

VOLUNTEER POLICY

Policy Statement

Eric G. Lambert School encourages, supports and values the involvement of parent/guardian and community volunteers in order to enhance school-based activities and academic learning and to increase communication and positive relationships amongst the school, parents and the community. The school administration shall, for the safety of students and the integrity of programs, ensure that appropriate procedures are in place for the screening, orientation, training, supervision, recognition and evaluation of volunteers at Eric G. Lambert School.

Rationale

Eric G. Lambert School recognizes the valuable contribution volunteers make towards the success of our school programs. It also recognizes its responsibility to ensure our students are cared for properly, and that appropriate measures are taken to select volunteers.

Scope

This policy is applicable to all school related activities, and to all who aspire to volunteer within this school.

Procedures

1. For the purpose of this policy, the following definitions apply:
 - 1.1 Volunteers are defined as persons who volunteer their services in school or school related activities. A volunteer may assist in the operation and supervision of an activity when a teacher advisor is or is not available to oversee or supervise the activity.
 - 1.2 **Level I Volunteers:** Volunteers who are under the direct and constant supervision of a teacher are considered Level I. Such a situation might also include the engagement of volunteers in open common areas of the school, or volunteers who do not come into contact with students, (e.g. volunteers assisting a teacher with photocopying/laminating materials).
 - 1.3 **Level II Volunteers:** Volunteers who might be working with a group of students in an isolated area of the school with only sporadic supervision, (e.g. a volunteer non-teaching coach for a school team or extra-curricular activity who meets with students in the gym or a room of the school where the teacher sponsor does periodic checks on the activities of the group).
 - 1.4 **Level III Volunteers:** Volunteers who are used for coaching for off-site field trips or volunteers who work with small groups/individual students in an isolated area of the school.

Selection, Screening and Supervision of Volunteers

2. In selecting volunteers, attention will be paid to the qualifications of volunteers and the age and number of children with whom the volunteers will interact. Level of risk will depend on the nature of the activity and/or level of direct supervision from the volunteer.
3. Volunteers categorized as Level II or III volunteers will be required to provide both a Criminal Record Check for a Sexual Offence and a Criminal Records Screening Certificate from the RNC/RCMP. Both applications are available from the school office.
4. Potential volunteers will be screened at the school level.
5. In all volunteer activities, there must be a school personnel designate assigned.
6. The school principal will be responsible for the overall supervision and evaluation of volunteers.
7. All first-time volunteers will be required to get the necessary checks done, and once completed, these will be valid for 3 years.

Conduct of Volunteers

8. At all times, volunteers are expected to respect student confidentiality, engage in respectful behaviour, and adhere to the guidelines and policies of the school.
9. Volunteers complement the work of the professional school staff, but are never considered substitutes for the staff. More specifically, volunteers shall not be considered as replacements for paid staff.
10. The school principal, or designate, will inform volunteers of the School Policy on Volunteers and any specific guidelines that they are expected to follow.