

Administrative Procedures Manual	Administrative Procedure 490
	Volunteers
Page 1 of 1	APPROVED: September 2013
	AMENDED/REVIEWED: September 2019
LEGAL REFERENCE:	Section 52, 53, 197, 222, 256 Education Act Freedom of Information and Protection of Privacy Act

Background

Appropriate deployment of volunteers can enhance the operation of a school.

Definition

A *volunteer* is someone who assists school staff and/or students in curricular or extra-curricular activities. It does not include guest speakers, presenters, visitors or School Council members.

Procedures

1. School staff will identify those areas where assistance from a volunteer would be desirable.
2. The Principal will establish a system to recruit, approve and orient volunteers for the areas identified.
3. Volunteers will be deployed under the supervision of a specific staff member.
4. All volunteers are to be registered at the school(s) in which they volunteer.
5. Each volunteer will complete and sign a [Volunteer Registration Form \(Form 490-1\)](#), [Standards of Conduct - Volunteers \(Form 490-2\)](#), and [Volunteer, Contractor, Vendor and Third-Party Agency Confidentiality Undertaking \(Form 490-3\)](#)
6. The registration is for the duration of the school year.
7. All signed volunteer forms will be retained in the office of the Principal and secured in accordance with the FOIP Act.
8. Volunteers who work with students one on one shall be required to obtain Police Information Checks Level 1 and Level 2, Vulnerable Sector Check and Child Intervention Record Check.
 - 8.1 Each volunteer accompanying an overnight student excursion will be required to obtain a Police Information Check Level 1 and 2, Vulnerable Sector Check and Child Intervention Record Check.
 - 8.2 The cost, should there be one, of all Record Checks for volunteers shall be the responsibility of the school.
 - 8.3 Information obtained will not necessarily exclude a person from being a volunteer.