

## **VOLUNTEERS IN DISTRICT SCHOOLS**

### **Background**

Volunteers can be of valuable assistance to school staff in support of school activities. Involvement of volunteers is, therefore, encouraged in activities for which the volunteer is qualified, and which do not interfere with or replace employees performing their regular duties.

### **Procedures**

1. The establishment of a volunteer program shall be at the discretion of the Principal in consultation with the staff in each school.
2. Teachers wishing to participate in a volunteer program shall notify the Principal.
3. Before they can begin to work in a school, volunteers shall annually be required to complete a Volunteer Registration Form (Form 490-1) and, if required, provide a Criminals Records Search by the RCMP into their background. (See Appendix A)
4. Volunteers shall be subject to the authority of the Principal and the staff member with whom they are working. The degree of supervision, direct or indirect, to be provided by the staff member shall be determined by the staff member and the volunteer, subject to the approval of the Principal.
5. Volunteers may be asked to discontinue their service if their help is no longer needed, if they prove to be counter-productive, or if they fail to keep their commitment.
6. Parents, volunteers, teachers, other staff members and students are to fully understand the function of volunteers in the school. Volunteers shall not, in whole or in part, perform work that falls within the scope of a bargaining unit.
7. Principals using volunteers shall provide appropriate orientation training as required, and ongoing supervision.
  - 7.1 The staff of the school shall define in general terms and the supervising staff member in specific terms those tasks to be assigned to volunteers.
8. If volunteers deal with children they shall follow protocols developed by teachers.

9. Basic insurance coverage for volunteers will be provided under the District's blanket insurance policy for injury sustained while and in consequence of performing regular and assigned duties of the volunteer occupation with the District, while under the direction and control of the District.
10. Volunteers are to be regarded as an integral member of the team working with students, but they may not undertake tasks requiring educational decisions.

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

Adopted: May 19, 1992  
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