

Volunteer Guidelines

(revised August 2016)

Volunteers are a critical part of Seton Catholic Schools. We rely on volunteers to run our libraries and computer labs, help in the lunchroom, work concession stands and so much more! We are so appreciative of the many hours donated to our school by parents, grandparents and friends so that we can offer the best assistance to our staff and students.

Sadly, in this day and age we have to be very cautious of everyone that enters our buildings and comes in contact with our students. For the safety of our students and staff, the following **new volunteer guidelines below** have been put into place.

ALL VOLUNTEERS

- **Must complete** a new and updated Safe & Sacred training-"Protecting Children in the 21st Century." It will take approximately two hours to complete. Upon completion, you must generate and print a certificate. That paper certificate form must be submitted to the office prior to any volunteer work with the school.
- **Must complete** an updated Background check. The checks are run through an Archdiocese mandated firm and all information is kept extremely confidential. The background check must be completed annually. All forms must include a valid email address. Because the new check includes a more expansive check for child protection, the Archdiocese has indicated to allow 10-14 days to complete/return.
- **Must complete** a Code of Conduct form. This form outlines the do's and do not's by the Archdiocese, and requires a simple signature. The Code of Conduct form must be completed annually.