



# Volunteers

## Administrative Procedure 1.A.170

1.0 School Administration  
1.A Foundations

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**Board Governance Policy Cross Reference:** 1, 2, 3, 16, 17

**Legal Reference:** *Public School Act Sections 91(2); Manitoba Regulation 23/00*

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**Date Adopted:** February 2005

**Date Amended:** November 2006, March 2009, February 2010, February 2019

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The Evergreen School Division Board recognizes that volunteers make valuable contributions to its schools. The Board endorses volunteerism in schools, subject to suitable regulations and safeguards.

School volunteers include classroom volunteers, school volunteers, coaches and overnight volunteers.

Adults who wish to volunteer in schools or on school-sponsored activities are required to complete:

### Child Abuse Registry Check

- available through school/Division office
- to be submitted to the Provincial Child Abuse Registry via the school/Division office

### Criminal Record Check and Vulnerable Sector Check

- individual wishing to volunteer needs to visit local RCMP detachment to complete
- schools are to provide letter identifying individual as a volunteer so that any fees will be waived

Results will be sent to Evergreen School Division and stored there.

- **Re: Child Abuse Registry Check:** Presence on the Child Abuse Registry will exclude an applicant from placement as a volunteer.
- **Re: Criminal Record Check / Vulnerable Sector Check:** The disclosure of a criminal record may not necessarily preclude an applicant from consideration for placement as a volunteer. A disclosure of a sexual offense will exclude an applicant from placement as a volunteer.
- All results will be kept confidential.
- Schools will be advised of results. Schools should maintain a list of volunteers that have completed the necessary checks.
- Once approved, adult may continue to volunteer in school or on school-sponsored activities without re - doing the checks.
- However, if the school they wish to volunteer at changes, the necessary checks must be re – done.
- All volunteers are required to contact the Principal regarding any changes in their status which would affect their eligibility to volunteer in the Evergreen School Division.

## Orientation Session

- All schools need to provide an orientation session for new volunteers. This is for regular volunteers and “one - time” volunteers. It may be done by Principal or designate, or in the case of a classroom field trip, by the Classroom Teacher.
- Content of orientation session will depend on the volunteer’s assignment. Confidentiality, disclosure and discipline need to be discussed with all volunteers (see below).
- After the Orientation Session, all volunteers need to sign **1.A.170A Volunteer Agreement** (schools to keep document on file).
- Schools should consider ways to thank volunteers for their time (thank-you cards, volunteer lunches, etc.).

## School Volunteer Handbook

Schools should also consider creating a Volunteer Information Sheet/Handbook. See **1.A.170 B Volunteer Information Sheet**. This is a generic sheet, and schools would need to add their own pages specific to their school.

### A. Required Content

#### Confidentiality

Confidentiality is of the utmost importance. Please do not discuss student performance, teachers, school procedures, or your own reactions to the school situations with anyone other than staff with whom you are working.

If parents, family or friends ask you about your work, tell them you enjoy your work and share information about the activities you perform rather than specific information about students, the teachers, or the school.

Please do not discuss the progress of the children, with whom you are working, with their parents. All reporting to parents is the responsibility of the teachers and must not be undertaken by volunteers. As a student’s helper, you should not become involved with his/her parents. It is the responsibility of the school to tell parents when a student is receiving extra support. If a parent does contact you, simply refer the parents to the child’s teachers.

If at any time while you are volunteering in the school, you should become aware of inappropriate comments or behavior, you are required to intervene. Intervention may mean speaking to the individual(s) or discussing the incident with the classroom teacher or school principal.

We ask that as volunteers you model respect and consideration for everyone in the school building.

**Disclosure**

If a child should disclose information to you regarding any form of abuse you are required by law to report this information to the authorities.

The steps to follow are

1. reassure the child; tell the child you will have to tell someone about this and
2. inform the Principal about the disclosure and he/she will assist you in handling the situation.

**Discipline**

Make certain that you are as familiar as possible with the school's layout, facilities and programs and that you observe the rules and routines of the school.

Volunteers always work under the supervision of teachers. Disciplining students is not the role of the volunteer. If a student's behavior is inappropriate and a request to change does not bring about the desired result, please seek the assistance of a teacher.

Volunteers must not touch or intervene in any physical manner to stop inappropriate behavior. Limited physical intervention would be permitted to prevent an assault or to separate the participants in an altercation.

**B. Other Content**

Dependent on volunteer's assignment, schools need to provide volunteers with information on:

- fire drill procedures
- emergency code responses (evacuation, lockdown, etc.)
- handling medical emergencies
- handling blood emergencies (including glove locations)
- location of defibrillators
- students with medical needs that they may be working with (limited information, shared in confidence)
- students with behavior needs that they may be working with (limited information, shared in confidence)
- recess procedures and expectations
- signing in and out procedures

**C. Optional Content**

Additional information to consider including:

- timetable / school day schedule
- school map
- staff list
- school calendar / Division calendar

## Volunteering With No Teacher Supervisor Present

Wherever possible and feasible, it is desirable to have extracurricular activities supervised by a certified teacher. In exceptional circumstances, adult volunteers may be authorized to accompany and supervise students in extracurricular activities *without* a teacher being present subject to the following conditions:

- a. a teacher is not available;
- b. Child Abuse, Criminal Record and Vulnerable Sector checks have all been completed;
- c. an orientation has been conducted for the volunteer at which time the expectations, guidelines, pertinent procedures of the Division vis à vis extracurricular activities, student safety, student conduct, person in charge conduct, procedures to be followed in an emergency, confidentiality, etc. are discussed and the volunteer has agreed to abide by all Evergreen policies and procedures by completing the **1.A.170A Volunteer Agreement**
- d. a staff supervisor and/or Principal is available to provide consultation / advice by telephone or other means, for both planned "check ins" and "as needed calls" during the time(s) when the volunteer has care and charge of students;
- e. where rules of the Manitoba High School Athletic Association do not require the presence of a teacher at sporting events;
- f. the activity does not involve an overnight stay;
- g. the activity takes place inside of the sports team MHSAA zone in which Evergreen participates.