

Administrative Procedure 490

VOLUNTEER

Background

The Division recognizes and appreciates the many volunteers in our schools as they form an integral part of our school communities. They provide important non-instructional services which assist teachers and staff directly or indirectly in achieving educational objectives. Volunteers are to be encouraged and are to be treated as valuable resources.

Whenever volunteers work directly with students in a variety of capacities, procedures must be in place to best ensure the safety and well-being of students and to facilitate the enhancement of the programs being provided.

Definition

A volunteer is any individual who, without compensation, assists in the school or assists students during a school related activity, including a field trip, either in groups or on a one-on-one basis, and includes a volunteer driver that transports students, but does not include a guest speaker, a visitor to the school, a parent assisting his/her own child, a post-secondary institution practicum student, a school council member or parent fundraising group acting solely in that capacity, or any Division student or employee.

Procedures

1. Volunteers

- 1.1 Principals shall be responsible for volunteers present in the school or performing volunteer activities for the school while not on school premises. The Principal shall be advised of and approve all volunteer positions in the school.
- 1.2 Volunteers shall at all times act in accordance with Division policies and procedures, school procedures and rules, and endeavor to conduct themselves in such a manner to be in keeping with the Division's core values.
- 1.3 All volunteers shall be required to complete a "Volunteer Registration Form" ([Form 490-1](#)) annually and prior to commencing any volunteer activities in the school.
- 1.4 All volunteers who are to be assisting with school activities on any given day shall register at the school office at the beginning of each day. School staff shall be instructed that a volunteer register or log shall be kept and made available to the Principal at all times. The volunteer register shall contain legible names of the volunteers and their expected location or classroom assignment within the school during the course of their duties during the day.
- 1.5 While engaged in volunteer activities, all volunteers shall wear appropriate identification.
- 1.6 All volunteers are subject to the direction of the Principal at all times. In appropriate circumstances, the Principal may delegate such authority to a staff member. In the event

that there is a conflict between the direction of a staff member and the Principal, the Principal's authority shall prevail.

- 1.7 Principals are encouraged to develop processes and procedures that may be unique to their school environments and communicate these to their volunteer communities in a manner fitting the environment.
2. Provision of Criminal Declaration, Records and Intervention Record Checks
 - 2.1 All individuals, including minors under the age of eighteen, assuming volunteer duties with a school shall declare a criminal record.
 - 2.2 All individuals, including minors under the age of eighteen, who may be engaged in the following volunteer activities shall be required to provide a Police Information Check and an Intervention Record Check on an annual basis, and prior to assuming any volunteer duties regarding:
 - 2.2.1 Involvement with sports teams;
 - 2.2.2 Overnight field trips;
 - 2.2.3 Activities involving the supervision of students where Division staff members are not in attendance at all times; or
 - 2.2.4 Driving students in Division or non-Division owned vehicles.
 - 2.3 Police Information Checks and/or Intervention Record Checks may also be required at the sole discretion of the Principal, the Deputy Superintendent, Leadership Support Services, and/or the Chief Superintendent in any circumstances where it is deemed appropriate. Under exceptional circumstances, the Deputy Superintendent, Leadership Support Services, or the Chief Superintendent may waive the requirement for the provision of a Police Information Check and/or Intervention Record Check.
 - 2.4 In circumstances where a Police Information and/or Intervention Record Check identifies prior convictions or investigations, the nature and date of the offence/investigation, and any other relevant factors shall be considered by the Principal prior to allowing the individual to assume any volunteer activities on behalf of the school. In circumstances where the Principal requires assistance in making this determination, the Principal may contact the Deputy Superintendent, Leadership Support Services. Where it is determined that circumstances are incompatible with the participation of the volunteer in school activities, the volunteer shall not be allowed to volunteer. This determination by the Principal or by the Principal and the Deputy Superintendent, Leadership Support Services, is final. If circumstances are such that a material change occurs, the individual may be reconsidered for a volunteer activity at a later date.
 - 2.5 If in the course of volunteering with the school, a volunteer is charged with an offence under the Criminal Code of Canada, the volunteer must immediately notify the Principal of all criminal charges laid, excluding minor traffic offences unless the volunteer is engaged in activities involving the use of a motor vehicle. Such events may lead to a suspension of the volunteer's duties until such time as the matter is determined by the courts or otherwise settled.
 - 2.6 The Police Information Check process is complementary if the forms are processed through School Operations Services personnel.

3. Collection, Use and Disclosure of Volunteer Personal Information
 - 3.1 All Volunteer Registration forms shall be kept for two years from the date of completion.
 - 3.2 The volunteer register kept by the Principal shall be kept for two years from the date of completion.
 - 3.3 In the circumstance where an 'incident' occurs during a school activity and which involved, directly or indirectly, a volunteer, the Principal shall supply all relevant documentation to General Counsel for retention.
 - 3.4 All Police Information Checks and Intervention Record Checks required to be provided to the school shall be provided directly to the Principal in a sealed envelope by the prospective volunteer. Upon being provided to the Principal, the Principal shall ensure that the records are sent to the School Operations Services office where the records will be secured and available for review only by the Principal, Deputy Superintendent, School Operations Services personnel, General Counsel personnel or the Chief Superintendent.

4. Under no circumstances shall Police Information Checks or Intervention Record Checks be shared with individual school staff members. Where the Principal is responsible for making the determination of whether an individual shall assume volunteer duties, the Principal may discuss the potential role and responsibilities of the volunteer position, but shall not disclose any criminal or intervention record history of the individual whatsoever.

Adopted: January 4, 2010
Reviewed/Revised: June 28, 2013, June 30, 2017, February 5, 2021

Reference: Education Act, Sections 11, 33, 51, 52, 53, 54, 196, 197, 222, 256
Freedom of Information and Protection of Privacy Act