

SCHOOL VOLUNTEERS

Background

The District acknowledges that school volunteers, through their donation of time and talent, provide a valuable contribution to the successful operation of a school. These individuals offer important opportunities for the enrichment of the school experiences of both students and staff as well as a sense of personal fulfillment as a result of their involvement in the life of the school. The District will strive to promote an environment within schools which welcomes volunteers, provides them with meaningful work and which shows appreciation for their efforts.

Involvement of volunteers is encouraged in activities for which the volunteer is qualified, which benefit the school, and which do not interfere with employees performing their regular duties or result in the displacement of an employee. The delivery of an effective volunteer program requires a harmonious relationship between school staff and volunteers.

While encouraging volunteer involvement in schools, the District expects its schools to be safe, secure and caring environments for students. Therefore, appropriate safeguards respecting the selection, role and supervision of volunteers must support the use of volunteers. The District, through its employees, must maintain control of school programs and school-sponsored activities.

Procedures

1. The principal or vice principal will ensure that:
 - 1.1 Volunteers are selected on the basis of an ability to deal with students, skill in performing needed services, interest in the activity and personal character. In order to reinforce a sense of community, volunteers are encouraged from within the community at large and efforts should be made to involve a wide representation of the community.
 - 1.2 The screening of potential volunteers follows the *District's Volunteer Screening Process* (F258-1) and, depending on the nature of the activity, the extent of supervision undertaken by the potential volunteer and if the volunteer is not known to the principal, there may be a need for an interview to determine the appropriateness of the volunteer candidate. All information collected in the screening process should be documented and treated as confidential, excepting the disclosure of information necessary to determine suitability. The Principal shall, in his or her discretion, determine whether any individual can volunteer or can continue to volunteer in a school.
 - 1.3 When a volunteer will **not** be under the direct supervision of a teacher or administrator or will have regular and ongoing involvement with students, a Police Information Check for the Vulnerable Sector is required. A Police Information Check for the Vulnerable Sector must be completed not less than every five years and may be requested at any time. Police Information Check

for the Vulnerable Sector will be provided to the principal of the school in which the individual volunteers.

- 1.4 Volunteers meet all the criteria of conduct and deportment required by Coquitlam School District.

2. Individual staff members will:

- 2.1 Conduct an orientation for volunteers including a review of relevant and applicable District and school policies and procedures.
- 2.2 Provide any necessary direction or specific instruction related to the volunteer's assignment, with particular attention to procedures related to student safety, risk management and emergency procedures.
- 2.3 Inform parents if their child is working exclusively with a volunteer on a regular basis.
- 2.4 Be responsible for the general supervision of volunteers and provide feedback concerning the activities undertaken by the volunteers, recognizing that different levels of supervision of the volunteer may be necessary depending upon the nature of the activity being undertaken, and the age, experience, and maturity of the volunteer. The individual staff member must be aware that younger volunteers or volunteers who supervise higher risk activities may require a heightened degree of supervision. It is the responsibility of the individual staff member to ensure an appropriate level of supervision of the volunteer in all the circumstances.
- 2.5 Ensure that the school principal is notified of the services of school volunteers and that all pertinent information is provided to the principal by the staff sponsor.

3. School volunteers will:

- 3.1 Not be under the influence of and/or in possession of illicit drugs (including marijuana) or alcohol.
- 3.2 Maintain confidentiality of students and of school matters.
- 3.3 Comply with all applicable school and District policies and procedures.
- 3.4 Accept and respect the exercise of professional judgment, supervision and decision making by staff members and school administrators; and
- 3.5 Review, agree and sign the Coquitlam School District Volunteer Code of Conduct.

Reference: Section 7.1, 26.1, 85, School Act
F258-1 District Volunteer Screening Process
F258-2 School Volunteer Application
F258-3 School Volunteer Code of Conduct
F258-4 Volunteer Interview

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