
HORIZON SCHOOL DIVISION

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Policy title: Volunteers
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POLICY

THE BOARD OF TRUSTEES OF HORIZON SCHOOL DIVISION BELIEVES THAT VOLUNTEERS CAN ENHANCE COMMUNITY RELATIONS AND PROVIDE VALUABLE ASSISTANCE TO THE SCHOOL STAFF and ENCOURAGES THEIR INVOLVEMENT IN THE SCHOOL COMMUNITY.

GUIDELINES

1. The safety and well-being of students shall be a primary consideration at all times.
2. Volunteers shall not use their activities in the school as a means of promoting personal beliefs or acquiring personal gain.

REGULATIONS

1. School administrators shall:
 - 1.1 Establish clear policy and processes for volunteer work in the school and with off-site activities that conform to applicable division policies and FOIPP.
 - 1.1.1 Specific processes shall be in place for: collecting and tracking volunteer forms, recruitment procedures, orientation procedures, educating volunteers regarding Division policies, monitoring volunteers, and recognizing volunteers.
 - 1.2 Approve and coordinate volunteer workers in their schools, keeping in mind the safety and well-being of students and employees.
 - 1.3 Orient and assist volunteers in understanding and following their roles
 - 1.4 Educate volunteers regarding Division policy as appropriate.
 - 1.5 Determine whether a criminal record check and vulnerable sector check is appropriate depending on the degree to which the volunteer will have unsupervised one-on-one time with a student(s).
2. All volunteers shall:
 - 2.1 Complete and sign a volunteer registration form annually for Horizon School Division
 - 2.2 Complete appropriate forms if acting as a volunteer driver consistent with Policy EEACAA *Use of Non-divisional Vehicles and Volunteer Drivers*

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- 1.1 Conduct their duties in accordance with District policy and applicable provincial and federal Statutes including compliance with the jurisdiction’s employee code of conduct.
- 1.2 Be responsible to the Principal or teacher for all actions relating to students. They shall NOT:
 - 1.2.1 diagnose educational needs of students;
 - 1.2.2 prescribe remediation;
 - 1.2.3 evaluate the results of instruction;
 - 1.2.4 carry out any instructional responsibilities unless under the direct supervision of a teacher;
 - 1.2.5 disclose information about a student(s) or staff member(s) except through appropriate channels.
3. Requirements for volunteer coaches or volunteers of co-curricular or extra-curricular activities that are in a position to be alone with students:
 - 3.1. Each volunteer shall within a time period sufficient to ensure the submission of results prior to engaging in such volunteer activity, submit:
 - 3.1.1. Police Information Check indicating no charges or convictions both dates within the past six months, as well as a Vulnerable Sector Screening Check.
 - 3.2. If the result of a Police Information Check discloses charges or convictions, the volunteer shall submit an original of the volunteer’s Police Information Certificate.
 - 3.3. If a volunteer specified in #3 fails to submit the documentation specified in 3.1 or 3.2 prior to engaging in a volunteer activity, the volunteer shall NOT assume any responsibilities where he/she may be alone with students. The volunteer may assume responsibilities with another adult when documentation has been submitted but is not yet processed.
 - 3.4. If the contents of the volunteer’s Police Information Certificate is considered to be incompatible with volunteering with the division, as determined by the Superintendent or designate, the volunteer shall not be allowed to volunteer.
4. Collection, Use and Storage of Information:
 - 4.1. Volunteer registration forms shall be retained by the school for the current and subsequent school year.
 - 4.2. The collection and use of personal information related to required police records check will be in accordance with the requirements of the Freedom of Information and Protection of Privacy Act (documents will be kept in a secured location and retained for one year after which time they will be shredded).