

School Volunteers

The involvement of authorized community volunteers in Nanaimo-Ladysmith Public Schools provides an excellent source of support and enhancement of the learning program. While welcoming volunteer participation, the District is responsible for establishing safety procedures related to school volunteers.

Definitions

The use of volunteers must have a specified purpose. **All volunteers, of any type must complete a criminal record checks (See Appendix A).** Volunteers normally perform one of the following roles:

1. *Support Volunteers*: persons, typically parents or guardians, who directly or indirectly assist teachers in achieving educational objectives by providing non-educational services such as the supervision of field trips, supporting class projects or activities, chaperones, etc.
2. *Program Volunteers*: community, parent or guardian volunteers used on a regular or sustained basis involving significant direct student contact, shall complete the *School Volunteer Registration Form (Appendix B)* before being placed in a school or beginning service as a volunteer. No program volunteer may be placed in a school until the District, through the Principal, has received a completed registration form.
3. *Unsupervised Volunteers*: volunteers not under the direct supervision of a teacher or administrator must complete the *School Volunteer Registration Form* and must complete a Criminal Record Check and Vulnerable Sector Search (*available at your local RCMP detachment*) before being placed in a school.

Procedures

1. Pertaining to all volunteers in a school:
 - 1.1 The Principal shall direct and be responsible for all aspects of the volunteer program in the school (*Appendix C: Administrator's Guidelines for School Volunteers*).
 - 1.2 Volunteers shall:
 - 1.2.1 serve only as authorized by the Principal and staff;
 - 1.2.2 assume responsibility for their own transportation to and from the school;
 - 1.2.3 participate in any orientation or inservice in any area deemed advisable;
 - 1.2.4 agree to provide supportive service for those students assigned by the teacher;
and
 - 1.2.5 submit a Criminal Record Check.
 - 1.3 Volunteers supplement and enrich programs and services in the School District but will not substitute for employee duties, responsibilities and functions.

Effective: October 2015

Reference:

Administrative Procedure 310

- 1.4 Volunteers will be assigned only to those teachers requesting assistance.
 - 1.5 No volunteer will have access to confidential information regarding students.
 - 1.6 The selection of students to participate in a program shall be made by the teacher and Principal.
 - 1.7 Evaluation procedures for volunteers shall be established by school personnel in cooperation with the volunteers, and shall be continuous.
 - 1.8 All sessions in which volunteers participate shall be on school property or in authorized school activities accompanied by a teacher.
 - 1.9 A volunteer's relationship with the students shall be limited to the school situation. Under no conditions shall volunteers enter into discussion with parents/guardians regarding a student's work.
 - 1.10 Since volunteers work in supportive roles, they shall not criticize the students, the students' families, the teachers, Principal or school.
 - 1.11 As far as possible, volunteers selected shall have the necessary skills and knowledge that the teacher deems appropriate in light of the specific objectives of the particular program.
 - 1.12 Participation in Parent Advisory Committees (PACs) or similar activities that occur outside of school hours and are not school-sponsored activities are not covered under the provisions of this volunteer policy.
 - 1.13 Volunteer Drivers must complete a *Volunteer Driver Application (Appendix D)*.
2. Pertaining to volunteers sponsored by service organizations:
 - 2.1 Defined as 'Program Volunteers', all regulations stated in Section 1 above shall apply.
 - 2.2 Volunteers shall be recruited, screened and assigned only by community organizations that have the approval of the Superintendent.
 - 2.3 Parents/guardians of participating students shall be fully informed regarding the objectives of the program, times and length of sessions.
 - 2.4 All publicity statements regarding the volunteer service programs shall be made or approved by the Principal of the school.
3. Pertaining to volunteers sponsored by Post-Secondary or Secondary Schools:
 - 3.1 Defined as 'Program Volunteers', all regulations stated in Section 1 above shall apply.
 - 3.2 The selection of volunteers shall be made through the recommendation of the Post-Secondary professor in charge, and with the approval of the School Principal.
 - 3.3 For procedures regarding Research Projects refer to *Administrative Procedure 240 - Research Projects*.

