

Administrative Procedure 490

VOLUNTEERS IN SCHOOLS

Background

The involvement of volunteer personnel in schools and school-related activities is encouraged.

Procedures

1. The involvement of volunteer personnel in school is encouraged and is contingent on acceptance by the Principal and staff of the respective school community.
2. Volunteers who provide services and assistance to students shall be responsible and accountable to the Principal.
3. Orientation sessions for volunteers and teachers to define role and expectations shall be held so that volunteers know their area of responsibility and teachers are able to incorporate these into their schedules.
4. Volunteers may be involved in such areas as:
 - 4.1 Field trip supervision assistance;
 - 4.2 Duplicating materials;
 - 4.3 Setting up and operating audio-visual equipment;
 - 4.4 Performing library and clerical tasks;
 - 4.5 Making teaching aids such as flashcards, booklets and educational games;
 - 4.6 Instructional - helping individual students or listening to them read; and
 - 4.7 Supervision - lunchtime activities, intramural activities, extra-curricular activities.
5. Volunteers when providing assistance in instructional and supervision roles shall do so under direct teacher supervision.
6. Prior to being involved in school activities, all volunteers who will be in contact with students on a regular basis and/or overnight field trips shall:
 - 6.1 Provide a Criminal Record Check.
 - 6.2 Provide a Child Intervention Check.
 - 6.3 Sign a [Volunteer Confidentiality Undertaking Form \(490-1\)](#) and, if necessary, the Responsible Use Agreement for Technology Form.
7. All volunteers who help out with the transportation of students in their privately owned vehicles must complete a [Volunteer Driver Declaration Form \(552-1\)](#).

Reference: Section 18, 20, 27, 60, 61, 113 School Act
Freedom of Information and Protection of Privacy Act
Personal Information Protection Act