

VOLUNTEERS IN DISTRICT SCHOOLS

Background

Volunteers can be of valuable assistance to school staff in support of school activities. Involvement of volunteers is, therefore, encouraged in activities for which the volunteer is qualified, and which do not interfere with or replace employees performing their regular duties.

Procedures

1. Teachers wishing to have volunteers in their classroom shall notify the Principal.
2. Before they can begin to work in a school, volunteers shall annually be required to complete a registration form ([Form 490-1](#)) and, if required, provide a Criminal Records Search by the RCMP into their background.
3. Volunteer drivers shall provide a copy of their driver's license, vehicle insurance, and driver's abstract (Available at the B.C. Access Centre).
4. Volunteers shall be subject to the authority of the Principal and the staff member with whom they are working. The degree of supervision, direct or indirect, to be provided by the staff member shall be determined by the staff member and the volunteer, subject to the approval of the Principal.
5. Volunteers may be asked to discontinue their service if their help is no longer needed, if they prove to be counter-productive, or if they fail to keep their commitment.
6. Parents, volunteers, teachers, other staff members and students are to fully understand the function of volunteers in the school. Volunteers shall not, in whole or in part, perform work that falls within the scope of a bargaining unit.
7. Principals using volunteers shall provide appropriate orientation training as required, and ongoing supervision.
 - 7.1 The staff of the school shall define in general terms and the supervising staff member in specific terms those tasks to be assigned to volunteers.
8. If volunteers deal with children they shall follow protocols developed by teachers.

Reference: Section 7.1, 17, 20, 22, 26.1, 65, 85 School Act
Freedom of Information and Protection of Privacy Act

Adopted: November 9, 2011
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