ADMINISTRATIVE PROCEDURE

GENERAL ADMINISION	Volunteer Guidelines	GEN #13

Revised: **October 2026**

Background

Christ The Redeemer Catholic Schools (CTR) 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 acting in the course of their regular duties.

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. CTR 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 and Administration
   - 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 on an annual basis.
   - 1.2. As individuals in positions of trust, all volunteers are expected to conduct themselves in a manner that upholds the integrity, reputation, and public trust placed in the Division. Volunteers shall at all times act in accordance with division policies and administrative procedures, school rules and guidelines, and endeavor to conduct themselves in such a manner to be in keeping with the division's vision, mission and fundamental beliefs.
   - 1.3. Principals are expected to review this procedure with volunteers annually and doing so constitutes their volunteer orientation.
   - 1.4. All volunteers shall be required to complete a "Volunteer Registration Form" annually and prior to commencing any volunteer activities in the school (see Appendix I).

1.5. Principals shall ensure that each volunteer completes a Volunteer Registration Form annually.

1.6. Volunteers shall preserve the confidentiality of any personal information received with respect to students, parents, staff and administration. All such information must be held in the strictest of confidence. Volunteers shall be required to complete a "Volunteer Confidentiality Agreement" (see Appendix II).

1.7. 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. Volunteers and all visitors to schools will be issued a name tag to identify themselves to the community. School staff shall be instructed that a volunteer register or log shall be kept and made available to the school principal at all times for a period of one year. 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 provided by the school.

1.8. 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.

1.9. Principals shall have the discretion to deny any volunteer's future volunteering opportunities in response to relevant incidents, investigations, or ongoing dispute resolutions.

1.10. Alcohol, Cannabis and Other Impairing Substances

Volunteers shall not consume alcohol, cannabis, or other impairing substances while participating in school-sponsored activities or while responsible for the supervision, care, or transportation of students. Volunteers must not report for volunteer duties while impaired by alcohol, cannabis, or other substances.

2. Provision of Criminal Declaration, Records and Vulnerable Sector Checks

2.1. All volunteers shall be directly supervised by school personnel. When direct supervision is not possible, a criminal record check and vulnerable sector check will be required. This includes a) all community coaches, b) volunteers attending field trips and activities involving the supervision of students where division staff members are not in attendance at all times, c) overnight field trip supervisors, and d) volunteers driving students in division or non-division owned vehicles.

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**.**

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. Volunteers who will be driving students in personal or division-owned vehicles for the purpose of a school activity must complete a Volunteer Driver Authorization Form (see Appendix III).

2.7. Volunteers who will be driving students in personal or division owned vehicles for a school activity are subject to Administrative Procedure STU #09.

2.8. When a criminal record check or vulnerable sector check is required, the principal will complete and provide the volunteer with a Volunteer Confirmation Letter (see Appendix IV).

2.9. 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 one year from the date of completion. Volunteer registration forms and volunteer logs shall be retained and disposed of in accordance with the division's approved records retention schedule.

3.2. Where an incident occurs during a school activity involving a volunteer, the principal shall ensure that relevant records are managed, retained, and disclosed only as authorized by law and in accordance with the division's records retention requirements, incident response procedures, and privacy management practices.

3.3. 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.

Christ The Redeemer CATHOLIC SCHOOLS

APPENDIX I
VOLUNTEER REGISTRATION FORM
TO BE COMPLETED ANNUALLY

Christ The Redeemer Catholic Schools (CTR) appreciates the services of its volunteers. In order to ensure the safety of students, all volunteers in our schools need to be approved by the principal of that school. A volunteer is someone who assists school and/or students either in curricular or extra-curricular activities and includes volunteer drivers. The personal information collected on this form is collected under the authority of Alberta's Protection of Privacy Act for the purpose of volunteer screening, approval, and school safety. It will be used and disclosed only as authorized by law. If you have questions about this collection, please contact the school principal or CTR's Access to Information and Privacy Coordinator.

If you are under 18 years of age your parent or guardian must sign this form.

