



*Preparing Today's Learner for Tomorrow*

## Administrative Procedure 2070

### Volunteers in Schools

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**Board Governance Policy Cross Reference:** [1, 7, 12, 13](#)

**Administrative Procedures Cross Reference:**

[Confidential Information](#)

**Form Cross Reference:**

[Pledge of Confidentiality](#)

[ICT Acceptable Use Agreement - Volunteers](#)

[Volunteer Agreement](#)

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**Legal/Regulatory Reference:**

[Manitoba Regulation 23/2000 \(Persons Having Care and Charge of Pupils Regulation\)](#)

[The Public Schools Act, sections 86, 89, 91\(2\)](#)

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The Interlake School Division recognizes that volunteers play an important role in school events and activities and affirms that students benefit greatly from active volunteer participation in the activities of the school. While the Division values the support of volunteers, the safety and well-being of the students and staff must be considered when choosing and assigning volunteers.

#### **A. Principles and Procedures**

1. A volunteer is a parent/caregiver or other person who has made an accepted commitment to assist the school without expectation of compensation.
2. Volunteer deployment, whether for one day or for a number of sessions over a longer period, will be managed with care; in particular taking account of the needs of the students and the staff to whom they are assigned.
3. Volunteers should be selected on the basis of an ability to work with students, skill in performing needed services, previous related experience, interest in the work, and personal character. In order to reinforce a sense of community, volunteers should be encouraged from within the community at large, and efforts should be made to involve a wide representation of the community.
4. Volunteers should function in a supportive role which is compatible with the philosophy of the school and should not undertake tasks that require making program or educational decisions.

5. Volunteers will always be supervised by a teacher or school staff member when carrying out his/her duties.
6. Volunteers must not be assigned tasks, which would violate the privacy of students or their families, or be permitted access to student records, with the exception of contact information that may be required as part of the assigned task.
7. When a volunteer will be under the direct supervision of a teacher or administrator, the Principal or designate must approve the volunteer.
8. All volunteers are required to submit a current (within past 12 months) Criminal Record/Vulnerable Sector Check and Child Abuse Registry Check before being assigned.
9. An orientation should be conducted by the Principal or designate (e.g. teacher) and should include a review of relevant and applicable policies and procedures, including [Confidential Information](#). All volunteers must sign a [Pledge of Confidentiality](#).
10. All volunteers are required to complete the Respect in Schools training program prior to being assigned. <https://mbed-school.respectgroupinc.com>
11. A Volunteer Handbook is to be provided at orientation (See sample guidelines in Appendix A – Volunteer Guidelines). In addition, a [Volunteer Agreement](#) must be signed and placed on file at the school. If applicable, the [ICT Acceptable Use Agreement-Volunteers](#) should be signed by volunteers who are provided with access to Division ICT resources.
12. Dependent on a volunteer's assignment, schools need to provide volunteers with information on:
  - fire evacuation procedures
  - emergency responses (evacuation, lockdown, etc.)
  - handling medical emergencies
  - location of defibrillators
  - students with medical needs that they may be working with (limited information, shared in confidence)
  - students with behavior needs that they may be working with (limited information, shared in confidence),
  - recess/lunch procedures and expectations
  - signing in and out procedures
  - other applicable school-based information
13. All information collected in the orientation process will be officially documented and treated as confidential, excepting the disclosure of information when necessary to determine suitability.
14. The supervising staff member will provide any necessary direction or specific instruction related to the volunteer's assignment, with particular attention to procedures related to student safety.
15. Volunteers are visitors and must report to the office on arrival and sign out prior to leaving unless other arrangements have been approved by the Principal or designate.
16. Volunteers shall meet all the criteria of conduct required of ISD staff and shall comply with all relevant and applicable legislation and school/division procedures.

17. Complaints about volunteers will be handled by the school Principal or designate responsible for volunteers.
18. A volunteer's services may be terminated at the discretion of the Principal.
19. Volunteers need to be appreciated. It is the responsibility of the school to recognize and celebrate their efforts.

#### **B. Child Abuse Registry and Criminal Record/Vulnerable Sector Checks**

The Interlake School Division strives to make the screening process as simple as possible. A package of required forms is available through all school offices.

1. **Child Abuse Registry Check** - available through the school/division office - to be submitted to the Provincial Child Abuse Registry via the school/division office.
2. **Criminal Record/Vulnerable Sector Check** - individuals wishing to volunteer are to visit local their RCMP/Winnipeg Police Service detachment to complete - schools are to provide a letter identifying the individual as a volunteer so that any fees will be waived.
3. Child Abuse Registry and Criminal Record/Vulnerable Sector Checks must be current (within past 12 months) to be accepted.
4. Presence on the Child Abuse Registry will exclude an applicant from placement as a volunteer.
5. The disclosure of a criminal record may not necessarily preclude an applicant from consideration for placement as a volunteer. A disclosure of a sexual offense will exclude an applicant from placement as a volunteer.
6. All results will be kept confidential. Schools will be advised of results.
7. Checks will be valid for as long as the volunteer remains at the school that initiated the process. Upon engagement with a different school, volunteers must begin the screening process again.
8. Schools must maintain a list of volunteers who have completed the necessary checks.

