BOARD OF EDUCATION
BURNABY
SCHOOL DISTRICT 41

ADMINISTRATIVE PROCEDURES #2.15

VOLUNTEERS IN DISTRICT SCHOOLS

BACKGROUND

The involvement of parent(s) and/or guardian(s) and community volunteers in the school can affect communication in a positive way; it can also enrich the learning environment by complementing the school's professional staff. The Board recognizes the positive aspects of this involvement and appreciates that the relationship between volunteers and the school must be clearly enunciated if its potential is to be realized. Volunteers should be regarded as an integral part of the school community. This administrative procedure is intended to reflect the provisions of the *School (Protection of Parent Volunteers) Amendment Act (2001)*.

THE BOARD RECOGNIZES THE VALUE OF VOLUNTEER PROGRAMS AND ENCOURAGES THE DEVELOPMENT OF SUCH POSITIVE RELATIONSHIPS WITH PARENTS AND/OR GUARDIANS AND THE COMMUNITY AT LARGE.

OBJECTIVES

1. To support the rights of parent(s) and/or guardian(s) and encourage community members and students to be volunteers at schools while protecting against the displacement of staff as a result of the use of volunteer service.

2. To complement the skills and expertise of professional staff so as to enrich learning experiences for students.

3. To strengthen lines of communication between the school and the home /community.

4. To ensure the use of volunteers maintains the integrity of school-based programs and upholds the District's Code of Conduct.

REGULATIONS

1. All volunteer activities fall within the responsibility of the principal and vice-principal(s) to ensure consistency and compliance with all Board policies and administrative procedures.

2. The Board recognizes *The School (Protection of Parent Volunteers) Amendment Act (2001)*.

3. The participation of individual teachers and support staff shall be voluntary.

4. A volunteer is defined as any person who is not an employee of the Board at a particular site and who provides an additional support or service to that site. (Note: this definition is not meant to include students of the designated site working in their site but is meant to include Burnaby students who volunteer or work at a site different than their registered school site or students who are off-site.)

5. Volunteers fall into four major categories:
    a. Those who work in a classroom or for a classroom teacher under the direct supervision of the classroom teacher and in a supportive role (classroom volunteers);
    b. Those who work with students in a direct and, at times, independent relationship. This would include coaches, club sponsors, tutors, etc. (program volunteers);
    c. Those who work for the general support of a school but who do not have direct or ongoing involvement with specific students (school support volunteers); and,
    d. Those students who work with other students and/or at different sites as part of the District's Career Preparation or Work Experience programs, or for leadership/service opportunities (student volunteers).

6. The school shall be responsible for volunteer recruitment, selection and assignment.
    a. Classroom volunteers must:
        i. have the permission of the principal or vice-principal and the agreement of the classroom teacher (the classroom teacher should consult with the principal or vice-principal regarding the amount and nature of classroom volunteer support desired); and,
        ii. accept the authority of the classroom teacher regarding any activities or duties to be performed.
    b. Program volunteers must:
        i. apply and be accepted as a volunteer;
        ii. undergo a criminal record search;
        iii. have an interview with a member of the school's administrative team and/or a staff member designated by the school administration; and,
        iv. receive training and orientation appropriate to the applied-for activity. Such training and orientation shall be determined by the school administration or District requirements. Refer to *Administrator's Handbook for Volunteers: Guidelines and Procedures* for recommendations for community coaches.
    c. School support volunteers shall work in compliance with the objectives of Administrative Procedure #2.15
    d. Student volunteers must:
        i. apply and be accepted as a volunteer;
        ii. be interviewed by a member of that student's school staff regarding suitability and expectations;
        iii. receive permission from their parent guardian and the school administration to participate in a volunteer activity; and,
        iv. receive training appropriate to the applied-for activity. Such training shall be determined by the administration of the host school.

These requirements are designed to provide due diligence for the protection of both the volunteer and the students with whom they are working.

7. The principal or designate shall annually review Administrative Procedure # 2.15 Volunteers in District Schools and related procedures as well as the school's volunteer program with both the school's staff and parent advisory committee.

8. Volunteers involved in driving students to off-site locations must comply with the procedures outlined in Administrative Procedure #3.05 Transportation of Students.

9. Volunteer coaches, as set out in regulation 6.B above, must also adhere to the school's Athletic Program Objectives, Guidelines for Community Coaches and Coach's Code of Conduct as outlined in the *British Columbia School Sports Handbook*.

10. Volunteers must work under appropriate levels of supervision:
    a. Program volunteers working directly with students must do so under the supervision of school staff. This may include teaching, administrative or support staff. The supervising staff member or designated alternate must be available and on site for the volunteer at all times.
    b. The administrator may waive the requirement regarding the availability of a supervising staff member with some community coaches. The administrator still retains overall responsibility/supervision for the program.
    c. Student volunteers working directly with students must work under the direct supervision of school staff. This may include teaching, administrative or support staff. The supervising staff member must be identified prior to the student volunteer undertaking the volunteer activity.

11. Any employee assisting at a school site other than that in which they are employed shall be considered a volunteer and all related policies and administrative procedures shall apply.

12. Student teachers operate, as in all other aspects of their placement, under the supervision of their sponsor teacher or other staff member when in a volunteer capacity.

13. Volunteers may be asked to discontinue their role if:
    a. They fail to keep their commitments;
    b. They fail to comply with the Board's policies or procedures; or,
    c. Their volunteer role is no longer needed.

    The school's principal or vice-principal or the Board has the authority to make that decision.

14. Schools using volunteers shall ensure appropriate orientation, training where required, and ongoing supervision.

15. Volunteers shall function as complementary extensions of the staff responsible for the teaching/learning situation; they shall not undertake tasks that require them to make programmatic or educational decisions.

16. Parent(s) and/or guardian(s) shall be informed of all situations where volunteers are working with their child(ren) on a regular basis.

17. Volunteers must not be assigned tasks which may violate the privacy of students or their families or be permitted access to student records with the exception of contact information required for the parent/guardian telephone call back program.

18. The following liability, insurance and expense practices shall be in place:
    a. No honorarium or fee for services may be paid to volunteers.
    b. Volunteers may be reimbursed for out-of-pocket expenses if previously approved.
    c. No medical or disability insurance coverage is provided for volunteers.
    d. Volunteers shall be covered by the School Protection Program insurance plan while engaged in activities authorized by the District or school. Where an incident or accident occurs that may give rise to a claim against a volunteer or the Board, the volunteer must promptly provide all information regarding the incident to the school principal or designate. Failure to do so may negate coverage.
    e. Claims (other than for libel or slander) against volunteers for damages from acts or omissions in the provision of volunteer service to the Board are disallowed under Section 94(1.1) of the *School Act* except where the volunteer is guilty of dishonesty, gross negligence, or malicious or wilful misconduct.

Date Adopted:	1976-12	Cross Reference:	AP #3.05 Transportation of Students
Date(s) Revised:	2001-05	Statutory:	School Act 85 (2) (C) (V)
	2001-11		School (Protection of Parent
	2003-03		Volunteers) Amendment Act (2001)
	2021-04		