

## VOLUNTEERS IN SCHOOLS

### Background:

The Division values the contributions of volunteers, while recognizing its commitment to ensure the safety of students.

### Definitions:

#### Volunteer:

is a person who volunteers their time in a school to assist students and staff. This may be on a one-time basis or occur over an extended period of time, and may include time in the classroom, in the school, as a supervisor on a field trip or as an individual volunteering for specific programs such as a fine arts production, a speech and debate event or as a coach of a school sports team.

### Procedures:

1. The Principal shall ensure, prior to volunteering, volunteers complete the Division [Confidentiality Undertaking and Declaration for Volunteers](#) (Form 490-2) to make a declaration they do not have a criminal or child intervention record.
2. The Principal has the discretion to request additional information and records be provided if circumstances warrant.
3. The Principal shall ensure volunteers who are expected to spend an extended period of time with students and/or with student(s) in an unsupervised setting provide a copy of a current Criminal Record and Vulnerable Sector Check that is satisfactory to the Principal prior to undertaking such activity.
  - 3.1. For the purpose of this Administrative Procedure, a current Criminal Record and Vulnerable Sector Check is one that is less than 12 months old.
4. If a Criminal Record and Vulnerable Sector Check is deemed necessary, the Principal shall provide the volunteer with a [Request to Waive Fees for Criminal Record and Vulnerable Sector Check](#) (Form 490-3) explaining the application is as a volunteer in a non-profit organization and therefore the fee would generally be waived.
5. If a volunteer is serving for an extended period of time because of, for example, coaching a team or supervising a club, the volunteer shall participate in and comply with the training deemed appropriate by the Principal, such as Welcoming, Caring, Respectful and Safe Learning and Working Environments, Professional Boundaries and/or Occupational Health and Safety.
6. If the result of the [Confidentiality Undertaking and Declaration for Volunteers](#) (Form 490-2) or the Criminal Record and Vulnerable Sector Check indicates a record exists, the individual's volunteer application shall be declined.
7. If the Principal believes there are extenuating circumstances and supports the volunteer application, an applicant who has a criminal or vulnerable sector record may appeal this

decision in writing to the Executive Director of Division Supports. The result of the appeal shall be final.

8. Volunteers shall complete all required form(s) annually. All documents pertaining to the application of a volunteer shall remain in the school for the balance of the school year.
9. If a person wishes to volunteer in more than one school during the same school year, the Principal of the first school may forward the documents to the other school(s).
10. The Principal or designate shall provide the volunteer with information regarding pertinent Board policies, Division administrative procedures and expectations they will be expected to follow.
11. The Principal may deny or revoke permission for a volunteer to work in schools if the volunteer is in breach of Board policies or Division administrative procedures, or if the Principal considers it advisable.
12. Whenever possible, volunteers are to be supervised by a staff member identified by the Principal or designate.
13. The Principal shall establish an appropriate tracking system to verify the identification of volunteers and determine the number who are at school at any one time.

**Reference:**

Sections 11, 52, 53, 197, 222, 256 *Education Act*  
*Freedom of Information and Protection of Privacy Act*