Effective: October 2015

Reference:

Administrative Procedure 310

- 3.4 Volunteers sponsored by a secondary school shall be arranged through the recommendation of the Principal and with the approval of the Principal of the cooperating elementary school.

4. Special Provisions Governing Community Coaches

- 4.1 A community coach is a coach of an athletic school team who is not an employee of the school district. The use of a community coach in a school program requires special considerations related to supervision, evaluation and risk management.

4.2 Elementary level:

- 4.2.1 A community coach must have a staff sponsor who may be a Principal, Vice-principal, teacher, or school district employee, unless exempted by the Principal or Vice-principal, based on the assurance that the volunteer has completed the appropriate screening and has recognized involvement in the school's program.
- 4.2.2 Staff sponsors are expected to be in the building during practices; if unavailable, they must arrange for a designated staff member to be on site. Staff sponsors must be present at all games, tournaments, and travel events. The Principal or Vice-principal may waive this requirement, except for events involving overnight travel. Parents are to be advised of all travel and supervision arrangements.
- 4.2.3 Community coaches are selected by the school administration in collaboration with staff members and/or athletic directors. Community coaches will be considered providing they have the necessary ability and appropriate level of training required for the sport and associated age level. In addition, community coaches are subject to the same screening process as other volunteer applicants, including a Criminal Record Check.
- 4.2.4 Student coaches and coaches under nineteen years of age must be under the direct supervision of an employee sponsor at all times.
- 4.2.5 Student teachers operate, as in all other aspects of their placement, under the supervision of their sponsor teacher.

4.3 Secondary level:

- 4.3.1 Principals must ensure that secondary level community coaches meet the guidelines provided by BC School Sports' *Competitive Rules & Regulations – Section IV – Part A: General Guidelines, section 2A: Community Coaches Guidelines*.



Appendix A

New Online Criminal Record Check Process for NLPS School Volunteers

Dear prospective school volunteer,

Thank you, on behalf of Nanaimo Ladysmith Public Schools (NLPS), for supporting your school and the district through your volunteerism. It is with your support that district schools are able to expand curricular and extra-curricular opportunities for children.

The Ministry of Justice, through their Criminal Records Review Program (CRRP) will conduct a vulnerable sector check **at no cost to you** through a streamlined online format. Vulnerable sector checks are used by prospective volunteers who are requesting clearance to work with children and/or vulnerable adults in the school district. This online process is to determine if you have any record suspensions (formerly known as pardons) for sexual offences. Once you are provided clearance through the CRRP, **the criminal record check clearance is good for a period of five (5) consecutive years** from the date of issue, unless a criminal offence should occur.

We must inform you that if you happen to have the same combination of gender and date-of-birth as a known sex offender whose record has been suspended, you must then be fingerprinted to confirm your identity. This is a federal RCMP requirement that applies to all Canadians. Most people who are fingerprinted in a vulnerable sector check do not have a sexual offence record. However, fingerprinting is necessary to eliminate the possibility that an offender has changed their name in order to pass a criminal record check.

Therefore, if you happen to have the same combination of gender and date-of-birth as a known sex offender, you will receive a letter from the CRRP informing you that your fingerprints are required. The letter will include forms and instructions on what to do. You will be required to visit your local police agency for fingerprinting. Your fingerprints will then be submitted to the RCMP's Canadian Criminal Real Time Identification Services to confirm whether or not they match those of a person with a record suspension for a sexual offence. The fee for this process will be your responsibility.

By completing the online application you agree to the terms and conditions for the CRRP Applicant Based Online Service to facilitate a criminal record check and to share the completed criminal record check information with the Nanaimo Ladysmith Public School district.

Please use the following web address to complete and submit the form for your criminal record check to become a school volunteer: <https://justice.gov.bc.ca/eCRC/home.htm> You will be prompted for the NLPS access code which is as follows: **Access Code: UQ4T7XXBHE**

Once you have completed and submitted the form for the online criminal record check, **please provide your school principal with your full name and date of birth**. Your results, once approved will be added to the district's database of volunteers. The district will then inform the school principal of your approved criminal record check and he/she will inform you.

Please note: Additional information about the CRRP is available on their website at www.pssg.gov.bc.ca/criminalrecords-review/index.htm or by contacting a client services representative at 1-855-587-0185.

