



PROVISION OF VOLUNTEER SERVICES

APPROVED: 1991.06.11

REVISED: 1999.12.14
2002.10.29
2003.06.24
2004.06.29
2008.09.23

POLICY

Parents and members of the community are encouraged to share in the educational enterprise by becoming involved as volunteers in the schools.

Responsibility Centre: Director of Human Resources

References: *School Act*, Sections 7.1, 26.1 and 85

Policy 4116.14 (Multiculturalism, Racial Harmony and Anti-Racism)

Policy 5131 (District Code of Student Conduct)

Policy 6145 (Student Transportation and Travel)

Policy 1100 (Freedom of Information and Protection of Privacy)

Policy 6179 (Acceptable Use of Networks)

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PREAMBLE

Volunteers make valued and appreciated contributions to enhancing student success, the enjoyment of school and enriching school climate. This policy sets out the manner and conditions in which volunteers may become involved in school life.

DEFINITIONS:

“Volunteer” is an unpaid individual who has made a commitment to assist schools.

Approved: 1999.12.14

Revised: 2002.10.29



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REGULATIONS:

1. The role of volunteers is to assist the school in providing curricular, extracurricular and other school-related activities and services. Volunteers shall not be used to provide services that would result in the displacement of an employee.
2. All school-related volunteer activities must be approved in advance by the principal in consultation with the staff.
3. All volunteers in the school must be approved by the principal. Those who work directly with students or who have, or potentially have, unsupervised access to students must successfully complete a criminal record check process at least every three years, or at the request of the principal.
 - 3.1 If a volunteer is charged with or convicted of an offence subsequent to a criminal record check, the volunteer must promptly provide to the school authorization for a further criminal record check.
4. Schools using volunteers shall ensure appropriate orientation and ongoing supervision.
5. Volunteers will be supervised by district employees.
6. Volunteers must:
 - 6.1 Adhere to the bylaws, policies and regulations of the Board.
 - 6.2 Speak and act with respect.
 - 6.3 Deal judiciously with students.
 - 6.4 Respect complete confidentiality with regard to any student matters that they may come in contact with.
 - 6.5 Report all incidents of student or personal injury to staff.
 - 6.6 Maintain confidentiality with regard to personnel matters.
7. Volunteers must complete a Volunteer Application Form and agree to comply with the Volunteer Code of Conduct and the Volunteer Confidentiality Agreement (see Appendix).
 - 7.1 If an individual wishes to volunteer at more than one school, a separate application form must be submitted to each school. However, only one criminal record check is required, regardless of the number of schools at which an individual volunteers.



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- 7.2 If the information provided on the volunteer application form changes, the volunteer must notify the school of the change.

Approved: 1991.06.11

Revised: 1999.12.14, 2002.10.29, 2003.06.24, 2004.06.29, 2008.09.23



VOLUNTEER APPLICATION FORM

*For editable form, see
School Operations
Handbook*

SCHOOL NAME: _____ DATE: _____

VOLUNTEER

NAME: _____
Surname Given names

ADDRESS: _____
Street City Postal Code

TELEPHONE NUMBERS: _____
Home Work

EMERGENCY CONTACT: _____
Name Phone

MEDICAL NUMBER: _____

AREAS OF INTEREST: _____

TIME(S) AVAILABLE: _____

REFERENCES

1. _____
Name Phone number Relationship

2. _____
Name Phone number Relationship

CRIMINAL RECORD CHECK

- I am willing to submit to a criminal record check at no financial cost to myself.

SIGNATURE: _____ DATE: _____

APPROVAL: _____ DATE: _____
Signature of Administrator

Approved: 2002.10.29



VOLUNTEER CODE OF CONDUCT

*For editable form, see
School Operations
Handbook*

As a volunteer in School District No. 57, I understand that:

- I will be supervised by a school district employee and must follow that person's directions.
- I must adhere to the policies of the district and the rules of the school in which I am volunteering.
- I must treat staff, parents and students with politeness and respect.
- I must deal judiciously with students and defer to the teacher's authority in all matters relating to the classroom.
- If I am uncertain about my role or any other matter, I will seek advice from the teacher with whom I am working or the principal, as appropriate.

VOLUNTEER CONFIDENTIALITY AGREEMENT

Students, staff and others working in the school have a right to expect that information about them will be kept strictly confidential by volunteers.

Therefore:

- I will not communicate anything I learn about any student or anything that I observe in the course of my volunteering to anyone other than appropriate school district employees.
- I will not share information about students, even with others who may be genuinely interested in a student's welfare, such as social workers, recreational leaders, family, friends, physicians, etc. except when legally required to do so.
- I will keep anything I learn about school district employees or other volunteers strictly confidential.
- If I am asked for information concerning a student or staff members, I will refer the request to the teacher or principal, as appropriate.
- If I am in doubt about whether I may divulge information concerning a student or staff member, I will consult with the school principal before doing so.

DECLARATION

- I have read and agree to comply with the Volunteer Code of Conduct and the Volunteer Confidentiality Agreement (attached).

SIGNATURE: _____

DATE: _____

Approved: 2008.09.23