

# **Volunteer Package**

## **Ecole Mountain View School**



## Contents in this package:

1. **GYPSD Admin. Procedure 490- Volunteers- Please read through**
2. **Annual School Volunteer Registration Form- required to complete each school year and return to EMVS.**
3. **School Volunteer Confidentiality Agreement- required to complete each school year and return to EMVS.**
4. **Checklist before submitting documents**

## Contents not included in this package, but important to know:

5. **Two (2) Additional Documents are required** for those who meet the following **criteria**:
  - a. Whose participation in school-related activities is anticipated to exceed ten **(10) hours** over the current school year;
  - b. Who will be **working individually with one** (1) student or
  - c. Who will **attend an overnight off-site activity**

\*\*\*Volunteers who meet the criteria in either 5a), 5b) or 5c) will complete a Criminal Record Check with a Vulnerable Sector Check **every twenty-four (24) months** from the date of the Record Check\*\*\*

### **Two (2) Additional Documents required for the above criteria are:**

#### **a. Current Criminal Record Check with a Vulnerable Sector Check**

- i. shall refer to a criminal record check with a vulnerable sector within twelve (12) months.
- ii. **this is done at the RCMP station.**

#### **b. Child Welfare Intervention Record Check**

- i. shall refer to a record of information provided under the Child, Youth, and Family Enhancement Act.
- ii. **this is applied for through Alberta Children's Services.**

**Before submitting your documents, please ensure you have completed the following:**

- Annual School Volunteer Registration Form
- School Volunteer Confidentiality Agreement

Additional two (2) documents- if required (see previous pages for requirements)

- Current Criminal Record Check with a Vulnerable Sector Check
- Child Welfare Intervention Record Check

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## VOLUNTEERS

### Background

Volunteers provide a valuable service to the students. Through volunteerism, greater opportunities for students are provided thereby increasing the opportunities for students to meet the standards of education. The Division therefore supports the use of volunteers to assist in creating safe and caring learning environments.

### Definitions

Duty of Care: means a legal principle which identifies the obligations of individuals to take reasonable measures of care for and to protect all students to an appropriate level or standard. Students are vulnerable by default, however, if they cannot protect, defend, or assert themselves, permanently or temporarily, because of age, disability, or circumstances, then that duty becomes more intense and the standard higher.

In loco parentis: refers to individuals acting in “the place of parents,” who are held to a standard of care requiring that they exercise wise and judicious decision making in the best interests of all students.

Prudent Person Standard: means the standard of care expected in individual circumstances is that of a reasonable or prudent person.

Standard of Care: refers to the degree or level of service, attention, care, and protection that one owes another according to the law; usually this is considered with the laws relating to negligence. The required standard varies according to the circumstances of each situation.

To determine what the **standard of care** should be in a particular situation, the following questions would be asked:

1. What would a reasonable person of average judgement, skill, and experience, be expected to do – or not do – under these circumstances?
2. What are the risks involved in a situation, given the nature of the activity, the participants, the setting, the availability of support or assistance, and the other relevant factors?
3. What consequences of an action – or lack of action – would a reasonable person of average judgement skills, memory, and experience be expected to foresee?

Volunteer: means an individual who assists the school and/or students in curricular and/or extra-curricular activities, not including Division employees, guest speakers, presenters, special visitors to the school, or School Council members while in their role as School Council members.

Vulnerable Sector Check: refers to an enhanced criminal record check. This type of record check was created in 2000 to protect children and vulnerable persons and is governed by section 6.3(3) of the *Criminal Records Act*.

Current Criminal Record: shall refer to a criminal record check with a vulnerable sector within twelve (12) months.

Child Welfare Intervention Record Check: shall refer to a record of information provided under the *Child, Youth and Family Enhancement Act*.

