Anglophone South School District	EECD 701 POLICY NO. ASD-S 728

VOLUNTEERS IN SCHOOLS

Category	Health and Safety		
Subject	Volunteers in Schools		
Adopted		Revised	March 2016
Policies Used / Referenced			

Policy Statement

Anglophone South School District welcomes the participation of volunteers at all levels K-12, and values the work done in our schools by volunteers. Volunteers provide an opportunity for community members to participate in the life of a school – assisting teachers, acting as a resource person, enriching student experiences, strengthening school/community partnerships and relationships, assisting on committees and extra-curricular activities, and organizing events. Volunteers reflect our community members' diverse interests, ages, and professions. Parents, business people, retired citizens, and members of organizations are among those providing valuable contributions of time and talents.

We value the important contribution of our volunteers; however, screening procedures are important for the protection of students and volunteers. This policy outlines the procedures to be followed by schools and volunteers.

Procedure

- The Principal may involve community volunteers to enhance the planning and/or delivery of the school program and/or its environment. The Principal is responsible for all volunteer activities.

- All volunteers will be provided a copy of the Anglophone South School District Volunteer Information Brochure (Appendix A).

- Each volunteer with Anglophone South School District will have a designated supervisor who is responsible for the work of that volunteer and who shall be available to the volunteer for consultation and assistance regarding their roles and responsibilities.

- Volunteers may not replace employees in the performance of tasks which are their legal or contractual responsibilities.

- The Principal shall ensure that all regular volunteers complete a Volunteer Screening Declaration Form (Appendix B).

- The Principal shall ensure volunteers with unsupervised access to children/youth (e.g. volunteer coaches, drivers etc.) are screened and trained appropriately in accordance with the NB Department of Education, Policy No. 701, Protection of Pupils in the Public School

System from Misconduct by Adults, and have completed and submitted the online validation questionnaire at http://701.nbed.nb.ca/

- The Principal shall ensure that all volunteers, having unsupervised access to children/youth, provide a criminal record/vulnerable sector check form (Appendix C). This criminal record/vulnerable sector check will have been completed within six months of the date of submission and will be valid at the school for five years.

- The Principal, or designate, may check the references of any volunteer. Three questions that must be part of this reference check are:

    - Do you believe this person would be suitable to work in a school system in direct contact with children?

    - Would you have any reservations about placing this person in such a position?

    - Are you aware of any past criminal activity or do you have any knowledge of behavior that might be a threat to children/youth?

- The Principal shall maintain a file of all volunteer documentation. These records shall be accorded the same confidentiality as staff personnel records.

- This process will need to be repeated at each school in which a volunteer works.

- Principals shall make every effort to ensure volunteers are not privy to confidential information (e.g. student records, unlisted phone numbers etc.)

- Volunteers are responsible for maintaining the confidentiality of all privileged information to which they are exposed while performing their duties.

- The Principal shall ensure that volunteers are trained in their duties.

- Volunteers may be asked to discontinue their duties if they fail to meet their commitment, if they prove to be counterproductive, if their services are no longer required, or if their behavior is not exemplary for children/youth to emulate.

References

- EECD Policy 701

Volunteering in ASD-S

The mission of ASD-S is to improve achievement by engaging children and youth and working in collaboration with families, staff and communities to provide safe and inclusive learning and working environments.

Welcome Volunteers!

We appreciate your interest in volunteering for ASD-S. As a volunteer you will have opportunities to:

- Assist teachers in providing increased individualized and enriched instruction within their classrooms
- Enrich students' experiences through the unique resources which can be contributed by volunteers
- Assist teachers with many non-teaching duties and tasks, such as preparing instructional materials and organizing events
- Participate in breakfast or lunch programs
- Strengthen school/community relationships through positive participation
- Build an understanding of schools among citizens, thus, stimulating widespread involvement in the educational process
- Act as community resource instructor or speaker
- Assist on school committees
- Serve as mentors to students, and provide positive role models
- Assist with use of school libraries
- Provide individual assistance and attention
- Share your hobby or collection with classes
- Drive for extra curricular activities
- Coordinate and assist with special events, field trips and fund-raising efforts
- Support school enrichment initiatives
- Participate in community partnership activities

Anglophone South has a scent free policy that asks all students, employees, volunteers and visitors to refrain from wearing or using scented products in all schools, offices and vehicles. ASD-S facilities are also peanut/nut free.

