

World Learner School



Policy: **572 VOLUNTEER MANAGEMENT POLICY**

Effective: 11.23.09

Revised: 5/22/2017

I. Purpose:

Volunteers play an increasingly important role in student education as they help to individualize instruction, promote school/community interaction, provide multigenerational experiences, and enrich curriculum for all. Therefore, World Learner School promotes volunteer efforts to the greatest extent possible by appropriate recruiting, screening, placement, orientation, training, monitoring, and recognition.

II. General Statement of Policy:

World Learner School also recognizes that those volunteers working with student do not assume primary responsibility for instruction but provide overall support to the professional staff. Volunteers should be placed with careful consideration of how their presence relates to the Montessori philosophy and vision of WLS. Volunteers are subject to all standards set forth by World Learner School policies.

III. Volunteer Management Policy:

A. Risk Management is the process of evaluating each volunteer position 1) against the potential risk imposed on the student, volunteer, and WLS and 2) using appropriate management tools to prevent liability to these parties. In order to minimize risk exposure, WLS personnel will adhere to the following:

1. If the volunteer position has direct, unsupervised contact with students (i.e. field trip chaperone) during the school day with extra or co-curricular activities, WLS will require the volunteer to have an application on file. As part of this application, a criminal background check will be required.

2. If the volunteer position does not have direct contact with students or has staff-supervised contact with students, the necessity of the application and criminal background check will be determined by the Principal and the Director.