



## School District No. 27 (Cariboo-Chilcotin)

### VOLUNTEERS IN SCHOOLS

**Policy No. 1240**

Effective: October 2017

Initial Adoption: January 1998

#### **Preamble**

The Board of Education believes that the education of children is an activity which should be jointly shared between employees of the Board, parents, and community members. The involvement of parents and community volunteers in district schools has the potential to provide considerable benefit to students.

#### **Policy**

**The Board supports and encourages the use of volunteers in schools but will not use volunteers in order to reduce staffing. Use of volunteers in schools will be subject to the Regulations accompanying this Policy and the collective agreements with employees.**

#### **Regulations**

1. Selection and Supervision
  - a. For purposes of this policy, volunteers are defined to be those persons who volunteer their services in a school or in a situation where they come into contact with students.
  - b. The principal, in consultation with the teacher, must be satisfied that the volunteer is of a satisfactory character to work with children. "Working with children", means, as per the *Criminal Records Review Act*, working with children directly or having or potentially having unsupervised access to children during the course of an education program, or while providing services as a volunteer.

If it is deemed that a volunteer is "working with children" a criminal record check will be required.

In other situations, if deemed appropriate, a reference check and/or criminal records search may be required by the principal.

- c. All volunteers in schools must be authorized by the principal, in consultation with the employees with whom the volunteers will be working, paying particular attention to the nature of the activities which shall be performed (i.e. coaching), the qualifications of volunteers, and the age and number of children with whom the volunteers will interact.
- d. The principal is responsible for ensuring that volunteers are supervised appropriately.

- e. Parents will be informed by the principal if their child is working regularly with a volunteer either individually or as part of a group.
  - f. Each school must maintain a sign-in book for volunteers which will be kept as a permanent record at the school.
  - g. Each volunteer in a school must wear a District badge clearly identifying the person as a volunteer.
2. Confidentiality and Conduct of Volunteers
- a. School records and data are confidential and access to this information shall be restricted to authorized employees of the School District. Volunteers shall not be permitted access to confidential information.
  - b. It is expected that volunteers will respect the need for confidentiality and not discuss students or staff outside the school.
  - c. It is expected that volunteers will behave toward students and staff in accordance with the principles contained in the school's Code of Conduct.
3. Information for Volunteers
- Prior to volunteering, volunteers will be made aware of:
- a. this Policy,
  - b. the District's Mission, Vision and Values,
  - c. the school's Code of Conduct, and
  - d. the school's Building Resilient Learners School Plan.