

### Background

The Division believes that volunteers can have a significant and positive impact on the educational environment and so encourages their involvement in schools. The Division has the responsibility of ensuring the safety of all students and staff.

### Definition

A “volunteer” is any individual who without compensation assists in the school or assists during a school related activity, including a field trip, either in groups or on a one-on-one basis, and includes a volunteer driver that transports students, but does not include a guest speaker, a visitor to the school, a parent/guardian assisting his/her own child, a post-secondary practicum student, a school council member acting solely in that capacity, or any Division student or employee.

### Procedures

1. Principals shall be responsible for volunteers present in the school or performing volunteer activities for the school while not on school premises. The principal shall be advised of and approve all volunteer positions in the school.
2. Volunteers shall at all times act in accordance with Division policies and regulations, school policies and rules, and endeavor to conduct themselves in such a manner to be in keeping with the Division’s core values.
3. All volunteers shall be required to complete a [Volunteer Registration Form](#) prior to commencing any volunteer activities in the school.
4. All volunteers who are to be assisting with school activities on any given day shall register at the school office at the beginning of each day. The volunteer register shall contain legible names of the volunteers and their expected location or classroom assignment within the school during the course of their duties during the day.
5. While engaged in volunteer activities, all volunteers shall wear appropriate identification.
6. All volunteers are subject to the direction of the principal at all times. In appropriate circumstances, the principal may delegate such authority to a staff member. In the event that there is a conflict between the direction of a staff member and the principal, the principal’s authority shall prevail.
7. Principals are encouraged to develop processes and procedures that may be unique to their school environments and communicate these to their volunteer communities in a manner fitting the environment.

8. A Volunteer orientation will take place annually for all Volunteers (new and experienced). Volunteers must be made aware of the guidelines, expectations, and limitations.

### **Provision of Criminal Declaration, Records and Intervention Record Checks**

1. All individuals, including minors under the age of eighteen, assuming volunteer duties with a school shall declare a criminal record.
2. All individuals, including minors under the age of eighteen, who may be engaged in the following volunteer activities, shall be required to provide a Police Information Check with a vulnerable sector check and an Alberta Children's Services Intervention Record Check once every three years and prior to assuming any volunteer duties regarding:
  - 2.1 Involvement with sports teams;
  - 2.1 Overnight field trips;
  - 2.2 Activities involving the supervision of students where Division staff members are not in attendance at all times; or,
  - 2.3 Driving students in Division or non-Division owned vehicles.
3. Police Information Checks with a vulnerable sector check and/or Intervention Record Checks may also be required at the sole discretion of the principal, and/or the Superintendent in any circumstances where it is deemed appropriate. Under exceptional circumstances, the Superintendent may waive the requirement for the provision of a Police Information Check and/or Intervention Record Check.
4. In circumstances where a Police Information with a vulnerable sector check and/or Alberta Children's Services Intervention Record Check identifies prior convictions or investigations, the nature and date of the offence/investigation, and any other relevant factors shall be considered by the principal prior to allowing the individual to assume any volunteer activities on behalf of the school. In circumstances where the principal requires assistance in making this determination, the principal may contact the Superintendent or designate. Where it is determined that circumstances are incompatible with the participation of the volunteer in school activities, the volunteer shall not be allowed to volunteer. This determination by the principal or by the principal and Division senior management is final. If circumstances are such that a material change occurs, the individual may be reconsidered for a volunteer activity at a later date.
5. If in the course of volunteering with the school, a volunteer is charged with an offence under the Criminal Code of Canada, the volunteer must immediately notify the principal of all criminal charges laid, excluding minor traffic offences unless the volunteer is engaged in activities involving the use of a motor vehicle. Such events may lead to a suspension of the volunteer's duties until such time as the matter is determined by the courts or otherwise settled.


### **Collection, Use and Disclosure of Volunteer Personal Information**

1. All Volunteer Registration forms shall be kept for three years from the date of completion.



2. In the circumstance where an ‘incident’ occurs during a school activity and which involved, directly or indirectly, a volunteer, the principal shall supply all relevant documentation to the Superintendent or designate for retention.
3. All Police Information Checks and Intervention Record Checks required to be provided to the school shall be provided directly to the principal in a sealed envelope by the prospective volunteer.
4. Upon being provided to the principal, the principal shall ensure that the records are secured in a locked file cabinet/room and will be available for review only by the Principal, Vice-Principal, and Superintendent or designate.
6. The names of approved volunteers shall be kept on file in the school office.
7. Under no circumstances shall Police Information Checks with vulnerable sector check or Alberta Children’s Services Intervention Record Checks be shared with individual school staff members. Where the principal is responsible for making the determination of whether an individual shall assume volunteer duties, the principal may discuss the potential role and responsibilities of the volunteer position, but shall not disclose any criminal or intervention record history of the individual whatsoever.
8. Police Information Checks with a vulnerable sector check and Alberta Children’s Services Intervention Checks may not be more than 3 months old when submitted.

**Appendix A: Volunteer Registration Form**

<b>Reference:</b>  Section 197, 256, 53, 52, 222 Education Act Freedom of Information and Protection of Privacy Act	<b>Approved:</b>  
	<b>Date Approved:</b> August 2006
	<b>Reviewed or Revised:</b> October 2021

*Note: References shall be updated as required and do not require additional approval*

