

PARENT / GUARDIAN VOLUNTEERS

Background

The District believes that parents and/or guardians can play an important role in assisting with their children's education by acting as volunteers in the school and at school activities.

The objective of this Administrative Procedure is to ensure that parents and guardians are provided an opportunity to enhance and support the education of their children by volunteering their time and expertise. Volunteers will be expected to maintain the integrity of school-based programs, uphold the **Standards of Conduct for District Employees** as outlined in [Administrative Procedure 403](#), to follow District and School Codes of Conduct and to support the School District's Mission, Vision and Values.

The Board expects all schools to be safe, secure and caring environments for students. Therefore, appropriate safeguards respecting the selection, role and supervision of volunteers must be followed.

Procedures

1. Each parent/guardian volunteer will complete a "Volunteer Registration Form" (Form 490-1) and, if applicable, have a Criminal Record Search completed in accordance with [Administrative Procedure 400 Appendix A](#). A Criminal Record Search will be required for volunteers who are working one on one with students or groups of students and are not under the direct supervision of a staff member at all times. This includes overnight trips, coaching and regular volunteering throughout the year involving significant direct contact with students.
2. School administrators shall be responsible for volunteer recruitment, selection and assignments. Volunteer opportunities may include, but are not limited to, support in individual classrooms, in-school programs (sports, clubs), on field trips, in fundraising initiatives, at cultural events or at PAC or DPAC sponsored events.
3. Volunteers will perform in areas, which are not in conflict with existing union positions.
4. Volunteers working directly with students must do so under the supervision of school staff. This may include administrative, teaching or support staff. The degree of supervision, direct or indirect, to be provided by the staff member shall be determined by the staff member and volunteer, subject to approval of the Principal.
5. Schools using volunteers shall ensure appropriate orientation, training where required, and ongoing supervision.

6. Volunteers are visitors in the school and will report to the office on arrival unless other arrangements have been approved by the Principal.
7. Volunteers may be asked to discontinue their role if they fail to keep their commitments, fail to comply with District Policies and Procedures, or if their volunteer role is no longer needed.
8. Parents/guardians shall be informed of all situations where volunteers are working with their children on a regular basis.
9. Volunteers who use their private vehicle to transport students must complete the Volunteer Driver section of the “Volunteer Registration Form” (Form 490-1). This will provide proof of a valid driver’s license and confirm that there is adequate liability insurance to transport students. The form also includes a request for the volunteer’s Driver’s Abstract, available by request from ICBC. Volunteer drivers must have a clean driving record for a minimum of the two most recent years in order to transport students.

*Reference: Sections 17, 20, 22, 26.1, 65, 85 School Act
Freedom of Information and Protection of Privacy Act
School Protection Program*

SD No. 40 (New Westminster)

Adopted: April 25, 2017

*Revised: May 29, 2018
April 30, 2019
November 7, 2019*

Modification to this document is not permitted without prior written consent from SD No. 40 (New Westminster)

New Westminster Schools is a place where students love to learn. Our mission is to enable each student to learn in a safe, engaging and inclusive environment. Volunteers can work together with staff to help create this environment. While welcoming volunteer participation, the District is responsible for establishing safety procedures related to school volunteers. In order to ensure the safest possible environment for all students, all volunteers must read the volunteer guidelines, complete, and return the last two pages of this form.

The following list includes typical volunteer activities in our schools:

- Chaperone on field trips and overnight trips as outlined in [Administrative Procedure 260: Field Trips](#) and [Administrative Procedure 261: Field Trips – Out of Province](#)
- Assist with transportation as outlined in [Administrative Procedure 563: Student Transportation by Volunteer Drivers](#)
- Work at special events/social activities such as hot lunch days, Jump Rope for Heart and the Terry Fox Run
- Reading with children
- Assist with breakfast and snack programs
- “Tidying up” shelves in the library
- Sharing skills/talents as guest speakers
- Coach sports teams
- Organize/assist with graduation activities, charitable drives, fun fairs, lost and found items, care for classroom pets, and with community gardens
- Assist in the classroom in preparation for teacher training and educational assistant program admittance
- Organize/assist with fundraising as outlined in [Administrative Procedure 520: Fundraising Activities and Sponsorship in District Facilities](#)

