

Administrative Procedure 490

VOLUNTEERS

Background

Parents and community members have an important role to play in the education of Division students; consequently, the appropriate use of parents and community members as volunteers can enhance the quality of educational experiences offered to students.

Definition

A *volunteer* is defined as a person who assists schools and/or students either in curricular or extra-curricular activities and includes volunteer drivers and students volunteering outside their school, but does not include guest speakers, presenters, visitors to the school, parents who assist their own child in the school, or School Council members in their position as School Council members.

Procedures

1. The Division's Volunteer Manual (Appendix) outlines the guidelines and procedures for ensuring and maintaining a safe and secure working environment in all Division schools.
2. Volunteers may be engaged in a variety of roles including:
 - 2.1 Resource Volunteers
 - 2.1.1 Have a relevant area of experience and expertise and are involved on a regularly scheduled basis to enhance the educational program.
 - 2.1.2 Visits are planned and supervised by a certificated teacher.
 - 2.1.3 Are responsible to the certificated staff member to which they are assigned and ultimately to the Principal.
 - 2.2 Support Service Volunteers
 - 2.2.1 Directly or indirectly assist teachers or other staff in achieving educational objectives by providing non-educational services on a regularly scheduled basis.
 - 2.2.2 Are responsible to the staff member to which they are assigned and ultimately to the Principal.
 - 2.3 Extra-curricular Activity Volunteers
 - 2.3.1 Directly or indirectly provide coaching services to junior or senior high students for interscholastic competitions.
 - 2.3.2 Are responsible to the certificated staff member to which they are assigned and ultimately to the Principal.

- 2.4 Field Trip and Activity Volunteers
 - 2.4.1 Provide occasional field trip supervision or occasional assistance on a casual basis.
 - 2.4.2 Are responsible to the field trip sponsor or activity in-charge staff member and ultimately to the Principal.
3. The following volunteer forms have been developed and are available in the Volunteer Manual:
 - 3.1 Division Volunteer Service Application Form.
 - 3.2 Division Volunteer Offer and Acceptance Form.
 - 3.3 Division Volunteer Personnel Record.
 - 3.4 Division Volunteer Field Trip/Activity Consent Form.
 - 3.5 Division Volunteer Driver Application/Authorization Form.
4. All applicants for volunteer positions must complete and submit to the Principal a Division Volunteer Service Application Form including screening documents as required.
5. Principals must implement the Division Volunteer Screening Program (within the Volunteer Manual) to create and maintain a safe environment and to ensure an appropriate match between volunteer and task.
6. Volunteers are insured under the Division's Liability Insurance policy (which includes liability, accidental death and dismemberment, accident indemnity and accidental medical expense provisions), only while they are acting within the scope of their duties as assigned by the Principal or the Superintendent.

Reference: Section 11, 33, 52, 53, 196, 197, 222, 256 Education Act
Freedom of Information and Protection of Privacy Act
Personal Information Protection Act

VOLUNTEERS MANUAL

**LAKELAND ROMAN CATHOLIC
SEPARATE SCHOOL DISTRICT # 150**

Volunteer Manual

