

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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