SD 42 PROCEDURE: 10310.1

VOLUNTEERS

1.0 SELECTION

1.1 All individuals interested in volunteering at a school must complete the Volunteer Application form and submit it to the school Principal.

1.2 The School Principal ("the Principal") or the school district employee designated as Program Manager ("the Program Manager") will consider the need to interview potential volunteers based on:

a) the nature of the activity;
b) the extent of supervision by the staff sponsor or Educator-in-Charge (school district employee who is a certified teacher by the Teacher Regulation Branch of BC); and,
c) the knowledge, skills, abilities, and suitability required for the activity.

1.3 The purpose of the interview is to:

a) understand the person's character, motivation and interests;
b) identify the person's talent, skills, and relevant certification;
c) request the names of references;
d) assess suitability to work under differing levels of supervision; and,
e) specify an appropriate placement of accepted volunteers.

1.4 The Principal or Program Manager may request a Criminal Records Check and/or references as an aid to decision-making in relation to the selection and placement of a prospective volunteer. A Criminal Records Check is required if it is anticipated that the volunteer may have unsupervised access to students. A Criminal Records Check is strongly recommended in the following circumstances:

a) overnight supervision and/or travel;
b) minimal direct supervision by teachers; or
c) student contact which will be extensive or individual in nature.

1.5 It must be recognized that some applicants will not be suitable for volunteer work in a school setting. It is the Principal or Program Manager's responsibility to determine an individual's suitability for volunteering with the school district.

1.6 A volunteer's services may be terminated at the discretion of the Principal or Program Manager.

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2.0 ORIENTATION

2.1 The Principal, Program Manager or designate will ensure that volunteers are oriented as to:

a) obligations and responsibilities of staff, volunteers and students;
b) school procedures related to safety, emergencies, and the reporting of incidents;
c) school calendar;
d) applicable school district policies and procedures; and,
e) confidentiality requirements.

3.0 REQUIREMENT FOR STAFF SPONSOR OR EDUCATOR-IN-CHARGE FOR VOLUNTEERS

3.1 The Principal or Program Manager may require a staff sponsor or Educator-in-Charge for activities organized and run by community volunteers.

3.2 The Principal or Program Manager has the responsibility to determine the extent of a staff sponsor or Educator-in-Charge involvement in order to ensure that the activity is adequately supervised.

3.3 The Principal or Program Manager will consider the level of risk involved in determining whether or not a staff sponsor or Educator-in- Charge is required and in determining the extent of their involvement.

3.4 A staff sponsor or Educator-in-Charge is required for events involving overnight travel unless waived by the Superintendent of Schools.

4.0 INSURANCE

4.1 Comprehensive general liability insurance covers volunteers for non- criminal acts while participating in any school district or school authorized and supervised activities. Volunteers may have some personal legal liability exposures, which may be insured under the liability section of homeowners, tenants or motor vehicle insurance policies.

4.2 Limited personal accident insurance coverage is provided for volunteers, while conducting their volunteer duties.

5.0 DOCUMENTATION

5.1 All documentation related to the volunteer's history including application form, interview notes, criminal record check, driver's abstracts will be held in a confidential file in the office of the Principal or Program Manager for a period of 7 years after the end of the volunteer service.

6.0 VOLUNTEER COMMUNITY COACHES

6.1 The selection, orientation, supervision and responsibilities of volunteer community coaches are addressed in Procedure 10310.3 – Volunteer Community Coaches.

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6.2 A volunteer community coach's services may be terminated at the discretion of the Principal.

7.0 VOLUNTEER DRIVERS

7.1 The selection, orientation, supervision and responsibilities of volunteer drivers are addressed in Procedure 10310.2 – Volunteer Drivers. Guidelines for selection of volunteer drivers relate to driving capabilities, vehicle safety, roadworthiness, and vehicle insurance.

7.2 A volunteer driver's services may be terminated at the discretion of the Principal.

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