

**ADMINISTRATIVE REGULATIONS**

1. Responsibility for the application of this policy and the accompanying Administrative Regulations rest with the Assistant Director of Education (Programs).
2. Volunteer screening will be based on the category of risk involved for the identified activity.
  - 2.1 Screening for Volunteers in Low Risk Situations
    - 2.1.1 A Principal or teacher nomination/reference is acceptable.
    - 2.1.2 Volunteers shall complete the *Volunteer Information and Contract Form*. (Appendix A)
    - 2.1.3 The principal/designate may conduct an orientation session where volunteers are informed of school board and school policies respecting discipline, confidentiality, disclosure of abuse, and related matters
  - 2.2 Screening for Volunteers in Medium to High Risk Situations
    - 2.2.1 The completion of an interview and the *Volunteer Information and Contract Form* is required. (Appendix A)
    - 2.2.2 The volunteers will provide a professional (if applicable) and a character reference and consent to the principal/designate contacting the references.
    - 2.2.3 The volunteers will obtain a *Certificate of Conduct* from the RNC/RCMP with a ‘Vulnerable Sector Check’. (Available at no cost to volunteers).
    - 2.2.4 The principal/designate will conduct an orientation session where volunteers are informed of school board and school policies respecting discipline, confidentiality, disclosure of abuse, and related matters.
    - 2.2.5 The principal/designate will ensure the volunteers possess the experience, skills and credentials appropriate to carry out the duties assigned to them. The principal/designate will also request that the volunteer provide sufficient proof of his/her experience or credentials, such as certificates or license from the appropriate authorities.
  - 2.3 The Principal will submit the “Volunteers in Schools” Summary Form by October 15<sup>th</sup> of each school year. (Appendix D)

3. Parents/guardians will be informed by the principal or designate if their child is working regularly with a volunteer either individually or as part of a group in writing and parents shall sign a *Consent of Participation Form*. (Sample – Appendix B)
4. Any concerns regarding the conduct of a volunteer or concerns regarding violation in policy shall be reported to the school principal.
5. The school principal is responsible for following up on all complaints regarding volunteers and if necessary, reporting the matter to the School Board.
6. Conduct of Volunteers:
  - 6.1 School records and data are confidential and access to this information shall be restricted to authorized employees of the school district. Volunteers shall not be permitted access to confidential information unless the information raises a health/safety concern and parents have given consent.
  - 6.2 Volunteers will respect the need for confidentiality and will not discuss students or staff outside the school.
  - 6.3 Volunteers will establish a positive atmosphere and treat everyone at the school with dignity and respect.
  - 6.4 There will be no contractual commitment made with any volunteer; however, an honorarium is acceptable if supported by the administration.
  - 6.5 Volunteers will be expected to follow appropriate guidelines for school volunteers as established by the School Principal and will be given a written copy of these school guidelines. (Appendix C)

**Appendix A**

**VOLUNTEER INFORMATION AND CONTRACT FORM**

**General Data**

Name: \_\_\_\_\_

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

Address: \_\_\_\_\_

City: \_\_\_\_\_

Province: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Home Tel: \_\_\_\_\_

Business Tel: \_\_\_\_\_

Cell: \_\_\_\_\_

e-mail: \_\_\_\_\_

**Emergency Contact**

Name: \_\_\_\_\_

Home Tel: \_\_\_\_\_

Business Tel: \_\_\_\_\_

Are you willing to undergo a Police Records check?

Yes \_\_\_\_\_ No \_\_\_\_\_

Specify areas of interest - (eg.) coaching:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Personal History**

Education and /or work experience:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Certificates/Training:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Volunteer experience:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**References**

**Character Reference**

Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Home Tel: \_\_\_\_\_

Bus. Tel: \_\_\_\_\_

Checked: Yes \_\_\_\_\_

No \_\_\_\_\_

**Professional/Work Reference**

Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Home Tel: \_\_\_\_\_

Bus. Tel: \_\_\_\_\_

Checked: Yes \_\_\_\_\_

No \_\_\_\_\_

**Permission to Conduct Reference Checks**

I, \_\_\_\_\_, hereby authorize the School Principal or designate as appropriate, to solicit a personal reference from the referee(s) whose names were provided in connection with my application for a placement as a school volunteer.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Volunteer

**Volunteer Contract:**

As a volunteer at \_\_\_\_\_ I agree to:

- respect confidentiality when dealing with students and school staff.
- abide by the rules and policies of the school and the Eastern School District, specifically the Volunteers in Schools Policy.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Volunteer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Principal

**Appendix B**

**CONSENT OF PARTICIPATION FORM – SAMPLE**  
(for guideline purposes only).

**BOYS AND GIRLS VOLLEYBALL**  
**GRADE 6**

Two grade 6 parents, \_\_\_\_\_ and \_\_\_\_\_, are organizing a volleyball program for grade 6 boys and girls. This program involves weekly sessions to be held on Monday evenings from 5:30 to 6:30 and will run for several weeks beginning on February 7th. Parents will be responsible for providing transportation to and from these sessions. Each session will consist of a few drills to teach the children some skills, followed by games. It's a good chance to get a head start on volleyball before going to Junior High! If your son or daughter is interested in participating in this program please complete the form below and hand it in at the first session on Monday February 7th. If he/she would like to participate, but is not able to attend the first session, please contact either \_\_\_\_\_@ \*\*\*\_\*\*\*\* or \_\_\_\_\_@ \*\*\*\_\*\*\*\*.

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I hereby give permission for my son/daughter \_\_\_\_\_ to participate in the volleyball program for grade 6 students at insert name of school on Monday evenings from 5:30 – 6:30 p.m. I understand that this program is being run by parent volunteers.

Guardian's Signature \_\_\_\_\_

Child's MCP # \_\_\_\_\_

Emergency Contact – Name \_\_\_\_\_

Phone # \_\_\_\_\_

E-mail \_\_\_\_\_

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

## Appendix C

### GUIDELINES FOR VOLUNTEERS

(School administrators may develop additional guidelines, in addition to those mentioned below, to suit the specific needs of their school and its activities).

- \* Volunteers shall not:
  - engage in direct teaching of students;
  - provide direct assistance to students with special needs;
  - assume any duties or responsibilities in relation to the diagnosis of learning strengths or difficulties or the evaluation of a student's progress;
  - become involved in disciplining students when a teacher is present or anything beyond a minimal level of intervention/discipline in the absence of a teacher;
  - engage in work traditionally performed by support staff.
- \* School volunteers are expected to be respectful of staff and students at all times.
- \* Accepting a school volunteer assignment implies a responsibility to be prompt and on schedule. Volunteers are expected to notify the students/school in advance if unable to volunteer at the scheduled time.
- \* Confidentiality is a critical issue. A student's ability level, behavior record or personal circumstances shall not be discussed.
- \* If a volunteer is in the school after hours or on a weekend, he/she may not leave the school until all children have safely left the building.
- \* All volunteers are to ensure that students under their care respect school property and school discipline codes. If problems arise, they should be reported promptly with necessary details to the appropriate school personnel, sponsor/administration.
- \* A school volunteer is requested to talk privately to the sponsor/ administrator about any difficulties that they encounter in working with students or other school personnel.



