

## **VOLUNTEERS POLICY**

### **Policy Statement:**

The Eastern School Board encourages, supports and values the involvement of parent/guardian and community volunteers in its schools in order to enhance school based activities and academic learning and to increase communication and positive relationships amongst the school, parents and the community. The School Board shall, for the safety of students and the integrity of programs, ensure, through the school administration, that appropriate procedures are in place for the screening, selection, orientation, training, supervision, recognition and evaluation of volunteers is in effect at the school level.

### **Rationale:**

Volunteers make valuable contributions towards the success of school programs. The Eastern School Board recognizes its responsibility to ensure the safety and security of our students, and that appropriate measures are taken to select volunteers.

### **Scope:**

This policy is applicable to all schools within the jurisdiction of the Eastern School Board, and to all who offer to volunteer within its schools.

### **Procedures:**

1. The Eastern School District will establish Administrative Regulations that govern the application of this policy.
2. The Administrative Regulations will be reviewed by the CEO/Director of Education in collaboration with the District Administrative Staff.
3. For the purpose of this policy, the following definitions apply:
  - 3.1 For purposes of this policy, volunteers are defined as persons who volunteer their services in school or for school related activities. A volunteer may assist in the operation and supervision of an activity when a teacher advisor is available to oversee or supervise the activity.
  - 3.2 **Volunteers in Low Risk Situations:** Volunteers who are under the direct and constant supervision of a teacher are considered low risk. A low risk situation might also

include the engagement of volunteers in open common areas of the school, where teachers are present, or volunteers who do not come into contact with students, (e.g. volunteers assisting a teacher in the Learning Resource Centre, in the main office assisting with the recess order or volunteers assisting with a Breakfast Program).

3.3 **Volunteers in Medium Risk Situations:** Volunteers who are working with students with sporadic supervision/checks by a teacher are considered medium risk (e.g. a volunteer non-teaching coach for a school team or extra-curricular club who meets with students in the gym or a room of the school where the teacher sponsor does periodic checks on the activities of the group).

3.4 **Volunteers in High Risk Situations:** Volunteers who are working with students without direct or sporadic supervision of a teacher are considered high risk (e.g. volunteer non-teaching coaches who hold weekend practices, off-site field trips where non-teaching adult volunteers are supervising students or a non-teaching adult volunteer who drives students to a school sponsored event).

Note: The majority of volunteers in our schools would fall in the category of medium or high risk.

### **Selection, Screening and Supervision of Volunteers**

4. In selecting volunteers, attention will be paid to the qualifications of volunteers and the age and number of children with whom the volunteers will interact. Level of risk will depend on the nature of the activity and/or level of direct supervision from teachers/volunteers.
5. Volunteers categorized in medium risk or high risk situations will be required to provide a Certificate of Conduct from the RNC/RCMP with a Vulnerable Sector Check.
6. Potential volunteers will be screened at the school level and final selection will be approved by the Principal.
7. In all volunteer activities, there must be a school staff designate assigned to assist as a liaison between the school and the volunteer (s).
8. The School Principal will be responsible for filing all necessary documentation on selected volunteers, as well as, responsible for the evaluation of volunteers at the school level.

## **Conduct of Volunteers**

9. At all times volunteers are expected to respect student confidentiality, engage in respectful behavior and adhere to the guidelines and policies of the school and school district.
10. Volunteers complement the work of the professional school staff, but are never considered substitutes for the staff. More specifically, volunteers shall not be considered as replacements for paid district staff.
11. Each school will develop guidelines of conduct for their volunteers which supplement the expectations of the District policy.
12. The School Principal, or designate, will inform volunteers of the District policy on Volunteers and any specific guidelines at the school level that they are expected to follow.