

VOLUNTEERS

Background

Recognizing that partnerships are an important part of the educational process, the Division encourages the involvement of volunteers in its schools and related programs. The following procedures shall apply to the use of volunteers.

Procedures

1. Schools are required to develop their own policies outlining ways in which volunteers can become actively involved in the school.
2. The principal must approve all uses of volunteers in school activities. The principal may request a criminal record check. If the volunteer will be working alone with a student at any time, the principal must ensure a recent criminal record and vulnerable sector check is completed. For the purposes of this clause, a recent criminal record and vulnerable sector check is defined as being completed within the last six (6) months.
3. The use of volunteers must have a specified purpose. Volunteers normally perform one or both of the following roles.
 - 3.1 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.
 - 3.2 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.
4. No volunteer will be assigned to a teacher without the teacher's consent.
5. 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.
6. Volunteers will be considered agents of the Board and under the Division insurance plan while engaged in their volunteer tasks.
7. In the event that a volunteer may be transporting students, it is the principal's responsibility to ensure he/she meets the requirements as outlined in AP 552.
8. 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: Section 85, 87, 109, 175 Education Act
Forms Manual: Form 552-1; Form 552-2

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