Name of school or department: _____

Date of Application: _____ Name: _____

Phone: _____ Email: _____

Mailing Address:

_____

Do you have children or grandchildren registered in this school? (Yes or No?) _____

If yes, please list by name and grade:

Name: _____ Grade: _____

Name: _____ Grade: _____

Name: _____ Grade: _____

If not, would you please list at least two references with whom the school may check:

Name:_____ Phone:_____

Name: _____ Phone:_____

Volunteering Preferences (please list areas of interest):

_____
_____
_____
_____

VOLUNTEER GUIDELINES AND EXPECTATIONS

Do you have a criminal record for which you have not received an official pardon (Yes or No?) _____

In making the decision to volunteer in CTR's schools, it is critical for volunteers to understand the following guidelines and expectations:

1. That school volunteer service is permitted at the discretion of the principal.
2. As individuals in positions of trust, all volunteers are expected to conduct themselves in a manner that upholds the integrity, reputation, and public trust placed in the Division. Volunteers shall at all times act in accordance with division policies and administrative procedures, school rules and guidelines, and endeavor to conduct themselves in such a manner to be in keeping with the division's vision, mission and fundamental beliefs.
3. That confidentiality is of the utmost importance in the school setting in order to ensure that the dignity and worth of students, parents, volunteers and school staff is honoured. A volunteer must not share information about students, staff, or other volunteers with other people.
4. Volunteers may not disclose, communicate, publish, take, alter, copy, interfere with or destroy any information unless specifically authorized to do so by the teacher or principal.
5. That the teaching and administration staff are responsible for student learning and discipline.
6. In the case of volunteer coaches, a staff member will be assigned to assist and admin/staff are responsible for all operations of the team.
7. If a volunteer has a concern, he/she should bring the matter forward to the appropriate school staff or school administration. For example, if a volunteer has a concern with a student, he/she should redirect the matter to the student's teacher or speak with school administration. If a volunteer has a concern with a teacher, he/she should discuss the matter first with that teacher, and if necessary, speak with school administration.
8. 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.
9. All volunteers shall be directly supervised by school personnel. When direct supervision is not possible, a criminal record check and vulnerable sector check shall be requested. This includes a) all community coaches, b) field trips and activities involving the supervision of students where division staff members are not in attendance at all times, c) any overnight field trip supervisors, and d) volunteers driving students in division or non- division owned vehicles.
10. 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.
11. 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.
12. Volunteers are expected to support the moral teachings of the Catholic Church.

By signing this volunteer registration form, I agree to the conditions outlined above.

Signature: _____ Date: _____

Parent/Guardian signature [if volunteer is under 18 years of age]:

Signature: _____ Date: _____

The personal information collected through the Volunteer Registration Form is collected for the purpose of assessing, approving, and managing volunteer participation in CTR schools and supporting student and school safety. This collection is authorized by section 4(c) of Alberta's Protection of Privacy Act and protected in accordance with Section 10 and used and disclosed in accordance with Sections 12 and 13 of the Act. Volunteer personal

information shall be retained and securely destroyed in accordance with the division's approved records retention and disposition schedule. Questions about this collection may be directed to **the school principal or CTR's Associate Superintendent** at 403-938-2659.

Christ The Redeemer CATHOLIC SCHOOLS

APPENDIX II
VOLUNTEER CONFIDENTIALITY NON-DISCLOSURE AGREEMENT TO BE COMPLETED ANNUALLY

CONFIDENTIALITY AGREEEMENT (the "AGREEMENT")

BETWEEN:

CHRIST THE REDEEMER CATHOLIC SCHOOLS ("CTR")OF THE FIRST PART

- AND –

_____ ("VOLUNTEER")

(PLEASE PRINT FULL NAME)

OF THE SECOND PART

The business of Christ The Redeemer (CTR) Catholic Schools is to educate in a Catholic faith-based environment. In the course of providing educational services to students, volunteers may have access to personal information from students, families, staff or other community members, as well as confidential school and division information. A volunteer shall keep such information private and secure and shall not access, use, or disclose information except as necessary to carry out authorized volunteer duties and as permitted by law and division procedures. Personal information and other confidential information learned through volunteer activities shall not be shared with any person who is not authorized to receive it. CTR is subject to Alberta's Access to Information and Protection of Privacy Acts. CTR is required to protect personal information, use and disclose it only as authorized by law, and respond to access to records in accordance with applicable legislation.

By signing this agreement, the Volunteer acknowledges and agrees that all Confidential Information provided to the Volunteer or to which you are provided access by CTR or to which is collected on behalf of CTR or inadvertently obtained by the Volunteer from CTR must be kept confidential. The Volunteer must not disclose this information to anyone who is not authorized to receive this information unless permission to disclose such information is provided in writing by CTR.

If the Volunteer is uncertain whether information is confidential, whether it may be disclosed, or whether a person is authorized to receive it, the Volunteer shall direct all such inquiries to the school principal or Associate Superintendent and shall not disclose information unless instructed to do so.

