a paid staff member or a qualified volunteer under the supervision of a paid staff member. It is the responsibility of the supervisor to determine the ability and skill necessary to accomplish the task and to delegate to the proper volunteers accordingly.

2. The supervisor is also required to provide the proper instruction and guidance in completing the task or tasks. This includes providing instructions for all tools and guidance on what to do if there is an accident.
3. Supervisors will protect volunteers by making sure tools and equipment are in good repair and that safety guards are in place including personal protective equipment (safety goggles, gloves, hearing protection) and first aid supplies.
4. Volunteers may bring their own protective equipment and tools; the supervisor is responsible to ensure that the equipment is in good repair and the equipment will protect the volunteer from injury.
5. If a task requires specialized skills or licenses, a professional must be hired. Volunteers must have professional safety equipment for tasks on roofs or other indoor or outdoor heights.