

PROVISION OF VOLUNTEER SERVICES

Background

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

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.

Procedures

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.
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.

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

Reference: *School Act, Sections 7.1, 26.1 and 85*
Freedom of Information and Protection of Privacy Act