



## Volunteer Information Administrative Procedure 1.A.170B

1.0 School Administration  
1.A. Foundations

*For more information on volunteering, please contact your local school or the Evergreen School Division office at 204-642-6260. Schools will have more specific information to share with you when you begin volunteering.*

You will be asked to complete **Criminal Record Check/Vulnerable Sector Check** and **Child Abuse Registry Check** before you begin volunteering. These are routine checks that schools use to help assure the safety of their students, staff, and other volunteers.

### Volunteering

Parents and community members are encouraged to participate in volunteer activities in our schools that support programs and services and help students succeed.

Here are some ways you can help in your child's classrooms or schools:

- reading with students who need extra help
- running arts and crafts activities/clubs
- helping with school plays or concerts
- arranging material in the library
- coaching sports activities
- supervising children on field trips
- serving as a speaker on topics related to the classroom program
- serving as a skilled mentor to a student who needs extra support
- collecting community materials for a classroom project
- participating in meetings and activities of the Parent Advisory Council
  
- **Note:** Volunteers in schools cannot be used to perform activities that are the responsibility of teachers or other employees.

### General Guidelines for Volunteers

1. All volunteers are required to sign the **Volunteer Agreement** prior to volunteering.
2. Report to the office prior to entering the classrooms in which they will be working. Prior to leaving the school, volunteers must sign out at the school office.
3. If a volunteer has a concern, they are to bring the matter forward to the appropriate school staff or school administration.
4. A volunteer must not share information about students, staff, or other volunteers with other people.

The achievements of students are to be valued and their rights preserved. In the course of their service in schools, a volunteer may learn personal facts about students, their families and their problems. As a result, a volunteer must agree to keep this information

confidential and not discuss it with people in, or outside the school, other than the school administration.

5. If a volunteer has a problem with a student, they should redirect the matter to the student's teacher and/or speak with school administration.
6. If a volunteer has a problem with a teacher, they should discuss the matter first with that teacher, and if necessary, speak with school administration.
7. After an initial orientation, a volunteer should direct their questions or concerns to the staff member with whom they work. If more information is required, then the volunteer should consult with the school administration.
8. A volunteer cannot use their presence in the school as an opportunity to dialogue with teachers concerning their own child's situation. Volunteers, who wish to speak to a teacher about their own child, should make an appointment for another time.
9. All volunteer work is done under the direction and immediate supervision of a teacher and may need to follow an appropriate work style to meet the expectations of each individual teacher.
10. The role of volunteers is viewed as a supportive one. Volunteers are not there to replace paid staff, but to support and supplement work that is already being done within the schools.
11. A volunteer is not, under any circumstances, to be placed in a situation where they are responsible for the direct supervision of students (one on one). Volunteers will always be supervised by a teacher or school staff member when carrying out their duties.
12. Individual teachers shall decide whether they wish to utilize the services of volunteers. Every teacher has the option of deciding not to have volunteers in their classroom.
13. School administration must take responsibility to explain to volunteers all school and division rules regarding entrances, exits, emergency procedures, parking, access to staff areas, etc. All volunteers are expected to abide by the rules of the school and division regulations.
14. It is the school personnel's responsibility to ensure that volunteers are properly informed about their tasks and welcomed in the school.
15. A volunteer is expected to work co-operatively with all staff members and seek clarification whenever necessary.
16. A volunteer has the right to refuse a task if they feel that they are not properly prepared to do what is required. It is the responsibility of school personnel to give volunteers adequate on-the-job training.
17. The aim of the school staff is to build a caring community in which students and teachers can work to ensure that each student feels that they are an important and unique human being.