## Procedures

1. The Principal, in consultation with the staff, will determine the benefits and purposes of having volunteers in the school.
  - 1.1 Giving prudent consideration of whether or not volunteer activities will **add value** to the activity;
  - 1.2 Giving prudent consideration of the **safety and wellbeing** of students and staff, including each individual's **duty of care** to upon the **standard of care**; and
  - 1.3 Giving prudent consideration of the staff members' desire and ability to **benefit from volunteers**.
2. The Principal, in consultation with the staff, will develop a **plan for the use** of volunteers in the school. Such a plan will identify the following:
  - 2.1.1 Recruitment and screening procedures;
  - 2.1.2 Registration procedures;
  - 2.1.3 Orientation and training procedures;
  - 2.1.4 The limits to the assignable tasks;
  - 2.1.5 Job assignment;
  - 2.1.6 Communication procedures;
  - 2.1.7 Confidentiality procedures;
  - 2.1.8 Evaluation and feedback procedures; and
  - 2.1.9 Volunteer recognition and appreciation.
  - 2.2 The Principal may delegate the coordination of the volunteer program to an administrative team member.
  - 2.3 The Principal is responsible for compliance with this Administrative Procedure, any related Board Policies, other related Administrative Procedures, and government directives.
3. Recruitment and screening processes will be developed to secure volunteers and to protect the safety and interests of the students, the school, and the Division.
  - 3.1 The Principal shall ensure a current **Criminal Record Check with a Vulnerable Sector Check and Child Welfare Intervention Check** must be on file at the school for those volunteers who meet one of the following criteria:
    - 3.1.1 Whose participation in school related activities is anticipated to exceed ten (10) hours over the course of the current a school year;
    - 3.1.2 Who will be working individually with one (1) student; or
    - 3.1.3 Who will attend an overnight off-site activity.
  - 3.2 Volunteers who meet the criteria in either of 3.1, 3.2 or 3.2 will complete a Criminal Record Check with a Vulnerable Sector Check every twenty-four (24) months, from the date of the Record Check.

- 3.3 One Criminal Record Check with a Vulnerable Sector Check and Child Welfare Intervention Check is sufficient for cross-school volunteering; a copy must be on file at each school.
  - 3.4 There will be no Alberta Education funds used for the purpose of compensating volunteers for the cost of any of a Criminal Records Check, the Vulnerable Sector Check or the Child Welfare Intervention Check.
  - 3.5 If a volunteer who has been required to provide a Criminal Record Check with a Vulnerable Sector Check is found to have an entry on the document, the record will be reviewed by the Principal in consultation with the Human Resources Department to determine volunteer eligibility prior to continuing in any capacity as a volunteer. Principals must ensure that during this evaluation period, volunteers are not carrying out work with students and/or in the school.
  - 3.6 Any information about a school volunteer gained through Forms 490-01 and 490-02, a security clearance or through any other means, will be kept in strict confidence, used only for the purpose for which the information was provided and disclosed only in accordance with this Administrative Procedure and the Freedom of Information and Protection of Privacy Act.
  - 3.7 A volunteer will not normally be assigned by the Principal to assist a teacher or be placed in a classroom without discussion with the teacher.
  - 3.8 All prospective school volunteers will complete the Annual School Volunteer Registration Form (Form 490-01).
  - 3.9 School volunteers will, prior to being allowed to act as a school volunteer, read and sign the School Information Confidentiality Form (Form 490-02).
  - 3.10 All prospective volunteer drivers will complete the Driver Information Form (Form 565-01) and the Driver's Abstract Release Form (Form 565-02).
4. The duties assigned to volunteers will be limited to those areas that are generally accepted to be appropriate for volunteer involvement and that are consistent with the professional ethics of the teaching profession.
    - 4.1 Volunteers are responsible to the Principal and to the assigned classroom teacher(s) for all actions relating to students and the school. The role of the volunteer is to supplement and support the teaching staff.
    - 4.2 Volunteers will not:
      - 4.2.1 Diagnose the learning needs of students;
      - 4.2.2 Prescribe educational programs for students;
      - 4.2.3 Implement educational programs;
      - 4.2.4 Evaluate the results of the educational process;
      - 4.2.5 Evaluate, question, or criticize the professional competencies of the staff in the school;
      - 4.2.6 Discipline students;
      - 4.2.7 Counsel students;
      - 4.2.8 Have access to Student Records files or to a student's ISP;
      - 4.2.9 Discuss student progress/behaviour.

