

TITLE: VOLUNTEERS

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1.0 OBJECTIVE

To encourage the participation of volunteers in Board schools in performing tasks under the direction and supervision of staff while helping to ensure the safety and security of students, staff and volunteers.

2.0 DEFINITIONS

In this policy,

- 2.1 A **parent volunteer** in a school is a parent or guardian who currently has a child enrolled in and attending that school, or is a member of the community who continues as a volunteer in a school without interruption after the child has left the school.
- 2.2 A **community volunteer** is any member of the community who does not have a child enrolled in the school and who agrees to undertake, without pay, a designated task which supports a classroom, a school or a system-wide program.

When not specifically stated, the word **volunteer** refers to both parent and community volunteers. Co-op students are not defined as volunteers.

3.0 POLICY

- 3.1 The Board supports and values the involvement of parent and community volunteers in its elementary and secondary schools. A co-operative team approach for the management of volunteers in schools is supported.
- 3.2 The purpose of inviting volunteers to assist students in our schools is to:
 - a) encourage participation in order to enhance school-based activities and academic learning;
 - b) increase communication and positive relationships between the school, parents and the community;

- 3.3 In exceptional circumstances, in accordance with the procedure accompanying this policy, a volunteer may assist in the operation of an extra-curricular activity when a teacher advisor is not available to oversee or supervise the activity.
- 3.4 In order to reinforce a sense of community, volunteers are encouraged from within the community, and efforts should be made to involve a wide representation of the community.
- 3.5 Co-operation with other volunteer bureaux and agencies is encouraged in recruiting, screening, placing, training and the recognition of volunteers.
- 3.6 The Director of Education shall ensure that procedures for screening, orientation/ training, supervision, recognition and program evaluation for the volunteer program are in effect.
- 3.7 The Director of Education shall ensure that school volunteers are covered by the Board's liability insurance while they are performing their assigned tasks.

4.0 REFERENCES

The Education Act, 1998, Regulation 298 95/96, s. 11

Board Policy P.014.SCO: School Councils

Board Policy P.064.FIN: Student Accidents: Insurance and Reporting

Board Policy P.059.SCO: Severe, Life-Threatening Allergies and Administering Medication to Students

Board Procedure PR.547.SCO: Administering Medication to Students

Board Procedure PR.548.SCO: Severe, Life-Threatening Allergies

Board Procedure PR.518.SCO: Field Trips

Board Procedure PR.553.FIN: Student Accidents: Insurance and Reporting

Board Procedure PR.555.SCO: Volunteers