



## AP A6 Volunteers in Schools

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Legislative References: *School Act*, Section 7.1

Policy Reference: 2.60 Volunteers

Collective Agreement References: None

Date: June 3, 2024

The District acknowledges that volunteers provide a valuable contribution of their time, energy, and talents that not only supports the successful operation of a school, but also enriches the school experience for students and staff. The District will endeavor to promote school environments that welcomes volunteers, provides them with meaningful work and shows appreciation for their efforts.

The District expects its schools to be safe, secure and caring environments for students. While encouraging volunteer involvement in schools, appropriate safeguards respecting the selection, role and supervision of volunteers must support the use of volunteers.

The District, through its employees, maintain controls of school programs and school-sponsored activities. All school volunteer programs are established and overseen by the school Principal, in consultation with staff, and all school The Principal shall, at their discretion, determine whether an individual can volunteer or continue to volunteer in a school.

### 1. Volunteers shall be selected on the basis of

- 1.1. school need;
- 1.2. an ability to deal effectively with students and work cooperatively with staff;
- 1.3. diligence and skill in performing needed services, including the handling of money;
- 1.4. personal character;
- 1.5. willingness of the individual to participate in a screening process, as determined by the Principal or designated staff member;
- 1.6. the District's desire to involve a wide representation of the community, and to reflect its diversity.



**2. The Principal or designated staff member will:**

- 2.1. orient volunteers to the school, its programs, and relevant and applicable District and school policies and procedures;
- 2.2. ensure an approved vulnerable sector criminal record check has been completed and is current (to be renewed every 5 years);
- 2.3. ensure the volunteer has signed the "Volunteer Code of Conduct" to be kept on file at the school (appended to this Administrative Practice);
- 2.4. ensure volunteer drivers meet District requirements as per Administrative Practice AP A8 Volunteer Drivers;
- 2.5. provide any necessary direction or specific instruction related to the volunteer's assignment, with particular attention to school-level procedures related to student safety, risk management and emergency procedures; and
- 2.6. provide formative feedback.

**3. Staff members sponsoring volunteers will:**

- 3.1. ensure that the Principal is notified of the services of school volunteers and that all pertinent information is provided to the Principal by the staff sponsor;
- 3.2. provide any necessary direction or specific instruction related to the volunteer's assignment, with particular attention to classroom-level procedures related to student safety, risk management, and emergency procedures;
- 3.3. ensure an appropriate level of supervision of the volunteer in all the circumstances;
- 3.4. inform parents if their child is working exclusively with a volunteer on a regular basis; and
- 3.5. not assign volunteers to tasks that would compromise student and/or family confidentiality.



4. School volunteers will:
  - 4.1. maintain confidentiality of students and of school matters;
  - 4.2. comply with all applicable school and District policies and practices;
  - 4.3. accept and respect the exercise of professional judgment, supervision and decision making by staff members and school administrators;
  - 4.4. agree and adhere to the volunteer code of conduct (appended to this Administrative Practice);
  - 4.5. abide by the school code of conduct; and
  - 4.6. not receive a stipend or fee for the services provided.
5. Individual volunteers operate under the authority of the Principal and sponsoring staff member, in ways that support and enhance delivery of programs to students.
6. All information collected in any screening process should be documented and treated as confidential, with the exception of information necessarily disclosed in the process of determining applicant suitability.
7. A vulnerable sector criminal record check is required for all volunteers including when a volunteer will not be under the direct supervision of a teacher or administrator or will have regular and ongoing involvement with students or finances. Vulnerable criminal record checks for volunteers must be completed not less than every five years and may be requested annually. The Criminal Record Check will be provided to the Principal of the school in which the individual volunteers, or completed online (Administrative Practice AP A7 Volunteer Criminal Record Checks).
8. Volunteers shall not replace or displace paid employees, in whole or in part.



## Volunteer Code of Conduct

Volunteers play an integral role in school and district operations. In a position of trust, volunteers are expected to follow School District policies and practices.

All individuals who wish to volunteer in School District 64 schools or programs must sign and adhere to the code of conduct below.

As a volunteer I will:

- take direction, if provided, from staff as to my duties and responsibilities
- always respect the school code of conduct
- maintain confidentiality of all matters while volunteering
- protect the privacy of all individuals, including audio and visual materials
- not disclose, use, or disseminate student's personal information
- share with the Principal/Vice-Principal any concerns that I may have related to student welfare and/or safety
- not exchange telephone numbers, home addresses, e-mail addresses or any other of my personal information with students for any purpose without permission from the principal
- not contact students and families outside of my volunteer duties without permission from the principal

Name: \_\_\_\_\_  
*(please print)*

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

This signed code of conduct will be kept on record at the school.