

## **VOLUNTEERS**

### **Background**

The Division values the contributions of volunteers in enhancing learning opportunities for students while still recognizing its responsibility to provide a safe and caring environment for staff and students alike.

### **Definitions**

Volunteer – is someone who assists the school and/or students in curricular activities, not including Division employees, guest speakers, presenters, special visitors to the school or School Council members in their role as School Council members.

Visitor – is a person who visits the school as a guest speaker, presenter, and /or special person (on a non-regular basis).

### **Procedures**

1. The principal and staff are encouraged to promote the participation of volunteers in the life of the school.
2. Volunteers participating in the activities of schools are expected to:
  - 2.1 Share relevant areas of volunteer interest or expertise to assist the school in identifying volunteer assignments;
  - 2.2 Abide by the rules of confidentiality;
  - 2.3 Act in an assisting capacity with teachers and not assume functions considered responsibilities of the teacher;
  - 2.4 Seek the counsel and take the direction of the principal or designate in any decision area(s) which may be unclear to the volunteer.
3. The principal is responsible for:
  - 3.1 Recruiting and screening volunteers keeping in mind the safety and wellbeing of students and staff;
  - 3.2 Ensuring that volunteers act in an assisting capacity and do not assume the teacher functions normally performed by the classroom teacher;
  - 3.3 Developing school processes and procedures regarding the use of volunteers in schools;
  - 3.4 Approving all volunteer positions in the school, in accordance with this administrative procedure and with school-based procedures.
4. Administrative Procedures 408: Reporting Criminal Charges and 410: Criminal Records Check applies to all volunteers.
5. The principal may deny or revoke permission for a volunteer to work in school(s) if the volunteer is deemed unsuitable for a volunteer position, is in breach of Board policies or behaves in a way that is contradictory to the Division mission, vision and/or principles.

6. If an individual has his/her application for a volunteer role denied because of a principal's decision based on criminal record check information, the individual may appeal the decision to the superintendents responsible for human resources.

Reference: Section 20, 27, 60, 61, 113 *The Education Act, 1995*  
*Local Authority Freedom of Information and Protection of Privacy Act*

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