

## **VOLUNTEERS**

BSCS considers volunteers a very special resource. Parents, grandparents, aunts, uncles, alumni are all encouraged to help with school activities and HSA projects.

All volunteers must enter at the school office entrance, sign in at the school office immediately, and receive a volunteer badge. The volunteer badge must be displayed while at the school. Volunteers must also sign out at the office.

Volunteers are needed as sick room monitors, lunch and recess monitors, and assistants for special program. Insurance regulations may restrict the amount of concurrent hours that a non-employee (volunteer) may be at the school. Unless indicated and approved by the principal, volunteer hours are limited to 11:00 a.m. to 12:30 p.m. Accordingly, volunteers must not remain on the school campus when not volunteering.

Specific reminders include:

- Volunteers must not use cell phones while “on the volunteer clock” – including field trips and field days.
- Volunteers must not lend their cell phones to students while on school grounds.
  - Volunteers need to dress appropriately when volunteering.
- Volunteers need to be cognizant and respectful of the BSCS confidentiality policies.
  - Volunteers must not use the computers within the individual classrooms.
  - Volunteers need to comply with all school regulations.

### **Volunteer Eligibility**

The school office must maintain a file on every volunteer at BSCS. The file includes confirmation each volunteer has met the requirements of the Office of Child Protection Services.

You must have completed these essential elements before volunteering.

- Volunteers must attend a “Virtus: Protecting All God’s Children” session and provide the school office with a copy of the certificate verifying attendance.
- Volunteers must complete paperwork to have a background screening\* through the Diocese of Charleston. The volunteer must provide his/her Social Security number and have a South Carolina residence to be screened.
- Volunteers must sign to acknowledge reading and to abide by the elements included in the updated policy, “Concerning Allegations of Sexual Misconduct or abuse of a Minor by Church personnel (2012)”. This handbook is available at the school office as well as online at the Diocese of Charleston website ([www.catholic-doc.org](http://www.catholic-doc.org), Office of Child Protection Services link).
- Volunteers must sign that they agree to abide by the updated Code of Conduct (2012).
- Volunteers must sign that they agree to the Diocesan Confidentiality Agreement.