



## Administrative Procedure 490

---

# COMMUNITY VOLUNTEER

## Background

Background The purpose of this procedure is to formally recognize and support the use of volunteers in schools in the district and to detail appropriate screening and acceptance procedures.

## Procedures

1. Volunteers may be engaged as resource people or in supportive services, as follows:
  - Resource Volunteers have a relevant area of experience and expertise and are involved on a short-term basis to enhance the education program e.g.: workshops, concerts, class presentations. Their visits are planned and supervised by a certified teacher. These volunteers usually do not need to complete an application form.
  - Support Service Volunteers who directly or indirectly help teachers or groups of teachers to achieve educational objectives by providing non-instructional services, (e.g. team coaches, etc.) are required to complete an application [form Volunteer Application Form](#).
2. Volunteers, individually and in groups, will be governed by regulations determined by each school's principal, relating to the internal operation of the school, but no volunteer will be assigned to a teacher without the teacher's consent.
3. Principals are required to follow the Procedure "Screening and Acceptance of Volunteers" for all Support Service Volunteers.
4. The principal can refuse to allow a volunteer to work in the school if these procedures are not agreed to by the volunteer or where the volunteer is deemed not acceptable subsequent to the screening process.
5. For insurance purposes, volunteers will be considered agents of the Board while providing volunteer services.
6. Screening and Acceptance of Volunteers:
  - 6.1. Principals are required to complete the following procedure in the screening and acceptance of all Support Service Volunteers.
    - 6.1.1. All Support Service Volunteers (and Resource Volunteers, at the discretion of the principal) are required to complete the Volunteer Application Form.

6.1.2. The completed Application Form and Police Information Check (PIC) (formerly known as a Criminal Record Check) response (if applicable) must be kept confidential and in a secure file in the school office and must not be destroyed at any time. The District will require volunteers to have a PIC done every three years, but a PIC may be requested at any time at the discretion of the principal. Copies will be forwarded to other district schools as required.

6.2. The principal will screen these applicants.

6.3. A letter of understanding must be signed for those volunteers accepted to work in schools. This letter may be individualized by schools. A sample of the letter is attached. Each school's letter must, however, include the following:

- The need for confidentiality.
- The right to discontinue the services of the volunteer.
- The school for which the letter is applicable.

6.4. Reference checks are optional for Low or Medium Risk situations but are required for High Risk situations.

6.5. At the discretion of the principal the school may pay for Police Information Checks for school volunteers.

6.6. When a principal deems an applicant to volunteer to be unsuitable for any situation, the reasons for this should be given to the applicant.

## 7. Safety Check and Identification

7.1. In order to protect the safety and welfare of our students, all volunteers helping on a more than casual basis in a school or in a situation outside the regular school environment must complete a copy of the Volunteer Safety Form and a Criminal Record Check (vulnerable sector).

7.2. It is the responsibility of the principal to ensure that a safety check application has been completed and that information acquired is kept strictly confidential. A criminal record check will be required if the application discloses that the person has been convicted of a criminal offence and/or where there is a greater degree of risk, e.g. a volunteer may be left alone with students. A person who does not complete a volunteer safety form will not be allowed to volunteer in the schools or in programs with students. All volunteers must wear a volunteer nametag and sign in at the school office.

## 8. Administrative Procedures

8.1. Volunteers are required to comply with the following procedures:

8.1.1. Administrative Procedure 140 – Computer Access to Electronic Information

8.1.2. Administrative Procedure 160 – Occupational Health and Safety

8.1.3. Administrative Procedure 165 - Emergency Preparedness

8.1.4. Administrative Procedure 170 – Anti-Harassment and Anti-Discrimination

8.1.5. Administrative Procedure 325 - Reporting Suspected Cases of Child Abuse

8.1.6. Administrative Procedure 355 - Student Discipline

8.1.7. Administrative Procedure 409 – Workplace Discrimination Bullying and Harassment

8.2. Apart from District administrative procedures, volunteers are also subject to relevant Ministry of Education legislation and other applicable legislation.

9. Confidentiality

9.1. Volunteers shall not be permitted to discuss, access, review, disclose, or use confidential student, parent or employee information unless required to do so by law. Every volunteer shall keep strictly confidential all such information he or she may learn in the course of acting as a volunteer.

10. Code of Conduct

10.1. All volunteers are required to read, understand and sign the [Code of Conduct](#) (Form 490-2). Failure to comply with the Code of Conduct may result in the removal of volunteer status.

11. Orientation

11.1. Orientation of volunteers is the responsibility of principals working in consultation with the school PAC. Volunteers will need information as to the operations and rules of the school including information on staff roles and physical plant.

Reference: Section 7.1, 17, 20, 22, 26.1, 65, 85 School Act  
Freedom of Information and Protection of Privacy Act  
Collective Agreement

Adopted: January 15, 2002  
Revised: March 12, 2002; December 15, 2020