

**CHIGNECTO-CENTRAL  
REGIONAL SCHOOL BOARD**

**POLICY #HR-10**

**USE OF VOLUNTEERS IN SCHOOLS**

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Chignecto-Central Regional School Board supports and values the involvement of parent and community volunteers in its elementary and secondary schools. A cooperative team approach for the management of volunteers in schools is supported.

The purpose of inviting volunteers to assist students in our schools is to:

- encourage participation in order to enhance school-based activities and academic learning;
- develop and sustain a variety of activities, both curricular and extra-curricular, within our schools while helping to ensure the safety and security of students, staff and volunteers; and,
- increase communication and positive relationships between and among the school, parents and community.

# USE OF VOLUNTEERS IN SCHOOLS

## POLICY # HR-10

### ADMINISTRATIVE PROCEDURES

- Authorization** These Administrative Procedures have been authorized by the **Superintendent of Schools**.
- Scope** These Administrative Procedures apply to **all schools within the Chignecto-Central Regional School Board which utilize volunteers who:**
- are considered regular or long term; or
  - are responsible for individual students or groups of students without direct supervision of staff; or
  - chaperone students overnight.
- Responsibility** It is the responsibility of the **Director of Human Resources Services** to ensure that Policy # HR-10 and these Administrative Procedures are implemented.
- Implementation** Policy # HR-10 and these Administrative Procedures shall be implemented by the **School Principals**.
- Procedures**
1. **Persons interested in serving as School Volunteers shall:**
    - a) complete the “Individual Volunteer Registration Form”,
    - b) sign the “Volunteer Assignment Waiver” (both forms as attached),
    - c) authorize a Child Abuse Registry application, and
    - d) consent to a Criminal Records Check.
  2. The **School Principal** shall:
    - a) using the completed forms (noted in Procedure #1) and a character reference if the volunteer is not known to the Principal, screen all volunteers.

- b) the final decision concerning selection, placement, continuation and replacement is made by the Principal. In the event the potential volunteer's application is rejected, the applicant can appeal the Principal's decision to the Family of Schools Supervisor. Written notification of the appeal must be provided to the Family of Schools Supervisor within seven (7) days of the Principal's decision.
- c) supervise the scheduling of the volunteer;
- d) determine the role of the volunteer;
- e) assure that the volunteer has no access to confidential student or personnel information;
- f) assure that the volunteer is not assigned the responsibility for disciplining students but assists the teacher in maintaining proper behaviour and refers problems to the teacher for appropriate action;
- g) provide recognition and appreciation to volunteer program participants; and,
- h) retain a confidential file for each volunteer that includes all screening information.

3. The **Teacher** shall be encouraged to:

- a) supervise the work of assigned volunteer(s); and,
- b) assist with recognition of volunteer(s).

4. The **Volunteer** shall:

- a) notify the school coordinator or the teacher when an illness or other circumstance prevents the volunteer from reporting to the school;
- b) respect confidentiality of school matters;
- c) carry out only those duties assigned that have been approved by the principal; and,
- d) comply with system and school policies, regulations and rules.

5. **Chignecto-Central Regional School Board** shall:

assume responsibility for any costs incurred by the volunteer(s) in providing the required reference checks.

**Definitions**

1. A **parent volunteer** in a school is a parent or guardian who currently has a child enrolled in and attending that school, or is a member of the community who continues as a volunteer in a school without interruption after the child has left the school.
2. A **community worker** is any member of the community who does not have a child enrolled in the school and who agrees to undertake, without pay, a designated task which supports a classroom, a school, or a system-wide program.

*When not specifically stated, the word “volunteer” refers to both parent and community volunteers.*

**Distribution**

All Policy and Procedure Manual holders



# Chignecto-Central Regional School Board

## INDIVIDUAL VOLUNTEER REGISTRATION FORM

Name: \_\_\_\_\_  
(Surname) (First) (Middle)

Address: \_\_\_\_\_  
(Street) (Town) (Province) (Postal Code)

Occupation/Job Title: \_\_\_\_\_

Employer: \_\_\_\_\_

Employer's Address: \_\_\_\_\_  
(Street) (Town) (Province) (Postal Code)

I prefer to be contacted (complete all that apply):

At home phone: ( ) - \_\_\_\_\_  
Area Code

At work phone: ( ) - \_\_\_\_\_  
Area Code

By e-mail address: \_\_\_\_\_

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**Time Commitment:**

Frequently

Occasionally

**Grade Preference:**

K-2

6-8

3-5

9-12

**Group Size:**

Small Group

Class

**Indicate name of school you wish to assist:**

\_\_\_\_\_



# Chignecto-Central Regional School Board

## VOLUNTEER ASSIGNMENT WAIVER

I, \_\_\_\_\_ have offered to provide my assistance as a volunteer to the **Chignecto-Central Regional School Board (CCRSB)** and

\_\_\_\_\_  
(Name of School & CCRSB Organization.)

As a volunteer, I expressly acknowledge that:

- Acceptance of my offer of assistance as a volunteer is entirely within the discretion of CCRSB;
- As a volunteer, I am not an employee of CCRSB and CCRSB has no contractual obligations arising from my volunteer service;
- I authorize CCRSB to complete a Child Abuse Registry Form and a Criminal Reference Check. This authority includes the initial checks in support of my application and ongoing checks as required by CCRSB, during my tenure as a volunteer;
- I acknowledge that a violation under the Child Abuse Registry Check will constitute grounds for refusal to accept an offer of volunteer service. Violations found under the Criminal Record Check may constitute grounds for refusal to accept an offer of volunteer service;
- I further acknowledge that it is my obligation to report to CCRSB any entries on the Child Abuse Registry or any Criminal convictions which may occur after the acceptance of my application as a volunteer;
- It remains within the discretion of CCRSB at any time to decline my offer of assistance as volunteer, with or without reasons as it determines. The decision concerning the selection, placement or replacement is, in the normal course, made by the Principal. In the event the volunteer's application is not accepted, the applicant can appeal the decision in accordance with the applicable Administrative Procedure;
- I will not make any claim or take any proceeding against CCRSB, or other persons acting for or on its behalf, with respect to my service as a volunteer or the termination of such service.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_, at \_\_\_\_\_, Nova Scotia.

\_\_\_\_\_  
Volunteer Signature

\_\_\_\_\_  
CCRSB Principal (or Designate)

\_\_\_\_\_  
Witness