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|  | Chinook's Edge School Division – Administrative Procedure | |
| AP 2 – 21 School Volunteers | | |
| Related Policies: | Initial Approval: | |
| | Last Amended: 2023 June 16 | |
| Exhibits: RCMP Criminal Record Check Form Letter – Volunteer Statutory Declaration Form – Volunteers Oath of Confidentiality | Last Reviewed: 2023 June 16 | |

PURPOSE

The Division believes that volunteers are a valuable part of the school community and can enhance educational services.

1. The assignment of duties for a volunteer rests with the school Principal.
2. However, for those volunteers who work with students in a school on a regular, ongoing basis, it is expected that volunteers will be entitled to:
 - 2.1. Know what is expected of them;
 - 2.2. Be treated in a respectful manner.
3. Volunteers shall:
 - 3.1. Follow through with commitments;
 - 3.2. Abide by the directions of the Principal/classroom teacher;
 - 3.3. Maintain confidentiality;
 - 3.4. Accept guidance and direction.

SCOPE

This procedure applies to Schools.

DEFINITIONS

None

PROCEDURES

1. Teachers shall provide the Principal with names of volunteers expected to be working in the school.
2. Volunteers shall:
 - 2.1. Provide a Criminal Record Check (CRC) and Vulnerable Sector Check (VSC) where the volunteer works with children unsupervised by a professional staff member. The CRC and VSC shall be current within one (1) year.
 - 2.2. Take the RCMP CRC Form Letter (Exhibit I) to their local RCMP Office when requesting a CRC and VSC. If the volunteer does not provide these checks, the volunteer will not be allowed to work unsupervised.
 - 2.3. Swear an Oath of Confidentiality.
3. Completed copies of the CRC and VSC shall be retained and used by the school (if the [statutory declaration](#) has been signed) for three years **from the date the CRC and VSC were issued**. In the event that the individual wishes

to continue as a volunteer following three-years from the date the CRC and VSC were issued, new documentation must be supplied.

4. If a volunteer is charged with an offense(s) under the Criminal Code of Canada, the Controlled Drugs and Substances Act, the Child Youth and Family Enhancement Act, or other similar legislation, the volunteer must inform the Principal immediately of both charge(s) and the disposition of the charge(s).

5. Volunteers whose services are no longer required will be notified in writing by the Principal.

REFERENCE AND LINKS

HISTORY

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| 2011 Feb 10 | Amended |
| 2016 June 01 | Reviewed |
| 2017 Oct 04 | Reviewed |
| 2019 Nov 26 | Reviewed |
| 2022 Sept 20 | Amended |
| 2023 June 16 | Amended |