



Hanover Community Christian School Volunteer Screening Policy

This has been adapted from Hanover Missionary Church’s Volunteer Screening Manual to be suitable for Hanover Community Christian School.

VS = Vulnerable Sector Check

HMC = Hanover Missionary Church

P2P = Plan to Protect Certified

HCCS = Hanover Community Christian School

PART I – VOLUNTEER REQUIREMENTS

Certification

Two Plan to Protect certified volunteers are required every morning and afternoon for the school to run for the day.

Guests are not required to have Plan to Protect if there is a minimum of two certified volunteers present (last column below). However, anyone in a leadership role, will require a Vulnerable Sector Check. Examples of the requirements are in the chart below.

If you are considering volunteering and are unsure as to what you require, please contact a Board Member (Steering Committee).

Volunteer Role	REQUIRED				
	P2P	VS	Application	Contact info	Minimum 2x P2P Present
Staff	•	•			
In-Classroom	•	•	•		
Hand-On afternoon leader		•		•	•
Field Trip Chaperone		•		•	•
Chapel				•	•
Working from Home				•	

PART II - IMPLEMENTATION and TRAINING

Recruitment and Screening Process

1. An individual can apply on their own. Otherwise, Program Leadership can determine if an individual is a suitable or potential candidate for a HCCS volunteer.
2. Prospective volunteers will complete the following, before being allowed to volunteer:
 - Volunteer application form, including Reference Checks

- Signed Parent Handbook Acknowledgement sheet
- Face to face interview
- Police check every 3 years
- Signed offence declaration form annually
- Plan to Protect Training (0-18 + vulnerable adults)

Records

1. Volunteer Application forms are to be kept confidential and available only to Program Leadership and Volunteer Screening Committee.
2. Volunteer application forms are to be kept in a secure location.
3. Volunteers who serve with HCCS must have a personnel file kept with HCCS records.
4. Volunteer applications are to be maintained as per HMC's records retention policy.

Reference Checks

Designated screening personnel will conduct reference checks on all prospective volunteers. References provided must fit within the acceptable categories for adults and for youth who work with children. Reference checks may be conducted by telephone or in person to confirm the suitability and appointment of prospective volunteers.

Interview

Face-to-face interviews will be conducted by two unrelated individuals approved by the Volunteer Screening Committee.

Police Checks

1. Prospective volunteers will complete a Vulnerable Sector (VS) check through the police service that oversees local law enforcement in the area that they reside.
2. A VS check must be conducted on all volunteers serving children or youth.
3. VS checks are to be renewed every three (3) years.
4. If it is not the year the VS check has been completed, a declaration form must be signed annually prior to the school year beginning.
5. VS checks are to be conducted on all volunteers 18 years of age and older and are to be kept on file permanently.
6. If a prospective volunteer has had a history with Child and Family Services, a request may be made by the Program Leadership for the individual to sign a consent for a release of information from Child and Family Services.
7. If a current VS police check was obtained for use elsewhere, a copy may be handed in.

Plan to Protect Training

1. Abuse prevention education and training, provided by an HMC/HCCS approved Plan to Protect trainer, is required for all volunteers serving with children and youth and must be completed prior to volunteer placement.
2. Annual abuse prevention education and training is a requirement for all approved volunteers if they are to maintain their approved status.
3. Attendance is to be taken at training courses and noted in the personnel file for each individual.
4. If someone has already acquired their Plan to Protect training for use elsewhere, handing in their certificate will suffice. They will still need to have an interview with HCCS for approval.

Approval Process

1. All volunteers are to be approved by HCCS Volunteer Screening Committee upon completion of recruitment and screening process. The recruitment and screening process must be completed within a 3-month period.
2. Volunteers may, at any time, be deemed by the Program Leadership or Volunteer Screening Committee unsuitable for volunteer service. The school may revoke its approval of a volunteer for any reason without advance notice. Reasons for revoking approval include but are not limited to the following:
 - Failure to comply with HMC policy including the Plan to Protect.
 - Actions or speech that encourage others not to comply with HCCS Parent Handbook.
 - Teachings that directly oppose the HCCS Parent Handbook.
 - Illegal, immoral, unethical behaviour inside or outside HCCS/HMC.

PART III – PROGRAM DEVELOPMENT

For the protection of our children:

-volunteers are to be role models of integrity at all times.

-volunteers are to refrain from activities that are illegal or could be considered morally and biblically questionable.

Supervision of Volunteers

Supervision of volunteers will be intentional and will take place through formal and informal visits to classrooms and programs.

Plan to Protect Program Maintenance

1. Program Leadership will review the yearly integration of the Plan to Protect policy into the children’s ministries of HCCS.

The following areas are to be reviewed using Attendance/Summary Reports:

- Teacher/Student ratios
 - 2 Person rule
 - Frequency of “Occasional Observers” in the class
 - Accident/injury during events
 - Volunteer’s comments or concerns
2. A review of “non-urgent” staffing issues including team dynamics and effectiveness will take place at this time. Do not wait until the annual review to address health and safety issues or to address individual behaviour that does not comply with school policy including the Plan to Protect. Deal with it at time of occurrence.
 3. From time-to-time changes to the operating procedures may need to be made to increase efficiency, or to address venue changes/renovations. These changes should be made as soon as the issue is raised, or a change/renovation of venue takes place.
 4. Any change to the Plan to Protect procedures must be approved by the Board.
 5. Any change in Plan to Protect policy should be reviewed to ensure its compatibility with legal requirements and approved by HMC’s insurance provider.

Teacher / Student Ratios

Classroom settings must comply with established ratios for adults and children at all times. This includes off-site activities and trips. Established ratios are:

- **Elementary Aged Children - one screened volunteer for every 7-10 elementary age**
- Children with Disabilities - one screened volunteer for every 2-3 children with disabilities. We cannot support children with disabilities at this time.

Classroom Staffing

To provide adequate supervision for children, **one** of the following must be in place:

- A minimum of two unrelated volunteers present for supervision, except in the event of an emergency.
- One volunteer is present having clear lines of visibility through an open door or, if room is so equipped, through a window, with designated hall monitors circulating periodically from room to room.
- Volunteers between the ages of 12 and 18 must be assigned to work alongside volunteers over the age of 18. Volunteers must be 18 years of age or older to work alone in a classroom. In this situation, clear lines of visibility through an open door or, if room is so equipped, through a window, with designated hall monitors circulating periodically from room to room. It is recommended that there be at least a five-year gap between volunteers and the children they serve.
- Please note that volunteers will be required to find their own replacement should they be unable to fulfill their commitments.
- The school will provide and maintain an updated list of all qualified volunteers.

Occasional Observers

Occasional observers who join a class will have their attendance recorded and kept on file with the classroom attendance for that day. Visitors will not be allowed to wear volunteer name tags if they have not been screened and approved. They will not be placed in a position of trust with children who are not their own.

Volunteer Identification

Volunteers are clearly identified by an approved name tag which identifies them to parents, children and newcomers.

Child Registration

1. The names and addresses of children and their parents or guardians will be carefully maintained, updated annually, and kept permanently in a central file. Registration forms will also be available for all programs. It is the responsibility of volunteers to ensure that forms are completed and submitted for all participants.
2. At the beginning of every school year, parents are to submit completed HCCS Registration & Family Information Forms.
3. A release and permission statement will be included on all registration forms releasing the church/school from unforeseen and accidental damages along with contact information in case of an accident.
4. The inclusion of liability shield on permission forms has been included for activities that involve a level of risk.
5. A statement will be included on all registration forms which stipulates the purpose and extent for collecting personal information of children and youth.