School Volunteers

Volunteers reflect our community members' diverse interests, ages, and professions. Parents, family members, business people, retired citizens, and members of civic organizations are among those providing valuable contributions of their time and talents.

Different Times/Schedules

Each of us has different schedules and time constraints. Some of our volunteers devote a weekly lunch hour, others donate time to a special project or committee, while some volunteer on a regular basis. The possibilities are endless and any time you can give is greatly appreciated.

A Role for Everyone

Working under the direction and supervision of professional staff members, volunteers assist in classrooms, schools, and District operations. Volunteers include the ASD-S District Education Council, Parent School Support Committees and Home and School groups, as well as committees formed to address specific issues. Business people can fill an invaluable role by assisting in a school-to-work program or mentorship opportunity.

Tips for Volunteers

- Be dependable/reliable and let the school know if you are unable to attend during a scheduled time.
- Sign in at the school office upon arrival and pick up your visitor/volunteer tag.
- Speak with school personnel about possible
- volunteer opportunities and your interests.
- Talk with the teacher about expectations and guidelines when working with students.
- Report behaviour concerns to the teacher.
- Take time to establish friendly relationships with students. They will benefit from your interest and involvement.

As a volunteer, what are my rights and obligations?

Screening

We value your contribution and want to assure you that the screening procedures for all volunteers are necessary to provide children with the safest possible learning environment.

Volunteers with unsupervised access to children/youth (for example, driving, coaching, one-on-one reading/tutoring) will be expected to fill out a sign-off sheet, after familiarizing themselves with Policy 701 — Pupil Protection Policy, and will also be requested to submit a criminal record and vulnerable sector check (valid for 5 years). All volunteers will be asked to complete a *Volunteer Screening Declaration Form* with the names of persons who may be contacted as references. Reference checking may be necessary to gain information about past activity or behaviour that could potentially be a threat to children/youth. These records shall be accorded the same confidentiality as staff personnel records.

Confidentiality

You have a responsibility to protect the privacy of children/youth, parents, members of the public and staff and not to disclose confidential or personal information. You can expect the same level of confidentiality.

Consultation and Assistance

Each volunteer will have a designated supervisor who is responsible for the work of that volunteer and who shall be available to the volunteer for consultation and assistance regarding their roles and responsibilities.

Conduct

Volunteers shall meet the same standards of conduct required of staff. This means adherence to standards of behaviour as set out in provincial and district policies. These policies include: *The Child Victims of Abuse Protocols, the Harassment Policy, the Pupil Protection Policy and the Positive Learning Environment Policy.* Copies of these may be obtained from the school principal.

What is Policy 701 & how does it apply to volunteers?

The Pupil Protection Policy is meant to protect all children/youth who are registered in public schools in New Brunswick regardless of their age. This policy applies to all adults whose job or role within the public school system places them in contact with children/youth. The policy deals with a range of behaviours that harm students and/or impede learning. These behaviours are divided into two categories: Abusive Behaviours and Misconduct.

The following must be treated as a complaint under the policy: any information received by any means from any named or anonymous source, either in person or recorded, which suggests that a child is being, or has been subjected to abusive behaviour or misconduct by an adult in the school system.

Any adult in the school system who witnesses or suspects abusive behaviour or misconduct as defined in the policy is obliged to report such conduct in accordance with the policy and, if applicable, the *Child Victims of Abuse Protocols.*

Policy 701 describes procedures for reporting of abusive behaviours. For behaviours falling under the category of misconduct, complaints must be reported to the principal or designated person by any adult in the school system who is aware or suspects such conduct. Every person named in a formal complaint under this policy has the right to be informed of the substance of the complaint at the time of filing. If necessary, a full and impartial investigation will take place.

If the complaint is unfounded, and involved malicious intent or is made in bad faith, the School District can take appropriate disciplinary action up to and including suspension in the case of students, dismissal of employees, or banning from school premises in the case of parents or volunteers. Disciplinary action taken by the school system does not preclude the accused volunteer/employee from pursuing civil action. *Find Policy 701 at http://www2.gnb.ca/content/gnb/en/departments/education/k12/content/policies.html*

Anglophone South School District
Volunteer Screening Declaration
(CONFIDENTIAL)

APPENDIX B

We value your important contribution and want to assure you that the screening procedures that we have in place for all volunteers are necessary to provide children/youth with the safest possible learning environment.

