

SCHOOL VOLUNTEERS

Turtle Mountain School Division recognizes that volunteers make a valued and necessary contribution to the Division's commitment to providing and extending educational opportunities for students. The participation of parents and community volunteers in school related activities shall be administered and supervised by the Principal in accordance with procedures approved by the Division.

This policy is prepared with the understanding that volunteers present themselves to provide a valuable service, accepted and continued at the discretion of the principal. The volunteer -school relationship is similar to that between the school and a member of the general public.

Supervision of Volunteers:

The school principal shall supervise the involvement of volunteers. These supervisory responsibilities shall include:

- assessing the needs of the school and identifying responsibilities where volunteer assistance is required;
- selecting volunteers whose skills and experience are appropriate for the tasks to be assigned;
- providing volunteers with orientation sessions to familiarize them with the operation and expectations of the school, and
- ensuring that the volunteers are provided with appropriate and sufficient staff supervision.
- ensure volunteers sign in when they arrive at the school.

Standards/Requirements for Volunteer Involvement:

The following sections describe standards/requirements for volunteer involvement designed to support the administration of volunteers.

Child Abuse and Criminal Record Checks

A principal may ask a volunteer to agree to a child abuse and/or criminal record check at any time. Further a principal shall require a child abuse registry check and criminal record checks for all volunteers who will

- have direct contact with students without regular and frequent teacher supervision;
- participate in overnight or extended activities/field trips.

Orientation

The school principal (or designate) shall plan and direct school orientation sessions at the commencement of each school year or at any other time during the school year that new volunteers begin working in the school. All potential volunteers to the school will be invited to attend, and attendance will be required for all those who expect to volunteer more than 10 hours over the course of a school year. The purpose of the orientation sessions shall be to:

- familiarize the volunteers with the operation of the school, and
- define, for the volunteers, the expectations the school has of them while they are assuming their responsibilities.
- provide volunteers with written information on volunteering in the school.

Confidentiality

Volunteers should understand that confidentiality is of the utmost importance. It should be noted that volunteers should not discuss student performance or other school situations with anyone other than the staff with whom they are working.

Discipline

Volunteers should be familiar with the rules and routines of the school, but disciplining students is not the role of the volunteer. If a student's behavior is inappropriate the matter should be brought to the attention of the student's teacher. Volunteers must not intervene in any physical manner to discipline students. Volunteers must at all times maintain the necessary decorum to have the respect of the students with whom they are working.

Supervision of Students

If, during the supervision of students, immediate intervention is required to protect the safety of children, the principles of loco parentis (acting as a just and prudent parent) shall apply in that the volunteer will be supported in his/her actions provided such actions were with good intentions.

- * Note: This policy shall not apply to:

Adults who visit a school but have no ongoing individualized interaction with a student or students. (for example – speaking or reading to a class, judging a contest, giving a performance, etc.)