## Appendix A – AP 2070

### Volunteer Guidelines

Parents and community members are encouraged to participate in volunteer activities in our schools that support programs and services and help students succeed.

You will be asked by the Division to submit to a Criminal Record/Vulnerable Sector Check and Child Abuse Registry check before you begin volunteering. These checks are a routine procedure taken to help assure the safety of students, staff, and other volunteers. For more information on volunteering, please contact your local school or the Interlake School Division office.

All volunteers are also required to complete the Respect in Schools training program. <https://mbed-school.respectgroupinc.com>

#### Volunteering

*The following are some examples of ways you can help at your local school:*

- *Reading with students who need extra help*
- *Arts and crafts activities/clubs*
- *School plays or concerts*
- *Arranging material in the library*
- *Coaching sports activities*
- *Supervising children on field trips*
- *Serving as a speaker on topics related to the classroom program or cultural activities*
- *Serving as a skilled mentor to a student who needs extra support*
- *Collecting community materials for a classroom project*

#### Guidelines for Volunteers

1. Upon arrival at the school, all volunteers are required to please report to the office prior to entering the classrooms in which they will be working. Prior to leaving the school, volunteers must sign out at the school office.
2. A Volunteer must not share information about students, staff, or other volunteers with other people. If a Volunteer has a concern, they are to bring the matter forward to the appropriate school staff or school administration.
3. The achievements of students are to be valued and their rights preserved. In the course of their service in schools, a Volunteer may learn personal facts about students, their families and their problems. As a result, a Volunteer must agree to keep this information confidential and not discuss it with people in, or outside the school, other than the school administration. The [Volunteer Agreement Form](#) and [Pledge of Confidentiality](#) is to be signed prior to volunteer placement.

4. If a Volunteer has a problem with a student, they should redirect the matter to the student's teacher and/or speak with school administration.
5. If a Volunteer has a problem with a teacher, they should discuss the matter first with that teacher, and if necessary, speak with school administration.
6. After an initial orientation, a Volunteer should direct their questions or concerns to the staff member with whom they work. If more information is required, then the Volunteer should consult with the school administration.
7. A Volunteer cannot use their presence in the school as an opportunity to dialogue with teachers concerning their own child's situation. Volunteers who wish to speak to a teacher about their own child, should make an appointment for another time.
8. All volunteer work is done under the direction and immediate supervision of a teacher and may need to follow an appropriate work style to meet the expectations of each individual teacher.
9. The role of volunteers is viewed as a supportive one. Volunteers are not there to replace paid staff, but to support and supplement work that is already being done within the schools.
10. A Volunteer is not, under any circumstances, to be placed in a situation where they are responsible for the direct supervision of students (one-on-one). Volunteers will always be supervised by a teacher or school staff member when carrying out their duties.
11. Individual teachers shall decide whether they wish to utilize the services of volunteers. Every teacher has the option of deciding not to have volunteers in their classroom.
12. School administration must take responsibility to explain to volunteers all school rules regarding entrances, exits, emergency procedures, parking, access to staff areas, etc. All volunteers are expected to abide by the rules of the school and division regulations.
13. It is the school personnel's responsibility to ensure that volunteers are properly informed about their tasks and welcomed in the school.
14. A Volunteer is expected to work co-operatively with all staff members and seek clarification whenever necessary.
15. A Volunteer has the right to refuse a task if they feel that they are not properly prepared to do what is required. It is the responsibility of school personnel to give volunteers adequate on-the-job training.
16. Principals are to ensure that all volunteers sign the [ICT Acceptable Use Agreement - Volunteers](#) if provided with access to ISD ICT resources.

### **Confidentiality**

Please do not discuss student performance, personal health information, teachers, school procedures, or your own reactions to the school situations with anyone other than staff with whom you are working. If parents, family or friends ask you about your work, tell them you will share information about the activities you perform rather than specific information about students, the teachers, or the school.

Please do not discuss the progress of the children, with whom you are working, with their parents. All reporting to parents is the responsibility of the teachers and must not be undertaken by volunteers. As a student's helper, you should not become involved with their parents. It is the responsibility of the school to tell parents when a student is receiving extra support. If a parent does contact you, simply refer the parents to the child's teacher(s).

If at any time while you are volunteering in the school, you should become aware of inappropriate comments or behavior, you are required to intervene. Intervention may mean speaking to the individual(s) or discussing the incident with the classroom teacher or school Principal. We ask that as volunteers you model respect and consideration for everyone in the school building.

### **Disclosure**

If a child should disclose information to you regarding any form of abuse, you are required by law to report this information to the authorities. The steps to follow are:

- reassure the child; tell the child you will have to tell someone about this
- inform the Principal about the disclosure and they will assist you in handling the situation.

### **Discipline**

Make certain that you are as familiar as possible with the school's layout, facilities and programs and that you observe the rules and routines of the school. Volunteers always work under the supervision of teachers. Disciplining students is not the role of the volunteer. If a student's behavior is inappropriate and a request to change does not bring about the desired result, please seek the assistance of a teacher. Volunteers must not touch or intervene in any physical manner to stop inappropriate behavior. Limited physical intervention would be permitted to prevent an assault or to separate the participants in an altercation.