Actions by volunteers on behalf of the District are covered by the School Protection Program while participating in any District or school-authorized and supervised activity. Volunteers will not be covered by any other special insurance policy other than their own and will not be eligible for Workers’ Compensation in the case of injury while performing their duties.

General Information

1. A “volunteer” is defined as an individual, who performs a service within the District without compensation, remuneration or other consideration, under the supervision and direction of the professional staff of the district to whom they are assigned. School volunteers serve without benefits of any type accorded to employees of the district.
2. Volunteers supplement and enrich programs and services in the District but will not substitute for employee duties, responsibilities and functions.
3. The school’s professional staff must not assign volunteers to tasks, which would compromise student and/or family confidentiality.
4. The principal shall screen all volunteers using the Volunteer Registration Form as outlined in [Administrative Procedure 490: Parent/Guardian Volunteers](#)
5. Volunteers shall receive no honorarium or fee for the services they provide.
6. Volunteers must sign in and out at the school’s main office and wear a visitors badge before proceeding to their volunteer task.

7. Volunteers must always:
 - a. Follow School and District Codes of Conduct.
 - b. Use appropriate language.
 - c. Have no authority in disciplinary matters. The volunteer should look to the teacher for direction and guidance.
 - d. Be prompt and dependable. Should an illness or an emergency occur, please notify the school's main office of your planned absence.
 - e. Serve as positive role models for students.
 - f. Maintain strict confidentiality regarding any information about a student of any school-related incident
8. Volunteers will not be asked to assume responsibility for an entire class in the absence of District supervising staff.
9. If a volunteer is injured while on school premises or providing volunteer services, they must report the injury to the Principal or school first aid attendant.
10. Any issues that may arise regarding a volunteer's performance will be referred to the Principal.
11. If a volunteer has any concerns about the safety or welfare of a child, they should immediately report their concern to the school principal.

Departure and Dismissal

Although the School District is not limited to the reasons below, volunteer applications may be denied or rescinded for the following reasons:

- breach of confidentiality concerning students or other privileged information;
- unlawful conduct or breach of School District or school site rules and regulations;
- physical or emotional stress which incapacitates the volunteer;
- inability to cooperate and work effectively with site staff and students;
- jeopardizing the security or safety of a school, facility, themselves, a student or staff member;
- erratic or unreliable attendance or behaviour;
- sexual misconduct;
- providing falsified information on the Volunteer Registration Form;
- establishing an inappropriate relationships with youth/staff; and
- criminal charges or conviction of a crime.

Criminal Record Check (as outlined in [Administrative Procedure 400 A: Criminal Record Search](#))

In order to protect the safety and security of students, volunteers who complete the following duties must have a Criminal Record Check:

Overnight trips, coaching not under the direct supervision of a teacher, regular volunteering throughout the year, involving significant direct contact with students, and/or one to one student interactions.

Volunteers, who reside in New Westminster, must submit to a background Police Information Check with Vulnerable Sector Screening (PIC-VS) with the New Westminster Police Department online at <http://www.nwpolice.org/services/police-information-check/>. If you are not a resident of New Westminster, you must contact your local police or RCMP department. The principal will provide a letter, on school letterhead, stating that the volunteer will be working in a volunteer capacity and that a Criminal Record Check is required.

- Criminal Record Checks will be reviewed and kept on file at the school. If you plan to volunteer in more than one school, you will need to notify the second school that a volunteer registration form and Criminal Record Check is already on file.
- Criminal Record Checks will be valid for five years after date of issue.
- The School District reserves the right to refuse a school volunteer position based on what it deems to be an unsatisfactory Criminal Record Check.
- Parents must provide a receipt to the school for reimbursement for a Criminal Record Check.

