



### **School Volunteers**

The Park West School Division recognizes that volunteers make a valued and necessary contribution to the division's commitment to providing and extending safe educational opportunities for students. The participation of parents and community members in school related activities shall be administered and supervised by the principal in accordance with board policy.

This administrative procedure is prepared with the understanding that volunteers present themselves to provide a valuable service, accepted and continued at the discretion of the principal. The volunteer - school relationship is similar to that between the school and a member of the general public.

#### **Supervision of Volunteers:**

The school principal shall supervise the involvement of volunteers. These supervisory responsibilities shall include:

- assessing the needs of the school and identifying responsibilities where volunteer assistance is required;
- selecting volunteers whose skills and experience are appropriate for the tasks to be assigned;
- providing volunteers with orientation sessions to familiarize them with the operation and expectations of the school, and
- ensuring that the volunteers are provided with appropriate and sufficient staff supervision.

#### **Standards/Requirements for Volunteer Involvement:**

The following sections describe standards/requirements for volunteer involvement designed to support the administration of volunteers.

#### **Child Abuse and Criminal Record Checks**

Presenters (guests whose function is to provide information or in-service to students on school related topics), and visitors (individuals granted permission by the school Principal or designate to be on school property), are not required to submit criminal record and child abuse checks unless requested by the school Principal.

A volunteer will be required to provide the school with a current child abuse registry check and criminal record check if they:

- have direct contact with students without regular and frequent teacher supervision;
- participate in overnight or extended activities/field trips.

(Please refer to AP: 200A)



### **Orientation**

The school principal or designate should:

- familiarize the volunteers with the operation of the school, and
- define, for the volunteers, the expectations the school has of them while they are assuming their responsibilities.

### **Confidentiality**

Volunteers should understand that confidentiality is of the utmost importance. It should be noted that volunteers should not discuss student performance or other school situations with anyone other than the staff with whom they are working.

### **Discipline**

Volunteers should be familiar with the rules and routines of the school, but disciplining students is not the role of the volunteer. If a student's behavior is inappropriate the matter should be brought to the attention of the student's teacher. Volunteers must not intervene in any physical manner to discipline students.

Volunteers must at all times maintain the necessary decorum to have the respect of the students with whom they are working.

### **Supervision of Students**

If, during the supervision of students, immediate intervention is required to protect the safety of children, the principles of loco parentis (acting as a just and prudent parent) shall apply in that the volunteer will be supported in his/her actions provided such actions were with good intention.

### **Disclosure**

Volunteers should be made aware that if a disclosure is made to them regarding any form of abuse, it is required by law that this information be reported to the authorities. In most cases, the first step would be reporting the information to the principal.

### **Hygienic Procedures**

Volunteers should be advised of the procedures to be used when caring for all individuals, whether they may or may not be affected with a communicable disease.

### **Reporting Procedures**

Volunteers should have an understanding of the procedures to follow should problems or difficulties arise with the work assignment or within the school.

### **Concerns**

Volunteers are advised that should they have a concern they have access to the Division's process for handling concerns.