- 4.3 The teacher and the Principal are professionally responsible to ensure that the standard of care provided by a volunteer is equivalent to the standard of care provided by the professional staff. In the event that this standard of care is not provided, the teacher or the Principal will take any necessary action required to correct the situation.
  - 4.4 When a volunteer is involved in an activity that takes place off the school grounds the teacher-leader and the Principal are professionally responsible to ensure that the provisions of Administrative Procedure 260 – Field Trips and where applicable Administrative Procedure 565 – Transportation of Students in Private Vehicles are implemented.
    - 4.4.1 A volunteer may only conduct an activity that takes place off the school grounds under the direction of a teacher.
    - 4.4.2 Volunteers must always work under the direct supervision of a teacher.
  - 4.5 Volunteers, while they are engaged in assigned tasks in the school, are considered agents of the Board and therefore subject to all Board Policies, Administrative Procedures and school procedures.
5. The confidentiality of information about students, staff, families, and the school will be protected.
    - 5.1 Volunteers will maintain strict confidentiality in all school matters concerning students and staff.
      - 5.1.1 The disclosure of information gained, while acting as a volunteer in the school, about a student or a staff member except through appropriate channels is prohibited.
      - 5.1.2 Information about a student will be disclosed only to the child's teacher or to the Principal.
      - 5.1.3 Information about a staff member will be disclosed only to the Principal.
    - 5.2 Volunteers who, during the course of their duties as a volunteer, gain information that leads them to believe that a child is in need of protective services will comply with the requirements of the Child, Youth and Family Enhancement Act and Administrative Procedure 325 – Child Neglect and Abuse. The volunteer will report the situation to the Principal and a child welfare worker employed by Alberta Children's Services.
6. Processes of orientation and training must be part of an effective volunteer program in the school.
    - 6.1 All school volunteers will participate in an individual or group orientation program developed by the Principal.
    - 6.2 A school volunteer orientation program will include at least the following:
      - 6.2.1 Familiarising volunteers with Division Board Policy, Administrative Procedures and school rules;
      - 6.2.2 Acquainting the volunteers with the geography of the school;
      - 6.2.3 Introducing the volunteers to the staff;
      - 6.2.4 Confidentiality requirements;
      - 6.2.5 Introduction to the class or to the work area and tasks;
      - 6.2.6 Expectations regarding attendance and notification of absence.

- 6.3 A school volunteer handbook will be developed by the Principal to provide volunteers with a ready reference to essential information.
- 6.4 The Principal may arrange for the on-going training of school volunteers.
  - 6.4.1 The training will provide the volunteer with the necessary skills to operate any school equipment they may be asked to use.
  - 6.4.2 The training may also be designed to help the volunteers increase their skills in their assigned program tasks.
7. All school volunteers must report to the school office and wear a Division Volunteer Name Tag when volunteering at the school.
8. Volunteering in schools is considered a privilege and not a right, and therefore the Principal or designate may deny or revoke permission for a volunteer to work in the school(s) - based on school needs and/or school climate.

Reference: Section 11,33,52,53,196,197,222,256 Education Act  
Child, Youth and Family Enhancement Act  
Freedom of Information and Protection of Privacy Act

Approved: November 2005

Amended: May 3, 2006; June 22, 2011; December 3, 2014; March 21, 2018; July 1, 2018; July 15, 2020,  
January 31, 2022, October 6, 2022



**Administrative Procedure 490 Form 490-01**

**ANNUAL SCHOOL VOLUNTEER REGISTRATION FORM**

**Valid only for the current school year.**

In order to ensure the security and safety of our staff and students, all volunteers in our schools must be registered. The information collected on this form will be held in strict confidence.

**A volunteer is:**

An individual who assists the school and/or students in curricular and/or extra-curricular activities, not including Division employees, guest speakers, presenters, special visitors to the school or School Council members while in their role as School Council members.

**Volunteers do not include:**

- Guest Speakers or Presenters
- Visitors to the school
- Students volunteering in their own schools
- School Council members in their position as school council members
- Parents assisting their own children in the schools

Volunteers **must** be 18 years or older to register as a volunteer.

GYPSPD students are not required to apply to volunteer in their own school.

Students wanting to volunteer in another school are required to apply to volunteer and are not required to be 18 years of age or older.

Name of School:	School Year:
Your Name: (Last Name, First Name)	Salutation: Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> No Title <input type="checkbox"/>
Mailing Address:	Date of Birth: (YYYY/MM/DD)
Primary Phone Number:	Cell Phone Number:

Do you have children or grandchildren registered in this school?	<input type="checkbox"/> YES <input type="checkbox"/> NO
If <b>yes</b> , please list by name and teacher of homeroom.	
Name of Student(s):	Teacher(s)/Homeroom:

Your may be asked to provide two references:	
Name of Reference(s)	Phone Number(s):
Which position will you volunteer for most often? (select all that apply)	
<input type="checkbox"/> Volunteer monitor (this is a multi-purpose volunteer position which may include supervising students)	<input type="checkbox"/> Driver
<input type="checkbox"/> Field trip volunteer	<input type="checkbox"/> Coach
<input type="checkbox"/> Other (please specify)	<input type="checkbox"/> Hot Lunch
Do you have a criminal record for which you have <u>not</u> received a pardon?	<input type="checkbox"/> YES <input type="checkbox"/> NO

