

## **Administrative Procedure 490**

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### **VOLUNTEERS**

#### **Background**

The Division believes that volunteers can have a significant and positive impact on the educational environment and so encourages their involvement in schools.

#### **Procedures**

1. The school staff may arrange for voluntary assistants in the school.
2. All volunteers must complete a volunteer registration form.
3. The Principal must establish procedures for the approval of all volunteer positions in a school. This must include a criminal record check and a child welfare information system (CWIS) check.
4. The Principal shall ensure that there is a procedure in place for the orientation of volunteers who are working in the school on a regular basis. Volunteers shall be made familiar with school expectations including matters of confidentiality.
5. The names of approved volunteers shall be kept on file in the school office.
6. Volunteers must notify the Principal of all criminal charges at the time the charge is issued.
7. Volunteers are insured under the Division's liability insurance policy only while they are acting within the scope of their duties as assigned by the teacher or Principal.
8. The Division does not support the Probation Placement Program, however should an individual staff, in consultation with their School Council, desire to pursue the program, the Superintendent will consider the request.

Reference: Section 20, 27, 60, 61, School Act  
Freedom of Information and Protection of Privacy Act