

SCHOOL DISTRICT NO. 92 (NISGA'A)

Policy Subject: VOLUNTEER

Date Passed: April 15, 2014

Date Amended: May 21, 2019

Description:
VOLUNTEER POLICY

Policy No. 308-P

BC MINISTRY OF EDUCATION SCHOOL ACT

Division 2 – Parents 7.1 Parent Volunteers

Subject to this Act, the regulations and any rules of a Board, a parent of a student may provide volunteer services at or for a school.

POLICY

Parents/Grand Parents/Aunts/Uncles and other community members are encouraged to share in the commitment of School District No. 92 (Nisga'a) in the delivery of specific areas of education in all our schools.

DEFINITION: “Volunteer” is an unpaid individual who has made a commitment to assist in schools.

Volunteers make appreciated contributions to enhancing our student success by assisting in extracurricular activities, supporting lunch programs, and just being involved in the school life.

REGULATIONS:

The role of volunteers is to assist the school in providing curricular, extracurricular and other school related activities and services. Volunteers shall not be used to provide services that would result in the displacement of a School District No. 92 (Nisga'a) employee.

All school-related volunteer activities must be approved in advance by the principal at the request of the employee.

All volunteers in the schools must be authorized by the principal. All volunteers who work directly with students or who have, or potentially have, unsupervised access to students **MUST** complete a *CRIMINAL RECORD SEARCH* process with a negative outcome, prior to beginning any volunteer work with School District No. 92 (Nisga'a). School District No. 92 (Nisga'a)

retains the right to the criminal record document and these are NON TRANSFERABLE. **They will remain active for the volunteer for the current school term, the volunteer is assisting in.** The volunteer must re-apply for the following school year if they wish to continue to volunteer. This process is completed by School District No. 92 (Nisga'a) Human Resources, and is kept confidential.

If a volunteer is charged with or convicted of an offence subsequent to a criminal record check, the volunteer must promptly provide authorization to complete a second criminal record search.

Volunteers will be under supervision of an employee of the school in which they are volunteering.

Volunteers will be requested to:

- Follow bylaws, policies and regulations of School District No. 92 (Nisga'a)
- Speak and act with respect
- Respect complete confidentiality with regard to any student matters that they may be in contact with
- Report all incidents of students or personal injury to staff
- Maintain confidentiality with regard to employees and personnel matters

If an individual wishes to volunteer at more than one school, a separate application form must be submitted to each school. However, only one criminal record check is required, regardless of the number of schools.

A completed volunteer application will be provided with a criminal record form attached and forwarded by the administrator of the school to the HR Department of School District No. 92 (Nisga'a)