

**POLICY NO. ASD-W-360-1****VOLUNTEERS****Category:**

Educational Services

Effective:

January 2022

Revised Sept 2023

Policy Statement

Anglophone West School District recognizes the value and encourages the use of volunteers in schools.

Definitions

A Volunteer is a responsible person who provides a support service within the District without financial remuneration, fulfilling special needs as determined by Senior Administration, principals and the staff directly involved. A volunteer shall not be engaged to perform the work of any bargaining unit.

Special note: All new volunteers to ASD-W who will be among students in an unsupervised capacity at any time or among students regularly, supervised or not, shall provide a criminal record check that is no more than one year old as well as proof of review of [Department of Education and Early Childhood Development Policy 701-Policy for the Protection of Pupils](#) (a mark of 100% is required).

Procedures

1. All volunteer positions must have a specified purpose and must be organized by a teacher, principal, or staff member of Anglophone West School District.
2. The Principal must approve all volunteer positions in a school in accordance with this policy. The Principal retains the authority to accept or decline any volunteer offer of service and to halt a volunteer activity based on concerns. Note: The definition does not include Parent School Support Committee members, Home & School Committee members or other recognized groups elected under the [Education Act](#). Volunteers can be parents, families, community members, ASD-W employees, and former students to utilize their talents and knowledge by serving as volunteers in its schools.
3. Volunteers who act as resource persons are individuals:
 - (a) who have a relevant area of experience and/or expertise;
 - (b) who are involved in an activity to enhance the educational program; and
 - (c) whose visits are planned and supervised by the teacher.
4. A volunteer may not be assigned to assist a teacher without the teacher's consent.
5. Volunteers must comply with the Anglophone West School District policies and the rules of the school.

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6. Volunteers shall maintain the confidentiality of students, staff and school issues that are normally expected of employees.
7. Volunteers are insured under the Province of New Brunswick only while they are acting within the scope of their duties as assigned by the Principal or Anglophone West School District.
8. Volunteer drivers must meet the requirements outlined in Volunteer Driver Responsibilities and complete the checklist for each trip taken.
9. All new volunteers must complete the applicable Volunteer Registration forms. (Appendix ASD-W-360-[1A](#), [1B](#), [1C](#)).
10. Volunteers can be reimbursed for travel related expenses in accordance with the school's travel policy and reimbursement rates. Principals determine when such allowances are allowable for volunteers.
11. Volunteers are responsible to notify the Director of Human Resources in the Office of the Superintendent of all criminal charges that may be laid against them at the time the charge is issued (minor traffic violations are an exception).
12. Volunteers charged with, or being investigated for, a criminal offence under the Criminal Code of Canada may be relieved of their volunteer position depending on the nature of the offence and its relationship to their duties as a volunteer.
13. Conviction of any criminal offence may result in termination of a volunteer position with Anglophone West School District.
14. ASD-W has a responsibility to carry out full investigations of unprofessional activities and a contravention of employment standards by volunteers and administer suitable consequences regardless of the outcome of criminal investigations or possible charges. There may be circumstances where a district investigation is not required, based on clear information from outside investigative sources.
15. All information regarding security clearances is strictly confidential and may only be disclosed in accordance with [RTIPPA \(Right to Information and Personal Privacy Act\)](#).

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16. The Principal is ultimately responsible for the actions and activities of any volunteers in the school or working with students in extra-curricular activities outside the school. The Principal is also responsible for monitoring volunteers. This monitoring would normally include feedback to volunteers.
17. The Principal shall regularly review the overall volunteer program in the school to determine its impact and make necessary adjustments. Such adjustments would be made in consultation with staff.
18. The Principal will compile an annual list of all volunteers per school year and will maintain a file which includes: a valid Criminal Record Check, completed [Policy 701](#) Questionnaire with a score of 100% as well as copies of Appendix ASD-W-360-1A, 1B, 1C. These forms will be made available to the Office of the Superintendent or applicable Education Centre when requested.
19. The Principal will ensure that volunteers are not recorded on the following registry for serious professional misconduct or the registry for teachers who have a suspended or revoked teaching certificate.
 - [Protection of Pupils - Registry for Serious Professional Misconduct \(gnb.ca\)](#)
 - [Registry of Suspended and Revoked New Brunswick Teachers' Certificates \(gnb.ca\)](#)
20. Volunteers should dress appropriately as in accordance with the [Anglophone West School District Policy 250-16: Professional Conduct](#) and be respectful of the scent reduced environments in all schools and offices.

Reference

- Department of Education and Early Childhood Development [Policy 512: Student Council Vehicles](#)
- Department of Education and Early Childhood Development [Policy 701: Policy for the Protection of Pupils](#)
- [ASD-W Policy 250-10 - Criminal Record Checks](#)
- [ASD-W Policy 250-16 - Professional Conduct](#)
- [RTIPPA \(Right to Information and Personal Privacy Act\)](#)
- [The Education Act](#)

Appendices

- [ASD-W 360-1A: Volunteer Sign-Off](#)
- [ASD-W 360-1B: Volunteers Criminal Record Check Clearance](#)
- [ASD-W 360-1C: Volunteer Driver Sign-Off](#)