

The Board believes that appropriate deployment of volunteers and enhance the operation of a school. The Board is responsible for the well-being of students and staff and requires that all volunteers be registered at the school(s) in which they volunteer.

Definition

A volunteer is someone who assists school staff and/or students in curricular or extra-curricular activities and includes volunteer drivers. It does not include guest speakers, presenters, or visitors.

Procedures

1. Volunteers will act in accordance with Division and School policy and procedures.
2. The principal shall be advised of and approve all volunteer positions in the school.
3. All volunteers are subject to the direction of the principal at all times.
4. A pre-service orientation will be provided by the Principal or designate. This session will include the school athletic philosophy, guidelines will be established and procedures clarified, emphasizing the importance of confidentiality.

If the volunteer is acting in the capacity of a coach the supervising teacher has the final authority in all matters relating to the team. The Principal, will discuss the following with the volunteer:

- 4.1 Playing time (if a team)
 - 4.2 Supervision Expectations
 - 4.3 Discipline Procedure and referral;
 - 4.4 Communication with the home;
 - 4.5 Finances/Fund raising;
 - 4.6 Transportation procedures;
 - 4.7 Use of school facilities and equipment
5. The principal is responsible for ensuring that the volunteer coach/supervisor is suitably qualified and capable of providing the required service.
6. All volunteer coaches/supervisors must be under the direction of an employee of the Division, preferably a teacher. The employee must be in the location of the activity at all times including attending away games and tournaments, except where an activity or association guideline supersedes i.e. ASAA provincial competition protocols require teachers as supervisors.
7. A volunteer may not be assigned to a teacher without the teacher's consent.
8. All volunteers shall:
 - 8.1 Complete a Volunteer Registration Form; (Form 433-1)
 - 8.2 Provide a Criminal Records Check (CRC) with Vulnerable Sector Check dated within the past 6 months.
 - 8.3 Provide a Child Welfare Check
 - 8.4 Sign a Confidentiality Agreement (Form 433-2)

- 8.5 Complete a Volunteer Driver Form – if they are volunteering to drive. (Form 433-3)
 - 8.6 Complete Student Excursion Form – if assisting with a field trip (Form 433-4)
9. Volunteers shall complete all required form(s) every three (3) years. All documents pertaining to the application of a volunteer shall remain in the school for the balance of the school year.
10. The Division will require volunteers to complete the Declaration of Status (Form 433-5) on an annual basis.
11. Volunteers will be provided with the form to Request Waive Fees for Criminal Record/Intervention Record Check. (Form 433-6).
12. The Principal, under consultation with the Superintendent, may approve a parent supervisor who has a criminal record. If an applicant has a criminal record, the Principal will review the applicant's suitability and consult with the Superintendent (or designate) for the volunteer position based upon the following factors:
 - 10.1 The type of charge or offence;
 - 10.2 The age of the charge or offence;
 - 10.3 The type of volunteer work the applicant is being considered for;
 - 10.4 Whether the criminal record impacts on the applicant's ability to perform the volunteer duties;
 - 10.5 Whether the behavior associated with the offence(s) if repeated, will pose a threat of physical or sexual abuse to children or others; and
 - 10.6 Any other factor(s) which the Principal deems to be relevant.
13. If a person wishes to volunteer in more than one school during the same school year, the Principal of the first school may forward the documents to the other school(s).
14. Volunteers are considered named insureds while they are acting on behalf of and under the direction of the school board so coverage is extended to them as it would be for an employee.
15. Under no circumstances shall the information contained in a volunteer's Criminal Record Check or Child Welfare Intervention Check be shared with individual staff members.
16. The Principal may deny or revoke permission for a volunteer to work in schools if the volunteer is in breach of Board Policies or Administrative Procedures or if the Principal considers it advisable.
17. Whenever possible, volunteers should be supervised by a staff member identified by the Principal or designate.
18. The school shall establish an appropriate tracking system to verify the identification of volunteers and determine the number who are at school at any one time.

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Reference: Section 197, 256, 10, 53, 52, 222 Education Act
Freedom of Information and Protection of Privacy Act
Supervision of Athletes and Teams (AB School Athletic Association Handbook)

Cross Reference: Procedure 411 – Criminal Record Check and Child Welfare Check

VOLUNTEER GUIDELINES

We have developed the Volunteer Guidelines to provide direction for both staff and volunteers. The Guidelines should be given to all volunteers during the orientation program established by the principal.

Volunteer Characteristics

- Honest in approach and attitude;
- Patient when working with students;
- Flexible in responding to the needs of students;
- Prompt, dependable;
- Friendly;
- Supportive of administration and teaching staff;
- Willing to discover interests and strengths of each child and is able to generate enthusiasm about each child;
- Willing to be discreet, sincere, dedicated;
- Able to recognize the child's need to improve self-image and independent learning habits; and
- Willing to communicate regularly with the staff, expressing concerns and questions with teacher or supervisor.

Volunteer Responsibilities

- Volunteers will telephone the school if unable to attend at the scheduled time.
- Volunteers will sign in and out in the school office while visiting the school building.
- Volunteers will keep information about students and teachers confidential unless disclosure to proper authorities is required by law. Any information that indicates a student may harm her/himself or another person must be reported to the teacher or school counselor. If the student reports that he/she has been abused, that information must be reported to the proper authorities, the teacher or the school counselor. This information must not be repeated to friends, relatives, co-workers, or other acquaintances.
- Volunteers will refrain from using or possessing or being under the influence of alcohol or illegal drugs.
- Volunteers will refrain from smoking while volunteering.
- Volunteers will refer all potential disciplinary problems to the classroom teacher or appropriate staff member.
- Volunteers will obey all laws and regulations, including traffic laws.
- Volunteers will obey all school policies and regulations.

Volunteer Guidelines

- Volunteers are dependable and punctual.
- Volunteer work under the direction and supervision of a member of the school staff; the relationship is to be one of mutual respect and confidence.

- Volunteers will support teachers. Teachers are responsible for content and instruction in the classroom.
- Volunteers will work within the rules of the school, as set out by the principal.
- The volunteer will maintain appropriate adult behavior at all times and will expect age-appropriate behavior from the child.
- The volunteer will always treat the teacher, child, child's parent(s), guardian(s) with respect and will not criticize nor make negative comments.
- The volunteer will exhibit behavior that is respectful and assumes equality towards members of the same and opposite sex, all ethnic/racial and religious groups and will not make any comments that can be construed as racist, sexist, or bigoted. Volunteers will respect cultural differences and broaden their knowledge and understanding of human relations.
- Volunteers will be generous with praise and courteous with criticism.
- Volunteers will be willing to discover interests and strengths of each student and will be able to generate enthusiasm about each student.
- Volunteers will recognize the student's need to improve self-image and independent working habits.
- Volunteers will be willing to communicate regularly with the staff, discussing concerns with the teacher or supervisor.
- **Volunteers will not:**
 - ✓ Promote any commercial products;
 - ✓ Promote any political candidates or parties;
 - ✓ Lend money to students nor indulge students with gifts, money or food.
 - ✓ Touch a student, staff or other volunteer in a sexual or other inappropriate manner.
 - ✓ Use profanity in the presence of a student, staff or other volunteer.
 - ✓ Drive any student without prior approval by the school board in accordance with their school transportation policy.