



GENERAL SCHOOL ADMINISTRATION

VOLUNTEERS 425

Rationale

Volunteers form an integral part of our school communities. They provide important services including, but not limited to, curricular and extra-curricular program support, governance, facility operations, supervision, fundraising, maintenance, and special events. Whenever volunteers work directly with students in an unsupervised capacity, policies and procedures must be in place to best facilitate the enhancement of the programs being provided and to ensure the safety and well-being of students.

Policy

The Board of Directors supports the use of volunteers in schools, in a manner that enhances and promotes the safety of students and the quality of student learning.

Procedure

In order that the safety of students is ensured and that the best interest of the school is served, procedures should be established for the recruiting, training and supervising of volunteers.

The Principal is responsible for overseeing the use of volunteers who work directly with students in an unsupervised capacity and must consider the following when developing local procedures for managing volunteers in the school:

Criminal Record Check

All volunteers who work directly with students in an unsupervised capacity should have a criminal record check. Some situations may arise whereby the supervisory role of a volunteer is limited and/or indirect and may not warrant a criminal record check. The principal will consider the need to request a criminal record check, interview prospective volunteers, and/or request additional information from the prospective volunteer based on:

- the nature of the activity
- the extent of supervision required by the prospective volunteer
- the knowledge, skills, abilities, and suitability of the prospective volunteer
- available references

Registration of Volunteers

Administrative personnel should be aware of volunteers serving in the school at all times. This may be accomplished through appropriate procedures of “sign-in” and/or “scheduling” of volunteers. A process should be in place that clearly identifies volunteers and visitors in the school.

Training

All volunteers should have a competency at the task for which they are asked to provide volunteer service. This competency may be achieved through an informal process of volunteer orientation and training or through a process of specific and formal



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training/certification. The level of training required will vary according to the task(s) for which volunteer service is provided.

Volunteer File

A volunteer file should be maintained at the school office and updated on a regular basis. The file should contain pertinent information such as:

- i. Criminal record check
- ii. Contact information
- iii. Information regarding relevant certification and training
- iv. Other relevant volunteer information (ie. medical information, driver's license, etc.)

Supervision

- i. The Principal and/or Education Committee will provide supervision guidelines.
- ii. Classroom volunteers will be under the supervision of the teacher.
- iii. Other volunteers will report to a designate of the Principal and /or Education Committee.
- iv. At times it will be both necessary and appropriate for volunteers to work in an unsupervised capacity with groups of students.
- v. Volunteers are to be discouraged from working in an unsupervised, or unmonitored, one-on-one capacity with students.

Reference: Youth Safe Outdoors -Supervision p.20 YouthSafe Outdoors- Use of Volunteers p.21 YouthSafe Outdoors-Selecting and Using Volunteers p.42 YouthSafe Outdoors- Volunteer Driver Authorization Application Forms-p.28 Cross-reference: Policy 409 - Field Trips	Approved: Board of Directors
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