Failure to comply with the provisions of this Agreement may result in the suspension or termination of volunteer activities at the school and may lead to further action where appropriate.

Signature of Volunteer:_____ Date: _____

Signature of Principal: _____ Date: _____

Christ The Redeemer CATHOLIC SCHOOLS

APPENDIX III
VOLUNTEER DRIVER AUTHORIZATION FORM
(FOR CURRENT SCHOOL YEAR ONLY)

School Name: _____

Volunteer Name: _____

Are you over the age of 25?: (Yes or No?) _____

Address:

_____

Driver's License No.: _____ Class:_____ Expiry Date:_____

Have you been involved in any accident as a driver during the last three years?: (Yes or No?) _____

If yes, please specify:

_____

Has your driver's license been suspended, or have you been convicted of any offense under the Highway Traffic Act during the last three years?: (Yes or No?) _____

If yes, please specify:

_____

Insurance Company :_____
Policy No.: _____

Agent: _____

Do you have a Third Party Liability Limit of $2,000,000? (see notices below): (Yes or No?) _____

Vehicle: Make _____Model_____Capacity _____

Second Vehicle (if applicable):

Vehicle: Make _____Model_____Capacity_____

All benefits available under the Board's Pupil Accident Insurance Plan automatically apply to students transported in private vehicles. Liability insurance protection for individual drivers for their legal liability for bodily injury to pupil passengers in excess of such protection as may be afforded under the driver's own automobile liability insurance is provided by the Board while they are driving pupils in their own automobiles on an authorized school activity or function.

INSURANCE COVERAGE REQUIREMENTS – VOLUNTEER DRIVERS

You must carry third party and passenger hazard liability insurance in an amount of not less than $2,000,000 and carry accident benefits as required by law. Should an incident occur, your personal automobile liability insurance applies before Christ The Redeemer Catholic School's insurance. Christ The Redeemer Catholic Schools can request a copy of your certificate of insurance and recent copy of your driver's abstract at any time.

You should inform your insurance company of your intention to use your own automobile and to act as a Volunteer Driver for School Board activities. The majority of insurance companies do not require an endorsement to auto policies or an additional premium charge as this service is classified as occasional and is not done for compensation.

I agree to operate the vehicle referred to herein in a safe manner and to comply with all applicable driving laws and the directions of teachers or agents of Christ The Redeemer Catholic Schools. Furthermore, I believe my vehicle to be in a sound operating condition and will inform the school immediately if an incident occurs while transporting students. I will conduct myself in a professional manner and will not consume any alcohol or cannabis before or while operating my vehicle.

SIGNATURE OF VOLUNTEER DRIVER: _____ DATE:_____

FOR OFFICE USE ONLY

Please remind volunteer that in all cases and prior to the event, a current copy of the driver's abstract must be provided to the school principal.

Date Driver's Abstract Received:_____

The above-named volunteer is authorized to assist our school during the current school year. We appreciate this help and cooperation.

_____ _____

SIGNATURE OF PRINCIPAL DATE

Copy – Teacher **Copy – Principal**

The personal information collected through this Volunteer Driver Authorization Form is collected for the purpose of assessing and authorizing individuals to serve as volunteer drivers for school activities, verifying required driver documentation, supporting student safety, and administering records related to volunteer driver approval. Volunteer personal information shall be retained and securely destroyed in accordance with the division's approved records retention and disposition schedule. This collection is authorized by section 4(c) of Alberta's Protection of Privacy Act and protected in accordance with Section 10 and used and disclosed in accordance with Sections 12 and 13 of the Act. For questions about this collection, contact to the school principal or CTR's Associate Superintendent at 403-938-2659.

Christ The Redeemer
CATHOLIC SCHOOLS

p: 403-938-2659 f: 403-938-4575
#301, 23 Riverside Drive, 3rd Floor, Box 1318 Okotoks, AB T1S 1B3 www.redeemer.ab.ca

APPENDIX IV
VOLUNTEER CONFIRMATION LETTER

To Whom It May Concern,

Re: Criminal Record Check / Vulnerable Sector Check

This is to confirm that_____will be a volunteer at _____ .

In that capacity and pursuant to Christ The Redeemer Schools' Administrative Procedure GEN #13, Volunteer Guidelines, requires a _____.

Should further information be required, please do not hesitate to contact me.

Yours truly,

Principal, _____

This letter contains personal information intended only for the person named above. If you received it in error, please notify the school and securely destroy or delete it.