

REGULATIONS

SUBJECT: Use of Volunteers

Definitions

A “parent/guardian volunteer” in a school is a parent or guardian who currently has a child enrolled in and attending that school.

A “community volunteer” is a member of the community who does not have a child enrolled in the school and who agrees to undertake, without pay, a designated task that supports a classroom, school or Board-sponsored activity.

When not specifically stated, the word “volunteer” refers to both parent/guardian and community volunteers. Co-op students are not defined as volunteers.

“Management of volunteers” includes procedures for ongoing screening, orienting/training,

Responsibility

1. The school board and principal share the responsibility for volunteers.

Assignment and General Role of Volunteers

2. The use of parent/guardian and/or community volunteers is encouraged but remains optional.
3. Within a school, volunteers are assigned at the discretion of the school principal and in accordance with the restrictions and requirements outlined in this and other Board policies and procedures.
4. Volunteers must treat as confidential all personal information which they may acquire in the course of their involvement in the school.
5. All provisions of board policies and procedures and of negotiated collective agreements supersede any statements regarding the use of volunteers unless specifically noted herein.
6. Volunteers serving in any capacity are to be assigned appropriately in order to augment and supplement staff supervising school activities or programs.

Use of Volunteers

Regulation No. R-PR-219-08

7. Volunteers enhance and support student and school activities at the request of and under the supervision of Board staff, and the principal in particular.
8. Volunteers do not assign disciplinary consequences.
9. Volunteers will not have any responsibility for the diagnosis of learning strengths or difficulties, the assignment of learning experiences, or the evaluation of pupil progress.

Supervision of Students in Physical Education/Sports Activities

10. Volunteer coaches may, at the discretion of the principal and with a regular staff member acting as liaison, participate in co-curricular physical education activities.
11. Teams may be coached by volunteers without teacher supervision with the approval of the principal of the school.
12. Community volunteers will be subject to the high-risk screening process.
13. All non-employee volunteer coaches must be qualified as a coach for the sport in question and be present at practice and game. Parents must be informed if the coach is a non-employee volunteer.
14. When an overnight trip occurs at least one adult supervisor, either a coach or an approved volunteer, must be the same sex as the athletes.

Liability

15. In any school-sponsored activity that is undertaken by a volunteer, the Board's liability insurance regarding negligence will apply.
16. The principal must make the volunteers aware that the Board's insurance does not include a loss-of-income provision should the volunteer sustain an injury that prevents him/her from resuming his/her normal employment.

Screening and Risk Management

17. Recognizing that the welfare of students is at all times of paramount importance, all board employees are required to exercise their full responsibility for the care, welfare and supervision of pupils. In this regard, all volunteers must be assessed as to their suitability for placement within a school or program setting.
18. The process of screening for volunteers begins from the very moment a person applies or is recruited to the time he/she terminates this commitment. The degree of screening is dependent upon the volunteer activity; the extent of interaction with, and responsibility for students and the degree of direct supervision of the volunteer. Levels of risk are outlined below:

Level of Risk

Low Risk ↓ Medium Risk ↓ High Risk ↓	in classroom under direct supervision of staff in open, common area (e.g. hallways, library, gym) with intermittent observation in isolated area working with a group of students, (e.g. band) in isolated area working with one or two students (e.g. tutoring) Coaching or other group or individual activity off-site
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Initial screening tools include but are not limited to:

- a) Volunteer intake interview
- b) Reference checks
- c) Police/criminal record checks

19. Most volunteer activities in the school are considered low risk; for example, if the parent/guardian volunteer is working in the classroom or an open, common area with a group of students under direct supervision or intermittent observation by staff. Where the principal deems the volunteer activity to be of low risk, the principal or designate may allow a parent of a child in the school to volunteer without screening provided the principal or designate has verified that the parent/guardian volunteer has the necessary skills and/or experience.

20. Where the principal deems the volunteer activity to be of medium to high risk and for all community volunteers, the principal or designate will complete the screening process as outlined in the Board’s Administrative Procedures.

Implementation Date: May 22, 2001
 Revised: May 13, 2008

Reference: Policy