



Section Seven: Community Partnerships

“Together We Learn”

720R – VOLUNTEERS (REGULATIONS)

1. Definition

For the purpose of this policy, the term “volunteers” shall be adult persons (age 19 years or over) other than employees who:

- 1.1 willingly provide services to schools without expectation of compensation;
- 1.2 may attend at the school one time only, occasionally, or on a regularly scheduled basis;
- 1.3 may have an assigned role or responsibility in a school, classroom, or during a school activity.

2. Recruitment

Inviting, accepting, assigning and training volunteers are carried out at the school level. Individuals interested in serving as volunteers must contact the school principal. District-wide protocols and volunteer application forms shall be used.

3. Role of the Principal

It is the responsibility of the school principal to:

- 3.1 Ensure that all volunteers are advised that they will be required to submit to a criminal record check prior to volunteering at the school. (Note: Criminal record checks completed for other organizations are not valid for the School District.)
- 3.2 Ensure the criminal record checks for volunteers are completed, through the school district, when the volunteer begins with the district, and again after four years if the individual continues as a volunteer. (Note: Criminal record checks are valid for five years but due to the processing time, continuing volunteers are required to complete a criminal record check at least every four years.)
- 3.3 Provide for the safety of students in the care of volunteers;
- 3.4 Monitor the activities of the volunteers;
- 3.5 Implement the appropriate provisions of the collective agreements.
- 3.6 Ensure the completion of and compliance with Form 525.3 if transporting students in their private vehicles.

4. Liability

Volunteers selected by these regulations will be covered by the district’s liability insurance plan.