

Background

Partnerships in the educational process are extremely important and the participation of parents and community members in school related activities are both valued and encouraged.

Definitions

Volunteer - A volunteer is a person who assists schools and/or students in school educational or school supportive activities. These do not include guest speakers, presenters, or visitors to the school.

Procedures

1. Principals have the right to refuse volunteer services.
2. The use of volunteers must have a specific purpose and normally would perform one or both of the following roles:
 - a. provide expertise and/or experience in a relevant area and who are involved on a short-term basis to enhance the educational program;
 - b. provide assistance to the school in achieving educational objectives by providing non-educational services, (e.g.) supervision of field trips, driving, chaperones.
3. Volunteers are required to provide a Criminal Record Check and Intervention Record Check prior to their volunteer experience commencing as outlined in [AP 40-45 Criminal Record Check and Intervention Record Check](#).
4. After acceptance by administration of the Criminal Record Check and the Intervention Record Check, volunteers will not be required to complete the checks again, unless requested to do so by the Superintendent or designate or if there is a break in service exceeding 12 months.
5. Any volunteer who has been charged or convicted with an offence after the initial submission of the Criminal Record Check and the Intervention Record Check, shall, within two days, inform the Principal of the charges.
6. Any volunteer who fails to disclose criminal charges within the timeframe noted in clause 5 above, or who submits inaccurate, false, or misleading information will not be permitted to be a volunteer in any Division schools.
7. All documents pertaining to the application of a volunteer shall be kept on file at the school.
8. All volunteers must sign in at the school office when arriving and sign out when leaving.
9. Principals are responsible for:
 - a. developing their own procedures outlining ways in which volunteers can become actively involved in the school;
 - b. assessing and authorizing all volunteers;
 - c. ensuring all authorized volunteers receive direction and are accountable to a certificated staff member in the school;
 - d. providing the volunteer with:
 - a Volunteer Information Package which includes:
 - Volunteer Registration Form 4-60
 - School Discipline Policy

- School Policies/Handbook
 - Copies of [AP 40-60 Volunteers in Schools](#), [AP 20-21 Health and Safety](#), and [AP 20-20 Discrimination, Harassment, Bullying and Violence](#);
 - orientation which includes a tour of the school, an introduction to staff and classrooms and provide an overview of emergency procedures and the location of first aid kits and AED equipment;
 - a Volunteer Identification Tag;
 - any required training, depending upon the activity.
- e. including in their school handbook a section on Parent/Community Volunteers which references confidentiality, roles, responsibilities and duties.
10. Volunteers are:
- a. bound by the same code of conduct and standards expected of all Division staff;
 - b. to accept and follow directions from School Administration and/or certificated staff, seeking clarification when needed;
 - c. expected to respect confidential school matters;
 - d. to familiarize themselves with the rules and routines of the school, accepting that discipline of students is not the role of the volunteer. If a student's behaviour seems inappropriate, the matter should be brought to the attention of the supervising certificated staff member.
 - e. to have an understanding of the procedures to follow should problems or difficulties arise.
11. The use of volunteers is not to substitute functions expected of division employees.
12. If a volunteer is coaching a team or supervising a club, the volunteer shall refer to [AP 60-16 Extracurricular Activities, Supervision and Coaching](#).
13. Volunteer Drivers must complete form 7-120-A Student Transportation in Private Vehicles and adhere to [AP 70-120 Student Transportation in Private Vehicles](#).

Reference

[AP 20-20 Discrimination, Harassment, Bullying and Violence](#)
[AP 20-21 Health and Safety](#)
[AP 40-45 Criminal Record Check and Intervention Record Check](#)
[AP 60-16 Extracurricular Activities, Supervision and Coaching](#)
[AP 70-120 Student Transportation in Private Vehicles](#)
[Form 4-60 Volunteer Registration](#)
[Form 7-120-A Driver Authorization - Student Transportation in Private Vehicles](#)