



ADMINISTRATIVE PROCEDURE 499

VOLUNTEERS

Background

Volunteers provide a valuable service to the students. Through volunteerism, greater opportunities for students are provided thereby increasing the opportunities for students to meet the standards of education. The Division therefore supports the use of volunteers to assist in creating safe and caring learning environments.

Procedures

1. The Principal in consultation with the staff and School Council will determine the benefits and purposes of having volunteers in the school.
 - 1.1 The Principal in consultation with the staff and the School Council shall develop a plan for the utilization of volunteers in the school. Such a plan shall identify:
 - 1.1.1 Recruitment procedures;
 - 1.1.2 Screening procedures;
 - 1.1.3 Registration procedures;
 - 1.1.4 Orientation procedures;
 - 1.1.5 The limits to the assignable tasks;
 - 1.1.6 Job assignment;
 - 1.1.7 Training procedures;
 - 1.1.8 Communication procedures;
 - 1.1.9 Confidentiality procedures;
 - 1.1.10 Evaluation and Feedback procedures; and
 - 1.1.11 Volunteer Recognition and Appreciation.
 - 1.2 The Principal may delegate the coordination of the volunteer program to an administrative team member.

- 1.3 The Principal is responsible for compliance with this administrative procedure and any related Board policies.
2. Recruitment and screening processes will be developed to secure volunteers and to protect the safety and interests of the students, the school and the Division.
 - 2.1 All prospective school volunteers shall complete the volunteer registration form (Form 499-01) or the school volunteer registration form.
 - 2.2 School volunteers shall, prior to being allowed to act as a school volunteer, read and sign the School Information Confidentiality Form (Form 499-02).
 - 2.3 All prospective volunteer drivers shall complete the Driver Information Form (Form 552-01) and the Driver's Abstract Release Form (Form 552-02).
 - 2.4 The Principal shall require a volunteer to submit a Criminal Records Certificate from the RCMP and a Child Welfare Check from Alberta Social Services only where the volunteer is given an assignment that involves working with students for an extended period of time or where volunteers are involved in overnight field trips, or when the volunteer may be unsupervised with students. The definition of the term "extended period of time" and "unsupervised" shall be determined by the Principal.
 - 2.5 There shall be no Alberta Education Funds used for the purpose of compensating volunteers for the cost of either the Criminal Records Certificate or the Child Welfare Check.
 - 2.6 If a volunteer who has been required to provide a Criminal Records Check Certificate from the RCMP and a Child Welfare Check from Alberta Social Services is found to have an entry on either document, the Principal in consultation with the Deputy Superintendent, shall determine the applicant's suitability to be a volunteer in the school. A record shall be kept of the consultation between the Principal and the Deputy Superintendent – Leadership Services and Human Resources, any decisions made at that meeting, and any reasons or supporting information for those decisions.
 - 2.7 Any information about a school volunteer gained through Forms 490-01 and 490-02, a security clearance or through any other means, shall be kept in strict confidence, used only for the purpose for which the information was provided and disclosed only in accordance with this administrative procedure and the Freedom of Information and Protection of Privacy Act.
 - 2.8 A volunteer shall not be assigned to assist a teacher or be placed in a classroom without the consent of the teacher.
3. The duties assigned to volunteers will be limited to those areas that are generally accepted to be appropriate for volunteer involvement and that are consistent with the professional ethics of the teaching profession.

- 3.1 Volunteers are responsible to the Principal and to the assigned classroom teacher(s) for all actions relating to students and the school. The role of the volunteer is to supplement and support the teaching staff. Volunteers shall not:
 - 3.1.1 Diagnose the learning needs of students;
 - 3.1.2 Prescribe educational programs for students;
 - 3.1.3 Implement educational programs;
 - 3.1.4 Evaluate the results of the educational process;
 - 3.1.5 Discipline students;
 - 3.1.6 Counsel students;
 - 3.1.7 Have access to Student Records files or to a Student's I.E.P.;
 - 3.1.8 Discuss student progress with a parent.
 - 3.2 The teacher and the Principal are professionally responsible to ensure that the standard of care provided by a volunteer is equivalent to the standard of care provided by the professional staff. In the event that this standard of care is not provided the teacher or the Principal shall take any necessary action required to correct the situation.
 - 3.3 When a volunteer is involved in an activity that takes place off the school grounds the teacher-leader and the Principal are professionally responsible to ensure that the provisions of Administrative Procedure 360 – Field Trips and where applicable Administrative Procedure 552 – Transportation of Students in Private Vehicles are implemented. A volunteer may only conduct an activity that takes place off the school grounds under the direction of a teacher. Volunteers must always work under the direct supervision of a teacher.
 - 3.4 Volunteers, while they are engaged in assigned tasks in the school, are considered agents of the Board and therefore subject to all Board policies, administrative procedures and school policies.
4. The confidentiality of information about students, staff, families and the school will be protected.
 - 4.1 Volunteers shall maintain strict confidentiality in all school matters concerning students and staff. The disclosure of information gained, while acting as a volunteer in the school, about a student or a staff member except through appropriate channels is prohibited. Information about a student shall be disclosed only to the child's teacher or to the Principal. Information about a staff member shall be disclosed only to the Principal.
 - 4.2 Volunteers who, during the course of their duties as a volunteer, gain information that leads them to believe that a child is in need of protective services shall comply with the requirements of the Child Welfare Act and Administrative

Procedure 325 – Child Neglect and Abuse. The volunteer shall report the situation to the Principal and a child welfare worker employed by Alberta Social Services.

5. Processes of orientation and training must be part of an effective volunteer program in the school.
 - 5.1 All school volunteers shall participate in an individual or group orientation program developed by the school. A school volunteer orientation program shall include at least the following:
 - 5.1.1 Familiarizing volunteers with Division policy, procedures and school rules;
 - 5.1.2 Acquainting the volunteers with the geography of the school;
 - 5.1.3 Introducing the volunteers to the staff;
 - 5.1.4 Confidentiality requirements;
 - 5.1.5 Introduction to the class or to the work area and tasks;
 - 5.1.6 Expectations regarding attendance and notification of absence
 - 5.2 A school volunteer handbook shall be developed by the school to provide volunteers with a ready reference to essential information.
 - 5.3 The Principal may arrange for the on-going training of school volunteers. The training shall provide the volunteer with the necessary skills to operate any school equipment they may be asked to use. The training may also be designed to help the volunteers increase their skills in their assigned program tasks.
6. All school volunteers must report to the school office and wear a GYPSD Volunteer Name Tag when volunteering at the school.

Reference: Section 20, 27, 60, 61, 113 School Act
Child Welfare Act
Freedom of Information and Protection of Privacy Act

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