

# ADMINISTRATIVE REGULATIONS

TITLE: VOLUNTEERS IN SCHOOLS  
CATEGORY: PERSONNEL  
NUMBER: 2130

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## I. Rationale:

The active involvement of parents and the appropriate use of volunteers benefits the intellectual and social development of our students, the enjoyment of school and the enrichment of the school climate. In addition, the participation of volunteers increases communications and positive relationship between the school, parents and the community. Volunteers must be supported by appropriate safeguards respecting the selection and use of volunteers.

## II. Practices:

### A. Role of Volunteers

1. A volunteer may provide services at or for a school, provided it does not result in the displacement of an employee.
2. Volunteers will perform tasks only under the supervision and/or guidance of appropriate employees and 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.
3. The principal is to advise the superintendent or designate of any new initiatives that are to be heavily dependent on volunteer support. The superintendent or designate will undertake appropriate communication with unions representing employees.
4. Volunteers must not be assigned tasks that would violate the privacy of students or their families, and will not be provided access to student records, except that contact information may be provided where required, e.g. for call back programs.

### B. Recruitment, Selection and Training of Volunteers

1. The Principal shall be responsible for:
  - a) The screening and selection of volunteers
  - b) Ensuring that all volunteers potentially having unsupervised access to children authorize the local RCMP office to conduct a criminal record check (see Regulation 2110 for additional details).
  - c) The orientation and training of volunteers.
  - d) Decisions regarding the continuation or discontinuation of a volunteer's services.

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- e) The overall supervision of volunteers.
- C. Assistance for Volunteers
  - 1. Orientation for volunteers will be provided by the Principal and could include, but is not limited to:
    - a) A general orientation to the school, including an explanation of the conduct expected of volunteers when working with students.
    - b) Processes for signing-in by volunteers.
    - c) Staff responsibilities with respect to volunteers.
    - d) Review of school confidentiality requirements for volunteers.
    - e) Emergency procedures, including emergency evacuation and accident procedures.
    - f) School Code of Conduct
  - 2. Volunteers will be covered by School Protections Program Insurance while engaged in activities authorized by the School District or a school principal.
  - 3. Volunteers who use a private vehicle in the transportation of students will be covered by School Protections Program Special Excess Third Party Legal Liability Insurance coverage while engaged in activities authorized by the School District or a school.
- D. Conduct of Volunteers
  - 1. Volunteers are required to:
    - a) Maintain a standard of conduct expected of school and district staff when working with students.
    - b) Keep confidential information received or personal observations regarding students and staff obtained while working as a volunteer.
    - c) Direct questions and concerns either to the employee with whom the volunteer is working or to the principal of the school.

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**References:**