



500.2AP Volunteers

ESTABLISHED: 2023.08.22

APPROVED: 2023.10.18

AMENDED: 2023.10.10

REVIEWED: 2023.10.10

LEGAL REFERENCE:

- *Freedom of Information and Protection of Privacy Act*

CROSSING REFERENCE:

- [500.1AP Agent of the Board](#)
 - [500.1AP Exhibit 1 Volunteer Declaration Form](#)
 - [500.2AP Exhibit 2 Volunteer Criminal Record Check Letter](#)
 - [500.2AP Exhibit 3 Volunteer Criminal Record Check with Vulnerable Sector Check Letter](#)
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BACKGROUND

Buffalo Trail Public Schools values the contributions of volunteers, while recognizing its commitment to ensure the safety of students.

PROCEDURES:

1. Ensuring welcoming, caring, respectful and safe environments for students must be the primary consideration in the selection and use of volunteers, in accordance with Board policy, administrative and school procedures.
2. Principals are responsible for volunteers in their schools and are responsible for ensuring that volunteers work under the direction or supervision of Division staff.
3. The volunteer will need to complete a volunteer declaration form. If warranted, a criminal record check with vulnerable sector check.
 - 3.1 No Criminal Record Check required if:
 - 3.1.1 Volunteer is only assisting with a single event
 - 3.1.2 Volunteer will not be working with students out of direct supervision of school staff

Examples: helping with food preparation during special event, assisting with prepping materials in the staffroom, attending a field trip for skating – always with the large group, etc.

3.2 Criminal Record Check is required if:

- 3.2.1 Volunteer is assisting with multiple events
- 3.2.2 Volunteer may be supporting one on one small groups for a short duration without direct supervision

Examples: helping on a field trip where the volunteer has small group at the TELUS World of Science, assisting with hot lunch program every week/month, doing one on one site words in the hallway every Friday, etc.

3.3 Criminal Record Check with Vulnerable Sector Check AND Child Intervention Check if:

- 3.3.1 Volunteer is working with individual or small groups of students on a regular basis or for longer periods of time without direct supervision
- 3.3.2 'VSC' must be associated with a specific role and the role is included in the letter to the RCMP
- 3.3.3 Volunteers who require a Criminal Record Check with the Vulnerable Sector, also require a Child Intervention Check

Examples: coaching a team, attending an overnight trip or trip that it outside of school hours and they are responsible for students, etc.

4. For the purpose of this Administrative Procedure, a current Criminal Record Check and/or with Vulnerable Sector Check must be within the last six (6) months. All volunteers are required to provide a new criminal record check and/or with Vulnerable Sector Check every five (5) years.
5. Volunteers shall complete the volunteer declaration form annually. All documents pertaining to the application of a volunteer shall remain in the school for the balance of the school year.
6. The Principal shall provide the volunteer with information regarding pertinent Board policies, Division administrative procedures and expectations they will be expected to adhere by.
7. The Principal shall establish an appropriate tracking system to verify the identification of volunteers and determine the number who are at school at any one time.
8. If a volunteer wishes to volunteer in more than one school during the same school year, the Principal of the first school may forward the documents to the other school(s).
9. Any information about a volunteer gained through the volunteer declaration form, or the Criminal Record Check with Vulnerable Sector Check, shall be kept confidential, used only for the purpose for which the information was provided and disclosed only in accordance with this administrative procedure and the *Freedom of Information and Protection of Privacy Act* (FOIPP).