



SECTION G). PARENT SUPPORT

This section of the Academy's policy covers off parent support touching on

1. *Saint John Paul II Academy Parent Association*
2. *Volunteers*

G1). Saint John Paul II Academy Parent Association

Parents are an integral part of the Saint John Paul II Academy community. Parents are encouraged to participate fully in the many activities of the school in support of their children and well-being of the wider school community.

The Saint John Paul II Academy Parent Association is the primary body for organizing and marshalling the support and involvement of parents at the school. The Parent Association has its own constitution and bylaws that outline its overall governance and in particular the role played by the elected executive to manage its affairs.

The board of the Saint John Paul II Academy Society recognizes the Saint John Paul II Academy Parent Association as the primary voice of the parent community at the school.

G2). Volunteers

Volunteers form an integral part of our school community. They provide important services including, but not limited to, curricular and extra-curricular program support, governance, facility operations, supervision, fundraising, maintenance, and special events. Whenever volunteers work directly with students in an unsupervised capacity, policies and procedures must be in place to best facilitate the enhancement of the programs being provided and to ensure the safety and well-being of students.

The Board of Directors supports the use of volunteers in the school, in a manner that enhances and promotes the safety of students and the quality of student learning and will work closely with the Saint John Paul II Academy Parent Association to coordinate how best to meeting these volunteering needs.

Procedure: In order that the safety of students is ensured and that the best interest of the school is served, procedures will be established for the recruiting, training, and supervising of volunteers.

The Principal is responsible for overseeing the use of volunteers who work directly with students in an unsupervised capacity and must consider the following when managing volunteers in the school:

Criminal Record Check

- All volunteers who work directly with students in an unsupervised capacity must have a criminal record check. Some situations may arise whereby the supervisory role of a volunteer is limited and/or indirect and may not warrant a criminal record check. The principal will consider the



need to request a criminal record check, interview prospective volunteers, and/or request additional information from the prospective volunteer based on:

- the nature of the activity
- the extent of supervision required by the prospective volunteer
- the knowledge, skills, abilities, and suitability of the prospective volunteer
- available references

Registration of Volunteers: The principal must be aware of volunteers serving in the school at all times. This may be accomplished through appropriate procedures of “sign-in” and/or “scheduling” of volunteers. A process will be in place that clearly identifies volunteers and visitors in the school.

Training: All volunteers must have a competency at the task for which they are asked to provide volunteer service. This competency may be achieved through an informal process of volunteer orientation and training or through a process of specific and formal training/certification. The level of training required will vary according to the task(s) for which volunteer service is provided.

Volunteer File: A volunteer file will be maintained at the school office and updated on a regular basis. The file will contain the following pertinent information:

- Criminal record check
- Contact information
- Information regarding relevant certification and training
- Other relevant volunteer information (ie. medical information, driver’s license in good standing, etc.)

Supervision: The Principal and/or Board will provide supervision guidelines covering:

- ii. Classroom volunteers will be under the supervision of the teacher.
- iii. Other volunteers will report to a designate of the Principal and /or Board.

<i>Document History</i>	<i>Approved</i> Society Board 22 June 2021
<i>Revisions</i>	