

Pembina Hills Public Schools both condones and encourages the use of volunteers in its schools and views such persons as V.I.P.'S (Very Important Persons in Schools).

School Principals shall set out the guidelines regarding volunteers in schools.

Parent and community volunteers are a valued asset in our school system and are encouraged to participate and contribute. Volunteers must, however, be approved by the respective School Principal who may restrict any individual's involvement. Each School Principal shall include in their school handbook a section on Parent/Community Volunteers which will make reference to such issues as confidentiality, roles, responsibilities and duties.

Procedures:

1. It is the school's responsibility to manage and supervise volunteers properly to protect them, the students and the school from potential harm.
2. Volunteers receive direction from and are accountable to the teacher in charge.
3. Ensure that all activities are properly supervised by teachers and competent volunteers.
4. Since volunteers almost always work directly with vulnerable individuals for whom school administrators, teachers, and staff are ultimately responsible, it is imperative that a thorough screening be implemented.
5. The school will supply all volunteers with an information package, which defines expectations of a volunteer in Division schools. This package will include the level(s) of risk which may require criminal record (CRC) and intervention record checks (IRC).

Levels of Risk

For Criminal Record Check and Intervention Record Check (please note all levels require teacher supervision):

Low

In the classroom under direct supervision of staff
In open, common areas with intermittent observation

Medium

In isolation area with a group of children
In isolation area with more than one child

High

In isolation area with one or two children
Coaching or other group activity off-site

6. Documents to be included in the Volunteer Information Package
 - 6.1 Volunteer Registration, Form 4-60 (Four (4) parts – to be completed prior to Volunteer service)
 - 6.2 School Discipline Policy
 - 6.3 School Policies/Handbook
7. The School Principal or designate will provide:
 - 7.1 A tour of the School
 - 7.2 An introduction to staff and classrooms
 - 7.3 A Volunteer Identification Tag
8. The School Principal or designate will screen all volunteers. This includes personal interview, activity-related observation and reference checks, if required.
9. The School Principal or designate will provide training depending on the activity and the level of risk.
10. The School Principal or designate will review the Volunteer Code of Conduct with the volunteer.

Reference

[*Child, Youth and Family Enhancement Act*](#)

[School Volunteers - Partners in Education by Janice Boiko, Lloyd Sadd Insurance Ltd. -](#)

[A.S.B.O.A. Advantage 2003](#)

[AP 40-61 Visitors and School Security](#)

[Form 4-60 - Volunteer Registration, Code of Conduct, Pledge of Confidentiality, and Agreement](#)

[Form 4-61 - Volunteer Driver Authorization Form](#)