

PROVISION OF VOLUNTEER SERVICES

Policy

The Board believes that the education of students is an undertaking that should be shared among its employees, parents, and members of the community. The active involvement of parents and appropriate use of volunteers as helpers has the potential to provide considerable benefit to the intellectual and social development of students. In addition, the participation of volunteers increases communication and positive relationships between the school, parents, and the community.

See also 6.4 Community Coaches.

Regulations

1. The role of volunteers is to assist the school in providing curricular, extracurricular and other school-related activities and services. In accordance with the School Act, volunteers shall not be used to provide services that would result in the displacement of an existing employee.
2. All school-related volunteer activities must be approved in advance by the Principal after consultation with the staff concerned.
3. Giving consideration to the nature of the volunteer activity, the extent of supervision by teaching staff and knowledge of the potential volunteer, the principal is responsible for monitoring the suitability of individuals to work with or be in contact with children. The Principal may require reference checks / criminal record checks and /or the need to interview the potential volunteer. With the approval of the Board Office, the district will pay to a maximum of 2 criminal record checks per year per school for volunteers. The cost incurred by additional criminal record checks will be borne by the school.
4. A volunteer's services may be terminated at the discretion of the Principal.
5. Schools using volunteers shall ensure appropriate orientation and ongoing supervision.
6. Volunteers will be supervised by district employees.
7. Volunteers must:
 - a. Adhere to the bylaws, policies and regulations of the Board
 - b. Speak and act with respect
 - c. Deal judiciously with students
 - d. Respect complete confidentiality with regard to any student matters that they may come into contact with
 - e. Report all incidents of student or personal injury to staff
 - f. Maintain confidentiality with regard to personnel matters.