

490 SCHOOL VOLUNTEERS

Background

The Division encourages the utilization of volunteers to assist the professional staff of the schools with activities that do not require education expertise. Suggested areas could include photocopying for teachers, field trips, listening to children read, and classroom activities which fall within the guidelines of the Alberta Teachers Association.

Code of Conduct

The Division believes that it has a duty to establish a safe learning environment for all children. In order to facilitate this goal, the Division believes that all volunteers working with students must themselves be above reproach.

Accordingly, the Division requires volunteers of the Division to meet the highest standards of public service:

1. Behave in a manner which recognizes they are role models for students.
2. Respect the confidential nature of sensitive information their roles may expose them to in relation to staff, students, and their families. This includes student and employee personal information and records.

Procedures for Volunteers

1. Prior to being assigned direct/indirect supervision duties with children in the school, volunteers will provide documentation of satisfactory proof of Vulnerable Sector Record Check and/or a Criminal record check, at the Division's discretion, that the volunteer has not been the subject or charged under the Criminal Record Check and /or Vulnerable Sector Check. This must be completed yearly.
2. Volunteers have a duty to report any matter that may arise in relation to those items set forth in item (1) above.
3. The Division has a legal obligation to protect personal information in its custody or control from unauthorized access, use disclosure, and disposal. With this in mind, volunteers will complete a confidentiality contract which will be kept in school files.

References

Section 33,52,53,196,197,222,225 Education Act
Child, Youth and Family Enhancement Act
Canadian Rockies Public Schools: AP 351 Safe and Caring School Culture
Freedom of Information and Protection of Privacy Act

History

Developed: August 2003
Amended: November 2014
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