

AP 416-3 Risk Factor Protocol

Levels of Volunteerism:	Screening Process:
<p>Low Risk</p> <ul style="list-style-type: none"> - always under the direction and observation of school-based staff (e.g.: reading with children in the classroom; working in school office or teachers' workroom) - P.A.C. related activities (e.g.: fundraisers, social nights, hot dog days) 	<p>Low Risk</p> <ul style="list-style-type: none"> - completion of volunteer application form including signature on letter of understanding - Criminal Record Check - publication of volunteer list
<p>Medium Risk</p> <ul style="list-style-type: none"> - usually under the direction/observation of school-based staff - easily observed while working with student (e.g.: assisting in computer lab; working in a seminar room with one or more students; field trips, transporting a group of students) 	<p>Medium Risk</p> <ul style="list-style-type: none"> - completion of volunteer application form including signature on letter of understanding - option of: reference check - completion of Criminal Record Check - publication of volunteer list - option of orientation meeting
<p>High Risk</p> <ul style="list-style-type: none"> - direct responsibility for students (e.g.: coaches, drivers (for field trips), etc.) - likely to be alone with students (e.g.: overnight field trips, coaching, transporting single student other than own child) 	<p>High Risk</p> <ul style="list-style-type: none"> - completion of volunteer application form including signature on letter of understanding - completion of Criminal Record Check - check references as well as conduct - interview applicant - periodic checks with volunteer and school staff - publication of volunteer list - orientation meeting required