

SCHOOL VOLUNTEERS

Background

Volunteers are a valuable part of the school community and can enhance educational services.

Procedures

1. The Principal shall approve all volunteers expected to be working in the school. When the volunteer is an employee of PRSD, the Pledge of Confidentiality and Vulnerable Sector Check will already be on file and do not need to submit another one. Other pertinent volunteer forms and/or training must be completed prior to commencement of volunteering.
2. Volunteers shall:
 - 2.1 Complete an Annual Volunteer Registration Form (Form 490-1);
 - 2.2 Sign the Pledge of Confidentiality Form (Form 141-2). Where the volunteer is providing transportation to students a Volunteer Driver Application and Declaration Form (Form 490-3) must be completed every school year;
 - 2.3 Abide by Division and school procedures;
 - 2.4 Where required, complete any safety training;
 - 2.5 At the school's expense, provide the principal with a "Vulnerable Sector Check". This document will be valid for three consecutive years of volunteering and will need to be renewed at the beginning of the fourth year. A break in volunteering within the three-year period will require a new check at the start of the new school year before volunteering can resume.
 - 2.6 Advise the Principal (in the case of an employee, advise the Superintendent or designate) of any criminal charges that occur after the "Vulnerable Sector Check has been completed.
3. The assignment of duties for a volunteer rests with the Principal.
4. For those volunteers who work with students in a school on a regular, ongoing basis, it is expected that volunteers will be entitled to:
 - 4.1 Know what is expected of them;
 - 4.2 Be treated in a respectful manner.
5. Volunteers shall:
 - 5.1 Follow through with commitments;
 - 5.2 Abide by the directions of the Principal/classroom teacher;

- 5.3 Maintain confidentiality;
 - 5.4 Accept guidance and direction.
6. The Principal must communicate to staff if a volunteer may be left unsupervised with students. Unless staff are instructed otherwise, staff must ensure the volunteer is supervised where the volunteer is in contact with students.
 7. Volunteers whose services are no longer required will be notified in writing by the Principal.

Adopted/Revised: JUN 2016/MAY 2017/FEB 2018/JUN 2019/NOV 2019/OCT 2024/SEP 2025

Reference: Section 11, 33, 52, 53, 196, 197, 222, 256, Education Act
Freedom of Information and Protection of Privacy Act