

VOLUNTEERS

BACKGROUND

The Division believes that volunteers can enhance community relations and provide valuable assistance to the school staff and encourages their involvement in the school community. They also recognize that students benefit from the opportunity to be involved in approved, school-sponsored curricular and co-curricular activities, and they recognize that the involvement of adult volunteers may provide support for these activities to take place.

DEFINITION

A volunteer, for the purpose of this administrative procedure, is defined as a person who is not employed by Livingstone Range School Division and who is working directly with students in a curricular or co-curricular capacity.

Guidelines and Procedures

- a. The safety and well-being of students shall be a primary consideration at all times.
- b. Volunteers shall not use their activities in the school as a means of promoting personal beliefs or acquiring personal gain.
- c. School Administrators shall:
 - i. Establish clear policy roles/duties and processes for volunteer work in the school and with off-site activities that conform to applicable division policies/procedures and FOIP.
 - a. Specific processes shall be in place for: collecting and tracking volunteer forms, recruitment procedures, orientation procedures, educating volunteers regarding Division and School Policies/procedures, monitoring volunteers and recognizing volunteers.
 - ii. Approve and coordinate volunteer workers in their schools, keeping in mind the safety and well-being of students and employees.
 - iii. Where applicable, perform a reference check for Volunteers.
 - iv. Orient and assist volunteers in understanding and following their roles and duties.
 - v. Educate volunteers regarding Division Policy/Procedure as appropriate.
 - vi. Ensure that a current **Criminal Record Check** is on file for any volunteer working with students.
 - vii. Ensure that a current **Criminal Record Check** with a **Vulnerable Sector Check** is on file for any volunteer working unsupervised with students.(Overnight/Not in a public place ie..Zoo)
- d. All volunteers shall:
 - i. Complete and sign a [Volunteer Registration Form](#) **annually** for Livingstone Range School Division.

- ii. who work with students shall: Submit an accurate and up to date Criminal Record Disclosure Request every 5 years and complete the volunteer attestation form every year.
- iii. who work unsupervised shall : Submit an accurate and up to date [Criminal Record Disclosure Request with Vulnerable Sector Check](#) **every second year**. Should circumstances change after the completion of the **Criminal Record Check** with **Vulnerable Sector Check**:
 - a. Notify the school principal as to either the laying of criminal charges or the entering of a conviction under the *Criminal Code of Canada* or the *Controlled Drugs and Substances Act*, or where the Volunteer is charged with or convicted of an offence under the *Child, Youth and Family Enhancement Act*.
- iv. Complete appropriate forms if acting as a volunteer driver consistent with Administrative Procedure #562 – Co-Curricular and Extra Curricular Transportation.
- v. Conduct their duties in accordance with Division policies and procedures and applicable provincial and federal statutes.
- vi. Be responsible to the Principal or Teacher for all actions relating to students. They shall not:
 - a. diagnose education needs of students;
 - b. prescribe or administer behavioral remediation;
 - c. evaluate the results of instruction;
 - d. carry out any instructional responsibilities unless under the direct supervision of a teacher; and
 - e. disclose information about a student(s) or staff member(s) except through a teacher or administrator.
- e. Requirements for volunteers who are working **unsupervised** with students:
 - i. Prior to engaging in a volunteer activity, each volunteer shall submit a [Criminal Record Disclosure Request with Vulnerable Sector Check](#).
 - ii. The original [Criminal Record Disclosure Request with Vulnerable Sector Check](#) must be presented to the school administration. A photocopy will then be made for school records and the original returned to the owner.
 - iii. If a volunteer, specified in the above, fails to submit the documentation prior to engaging in a volunteer activity, the volunteer shall not assume any responsibilities where they may be alone with students. The volunteer may, at the discretion of the principal, assume responsibilities with another staff member when documentation has been submitted but is not yet processed.
 - iv. If the contents of the volunteer's Criminal Record Disclosure Request with Vulnerable Sector Check results are considered to be incompatible with volunteering with the division, or as determined by the principal, the volunteer shall not be allowed to volunteer.
- f. Collection, Use and Storage of Information.
Volunteer registration forms and Criminal Record Disclosure Request with Vulnerable Sector shall be retained by the school in digital form indefinitely as per Administrative Procedure 180.
- g. For clarification purposes, guest speakers, presenters, or visitors to the school are not included in the definition of volunteer as it pertains to this Administrative Procedure.

Forms - Appendices

- 1) [Volunteer Registration Form](#)
- 2) Volunteer Reference Check Form
- 3) [Criminal Record Disclosure Request with Vulnerable Sector Check](#)
- 4) Include Self Declaration/[LRSD Volunteer Attestation Form](#)

Adopted: June, 2016

References

Section 11, 33, 52, 53, 196, 197, 222, 256, Education Act

New Procedure - Draft Dec 10, 2014

Combined Current Admin Procedures 440, Volunteers: Classroom & Co-Curricular and 441, Volunteers - Extra Curricular



VOLUNTEER REGISTRATION FORM

(Non Paid Position)

SCHOOL _____ **ACTIVITY(IES)** _____

The Livingstone Range School Division greatly appreciates the services of all of its volunteers. In order to ensure the safety of students, the Board of Trustees believes that all volunteers need to be registered.

