

# REGULATIONS

**SUBJECT: 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.

An employee volunteer is an employee of the LKDSB.

When not specifically stated, the word “volunteer” refers to both parent/guardian and community volunteers. LKDSB Co-op students, Student Teachers and Co-op students from other institutions are not defined as volunteers at the site of their placement.

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

## Responsibility

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

## Assignment and General Role of Volunteers

2. The involvement of parent/guardian, community volunteers and employee 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.

## Volunteers

Regulation No. R-PR-219-16

6. Volunteers serving in any capacity are to be assigned appropriately in order to augment and supplement staff supervising school activities or programs.
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.
10. The following volunteers require a Vulnerable Sector Criminal Background Check (C.B.C.) every five years and must undergo the formal screening process, at their own expense, and provide an annual Offence:
  - a) Parent/guardians and community volunteers who assist in the school on a daily or weekly basis
  - b) elementary parents/guardians and community volunteers on overnight excursions of any kind
  - c) Parent/guardians and community volunteers accompanying secondary students on overnight excursions with exceptions only to be approved by the principal.
  - d) non-parent, non-guardian volunteers not known to the school community
  - e) all volunteer drivers of all students
  - f) others, as deemed necessary by the principal.

A copy of the document must be given to the principal

11. Community Volunteers may, at the discretion of the principal and with a regular staff member acting as liaison, participate in co-curricular physical education activities. These Community Volunteers will be required to obtain Vulnerable Sector Criminal Background Checks every five years at their own expense and must complete the Annual Offence Declaration. A copy of the document must be given to the principal.
12. Teams in secondary schools may only be coached by non-employee volunteers without teacher supervision with the approval of the principal of the school. These volunteer coaches will be required to obtain Vulnerable Sector Criminal Background Checks every five years at their own expense and must complete the Annual Offence Declaration. A copy of the document must be given to the principal.
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. All community volunteers will be subject to the screening process and be required to obtain a Vulnerable Sector Criminal Background Check every five years, at their own expense and must complete the Annual Offence Declaration. A copy of the document must be given to the principal.

## **Volunteers**

Regulation No. R-PR-219-16

15. 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

16. In any school-sponsored activity that is undertaken by a volunteer, the Board's liability insurance regarding negligence will apply.

17. 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

18. 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 by principal as to their suitability for placement within a school or program setting.

19. The screening process will be conducted by the principal in accordance with the Board's Administrative Procedures Volunteers, A-PR-219.

Initial screening tools include but are not limited to:

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

Implementation Date: May 22, 2001  
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Reviewed: November 12, 2013  
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Reference: LKDSB Policy and Administrative Procedures