



SCHOOL DISTRICT #49 (CENTRAL COAST)

Administrative Procedures Manual

Administrative Procedure: G-3 Volunteers

Date: December 11th, 2002 Updated: November 30, 2018

The active involvement of parents and appropriate use of volunteers as helpers has the potential to provide considerable benefit to the intellectual and social development of students. In addition, the participation of volunteers increases communication and positive relationships between the school, parents and the community.

Involvement of volunteers is encouraged in activities for which the volunteer is qualified, and that benefit the school.

While encouraging the community context of schooling, the Board expects its schools to be safe, secure environments for students. Therefore, the use of volunteers must be supported by appropriate safeguards respecting the selection and use of volunteers. The school board, through its employees, must maintain control of school programs and school-sponsored activities.

A volunteer may provide services at or for a school, provided it does not result in the displacement of an employee.

Objectives of volunteer programs:

- To support parental involvement as volunteers at or for schools while protecting against the displacement of staff as a result of the use of volunteer service.
- To complement the skills and expertise of professional staff so as to enrich learning experiences for students.
- To enhance the contact time between staff and students.
- To strengthen lines of communication between the school and the home/community and encourage the community's support of its public schools.
- To ensure volunteers are used productively and not in a way that deb-acts from the working and learning environment.
- To enable the school to enrich its extracurricular activities offered to students.

General

- A volunteer is a parent or other person, who has made a commitment that has been accepted by a school to assist the school by handling a number of tasks, at or for the school, without expectation of compensation.
- These procedures do not apply to students and to school staff members who volunteer.

The role of volunteers and relationships with school staff

- Volunteers must not be used to provide services that would result in the displacement of an employee (SA s. 26.1(1), 85(4))
- Volunteers should function as complementary extensions of the staff responsible for the teaching-learning situation; they should not undertake tasks that require their making programmatic or educational decisions.
- Volunteers must not be assigned tasks that would violate the privacy of students or their families, and shall not be provided access to student records, except that contact information may be provided where required, e.g. for callback programs.

Staff responsibilities for volunteers and volunteer programs

- Recruitment, selection, assignment and training of volunteers is done at the local school level. Interested individuals should contact the local school principal or designate. Districtwide procedures and forms shall be used.
- The principal or principal's designate shall be responsible for:
- Defining tasks assigned to volunteers in general terms, in consultation with the supervising staff member
- Screening and selection of volunteers and specific assignments
- Orientation and training of volunteers
- Decisions regarding the continuation or discontinuation of a volunteer's services or a volunteer-based program
- Overall supervision of volunteers and arranging for specific supervision of volunteers
- Discussing with all staff, volunteers and the school's parent advisory council, the procedures regarding volunteers in the schools and these regulations, as required.
- The principal may delegate different functions to different people in respect of different programs and volunteers.
- Activities within a classroom shall be coordinated with and be under the direction of the classroom teacher. Activities outside a classroom shall be coordinated with and be under the direction of the supervising staff member. The supervising staff member (teacher or other) shall determine the specific tasks assigned to a volunteer.
- The principal is to advise the superintendent or designate of any new initiatives that are to be heavily dependent on volunteer support. The superintendent or designate will undertake appropriate communication with unions representing employees.

Screening, Selection and Assignments

- Volunteers are to be selected on the basis of an ability to deal with students, skill in performing needed services, previous related experiences, interest in the work and personal character. It must be recognized that some applicants will not be suitable for volunteer work in a school setting.
- The Principal or designate should review the information in light of the School Volunteers Screening Checklist and consider the need for reference checks and/or the need to interview the potential volunteer; giving consideration to the nature of the volunteer activity, the extent of supervision by teaching staff and knowledge of the potential volunteer.
- When a volunteer will not be under direct supervision of a teacher or administrative officer and will have regular and ongoing involvement with students, a criminal record check, interview and reference checks must be carried out. The school district will pay the costs of a criminal records check required.
- If, following a criminal record check as conducted by the Criminal Records Review Program of the Ministry of Public Safety and Solicitor General, it is the Deputy Registrar's determination that an individual presents a risk of physical or sexual abuse to children, the individual will be prohibited from participating as a school volunteer.
- Should information from a law enforcement agency indicate a criminal offence or pending charge, the principal is authorized to notify the Superintendent who shall determine if the offence or offences are such to prohibit participation as a school volunteer.