Volunteers with unsupervised access to children/youth will be asked to fill out a sign-off to ensure familiarity with Policy 701 — Pupil Protection Policy and will be requested to submit a criminal record/vulnerable sector check if they will have unsupervised access to students.

Policy 701

Go to the following website…

http://701.nbed.nb.ca/

Read through the modules, complete validation questionnaire, print off a copy, sign it, and have your principal sign a copy.

If you do not have access to the internet, information on Policy 701 can be obtained at the school, and once reviewed you will need to sign off that you are familiar with the policy. A copy of the sign off form will be kept on file by the Principal.

Criminal Record/Vulnerable Sector Checks

A criminal record/vulnerable sector check form can be obtained at the school. You will need to go to a local police or RCMP station to have it completed. Bring the completed form back to the school. These checks should not have been completed more than six months prior to the date submitted.

I, _____ residing in _____ hereby declare that I have no criminal record and have no history that would prevent me from working with children of the general public. I declare that I have no interactions at schools in the past that would prevent me from working within, and helping to create, a positive school environment. Furthermore, I recognize that I am obliged to inform the appropriate supervisor if I am charged, tried, or convicted of any offense under the Criminal Code or under any other provincial or federal statutes that would prevent me from working with children of the general public.

I recognize that I have a responsibility to protect the privacy of children, parents, members of the public and staff and shall not disclose confidential or personal information acquired by virtue of my position.

I recognize the school district reserves the right to decline my volunteer services without providing me any reason.

Dated: _____ at _____

Signature of Applicant: _____

Signature of Witness: _____ _____

Please list the names and phone numbers of two references (not family members):

Name: _____ Telephone: _____

Company or Agency: _____

Address: _____

Date: _____ Time: _____

Name: _____ Telephone: _____

Company or Agency: _____

Address: _____

Date: _____ Time: _____

Verification that references were checked:
Signature of Principal/Supervisor: _____Date: _____

***Please refer to Page 2 if you will be having unsupervised access to children/youth while volunteering.**

ANGLOPHONE SOUTH SCHOOL DISTRICT

OFFICE OF THE SUPERINTENDENT
490 Woodward Avenue - Saint John, New Brunswick E2K 5N3
Telephone: (506) 658-5300 - Fax: (506) 658-5399 - www.asd-s.nbed.nb.ca

APPENDIX C

CONSENT FOR CRIMINAL & VULNERABLE SECTOR RECORD CHECKS

Pursuant to Policy 701 of the Department of Education and Early Childhood Development, Anglophone South School District has established procedures to ensure appropriate reference checks are carried out for all persons associated with the school system who have unsupervised access to children. This reference check includes requesting applicants to document criminal record convictions.

You are required to take this form to your local police station to have a:

- Criminal Record Check completed
- Vulnerable Sector Check completed

Employee ☐ Volunteer ☐

Description of the paid or volunteer position: _____

Age(s) of the children or vulnerable person(s): _____

PERSONAL INFORMATION

_____ _____ _____
Given Name Middle Name Last Name (and maiden name if applicable)

_____ _____
Place of Birth (Town/City, Province) Date of birth (d/m/y) Male ☐ Female ☐

_____ _____
Social Insurance Number Home Phone

Current Address: _____

Previous Addresses, if any, within the last 5 years: _____

_____

Have you ever been convicted of a Criminal Offence for which you have not received a full pardon? Yes ☐ No ☐

Description of offence: _____

Note: for this request to be valid, all information must be completed and returned after checks are done

Individuals may not be considered for employment or to fill a volunteer role if:

a) There are previous convictions for violent crimes or crimes against children
b) There are previous charges related to violent crimes or crimes against children that did not result in conviction solely as a result of documented technical reasons.
c) There are previous convictions under the Criminal Code of Canada.

If you require additional information, please do not hesitate to call Susan Moffatt, Director of Human Resources for Anglophone South School District at 658-5300.

Signature of Applicant: _____ Date: _____

Witness: _____

Signature of Official
Anglophone South School District

Revised – March 2014