

School District #62 (Sooke)

VOLUNTEERS IN SCHOOLS	No.: D-111
	Effective: Jan. 24/12 Revised: Feb. 25/13; Jan. 28/14; Jan. 27/15; Mar. 9/21; Dec. 7/21 Reviewed: Mar. 2/21; Mar. 9/21; Dec. 7/21

ADMINISTRATIVE REGULATIONS

Definition

- A volunteer is a parent or other person who has made an accepted commitment to assist the school without expectation of compensation. This policy does not apply to students and to school staff who volunteer.

The Role of Volunteers

- Volunteers should function in a supportive role which is compatible with the philosophy of the school and should not undertake tasks that require making programmatic or educational decisions.
- Volunteers must not be used to provide services that would result in the displacement of any employee.

Screening and Selection

- Volunteers are selected on the basis of an ability to work with students, skill in performing needed services, previous related experience, interest in the work, and personal character.
- Volunteers are encouraged from within the community at large, and efforts should be made to involve a wide representation of the community.
- The principal or designate must ensure that the screening of potential volunteers depending on the nature of the activity and the extent of supervision undertaken by the potential volunteer, the need for an interview to determine the appropriateness of the volunteer candidate.
- When a volunteer will be with a student(s) and will not be under the direct supervision of a teacher or administrator or will have regular and ongoing involvement with students, a Criminal Record Check (Vulnerable Sector Check) is required. The Criminal Record Check will be valid for five years. The Principal has the discretion to waive this process if the volunteer has previously undertaken a similar screening process with another organization or program within the past six months and is able to provide copies or proof.
- Volunteers who will be driving students need to provide the school with a Driver’s Abstract on an annual basis. The Driver’s Abstract will be valid for five years.
- Volunteers must not be assigned tasks, which would violate the privacy of students or their families, or be permitted access to student records, with the exception of contact information required for the Safe Arrival Program.

- It must be recognized some applicants will not be suitable for volunteer work in a school setting. All information collected in the screening process should be officially documented and treated as confidential.
- A volunteer's services may be terminated at the discretion of the principal.

Management

- An orientation for volunteers conducted by the principal or designate should include a review of relevant and applicable policies and procedures.
- The principal or designate should review the school's volunteer program annually with the Parent Advisory Council.

Supervision and Monitoring of Volunteers

Volunteers are visitors and must report to the office on arrival unless other arrangements have been approved by the principal or designate.

- Volunteers will sign-in and receive a volunteer name tag to be worn at all times and to be returned before departure from the building.
- Schools are required to maintain a list of volunteers and the specifics of their tasks.
- Parents will be informed if their child is working exclusively with a volunteer on a regular basis.
- The supervising staff member shall provide any necessary direction or specific instruction related to the volunteer's assignment, with particular attention to procedures related to student safety.
- Complaints about volunteers should be handled by the supervising teacher or the school principal or designate responsible for volunteers.

Conduct of Volunteers

- Volunteers shall meet all the criteria of conduct and deportment required of School District staff, shall not be under the influence of or in possession of drugs (including prescription drugs that impair an individual's functioning) or alcohol, shall maintain confidentiality of students and of school matters, and shall comply with all relevant and applicable legislation and school district policies.
- Volunteers, on occasion, may become privy to personal information that must remain confidential. All volunteers must complete a Volunteer Confidentiality Agreement (attached) and a clear understanding conveyed that volunteers must uphold this confidentiality.

Special Provisions Governing Community Coaches

A community coach is a coach of a school team who is not an employee of the school district.

- A community coach must have a staff sponsor who may be a principal, vice-principal, teacher, or school district employee, unless exempted by the principal or vice-principal, based on the assurance the volunteer has completed the appropriate screening and has recognized involvement in the school's athletic program.
- Staff sponsors are expected to be in the building during practices; if unavailable, they must arrange for a designated staff contact to be on site. Staff sponsors must be present at all games, tournaments, and travel events. The principal or vice-principal may waive this requirement, except

for events involving overnight travel. Parents are to be advised of all travel and supervision arrangements.

- Community coaches are selected by the school administration in collaboration with staff members and/or the secondary athletic directors. Community coaches will be considered, providing they have the necessary ability and appropriate level of training required for the sport and age level in question, especially in high risk sports. In addition, community coaches would be subject to the same screening process as other volunteer applicants, including a criminal record check.
- Student coaches and coaches under nineteen years of age must be under the direct supervision of an employee sponsor at all times.
- Student teachers operate, as in all other aspects of their placement, under the supervision of their sponsor teacher.

Liability, Insurance and Expenses

- Claims, other than for libel or slander, against volunteers for damages for acts or omissions in the provision of volunteers' services for the Board are disallowed under 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 who are engaged in activities authorized by the School District or school.
- 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 further its insurance claim.
- Volunteers are responsible for their own injury coverage.

VOLUNTEER INFORMATION FORM

Name: _____ Date: _____

Address: _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____ E-Mail: _____

Emergency Contact:

Name: _____

Home Phone: _____ Alternate Phone: _____

Specify areas of interest (e.g. Coaching, etc.):

Certificates/Training:

Volunteer Experience:

Additional Notes:

Volunteer Confidentiality Agreement

As a volunteer at _____, I agree to:

- Respect confidentiality when dealing with student and family personal information.
- Abide by the rules and policies of the school and the Sooke School District.

Date: _____ Signature of Volunteer: _____

Date: _____ Signature of Principal: _____