

## Administrative Procedure 495

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# VOLUNTEERS

### Background

Recognizing that partnerships are an important part of the educational process, the Division encourages the involvement of volunteers in its schools and related programs. The following procedures shall apply to the use of volunteers.

### Procedures

1. Principals are required to develop their own procedures outlining ways in which volunteers can become actively involved in the school.
2. Volunteers are to be approved by the Principal after consultation with the teaching staff.
3. Volunteers are to work under the direct supervision of a teacher or the Principal.
4. Volunteers are not to have access to confidential records or student progress reports.
5. Volunteers involved in any activity involving direct, unsupervised contact with students are required to submit an annual Criminal Records Check, including a Vulnerable Sector Check, acceptable to the Director or designate. This documentation is confidential and the information must be protected at all times. The Principal shall forward the documents in an envelope marked "confidential" to the Superintendent of Schools Services to be securely stored at the Prairie Valley School Division Office.
6. The use of volunteers must have a specified purpose. Volunteers normally perform one or both of the following roles:
  - 6.1 Resource Volunteers – persons who have a relevant area of expertise and/or experience and who are involved on a short-term basis to enhance the educational program. Their visits are planned, supervised and evaluated by a certificated teacher.
  - 6.2 Support Service Volunteers – persons who directly or indirectly assist teachers in achieving educational objectives by providing non-educational services: e.g. supervision of field trips, driving, coaching, chaperones, etc.
7. Volunteers are bound by the same behavioural expectations and code of confidentiality expected of all staff members of the Division. It is inappropriate to discuss students collectively or individually outside the school as a result of information gained as a volunteer.
8. Volunteers will be considered agents of the Board and under the Division insurance plan while engaged in their volunteer tasks.

9. In the event that a volunteer may be transporting students, it is the Principal's responsibility to ensure he or she has a valid driver's license and is advised of recommended insurance coverage.
10. Principals have the right to request volunteers to withdraw their services where it is deemed to be in the interests of the students or school to do so.

Reference: Sections 85, 87, 108, 109, 175, 231 Education Act  
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