Check the level(s) preferred:

<input type="checkbox"/> Kindergarten	<input type="checkbox"/> Gr. 1	<input type="checkbox"/> Gr. 2	<input type="checkbox"/> Gr. 3
<input type="checkbox"/> Gr. 4	<input type="checkbox"/> Gr. 5	<input type="checkbox"/> Gr. 6	<input type="checkbox"/> Jr. High
<input type="checkbox"/> Sr. High	<input type="checkbox"/> Workroom	<input type="checkbox"/> Gymnasium	<input type="checkbox"/> Office
<input type="checkbox"/> Library	<input type="checkbox"/> Other:		

Check the days and hours you are available:

Monday		Tuesday		Wednesday		Thursday		Friday	
<input type="checkbox"/> A.M.	<input type="checkbox"/> P.M.	<input type="checkbox"/> A.M.	<input type="checkbox"/> P.M.	<input type="checkbox"/> A.M.	<input type="checkbox"/> P.M.	<input type="checkbox"/> A.M.	<input type="checkbox"/> P.M.	<input type="checkbox"/> A.M.	<input type="checkbox"/> P.M.
Do you intend to volunteer more than 10 hours throughout the school year?									
<input type="checkbox"/> Yes									
<input type="checkbox"/> No									

**A Criminal Record Check with Vulnerable Sector Check is required before volunteer positions for overnight trips, in situations where volunteers may be alone with a student, or for supervision of children into washrooms requiring support with toileting are confirmed.**

As a volunteer, the Division would like to remind you of the following conditions:

1. Confidentiality is of the utmost importance in the school setting in order to ensure that the dignity and worth of students, parents, volunteers and school staff is honoured.
2. Any information collected, used, generated, and stored by Grande Yellowhead Public School Division including student, instructional, financial, or administrative information is strictly confidential and is to be used only in the performance of volunteer duties.
3. You may not disclose, communicate, publish, take, alter copy, interfere with, or destroy any information unless you are specifically authorized to do so by the teacher or principal.
4. You must notify the Principal of any new criminal charges at the time the charge is made.
5. The teaching and administration staff is responsible for student learning and discipline.
6. Staff administration, teaching, and support staff have specific roles to play and it is important that the staff of a school operate as a team.

7. You as a volunteer can assist greatly in enhancing student learning by working positively and cooperatively with the school team.
8. Any failure to comply with these conditions or Grande Yellowhead Public School Divisions Administrative Procedure 490 - Volunteers may result in loss of privilege as a volunteer.

**By signing this volunteer registration form, I am agreeing to the conditions outlined.**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date (YYY/MM/DD)**

## SCHOOL VOLUNTEER CONFIDENTIALITY AGREEMENT

I, \_\_\_\_\_, do hereby commit myself to the observance of the following conditions in my undertaking as a School Volunteer in:

1. I will not divulge any information pertaining to students, staff or parents received in confidence or in the course of duties as a volunteer, except as required by law.
2. I will disclose information about a student, gained while acting as a school volunteer, only to the student's teacher or to the principal.
3. I will disclose information about a staff member, gained while acting as a school volunteer, only to the principal.
4. I will disclose information about the principal, gained while acting as a school volunteer, only to the Superintendent of Schools.
5. I will not criticize the competence or work performance of a staff member except to the proper authorities and then only in confidence.
6. If, during the course of my duties as a volunteer, I gain information that leads me to believe that a child is in need of protective services I shall comply with the requirements of the Child, Youth, and Family Enhancement Act and Administrative Procedure 325 – Child Neglect and Abuse. I will report the situation to the principal and a child welfare worker employed by Community and Social Services.

**Volunteer's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_



141 MacLeod Avenue  
Hinton, Alberta T7V 1T6  
(780) 865-2628

Local RCMP Detachment:

\_\_\_\_\_ is going to be volunteering at Ecole Mountain View School. As a school jurisdiction, we require adults working with students to have a Criminal Record Check and Vulnerable Sector Check before being able to work with our students as outlined by Administrative Procedure 49).

If you have questions, please contact Mrs. Paula Murphy at 780-865-2628.

Sincerely,

Mrs. Paula Murphy  
Principal,  
Ecole Mountain View School