The purpose of an interview is to:

- understand the person's character, motivation and interests;
- identify the person's talent, skills, and certifications relevant to the proposed activities;
- assess their suitability to work with students;
- consider their potential contributions to the school; decide whether to accept or reject the offer of service; and specify an appropriate placement of accepted volunteers.

All information obtained through the application forms and interview is to be treated as confidential and only disclosed as necessary to staff with whom the volunteer works. Criminal record information is only disclosed as necessary for making a decision on the suitability of the applicant.

A volunteer's services may be terminated in the discretion of the principal.

Orientation

- An orientation program for volunteers should be conducted by the principal or designate when needed. The orientation process should include:
- a general orientation to the school

- processes of signing in by volunteers
- staff responsibilities with respect to volunteers
- review of school confidentiality protocol
- confidentiality requirements for volunteers:
- no access to student records;
- must maintain confidentiality and follow school protocol regarding volunteer related concerns;
- direct all questions and concerns through district procedures;
- must keep all information received and observations made within the confines of the school
- emergency procedures, including emergency evacuation
- school code of conduct and relevant district policies including anti-discrimination and harassment policies
- overview of the special programs and/or services at the school
- review of applicable collective agreement provisions
- accident procedures, including reporting of incidents
- school calendar

Where a volunteer works directly with a student who has a medical condition that could foreseeably result in a medical emergency (e.g. anaphylactic shock) to which the volunteer may have to respond, the volunteer shall be provided with appropriate information with the consent of the student's parent, or the student if of sufficient age and capacity. If there is no consent, the volunteer should not work with the student if not knowing about the medical condition could compromise the student's safety.

Where a volunteer works directly with a student whose behaviour under certain conditions could constitute a safety risk to the volunteer, the volunteer shall be provided with appropriate information with the consent of the student or student's parents. If such consent is not obtained, the assignment shall be adjusted so that there is no foreseeable safety risk to the volunteer.

Supervision and Monitoring

Volunteers are visitors and must report to the office on arrival at the school unless other arrangements have been made or approved by the principal. Schools will maintain a list of volunteers and a log book to record date, name and activity engaged in by a volunteer.

Notification of parents

- Principals or supervising staff members are encouraged to inform parents when their child is working on a regular basis on an individual or group basis with a volunteer.

Conduct of volunteers

Volunteers are required to:

- meet all of the criteria of conduct and deportment required of School District staff including the district harassment and non-discrimination policies
- not be under the influence of or in possession of illicit drugs or alcohol while students are under their care, while on school property, at school sponsored functions, on extra-curricular trips or at any activities involving students
- maintain confidentiality and keep all information received and observations made about students, families, and staff, within the confines of the school
- direct all questions and concerns through district protocols
- comply with all relevant and applicable legislation including the Human Rights Code.

Concerns and complaints about volunteers shall be addressed as noted in policy 230 or with the school principal.

Special provisions governing community coaches

- A community coach is a coach of a school team who is not a teacher in the school district.
- Community coaches, their staff sponsors must comply with B.C. School Sports Association guidelines and policies. B.C. School Sports Association policies respecting community coaches must be complied with.
- Community coaches must be determined by the administration (in collaboration with the Secondary Athletic Coordinators) to have the necessary ability to work with young people and the appropriate level of training required for the sport and age level in question, especially in high risk sports such as Gymnastics, Rugby and Wrestling. If schools are unsure of these training criteria, they should contact the PE teacher. Community coaches must also undergo a criminal record check. The qualifications of the community coach and other pertinent data should be recorded on the district's Community Coach Information form.
- Student coaches and coaches under nineteen years of age must be under the direct supervision of a teacher sponsor at all times.
- Student teachers operate, as in all other aspects of their placement, under the supervision of their sponsor teacher.
- The principal may waive the requirement for a staff sponsor on a temporary basis where satisfied that student safety will not be prejudiced.

Liability, Insurance and Expenses

- Claims (other than for libel or slander) against volunteers for damages for acts or omissions in providing volunteer services for the board are barred by section 94(1.1) of the School Act, except where the volunteer has been guilty

of dishonesty, gross negligence, malicious or willful misconduct. The board's liability insurance coverage applies to volunteers in the same way as it does to employees.

- Where any incident or accident occurs that may conceivably give rise to a claim against a volunteer or the school board, the volunteer must promptly provide all information to the school to enable the school to inform its insurers. Failure to do so may prejudice coverage.
- Volunteers are responsible for their own injury coverage.
- No honorarium or fee for services may be paid to volunteers.
- Volunteers may be reimbursed for reasonable out-of-pocket expenses if approved in advance by the supervising staff member.