

Administrative Procedure 490

SCHOOL VOLUNTEERS

Background

Volunteers can be of valuable assistance to school staff in support of school activities. Involvement of volunteers is, therefore, encouraged in activities for which the volunteer is qualified, and which do not interfere with or replace employees performing their regular duties.

Procedures

1. The Principal is responsible, subject to District administrative procedures, for selection and training of volunteers, and for decisions concerning continuation or discontinuance of a volunteer's activities.
2. Volunteers shall perform tasks only under the supervision and guidance of employed staff.
3. In the event that the school is unable to provide a District employee sponsor, the Principal may solicit the services of a community volunteer pursuant to Administrative Procedure 261 – Extra-curricular Activities.

4. Volunteers - Regular Basis/Extended Field Trips

Volunteers who participate on a regular basis (e.g. library, extended field trips, regular classroom parent help, teach coaching) shall be governed by the following:

- 4.1 Each regular volunteer will fill out the Application or Registration for Volunteer Assistant (Form 490-1).
 - 4.1.1 Prior to this, the school may circulate a newsletter requesting parent helpers that is individual to the school's needs and interests.
- 4.2 Each prospective regular volunteer will attend an orientation called by the Principal.
 - 4.2.1 The school philosophy and goals will be outlined;
 - 4.2.2 School rules and routines will be reviewed;
 - 4.2.3 Confidentiality will be stressed;
 - 4.2.4 The sign-in and nametag procedure will be set out; and
 - 4.2.5 The brochure "School Volunteers – Procedures and Ethics" (Appendix A) will be reviewed.
- 4.3 Prior to the field trip, the teacher in charge will make available to the volunteer drivers Administrative Procedure 491 – Student Transportation by Volunteer Drivers.

- 4.4 Volunteer drivers will complete the Private Transportation Arrangements/Volunteer Drivers Form (Form 553-1) and will have signed and acknowledged that they have read the Administrative Procedure 491 – Student Transportation by Volunteer Drivers.
5. Volunteers – Occasional
 - 5.1 Each volunteer will be provided with the brochure, "School Volunteers - Procedures and Ethics" (Appendix A), and the teacher in charge will ensure that the volunteer understands the essence of the brochure.
 - 5.2 Prior to the field trip, the teacher in charge will make available to the volunteer drivers Administrative Procedure 491.
 - 5.3 Volunteer drivers will complete the Private Transportation Arrangements/Volunteer Drivers Form (Form 553-1) and will have signed and acknowledged that they have read Administrative Procedure 491 – Student Transportation by Volunteer Drivers.
6. Staff Orientation
 - 6.1 Principals, early in the school year, will review with staff the administrative procedure for school volunteers and the following guidelines for the effective use of volunteers:
 - 6.1.1 Confidentiality – Staff will stress the importance of student confidentiality.
 - 6.1.2 Professionalism – Staff will model the professional behaviour expected of volunteers.
 - 6.1.3 Clear Expectations - Staff will ensure that the volunteer has a clear understanding of the philosophy, goals and procedures of the school and/or classroom.
 - 6.1.4 Worth – Staff will explain to the volunteer the value of the volunteer's contribution to the goals of the classroom.
 - 6.1.5 Ethics – Staff will discuss with the volunteer the brochure "School Volunteers – Procedures and Ethics" (Appendix).

Reference: Sections 17, 20, 22, 26.1, 65, 85 School Act
Freedom of Information and Protection of Privacy Act

Administrative Procedure 490 – Appendix A

SCHOOL VOLUNTEERS – PROCEDURES AND ETHICS

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| <p>5. The volunteer works in the school at the invitation of the teacher or staff member and is under his/her guidance.</p> | <p>_____ SCHOOL</p> |
| <p>6. It is the volunteer's responsibility to understand instruction and ask for clarification if in doubt.</p> | <p>SAMPLE
SCHOOL VOLUNTEERS
Procedures & Ethics</p> |
| <p>7. It is expected that the volunteer not come as an evaluator of staff or students. The volunteer can provide warmth and encouragement to the students. In return, the volunteer receives respect, appreciation, and a sense of satisfaction from making a significant contribution. A volunteer can expect common courtesy from all students.</p> | <p>COMMUNITY & SCHOOL
AS
PARTNERS</p> |
| <p>8. A privileged relationship exists between the volunteer and students, and the volunteer will not exploit that relationship to promote personal ideological material, or other advantages.</p> | <p>PARTNERS IN EDUCATION

Operations 3300.1

October, 1995</p> |

**CODE OF ETHICS
FOR VOLUNTEERS**

OUR AIM IS TO...

- provide you with meaningful tasks that will be of maximum benefit to students
- get to know you and your special skills and talents so that your time can be maximized
- create a comfortable atmosphere so that support with staff and students is built

Operations 3300.1

RATIONALE:

Because a school volunteer is, at times, privy to information about students and staff, the following code of ethics is intended to provide guidelines for the volunteer in the school.

1. The volunteer is necessarily discreet. It is essential that a volunteer never publicly discuss children, parents, or professionals. If a volunteer feels he/she must discuss a concern, contact should be made with the principal or vice-principal.

WE ASK YOU TO...

- feel free to ask clarifying questions about tasks and procedures
- check in with the office upon arrival at the school
- wear the volunteer identification badge for security reasons
- read and adhere to the Code of Ethics

THANK YOU

We believe that volunteers assisting teachers benefit children and strengthen the ties between our school and community. Your willingness to help is very much appreciated and we thank you.

2. The volunteer will respect the professional role and judgement of the teacher.
3. Discipline problems will be referred to the teacher in charge.
4. The volunteer will not use volunteer time as an opportunity to consult teachers on his/her own child's progress.

Reference: Sections 17, 20, 22, 26.1, 65, 85 School Act
Freedom of Information and Protection of Privacy Act

Administrative Procedure 490 – Appendix B

VOLUNTEERS NOT UNDER DIRECT DISTRICT EMPLOYEE SUPERVISION

Form 490-2 (Volunteer Application Form for all Volunteers not directly supervised by a District Employee Sponsor) shall be completed by the Principal and be retained in school files.

It is the responsibility of the Principal to ensure each of the following screening requirements are completed. It will be the responsibility of the Principal to determine whether the qualifications of the prospective volunteer is suitable to supervise, coach and/or work with the students in the school. The Principal may delegate the completion of the form to an appropriate designate, however, the Principal will be required to affix his/her signature to verify that the volunteer has been screened and has been approved.

Requirements:

1. The volunteer shall provide two (2) personal references.
2. The two personal references shall be checked as to the volunteer's suitability to work with children, previous suspensions for conduct, probations, technical skills and abilities, and skill level in coaching the sport or activity.
3. A Criminal Records Check (Form 401-1) shall be completed prior to the volunteer taking his/her assignment.
4. Any criminal charges or convictions shall be grounds to reject the application. The school shall cover the cost of the Criminal Records Check.
5. The Principal and/or designate shall meet with each prospective community coach/volunteer to discuss Board policies, District Administrative Procedures and the expectations affecting the volunteer with respect to the school.
6. The Principal shall provide the volunteer with documents regarding the expectations, policies and procedures of the school and the District, and the volunteer shall sign that s/he has read, understands and will adhere to the requirements outlined in those documents.

Reference: Sections 17, 20, 22, 26.1, 65, 85 School Act
Freedom of Information and Protection of Privacy Act