

## VOLUNTEERS IN SCHOOLS

### Background

Greater St. Albert Roman Catholic Separate School Division values and encourages services of volunteers in the division's schools.

The purpose of this Administrative Procedure is to ensure and maintain a Christ-centered atmosphere that is safe, secure and caring.

### Definition

A volunteer is defined as a person who assists schools and/or students in school educational activities or other supportive activities and includes volunteer drivers but does not include guest speaker, presenters, visitors to the school, parents assisting their own child in the school nor school council members.

### Procedures

1. The principal must approve all volunteer positions in the school in accordance with this Administrative Procedure and with any school level procedures.
2. All volunteers must be under the direct supervision of a staff member in the school.
3. Volunteers are expected to provide support to schools and students either as a resource person or in a supportive role to assist in achieving the educational objectives by providing non-instructional services.
4. Volunteers are not to be engaged on a regular and long-term basis to perform functions expected of division unionized workers.
5. Teachers must consent to a volunteer being assigned to them. If the principal, in consultation with the superintendent or designate, determines that the applicant is deemed unsuitable for a volunteer position, the applicant will not be offered that position.
6. All information regarding security clearances is strictly confidential and may only be used or disclosed in accordance with the administrative procedure and the Freedom of Information and Privacy Protection Act (FOIPP).
7. School principals must establish volunteer guidelines for their schools and orient volunteers on:
  - 7.1 the role of a volunteer at the school;

- 7.2 confidentiality issues; and
- 7.3 other specific requirements and procedures pertaining to the school, the students and the staff.
8. Volunteers are insured under the Greater St. Albert Roman Catholic Separate School Division liability insurance when acting within the scope of the duties as assigned by the principal or teacher of the school.
9. All applicants for a volunteer position must complete the Volunteer Registration Form (F265-1) as well as any other required school forms on an annual basis. The principal is granted reasonable discretion to apply the Volunteer Registration Form when:
  - 9.1 there is limited frequency of the volunteer activity;
  - 9.2 there is limited duration of the volunteer activity;
  - 9.3 there is limited contact with students; and
  - 9.4 the volunteer requirement is of a general nature.
10. Volunteer drivers must complete the Volunteer Automotive Application Driver's Form (F 543) on an annual basis.
11. All volunteer applicants must declare any past, current and future criminal records and any Child Welfare Record to the principal using the Declaration Form for Volunteers (F 265-2) on an annual basis.
12. If an applicant has a criminal record, the principal will review the applicant's suitability for the volunteer position with the division's superintendent or designate based on the following factors:
  - 12.1 the type of charge or offence;
  - 12.2 the age of the charge or offence;
  - 12.3 the type of volunteer work the applicant is being considered for; and
  - 12.4 whether the criminal record impacts on the applicant's ability to perform those volunteer duties.
13. Completed Volunteer Forms and records must be sent to the division office for records management purposes at the end of a school year at the normal records pick-up dates.

Reference: [Form F 543](#)  
[Form F 265-2](#)