

1003.3 Volunteers

Policy

The Board may grant opportunities for volunteers to provide services to students and to supplement the work of Division employees. The safety and well-being of students and employees shall be a primary consideration at all times.

Volunteers shall not use their activities in the school as a means of promoting personal beliefs or acquiring personal gain.

Regulations

1. A volunteer is defined as a person who assists staff and/or students in curricular or extracurricular activities. It does not include guest speakers, presenters, or visitors to the school.
2. School administrators shall:
 - 2.1 establish school policies and processes for the role of volunteers in the school;
 - 2.2 approve and coordinate volunteer workers in their schools, keeping in mind the safety and well-being of students and employees;
 - 2.3 orient and assist volunteers in understanding and following their roles; and
 - 2.4 educate volunteers regarding Division policy as appropriate.
3. All volunteers shall be required to
 - 3.1 conduct their duties in accordance with Division policy and applicable provincial and federal statutes; and
 - 3.2 complete all forms required in Procedure 1003.3.
4. Volunteers engaged in duties assigned by the Board, including educational programs and activities sanctioned by the Board, are covered by Division insurance.

The Board delegates to the Superintendent the authority to develop the procedures necessary to implement this policy.

References

School Act:	22
Other Statutes:	Charter of Rights and Responsibilities, Freedom of Information and Protection of Privacy Act, Occupational Health and Safety Act, Criminal Code of Canada
District Policy:	504.1 Managing Health Issues in Schools, , 607.1 Field Trips, Off-Campus Activities and Student Travel; , 703.1 Use of Private Vehicles and Volunteer Drivers , 805.6 Access to Information , 1002.4 School Councils, 402.8.1 Harassment and Discrimination
District Forms:	1003.3.1 - Volunteer Registration Form, 702.2.1 Volunteer Driver Authorization