

Public Schools Branch

OPERATIONAL PROCEDURE

VOLUNTEERS IN SCHOOLS	
<i>Policy Section</i> School and Community	<i>Procedure Number</i> 701.1
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<i>Replaces: ELSB – Volunteers in Schools, September 16, 2014</i>	

1.0 DEFINITIONS

- 1.1 **Criminal Record Check** - A statement produced by a local police authority which indicates a person’s criminal history.
- 1.2 **Local Police Authority** - Municipal Police Services or the Royal Canadian Mounted Police (RCMP)
- 1.3 **Volunteer (noun)** - A person who assists schools and/or students in school educational activities, extra-curricular activities or other supportive activities under the direction of a teacher or administrator but does not include guest speakers, presenters, visitors to the school or parents assisting their own child in the school. A volunteer can be a parent/guardian of a child presently enrolled in that school or a member of the community who does not have a child enrolled in the school.
- 1.4 **Volunteer (verb)** - The act to perform services without any form of compensation.
- 1.5 **Volunteer ID Card** - An official card issued by the school to clearly identify school volunteers.
- 1.6 **Vulnerable Sector Inquiry** - A statement produced by a local police authority which identifies the existence of a criminal record and/or a pardoned sexual offence conviction.

2.0 VOLUNTEER APPLICATION FORM

- 2.1 All volunteers must complete the volunteer application form prior to volunteering in a school.
- 2.2 Volunteer application forms are reviewed and approved by the school principal.

3.0 SPECIFIED PURPOSE

- 3.1 All volunteer positions must have a specified purpose.

4.0 VOLUNTEER ID CARD

- 4.1 Volunteer ID cards are provided to all approved school volunteers.
- 4.2 The provided ID must be worn by volunteers and be readily visible while the volunteer is performing his/her services in the school or on external school related activities.
- 4.3 Volunteer ID cards are to be returned to the school office daily or as determined by the school principal.

5.0 VOLUNTEER DRIVER

- 5.1 In addition to completing the volunteer application form, a person who wishes to serve as a volunteer driver must also submit the *use of private vehicle for transporting students* form for approval.
- 5.2 A volunteer driver who transports students in his/her personal vehicle is required to have public liability insurance in the amount of \$1 million and should consult his/her insurance provider.

6.0 CRIMINAL RECORD CHECK WITH VULNERABLE SECTOR INQUIRY (CRC/VSİ)

- 6.1 A person wanting to volunteer in a school is required to provide the school principal with a valid Criminal Record Check with a Vulnerable Sector Inquiry (CRC/VSİ) prior to volunteering.
- 6.2 A CRC/VSİ must have been executed within the preceding ninety (90) days of receipt by the principal.
- 6.3 A CRC/VSİ must be renewed and provided to the school principal every two (2) school years.
- 6.4 Once the initial CRC/VSİ is approved by a school principal, a person can apply to volunteer at another school using the same CRC/VSİ, until a renewal is required.
- 6.5 The CRC/VSİ will be used to determine whether an individual has a record of offences which would render him/her unsuitable to provide volunteer services at a school.
- 6.6 If an applicant's CRC/VSİ discloses a criminal record, the principal and the Director of Human Resources or designate will review the applicant's suitability for the volunteer position based on the following factors:
 - 6.6.1 The type of charge;
 - 6.6.2 The age of the charge or offence;
 - 6.6.3 The type of volunteer work the applicant is being considered for;
 - 6.6.4 Whether the criminal record impacts on the applicant's ability to perform those volunteer duties;
 - 6.6.5 Whether the behaviour associated with the offence(s) if repeated, may pose a threat of physical or sexual abuse to children or others; and
 - 6.6.6 Any other factor(s) which the principal and/or director determines to be relevant.

7.0 EXPECTATIONS OF VOLUNTEERS

- 7.1 All volunteers are responsible to act in the best interests of students, parents, visitors, fellow volunteers, employees and reputation of the school. This includes treating all students, parents, visitors, fellow volunteers and employees of the school with dignity and respect.
- 7.2 Volunteers will behave in a manner that respects the dignity and without prejudice.
- 7.3 The Public Schools Branch or school administrator has the right to request a volunteer to cease his/her activities and dismiss where appropriate.
- 7.4 If a volunteer has a concern, the volunteer should contact the supervising teacher first and then, if necessary, the school principal.

8.0 CONFIDENTIALITY

- 8.1 All employees and volunteers with the English Language School Board are subject to the *Freedom of Information and Protection of Privacy Act (FOI/PPA)*, which governs access and disclosure of information.
- 8.2 All information collected through the volunteer application process is strictly confidential and will be used only by an administrator.
- 8.3 It is of the utmost importance that a school volunteer respect confidentiality. It is essential that volunteers never publicly discuss students, parents, or school staff.
- 8.4 Volunteers should only be permitted access to the personal information of other individuals on a limited basis, as defined by the *Freedom of Information and Protection of Privacy Act*, where required to perform their duties.
- 8.5 Where permitted such access, volunteers are expected to protect such personal information and handle it in a confidential and sensitive manner.
- 8.6 Volunteers are required to agree to statements of confidentiality as part of the volunteer application process.

9.0 INSURANCE

- 9.1 All volunteers are subject to the PEI Self Insurance and Risk Management Plan.

10.0 FORMS

- 10.1 Volunteer Application Form
- 10.2 Use of Private Vehicle Form for Transporting Students

11.0 CROSS REFERENCE

- 11.1 Operational policy 701 *Volunteers in Schools*
- 11.2 Operational procedure 102.1 *Concerns and Resolutions*
- 11.3 *Public Schools Branch Volunteer Handbook*
- 11.4 *PEI Treasury Board Policy and Procedure Manual*