

SCHOOL DISTRICT NO. 51 (BOUNDARY)

P O L I C Y

SECTION	TITLE	NO. 1280
GOVERNANCE/COMMUNICATIONS	<u>Volunteers/Visitors</u>	

DATE ADOPTED: January 12, 1999

DATE AMENDED: December 8, 2009

DATE REVIEWED: March 13, 2018

The Board recognizes that an organized program which permits parents and interested members of the community to offer volunteer support on behalf of school programs, can be of great benefit to the schools and their students.

The Board endorses the District's volunteer program subject to necessary administrative regulations, collective agreements and individual school requirements.

The Board also recognizes the need for the establishment of procedures that ensure the safety and confidentiality of students and staff.

R E G U L A T I O N S

A. Volunteers

1. For the purpose of this policy the term "volunteers" shall be persons who arrive at the school on a regularly scheduled, somewhat long-term basis, who may have some small role or responsibility in a school, classroom or during a school activity setting **and**
 - a) who may be alone or be in an unsupervised situation with students (1 on 1) **or**
 - b) who are not left alone in an unsupervised situation with students.
2. Any community and/or parent volunteer assisting in the school and/or working in a position of trust with students will undergo a criminal record search in keeping with District practices with its employees. See Policy 1290
3. Selection and recruitment of volunteers is done at the local school level. Interested individuals should contact the local school Principal or his/her designate.
4. The administration of the schools shall be responsible for maintaining a list of volunteers and for the monitoring those volunteers who qualify for Section 1, Subsection (a).

5. The volunteer's interests and abilities are considered when making assignments.
6. Volunteers who will be driving students will be required to complete and Drivers' Abstract, Volunteer Driver Application and Vehicle Checklist.
7. Volunteers as selected by this policy will be covered under the District's personal injury insurance plan. This does not include Work Safe BC coverage.
8. Volunteers must:
 - Adhere to the bylaws, policies and regulations of the Board
 - Speak and act with respect
 - Deal judiciously with students
 - Respect complete confidentiality with regard to any student matters that they come in contact with
 - Report all incidents of student or personal injury to staff
 - Maintain confidentiality with regard to personnel matter
9. Volunteers must complete a Volunteer Application Form and agree to comply with the Volunteer Code of Conduct and the Volunteer Confidentiality Agreement.
 - If an individual wishes to volunteer at more than one school, a separate application form must be submitted to each school. However, only one criminal record check is required, regardless of the number of schools at which an individual volunteers.
 - If the information provided on the volunteer application form changes, the volunteer must notify the school of the change.

B. Visitors

For the purpose of this policy "visitors" shall be:

- a) persons who arrive at the school generally unscheduled
- b) for temporary or short-term periods of time
- c) on a periodical basis
- d) have no responsibilities or authority in the school or at a school function
- e) are not left with students in an unsupervised situation

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VOLUNTEER APPLICATION FORM

SCHOOL NAME: _____ DATE: _____

VOLUNTEER INFORMATION

NAME: _____
Surname *Given names*

ADDRESS: _____
Street *City* *Postal Code*

TELEPHONE NUMBERS: _____
Home *Work*

EMERGENCY CONTACT: _____
Name *Phone*

MEDICAL NUMBER: _____

AREAS OF INTEREST: _____

TIME(S) AVAILABLE: _____

REFERENCES

1. _____
Name *Phone number* *Relationship*

2. _____
Name *Phone number* *Relationship*

CRIMINAL RECORD CHECK

- I am willing to submit to a criminal record check at no financial cost to myself.

SIGNATURE: _____ DATE: _____

APPROVAL: _____ DATE: _____
Signature of Administrator

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VOLUNTEER CODE OF CONDUCT

As a volunteer in School District No. 51, I understand that:

- I will be supervised by a school district employee and must follow that person's directions.
- I must adhere to the policies of the district and the rules of the school in which I am volunteering.
- I must treat staff, parents and students with politeness and respect.
- I must deal judiciously with students and defer to the teacher's authority in all matters relating to the classroom.
- If I am uncertain about my role or any other matter, I will seek advice from the teacher with whom I am working or the principal, as appropriate.

VOLUNTEER CONFIDENTIALITY AGREEMENT

Students, staff and others working in the school have a right to expect that information about them will be kept strictly confidential by volunteers.

Therefore:

- I will not communicate anything I learn about any student or anything that I observe in the course of my volunteering to anyone other than appropriate school district employees.
- I will not share information about students, even with others who may be genuinely interested in a student's welfare, such as social workers, recreational leaders, family, friends, physicians, etc. except when legally required to do so.
- I will keep anything I learn about school district employees or other volunteers strictly confidential.
- If I am asked for information concerning a student or staff members, I will refer the request to the teacher or principal, as appropriate.
- If I am in doubt about whether I may divulge information concerning a student or staff member, I will consult with the school principal before doing so.

DECLARATION

- I have read and agree to comply with the Volunteer Code of Conduct and the Volunteer Confidentiality Agreement (attached).

SIGNATURE: _____

DATE: _____