



USE OF VOLUNTEERS

Background

To enable students to achieve learning expectations, volunteers are often recruited to provide assistance and support student success.

Procedures

1. The Division recognizes and endorses certain expectations of volunteer staff to assist students in achieving their learning potential by:
 - 1.1 Supporting the mission and educational goals established for the school and the Division.
 - 1.2 Adhering to Board policies and Division administrative procedures.
 - 1.3 Maintaining a positive relationship with Division and school staff, students, parents and other affiliated individuals, groups, or organizations.
 - 1.4 Assisting with order and discipline among students while they are in school, on school grounds, attending or participating in activities sponsored by the Division.
2. The Principal is responsible for establishing volunteer recruitment procedures, communicating these procedures to volunteers, and monitoring their activities.

The Principal will:

- 2.1 Determine risk(s) by examining the potential for danger in programs and services that may lead to preventing or eliminating risk to children.
- 2.2 May conduct interviews to determine suitability when required.
- 2.3 Follow up on references when required.
- 2.4 Request a criminal record check and/or child and youth intervention check on an annual basis, when necessary.
- 2.5 Conduct orientation and training sessions as needed.
- 2.6 Supervise and evaluate as needed.
- 2.7 Follow up with program participants as needed.

Reference: Section 11, 33, 52, 53, 196, 197, 222, 256 Education Act
Freedom of Information and Protection of Privacy Act