

VOLUNTEERS

Background

The District recognizes the value of support from parents and community members in the District's provision of educational programs to students. The District encourages the involvement of parents and community members as volunteers, where appropriate, and believes that such involvement and assistance has the potential to provide considerable benefit to the educational, intellectual and social development of students.

This Administrative Procedure is to be considered "rules" within the meaning of Sections 7.1 and 85(2) (c) (v) of the School Act.

This Administrative Procedure does not apply to students or District employees who provide volunteer services.

Definitions

Parent means a parent as defined in the School Act.

A Volunteer is a parent or other person who has made an offer that has been accepted by the District to assist a school with a specific task at or for the school, under the general direction of and supervision of the Principal. No compensation shall be provided to a volunteer but volunteers may be reimbursed for reasonable expenses in accordance with District procedures.

Procedures

1. Staff Responsibilities for Volunteers and Volunteer Programs
 - 1.1. The Principal shall be responsible for:
 - 1.1.1. defining tasks assigned to volunteers, in consultation with the supervising staff member
 - 1.1.2. screening and selection of volunteers and specific assignments
 - 1.2. Volunteers who will have regular and ongoing involvement with students, and may not be directly supervised by a teacher, Principal or Vice-Principal, are required to undergo an interview, reference check regarding suitability to interact with students and criminal record check working with a vulnerable sector.
 - 1.2.1 Criminal Record Checks for volunteers are valid for three years.
 - 1.3. The parents of a student shall be advised when a volunteer will be working with their child on a regular basis, either on an individual or group basis.

2. Conduct of Volunteers

2.1. Volunteers are required to:

- 2.1.1. meet all of the criteria of conduct required of District employees, and to act in accordance with the Board's Mission Statement
- 2.1.2. act as a careful and prudent parent bearing in mind the best interests of students
- 2.1.3. not be under the influence of or in possession of illicit drugs or alcohol while students are under their care, while at school, school sponsored functions, or any extra-curricular activities
- 2.1.4. maintain confidentiality with regard to information received and observations made about students and staff
- 2.1.5. act under the direction of the Principal
- 2.1.6. direct all questions and concerns to the appropriate District employee
- 2.1.7. comply with all relevant and applicable legislation

3. Liability

- 3.1. Claims (other than for libel or slander) against volunteers for damages for acts or commissions in providing volunteer services for the District are barred by Section 94(1.1) of the School Act, except where the volunteer has been guilty of dishonesty, gross negligence, malicious or willful misconduct. The District's liability insurance coverage (Schools Protection Programs) applies to volunteers in the same way as it does to District employees.

4. Orientation Manual

- 4.1. Additional information is available in the [District Orientation Manual for Volunteers](#).

Reference: Section 7.1, 17, 20, 22, 26.1, 65, 85, 94 School Act
Freedom of Information and Protection of Privacy Act

Approved: April 3, 2011
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