Name: _____

Surname

Given Names

Mailing Address: _____

Address/Box No.

Town

Postal Code

Telephone No.: _____

Do you have children registered in this school? Yes ___ No ___

If yes, please list by name and grade:

Name _____ **Grade** _____

Name _____ **Grade** _____

If no, would you please list at least two references with whom the school may check:

1. _____
Name _____ **Phone No.** _____

2. _____
Name _____ **Phone No.** _____

An original criminal record check has been presented to the school, and a copy of the check is attached to this form. Yes _____ Date _____

As a volunteer, please be advised of the following:

1. The principal (or designate) is the supervisor for all volunteers.
2. Confidentiality is of the utmost importance, and the dignity and worth of students and staff shall be maintained.
3. For classroom volunteers:
 - a) Teaching and administration staff are responsible for student learning and discipline.
 - b) School administration, teaching staff, and support staff have specific roles to play and it is important that the staff of a school operate as a team.
 - c) A volunteer can assist greatly in enhancing student learning by working positively and cooperatively with the school team.
4. For volunteers outside the classroom:
 - a) If the activity is being conducted by a volunteer, without the supervision of a teacher, the principal (or designate) shall cover the following points during conversation:
 - (i) philosophy and playing time (if a team)
 - (ii) supervision expectations
 - (iii) discipline and referral procedures
 - (iv) communications with the home and school
 - (v) finances and fundraising
 - (vi) transportation procedures

(vii) use of school facilities and equipment

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

Signature: _____

Date: _____

Adopted: April 16, 2002

Revised: March 22, 2013, August 2020

Livingstone Range School Division

Volunteer Reference Check Form

To Be Completed by the School Principal
(This form is optional and acts as a guide for a volunteer reference check)

School Year: _____

School: _____

Name of Volunteer: _____

Name of Reference: _____ Phone: _____

_____ has applied as a _____ (e.g., coach / supervisor) volunteer in our school. It is division policy to conduct a reference check for individuals working in this type of volunteer assignment. You have been listed as a reference. We would appreciate it if you are able to respond to a few questions.

- 1) In what capacity do you know _____ ?
- 2) Have you ever observed _____ working with children / youth?
- 3) Based on your observations, can you describe _____ attitude toward children / youth?
- 4) Can you describe his/her approach to engaging in activities with children / youth?
- 5) Has _____ ever had a difficult situation to manage with youth or parents? If yes, how did he/she approach the situation?
- 6) If you have observed _____ interaction with parents, can you describe the nature of the relationship?
- 7) Would you describe _____ as collaborative or a team player?
- 8) Do you have any comments or concerns regarding _____ working with children / youth at the elementary / secondary level?



Criminal Record Disclosure including Vulnerable Sector Check Request - Volunteer

A request for disclosure of **criminal record** including a **vulnerable sector check** is required for all new and/or potential Livingstone Range School Division volunteer who are working **unsupervised** with students.

_____ will be an unpaid volunteer with Livingstone Range School Division. This volunteer will require a Criminal Record Check including the Vulnerable Sector Check prior to volunteering for our school division because the volunteer will be:

- Working closely with children (ages 4 up to 18) in situations where they will be alone with individual children and groups of children, without direct supervision or oversight from Livingstone Range's School Division staff; and
- In a natural position of trust and authority given the relationship between children and school staff

Agency: Livingstone Range School Division
410 – 20 Street, P.O. Box 1810
Fort Macleod, AB T0L 0Z0

www.lrsd.ca
403-625-3356

Applicant's Name:

Surname

Given Names

Once completed by the RCMP, please return their disclosure record to Livingstone Range School Division

I hereby authorize the RCMP to conduct a check to determine if I have a criminal record including a Vulnerable Sector Check. The criminal record or the certification that no record exists will be forwarded back to me by the police and not to the school division. It will be my responsibility to provide this documentation to the Livingstone Range School Division in a timely manner, in order that the Livingstone Range School Division may proceed further with my application for volunteer services.

I understand that the existence of a criminal or driving record may be grounds for rejection of this application.

Signature: _____



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Signature: _____

Every student, every day.

www.lrsd.ca P: 403-625-3356 F: 403-553-0370 T: 800-310-6579



LRSD Annual Attestation Form

Full Name: _____

Position / Role: _____

School/s: _____

Date: _____

I DECLARE, since the last Criminal Background Check collected by _____, or since the last Offence Declaration given by me to, _____ that:

- I have NO convictions under the Criminal Code of Canada up to and including the date of this declaration for which a pardon has not been issued or granted under the Criminal Records Act (Canada).
- I have been convicted of the following criminal offences under the Criminal Code of Canada for which a pardon under Section 4.1 of the Criminal Records Act (Canada) has not been issued or granted to me.

List of Offences:

A. Date: _____

B. Court Location: _____

C. Conviction: _____

A. Date: _____

B. Court Location: _____

C. Conviction: _____

(Use additional page if necessary)

This declaration is dated at _____ (Town or municipality) this _____ day of _____, 20__.

SIGNATURE: _____

Volunteers with criminal convictions since the last Criminal Record Check or Criminal Offence Declaration, must submit a new Criminal Check and receive principal approval prior to volunteering.