

**SCHOOL DISTRICT 54**  
*(Bulkley Valley)*  
**ADMINISTRATIVE PROCEDURES**

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**VOLUNTEERS**

(Board Policy # 6.400)

**1. Definition**

- a. For the purpose of this policy, the term “volunteers” shall be people other than employees who:
  - i. willingly provide services to schools without expectation of compensation;
  - ii. may attend at the school one time only, occasionally, or on a regularly scheduled basis;
  - iii. may have an assigned role or responsibility in a school, classroom, or during a school activity.

**2. Recruitment**

Inviting, accepting, assigning and training volunteers are carried out at the school level. Individuals interested in serving as volunteers must contact the school principal. District-wide protocols and volunteer application forms shall be used.

**3. Role of the Principal**

It is the responsibility of the school principal to:

- 3.1 Provide for the safety of students in the care of volunteers;
- 3.2 Monitor the activities of the volunteers;
- 3.3 Implement the appropriate provisions of the collective agreements.
- 3.4 Ensure the completion of and compliance with Form 525.3 if transporting students in their private vehicles.

**4. Liability**

When engaged in school activities, volunteers are covered by Schools Protection Program insurance and liability provisions.

**5. Criminal Record Check**

- 5.1 Principals will require a criminal records check for potential volunteers in any situation or circumstance where the principal deems such checks to be appropriate. Such circumstances may include:
  - i. situations where volunteers are alone with children without the near company of other adults; and,
  - ii. situations where there is minimal direct supervision by staff;
- 5.2 Where a volunteer is found to have a criminal record, the record and nature of the offence(s) will be referred to the Superintendent’s Office. The Superintendent’s Office will determine if the offence(s) are such to prohibit participation in District and/or school volunteer programs.
- 5.3 Ensure the criminal record checks for volunteers are completed, through the school district, when the volunteer begins with the District and on an on-going basis according to legal requirements;
- 5.4 The District will pay the cost of criminal records checks required by the District.

Amended: May 21, 2019