

# SCHOOL DISTRICT NO. 28 (QUESNEL)

## P R O C E D U R E S

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### NO.: 920 - VOLUNTEERS IN DISTRICT SCHOOLS

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Human Resources Committee

Ref: *Policy 810*

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#### PROCEDURES:

##### Code of Ethics:

The volunteer must always be mindful that upon entering a classroom, they place themselves in a privileged position.

##### The volunteer must:

- speak and act with respect and with dignity,
  - deal fairly and inclusively with students,
  - respect complete confidentiality in regard to any student matters that they may come in contact with,
  - report all incidents of student or personal injury to staff,
  - maintain confidentiality in regard to personnel matters and follow the District's protocol process.
1. The initiation of a volunteer program shall be at the discretion of the Principal and staff of each school.
  2. No staff member will be required to utilize volunteers.
  3. Staff should be aware that volunteers:
    - are unpaid individuals who have made a commitment to assist schools
    - should complement the work of paid staff
    - not be used in schools to substitute for or replace staff
    - not be used to compensate for inadequate staffing
    - will be directly supervised by district employees
  4. Volunteers shall be carefully screened, by the School Principal, in terms of purpose and potential so as to ensure they become a positive resource to benefit students.
  5. Volunteers **must** complete a Criminal Record Check through the Criminal Records Review Program at the direction of the Principal and school secretary.
  6. Criminal Record Checks must be renewed every 5 years or sooner at the discretion of the principal.
  7. Volunteers may be asked to discontinue their service at the discretion of the supervising staff member or the Principal.

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**NO.: 920 - VOLUNTEERS IN DISTRICT SCHOOLS – cont'd**

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8. School staff, parents and volunteers should fully understand and agree on the function of the volunteers in the school.
9. Schools using volunteers shall ensure appropriate orientation and ongoing supervision. All volunteers are to be given a copy of the Policy Attachment A on an annual basis
10. The assistance provided by volunteers shall be defined in general terms by the staff of the school and, in specific terms by the supervising staff members.
11. Specific Tasks:
  - 11.1. Volunteers must perform their assignments at the direction of and/or under the supervision of a teacher or principal. The teacher in the learning environment must accept full responsibility for the educational opportunities offered to students in their care. The teacher must remain in complete control of the learning environment even though they may make use of the assistance of other adults.
  - 11.2. Volunteers should not be left in charge of classes or groups of students, except perhaps in an emergency situation. In such an emergency, volunteers experiencing problems with individuals or groups of students should refer the problem to an appropriate staff member, rather than try to deal with them themselves.
  - 15.3 Volunteer coaches are considered under the direction of the Principal or Teacher designate.
  - 15.4 This policy will be reviewed annually by Principals and District Administration.