As a volunteer we advise you of the following conditions:

- Principals are responsible for all volunteers present in the school or performing volunteer activities for the school while not on school premises. All volunteers are subject to the direction of the principal at all times.
- Volunteers shall at all times act in accordance with district policies and regulations, as well as school policies and rules.
- Any information collected, used, generated and stored by Nanaimo Ladysmith Public Schools including student, instructional, financial or administrative information is strictly confidential and to be used only in the performance of volunteer duties.
- Volunteers may not disclose, communicate, publish, take, alter, copy, interfere with or destroy any information unless you are specifically authorized to do so by the principal.
- All volunteers are required to complete the volunteer registration form annually, prior to commencing any activities in the school.
- All volunteers are required to provide a criminal record check.
- All volunteers engaged in activities involved with sports teams, overnight field trips, activities where district members are not in attendance at all times, and driving students in district or non-district owned vehicles must provide a criminal record check prior to assuming any volunteer duties.
- All volunteers are to register with the school office at the beginning of each day, and, while engaged in volunteer activities, will wear appropriate identification.
- If a volunteer is charged with a criminal offence during the course of volunteering, the volunteer must immediately notify the principal of the school of all charges laid, excluding minor traffic offences.
- Failure to comply with any of these conditions may result in termination of a volunteer’s duties.

Have you completed a criminal record check? _____

Do you have a criminal record for which you have not received an official pardon? _____

Signed this _____ day of _____, 20____.

(day) (month) (year)

Signature

Please Print name

Parent/Guardian Signature (if volunteer is under 18 years of age)

Signature

Please Print Name

The personal information on this form is collected by School District 68 under the authority of the *School Act*, Section 85. The information will be used for the purpose of maintaining a record of volunteer. Personal information on this form will be protected under the *Freedom of Information and Protection of Privacy Act*. Questions about the collection and use of this information should be directed to the Information and Privacy Coordinator, School District 68, 395 Wakesiah Avenue, Nanaimo, B.C. V9R 3K6, Telephone 250 754-5521.

Appendix C: Guidelines for School Volunteers

Volunteers play an important role in School District No. 68 (Nanaimo-Ladysmith). The District encourages and promotes the use of volunteers in order to expand and enhance parental and community involvement within its schools while maintaining safety and security for students and staff. We respect and encourage the efforts of our volunteers who willingly give their time to staff and students.

The Principal of the school is responsible for directing all aspects of the use of volunteers according to *Administrative Procedure 464: School Volunteers*. The following guidelines have been developed to assist in establishing the critical elements in an effective volunteer program:

1. procedures for selection, screening and supervision of volunteers;
2. a process for outlining expectations and conduct guidelines;
3. procedures for obtaining a Criminal Record Check, if required;
4. a volunteer's acknowledgement of expectations; and
5. a process for securing and storing records and documentation related to volunteers.

A "volunteer" is defined as an individual, who performs a service within the District without compensation, remuneration or other consideration, under the supervision and direction of the professional staff of the district to whom they are assigned. School volunteers serve without benefits of any type accorded to employees of the district.

The use of volunteers must have a specified purpose. **All volunteers, of any type, must complete a Criminal Record Check.** Volunteers normally perform one of the following roles:

4. *Support Volunteers*: persons, commonly parents or guardians, who directly or indirectly assist teachers in achieving educational objectives by providing non-educational services such as the supervision of field trips, supporting class projects or activities, chaperones, etc.
5. *Program Volunteers*: community, parent or guardian volunteers used on a regular or sustained basis involving significant direct student contact, shall complete the *School Volunteer Registration Form* before being placed in a school or beginning service as a volunteer. No program volunteer may be placed in a school until the District, through the Principal, has received a completed registration form.
6. *Unsupervised Volunteers*: volunteers not under the direct supervision of a teacher or administrator must complete *Form School Volunteer Registration Form* and must complete a Criminal Record Check before being placed in a school.

Volunteers supplement and enrich programs and services in the School District but will not substitute for employee duties, responsibilities and functions.

Administrative Procedure 310

Participation in Parent Advisory Committees (PACs) or similar activities that occur outside of school hours and are not school sponsored activities are not covered under the provisions of this volunteer procedure.

