
HORIZON SCHOOL DIVISION

Policy Code:	GFA
Policy title:	Volunteers
Cross Reference:	EEACAA, EEACAB, GAB
Legal Reference:	
Adoption Date:	Feb. 26/97, Mar. 21/99
Amendment or Re-	December 19, 2022
Affirmation Date:	

POLICY

THE BOARD OF TRUSTEES OF HORIZON SCHOOL DIVISION RECOGNIZES THE VALUE OF VOLUNTEERS AND ENCOURAGES THE USE OF VOLUNTEERS IN SCHOOLS.

GUIDELINES

1. The safety and well-being of students shall be a primary consideration when approving the use of volunteers.
2. Volunteers shall have a specific purpose and must be approved by the principal, or the division.
 - 2.1 A volunteer may not be assigned to assist a teacher without the teacher's consent.
3. Volunteers must comply with the division's policies, regulations and applicable school rules.
4. 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 principal, teacher or the division.
 - 4.1 Volunteers are not insured under any division medical or accident insurance policy for bodily injuries which they may sustain while volunteering for the division.

REGULATIONS

1. Principals shall:
 - 1.1 establish clear expectations for volunteers that conform to applicable legislation and division policies;
 - 1.2 establish practices related to volunteer recruitment, orientation, and supervision that include a reference check, see attachment C: Volunteer Reference check form;
 - 1.3 ensure volunteers are aware of, understand and follow role expectations and applicable division policies; and

Policy GFA – *Volunteers*, Cont'd.

- 1.4 determine whether a criminal record check and vulnerable sector check is appropriate depending on whether the volunteer will have unsupervised one-on-one time with students.
2. All volunteers shall:
 - 2.1. submit attachment A: volunteer registration form;
 - 2.2. comply with policy EEACAA if acting in the capacity of a volunteer driver;
 - 2.2.1. all applicants for a volunteer driver position must complete the application for Volunteer Automobile and/or Driver Authorization form, found within policy EEACAA;
 - 2.3. conduct themselves in accordance with legislation and division policy;
 - 2.4. declare a criminal record at the time of application; and
 - 2.5. submit a police information check (criminal record check), which may include a child intervention check, if applicable, as per policy GAB
 - 2.5.1. Principals should utilize attachment B: Criminal Record Check to Include vulnerable Sector Check form when requesting that volunteers acquire a police information check.
3. Volunteers shall NOT:
 - 3.1. diagnose educational needs of students,
 - 3.2. prescribe remediation,
 - 3.3. evaluate the results of instruction,
 - 3.4. carry out any instructional responsibilities unless under the direct supervision of a teacher,
or
 - 3.5. disclose information about a student(s) or staff member(s) except through appropriate channels.