# Glenmore Christian Academy
## Volunteer Policy

Policy #**GCA-SCH-020** Policy Owner: Head of School
Date created: September 2019 Date updated: February 2025

As a ministry of First Alliance Church, Glenmore Christian Academy (GCA) values a safe, respectful, protected and positive climate. At GCA, we are committed to providing a safe and supportive environment for everyone and this is the utmost consideration in the approval and use of volunteers.

Volunteers bring with them a range of skills and experience that enhance the learning opportunities of children at Glenmore Christian Academy. We welcome and encourage volunteers from our community.

Our volunteers can include:

1. Members of the Board of Directors
2. Parents and family of students
3. Former students on work experience
4. University students referred to us

The types of activities in which volunteers can be engaged include:

1. Listening to children read
2. Working with small groups of children
3. Working alongside individual children and supporting individual needs
4. Undertaking art & craft activities with children
5. Working with children on the computers
6. Accompanying school field trips
7. Driving sports teams
8. Coaching sports teams
9. Sorting the lost and found

## CHECKLIST FOR COMPLETION BEFORE BECOMING A VOLUNTEER:

Anyone wishing to become a volunteer should refer to the Parent section of www.gcaschool.com.

The welfare of our children is paramount. To ensure the safety of our children, we adopt the following procedures:

- ☐ Read and agree to abide by the information included in the GCA Volunteer Policy and the GCA Abuse Disclosure Policy (ANNUALLY)
- ☐ Agree to support the GCA mission and core values
- ☐ Agree to treat information learned from being a volunteer at GCA as confidential
- ☐ Complete a Police Information Check (Vulnerable Sector Search)
- ☐ Complete and submit Volunteer References form
- ☐ Sign and return the GCA Volunteer Agreement
- ☐ Complete this process a minimum of every three years
- ☐ Sport team drivers are to provide a drivers abstract (ANNUALLY)

# Expectation of Volunteers

## Updating Information

Volunteers must ***immediately inform the principal*** if there is a change in their criminal record status, as well as any changes in their Driver's abstract, if applicable.

## Check-in Procedures

Each approved volunteer must sign in at the main office upon arrival and wear a school-issued identification tag with their name on it while in the building.

A volunteer who is not wearing the GCA issued identification tag may be asked by any staff member to report directly to the office to confirm eligibility to volunteer.

## Confidentiality

GCA volunteers are bound by a code of confidentiality. Any concerns that volunteers have about the children they work with or come into contact with should be voiced with the class Teacher or other staff and not with the parents of the child or persons outside school. Comments regarding children's behavior or learning can be highly sensitive, and if taken out of context, can cause distress to the parents of a child if they hear about such issues through a third party rather than directly from the school. Volunteers who are concerned about anything another adult in the school does or says should raise the matter with the respective Principal.

## Supervision

All volunteers are informally interviewed by and work under the supervision of the teacher or a specifically assigned non-teaching staff member. Teachers retain responsibility for children at all times, including the children's behavior and the activity they are undertaking. Volunteers should have clear guidance from the Teacher as to how an activity is carried out and what outcome to expect from an activity. Volunteers are encouraged to seek further advice and guidance from the Teacher in the event of any query or problem regarding children's understanding of a task or behavior.

- Volunteers should always keep the classroom/office door open when working with student(s)
- Volunteers may not be in a washroom alone with student(s)

## Health and Safety

The school has a number of policies concerning health and safety. Teachers ensure that volunteers are clear about emergency procedures (e.g. fire alarm evacuation) and about any safety aspects associated with a particular task. Volunteers need to exercise due care and attention and report any obvious hazards or concerns to the Teacher or Principal.

If you see violence or a concerning confrontation between staff and/or a volunteer please notify the staff member you are assisting, or the principal.

## Complaints Procedure

1. Any complaints made by a volunteer will be referred to the respective Principal for investigation.
2. Any complaints made about a volunteer will be referred to the respective Principal. The principal reserves the right to take the following action:
    a. To speak with a volunteer about a breach of the Volunteer Agreement and seek reassurance that this will not happen again.
    b. Offer an alternative placement for a volunteer, e.g. helping with another activity or in another class.
    c. Inform the volunteer that the school no longer wishes to use them.

## Appropriate Communication

Volunteers at Glenmore Christian Academy (GCA) are expected to maintain professional and respectful communication with both students and staff. Volunteers should always speak to students and staff with respect and kindness, using polite language, listening actively, and avoiding any form of derogatory or offensive remarks.

It is important to maintain professional boundaries at all times, which means avoiding overly personal conversations and refraining from sharing personal contact information with students. Communication with students should primarily occur within the school setting, in person. Text messaging or any form of direct electronic communication with students from personal accounts is prohibited, and volunteers should not engage in any form of social media interaction with students. All electronic communication with students needs to occur through a GCA staff member using a GCA approved communication tool.