

VOLUNTEERS

Background

The Division recognizes that partnerships are an important part of the educational process. Therefore, the Division encourages the involvement of volunteers in its schools, related programs and extracurricular activities. Ensuring a safe and caring environment for students shall be the primary consideration in the selection and use of volunteers.

Procedures

1. The Principal shall be responsible for the selection and approval of volunteers, the establishment of roles and responsibilities, supervision and maintenance of ongoing communication between the school and the volunteer.
2. All volunteers shall complete the Volunteer Registration Form and the Statement of Confidentiality. The Principal needs to complete the Volunteer Registration Form in Applitrack for all volunteers.
3. Volunteers working with students and without the direct supervision of the Principal or a teacher shall be required to submit a current criminal record/vulnerable sector check to the Principal prior to an activity or supervision taking place.
4. Where the volunteer has been asked to provide a criminal record check, any fee incurred for the criminal record check shall be borne by the Division.
5. Volunteers are not to have access to confidential records or student progress reports.
6. The use of volunteers must have a specified purpose. Volunteers normally perform one or both of the following roles.
 - 6.1 Resource Volunteers – persons who have a relevant area of expertise and/or experience and who are involved on a short-term basis to enhance the educational program. Their visits are planned, supervised and evaluated by a certificated teacher.
 - 6.2 Support Service Volunteers – persons who directly or indirectly assist teachers in achieving educational objectives by providing non-educational services: e.g. supervision of field trips, driving, coaching, chaperones, etc.
7. Volunteers are bound by the same code of confidentiality expected of all staff members of the Division. It is inappropriate to discuss students collectively or individually outside the school as a result of information gained as a volunteer.
8. Volunteers will be considered agents of the Board and under the Division insurance plan while engaged in their volunteer tasks.

9. In the event that a volunteer may be transporting students, it is the Principal's responsibility to ensure he/she complies with Administrative Procedure 557 Transportation in Private Vehicles.
10. Principals have the right to request volunteers to withdraw their services where it is deemed to be in the interests of the students or school to do so.

Reference: Sections 85, 87, 175, 231 Education Act
The Local Authority Freedom of Information and Protection of Privacy Act

Approved: September 26, 2018