



SD 10 (Arrow Lakes) District Protocol

Volunteers

Overview:

Our schools are at the heart of their communities, and our many volunteers play a vital role in each of our schools. Volunteers assist with extra-curricular programs, and support field trips and various school activities. Supervision, safety procedures and oversight of volunteers is necessary, and the school principal and teaching staff are closely involved in ensuring that parent and community volunteers benefit from their contribution to students.

Supervision of Volunteers and Student Safety

1. The school principal is responsible for ensuring that parent and community volunteers are supervised and supported by school staff.
2. Recruitment and training of volunteers takes place at the school level.
3. Volunteers are required to sign in or check in during the school day at the school office.
4. The principal has the authority to not approve a volunteer, or to ask a volunteer to discontinue their work for the school should this be best for students.
5. Volunteers are not to be used to provide services that result in displacement of an employee.
6. Complaints about a volunteer are to be directed to the supervising teacher and then the school principal.

Criminal Record Checks

7. All volunteers working with our students must complete a Criminal Record Check (CRC) every three years. Where there is reason to believe that a more recent CRC should be provided, this will be at the discretion of the school principal.
8. The district is enrolled with the Ministry of Justice and the Criminal Record Review Program which covers the cost of CRC's when completed through the Criminal Records Review system. Where this system is not available or cannot be utilized, the district will reimburse the cost of CRCs to our volunteers.

Volunteers should complete their CRC online with the following credentials:

<https://justice.gov.bc.ca/criminalrecordcheck>

Access Code: 29PAXVAB8W

9. The CRC is reviewed and approved by the Superintendent, or their designate, and an updated list provided to the schools regularly throughout the school year. All volunteers must be on the approved Criminal Record Check list. It is the responsibility of the Principal to ensure that the district has a valid, current copy of all volunteer credentials (CRCs and Drivers Abstracts).
10. PAC members and parent volunteers supporting PAC initiatives that involve working with students (i.e. hot lunch) require a completed CRC.

Student Privacy and Limits to Access of Information

11. Volunteers are not to have access to confidential student information, student records or other private information in keeping with FOIPPA regulations.
12. Under staff supervision, volunteers may be provided with a contact list of student names and parent phone numbers if this will enhance student safety or is necessary. In other cases, staff emergency contact will be provided.
13. If medical information is key to a student's safety (eg: anaphalaxis or diabetes), volunteers will be apprised of this information.

Insurance and Volunteer Drivers

14. Any volunteer who drives students in their own or a district vehicle must abide by the District Vehicle Operation Protocol which includes the requirement to be over 21 years of age, provide an ICBC Drivers Abstract that is approved as "acceptable" by the Manager of Operations and Transportation or Superintendent, and ensure that their vehicle is safe and in good repair. All volunteers must complete a Drivers Abstract at the start of each school year.
15. A minimum of \$3,000,000 liability is required for vehicle insurance for drivers using their own vehicle.
16. School Protection Program covers any parent volunteer, volunteering on behalf of the school for personal liability and up to \$1,000,000 liability should they injure another person while driving or volunteering on behalf of a school.

Community Coaches and Volunteers

17. A community coach is a coach of a school team who is not a staff member.
18. All teams must have a staff sponsor who is a district employee.
19. Both community coaches and staff sponsors of teams must comply with BC School Sports Association guidelines and policies.
20. Staff sponsors are to be in the school building during all practices, and present at all games, tournaments and out of district travel that extends overnight.
21. Student coaches and coaches under the age of 19 must be under the supervision of a teacher sponsor or the school principal or vice-principal at all times.