

## School Volunteer and Visitor Policy (September 2022)

Developed in consultation with Federation of Independent School Association and the Ministry of Education.

### Policy

The School seeks to provide a level of supervision and care that will secure the safety and well-being of students and staff. The establishment and maintenance of safety for all is a high priority for the Administration.

The School is a closed campus, which stipulates that students do not enter or exit the building without supervision. For the safety of our students and staff, all visitors and volunteers must check in at the school office. The policy is in place to maintain the safety of all students and staff while under the care of the School, and while acknowledging the need for visitors and volunteers to interact with the school community.

### **Visitors**

For the safety and security of our students and staff all visitors to the school - parents, grandparents, volunteers, everyone - must check in at the main office and pick up a visitor badge before going anywhere else in the building.

If you need to give your child or staff member a message, lunch, homework, supplies, etc. please go to the office. The office staff will collect the message and then direct it to the student or staff. Visitors are not to go directly to a classroom for any reason, unless accompanied by office staff or acknowledged and approved by the classroom teacher.

All visitors must wear identification badges while in the school building.

### **Volunteers**

Assistance from parents, grandparents, family members and additional volunteers is a welcomed and valuable resource at our school. We encourage all those who are interested in volunteering to discuss the possibility with the office staff and/or your child's teacher.

Volunteers should sign in immediately upon entering the school building and should wear a volunteer badge at all times while in the school for the safety and security of our students.

Volunteers need to consent to a criminal record check prior to working with young children, as per the School Act and Independent School Act. To ensure the safety of students and staff, no volunteer will be allowed within the school or to work alongside students if a clear criminal record check is not on file with the school administration team.