Return this signed form to the school

School: _____

Applicant Full Name: _____

Name of child(ren) in the school: _____

Address: _____

City: _____ Province: _____

Home Telephone: _____ Mobile: _____

Email: _____

1. Have you ever been convicted or given an absolute or conditional discharge on a criminal offence? Yes No

2. Are there currently any outstanding criminal charges against you? Yes No
Note: A criminal charge or conviction will not automatically exclude you from volunteer opportunities. The nature of your involvement as a volunteer and the circumstances related to the charge or conviction will be considered.

3. Do you know of any reason why you should not be involved in a capacity in which you are/will be with children? Yes No

4. Provide the names and telephone numbers of two references:

Name: _____ Telephone: _____

Name: _____ Telephone: _____

This section is only to be completed at the discretion of your Principal.

Volunteer Activities Requiring a Criminal Record Check:

- Overnight trips
- Coaching not under direct supervision of teacher
- Regular volunteering throughout the year, involving significant direct contact with students
- One to one student interactions

Have you completed a Criminal Record check within the past five years for the school district?

Yes If yes, please provide date when Criminal Record Check was obtained and to whom it was submitted.

No If no, please complete a Criminal Record Check. The School will reimburse the cost.

School Volunteer Code of Conduct

In order to ensure the safest possible environment for all students, all volunteers must complete and sign this Volunteer Registration form. The following procedures must be followed by all volunteers:

- I agree to act in a respectful manner and practice an ethic of care with all children and members of the school community
- I agree to abide by all instructions and directions given to me by the supervising teacher
- I have spoken with the supervising teacher about student behaviour expectations and understand my role in responding to students
- I will maintain confidentiality at all times
- I have reviewed New Westminster Schools [Administrative Procedure 490: Parent/Guardian Volunteers](#)

Volunteer Driver (if applicable)

Would you be willing to provide volunteer transportation?

If so: Do you have a valid Driver's License?	Yes	No
Do you have use of a car for transportation?	Yes	No
Do you have a minimum of \$1,000,000 Liability Insurance? Are you 25 years of age or older?	Yes	No
An updated driver's abstract has been provided by ICBC and given to the Principal.	Yes	No

(Please note: Volunteer drivers must have a clean driving record for a minimum of the two most recent years. The district provides excess Liability Coverage for volunteers up to \$10 million.)

How many safe passenger places, with headrest and shoulder belt, does your vehicle have? Children 13 and under must sit in the backseat: _____ Vehicle Make/Model/Year: _____

BC Vehicle License Plate #: _____

Please note: Volunteer Drivers are responsible for ensuring booster seats are correctly installed for children over 18 kg (40 lbs), until they are 9 years of age or have reached a height of at least 145 cm (4'9"). A Parent/Guardian Booster Seat Consent and Waiver Form (Form 260-7) must be completed for each child.

To the best of my knowledge, the vehicle identified above is in safe, road worthy condition and my driver's license and car insurance is in good standing. I understand that each student transported must wear a seat belt. I understand that I must provide an abstract of my driving record. I accept responsibility for notifying the school of any changes in the above information.

I understand that I have applied for a sensitive position of trust with the New Westminster School District. I have read, understood and agree to the School Volunteer Code of Conduct and Guidelines. I declare that all information I have provided on this form is complete and true in every respect.

Signature of Volunteer: _____

Date: _____

Signature of Principal: _____

Date: _____

The information on this form is collected under the authority of the School Act, Sections 13 and 79. The information provided will be used for Educational program and administrative purposes, and when required, may be provided to health services, social services or support services as Outlined in Section 79 (2) of the School Act. The information collected on the form will be protected in accordance with the provisions of the Freedom of Information and Protection of Privacy Act. If you have any questions about the information recorded on this form, please contact School Administration