

## **402 CONDITIONS OF EMPLOYMENT AND VOLUNTEER SERVICE**

### **Background**

The Division believes that it has a duty to establish a safe and secure learning environment for all children. In order to facilitate this goal, the Division believes that all staff and volunteers working with students must themselves be above reproach. Accordingly, the Division requires employees and volunteers of the Division to meet the highest standards of public service. Employees and volunteers are expected to:

1. Provide a high standard of professional and personal performance.
2. Behave in a manner which recognizes they are role models for students.
3. Respect the confidential nature of sensitive information their roles expose them to in relation to staff, students, and their families.
4. Be willing to change assignments (for which they are qualified or interested) for reasons of personal professional growth or to meet the needs of the Division.
5. Be free of conflict of interest in the provision of goods and services to the Division.
6. Upon request, employees are expected to provide evidence of a healthy physical and mental well-being.

### **Procedures**

1. Employment or Volunteer standing will be confirmed upon receipt of the following documents from the new employee:
  - a. Satisfactory proof, at the Division's discretion, that the employee has not been the subject of a charge or conviction under the Criminal Code, Narcotic Control Act, Food and Drug Act.
  - b. An intervention record check pursuant to the Child, Youth and Family Enhancement Act may be required. A Vulnerable Sector Check will be required.
  - c. Other forms as required.

2. Employees and Volunteers have a duty to report to their employer, any matter that may arise in relationship to those items set forth in items 1-3,5 of Background and items 1 a & b of Procedures.
3. Prior to being assigned unsupervised duties with children in the school, volunteers will be subject to Clause 1(b and c).
4. Volunteers may be asked to submit references.

## **References**

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

## **History**

Developed: August 2003  
Amended: April 2020