

Volunteers in Schools

The Board of Education believes that volunteers have an important role in the learning success of students and make an important contribution to the school district. The Board encourages parents to provide volunteer services at or for a school. The Board also wishes to support non-parent volunteers who need 'pre-training experience' in order to qualify for admittance into a post-secondary institution.

The involvement of volunteers must not violate the collective agreement between the Board and its support or professional staff. Volunteers must not displace a school district employee, nor should they receive an honorarium or fee for the services they provide.

Volunteers may be used for various school programs, activities and functions and for a variety of tasks. Volunteers assist with tasks; they are not responsible for the duties that need to be carried out in the delivery of services. Volunteers should not assist with tasks that would compromise student and/or family confidentiality. Volunteers work under the direction of the schools' professional staff.

Volunteers must make application with the school principal and complete the appropriate forms before being assigned to appropriate volunteer services. Volunteers must undergo a criminal record check in accordance with the [Criminal Record Checks Administrative Procedure #105](#).

For activities and projects, such as landscaping beautification projects, painting of decorated wall murals, building shelving or trophy cases, etc., where the intent is for the project to be carried out by volunteers, the proposal must be submitted to the Secretary-Treasurer as follows:

- Include a detailed description of the work proposed to be done, what work will be done by volunteers and what work (if any) would be done by district staff;
- The Secretary-Treasurer must receive the proposal at least 4 weeks before any work is planned to begin;
- Upon review of the proposal and in consultation with the appropriate individuals, the Secretary-Treasurer will approve or reject the proposal.

Conflict of Interest

Volunteers will not profit financially (i.e. directly by remuneration or indirectly by association with a for-profit business organization) from their involvement on any project or activity associated with the school district.

Parent Coaches

All volunteer coaches must adhere to the following before being approved as a volunteer coach for the district:

- Complete a Volunteer Application form.
- Meet with the principal (interview).
- Provide three references.
- Complete a Criminal Record Check.
- Provide proof of appropriate training/qualifications including First Aid protocols.
- Attend orientation meetings as and when required.

Volunteer coaches will report to the principal of the school.

Volunteer coaches at the middle/secondary school level must adhere to BC School Sports policies, rules and regulations.

Date Adopted: December 2001

Date Amended: December 2018

Definition:

- *Pre-Training Experience - A pre-requisite or condition required for approval into a post-secondary institution program.*

Cross Reference: [Criminal Record Checks Administrative Procedure #105](#)
[Employee Conflict of Interest Administrative Procedure #400](#)