



## 2.06 Volunteers in Schools

### 2. School Administration - Administrative Procedure Manual

Principals are encouraged to use volunteers within the schools. Principals may approve volunteers in their schools provided that:

1. The volunteers, when necessary, are given an orientation which would include an awareness of school and divisional procedures and policies.
2. The guidelines which apply to education assistants and support workers will apply to volunteers.
3. The volunteer, in the opinion of the principal, is a responsible adult and is capable of carrying out the assigned task.
4. In the interest of student safety, a condition to volunteer with the Pine Creek School Division is disclosure and release of information on convictions or pending charges of a criminal or other nature.  
**All candidates** considered for volunteer work must complete the *Criminal Record and Child Abuse Registry Declaration* prior to final consideration for volunteer work.
5. Depending on the nature of the volunteer work, the school division may require the prospective volunteer to provide appropriate photo identification for verification and complete forms required for the school division to conduct the appropriate criminal record and child abuse registry checks.
6. If a person will be in a position where they will not be directly supervised by school staff at all times (e.g. coaching) or where the volunteer will be volunteering to assist with supervision of students on overnight trips, the school division will require the prospective volunteer to provide appropriate photo identification for verification and complete forms required for the school division to conduct the appropriate criminal record and child abuse registry checks.
7. Any checks conducted by the school division for volunteers will be completed at the school division's expense with no cost to the prospective volunteer.
8. The existence of a previous record is not necessarily a disqualification from volunteering with a school. Acceptance of the prospective volunteer will depend on the nature of the offence(s), the nature of the volunteer work and the recentness of the offence(s). *Failure to report convictions or pending charges will result in immediate disqualification from working as a volunteer.*
9. Once volunteers have been approved, the process need not be repeated yearly as long as the volunteer remains connected and known to the school and the community on a continued basis.
10. The Pine Creek School Division reserves the right to request renewal of the Criminal Record Checks and Child Abuse Registry documents at any time.