1. Procedures for Selection, Screening and Supervision of Volunteers

General

- Volunteers must sign in and out at the school's main office before proceeding to their volunteer sites.
- Volunteers must wear an identifying visitor badge when in schools.
- Volunteers must always:
 - use appropriate language;
 - discuss age-appropriate topics;
 - refrain from inappropriately staring at or touching students;
 - refrain from disciplining students (behaviors needing discipline should be directed to the appropriate teacher or staff member);
 - refrain from giving students gifts or rewards; and
 - refrain from developing instructional objectives or lesson plans.
- Due to potential existence of food allergies and sensitivities, school volunteers are to refrain from giving a student anything to eat or drink without a teacher's or staff member's approval.
- Volunteers are expected to serve as positive role models for students.
- The dress code for volunteers should be appropriate and consistent with school dress codes.
- Volunteers should be prompt and dependable. Should an illness or an emergency occur, please notify the school's main office of your planned absence.
- Volunteers are required to maintain confidentiality regarding any information about a student or any school-related incident.
- Volunteers are to be held to professional standards for maintaining confidentiality and will generally not be given access to any student records.
- If a volunteer has a safety concern or an emergency issue, it should be brought to the attention of a senior District representative (e.g. school Principal) immediately.
- Volunteers will not be asked to assume responsibility for an entire class in the absence of District supervising staff.
- Volunteers will not be asked to give medication to students.

Effective: March 2015

Reference:

WorkSafe BC Compensation Insurance

- School District volunteers are not covered by WorkSafe BC compensation insurance and neither the schools nor the District provide insurance for volunteers that cover health, accident, personal injury or property loss.

Supervision of Volunteers

- All volunteers must be under the supervision of a staff member of District Management/Supervisory personnel, except in the case of office help; clerical staff may supervise those volunteers.
- Volunteers who tutor a specific child must always respect the child's privacy.
- The direction of students, particularly in the classroom or teaching area, is the teacher's responsibility and cannot be assigned to the volunteer. A volunteer is expected to support the teacher's instructional objectives.
- If a volunteer is injured while on school premises or providing volunteer services, they must report the injury to the Principal or school first aid attendant.
- School staff will be courteous to volunteers and show respect for their contributions. Similarly, volunteers will be expected to extend courtesy and respect to school staff.
- Any issues that may arise regarding a volunteer's performance must be referred to the school Principal as appropriate.

Departure and Dismissal

Although the School District is not limited to the reasons below, a volunteer may be denied continued access to the volunteer program for the following reasons:

- breach of confidentiality concerning students or other privileged information;
- unlawful conduct or breach of School District or school site rules and regulations;
- physical or emotional stress which incapacitates the volunteer;
- inability to cooperate and work effectively with site staff and students;
- jeopardizing the security or safety of a school, facility, themselves, a student or staff member;
- erratic or unreliable attendance or behavior;
- sexual misconduct;
- providing falsified information on the School Volunteer Registration Form;
- establishing inappropriate relationships with youth/staff; and
- criminal charges or conviction of a crime.

2. Outlining Expectations and Conduct Guidelines with Volunteers

A Principal should organize an orientation session for volunteers at the beginning of the school year in order to review guidelines and expectations pertaining to interacting with students and staff, school philosophy and practices regarding safety and deportment. The Principal may wish to access the District's web site, <http://www.sd68.bc.ca/>, or the brochure entitled '*Guidelines for School Volunteers*' to facilitate a sharing of expectations and guidelines as new volunteers join the school program during the course of the school year.

A community coach is designated as a coach of a school team who is not an employee of the school district. Principals are cautioned that community coaches operate under special status and outlining expectations and conduct guidelines is particularly critical with volunteers in this area. Refer to Section 4 - *Administrative Procedure 464 - School Volunteers*.

