

### AP 310 – Volunteers

#### Purpose

The involvement of authorized community volunteers in Nanaimo-Ladysmith Public Schools provides an excellent source of support and enhancement of the learning program. While welcoming volunteer participation, the district is responsible for establishing safety procedures related to school volunteers.

#### Definitions

The use of volunteers must have a specified purpose. **All volunteers, of any type must complete a criminal record check (See Appendix A).** Volunteers normally perform one of the following roles:

1. Support Volunteers: persons, typically parents or guardians, who directly or indirectly assist teachers in achieving educational objectives by providing non-educational services such as the supervision of field trips, supporting class projects or activities, chaperones, etc.
2. Program Volunteers: community, parent or guardian volunteers used on a regular or sustained basis involving significant direct student contact, shall complete the School Volunteer Registration Form (**Appendix B**) before being placed in a school or beginning service as a volunteer. No program volunteer may be placed in a school until the district, through the Principal, has received a completed registration form.
3. Unsupervised Volunteers: volunteers not under the direct supervision of a teacher or administrator must complete the School Volunteer Registration Form and must complete a Criminal Record Check and Vulnerable Sector Search (available at your local RCMP detachment) before being placed in a school.

#### Procedure

1. Pertaining to all volunteers in a school:
  - 1.1 The Principal shall direct and be responsible for all aspects of the volunteer program in the school.
  - 1.2 Volunteers shall:
    - 1.2.1 serve only as authorized by the Principal and staff;
    - 1.2.2 assume responsibility for their own transportation to and from the school;
    - 1.2.3 participate in any orientation or inservice in any area deemed advisable;
    - 1.2.4 agree to provide supportive service for those students assigned by the teacher; and
    - 1.2.5 submit a Criminal Record Check.

- 1.3 Volunteers supplement and enrich programs and services in the school district but will not substitute for employee duties, responsibilities and functions.
- 1.4 Volunteers will be assigned only to those teachers requesting assistance.
- 1.5 No volunteer will have access to confidential information regarding students.
- 1.6 The selection of students to participate in a program shall be made by the teacher and Principal.
- 1.7 Evaluation procedures for volunteers shall be established by school personnel in cooperation with the volunteers, and shall be continuous.
- 1.8 All sessions in which volunteers participate shall be on school property or in authorized school activities accompanied by a teacher.
- 1.9 A volunteer's relationship with the students shall be limited to the school situation. Under no conditions shall volunteers enter into discussion with parents/guardians regarding a student's work.
- 1.10 Since volunteers work in supportive roles, they shall not criticize the students, the students' families, the teachers, principal or school.
- 1.11 As far as possible, volunteers selected shall have the necessary skills and knowledge that the teacher deems appropriate in light of the specific objectives of the particular program.
- 1.12 Participation in Parent Advisory Committees (PACs) or similar activities that occur outside of school hours and are not school-sponsored activities are not covered under the provisions of this volunteer policy.
- 1.13 Volunteer Drivers must complete a Volunteer Driver Application (**Appendix C**).

2. Pertaining to volunteers sponsored by service organizations:

- 2.1 Defined as 'Program Volunteers', all regulations stated in Section 1 above shall apply.
- 2.2 Volunteers shall be recruited, screened and assigned only by community organizations that have the approval of the Superintendent.
- 2.3 Parents/guardians of participating students shall be fully informed regarding the objectives of the program, times and length of sessions.
- 2.4 All publicity statements regarding the volunteer service programs shall be made or approved by the principal of the school.

3. Pertaining to volunteers sponsored by Post-Secondary or Secondary Schools:

- 3.1 Defined as 'Program Volunteers', all regulations stated in Section 1 above shall apply.
- 3.2 The selection of volunteers shall be made through the recommendation of the Post-Secondary professor in charge, and with the approval of the School Principal.
- 3.3 For procedures regarding Research Projects refer to *Administrative Procedure 348 - Research in Schools*.
- 3.4 Volunteers sponsored by a secondary school shall be arranged through the recommendation of the principal and with the approval of the principal of the cooperating elementary school.

#### 4. Special Provisions Governing Community Coaches

- 4.1 A community coach is a coach of an athletic school team who is not an employee of the school district. The use of a community coach in a school program requires special considerations related to supervision, evaluation and risk management.
- 4.2 Elementary level:
  - 4.2.1 A community coach must have a staff sponsor who may be a principal, vice-principal, teacher, or school district employee, unless exempted by the principal or vice-principal, based on the assurance that the volunteer has completed the appropriate screening and has recognized involvement in the school's program.
  - 4.2.2 Staff sponsors are expected to be in the building during practices; if unavailable, they must arrange for a designated staff member to be on site. Staff sponsors must be present at all games, tournaments, and travel events. The principal or vice-principal may waive this requirement, except for events involving overnight travel. Parents are to be advised of all travel and supervision arrangements.
  - 4.2.3 Community coaches are selected by the school administration in collaboration with staff members and/or athletic directors. Community coaches will be considered providing they have the necessary ability and appropriate level of training required for the sport and associated age level. In addition, community coaches are subject to the same screening process as other volunteer applicants, including a Criminal Record Check.
  - 4.2.4 Student coaches and coaches less than nineteen years of age must be under the direct supervision of an employee sponsor at all times.
  - 4.2.5 Student teachers operate, as in all other aspects of their placement, under the supervision of their sponsor teacher.
- 4.3 Secondary level:
  - 4.3.1 Principals must ensure that secondary level community coaches meet the guidelines provided by BC School Sports' Competitive Rules & Regulations – Section IV – Part A: General Guidelines, section 2A: Community Coaches Guidelines.

Adopted: October 2015