

**SECTION 3000 - STUDENTS
SCHOOL VOLUNTEERS**

Volunteer Requirements

Volunteers will be required to provide the following prior to being able to volunteer and/or coach in Lord Selkirk School Division:

- Child Abuse Registry Check (renew every 3 years)
 - Please note that presence on the Child Abuse Registry will exclude an applicant from placement as a volunteer.
- Criminal Record & Vulnerable Sector Check (renew every 3 years)
 - The disclosure of a criminal record may not necessarily preclude an applicant from consideration for placement as a volunteer. A disclosure of a sexual offense will exclude an applicant from placement as a volunteer.
- Pledge Of Confidentiality
- Volunteer Orientation Session & Confirmation Form
- LSSD Driver Form – Transporting Students in Personal Vehicles
- Respect in School Online Course (renew every 4 years)
- Respect in Sport Online Course (coaches only, renew every 5 years.)
- Accessibility Customer Service Training

All volunteers are required to contact the principal regarding any changes in their status which would affect their eligibility to volunteer in the Lord Selkirk School Division. The requested completed volunteer documents listed above will be filed at the divisional board office.

Volunteer Handbook

All schools will develop a Volunteer Handbook, which will be available on the school's website. Components of the Handbook shall include:

- 1) Welcome statement & School Mission Statement
- 2) Volunteer Requirements (as listed above)
- 3) School Schedule
- 4) School Map
- 5) Sign in/out Procedures
- 6) Disclosure
- 7) Inappropriate Behaviour & Discipline Procedures
- 8) Emergency Preparedness Procedures
- 9) Smoking and Use of Tobacco Policy
- 10) Workplace Violence Policy
- 11) Tips for Volunteering in the School

Cross Reference:			
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