

VOLUNTEERS IN SCHOOLS

Background

The District supports active parent involvement in the education of children, and therefore encourages parent or community volunteer participation as a complement to school programs.

Volunteer participation must be authorized by the Principal and be responsible to the Principal or school staff.

No paid staff position will be displaced or replaced by the use of volunteers.

Procedures

1. Volunteers are visitors and must report to the school office on arrival at the school unless other arrangements have been made by the Principal.
2. Volunteers must meet all of the criteria of conduct and deportment required of District staff. Volunteers will be carefully screened and selected by the Principal.
3. Principals will require a criminal records check for potential volunteers in any situation or circumstance where the Principal deems such checks to be appropriate. Such circumstances may include:

Coaching school teams; accompanying students on overnight field trips; and driving students to and/or from school sponsored events in accordance with District administrative procedures.

- 3.1. Principals, vice principals, or supervisors who use volunteers whose participation in a school activity may involve unsupervised access to students or individuals who volunteer are responsible for ensuring the "Consent to a Criminal Record Check for Volunteers" form is completed and submitted to the Criminal Records Review Program.
- 3.2. A Criminal Record Check may be required for volunteers for other events when deemed necessary by the Principal.
- 3.3. All persons offering to serve as volunteers will be screened by the Principal to determine the basis for the person's interest. This screening will also help to determine the person's skills and talents, establish their potential contributions to the school and help to determine an appropriate placement.
- 3.4. The "Consent to a Criminal Record Check for Volunteers" form is located and completed online at justice.gov.bc.ca/eCRC/home.htm. The Principal will provide an access code to complete the form online. Applicants must meet the criteria listed on Electronic Identity Verification Tab www2.gov.bc.ca/gov/content/safety/crime-prevention/criminal-record-check/electronic-identity-verification-eiv in order to use the

eCRC service. Those who do not meet the criteria must contact the School Board Office to make an appointment to complete the "Consent to a Criminal Record Check for Volunteers" form. SD67 does not accept sharing clearance with other organizations and this should be communicated to applicants when providing the access code.

- 3.5. Criminal Record Checks for volunteers will be coordinated by the District through Human Resources personnel.
 - 3.6. All Criminal Record Checks will be held in strict confidence.
 - 3.7. Based upon information received on the Criminal Record Check, applicants may be contacted by the Criminal Records Review Program for further information regarding suitability.
 - 3.8. A Criminal Record Check is valid for five years. Principals shall verify that the volunteer has a valid Criminal Record Check via the CRC database that is located on the district Admin-Data drive under the SD67-CRC-Volunteers files. If the volunteer does not have a valid Criminal Record Check, the volunteer is required to complete and submit a new "Consent to a Criminal Record Check for Volunteers" form.
4. There is no cost for volunteer criminal records checks required by the District.
 5. Principals shall advise volunteers that they are required to report any future charges or convictions for criminal offense to the principal, and should this occur, provide a new authorization for a criminal record check.
 6. Where a volunteer is found to have a criminal record, the record and nature of the offence(s) is not disclosed. In such situations the individual may or may not receive clearance to volunteer in schools, depending upon the nature of the offence(s).
 7. When engaged in school activities, volunteers are covered by Schools Protection Program insurance and liability provisions.

Reference: Section 7.1, 17, 20, 22, 26.1, 65, 85 School Act
Freedom of Information and Protection of Privacy Act

Approved: November 2019
Revised: