

SCHOOL VOLUNTEERS

The Swan Valley School Division recognizes that volunteers make a valued and necessary contribution to the Division's commitment to providing and extending safe educational opportunities for students. The participation of parents and community members in school related activities shall be administered and supervised by the principal in accordance with board policy.

This administrative procedure is prepared with the understanding that volunteers present themselves to provide a valuable service, accepted and continued at the discretion of the principal. The volunteer-school relationship is similar to that between the school and a member of the public.

Supervision of Volunteers

The school principal shall supervise the involvement of volunteers. These supervisory responsibilities shall include:

- assessing the needs of the school and identifying responsibilities where volunteer assistance is required.
- selecting volunteers whose skills and experience are appropriate for the tasks to be assigned.
- providing volunteers with orientation sessions to familiarize them with the operation and expectations of the school and
- ensuring that the volunteers are provided with appropriate and sufficient staff supervision.

Standards/Requirements for Volunteer Involvement

The following sections describe standards/requirements for volunteer involvement.

Child Abuse and Criminal Record Checks

A principal shall require a child abuse registry and criminal record check for all volunteers who will:

- have direct contact with students without regular and frequent staff supervision.
- serve as a chaperone for a school sponsored athletic or out-of-school activity.

Child Abuse and Criminal Reference checks are to be completed at the time an individual begins to serve as an SVSD volunteer. All volunteers must complete and submit to School Leaders an acceptable Criminal Record Check (CRC) with a vulnerable sector check that is

acceptable to the Division and the Volunteer Declaration/Disclosure form before their first day of volunteering.

All volunteers must apply for a Child Abuse Registry Check (CARC) before volunteering. As volunteers, the CRC is free if you get a letter from a principal or the superintendent. The CARC is also free if you obtain and fill out the form at the school with the principal or the school secretary. Once completed, the superintendent will sign off on the form, and the division will email the form on your behalf. Continued volunteering is conditional upon an acceptable CARC.

Child Abuse Registry Checks must be renewed yearly, and Criminal Record Checks with Vulnerable Sector must be renewed every three years.

A central registry of completed Child Abuse and Criminal Reference checks for SVSD volunteers will be kept at each school with the Principal. **An electronic copy of the CRC, Volunteer Declaration/Disclosure Form, and CARC will be shared with the Executive Assistant at the Division Office.**

Orientation

The school principal (or designate) shall plan and direct school orientation sessions at the commencement of each school year or at any other time during the school year that the new volunteers begin working in the school.

The purpose of the orientation sessions shall be to:

- familiarize the volunteers with the operation of the school.
- define, for the volunteers, the expectations the school has of them while they are assuming their responsibilities including confidentiality.

The orientation shall include but not be limited to:

school and board policy related to volunteer involvement.

- the location and accessibility to school facilities.
- relevant administrative details.
- interaction with students who are family members.
- the use, provision and/or purchase of instructional materials.
- protocol for addressing concerns.
- Emergency Response Plans.

Confidentiality

Volunteers should understand that confidentiality is of the utmost importance. Discussion of student and staff matters outside of school is not appropriate. Volunteers are not to discuss student performance or other school situations with anyone other than the staff with whom they are working.

Discipline

Disciplining students is not the role of the volunteer. If a student's behaviour is inappropriate, the matter should be brought to the attention of the student's teacher. Volunteers must not intervene in any physical manner to discipline students.

Volunteers must at all times maintain the necessary decorum to have the respect of the students with whom they are working.

Supervision of Students

If, during the supervision of students, immediate intervention is required to protect the safety of children, the principles of loco parentis (acting as a just and prudent parent) shall apply in that the volunteer will be supported in his/her actions provided such actions were with good intentions.

Disclosure

Volunteers should be made aware that if a disclosure is made to them regarding any form of abuse, it is required by law that this information be reported to the authorities. In most cases, the first step would be reporting the information to a School Leader.

Hygienic Procedures

Volunteers should be advised of the procedures to be used when caring for all individuals, whether they may or may not be affected with a communicable disease.

Concerns

Volunteers are advised that should they have a concern they have access to the Division's process for handling concerns.

Acknowledging Volunteer Contributions

Schools are encouraged to acknowledge the contribution made by volunteers.



SWAN VALLEY SCHOOL DIVISION VOLUNTEER DECLARATION/DISCLOSURE

DECLARATION

I, _____ (please print), agree to abide by all policies and procedures as established by Swan Valley School Division.

I confirm that I will:

- apply for and submit my completed Criminal Record Check (CRC) and Child Abuse Registry Check (CARC) to the School/Area Office once I am in receipt of them,
- submit my receipts requesting a CRC and CARC to the School/Area Office, should there be a waiting period to receive these documents.

I understand and/or agree that:

- if the Criminal Record Check is returned indicating a criminal record, my volunteer privileges may be revoked (the circumstances related to the charge will be considered),
- should I appear on the Child Abuse Registry, my volunteer privileges will be immediately revoked with Swan Valley School Division.

DISCLOSURE

Have you ever been found guilty or plead guilty to an offence involving the abuse of a child in a court either inside or outside of Manitoba? ☐ YES ☐ NO

Has a family court deemed a child in your care to be "in need of protection" due to abuse? ☐ YES ☐ NO

Has a Child and Family Service agencies Child Abuse Committee determined you to be a person who has abused a child?
☐ YES ☐ NO

Have you ever been convicted of an offence (including but not limited to *criminal, narcotics, traffic or summary convictions*)? ☐ YES ☐ NO

If yes, please provide details of the charge:

Are there currently any outstanding criminal charges against you? ☐ YES ☐ NO

If yes, please provide details of the charge(s):

Are you currently under investigation by a Child and Family Services agency? ☐ YES ☐ NO

If yes, please provide the details

I declare the foregoing information to be true and complete to the best of my knowledge and understand that any misrepresentation or omission shall be deemed cause for my dismissal.

Volunteer Signature _____ Date _____

Principal Signature _____ Date _____

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY & RECORD DISCLOSURE

Legal Authority for the Collection of Information: All information will be collected and retained in accordance with *The Freedom of Information and Protection of Privacy Act* (FIPPA).

Access to Information: Principals, Vice-Principals, Superintendents, Chief Superintendent, Board of Trustees and agents of the Board (such as lawyers) may review this information on a need-to-know basis only.

Information Security: Personal information is retained and secured within the School Division Administration Office.