

Policy:	Volunteers in Schools	PROG-300
Division:	Programs	

ADMINISTRATIVE PROCEDURES/REGULATIONS.

1. Screening and Selection of Volunteers

- 1.1 The school administrator or relevant district personnel are responsible for the overall screening and selection process of volunteers.
- 1.2 All forms required by policy must be received and approved, prior to a volunteer participating in a school or district activity.
- 1.3 In selecting volunteers, the qualifications of the volunteers and the age and number of children with whom the volunteers will interact shall be taken into consideration.
- 1.4 All volunteers must complete a **Volunteer Information Form** and a **Volunteer Agreement**.
- 1.5 Volunteers in low risk settings must also complete a **Criminal Offence Declaration (COD)** prior to commencing volunteer duties and on an annual basis after that. [A Certificate of Conduct is not required for low risk volunteers.]
- 1.6 Volunteers in medium and high risk settings must complete a **Certificate of Conduct, including a Vulnerable Sector Query** satisfactory to the District, prior to becoming a volunteer with the NLESD, and every second year after that. A Criminal Offence Declaration must be completed in the year when a Certificate of Conduct is not required.
- 1.7 An individual will not normally be permitted to volunteer with the NLESD where a charge or conviction is reflected on a Criminal Offence Declaration or Certificate of Conduct. However, where a record of offence is noted, the school administrator may review the circumstances and take into account the length of time since the offence was committed, the relevance of the criminal charge(s)/conviction(s) to the volunteer position and the risk posed to students, staff or operations. The school administrator, in consultation with the relevant Assistant Director of Education (Programs) will make a final determination on suitability for volunteer duties.

- 1.8 The school administrator/district personnel must ensure that volunteers possess the experience, skills and/or credentials appropriate to the duties assigned to them. S/he will also ensure that, where necessary, the volunteer provides sufficient proof of his or her credentials, such as certificates or licenses.
- 1.9 A record of all volunteers must be maintained at the school for each school year.

2. Orientation, Supervision, Evaluation and Recognition of Volunteers

- 2.1 The school administrator/district personnel shall ensure that orientation and training appropriate to the volunteer position is provided in a timely manner. Such orientation should address the expectations for volunteers, confidentiality, health and safety, relevant policies and other related matters. A copy of the **Guidelines for Volunteers** should also be provided during orientation.
- 2.2 School administrators/district personnel shall ensure that volunteers are supervised as necessary based on the tasks that they perform and their level of skill/expertise. Supervision will reflect the level of risk (low, medium, high).
 - a) All volunteers are to be advised of the person that they report to at the school/worksite, such as a teacher sponsor, volunteer coordinator or the school administrator/manager.
 - b) In the event that volunteer(s) are in the school with students, unaccompanied by a teacher sponsor (high risk), then there must be at least two volunteers present for the activity or event, who have both met all of the volunteer requirements.
- 2.3 Any concerns regarding the conduct of a volunteer or concerns regarding violation in policy must be reported to the school administrator. S/he is responsible for following up on all complaints regarding volunteers and for intervening appropriately, such as providing the volunteer with feedback and clear expectations and, if necessary, terminating the volunteer's services and reporting the matter to the relevant Senior Education Officer for the District.
- 2.4 Volunteers are not permitted to be used as replacements for paid district personnel.
 - a) Financial compensation is also not permitted for volunteering with a school or the District. School administrators/district personnel may reimburse volunteers for reasonable out-of-pocket expenses.
- 2.5 The NLESD encourages the recognition of volunteers for their contributions. The school administrator/district personnel shall determine appropriate methods to recognize volunteers for their work. Tips on recognizing volunteers are available through a variety of resources, including www.envision.ca.

3. Confidentiality and Privacy

All employees and volunteers with the NLESD are governed by the *Access to Information and Protection of Privacy Act (ATIPPA)*.

- 3.1 Volunteers have the right to have their personal information handled in a confidential and sensitive manner. Personal information for the volunteer screening process must be collected, maintained, used, disclosed and disposed of in accordance with the *ATIPPA*.
- 3.2 Volunteers must only be permitted access to personal information for students or other individuals on a limited basis, as required to perform their duties. Volunteers are expected to handle such information in a confidential manner, in accordance with *ATIPPA*. Any information gathered must only be used in the context of the volunteer activity and not for any other purpose, and must be returned to the school for storage, shredding, deleting or other appropriate disposal. Once a task is completed, volunteers should no longer retain hard copy or electronic copies of documents containing personal information.
 - a) Volunteers may be required to complete a confidentiality agreement, as determined necessary by the school administrator/designate.
- 3.3 Volunteers must respect others' beliefs and values and not impose their personal views on others, or become involved in the personal affairs of students or employees.