



## VOLUNTEERS

### Background

Golden Hills School Division believes that volunteers can have a significant and positive impact on the educational environment and so encourages their involvement in schools.

### Procedures

1. The school staff may arrange for volunteers to work with students or in the school.
2. The school principal must approve all school volunteers. That approval may be rescinded by the principal at any time.
3. In circumstances where volunteers have unsupervised contact or are a primary supervisor of students, the principal must establish additional procedures for the approval of those volunteers. This must include a criminal record check with a vulnerable sector check.
4. Principals will communicate with parents how to properly complete criminal record check with a vulnerable sector check in order to volunteer in school. Volunteers in a supervisory role must submit an updated criminal record check and vulnerable sector check every 5 years.
5. The principal shall ensure that there is a procedure in place for the orientation of volunteers who are working in the school on a regular basis. Volunteers shall be made familiar with school expectations including matters of confidentiality.
6. The list of approved volunteers and documentation shall be kept on file in the school office. Records shall be kept in accordance with [AP 181: Administrative Records](#).
7. Approved volunteers must notify the principal of any occurrences that may result in changes to their criminal record or vulnerable sector information.
8. Volunteers are insured under the division's liability insurance policy only while they are acting within the scope of their duties as assigned by the teacher or principal.
9. Volunteer coaches, supervisors for extra cocurricular activities are discussed [AP 491: Volunteer Coaches Supervisors for Extra-co-curricular Activities](#).

### Reference:

- Education Act. AS.A 2012
- Freedom of Information and Protection of Privacy Act