3. Criminal Record Checks

- In order to protect the safety and security of students, **all volunteers** must submit to a background Criminal Record Check.
- Criminal Record Checks will be reviewed by the school Principal, and will be kept on file at the school and District Administration Centre.
- Criminal Record Checks will be valid for five years after date of issue.
- Volunteers are required to obtain a Criminal Record Check, either utilizing the free online application or at the local RCMP detachment for a fee.
- For confidentiality, background criminal record checks will not be disseminated to unauthorized personnel. However, there is a sharing form provided by the Ministry of Justice which the volunteer can complete in order to share their Criminal Record results with another organization.
- The School District reserves the right to refuse a school volunteer position on the basis of what it deems to be an unsatisfactory Criminal Record Check.
- The application to request to share the results of a previous criminal record check with the Criminal Records Review Program is available at www.pssg.gov.bc.ca. or email sgspdps@gov.bc.ca.

4. Volunteer's Acknowledgement of Expectations

An important element of the volunteer program is the acknowledgement by the volunteer that they have been made aware of the expectations and guidelines of the volunteer program in the school. The Principal must ensure that the *School Volunteer Registration Form* is signed by the volunteer and initialed in the space 'Volunteer's Acknowledgement'. This form must be retained in the school office.

5. Storage of Documents Related to Volunteers

The storage of documents related to the screening of school volunteers will take place at the school level. Principals will provide a secure storage system and maintain these documents for a period of 2 years.

Documents related to Criminal Record Checks will be stored in the District administrative offices under the authority of the Director of Human Resources.



Volunteer Driver Application

School _____ Child's Name _____
(if applicable)

Driver's Name _____ Driver's Licence _____

Address _____ Postal Code _____

Telephone _____

Vehicles to be used:

Vehicle 1

Vehicle 2

Year/Make/Style	_____	_____
Colour	_____	_____
License Plate	_____	_____
Number of students who can be transported safely	_____	_____
<small>(Safe placement of a low back booster seat requires a lap and shoulder belt, and headrest)</small>		
Owner's Name	_____	_____
<input type="checkbox"/> Insurance _____ Expiry		
<input type="checkbox"/> Driver's Abstract		

Regulations

Completed 1-800-669-9051 (ICBC)

In volunteering to transport students, I confirm my awareness of the following school district regulations:

- Vehicles used for student transportation must be rated appropriately and insured with Province of British Columbia - minimum Third Party Liability insurance. The vehicle must be properly equipped with seat belts for each occupant; seat belts must be secured when travelling. All children must use an age and weight appropriate child seat until their 9th birthday unless they have reached 4'9" (145 cm) tall. Children who are 20 lbs (9 kg) to 40 lbs (18 kg) should be restrained in a forward-facing child seat and children who are over 40 lbs (18 kg) should be restrained in a booster seat. Children under 5'5" or less than 12 years old must not be transported in the front seat if the vehicle is equipped with a passenger's side airbag.
- The school district does not accept responsibility for any damage to the vehicle in the event of an accident, nor for deductible, loss of insurance discount, or loss of use.
- The volunteer driver and owner should ensure that, to the best of his/her knowledge, the motor vehicle used for student transportation is in good mechanical condition.
- Vehicles used will only be driven by the volunteer driver noted above who must be at least 21 years of age and in good health. The driver should not have been responsible for a "preventable" accident for at least the previous three years. Upon request the driver must provide a copy of his/her current driver's license and abstract to the school principal/vice principal.
- The vehicle must be equipped with winter or all-season tires (and chains, where applicable, for winter conditions).
- For safety and health reasons, smoking will not be permitted in vehicles while transporting students.
- The driver must not, at any time during his/her performance as a volunteer driver, imbibe any alcoholic beverages or use any restricted substances.
- The driver must not operate the vehicle in an unsafe manner or in contravention of any statute or regulation governing the operation of motor vehicles.

- Notes:**
- If a vehicle has the capacity to carry more than nine occupants, the driver must have a Class 4 driver's license and must adhere to all National Safety Code regulations.
 - The school district provides Excess Third Party Liability coverage for volunteer drivers and owners while lawfully operating vehicles on behalf of the school district.

Volunteer Driver's and Vehicle Owner's Declarations: (I/We) have read the above items 1 through 8, including notes, regarding transportation of students for sanctioned school activities and accept and agree to follow these school district regulations and to update as changed circumstances require.

Driver's Signature

Date

Vehicle Owner's Signature

School District Employee's Signature