



SCHOOL DISTRICT NO. 50 HAIDA GWAI BOARD POLICY MANUAL

Policy G.3 (Formerly 4405)

Policy Subject: VOLUNTEERS

Date Passed: MAY 2011

Policy: Volunteers

PREAMBLE

The purpose of this policy and procedure is to formally recognize and support the use of volunteers in schools, and to detail appropriate screening and acceptance procedures. The Board recognizes the value and encourages the use of volunteers in schools.

Volunteers may be engaged as resource people or in supportive services, as follows:

Resource volunteers have a relevant area of experience and expertise, and are involved on a short-term basis to enhance the education program e.g.: workshops, concerts, class presentations. Their visits are planned and supervised by a certified teacher. They do not work one on one or unsupervised with any students. These volunteers do not need to complete the Application Form.

Support service volunteers who directly or indirectly help teachers or groups of teachers to achieve educational objectives by providing non-instructional services, (e.g. team coaches, drivers, etc.) and may work more closely with students are required to complete the application in the procedure referred to in Item 1 under "Screening and Acceptance of Volunteers".

Volunteers, individually and in groups, will be governed by regulations determined by each school's principal, relating to the internal operation of the school, but no volunteer will be assigned to a teacher without the teacher's consent.

Principals are required to follow the Procedure "Screening and Acceptance of Volunteers" for all volunteers. The Board of Education delegates authority to the school principal to refuse to allow a volunteer to work in the school if these procedures are not agreed to by the volunteer or where the volunteer is not acceptable, following the screening process.

For insurance purposes, volunteers will be considered agents of the Board while providing volunteer services.

PROCEDURE

Screening and Acceptance of Volunteers

Principals are required to complete the following procedure in the screening and acceptance of all support service volunteers .