

VOLUNTEERS

Background

The Division believes that volunteers can enhance community relations and provide valuable assistance to the school staff and encourages their involvement in the school community. They also recognize that students benefit from the opportunity to be involved in approved, school-sponsored curricular and co-curricular activities, and they recognize that the involvement of adult volunteers may provide support for these activities to take place.

Definition

A volunteer, for the purpose of this administrative procedure, is defined as a person who is not employed by Livingstone Range School Division and who is working directly with students in a curricular or co-curricular capacity.

Guidelines and Procedures

- 1) The safety and well-being of students shall be a primary consideration at all times.
- 2) Volunteers shall not use their activities in the school as a means of promoting personal beliefs or acquiring personal gain.
- 3) School Administrators shall:
 - a) Establish clear policy and processes for volunteer work in the school and with off-site activities that conform to applicable division policies and FOIPP.
 - ⇒ Specific processes shall be in place for: collecting and tracking volunteer forms, recruitment procedures, orientation procedures, educating volunteers regarding Division and School Policies, monitoring volunteers and recognizing volunteers.
 - b) Approve and coordinate volunteer workers in their schools, keeping in mind the safety and well-being of students and employees.
 - c) Where applicable, perform a reference check for Volunteers.
 - d) Orient and assist volunteers in understanding and following their roles.
 - e) Educate volunteers regarding Division Policy/Procedure as appropriate.
 - f) Ensure that a current Police Information Check with a Vulnerable Sector Check is on file for any volunteer working unsupervised with students.
- 4) All volunteers who work unsupervised shall:
 - a) Complete and sign a Volunteer Registration Form **annually** for Livingstone Range School Division.
 - b) Submit an accurate and up to date Police Information Check with Vulnerable Sector Check **every second year**. Should circumstances change after the completion of the Police Information Check with Vulnerable Sector Check:
 - ⇒ Notify the school principal as to either the laying of criminal charges or the entering of a conviction under the *Criminal Code of Canada* or the *Controlled Drugs and Substances Act*, or where the Volunteer is charged with or convicted of an offence under the *Child, Youth and Family Enhancement Act*.

- c) Complete appropriate forms if acting as a volunteer driver consistent with Administrative Procedure #544.
 - d) Conduct their duties in accordance with Division policies and procedures and applicable provincial and federal statutes.
 - e) Be responsible to the Principal or Teacher for all actions relating to students. They shall not:
 - i) diagnose education needs of students;
 - ii) prescribe or administer behavioral remediation;
 - iii) evaluate the results of instruction;
 - iv) carry out any instructional responsibilities unless under the direct supervision of a teacher; and
 - v) disclose information about a student(s) or staff member(s) except through a teacher or administrator.
- 5) Requirements for volunteers:
- a) Prior to engaging in a volunteer activity, each volunteer shall submit a Police Information Check with a Vulnerable Sector Check.
 - b) The original Police Information Check with Vulnerable Sector Check must be presented to the school administration. A photocopy will then be made for school records and the original returned to the owner.
 - c) If a volunteer, specified in the above, fails to submit the documentation prior to engaging in a volunteer activity, the volunteer shall not assume any responsibilities where he/she may be alone with students. The volunteer may, at the discretion of the principal, assume responsibilities with another staff member when documentation has been submitted but is not yet processed.
 - d) If the contents of the volunteer's Police Information Check results are considered to be incompatible with volunteering with the division, or as determined by the principal, the volunteer shall not be allowed to volunteer.
- 6) Collection, Use and Storage of Information.
Volunteer registration forms and Police Information Check shall be retained by the school in digital form indefinitely as per Administrative Procedure 180.
- 7) For Clarification purposes, guest speakers, presenters, or visitors to the school are not included in the definition of volunteer as it pertains to this Administrative Procedure.

Forms - Appendices

- 1) Volunteer Registration Form
- 2) Volunteer Reference Check Form
- 3) Request for Police Information Check with Vulnerable Sector Check

References

Section 60, School Act
New Procedure - Draft Dec 10, 2014
Combined Current Admin Procedures 440, Volunteers: Classroom & Co-Curricular and 441, Volunteers - Extra Curricular
Update: June, 2016

Livingstone Range School Division No. 68
Curricular Volunteer Registration Form
(Administrative Procedure 440)

Livingstone Range School Division No. 68 greatly appreciates the services of all of its volunteers. In order to ensure the safety of students, the Division believes that all volunteers need to be registered.

School Year: _____ Activities: _____

School: _____

Surname: _____ Given Names: _____

Address: _____ Postal Code: _____

Telephone Numbers Home: _____ Work: _____ Cell: _____

Email Address: _____

Please list any children or grandchildren registered in the above school.

