

Administrative Procedure 490

SCHOOL VOLUNTEERS

Background

Appropriate deployment of volunteers can enhance the operation of a school.

Definition

Volunteer: someone who assists school staff and/or students in curricular or extracurricular activities. It does not include guest speakers, presenters, visitors or School Council members.

Procedures

1. School staff will identify those areas where assistance from a volunteer would be desirable.
2. The Principal will establish a system to recruit, approve and orient volunteers for the areas identified.
3. The Principal will ensure that prior to volunteering, all volunteers will complete and sign the Volunteer/Volunteer Coach Registration and Confidentiality Form to make a declaration that they do not have a criminal record. The Principal has the discretion to request that additional information and records be provided if circumstances warrant.
4. The Principal will ensure that any volunteer who, in the opinion of the Principal, is placed in a position of trust or authority over children, spends an extended period of time with a student(s) in an unsupervised setting, or who accompanies an overnight student excursion will require a current (within twelve (12) months) Vulnerable Sector Check and Intervention Record Check on file at the school prior to undertaking such activity.
5. The Principal or designate can access a Vulnerable Sector Check request letter template in the Knowledge Centre.
6. Applicants who have a criminal record must have their application reviewed by the Associate Superintendent, Human Resources and Administration. The decision to accept/reject the application will be final.
7. Volunteers will complete all required form(s) annually. All documents pertaining to the application of a volunteer will remain in the school for the balance of the school year.
8. All volunteers are to be registered at the school(s) in which they volunteer. If a person wishes to volunteer in more than one school during the same school year, the Principal of the first school may forward the documents to the other school(s).

9. The Principal or designate will provide the volunteer information with pertinent Division policies and Administrative Procedures and expectations which they will be expected to follow.
10. The Principal may deny or revoke permission for a volunteer to work in schools if the volunteer is in breach of Board Policies or Administrative Procedures or if the Principal considers it advisable.
11. Volunteers will be deployed under the supervision of a specific certified staff member.
12. Volunteers are insured under the Division's liability, medical and accident insurance regulation only while they are acting within the scope of their duties as assigned by the Principal, teacher or Division.
13. The Volunteer/Volunteer Coach Registration and Confidentiality Form will be retained in the office of the Principal and secured under the FOIP Act.

Reference: Section 11, 33, 52, 53, 196, 197, 222, 256 Education Act
Appendix 490 Vulnerable Sector Checks
Freedom of Information and Protection of Privacy Act

Form: 490-1 Volunteer/Volunteer Coach Registration and Confidentiality