

# VOLUNTEERS IN DISTRICT SCHOOLS

## Background

The District believes that the education of students is a shared responsibility among its employees, parents and members of the community. The active involvement of volunteers has the potential to provide considerable benefit to students and enhance communication and positive relationships between the school and community.

While the District encourages the use of volunteers in District schools, it expects that use of volunteers will be subject to all relevant provisions in legislation, including the School Act, collective agreements, Board policies and administrative procedures.

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. The establishment of a volunteer program shall be at the discretion of the Principal in consultation with the staff in each school.
2. Teachers wishing to participate in a volunteer program shall notify the Principal.
3. Before they can begin to work in a school, volunteers shall annually be required to complete a registration form and, if required, provide a Criminals Records Search by the VPD or Justice Institute of BC into their background.
  - 3.1 Volunteer Community Coaches must complete a VPD Police Record Check inclusive of a vulnerable sector search and as outlined in the VSB *Volunteer Guidelines*.
  - 3.2 Volunteer drivers shall complete the VSB Volunteer Driver form and provide supporting documentation as required.
4. Volunteers shall be subject to the authority of the Principal and the staff member with whom they are working. Principals shall follow the expectations for supervision outlined in the VSB *Volunteer Guidelines*. 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.
9. Volunteers are to be regarded as an integral member of the team working with students, but they may not undertake tasks requiring educational decisions.

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

Adopted: October 2012  
Revised: September 24, 2018