A. Volunteer Security Disclosure

Have you ever been charged or convicted of an offence under the Criminal Code, Narcotic Control Act, Food and Drug Act, or Firearms Act of Canada, or the criminal laws of any other country? Yes No

If you have had a pardon, please explain.

Have you ever been the subject of an investigation or order under the Child Welfare Act of Alberta or equivalent legislation in any other province or country? Yes No
(If you answer "Yes" to this question, you must submit a current Child Welfare Statement along with this form.)

Are there any conditions which might cause concern regarding your suitability as a volunteer? Yes No

If the answer to any of the above questions is "Yes", provide details including dates, depositions, and any other pertinent information if you still wish to be considered a volunteer.



As a volunteer, we would like to advise you of the following conditions:

- 1) That confidentiality is of the utmost importance in the school setting in order to ensure that the dignity and worth of students, volunteers and staff is honored.
- 2) That any information collected, used, generated and stored by Livingstone Range School Division No. 68 including student, instructional, financial or administrative information is strictly confidential and is to be used only in the performance of volunteer duties.
- 3) That you may not disclose, communicate, publish, take, alter, copy, interfere with or destroy any information unless you are specifically authorized to do so by the teacher or principal.
- 4) That you must notify the principal of any new criminal charges at the time the charge is made.
- 5) That the teaching and administration staffs are responsible for student learning and discipline.
- 6) That as a volunteer you can assist in enhancing the learning environment by working cooperatively with the school team.
- 7) That you, as a volunteer, are responsible to the Principal or teacher for all actions relating to students. You shall not:
 - a) diagnose educational needs of students;
 - b) prescribe or administer behavioral remediation;
 - c) evaluate the results of instruction;
 - d) carry out any instructional responsibilities unless under the direct supervision of a teacher;
 - e) disclose information about a student(s) or staff member(s) except through a teacher or administrator.
- 8) Failure to comply with these conditions or Livingstone Range School Division No. 68 policies and procedures may result in termination of your position as a volunteer.
- 9) This form and a copy of your Police Information Check with Vulnerable Sector Check will be kept on file indefinitely as per Administrative Procedure 180.

By signing this Volunteer Registration Form I am agreeing to the conditions outlined above, as well as verifying that all information provided is accurate.

Signature: _____ Date: _____

B.

1. Please list at least two references with whom the school may check:

Name: _____ Relationship: _____ Phone: _____

Name: _____ Relationship: _____ Phone: _____

2. Yes No I have submitted a Police Information Check with a Vulnerable Sector Screening Check.

Livingstone Range School Division No. 68
Volunteer Reference Check Form

To Be Completed by the School Principal
(This form is optional and acts as a guide for a volunteer reference check)

School Year: _____

School: _____

Name of Volunteer: _____

Name of Reference: _____ Phone: _____

_____ has applied as a _____ (e.g., coach / supervisor) volunteer in our school. It is division policy to conduct a reference check for individuals working in this type of volunteer assignment. You have been listed as a reference. We would appreciate it if you are able to respond to a few questions.

- 1) In what capacity do you know _____ ?
- 2) Have you ever observed _____ working with children / youth?
- 3) Based on your observations, can you describe _____ attitude toward children / youth?
- 4) Can you describe his/her approach to engaging in activities with children / youth?
- 5) Has _____ ever had a difficult situation to manage with youth or parents? If yes, how did he/she approach the situation?
- 6) If you have observed _____ interaction with parents, can you describe the nature of the relationship?
- 7) Would you describe _____ as collaborative or a team player?
- 8) Do you have any comments or concerns regarding _____ working with children / youth at the elementary / secondary level?



Livingstone Range School Division No. 68

Request for Police Information Check



Livingstone Range
SCHOOL DIVISION NO. 68

Date: _____

Name: _____ Birth Date: _____

Position Applied For: Unpaid Volunteer Position

You have applied to volunteer in Livingstone Range School Division No. 68, therefore a request for disclosure of Police Information Check with Vulnerable Sector Check and additional pertinent police involvement is required. Livingstone Range School Division No. 68 requests that you have a Police Information Check completed from the local police service or RCMP detachment where you have lived in the past five (5) years.

As you are applying to volunteer involving children or vulnerable persons a Vulnerable Sector Check is also required. This will be done at the same time as the Police Information Check and is at no additional cost.

Please take a copy of this letter and two pieces of identification with you to assist in this process (ie. Drivers License, Passport, Birth Certificate, etc.)

The Police Service or RCMP Detachment will provide you with a document outlining the findings of the Police Information Check. It is your responsibility to provide this documentation to each school in which you plan to volunteer in a timely manner, in order for the school to proceed further with your application for volunteer services.

You also understand that the existence of criminal record or relevant police information may be grounds for rejection of your application.

Regards,

Livingstone Range School Division No. 68

