

## AP 416-3 Risk Factor Protocol

Levels of Volunteerism:	Screening Process:
<b>Low Risk</b> <ul style="list-style-type: none"> <li>- 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)</li> <li>- P.A.C. related activities (e.g.: fundraisers, social nights, hot dog days)</li> </ul>	<b>Low Risk</b> <ul style="list-style-type: none"> <li>- completion of volunteer application form including signature on letter of understanding</li> <li>- Criminal Record Check</li> <li>- publication of volunteer list</li> </ul>
<b>Medium Risk</b> <ul style="list-style-type: none"> <li>- usually under the direction/observation of school-based staff</li> <li>- 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)</li> </ul>	<b>Medium Risk</b> <ul style="list-style-type: none"> <li>- completion of volunteer application form including signature on letter of understanding</li> <li>- option of: reference check</li> <li>- completion of Criminal Record Check</li> <li>- publication of volunteer list</li> <li>- option of orientation meeting</li> </ul>
<b>High Risk</b> <ul style="list-style-type: none"> <li>- direct responsibility for students (e.g.: coaches, drivers (for field trips), etc.)</li> <li>- likely to be alone with students (e.g.: overnight field trips, coaching, transporting single student other than own child)</li> </ul>	<b>High Risk</b> <ul style="list-style-type: none"> <li>- completion of volunteer application form including signature on letter of understanding</li> <li>- completion of Criminal Record Check</li> <li>- check references as well as conduct</li> <li>- interview applicant</li> <li>- periodic checks with volunteer and school staff</li> <li>- publication of volunteer list</li> <li>- orientation meeting required</li> </ul>